

MILACA CITY COUNCIL AGENDA

April 20, 2017

6:30 PM

1. Call Meeting to Order/Pledge of Allegiance
2. Roll Call
3. Set Agenda
4. Consent Agenda
 - a) Minutes of the March 15, 2017 Special City Council Meeting
 - b) Minutes of the March 16, 2017 Regular City Council Meeting
 - c) Bills for Payment
 - d) Approval of Treasurer's Report
 - e) Approve City Manager Contract with Tammy Pfaff
 - f) Approval of Resolution 17-10 A Resolution Vacating a Portion of a City Street (St. Mary's Church Parking Lot)
 - g) Resolution 17-11 Assessing Fire Department Charges
 - h) Resolution 17-12 Approving Officer Michael Boser from Full-time to Part-time Status
 - i) Resolution 17-13 Approving City Manager Tammy Pfaff as Signatory on City Bank/Financial Accounts and removing Bob Derus as Signatory on City Bank/Financial Accounts as of May 1, 2017
 - j) Resolution 17-14 Approving Conditional Use Permit for John Przymus's 28 Unit Assisted Living Facility
 - k) Terminate Interim City Manager Contract May 1, 2017
5. Citizens Forum
6. 2016 Audit
7. Public Hearing
8. Requests and Communications
 - a) Milaca Area Chamber of Commerce-Gateway to the Northland Festival Week
- l) Ordinances and Resolutions

Resolution 17-15 Approving Conditional Use Permit for Lugene & LuAnn Veurink
- m) Reports of Boards and Commissions
 - a) Planning Commission CUP Lugene & LuAnn Veurink
 - b) Economic Development Commission
 - c) Airport Commission
 - d) Parks Commission
 - e) MCAT
 - f) Joint Powers Board with City of Braham; Re: Building Inspection Services
- n) Unfinished Business
 - a) Prior month citizen forum comments
 - b) 2017 Goals and Priorities Ranking by City Staff
 - c) Parking Regulations Downtown

- o) **New Business**
 - a) **Resignation from Airport Commission**
 - b) **Acquire Tax Forfeited Outlot from Mille Lacs County behind Public Works/Parks Building**
 - c) **Acquire other lot**
 - d) **Approve Revised Ogilvie Contract**
 - e) **Consider changing date of June 15, 2017, Regular Council Meeting due to conflict with parade**
- p) **Council Comments**
- q) **Adjourn**

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

**MILACA CITY COUNCIL MINUTES
SPECIAL MEETING
MARCH 15, 2017**

Call to Order Roll Call

Pursuant to due call and notice a Special meeting of the City Council was held on Wednesday, March 15, 2017. The special meeting was called to order at 4:00 p.m. by Mayor Pedersen. Upon roll call the following Council members were present: Mayor Pedersen, Councilors Muller, Dillan and Johnson. Council member Gahm arrived at 4:09 PM.

Staff present: City Attorney Toven, Park Supervisor Greg Moyer, City Treasurer Gann-Olehy, Assistant City Clerk Deloris Katke, Administrative Assistant Miller, City Attorney Damien Toven, Public Works Director Burklund, and Interim City Manager Derus.

Others Present: Jeff Hage and the three City Manager candidate finalists, Luke Welle, Tammy Pfaff and Kathy George and Milaca Schools' Superintendent Tim Truebenbach.

Interviews of City Manager Finalists

The purpose of the meeting was to conduct City Manager interviews with the three City Manager candidate finalists: Luke Welle, Tammy Pfaff and Kathy George. The process for the interviews was that each candidate would separately interview with the City Council or City staff, or take a tour of the City with Milaca Schools' Superintendent Tim Truebenbach. Then the candidates would rotate to the next interview, or tour until all had completed the same process.

Reconvene the Meeting with Staff and City Council

At approximately 6:15 PM, after the City Manager finalists had completed their tour and interviews with Council and staff, they were dismissed from the meeting and the Council met with staff and Superintendent Tim Truebenbach to discuss their reactions and what would be the next step. It was almost unanimous that the top two choices were Tammy Pfaff (one) and Kathy George (two.) Due to a lack of experience Luke Welle was ranked third. Mayor Pedersen asked the Council to think about it for the next 24 hours and the matter would be added to the agenda of the City Council meeting scheduled for the following evening.

Adjourn

With no other business, a motion to adjourn was made by Gahm, and seconded by Muller, all present voted in favor and the meeting adjourned at 6:45 p.m.

Motion carried unanimously.

Mayor Harold Pedersen

ATTEST

Bob Derus, Interim City Manager

**MILACA CITY COUNCIL MINUTES
MARCH 16, 2017 MEETING**

Call to Order Roll Call

The regular meeting of the Milaca City Council was called to order at 6:31 p.m. by Mayor Pedersen. Upon roll call the following council members were present: Mayor Pedersen, Councilors Gahm, Muller, Johnson and Dillan

Staff present: City Attorney Toven, City Treasurer Tracy Gann-Olehy, Park Supervisor Greg Moyer, Fire Chief Craig Billings, Building Official Marshall Lind, Public Works Director Steve Burklund and Interim City Manager Derus.

Others present: Jesse Gerads, Darryl Stimmler, Arla Johnson, Deacon Gene Kramer, Jerry Jacobson and Roxanne Gerads.

Set Agenda

On a motion by Muller, seconded by Dillan, the agenda was set as printed, with the addition toward the end of the meeting of discussion about the recommendation for city manager.

Motion carried unanimously.

Consent Agenda

Motion by Johnson, second by Muller, to approve the consent agenda items as follows:

- Minutes of the February 16, 2017 Special Work Session City Council Meeting
- Minutes of the February 16, 2017 Regular City Council Meeting
- Bills for Payment
- Approval of Treasurer's Report
- Approval of Permit for Special Event; 2nd Annual Milaca Car Show at Rec Park; September 16, 2017, from 8:00 AM – 3:00 PM
- Approval of a 2017 Peddler's License for Sara Liebeck dba The Ice Cream Machine LLC, contingent upon receiving necessary Department of Agriculture License and also having a valid driver's license

Motion carried unanimously.

Citizens Forum

No one was present to address the council during the open forum.

Public Hearing

Public Hearing to Consider Vacation of Public Right-of-way in St. Mary's Catholic Church Parking Lot

At 6:34 PM Mayor Pedersen opened the meeting for public hearing on the proposed vacation of public right-of-way in St. Mary's Catholic Church parking lot and asked for public comments: The following public comments were made:

Deacon Gene Kramer from St. Mary's: "When you create the documents vacating the right-of-way, can we have a copy?"

Mayor Pedersen: "Yes."

Mayor Pedersen referenced an email from Terry Anfinson that was in the packet and asked that it be entered into the public record; the email is as follows:

“Mr. Derus: I guess I'm going to have to disagree with you. The church knew when it bought the land that 3rd Ave. would run through its property and so did the city. This does not interfere with your idea of a service road with cul-de-sacs. To my knowledge utilities run along the western edge of the church property. You are taking away from me a planned access point from my property, thus reducing the value of my land. This has been an access point since the church acquired the land. You have not explained why I should become collateral damage for a decision the city made years ago. Mr. Pederson and Mr. Toven are well aware of the collateral damage that occurred on my southern boundary. These are not decisions I am making but others are making to my detriment. Unfortunately, I will be out of the country on March 16, so I will not be able to attend. Please use this as my testimony.”

Jerry Jacobson, Milaca, MN: “How much will this street vacation cost the city?”
City: “Approximately \$500.”

Hearing no further public testimony, Mayor Pedersen closed the public hearing at 6:35 PM.

Motion by Dillan, seconded by Johnson, to direct city staff to prepare a resolution vacating the right-of-way in the St. Mary's Church parking lot for consideration at the April regular city council meeting.
Motion carried unanimously.

Requests and Communications

There were no requests or communications.

Ordinances and Resolutions

- a) **Ordinance Amendment 2nd Reading - No Parking in City Parking Lot Near Theatre**
Moved by Johnson, seconded by Gahm, to approve the proposed Ordinance 423.
Discussion: Jiggers had expressed the concern that with the no parking on the weekends, it could encourage driving over the legal alcohol limit.
The council then agreed to make the ordinance effective from Monday through Friday.
Motion carried unanimously.

Reports of Boards and Commissions

Planning Commission

Building Official Marshall Lind was at the meeting to explain that the Planning Commission had met on the previous Monday to consider a Conditional Use Permit (CUP) for a proposal for 28 assisted living units at the Phoenix Apartments. Lind explained that the commission voted to approve the CUP on a 3 to 1 vote.

On a motion by Dillan, seconded by Muller, to accept the Planning Commission's recommendation to approve the CUP as requested for 28 assisted living units in the Phoenix Apartment building.
Motion carried unanimously.

Economic Development Commission

The EDC will meet the following day so there was no report.

Airport Commission

Ken Muller reported that the Airport Commission had not met in the previous month. He did suggest that with the new city manager, he would like to see the Airport get an FBO (Fixed Business Operator.)

Parks Commission

Mayor Pedersen briefly reviewed the items discussed in the last park board meeting. The council discussed:

- Pedersen explained that the Parks Commission would like to recognize all the work that Don Stob does for the baseball field.
- They discussed the kiosk sign at the park. Dave Dillan wanted to know if the commission was going to go away from the bigger Rec Park sign. Pedersen responded no they would still have the larger sign and they would be of similar design.

Joint Powers Board with City of Braham; Re: Building Inspection Services

Mayor Pedersen explained that the Joint Powers Board between the cities of Braham and Milaca had met earlier in the afternoon and had concluded that they intended to keep contracting with current building official. Pedersen stated that he will be sitting down with Building Official Lind.

MCAT

There was a brief discussion about the next move for MCAT and the need to grow the organization.

Unfinished Business

Prior month citizen forum comments

There were no comments from the previous month.

2017 Goals and Priorities

Derus handed out the 2017 ranked goals and briefly went over the list. He said he has not yet ranked the staff version but will doing that soon.

Clean-up of 460 Second Ave NE and Other Hazardous Buildings

City Attorney Damien Toven explained that the building at 460 Second Ave NE has been completely removed.

New Business

Recommended Sanitary Sewer Improvements

Moved by Johnson, seconded by Muller, to authorize bidding the sanitary sewer improvements as described in the letter dated February 22, 2017 in the council packet from City Engineer Phil Gravel. Motion carried unanimously.

Budget Amendments

Derus briefly went through the recommended budget adjustments to balance out the increase for upgrading the open police officer positions to fulltime, which will increase the patrol officer budget by approximately \$30,000. This will be tracked and approved along with other budget adjustments toward the end of the year.

City Manager Recommendation

Mayor Pedersen briefly reviewed the current city manager recruitment process. He explained that there were 38 total applicants, with 12 being given an initial telephone interview. There were 7 semifinalists interviewed the previous week and 3 finalists were interviewed on the previous evening. He said the almost unanimous decision was that Tammy Pfaff was the top candidate and Kathy George is the second and background checks were recommended to be conducted on both candidates.

Motion by Dillan, seconded by Gahm, to authorize the personnel committee of Pedersen and Johnson to offer the position to Tammy Pfaff after checking out references on both candidates.

Motion carried unanimously.

Mayor Pedersen thanked the council and staff for their involvement in the process.

Council Comments

- Ken Muller commented that he thought the quality of the current group of candidates were very good.
- Dave Dillan thanked the staff for their involvement in the recruitment of city manager.
- Laurie Gahm commented that Hardees has new décor. There is a new coffee shop and a new ice cream shop and it's great to see things happening in the city.

Adjourn

With no other business, a motion to adjourn was made by Johnson, second by Muller, all present voted in favor and the meeting adjourned at 7:17 p.m.

Motion carried unanimously.

Mayor Harold Pedersen

ATTEST

Bob Derus, Interim City Manager

***Check Detail Register©**

MARCH 2017

		Check Amt	Invoice	Comment
10100 General Bank				
Paid Chk# 817053E 3/21/2017 CENTERPOINT ENERGY				
E 101-45200-381	Utilities	\$104.59	10551998	NATURAL GAS-COMM CTR
E 208-49010-381	Utilities	\$151.79	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities	\$215.96	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities	\$1,078.25	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities	\$320.19	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities	\$513.09	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities	\$334.29	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities	\$334.29	7142283	NATURAL GAS-LIBRARY
Total CENTERPOINT ENERGY		\$3,052.45		
Paid Chk# 817054E 3/7/2017 EAST CENTRAL ENERGY				
E 603-49450-381	Utilities	\$36.00	201875902	ELECTRIC
E 603-49450-381	Utilities	\$77.55	203981301	ELECTRIC
E 101-43000-380	Street Lights	\$3,057.21	204619700	ELECTRIC
E 101-45200-381	Utilities	\$30.21	205400900	ELECTRIC
E 602-49400-381	Utilities	\$1,235.60	206041500	ELECTRIC
E 101-45500-381	Utilities	\$771.32	206085200	ELECTRIC
E 602-49400-381	Utilities	\$567.80	206734200	ELECTRIC
E 101-45200-381	Utilities	\$30.00	5379600	ELECTRIC
E 101-49810-381	Utilities	\$266.56	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$59.63	6302100	ELECTRIC
E 603-49450-381	Utilities	\$77.55	6678100	ELECTRIC
E 101-42280-381	Utilities	\$1,063.76	6751501	ELECTRIC
E 101-42280-381	Utilities	\$689.85	7546001	ELECTRIC
E 101-41940-381	Utilities	\$764.68	8145502	ELECTRIC
E 101-49810-381	Utilities	\$59.45	830700	ELECTRIC
E 101-49810-381	Utilities	\$126.89	831000	ELECTRIC
E 101-43000-380	Street Lights	\$80.56	831300	ELECTRIC
E 101-43000-381	Utilities	\$759.28	831500	ELECTRIC
E 603-49450-381	Utilities	\$589.00	832000	ELECTRIC
E 602-49400-381	Utilities	\$184.93	832100	ELECTRIC
E 101-45600-381	Utilities	\$147.83	832400	ELECTRIC
E 603-49450-381	Utilities	\$83.91	832500	ELECTRIC
E 603-49450-381	Utilities	\$99.07	832600	ELECTRIC
E 602-49400-381	Utilities	\$543.04	833100	ELECTRIC
E 602-49400-381	Utilities	\$147.03	833300	ELECTRIC
E 101-45200-381	Utilities	\$30.00	833400	ELECTRIC
E 101-45200-381	Utilities	\$43.56	833600	ELECTRIC
E 208-49010-381	Utilities	\$105.26	9084202	ELECTRIC
E 602-49400-381	Utilities	\$459.68	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$34.34	97017300	ELECTRIC
Total EAST CENTRAL ENERGY		\$12,221.55		
Paid Chk# 817055E 3/20/2017 MILACA LOCAL LINK				
E 619-49900-321	Telephone	\$111.42	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone	\$44.25	320-982-1549	ALARM LINE - LIBRARY
E 101-45200-321	Telephone	\$49.24	320-982-1549	INTERNET-REC PARK
E 101-42280-321	Telephone	\$89.52	320-982-3465	PHONE SERVICE-FIRE
Total MILACA LOCAL LINK		\$294.43		
Paid Chk# 817056E 3/3/2017 UNION SECURITY INSURANCE CO.				
G 101-21707	Disability	\$463.44	4022335-0-1	LTD-MARCH 2017
Total UNION SECURITY INSURANCE CO.		\$463.44		
Paid Chk# 817057E 3/31/2017 INCONTACT INC				
E 101-42280-321	Telephone	\$8.70	4020342	LONG DISTANCE SERVICE-FIRE

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MARCH 2017

	Check Amt	Invoice	Comment
E 101-41940-321 Telephone	\$49.74	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321 Telephone	\$15.99	4020375	LONG DISTANCE SERVICE-PW
E 101-42110-321 Telephone	\$26.23	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321 Telephone	\$5.60	4021396	LONG DISTANCE SERVICE-DEP REG
E 602-49400-321 Telephone	\$0.86	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321 Telephone	\$10.90	4580547	LONG DISTANCE SERVICE-PARKS
Total INCONTACT INC	\$118.02		
<hr/>			
Paid Chk# 817058E 3/6/2017	MIDCONTINENT COMMUNICATIONS		
E 101-42110-321 Telephone	\$65.00	147990801	INTERNET-MAR
Total MIDCONTINENT COMMUNICATIONS	\$65.00		
10100 General Bank	\$16,214.89		

Fund Summary

10100 General Bank	
101 GENERAL FUND	\$11,404.51
208 CHARITABLE GAMBLING FUND	\$257.05
602 WATER FUND	\$3,473.23
603 SEWER FUND	\$963.08
619 DEPUTY REGISTRAR FUND	\$117.02
	\$16,214.89

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APRIL 2017

			Check Amt	Invoice	Comment
10100 General Bank					
Paid Chk#	043155	4/20/2017	3D PRINTING MINNESOTA		
E 101-42280-217	Other Operating Supplies		\$329.64	20147941	FIRE PREVENTION BROCHURES
Total 3D PRINTING MINNESOTA			\$329.64		
Paid Chk#	043156	4/20/2017	ALTHOFF & NORDQUIST LLC		
E 101-41540-301	Auditing and Acct g Services		\$6,250.00		2016 AUDIT
E 602-49400-301	Auditing and Acct g Services		\$2,500.00		2016 AUDIT
E 603-49450-301	Auditing and Acct g Services		\$1,000.00		2016 AUDIT
E 619-49900-301	Auditing and Acct g Services		\$400.00		2016 AUDIT
E 700-50000-301	Auditing and Acct g Services		\$500.00		2016 AUDIT
Total ALTHOFF & NORDQUIST LLC			\$10,650.00		
Paid Chk#	043157	4/20/2017	AMERICAN LEGAL PUBLISHING CORP		
E 101-41940-310	Other Professional Services		\$203.00	115137	CD FOR CITY ORDINANCES
E 101-41940-310	Other Professional Services		\$401.00	115138	ORDINANCE CODE BOOK UPDATE
otal AMERICAN LEGAL PUBLISHING CORP			\$604.00		
Paid Chk#	043158	4/20/2017	AMERIPRIDE		
E 101-45500-310	Other Professional Services		\$35.51	2200890197	RUGS-LIBRARY
E 101-41940-310	Other Professional Services		\$10.42	2200890198	RUGS-CITY HALL
E 619-49900-310	Other Professional Services		\$20.42	2200890198	RUGS-DEP REG
E 101-45500-310	Other Professional Services		\$35.51	2200895085	RUGS-LIBRARY
E 101-41940-310	Other Professional Services		\$10.42	2200895087	RUGS-CITY HALL
E 619-49900-310	Other Professional Services		\$20.42	2200895087	RUGS-DEP REG
E 101-45500-310	Other Professional Services		\$35.51	2200900473	RUGS-LIBRARY
E 101-45500-217	Other Operating Supplies		\$78.25	2200900473	SOAP-LIBRARY
E 101-41940-310	Other Professional Services		\$10.42	2200900474	RUGS-CITY HALL
E 619-49900-310	Other Professional Services		\$20.42	2200900474	RUGS-DEP REG
Total AMERIPRIDE			\$277.30		
Paid Chk#	043159	4/20/2017	ASPEN MILLS		
E 101-42110-434	Uniforms		\$119.50	195516	BOOTS-BARROS
Total ASPEN MILLS			\$119.50		
Paid Chk#	043160	4/20/2017	AUTO BODY TECHNICIANS		
E 101-43000-221	Equipment Parts/Repairs		\$21.63		PARTS-PW
Total AUTO BODY TECHNICIANS			\$21.63		
Paid Chk#	043161	4/20/2017	AW RESEARCH LABORATORIES		
E 602-49400-310	Other Professional Services		\$66.00	16218	TESTING-WATER
E 602-49400-310	Other Professional Services		\$63.00	16333	TESTING-WATER
Total AW RESEARCH LABORATORIES			\$129.00		
Paid Chk#	043162	4/20/2017	BANYON DATA SYSTEMS, INC.		
E 700-50000-309	EDP, Software and Design		\$865.00	155589	SA PERMITS SUPPORT-BRAHAM
Total BANYON DATA SYSTEMS, INC.			\$865.00		
Paid Chk#	043163	4/20/2017	BARROS, MICHAEL		
E 101-42110-212	Auto Expense (Fuel/Repair)		\$25.16		REIMB-GAS FOR SQUAD
Total BARROS, MICHAEL			\$25.16		
Paid Chk#	043164	4/20/2017	BATTERY PRODUCTS INC		
E 101-42280-217	Other Operating Supplies		\$87.90	54682	FLASHLIGHT BATTERIES/TRAFFIC WANDS
Total BATTERY PRODUCTS INC			\$87.90		
Paid Chk#	043165	4/20/2017	BEST OIL COMPANY		
E 101-49810-270	Fuel for Resale		\$3,770.90	1908	AIRPORT FUEL (1000 GALLONS)

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APRIL 2017

			Check Amt	Invoice	Comment
Total BEST OIL COMPANY			\$3,770.90		
Paid Chk#	043166	4/20/2017	BILLINGS SERVICE		
E 101-45200-212	Auto Expense (Fuel/Repair)		\$114.31		GAS-PARKS
E 101-42280-212	Auto Expense (Fuel/Repair)		\$286.79		GAS-FIRE
E 101-43000-212	Auto Expense (Fuel/Repair)		\$497.92		GAS-PW
Total BILLINGS SERVICE			\$899.02		
Paid Chk#	043167	4/20/2017	BILLINGS, SHERIE		
E 101-41120-308	Commission		\$50.00		MARCH/APRIL PLANNING COMMISSION
Total BILLINGS, SHERIE			\$50.00		
Paid Chk#	043168	4/20/2017	BOSER, MICHAEL		
E 101-42110-212	Auto Expense (Fuel/Repair)		\$26.00		REIMB-GAS FOR SQUAD
Total BOSER, MICHAEL			\$26.00		
Paid Chk#	043169	4/20/2017	BURKLUND, STEVEN		
E 602-49400-208	Training and Travel		\$15.00		REIMB-PARKING-MRWA 3/7-9
Total BURKLUND, STEVEN			\$15.00		
Paid Chk#	043170	4/20/2017	CENTRAL HYDRAULICS		
E 101-49810-310	Other Professional Services		\$1,790.34	82036	REPAIR-PARKER MOTORS
Total CENTRAL HYDRAULICS			\$1,790.34		
Paid Chk#	043171	4/20/2017	CHAPMANS AUTO REPAIR LLC		
E 101-43000-221	Equipment Parts/Repairs		\$95.77	21936	USED TIRES/TUBES-PW
Total CHAPMANS AUTO REPAIR LLC			\$95.77		
Paid Chk#	043172	4/20/2017	CORNER MART		
E 101-43000-212	Auto Expense (Fuel/Repair)		\$323.83		GAS-PW
E 101-45200-212	Auto Expense (Fuel/Repair)		\$177.55		GAS-PARKS
E 603-49450-212	Auto Expense (Fuel/Repair)		\$65.00		GAS-SEWER
E 700-50000-212	Auto Expense (Fuel/Repair)		\$107.32		GAS-JP
E 101-42110-212	Auto Expense (Fuel/Repair)		\$739.10		GAS-POLICE
E 602-49400-212	Auto Expense (Fuel/Repair)		\$58.83		GAS-WATER
Total CORNER MART			\$1,471.63		
Paid Chk#	043173	4/20/2017	CUSTOM STITCH AND DESIGN		
E 101-42280-241	Reserve Purchase		\$3,215.00		JACKETS W/LOGO-RESERVE PURCHASE
Total CUSTOM STITCH AND DESIGN			\$3,215.00		
Paid Chk#	043174	4/20/2017	DERUS GOVERNMENTAL CONSULTING		
E 101-41310-310	Other Professional Services		\$3,207.75		INTERIM CITY MGR-MAR 2017
E 602-49400-310	Other Professional Services		\$682.50		INTERIM CITY MGR-MAR 2017
E 603-49450-310	Other Professional Services		\$682.50		INTERIM CITY MGR-MAR 2017
E 619-49900-310	Other Professional Services		\$341.25		INTERIM CITY MGR-MAR 2017
Total DERUS GOVERNMENTAL CONSULTING			\$4,914.00		
Paid Chk#	043175	4/20/2017	DIAMOND VOGEL PAINTS (2)		
E 101-43000-217	Other Operating Supplies		\$173.10	813131516	PAINT SUPPLIES-PW
Total DIAMOND VOGEL PAINTS (2)			\$173.10		
Paid Chk#	043176	4/20/2017	DOVE FRET LAND PLLP		
E 101-41610-304	Legal Fees		\$1,155.00	73952	CIVIL RETAINER-MAR 2017
E 101-41610-304	Legal Fees		\$2,585.00	73953	CRIMINAL RETAINER-MAR 2017
Total DOVE FRET LAND PLLP			\$3,740.00		
Paid Chk#	043177	4/20/2017	E.C.M. PUBLISHERS, INC.		
E 101-41120-352	General Notices and Pub Info		\$49.10	464593	PUBLIC HEARING NOTICE

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APRIL 2017

			Check Amt	Invoice	Comment
E 101-41110-351	Legal Notices Publishing		\$106.70	466824	PUBLIC HEARING NOTICE
E 101-41110-351	Legal Notices Publishing		\$48.50	471673	ORDINANCE 423 AD
E 101-41120-352	General Notices and Pub Info		\$24.25	474037	PUBLIC HEARING NOTICE
Total E.C.M. PUBLISHERS, INC.			\$228.55		
Paid Chk# 043178	4/20/2017	EARL F. ANDERSEN, INC.			
E 101-43000-217	Other Operating Supplies		\$62.50	113793	NO PARKING IN LOT SIGNS-PW
E 101-43000-217	Other Operating Supplies		\$520.50	113798	BARRICADE TAPE-PW
E 101-43000-217	Other Operating Supplies		\$65.50	113894	NO PARKING IN LOT SIGNS-PW
Total EARL F. ANDERSEN, INC.			\$648.50		
Paid Chk# 043179	4/20/2017	EMERGENCY MEDICAL PRODUCTS			
E 101-42280-240	Small Tools and Minor Equip		\$732.36	1898678	EQUIPMENT-FIRE DEPT
Total EMERGENCY MEDICAL PRODUCTS			\$732.36		
Paid Chk# 043180	4/20/2017	EMERGENCY RESPONSE SOLUTIONS			
E 101-42280-310	Other Professional Services		\$1,635.00	8527	SCBA FLOW TESTING
Total EMERGENCY RESPONSE SOLUTIONS			\$1,635.00		
Paid Chk# 043181	4/20/2017	FAIRVIEW HEALTH SERVICES			
E 101-42110-305	Medical and Dental Fees		\$274.00	75001609	PHYSICAL-BARROS
E 101-42110-305	Medical and Dental Fees		\$274.00	75001609	PHYSICAL-FISHER
Total FAIRVIEW HEALTH SERVICES			\$548.00		
Paid Chk# 043182	4/20/2017	FIRE EQUIPMENT SPECIALTIES INC			
E 101-42280-434	Uniforms		\$1,659.75	9588	HOODS/GLOVES
E 101-42280-434	Uniforms		\$45.95	9597	REPAIR COAT
E 101-42280-434	Uniforms		\$1,039.95	9600	GLOVES
Total FIRE EQUIPMENT SPECIALTIES INC			\$2,745.65		
Paid Chk# 043183	4/20/2017	FLEXIBLE PIPE TOOL COMPANY			
E 603-49450-221	Equipment Parts/Repairs		\$245.00	20954	PARTS-SEWER
Total FLEXIBLE PIPE TOOL COMPANY			\$245.00		
Paid Chk# 043184	4/20/2017	FLOWERPOT GREENHOUSE			
E 101-43000-217	Other Operating Supplies		\$475.00		PLANTS-DOWNTOWN
Total FLOWERPOT GREENHOUSE			\$475.00		
Paid Chk# 043185	4/20/2017	GK CONSULTING LLC			
E 101-41940-309	EDP, Software and Design		\$650.00	1501	APRIL NETWORK
Total GK CONSULTING LLC			\$650.00		
Paid Chk# 043186	4/20/2017	GOPHER STATE ONE CALL			
E 602-49400-310	Other Professional Services		\$16.20	7030561	MARCH LOCATES
Total GOPHER STATE ONE CALL			\$16.20		
Paid Chk# 043187	4/20/2017	GRAINGER			
E 101-43000-217	Other Operating Supplies		\$159.54	9386545199	GAS VALVE/PRESSURE REGULATOR-PW
E 101-43000-217	Other Operating Supplies		\$83.60	9391579910	ASPHALT LUTE-PW
Total GRAINGER			\$243.14		
Paid Chk# 043188	4/20/2017	GRANITE ELECTRONICS			
E 101-42110-226	Radio Repair		\$141.84	153004075-1	RADIO EARPIECES-POLICE
Total GRANITE ELECTRONICS			\$141.84		
Paid Chk# 043189	4/20/2017	HABERMAN, DIONNE			
E 101-49910-208	Training and Travel		\$172.38		MAR 2017 OGILVIE MILEAGE
Total HABERMAN, DIONNE			\$172.38		

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Paid Chk# 043190	4/20/2017	HARDY AUTO PARTS			
E 101-43000-215	Shop Supplies		\$9.96	3141	SHOP TOWELS-PW
E 101-42280-221	Equipment Parts/Repairs		\$10.91	3141	PARTS-FIRE
	Total HARDY AUTO PARTS		\$20.87		
Paid Chk# 043191	4/20/2017	HARLICKER, SCOTT			
E 101-41120-308	Commission		\$50.00		MAR/APR PLANNING COMMISSION
	Total HARLICKER, SCOTT		\$50.00		
Paid Chk# 043192	4/20/2017	HAWKINS, INC.			
E 602-49400-216	Chemicals and Chem Products		\$3,379.42	4047603	CHEMICALS
	Total HAWKINS, INC.		\$3,379.42		
Paid Chk# 043193	4/20/2017	HENDY S AUTO SERVICE			
E 101-42280-221	Equipment Parts/Repairs		\$491.05	11454	RESCUE 4 REPAIR
	Total HENDY S AUTO SERVICE		\$491.05		
Paid Chk# 043194	4/20/2017	HOOKUPS			
E 101-45200-309	EDP, Software and Design		\$60.00	1251	DOMAIN NAME-PARKS
	Total HOOKUPS		\$60.00		
Paid Chk# 043195	4/20/2017	HY-TECH AUTOMOTIVE			
E 101-42110-212	Auto Expense (Fuel/Repair)		\$180.08	28158	REPAIR 11 SQUAD
	Total HY-TECH AUTOMOTIVE		\$180.08		
Paid Chk# 043196	4/20/2017	JOHNSON OIL CO.			
E 101-43000-221	Equipment Parts/Repairs		\$45.00	1686	USED TIRES-PW
E 700-50000-212	Auto Expense (Fuel/Repair)		\$31.98	1690	OIL CHANGE-JP
	Total JOHNSON OIL CO.		\$76.98		
Paid Chk# 043197	4/20/2017	JOHNSON, ARLA			
E 101-41120-308	Commission		\$50.00		MAR/APR PLANNING COMMISSION
	Total JOHNSON, ARLA		\$50.00		
Paid Chk# 043198	4/20/2017	K.E.E.P.R.S.			
E 101-42110-434	Uniforms		\$132.99	338239	BARROS UNIFORM
E 101-42110-434	Uniforms		\$508.00	338239-01	BARROS UNIFORM
E 101-42110-240	Small Tools and Minor Equip		\$914.13	338264	BARROS-EQUIPMENT
	Total K.E.E.P.R.S.		\$1,555.12		
Paid Chk# 043199	4/20/2017	KNIFE RIVER CORP. - NORTH CENT			
E 101-43000-403	Repairs/Maint Streets		\$415.21	475625	CLASS 5 AGGREGATE
	Total KNIFE RIVER CORP. - NORTH CENT		\$415.21		
Paid Chk# 043200	4/20/2017	KOCHS HARDWARE HANK			
E 101-45500-217	Other Operating Supplies		\$3.99	3181	SUPPLIES-LIBRARY
E 101-41940-217	Other Operating Supplies		\$9.99	3181	SUPPLIES-CITY
E 101-42110-437	Other Miscellaneous		\$25.98	3181	GARAGE SUPPLIES-POLICE
E 101-49810-217	Other Operating Supplies		\$1.99	3181	SUPPLIES-AIRPORT
E 101-43000-215	Shop Supplies		\$250.07	3181	SHOP SUPPLIES-PW
E 101-42280-217	Other Operating Supplies		\$106.15	3181	SUPPLIES-FIRE
E 101-45200-215	Shop Supplies		\$320.24	3181	SHOP SUPPLIES-PARKS
	Total KOCHS HARDWARE HANK		\$718.41		
Paid Chk# 043201	4/20/2017	KOTSMITH, LUKE			
E 101-41120-308	Commission		\$25.00		APRIL PLANNING COMMISSION
	Total KOTSMITH, LUKE		\$25.00		
Paid Chk# 043202	4/20/2017	LIGHTHOUSE PRINTING			

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E 101-42110-201	Accessories (paper, pens, etc)		\$119.95	23962	BUS CARDS/WELFARE FORMS-POLICE
	Total LIGHTHOUSE PRINTING		\$119.95		
Paid Chk# 043203	4/20/2017	LIND, MARSHALL			
E 700-50000-208	Training and Travel		\$85.00		REIMB-ENERGY CODE TRNG
	Total LIND, MARSHALL		\$85.00		
Paid Chk# 043204	4/20/2017	LINDELL, JIM			
E 101-42280-217	Other Operating Supplies		\$50.00	289695	STRAW BAILS-LIVE BURN
	Total LINDELL, JIM		\$50.00		
Paid Chk# 043205	4/20/2017	MACQUEEN EQUIPMENT			
E 101-43000-221	Equipment Parts/Repairs		\$928.40	P04852	SWEEPER PARTS-PW
	Total MACQUEEN EQUIPMENT		\$928.40		
Paid Chk# 043206	4/20/2017	MARTIN-MCALLISTER INC			
E 101-42110-305	Medical and Dental Fees		\$500.00	10961	N FISHER EVALUATION
	Total MARTIN-MCALLISTER INC		\$500.00		
Paid Chk# 043207	4/20/2017	MED-COMPASS, INC.			
E 101-42280-305	Medical and Dental Fees		\$80.00	30988	SCBA EXAM
E 101-42280-305	Medical and Dental Fees		\$108.00	31041	SCBA EXAM/FIT TEST
	Total MED-COMPASS, INC.		\$188.00		
Paid Chk# 043208	4/20/2017	MEYERS MILACA PARTS CITY			
E 101-45200-240	Small Tools and Minor Equip		\$23.74	2071	WRENCH-PARKS
E 101-45200-221	Equipment Parts/Repairs		\$393.17	2071	PARTS-PARKS
	Total MEYERS MILACA PARTS CITY		\$416.91		
Paid Chk# 043209	4/20/2017	MID STATE TREE SERVICE			
E 101-49200-450	Unallocated		\$200.00	350666	TREE REMOVAL-445 CENTRAL AVE S
	Total MID STATE TREE SERVICE		\$200.00		
Paid Chk# 043210	4/20/2017	MILACA AUTO VALUE			
E 101-43000-221	Equipment Parts/Repairs		\$140.29	1302823	PARTS-PW
E 101-49810-221	Equipment Parts/Repairs		\$6.43	1302823	PARTS-AIRPORT
E 101-45200-221	Equipment Parts/Repairs		\$19.96	1302823	PARTS-PARKS
E 101-42280-221	Equipment Parts/Repairs		\$77.95	1302823	PARTS-FIRE
	Total MILACA AUTO VALUE		\$244.63		
Paid Chk# 043211	4/20/2017	MILACA FIRE RELIEF ASSOC.			
E 101-42280-124	Fire Pension Contributions		\$1,000.00		FIRE PENSION SUPPLEMENTAL
	Total MILACA FIRE RELIEF ASSOC.		\$1,000.00		
Paid Chk# 043212	4/20/2017	MILACA GENERAL RENTAL CENTER			
E 101-42280-217	Other Operating Supplies		\$28.40	1-41246	PROPANE TANK-FIRE
	Total MILACA GENERAL RENTAL CENTER		\$28.40		
Paid Chk# 043213	4/20/2017	MILACA IRON & METAL			
E 101-45200-215	Shop Supplies		\$18.57	1652435	SHOP SUPPLIES-PARKS
	Total MILACA IRON & METAL		\$18.57		
Paid Chk# 043214	4/20/2017	MILACA UNCLAIMED FREIGHT			
E 101-43000-221	Equipment Parts/Repairs		\$14.98		PARTS FOR TRAILER-PW
	Total MILACA UNCLAIMED FREIGHT		\$14.98		
Paid Chk# 043215	4/20/2017	MILLE LACS CO. AUDITOR			
G 101-20200	Accounts Payable		\$10,096.00		2016 ASSESSOR FEE
E 101-49200-450	Unallocated		\$55.54		2016 SOLID WASTE/DITCH FEES

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E 200-46500-437	Other Miscellaneous		\$5,270.00		HWY 169 PHASE 2 IND PARK
E 200-46500-437	Other Miscellaneous		\$946.00		HWY 169 IND PARK
Total MILLE LACS CO. AUDITOR			\$16,367.54		
Paid Chk# 043216 4/20/2017 MILLE LACS CO. SHERIFF					
E 101-42110-310	Other Professional Services		\$825.00	7899	2017 PORTABLE RADIO AGREEMENT
E 101-43000-310	Other Professional Services		\$50.00	7899	2017 PORTABLE RADIO AGREEMENT
E 101-42280-310	Other Professional Services		\$1,800.00	7899	2017 PORTABLE RADIO AGREEMENT
Total MILLE LACS CO. SHERIFF			\$2,675.00		
Paid Chk# 043217 4/20/2017 MILLE LACS COUNTY DAC					
E 101-41940-310	Other Professional Services		\$286.40	115205	CLEANING SVCS - FEB 17
E 101-41940-310	Other Professional Services		\$342.22	115285	CLEANING SVCS - MAR 17
Total MILLE LACS COUNTY DAC			\$628.62		
Paid Chk# 043218 4/20/2017 MILLE LACS SWCD					
E 101-45200-437	Other Miscellaneous		\$134.12	2017-08	TREES FOR NURSERY
Total MILLE LACS SWCD			\$134.12		
Paid Chk# 043219 4/20/2017 MINNESOTA BLUEGRASS					
E 214-49000-343	Other Advertising		\$109.38	76	REC FEST ADS
Total MINNESOTA BLUEGRASS			\$109.38		
Paid Chk# 043220 4/20/2017 MN CHIEFS OF POLICE ASSOC.					
E 101-42110-437	Other Miscellaneous		\$230.00	1330	2017 DUES
Total MN CHIEFS OF POLICE ASSOC.			\$230.00		
Paid Chk# 043221 4/20/2017 MN COMPUTER SYSTEMS INC					
E 619-49900-310	Other Professional Services		\$10.00	210840	COPIER MAINTENANCE-DEP REG
Total MN COMPUTER SYSTEMS INC			\$10.00		
Paid Chk# 043222 4/20/2017 MN DEPT MANAGEMENT & BUDGET					
R 101-35105	Administrative Fines		\$80.00		ADMINISTRATIVE FINES-MAR 2017
Total MN DEPT MANAGEMENT & BUDGET			\$80.00		
Paid Chk# 043223 4/20/2017 MN DEPT OF HEALTH					
E 602-49400-433	Dues and Subscriptions		\$23.00		J OLDENBURG CLASS D
Total MN DEPT OF HEALTH			\$23.00		
Paid Chk# 043224 4/20/2017 MODERN MARKETING					
E 101-42120-217	Other Operating Supplies		\$138.14	120490	SHIELD STICKERS-POLICE
E 101-42110-201	Accessories (paper, pens, etc)		\$138.14	120490	SHIELD STICKERS-POLICE
Total MODERN MARKETING			\$276.28		
Paid Chk# 043225 4/20/2017 MOTT, DANIEL					
E 101-42110-212	Auto Expense (Fuel/Repair)		\$21.15		REIMB-GAS FOR SQUAD
Total MOTT, DANIEL			\$21.15		
Paid Chk# 043226 4/20/2017 MOYER, GREG					
E 101-45200-208	Training and Travel		\$64.26		MILEAGE-SHADE TREE TRNG
Total MOYER, GREG			\$64.26		
Paid Chk# 043227 4/20/2017 MTI DISTRIBUTING					
E 101-45200-221	Equipment Parts/Repairs		\$40.78	1109247-00	TORO PARTS-PARKS
E 101-45200-221	Equipment Parts/Repairs		\$958.11	1109247-01	TORO PARTS-PARKS
Total MTI DISTRIBUTING			\$998.89		
Paid Chk# 043228 4/20/2017 NOVAK, PAM					
E 101-41120-308	Commission		\$50.00		MAR/APR PLANNING COMMISSION

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Total NOVAK, PAM		\$50.00		
Paid Chk#	043229	4/20/2017	QUILL CORPORATION	
E 101-41940-201	Accessories (paper, pens, etc)	\$299.90	4843402	PAPER-CITY
E 101-41940-201	Accessories (paper, pens, etc)	\$47.98	5179655	STORAGE BOXES-CITY
E 101-41940-201	Accessories (paper, pens, etc)	\$40.65	5568664	HANGING FOLDERS/MARKERS-CITY
E 619-49900-201	Accessories (paper, pens, etc)	\$50.47	5568664	SUPPLIES-DEP REG
E 602-49400-201	Accessories (paper, pens, etc)	\$50.98	5663963	RECEIPT BOOK-WATER
E 603-49450-201	Accessories (paper, pens, etc)	\$50.97	5663963	RECEIPT BOOK-SEWER
E 101-45500-217	Other Operating Supplies	\$39.99	5679641	TOILET PAPER-LIBRARY
E 602-49400-201	Accessories (paper, pens, etc)	\$9.99	5788594	STAMP-WATER
E 603-49450-201	Accessories (paper, pens, etc)	\$10.00	5788594	STAMP-SEWER
Total QUILL CORPORATION		\$600.93		
Paid Chk#	043230	4/20/2017	SPECIALTY PAINTING & CLEANING	
E 101-45200-401	Repairs/Maint Buildings	\$2,200.00	2	DESIGN/PAINT REINEKE ARCHWAY
Total SPECIALTY PAINTING & CLEANING		\$2,200.00		
Paid Chk#	043231	4/20/2017	STANG, BECKY	
R 602-37100	Water Sales	\$13.16		OVERPMT-302 2ND ST SE
Total STANG, BECKY		\$13.16		
Paid Chk#	043232	4/20/2017	STANTEC	
E 101-43000-303	Engineering Fees	\$1,218.00	1177565	SCHOOL PARKING LOT
E 603-49450-303	Engineering Fees	\$477.00	1177565	SEWER REPAIRS RWV
E 603-49450-303	Engineering Fees	\$159.00	1177568	SW RIVER DR
Total STANTEC		\$1,854.00		
Paid Chk#	043233	4/20/2017	STREICHER S	
E 101-42110-240	Small Tools and Minor Equip	\$55.97	1252716	EQUIPMENT-BARROS
E 101-42110-240	Small Tools and Minor Equip	\$129.98	1253880	EQUIPMENT-HOLSTERS
E 101-42110-240	Small Tools and Minor Equip	\$279.98	1255697	HOLSTER/LIGHT
Total STREICHER S		\$465.93		
Paid Chk#	043234	4/20/2017	SUPER X POWER	
E 101-43000-215	Shop Supplies	\$25.90	663728	SHOP SUPPLIES-PW
Total SUPER X POWER		\$25.90		
Paid Chk#	043235	4/20/2017	TEALS MARKET	
E 101-41940-217	Other Operating Supplies	\$101.05	3141018	SUPPLIES-INTERVIEWS
Total TEALS MARKET		\$101.05		
Paid Chk#	043236	4/20/2017	U.S. POSTMASTER	
E 602-49400-322	Postage	\$112.50		BULK MAIL FEE
E 603-49450-322	Postage	\$112.50		BULK MAIL FEE
Total U.S. POSTMASTER		\$225.00		
Paid Chk#	043237	4/20/2017	VOLUNTEER FIREMEN S BENEFIT	
E 101-42280-433	Dues and Subscriptions	\$140.00		2017 MEMBERSHIP DUES
E 101-42280-433	Dues and Subscriptions	\$11.00		C SMITH MEMBERSHIP
Total VOLUNTEER FIREMEN S BENEFIT		\$151.00		
10100 General Bank		\$79,873.70		

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Fund Summary**10100 General Bank**

101 GENERAL FUND	\$61,303.49
200 ECONOMIC DEV. FUND	\$6,216.00
214 REC FEST FUND	\$109.38
602 WATER FUND	\$6,990.58
603 SEWER FUND	\$2,801.97
619 DEPUTY REGISTRAR FUND	\$862.98
700 BRAHAM-MILACA JOINT POWERS	\$1,589.30
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	\$79,873.70

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10100 General Bank				
Paid Chk#	043090	3/7/2017	FRONTIER	
E 602-49400-321	Telephone	\$1.80	320-983-0121	PHONE SVC-WATER
E 101-49810-321	Telephone	\$52.40	320-983-2648	PHONE SVC-AIRPORT
E 101-41940-321	Telephone	\$207.33	320-983-3141	PHONE SVC-CITY HALL
E 101-45500-321	Telephone	\$16.20	320-983-3141	PHONE SVC-LIBRARY
E 101-41940-321	Telephone	\$52.27	320-983-3142	PHONE SVC-CITY HALL
E 619-49900-321	Telephone	\$96.74	320-983-3143	PHONE SVC-DEP REG
E 101-42280-321	Telephone	\$51.37	320-983-3465	PHONE SVC-FIRE
E 101-45200-321	Telephone	\$49.27	320-983-5729	PHONE SVC-PARKS
E 602-49400-321	Telephone	\$147.81	320-983-6134	PHONE SVC-WATER
E 101-42110-321	Telephone	\$103.69	320-983-6166	PHONE SVC-POLICE
E 101-43000-321	Telephone	\$107.77	320-983-6547	PHONE SVC-PW
Total FRONTIER		\$886.65		
Paid Chk#	043091	3/7/2017	JIMS MILLE LACS DISPOSAL	
E 101-42280-384	Refuse/Garbage Disposal	\$25.00	211948	GARBAGE-FIRE
E 101-45600-437	Other Miscellaneous	\$34.19	211948	DUMPSTER-MUSEUM
E 101-43000-384	Refuse/Garbage Disposal	\$87.38	211948	GARBAGE-CITY
E 101-45200-384	Refuse/Garbage Disposal	\$49.15	211948	GARBAGE-PARKS
E 101-43000-311	Snow Removal	\$270.00	302877	SNOW REMOVAL-FEB
Total JIMS MILLE LACS DISPOSAL		\$465.72		
Paid Chk#	043092	3/7/2017	MILACA BLDG CENTER	
E 101-45200-221	Equipment Parts/Repairs	\$36.86	3141	PICNIC TABLE PARTS-PARKS
E 602-49400-240	Small Tools and Minor Equip	\$45.57	3141	BARRICADES-WATER
E 101-43000-240	Small Tools and Minor Equip	\$45.56	3141	BARRICADES-PW
E 101-43000-215	Shop Supplies	\$20.43	3141	CROSSWALK PATTERN-PW
Total MILACA BLDG CENTER		\$148.42		
Paid Chk#	043140	3/17/2017	MILACA CHAMBER OF COMMERCE	
E 211-49000-437	Other Miscellaneous	\$150.00		BUSINESS EXPO-HCP
Total MILACA CHAMBER OF COMMERCE		\$150.00		
Paid Chk#	043141	3/21/2017	MN POLLUTION CONTROL AGENCY	
E 603-49450-208	Training and Travel	\$370.00		ANNUAL WASTEWATER-BURKLUND
Total MN POLLUTION CONTROL AGENCY		\$370.00		
Paid Chk#	043142	3/27/2017	AMAZON	
E 101-42110-208	Training and Travel	\$57.88	023448930143	TRNG BOOK-POLICE
E 101-45200-437	Other Miscellaneous	\$774.13	060486959511	DOG WASTE STATION-PARKS
E 101-45500-217	Other Operating Supplies	\$26.69	061737599407	PAPER TOWELS-LIBRARY
E 101-42110-201	Accessories (paper, pens, etc)	\$44.10	080444818194	PENS-POLICE
E 101-45200-215	Shop Supplies	\$6.04	093148707675	SHOP SUPPLIES-PARKS
E 101-41310-201	Accessories (paper, pens, etc)	\$126.96	095688870123	PRINTER TONER-CITY MGR
E 101-45200-215	Shop Supplies	\$23.36	107295451287	SHOP SUPPLIES-PARKS
E 101-42110-201	Accessories (paper, pens, etc)	\$7.25	132526679435	PENS-POLICE
E 101-45200-437	Other Miscellaneous	\$374.96	132526679435	DOG WASTE STATION-PARKS
E 101-42110-208	Training and Travel	\$79.17	133161119003	TRNG BOOKS-POLICE
E 101-45200-215	Shop Supplies	\$8.25	139327066901	SHOP SUPPLIES-PARKS
E 101-41940-217	Other Operating Supplies	\$39.88	150201417000	CLEANING SUPPLIES-CITY
E 101-42280-208	Training and Travel	\$81.05	155937321683	TRNG BOOKS-FIRE
E 101-41940-217	Other Operating Supplies	\$54.02	167838799430	KLEENEX-CITY
E 101-43000-215	Shop Supplies	\$29.18	167838799430	PAPER TOWELS-PW
E 101-43000-215	Shop Supplies	\$29.18	167839887222	PAPER TOWELS-PW
E 101-41940-201	Accessories (paper, pens, etc)	\$18.69	167839887222	AVERY ROTARY CARDS-CITY
E 101-42280-217	Other Operating Supplies	\$17.47	167839887222	SUPPLIES-FIRE
E 101-42280-217	Other Operating Supplies	\$25.00	209297403723	SUPPLIES-FIRE

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E 101-42280-208	Training and Travel		\$351.75	223976939194	TRNG BOOKS-FIRE
E 101-41510-201	Accessories (paper, pens, etc)		\$70.99	223976939194	PRINTER TONER-TREASURER
E 101-41940-217	Other Operating Supplies		\$7.50	227875740306	VERTICAL BLIND REPAIR TABS-CITY
E 101-42280-217	Other Operating Supplies		\$33.22	246323504851	SUPPLIES-FIRE
E 101-41940-201	Accessories (paper, pens, etc)		\$13.18	250801113047	SLOTTED KEY TAGS-CITY
E 101-42110-208	Training and Travel		\$21.21	271992742848	TRNG BOOK-POLICE
Total AMAZON			\$2,321.11		
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Paid Chk# 043143	3/27/2017	BLUE CROSS BLUE SHIELD OF MINN			
G 101-21706	Medical Insur.		\$11,023.79	170302011210	MEDICAL INSUR-APR 2017
Total BLUE CROSS BLUE SHIELD OF MINN			\$11,023.79		
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Paid Chk# 043144	3/27/2017	DELTA DENTAL OF MN			
G 101-21712	Dental		\$52.40	6829749	PED DENTAL-APR 2017
Total DELTA DENTAL OF MN			\$52.40		
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Paid Chk# 043145	3/27/2017	FAMILY HERITAGE			
G 101-21707	Disability		\$135.00	623804	SUPPL LIFE INS - MAR 2017
Total FAMILY HERITAGE			\$135.00		
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Paid Chk# 043146	3/27/2017	L.E.L.S.			
G 101-21710	Union Dues		\$196.00	LOCAL #238	POLICE UNION DUES-APR 2017
Total L.E.L.S.			\$196.00		
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Paid Chk# 043147	3/27/2017	MN BENEFITS			
G 101-21712	Dental		\$115.73		LIFE/DENTAL-APR 2017
G 101-21709	Life Insur.		\$434.81		LIFE/DENTAL-APR 2017
Total MN BENEFITS			\$550.54		
<hr/>					
Paid Chk# 043148	3/27/2017	USABLE LIFE			
G 101-21707	Disability		\$227.10	101408001G	DISABILITY/LIFE-APR 2017
Total USABLE LIFE			\$227.10		
<hr/>					
Paid Chk# 043149	3/27/2017	VERIZON WIRELESS			
E 602-49400-321	Telephone		\$35.03	9781754131	MAR WIRELESS ROUTER SVC
E 101-42110-321	Telephone		\$231.15	9781754131	MAR WIRELESS ROUTER/PHONE SVC
E 101-43000-321	Telephone		\$75.51	9781894464	CELL PHONE SVC-MAR
E 101-45200-321	Telephone		\$63.49	9781894464	CELL PHONE SVC-MAR
E 101-42280-321	Telephone		\$44.26	9781894464	CELL PHONE SVC-MAR
Total VERIZON WIRELESS			\$449.44		
<hr/>					
Paid Chk# 043150	3/30/2017	U.S. POSTMASTER			
E 602-49400-322	Postage		\$106.39		MARCH BILLINGS
E 603-49450-322	Postage		\$106.40		MARCH BILLINGS
Total U.S. POSTMASTER			\$212.79		
10100 General Bank			\$17,188.96		

Fund Summary

10100 General Bank	
101 GENERAL FUND	\$16,129.22
211 INITIATIVE FOUNDATION	\$150.00
602 WATER FUND	\$336.60
603 SEWER FUND	\$476.40
619 DEPUTY REGISTRAR FUND	\$96.74
	\$17,188.96

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MARCH 2017

		Check Amt	Invoice	Comment
10900 Liquor Bank				
Paid Chk#	917009E	3/7/2017	EAST CENTRAL ENERGY	
E 609-49750-381	Utilities	\$1,656.80	7115200	ELECTRIC
Total EAST CENTRAL ENERGY		\$1,656.80		
Paid Chk#	917010E	3/13/2017	CENTERPOINT ENERGY	
E 609-49750-381	Utilities	\$499.73	128-000-782-1	NATURAL GAS
Total CENTERPOINT ENERGY		\$499.73		
Paid Chk#	917011E	3/20/2017	MN DEPT OF REVENUE	
G 609-20800	Sales Tax Payable	\$14,178.00	9576201	LIQUOR SALES TAX
E 609-49750-201	Accessories (paper, pens, etc)	\$6.00	9576201	USE TAX-QUILL INV#3743143
Total MN DEPT OF REVENUE		\$14,184.00		
Paid Chk#	917012E	3/15/2017	MILACA, CITY OF (WATER/SEWER)	
E 609-49750-381	Utilities	\$27.40	01-00015990	WATER/SEWER
Total MILACA, CITY OF (WATER/SEWER)		\$27.40		
10900 Liquor Bank		\$16,367.93		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$16,367.93
	\$16,367.93

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APRIL 2017

			Check Amt	Invoice	Comment
10900 Liquor Bank					
Paid Chk#	024035	4/20/2017	ALTHOFF & NORDQUIST LLC		
E 609-49750-301	Auditing and Acct g Services		\$2,150.00		2016 AUDIT
Total ALTHOFF & NORDQUIST LLC			\$2,150.00		
Paid Chk#	024036	4/20/2017	AMERICAN BOTTLING CO.		
E 609-49750-254	Mix/Non Alcoholic		\$132.46	8269714424	NA
Total AMERICAN BOTTLING CO.			\$132.46		
Paid Chk#	024037	4/20/2017	AMERIPRIDE		
E 609-49750-310	Other Professional Services		\$77.05	2200892737	RUGS
E 609-49750-217	Other Operating Supplies		\$90.34	2200897797	PAPER TOWELS
E 609-49750-310	Other Professional Services		\$99.13	2200897797	RUGS
E 609-49750-310	Other Professional Services		\$77.05	2200903037	RUGS
Total AMERIPRIDE			\$343.57		
Paid Chk#	024038	4/20/2017	CRYSTAL SPRINGS ICE		
E 609-49750-259	Other For Resale		\$157.28	003.B003162	ICE
Total CRYSTAL SPRINGS ICE			\$157.28		
Paid Chk#	024039	4/20/2017	DERUS GOVERNMENTAL CONSULTING		
E 609-49750-310	Other Professional Services		\$643.50		INTERIM CITY MANAGER-JAN 2017
E 609-49750-310	Other Professional Services		\$585.00		INTERIM CITY MANAGER-FEB 2017
E 609-49750-310	Other Professional Services		\$682.50		INTERIM CITY MANAGER-MAR 2017
Total DERUS GOVERNMENTAL CONSULTING			\$1,911.00		
Paid Chk#	024040	4/20/2017	GRANITE CITY JOBBING		
E 609-49750-256	Tobacco Products For Resale		\$856.09	40464	TOBACCO
E 609-49750-259	Other For Resale		\$518.34	40464	MISC
E 609-49750-254	Mix/Non Alcoholic		\$15.25	40464	NA
E 609-49750-217	Other Operating Supplies		\$56.67	40464	SUPPLIES
E 609-49750-333	Freight and Express		\$4.25	40464	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$409.89	41145	TOBACCO
E 609-49750-259	Other For Resale		\$586.21	41145	MISC
E 609-49750-254	Mix/Non Alcoholic		\$3.69	41145	NA
E 609-49750-333	Freight and Express		\$4.25	41145	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$934.09	41886	TOBACCO
E 609-49750-259	Other For Resale		\$316.36	41886	MISC
E 609-49750-333	Freight and Express		\$4.25	41886	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$565.32	42608	TOBACCO
E 609-49750-259	Other For Resale		\$400.21	42608	MISC
E 609-49750-254	Mix/Non Alcoholic		\$7.38	42608	NA
E 609-49750-333	Freight and Express		\$4.25	42608	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$1,422.55	43269	TOBACCO
E 609-49750-259	Other For Resale		\$118.52	43269	MISC
E 609-49750-254	Mix/Non Alcoholic		\$18.45	43269	NA
E 609-49750-333	Freight and Express		\$4.25	43269	DELIVERY
Total GRANITE CITY JOBBING			\$6,250.27		
Paid Chk#	024041	4/20/2017	JEYS, VICTORIA		
E 609-49750-208	Training and Travel		\$31.62		GRANITE BUYERS SHOW-4/5
E 609-49750-201	Accessories (paper, pens, etc)		\$44.98		THERMAL RECEIPT PAPER
E 609-49750-208	Training and Travel		\$140.83		JOHNSONS SHOW-3/28
Total JEYS, VICTORIA			\$217.43		
Paid Chk#	024042	4/20/2017	KOCHS HARDWARE HANK		
E 609-49750-217	Other Operating Supplies		\$32.20	3752	SUPPLIES

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APRIL 2017

		Check Amt	Invoice	Comment
Total KOCHS HARDWARE HANK		\$32.20		
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Paid Chk#	024043	4/20/2017	M. AMUNDSON LLP	
E 609-49750-256	Tobacco Products For Resale	\$540.66	233565	TOBACCO
E 609-49750-259	Other For Resale	\$402.41	233565	MISC
E 609-49750-259	Other For Resale	\$112.45	234271	MISC
E 609-49750-256	Tobacco Products For Resale	\$934.62	234271	TOBACCO
E 609-49750-256	Tobacco Products For Resale	\$918.48	234539	TOBACCO
E 609-49750-259	Other For Resale	\$83.20	234539	MISC
E 609-49750-217	Other Operating Supplies	\$516.55	235273	SUPPLIES
E 609-49750-256	Tobacco Products For Resale	\$963.90	235307	TOBACCO
E 609-49750-259	Other For Resale	\$79.50	235307	MISC
E 609-49750-217	Other Operating Supplies	\$15.00	235307	SUPPLIES
Total M. AMUNDSON LLP		\$4,566.77		
<hr/>				
Paid Chk#	024044	4/20/2017	MILLE LACS CO. AUDITOR	
E 609-49750-437	Other Miscellaneous	\$1.00		2017 SOLID WASTE FEE
Total MILLE LACS CO. AUDITOR		\$1.00		
<hr/>				
Paid Chk#	024045	4/20/2017	MILLER TRUCKING	
E 609-49750-333	Freight and Express	\$98.00	4901	DELIVERY
Total MILLER TRUCKING		\$98.00		
<hr/>				
Paid Chk#	024046	4/20/2017	RED BULL DISTRIBUTION CO INC	
E 609-49750-254	Mix/Non Alcoholic	\$68.80	13531-995	NA
E 609-49750-254	Mix/Non Alcoholic	(\$24.00)	K-23940647	NA
Total RED BULL DISTRIBUTION CO INC		\$44.80		
<hr/>				
Paid Chk#	024047	4/20/2017	VIKING BOTTLING CO.	
E 609-49750-254	Mix/Non Alcoholic	\$124.32	1909038	NA
E 609-49750-254	Mix/Non Alcoholic	\$109.82	1909176	NA
E 609-49750-254	Mix/Non Alcoholic	\$124.50	1913534	NA
E 609-49750-254	Mix/Non Alcoholic	\$131.02	1919480	NA
Total VIKING BOTTLING CO.		\$489.66		
<hr/>				
Paid Chk#	024048	4/20/2017	ZABINSKI BUSINESS SERVICES INC	
E 609-49750-309	EDP, Software and Design	\$240.00	1723	ONLINE BACKUPS/VERIFICATION
Total ZABINSKI BUSINESS SERVICES INC		\$240.00		
10900 Liquor Bank		\$16,634.44		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$16,634.44
	<u>\$16,634.44</u>

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MARCH 2017

			Check Amt	Invoice	Comment
10900 Liquor Bank					
Paid Chk#	023988	3/2/2017	ARTISAN BEER COMPANY		
E 609-49750-252	Beer For Resale		\$40.00	3155724	BEER
Total ARTISAN BEER COMPANY			\$40.00		
Paid Chk#	023989	3/2/2017	BELLBOY CORP.		
E 609-49750-251	Liquor For Resale		\$2,132.00	57701100	LIQUOR
E 609-49750-251	Liquor For Resale		\$63.00	57701200	LIQUOR
E 609-49750-254	Mix/Non Alcoholic		\$88.20	95402600	NA
Total BELLBOY CORP.			\$2,283.20		
Paid Chk#	023990	3/2/2017	BERNICKS		
E 609-49750-252	Beer For Resale		(\$55.52)	227522	BEER CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$16.40	227523	NA
E 609-49750-252	Beer For Resale		\$929.65	227524	BEER
E 609-49750-254	Mix/Non Alcoholic		\$64.80	230064	NA
E 609-49750-252	Beer For Resale		\$304.80	230065	BEER
E 609-49750-254	Mix/Non Alcoholic		\$32.00	232753	NA
E 609-49750-253	Wine For Resale		\$48.85	232754	WINE
E 609-49750-252	Beer For Resale		\$578.80	232754	BEER
E 609-49750-254	Mix/Non Alcoholic		\$76.10	235261	NA
E 609-49750-253	Wine For Resale		\$30.75	235262	WINE
E 609-49750-254	Mix/Non Alcoholic		\$22.70	235262	NA
E 609-49750-252	Beer For Resale		\$2,314.85	235262	BEER
Total BERNICKS			\$4,364.18		
Paid Chk#	023991	3/2/2017	BREAKTHRU BEVERAGE MN		
E 609-49750-333	Freight and Express		\$17.27	1080590114	DELIVERY
E 609-49750-251	Liquor For Resale		\$566.85	1080590114	LIQUOR
E 609-49750-251	Liquor For Resale		\$2,243.71	1080596366	LIQUOR
E 609-49750-254	Mix/Non Alcoholic		\$36.00	1080596366	NA
E 609-49750-333	Freight and Express		\$37.90	1080596366	DELIVERY
E 609-49750-251	Liquor For Resale		\$1,657.18	1080599057	LIQUOR
E 609-49750-333	Freight and Express		\$24.80	1080599057	DELIVERY
E 609-49750-251	Liquor For Resale		(\$68.00)	2080162463	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$70.00)	2080162468	LIQUOR-CREDIT
Total BREAKTHRU BEVERAGE MN			\$4,445.71		
Paid Chk#	023992	3/2/2017	C & L DISTRIBUTING CO.		
E 609-49750-252	Beer For Resale		(\$60.00)	355-477	BEER-CREDIT
E 609-49750-252	Beer For Resale		(\$100.32)	355-488	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		(\$9.43)	355-499	NA-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$100.75	674572	NA
E 609-49750-252	Beer For Resale		\$3,882.45	674572	BEER
E 609-49750-252	Beer For Resale		\$325.30	674573	BEER
E 609-49750-253	Wine For Resale		\$83.40	677249	WINE
E 609-49750-252	Beer For Resale		\$357.25	677249	BEER
E 609-49750-254	Mix/Non Alcoholic		\$76.25	678841	NA
E 609-49750-252	Beer For Resale		\$6,401.32	678841	BEER
E 609-49750-254	Mix/Non Alcoholic		\$30.45	679910	NA
E 609-49750-253	Wine For Resale		\$6.65	679910	WINE
E 609-49750-252	Beer For Resale		\$4,878.35	679910	BEER
E 609-49750-254	Mix/Non Alcoholic		\$8.00	682558	NA
E 609-49750-252	Beer For Resale		\$5,547.60	682558	BEER
E 609-49750-252	Beer For Resale		\$432.80	682559	BEER
E 609-49750-254	Mix/Non Alcoholic		\$29.00	682559	NA
E 609-49750-252	Beer For Resale		\$48.85	684158	BEER

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MARCH 2017

		Check Amt	Invoice	Comment
Total C & L DISTRIBUTING CO.		\$22,038.67		
Paid Chk# 023993	3/2/2017	DAHLHEIMER DISTRIBUTING CO.		
E 609-49750-253	Wine For Resale	\$241.00	1233930	WINE
E 609-49750-252	Beer For Resale	\$7,856.30	1233930	BEER
E 609-49750-252	Beer For Resale	\$5,381.13	139818	BEER
E 609-49750-253	Wine For Resale	(\$6.92)	139818	WINE
E 609-49750-253	Wine For Resale	\$255.00	140540	WINE
E 609-49750-252	Beer For Resale	\$5,554.10	140540	BEER
E 609-49750-254	Mix/Non Alcoholic	\$33.60	140540	NA
E 609-49750-252	Beer For Resale	(\$157.60)	140913	BEER-CREDIT
E 609-49750-252	Beer For Resale	\$7,505.62	141583	BEER
Total DAHLHEIMER DISTRIBUTING CO.		\$26,662.23		
Paid Chk# 023994	3/2/2017	FRONTIER		
E 609-49750-321	Telephone	\$112.72	320983625511	MAR PHONE SVC
Total FRONTIER		\$112.72		
Paid Chk# 023995	3/2/2017	J.J. TAYLOR DIST OF MN		
E 609-49750-252	Beer For Resale	(\$43.02)	2586158	BEER-CREDIT
E 609-49750-252	Beer For Resale	\$251.05	2613824	BEER
E 609-49750-333	Freight and Express	\$3.00	2613824	DELIVERY
Total J.J. TAYLOR DIST OF MN		\$211.03		
Paid Chk# 023996	3/2/2017	JOHNSON BROTHERS LIQUOR CO.		
E 609-49750-251	Liquor For Resale	\$146.50	5646477	LIQUOR
E 609-49750-253	Wine For Resale	\$896.67	5646477	WINE
E 609-49750-333	Freight and Express	\$45.36	5646477	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	\$37.00	5646477	NA
E 609-49750-252	Beer For Resale	\$91.98	5646478	BEER
E 609-49750-251	Liquor For Resale	\$357.25	5646479	LIQUOR
E 609-49750-333	Freight and Express	\$3.24	5646479	DELIVERY
E 609-49750-251	Liquor For Resale	\$2,438.75	5651516	LIQUOR
E 609-49750-253	Wine For Resale	\$520.70	5651516	WINE
E 609-49750-333	Freight and Express	\$72.90	5651516	DELIVERY
E 609-49750-252	Beer For Resale	\$117.78	5651517	BEER
E 609-49750-251	Liquor For Resale	\$812.00	5651518	LIQUOR
E 609-49750-333	Freight and Express	\$8.10	5651518	DELIVERY
E 609-49750-253	Wine For Resale	\$1,791.65	5656640	WINE
E 609-49750-251	Liquor For Resale	\$5,503.49	5656640	LIQUOR
E 609-49750-254	Mix/Non Alcoholic	\$161.59	5656640	NA
E 609-49750-333	Freight and Express	\$180.65	5656640	DELIVERY
E 609-49750-251	Liquor For Resale	\$3,461.65	5656641	LIQUOR
E 609-49750-333	Freight and Express	\$25.92	5656641	DELIVERY
E 609-49750-253	Wine For Resale	\$2,101.94	5661946	WINE
E 609-49750-251	Liquor For Resale	\$2,132.75	5661946	LIQUOR
E 609-49750-254	Mix/Non Alcoholic	\$32.00	5661946	NA
E 609-49750-333	Freight and Express	\$111.69	5661946	DELIVERY
E 609-49750-251	Liquor For Resale	\$5,818.22	5661947	LIQUOR
E 609-49750-333	Freight and Express	\$86.00	5661947	DELIVERY
E 609-49750-251	Liquor For Resale	(\$1,543.33)	615267	LIQUOR-CREDIT
E 609-49750-333	Freight and Express	(\$26.19)	615267	DELIVERY-CREDIT
Total JOHNSON BROTHERS LIQUOR CO.		\$25,386.26		
Paid Chk# 023997	3/2/2017	PAUSTIS WINE COMPANY		
E 609-49750-253	Wine For Resale	\$1,485.02	8579562	WINE
E 609-49750-333	Freight and Express	\$17.50	8579562	DELIVERY

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MARCH 2017

		Check Amt	Invoice	Comment
Total PAUSTIS WINE COMPANY		\$1,502.52		
Paid Chk# 023998	3/2/2017	PHILLIPS WINE AND SPIRITS		
E 609-49750-251	Liquor For Resale	\$2,949.05	2114173	LIQUOR
E 609-49750-333	Freight and Express	\$56.70	2114173	DELIVERY
E 609-49750-251	Liquor For Resale	\$148.60	2117700	LIQUOR
E 609-49750-253	Wine For Resale	\$218.50	2117700	WINE
E 609-49750-333	Freight and Express	\$11.34	2117700	DELIVERY
E 609-49750-253	Wine For Resale	\$2,808.75	2121218	WINE
E 609-49750-333	Freight and Express	\$92.35	2121218	DELIVERY
E 609-49750-253	Wine For Resale	\$1,980.00	2124796	WINE
E 609-49750-251	Liquor For Resale	\$92.25	2124796	LIQUOR
E 609-49750-333	Freight and Express	\$123.11	2124796	DELIVERY
E 609-49750-253	Wine For Resale	(\$10.00)	257790	WINE-CREDIT
Total PHILLIPS WINE AND SPIRITS		\$8,470.65		
Paid Chk# 023999	3/2/2017	SOUTHERN GLAZERS OF MN		
E 609-49750-251	Liquor For Resale	\$1,807.80	1505631	LIQUOR
E 609-49750-333	Freight and Express	\$18.30	1505631	DELIVERY
E 609-49750-251	Liquor For Resale	\$3,063.29	1510532	LIQUOR
E 609-49750-333	Freight and Express	\$31.90	1510532	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	\$24.00	1510533	NA
E 609-49750-333	Freight and Express	\$1.55	1510533	DELIVERY
E 609-49750-251	Liquor For Resale	\$498.98	1513021	LIQUOR
E 609-49750-333	Freight and Express	\$7.91	1513021	DELIVERY
Total SOUTHERN GLAZERS OF MN		\$5,453.73		
Paid Chk# 024000	3/2/2017	VINOCOPIA		
E 609-49750-253	Wine For Resale	\$96.00	173158	WINE
E 609-49750-251	Liquor For Resale	\$302.67	173158	LIQUOR
E 609-49750-333	Freight and Express	\$10.50	173158	DELIVERY
Total VINOCOPIA		\$409.17		
Paid Chk# 024001	3/2/2017	WINE MERCHANTS		
E 609-49750-253	Wine For Resale	\$91.00	7120871	WINE
E 609-49750-333	Freight and Express	\$1.62	7120871	DELIVERY
Total WINE MERCHANTS		\$92.62		
Paid Chk# 024016	3/27/2017	VERIZON WIRELESS		
E 609-49750-309	EDP, Software and Design	\$41.52	9781754131	MARCH DIGITAL SIGN
Total VERIZON WIRELESS		\$41.52		
10900 Liquor Bank		\$101,514.21		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$101,514.21
	\$101,514.21

Sewer Fund Profit/Loss

January - March
2017

REVENUES:

Sales	\$75,030
Penalty	764
Reserve	5,250
	<hr/>
	\$81,044

EXPENSES:

Salaries	\$29,178
Utilities	2,907
Supplies	556
Insurance	0
Professional/Contracted Services	13,648
Repairs/Maintenance	270
Depreciation	27,500
Miscellaneous	893
	<hr/>
	\$74,952

NET PROFIT/LOSS \$6,092

NON OPERATING REV/EXP

Connections	\$0
Interest	3,233
Interest Expense/Fiscal Agent Fees	(2,258)
Bond Discount Amortization	0
	<hr/>
	<u><u>\$7,067</u></u>

Bond Principal	\$30,000
Capital Expenditures	0

Water Fund Profit/Loss

January - March
2017

REVENUES:

Sales	\$131,299
Miscellaneous Charges	4,926
Penalties	1,383
	<u>137,608</u>

EXPENSES:

Salaries	\$28,205
Utilities	10,853
Supplies	6,272
Insurance	0
Professional/Contracted Services	7,389
Repairs/Maintenance	24
Depreciation	45,000
Miscellaneous	1,625
	<u>99,368</u>

NET PROFIT/LOSS \$38,240

NON OPERATING REV/EXP

Connections	\$0
Assessed Repairs	0
Interest	2,456
Interest Expense/Fiscal Agent Fees	(9,145)
Bond Discount Amortization	0
	<u>\$31,552</u>

Bond Principal	\$5,000
Capital Expenditures	0

Deputy Registrar Profit/Loss

January - March
2017

REVENUES:

Vehicle License	\$32,814
Drivers License	11,984
DNR	2,246
Miscellaneous	604
	<hr/>
	\$47,648

EXPENSES:

Salaries	\$33,653
Utilities	883
Supplies	535
Professional/Contracted Service	1,577
Depreciation	0
Miscellaneous	1,144
Repairs/Maintenance	0
Rent Expense	0
	<hr/>
	\$37,791

NET PROFIT/LOSS	<hr/> <hr/>
	\$9,856

NON OPERATING REV/EXP

Interest	\$32
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	\$9,888

Liquor Profit/Loss
January - March
2017

REVENUES:

Sales:

Liquor Sales	\$143,144		
Cost of Goods	<u>99,477</u>	43,667	31%
Wine Sales	48,739		
Cost of Goods	<u>32,798</u>	15,942	33%
Beer Sales	217,529		
Cost of Goods	<u>153,658</u>	63,871	29%
Tobacco	27,835		
Cost of Goods	<u>22,829</u>	5,006	18%
Mix-NonAlcoholic	7,858		
Cost of Goods	<u>6,696</u>	1,162	15%
Miscellaneous	8,971		
Cost of Goods	<u>6,529</u>	2,443	27%

Miscellaneous Revenue

0
\$132,090

EXPENSES:

Salaries	\$47,819	
Utilities	7,093	
Supplies	2,385	
Insurance	0	
Professional Services	6,440	
Repairs/Minor Equipment	2,588	
Depreciation	11,000	
Miscellaneous	1,756	
Freight	3,039	
Credit Card Fees	6,055	
Unallocated	<u>0</u>	
		<u>\$88,175</u>

NET PROFIT/LOSS

\$43,915

NON OPERATING REV/EXP

Interest	\$1,144	
Interest Expense/Fiscal Agent Fees	\$0	
Transfer to General Fund	\$0	
		<u><u>\$45,059</u></u>

Bond Principal	\$0
Capital Expenditures	0

CITY OF MILACA

Council Monthly Budget Report March 2017

DEPT Descr	2017 YTD Budget	2017 YTD Amt	Balance	2017 % of Budget Remain
Airport	\$89,925.00	\$20,867.05	\$69,057.95	76.80%
Assessing	\$12,000.00	\$0.00	\$12,000.00	100.00%
Auditing	\$6,000.00	\$6,250.00	(\$250.00)	-4.17%
Building Inspection	\$52,495.00	\$47,357.90	\$5,137.10	9.79%
City Attorney	\$49,000.00	\$12,031.52	\$36,968.48	75.45%
City Hall	\$280,865.00	\$65,535.72	\$215,329.28	76.67%
City Manager	\$28,115.00	\$11,337.81	\$16,777.19	59.67%
Council	\$12,750.00	\$2,823.80	\$9,926.20	77.85%
Elections	\$0.00	\$0.00	\$0.00	0.00%
Fire Dept.	\$124,620.00	\$30,415.70	\$94,204.30	75.59%
Historical Society	\$13,000.00	\$1,173.72	\$11,826.28	90.97%
Liaison Officer	\$73,515.00	\$3,328.85	\$70,186.15	95.47%
Libraries	\$25,950.00	\$5,821.41	\$20,128.59	77.57%
Ogilvie	\$49,475.00	\$16,715.63	\$32,759.37	66.21%
Parks	\$258,055.00	\$42,341.31	\$215,713.69	83.59%
Planning Comm.	\$1,500.00	\$298.35	\$1,201.65	80.11%
Police Dept.	\$471,975.00	\$137,634.77	\$334,340.23	70.84%
Public Works	\$260,150.00	\$53,649.50	\$206,500.50	79.38%
Rec Fest	\$0.00	\$0.00	\$0.00	0.00%
Recreation	\$2,500.00	\$2,702.75	(\$202.75)	-8.11%
Treasurer	\$28,555.00	\$8,690.77	\$19,864.23	69.56%
Unallocated	\$11,045.00	\$6,400.54	\$4,644.46	42.05%
	\$1,851,490.00	\$475,377.10	\$1,376,112.90	74.32%

2017 INVESTMENT

March	Purch Date	Maturity Date	Int. Rt	Balance 12/31/16	Purchase	Cost	Maturities	Book Balance 12/31/17	Market Value	Interest Received	Interest Paid	Cash Balance
MORGAN STANLEY												1,374,150.07
World Financial	6/8/12	6/8/17	1.85%	200,000.00		200,000.00		200,000.00	200,398.00	912.34		(27,207.89)
Discover Bank	6/20/12	6/20/17	1.80%	150,000.00		150,000.00		150,000.00	150,343.50			(1,518.75)
Sallie Mae Bank	10/31/12	10/31/17	1.50%	145,000.00		145,000.00		145,000.00	145,461.10			1,787.49
Beal Bank	3/21/17	1/17/18	0.95%	-	100,000.00	100,000.00		100,000.00	99,975.00			40,242.58
Wells Fargo Bank	3/13/18	4/13/18	1.10%	-	100,000.00	100,000.00		100,000.00	99,942.00			3,820.14
American Express Centurion	8/29/13	8/29/18	2.00%	150,000.00		150,000.00		150,000.00	151,338.00	1,487.67		16,727.24
Discover	9/24/14	9/24/18	1.80%	96,000.00		96,000.00		96,000.00	96,640.32	856.90		374.28
Ally Bank	11/13/15	11/13/18	1.60%	160,000.00		160,000.00		160,000.00	160,606.40			38,907.45
BMW Bank	12/26/16	12/26/18	1.40%	120,000.00		120,000.00		120,000.00	119,895.60			656.75
BMW Bank	12/30/13	12/31/18	2.00%	100,000.00		100,000.00		100,000.00	100,915.00			4,339.58
Ally Bank	3/18/17	3/18/19	1.50%	-	85,000.00	85,000.00		85,000.00	84,927.75			85,295.66
Oriental Bank	3/18/17	3/18/19	1.50%	-	15,000.00	15,000.00		15,000.00	14,987.25			96,946.30
American Express	7/29/15	7/21/19	2.05%	100,000.00		100,000.00		100,000.00	100,811.00	1,033.42		510.03
Capital One - Mclean	8/12/15	8/12/19	2.00%	100,000.00		100,000.00		100,000.00	101,040.00	1,008.22		40,919.43
Capital One - Glen Allen	8/19/15	8/19/19	2.10%	120,000.00		120,000.00		120,000.00	121,245.60	1,270.36		146,479.11
Capital One - Glen Allen	9/30/15	9/30/19	2.00%	110,000.00		110,000.00		110,000.00	111,004.30	1,090.96		1,067.80
Synchrony	1/23/15	1/23/20	1.85%	120,000.00		120,000.00		120,000.00	121,525.20	1,119.12		(3,163.00)
Key Bank	3/16/17	3/16/20	1.75%	-	100,000.00	100,000.00		100,000.00	100,017.00			7,604.28
First Bank PR, Sauttree	3/30/17	3/13/20	1.70%	-	30,000.00	30,000.00		30,000.00	30,000.00			(114,859.25)
Capital One - Mclean	9/16/15	9/16/20	2.20%	100,000.00		100,000.00		100,000.00	101,372.00	1,090.96		9,447.94
Goldman Sachs	9/30/15	9/30/20	2.25%	45,000.00		45,000.00		45,000.00	45,612.45	502.09		801,228.52
BMW Bank	3/17/17	3/17/21	2.05%	-	25,000.00	25,000.00		25,000.00	25,110.25			1,017,248.47
Wells Fargo Bank	3/28/14	3/28/21	1.30%	35,000.00		35,000.00	35,000.00	35,000.00	-	112.19		927,260.87
American Express	3/30/17	4/5/21	2.30%	-	95,000.00	95,000.00		95,000.00	95,000.00			135,441.60
Wells Fargo Bank	3/28/17	4/12/21	2.25%	-	45,000.00	45,000.00		45,000.00	45,000.00			113,854.93
Wells Fargo Bank	5/26/15	5/26/21	1.35%	90,000.00		90,000.00		90,000.00	90,096.30			
HSBC	9/15/14	9/15/21	1.60%	95,000.00		95,000.00		95,000.00	95,326.80	753.75		
State Bank of India NY	3/14/17	3/14/22	2.25%	-	75,000.00	75,000.00		75,000.00	75,013.50			
Synchrony	3/30/17	4/7/22	2.40%	-	125,000.00	120,000.00		125,000.00	125,000.00			
FHLM	10/27/16	10/27/23	1.30%	200,000.00		200,000.00		200,000.00	194,968.00			
FNMA	3/23/16	4/19/24	1.50%	115,000.00		115,000.00		115,000.00	114,021.35			
FHLM	9/30/16	9/30/24	1.25%	115,000.00		115,000.00		115,000.00	113,235.90	718.75		
MONEY MARKET				1,606.55				3,576.46	3,576.46	13.18		
				1,953,136.14	8,899.20		1,201,631.02	760,404.32	760,404.32	1,429.96		
4-M FUND												
MONEY MARKET												
				209,232.51				77,471.27	77,471.27	46.95		
				476,816.70				514,667.98	514,667.98	115.55		
				121,531.21				135,441.60	135,441.60	31.62		
				5,228,323.11				4,717,561.63	4,722,391.20	13,593.99		

Payroll
Gen Chking
Liq Chking
Motor

**General Bank Reconciliation
March 2017**

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	192,623.13	131,797.93	243,409.42	81,011.64
Current Month Outstanding			3,540.37	(3,540.37)
Last Month Outstanding	(29,393.55)		(29,393.55)	
ACH Fees		(33.97)	(33.97)	
Bank Charges		(63.49)	(63.49)	
Credit Card Fees		(81.56)	(81.56)	
Deposit in transit				
Deposit correction		0.00	0.00	
Deposit not recorded				
NSF Check				
Habek LLC 3/17	0.00	(600.00)	(600.00)	0.00
Balance	163,229.58	131,018.91	216,777.22	77,471.27
Book Balance		131,018.91	148,565.68	
Motor			586.40	
Payroll			67,625.14	
		<hr/> 131,018.91	<hr/> 216,777.22	
		0.00	0.00	

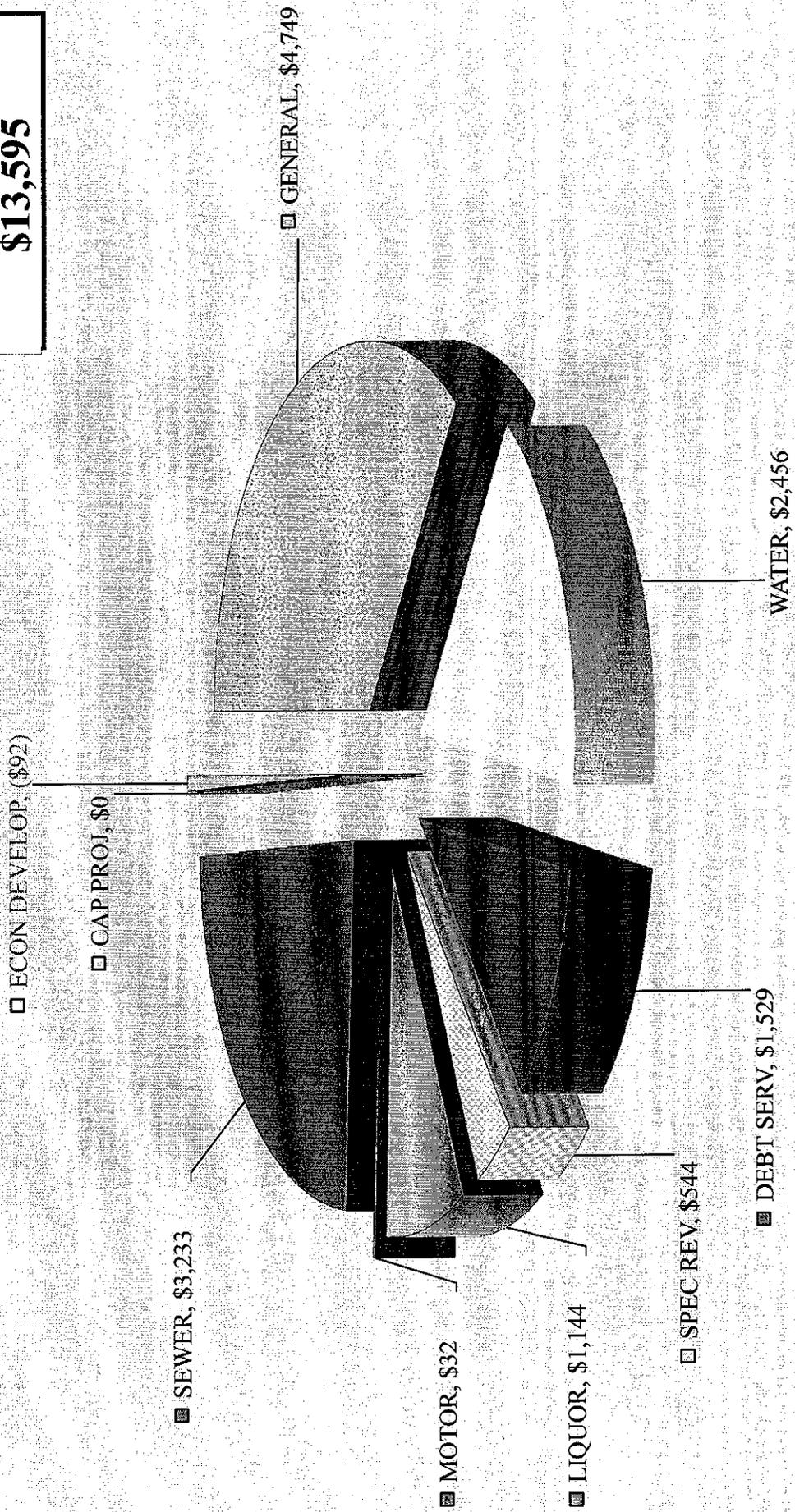
**Liquor Bank Reconciliation
March 2017**

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	485,618.82	173,374.00	148,343.71	510,649.11
Current Mnth Outstanding			51.21	(51.21)
Last Mnth Outstanding	(460.20)		(460.20)	
Deposit in Transit		4,070.08		4,070.08
Last Mnth Deposit in Transit	1,903.42	(1,903.42)		
Bank Charges		0.00	0.00	
Deposit Correction		0.00	0.00	
Credit Card Fees		(1,829.43)	(1,829.43)	
Balance	487,062.04	173,711.23	146,105.29	514,667.98
Book Balance		173,711.23	129,376.71	
Payroll			16,728.58	
			<u>146,105.29</u>	
		0.00	0.00	

Deputy Registrar Bank Reconciliation
March 2017

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	119,935.38	327,017.19	314,263.16	132,689.41
Last Month Outstanding	(34,098.75)		(34,098.75)	
Current Month Outstand			14,264.08	(14,264.08)
Last Mnth Dep in Transit	42,996.75	(42,996.75)		
Current Deposit in Transit		17,001.52		17,001.52
ACH TRANSACTION		(4,716.38)	(4,716.38)	
Bank Charges		0.00	0.00	
Deposit in transit		0.00	0.00	
Deposit correction		(286.25)	(286.25)	
NSF Check				
Larsen 1/17	14.75	0.00	0.00	14.75
Book Balance	128,848.13	296,019.33	289,425.86	135,441.60
Book Balance		296,019.33	278,743.50	
Payroll			11,268.76	
Gen Exp			(586.40)	
		296,019.33	289,425.86	
		0.00	0.00	

**2017
First Quarter
Interest Allocation
\$13,595**



EMPLOYMENT AGREEMENT

AGREEMENT made this _____ day of _____, 20____, by and between the CITY OF MILACA, a Minnesota municipal corporation ("Employer"), and TAMMY LOU PFAFF ("Employee").

The parties agree as follows:

- 1) **POSITION.** Employer agrees to employ Employee as its City Manager.
- 2) Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.
- 3) **CONTINGENCIES.** The offer of employment is contingent upon satisfactory completion of a comprehensive background investigation. Employment includes both satisfactory on the job performance and satisfactory attainment of leadership benchmarks as established by Employer. Leadership expectations will include progress on developing a participatory leadership approach, demonstrated customer service excellence, and positive performance working with department heads and administrative staff. A panel comprised of the Mayor, one Councilor, and up to two staff members will monitor, review, and determine progress on these goals. The position is subject to a 12-month probationary period during which time the City Council can terminate the employment agreement at will.
- 4) **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law and the Employer.
- 5) **SALARY.** Employer shall pay Employee a salary of \$57,500 per year starting May 1,

2017. Employer and Employee agree that after a 6-month period, a 360 degree review will be conducted and a \$2,500 salary increase will be given for a review that exceeds requirements established by Employer. Employer and Employee further agree that after a 1-year period another 360 degree review will be conducted and 2018 salary will then be negotiated, upon achieving a review that exceeds requirements. After that there will be an annual 360 degree review at which time Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation on an annual basis.

- 6) **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall accrue sick leave in accordance with the City's personnel policies.
- 7) **VACATIONS.** Effective upon Employee's first day of employment, Employee shall accrue vacation leave in accordance with the City's personnel policies.
- 8) **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.
- 9) **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.
- 10) **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.
- 11) **PROFESSIONAL DEVELOPMENT.** Employee shall successfully complete leadership training as identified by Employer within the timeframe designated by Employer. In addition, Employer shall budget and pay necessary and reasonable registration, travel and

subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer. Employee shall also endeavor to complete her 4-year degree.

12) **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer at Employer's expense.

13) **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14) **HOURS OF WORK.** It is understood that the position of City Manager requires attendance at evening meetings and possibly weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15) **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with

Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Interim City Manager, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF MILACA

EMPLOYEE:

BY: _____
Harold Pedersen, Its Mayor

Tammy Lou Pfaff

AND

Robert Derus, Interim City Manager

RESOLUTION NO. 17-10

A RESOLUTION VACATING A PORTION OF CITY STREET

WHEREAS, the City Council previously passed Resolution No. 17-09 noting its interest in vacating, pursuant to Minnesota Statute §412.851, a portion of a 3rd Ave SE, lying south of 620 3rd Ave SE, and 625 3rd Ave SE, which is part of the St. Mary's Church Parking Lot, and legally described as:

Commencing at a point 530 feet due south of the North $\frac{1}{4}$ corner of Section 36, Township 38N, Range 27W, in Mille Lacs County, Minnesota, thence N. $88^{\circ}43'$ E, 138.5 feet for a point of beginning; thence south interior angle of $88^{\circ}39'$ approximately 796.3 feet to the southerly boundary line of the tract herein above described; thence east interior angle $90^{\circ}48'$, 33 feet, thence; north interior angle $89^{\circ}12'$, 412.7 feet; thence east interior angle $91^{\circ}21'$, 33 feet; thence north interior angle $88^{\circ}39'$ approximately 390 feet to the northerly boundary line of the tract herein above described; thence west interior angle $88^{\circ}39'$, 66 feet to point of beginning.

and setting a public hearing to consider the vacation of such street; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 16th day of March, 2017, before the City Council in the City Hall located at 255 1st St. E., Milaca, MN 56353 at 6:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 27th day of February, 2017, and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because

1. The right-of-way in question lies across and through the parking lot of St. Mary's Church parking lot, but it not used by the public as a thoroughfare.
2. Despite the fact that the public does not use the right-of-way as a thoroughfare, the City of Milaca is still required to maintain that portion of the right-of-way, including regular seasonal maintenance as well as maintenance of the bituminous surface.
3. The maintenance of the right-of-way requires use of public resources and expenditure of public funds, the use of which does not serve the public at large.
4. By vacating the public right-of-way, the city will save significant money that can be used to benefit the public at large.

And WHEREAS, four-fifths of all members of the City Council concur in this resolution;

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

That such petition for vacation is hereby granted and the portion of the street described as follows is hereby vacated:

Commencing at a point 530 feet due south of the North $\frac{1}{4}$ corner of Section 36, Township 38N, Range 27W, in Mille Lacs County, Minnesota, thence N. $88^{\circ}43'$ E, 138.5 feet for a point of beginning; thence south interior angle of $88^{\circ}39'$ approximately 796.3 feet to the southerly boundary line of the tract herein above described; thence east interior angle $90^{\circ}48'$, 33 feet, thence; north interior angle $89^{\circ}12'$, 412.7 feet; thence east interior angle $91^{\circ}21'$, 33 feet; thence north interior angle $88^{\circ}39'$ approximately 390 feet to the northerly boundary line of the tract herein above described; thence west interior angle $88^{\circ}39'$, 66 feet to point of beginning.

BE IT FURTHER RESOLVED, that the Mayor and City Manager are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Passed by the City Council of Milaca, Minnesota, this 20th day of April, 2017.

Mayor Harold Pederson

Attested:

Bob Derus, Interim City Manager

RESOLUTION NO. 17-11

A RESOLUTION ASSESSING UNPAID FIRE DEPARTMENT CHARGES FOR
SERVICE

WHEREAS the Milaca Fire Department responded to a call at 21136 US Hwy 169 on
October 2, 2016, and,

WHEREAS the invoice for the service has not been paid,

NOW THEREFORE BE IT RESOLVED BY THE MILACA CITY COUNCIL, that the
City Council, pursuant to Ordinance No. 368, hereby assesses the following fire
department charge for service against the benefited properties for property taxes payable
2018 with a payment period of 1 (one) year and an interest rate of 7 (seven) percent.

\$300.00

Brian DeSalvo & Racheal Cooper
21136 US Hwy 169
Milaca, MN 56353
PID #15-024-0100

Adopted this 20th day of April, 2017.

Mayor Harold Pedersen

ATTEST

Bob Derus, Interim City Manager

RESOLUTION NO. 17 – 12

POLICE OFFICER DECLARATION

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devoted their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police department whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Milaca City Council hereby declares that the position titled Permanent Part-time Police Officer, currently held by Michael Boser, meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50 percent) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest; and
5. Said position is assigned to the Milaca police department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective April 17, 2017, the date of this employee's part-time status.

Adopted this 20th day of April, 2017.

Mayor Harold Pedersen

ATTEST

Interim City Manager Bob Derus

STATE OF MINNESOTA
COUNTY OF MILLE LACS

I, Bob Derus, Interim City Manager of the City of Milaca, do hereby certify that this is a true and correct transcript of the Resolution that was adopted at a meeting held on the 20th day of April, 2017; the original of which is on file in this office. I further certify that ___ members voted in favor of this Resolution, and that ___ members were present and voting.

Signed: _____ Date: _____

RESOLUTION NO. 17 – 13
CITY MANAGER SIGNATORIES ON BANK ACCOUNTS

BE IT RESOLVED that the Milaca City Council hereby approves that effective May 1 2017 City Manager Tammy Pfaff will be a signatory on all bank and financial accounts for the City of Milaca, Minnesota.

BE IT FURTHER RESOLVED that Interim City Manager Bob Derus is hereby removed as signatory on all accounts effective May 1, 2017.

Adopted this 20th day of April, 2017.

Mayor Harold Pedersen

ATTEST

Interim City Manager Bob Derus

RESOLUTION #17-14

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR JOHN PRZYMUS

WHEREAS, John Przymus desires to have a twenty-eight (28) units of Assisted Living Units at the property located at 335 Central Ave. S. in the City of Milaca; and

WHEREAS, this property is located in an B-2 General Business district and requires a conditional use permit to have a this type of residence; and

WHEREAS, the Milaca Planning Commission held a public meeting on March 13, 2017, to allow for public input regarding the conditional use permit.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council hereby *grants* a conditional use permit to John Przymus to have twenty-eight (28) Assisted Living Units in the General Business District at the address above with the following condition:

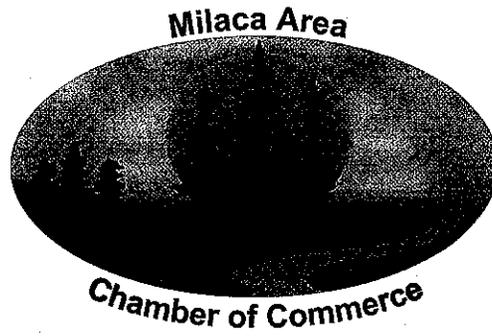
Must adhere to City of Milaca's Zoning Ordinance 156.085 meeting the required off-street parking requirements by joint use of one or more business located in the same building.

ADOPTED, this 20th day of April, 2017

Mayor Harold Pedersen

ATTEST

Bob Derus, Interim City Manager



P.O. Box 155
Milaca, MN 56353 • (320) 983-3140

Milaca City Council
Milaca City Hall

April 20, 2017

Dear Council Members,

The Milaca Area Chamber of Commerce is committed to helping the Milaca Area prosper and grow as a great place to live, work and play. One of the ways we do this is by bringing the community together each summer for the "Gateway to the Northland Festival". This traditional event provides an opportunity for members of all ages in our community to come together to socialize and celebrate. This is our most ambitious community event and in the past it has included a carnival, live band street dance, 5K run, and more. Attached is a tentative calendar of events. The main event is the parade with nearly 100 participants and boasting one of the largest high school marching band competitions in the state.

In the past the City of Milaca has been extremely supportive of our efforts both financially and in spirit with the many organizational details and requests that are required for an event of this nature.

Last year the City was able to contribute \$1,500 to help offset some of our costs. The purpose of this letter is to once again request your financial support.

The 2017 Gateway to the Northland Festival is scheduled for June 13 – 17 with the parade at 5:30 on Thursday June 15th.

Respectfully,

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

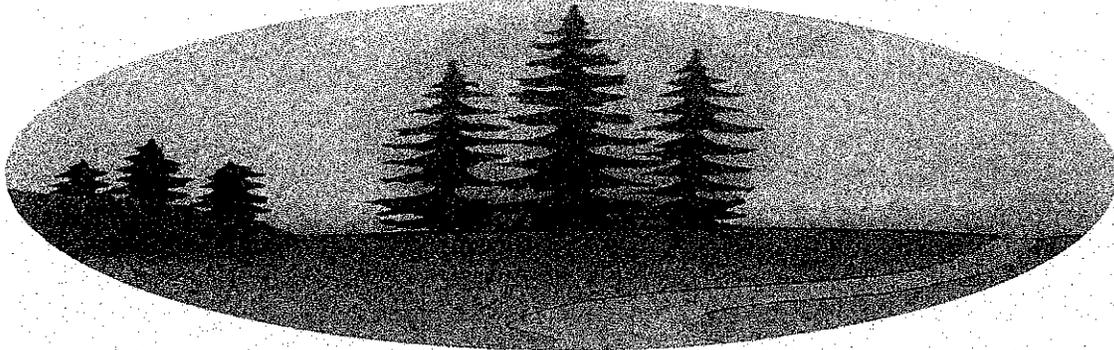
Mark McBroom
President

A handwritten signature in black ink, appearing to read "Rich Melvin".

Rich Melvin
Executive Director

MILACA AREA CHAMBER OF COMMERCE

"Helping the Milaca Area Prosper and Grow as a Great Place to Live, Work and Play!"



GATEWAY TO THE NORTHLAND FESTIVAL

June 13 - 17, 2017

Tuesday June 13th

- **MACC Morning Perk! HiWay Café 2 7:00 -8:30 AM**
- **ECFE Kiddie Parade! Start at Teals 5:00**
- **Little Miss & Mr. Pageant! Rec Park Band Shell 5:30 PM**

Wednesday June 14th

- **5K Walk/Run Registration 5:00, Race 6:00 PM**

Thursday June 15th

- **Parade!** One of Central Minnesota's largest parades with "No Theme" Themed floats and Marching Bands! 5:30 PM to 8:00 PM
- **MACC Beer Garden & Reti2DJ Music after Parade! Rec Park**
- **Carnival! Mid-West Rides! after Parade at Rec Park!**

Friday June 16th

- **24th Annual Duffers' Delight Golf Tournament**
Stones Throw Golf Course

- **Carnival! Mid-West Rides! Rec Park 1:00 PM - Midnight**
- **MACC Beer Garden & DJ Street Dance! Evening Rec Park**
- **Team Volleyball (tentative) Blue Moon, PM**

Saturday June 17th

- **4th Annual MACTAR - Totally Amazing Race – 9:00 AM Rec Park**
- **Bobber River Race**
- **Softball Tournament – Rec Park**
- **Carnival! Mid-West Rides! Rec Park 11:00 AM - Midnight**
- **MACC Beer Garden & Street Dance! The DRAM Shoppe Band 9:00 PM**

*schedule above is tentative on 4.14.17, events, dates and times subject to change



CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

Permit No. _____
Return to City Hall By: _____
Date of Application: _____

NAME OF SPECIAL EVENT: Gateway to the Northland Festival Week

TYPE OF SPECIAL EVENT: Parade Runs/Walks 5K Other: Carnival, Music in Park, Beer Garden

Applicant's or Organization's Name: Milaca Area Chamber of Commerce ^{see attached}

Name of Contact Person: Rich Melvin Daytime Phone: 763-234-1453

Address: 255 1st St E Evening Phone: _____
Milaca, MN 56353 Fax Phone #: _____

Email Address: exec.director@milacachamber.com

Other permits may be required for your event. This application will allow you to apply for the Special Event Permit along with Street Closings, Banners/Signs, and Parade Permits. All information needed for these permits are attached to this application. You must obtain a separate application for Park/Shelter Reservations, Temporary 3.2. Malt Beverage license, or Fireworks Permit.

Starting Date June 13, 2017 Starting Time 5:00 PM

Ending Date June 17, 2017 Ending Time 12:00 AM

Estimated Number of Participants Attending the Event _____

Number of Sanitary Facilities 15+ Sanitary Locations parade line up area & along parade route

Where will Individuals Park city streets and parking lots

Will Security Be Provided Yes Explain Arrangements: _____
 No _____

If using a public address system, give the location of speakers _____

How will drinking water be provided _____

Will electricity be required, and if so, how will it be provided _____

How will refuse be disposed of _____

Will the Special Event require the use of a park/shelter Yes No
 (if yes, a park/shelter reservation form must be obtained from the City of Milaca)

PARADE

IF YOUR EVENT INCLUDES A PARADE, YOU MUST COMPLETE THIS SECTION

Parade Title Gateway to the Northland

Date of Parade Thursday, June 15, 2017 Assembly Time 4:30 pm

Assembly Area Milaca Industrial Park

(Note: Applicant must obtain owner(s) written permission and attach to this application if assembly/dispersal is on private property).

Exact Starting Time 5:30 pm Estimated Duration 3 hrs

Actual Starting Location 10th St NE and Central

Proposed Parade Route
(Attach a separate sheet if necessary)

See attached map
Begin 8th St NE and Central Ave
Proceed South on 2nd Ave NW
End 2nd Ave SW and 3rd St SW

Parade End Location School Parking Lot Parade Dispersal Area School Parking Lot

Approximate Number of Units in Parade 70+ Floats/Vehicles 20+ Bands

Approximate Number of Persons in Parade _____

Approximate Number of Animals in Parade _____

Type of Animals in Parade pets

Maximum Length of Parade in miles (or fractions thereof) 1 mile

Contact Person Rich Melvin Telephone: _____ Cell Phone 563-234-1453

If your parade involves the closing of any county road in the city limits, please allow up to 60 days for approval because the city must receive Mille Lacs County Board approval prior to final approval by the City of Milaca.

YOU MUST COMPLETE THIS SECTION FOR EACH CLOSING THROUGHOUT THE ENTIRE EVENT
STREET CLOSINGS

1.

Parade Route

Location 2nd Ave NW Between 3rd St SE & 8th St NE
(Street to be Closed) (Cross Street) (Cross Street)

Date Thursday June 15, 2017 Time 4:00 pm - 9:00 pm
(Beginning) (End)

Contact Person Rich Melvin Daytime Phone _____ Cell Phone _____

Special Requests _____

2.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

3.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

4.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

5.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

For additional street closings, attach a separate sheet of paper listing each closing individually.

*****FOR CITY STAFF USE ONLY**
SPECIAL EVENT PERMIT ROUTING**

SIGN IF APPROVED

COMMENTS

City Administration

(date)

Milaca Police Dept.

(date)

Street Dept.

(date)

Building/Zoning Admin.

(date)

Fire Chief

(date)

**RETURN COVER SHEET WITH YOUR SIGNATURE AND
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**

GATEWAY TO THE NORTHLAND FESTIVAL
June 13 - 17, 2017
MILACA AREA CHAMBER OF COMMERCE

CARNIVAL by MIDWEST RIDES :

Location: Rec Park

Date & Times:

- set up – Wednesday -Thursday take down - Sunday
- Rides open Thursday after parade to midnight, Friday 1:00 – midnight, Saturday 11:00 – midnight

Vendor is Midwest Rides and Concessions out of Elk River

<https://www.facebook.com/Midwest-Rides-113616982013143/>

PARADE:

Marching Band Competition and “No Theme” themed floats

Thursday 15th 5:30 – 8:00 PM. Same **parade route** as previous years (see attached map)

5K RUN:

Wednesday 14th Registration 5:00 PM Run at 6:00 PM

Route : TBD

MUSIC and STREET DANCE:

Thursday 15th after Parade till midnight DJ Music

Friday 16th 8:00pm – midnight DJ Music

Saturday 17th 8:00 pm – midnight Live Music The Dram Shop Country Band

Rec Park Historic Band Shell

Request police presence during these times.

BEER AND ALCOHOL SALES:

Rec Park Thursday, Friday and Saturday evenings – sponsor (Stones Throw Golf) will submit a separate permit request.

VOLLEYBALL TOURNAMENT:

Friday 16th Time TDB at Blue Moon

SOFTBALL TOURNAMENT:

Saturday 17th (tentative) at Rec Park

4th ANNUAL TOTALLY AMAZING RACE:

Saturday 17th begins and ends at Rec Park

BOBBER RIVER RACE

Saturday 17th Rum River, MACC fund raising event sponsored by Premier Real Estate. Details TBD

ECFE KIDDIE PARADE & LITTLE MISS and MR PAGEANT

Tuesday 13th Kiddie parade at 5:00 Teals to Rec Park, Pageant to follow at Rec Park

MILACA AREA CHAMBER OF COMMERCE

Announces the 2017 Gateway to the Northland Parade Thursday, June 15th 5:30 pm

"NO THEME" PARADE THEME

The parade will have a *NO THEME* theme for this year, so gather up all your friends and create an anything goes imaginative float based on anything your group wants to do! Be creative, have fun and join in the competition and prizes for the best floats!

Return entry form by **June 1st** with fee enclosed.

\$75/per entry (non-chamber members) \$60/per entry (MACC chamber members)

Checks should be made payable to the "Milaca Area Chamber of Commerce"

Early Registration is necessary to establish proper parade line-up.

After receipt of all entry forms and checks we will contact participants with your number.

** Entry line-up begins at 4:00 PM on I0th Street NE (entering from the east only, enter off Hwy 23E N of DQ)
NO access thru Industrial Park streets as bands will be lined up and practicing

Food Vendors are required to have advance approval from MACC & property owners. \$30 for Non-Profit food tables. \$100 for Commercial Food Vendors. MN food service license & insurance copy is required with entry form. Business and organizations wishing to sell items may do so on the parade route prior to the parade moving through. You **MUST** be **OFF** the **STREET** once parade starts, but at that time you may also sell on a pre-approved site. No food vendors are allowed with 250 feet of the carnival midway location.

Contact Rich Melvin at the office if you have any questions regarding the parade.
(320) 983-3140 or email: info@milacachamber.com

2017 MILACA PARADE ENTRY FORM

Complete & Mail to: Milaca Area Chamber of Commerce PO Box 155 Milaca, MN 56353

Company Name or Organization _____

Contact Person _____

*Email _____ Phone _____

Mailing address _____

Fee enclosed \$ _____ Check # _____ Today's Date _____

PLEASE CIRCLE ENTRY TYPE & **APPROXIMATELY** HOW MANY FEET WILL BE NEEDED _____ ft.

Car Truck Tractor 4 wheeler Trailer Walking Bicycles Horses

We will have an MC announcing each float as they pass by the Band Judging Stand. Please provide a short paragraph for the announcer to read about your business or parade entry: (use the back of this form or email your information to info@milacachamber.com)

G A T E W A Y T O T H E N O R T H L A N D

The Milaca Parade

June 15th, 2017 at 5:30 PM

Please Attend

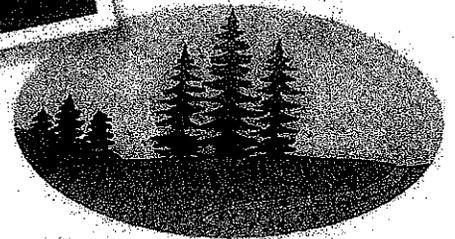
Please consider attending the Milaca Gateway to the Northland Parade in 2017. The first 15 High School Bands to register are guaranteed entrance to the parade.

To register, please complete the registration please complete the online registration at the link provided in the email this form arrived with.

The contact persons for the Milaca Parade are:

Band Coordinator: Cari Harper
monacari66@gmail.com
763-639-1036

Band Line Up Coordinator: Dean Angermeier
Anger0509@gmail.com
651-336-4778



Save the Date... June 15th 2017 at 5:30PM

On behalf of the Milaca Area Chamber of Commerce, please consider this invitation to the 2016 Gateway to the Northland Parade. Our 1 mile parade route offers outstanding performance opportunities. You'll get a warm welcome from our community...your performance will be appreciated.

REGISTRATION DEADLINE: MAY 1st, 2017

Highlights of the Event Include...

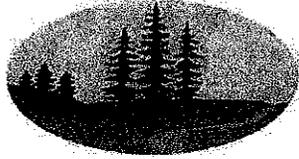
A highly qualified panel of tri-state judges.

Three classes of competition, caption awards and a grand champion award.

Refreshments for band members following the parade.



RECREATION SHELTER PERMIT



CITY OF MILACA
255 1st ST E
Milaca MN 56353

(320) 983-3141
(320) 983-3142 Fax
www.cityofmilaca.org

CALL CITY HALL PRIOR TO SUBMITTING PERMIT TO CONFIRM AVAILABILITY OF DATE(S)

Date of Event: June 13 - 17, 2017

Day of Event: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time of Event: From _____ am/pm To _____ am/pm

Name: Milaca Area Chamber of Commerce - Rich Melvin, Exec Director

Address: PO Box 155 Milaca, MN 56353

Daytime Telephone (763) 234-1453 (c) City _____ ST _____ Zip _____
E-Mail: execdirector@milacachamber.com

Event: Gateway to the Northland Festival Approx. # of People: 1,000

If over 100 people, a Special Event Form may need to be completed.

DESCRIPTION	X	RESIDENT FEE	NONRESIDENT FEE	TOTAL DUE
Lion's Shelter* (Electricity) Seating Capacity - 80	x	\$40.00	\$50.00	
Small Shelter -- Seating Capacity - 24	x	\$40.00	\$50.00	
Roger Mathison Field	x	No Charge	No Charge	
East Ballfield	x	No Charge	No Charge	
New Shelter* (Electricity) Seating Capacity - 32		\$40.00	\$50.00	
Bandshell* (Electricity) \$75.00 Deposit Required (Separate Check)	x	\$40.00	\$50.00	
Wedding and/or Reception (Includes Band Shell, Lions Shelter and New Shelter)		\$150.00	\$200.00	
Gorecki Community Center \$150.00 Deposit Required (Separate Check)		Mon-Thurs \$50.00/day Fri-Sun \$100.00/day ALL DAY RENTAL	Mon-Thurs \$ 60.00/day Fri-Sun \$120.00/day ALL DAY RENTAL	
TOTAL DUE				

Fees are nonrefundable. Shelter(s) will not be considered reserved until fee is received at City Hall and permit is completed by office staff. A copy of this completed permit will be mailed back to you as your confirmation.

Method of Payment: Credit/Debit Card
 Check
 Cash

Confirmation # _____
Check # _____ **Requesting Fee Waiver for this Community Event*

If paying by Credit Card on-line, please indicate Confirmation Number you receive upon transaction completion. This indicates payment accepted by your credit card company.

IF INTOXICATING OR 3.2 MALT LIQUOR AND/OR WINE IS TO BE CONSUMED IN THE PARK AREA, PLEASE CHECK ALL THAT APPLY:

3.2 MALT LIQUOR INTOXICATING BEER WINE

BY SIGNING THIS PARK PERMIT I AGREE THAT MINORS WILL NOT BE CONSUMING ANY ALCOHOLIC BEVERAGE.

PLEASE COMPLETE BACK PAGE

RESOLUTION #17-15

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR LUGENE & LUANN VEURINK

WHEREAS Lugene & LuAnn Veurink desire to construct an accessory structure that is larger than the principal structure located at 1320 3rd Ave NE, Milaca, which, per Ordinance #156.036 E(11) requires a Conditional Use Permit; and,

WHEREAS the Milaca Planning Commission held a public hearing on April 10, 2017, and all interested parties were invited to attend and voice their opinion. The Planning Commission considered possible adverse effects of the proposed conditional use and in its judgment based their findings on the following, but not limited to, the following factors:

- (1) Relationship to the city's growth management system/Comprehensive Plan;
- (2) The geographical area involved;
- (3) Whether the use will tend to or actually depreciate the area in which it is proposed;
- (4) The character of the surrounding area; and
- (5) The demonstrated need for the use; and

WHEREAS, the following conditions must be met for all Conditional Uses:

- (1) The land area and setback requirements of the property containing the use or activity shall be the minimum established for the district.
- (2) Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.
- (3) Adequate off-street parking and loading shall be provided in accordance with §§ 156.075 *et seq.* This parking and loading shall be screened and landscaped from abutting residential uses in compliance with this subchapter.
- (4) The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.
- (5) The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.
- (6) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.
- (7) All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.
- (8) All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets.
- (9) The use or activity shall be properly drained to control surface water runoff.

(10) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.

(11) Where structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.

WHEREAS, one or more conditions must be met: must add more windows on the south side (the side facing the street) of structure.

NOW THEREFORE BE IT RESOVLED by the Milaca City Council that the council hereby approves a conditional use permit for Lugene & LuAnn Veurink to construct an accessory structure larger than the principal structure at 1320 3rd Ave NE on the condition that all city zoning requirements are met and the conditions required by the planning commission are met.

Adopted this 20th day of April, 2017.

Mayor Harold Pedersen

ATTEST

Interim City Manager Bob Derus

City of Milaca
Planning Commission Agenda
April 10, 2017
6:00 P. M.
255 1st St. E City Hall Council Room

1. Open public hearing for a Conditional Use request from Lugene & LuAnn Veurink to have an accessory structure larger than the principle building.
2. Close public hearing
3. Open Regular Planning Commission Meeting
4. Call to Order/ Roll Call
5. Approve the minutes from the March 13, 2017 Planning Commission Meeting
6. New Business
 - Conditional Use request from Lugene & LuAnn Veurink to have an accessory structure larger than the principle building.
7. Any other Business
8. Adjourn

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 13th DAY OF MARCH 2017, AT 255 1st ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Scott Harlicker X Mike Cassens
Luke Kotsmith Sherie BillingsX Arla Johnson X Pam Novak X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning X

Laurie Gahm, Liaison X

Others Present: Nancy Swanson, Jerry Swanson, John Przymus, Kathy Tykwinski

Public Hearing – for conditional use request from John Przymus to have 28 assisted living apartments in a B-2 General Business District

Planning Commissioner Harlicker opened the public hearing and asked for comments or questions.

Lind explained that the conditional use request is to have 28 assisted living apartments in the B-2 General Business District.

Nancy Swanson asked how the assisted living apartments would work. John Przymus then added that there will be 20 units that are long term assisted living apartments and 8 that are for short term, for people that need a place to stay after the hospital and do rehabilitation.

Mr. Przymus stated that all of the units will be accessible and that these units will use the banquet hall and kitchen for their meals. The banquet hall will be used for a place for gathering and socializing.

Mrs. Swanson asked about the existing apartments and if they were for elderly? Mr. Przymus stated that the lower units, the ones on the first floor are for 50 and over, but the rest of them are just apartments.

Planning Commissioner Novak asked about parking, if there would be enough parking? Mr. Przymus stated that most of the people staying in the assisted living probably would not even have cars, but if they do, he does have the garages and the parking where the daycare people park right now.

Lind asked if the area that has playground equipment would be turned into parking. Mr. Przymus stated no, that would be an outside seating area for the people.

Mr. Przymus stated that he would begin building 4 units right away but he would not be able to build the rest of the units until the daycare moved out. He stated none of the units will be rented until all 28 were ready to be occupied.

There was a question about when that would happen? Mr. Przymus stated that he did not see it happening this year, hopefully by next year.

Being no other comments or questions, the public hearing was closed.

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

Motion by Planning Commissioner Johnson, second by Planning Commissioner Billings to approve the minutes of the August 8, 2016 planning commission meeting, all present voted in favor, Planning Commissioner Harlicker abstained.

Planning Commissioner Harlicker asked if Lind would explain the conditional use request. Lind explained that Mr. Przymus was applying for a conditional use to have 28 assisted living units in the B-2 zoning district. Lind did explain that in the Parking Ordinance 156.085, there is a provision to approve parking with a joint facility.

There was discussion about how the restaurant is only open till 2:00pm each day and Mr. Przymus stated that the bar is never open unless someone rents it and that they only hold about 10 events in the banquet hall a year and it is mostly on weekends.

Planning Commissioner Johnson made the motion to approve the Conditional Use request for John Przymus being that there would be enough parking if it is shared with the other businesses located in the same building since the majority of the time all the businesses would not be in use at the same time. Planning Commissioner Billing seconded the motion.

Motion **passed** 3-1 with Planning Commissioner Novak voting against it. .

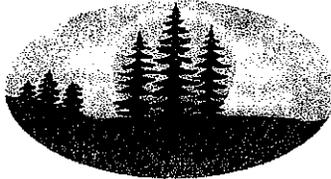
With no other business a motion to adjourn was made by Planning Commissioner Johnson, second by Planning Commissioner Harlicker, all present voted in favor and the meeting adjourned.

Minutes respectfully submitted by,

Marshall Lind

Marshall Lind
Zoning Administrator

CITY OF MILACA



255 1st STE
MILACA MN 56353
(320) 983-3141
(320) 983-3142 FAX
www.cityofmilaca.org

APPLICATION FOR CONDITIONAL USE PERMIT

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

building a 28x44 2 bedroom, 1 bath home with
a Attached 32x44 Storage

Address of Property: Lot 11, Block 1, Fieldstone Green (1320 3rd Ave)
NE Milaca

Owner Name: L Eugene + Lu Ann Veurink

Owner Address: 1318 3rd Ave. NE.
Street Address

Milaca, MN 56353
City State Zip Code

Telephone: (320) 980-1096

Applicant's Name: Same as above

Applicant's Address: _____
Street Address

City State Zip Code

Applicant Telephone: () _____

The following information is submitted in support of this application:

- Completed Application for Conditional Use Permit
- Fee of \$200
- 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 

Date 3-21-17

Comments/Revisions _____

Received By:

City Agent's Signature 

Date 3/22/17

Lugene & LuAnn Veurink
1318 3rd Ave N.E.
Milaca, MN 56353
320-982-5590

To:
The City of Milaca
255 1st St. E
Milaca, MN 56353
Re: Conditional Use Permit

To Whom it May Concern:

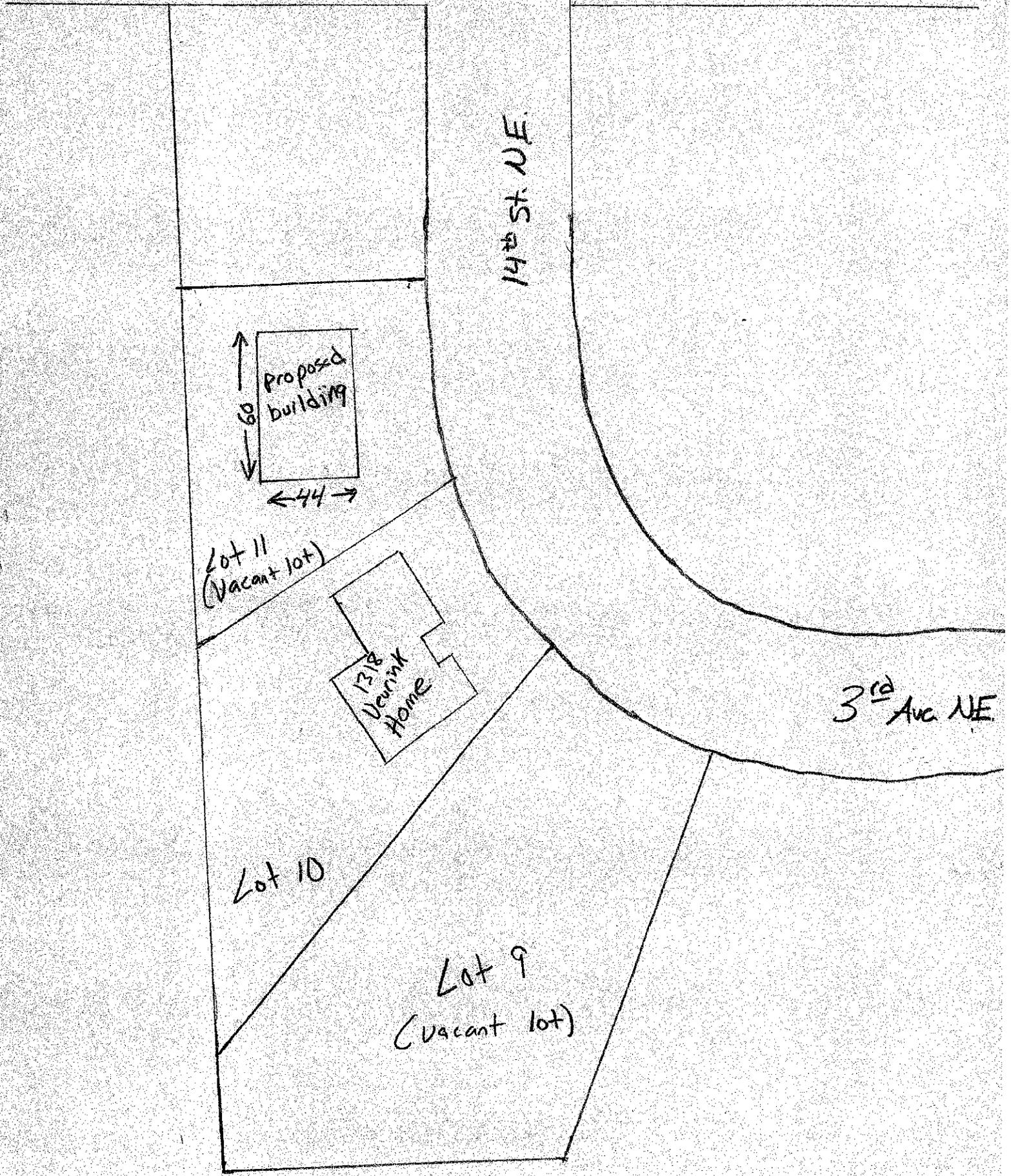
We would like to request a conditional use permit to build a 44x60 building on the vacant lot (11) next to our current home (lot 10). We are required to get a conditional use permit if the garage area of the building is larger than the living area. One area (1,232 sq. ft.) of the building will be a 2 bedroom, 1 bath home with a heated garage. The other portion (1,408 sq. ft.) will be garage/cold storage. We currently run a home-based daycare and do not have enough storage space. We originally considered building a garage only, but the city requires us to combine the 2 lots, which can then never be separated. We believe it would make more sense to keep both lots as separate parcels for future needs.

Thank you for your consideration!

Lugene and LuAnn Veurink

Field Stone Green Addition

4th Ave. NE.

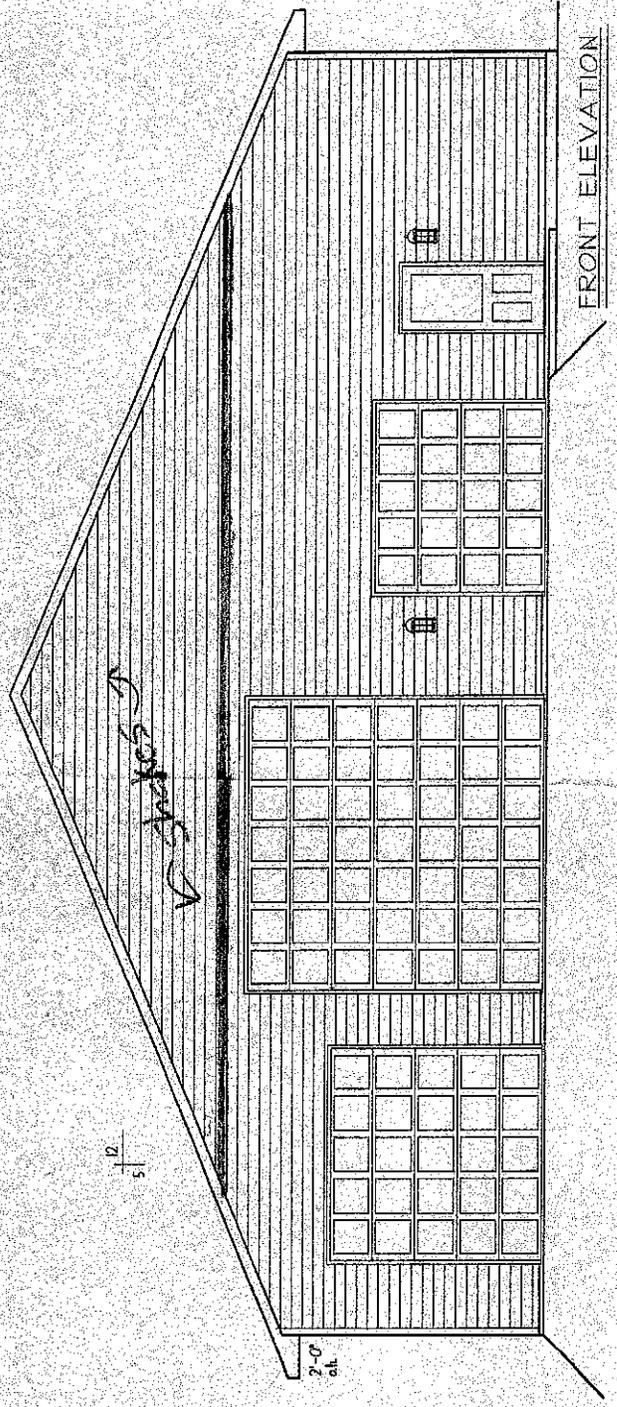
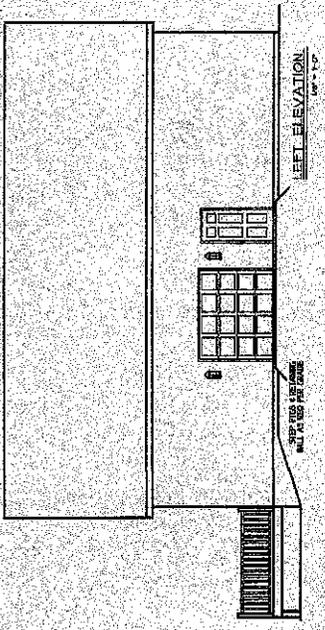
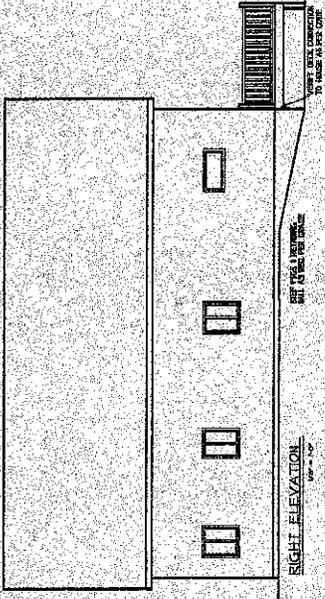
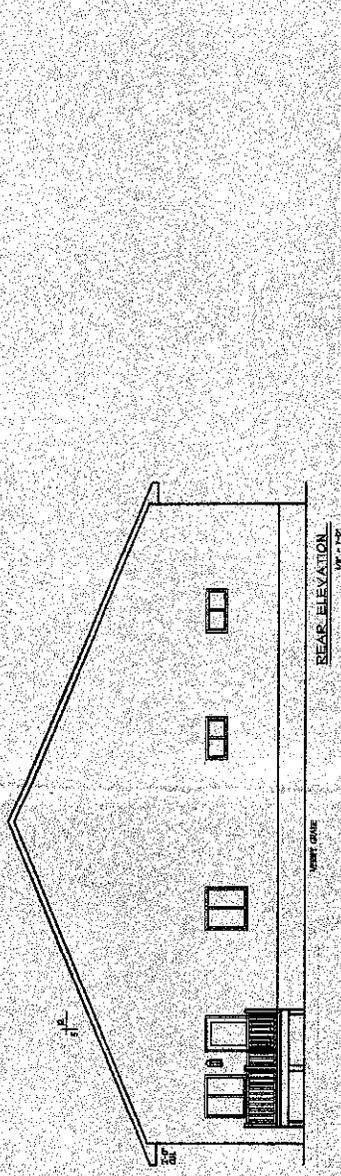


JUDY SCHIMMANN
HOME DESIGN
330-968-1128
330-968-1415 FAX

DISCLAIMER OF WARRANTIES
The plans provided herein and placed on these sheets are the work of the registered architect and shall be the responsibility of the architect. The selection of materials, structural members and the construction of the building shall be the responsibility of the contractor. The architect shall not be responsible for any errors or omissions on the part of the contractor or any other person or entity. The architect shall not be responsible for any damage to property or persons resulting from the use of these plans.

LOGENE VERINK

DATE	11/21/11
REVISION #	1
COMPLETED	11/21/11
BY	J.S.
SCALE	1/4" = 1'-0"
PROJECT #	1171738
DATE	11/21/11



MILACA PLANNING COMMISSION

STAFF REPORT

Subject: 17-02 Conditional Use request

Applicant: Lugene & LuAnn Veurink

Location: 1320 3rd Ave NE

Zoning: R-2 One and Two Family Dwellings

Request: To have Accessory Use Larger than Principle Use

Date of Public Hearing: April 10, 2017

Reported By: Marshall Lind

Application Submitted:

The applicant has applied for a conditional use to have an accessory use larger than the principle use on the property. The applicant has submitted a letter, copy of the purposed lot the building would be on and a diagram of the principle and accessory structure.

Comments:

The applicant is asking to have an accessory use larger than the principle use in an R-2 One and Two Family Residential district. Ordinance 156.036 R-2, One and Two Family Residential Medium Density District:

(A) Purpose. The purpose of the One and Two Family Residential District is to provide for medium density housing in one and two family structures and directly related, complimentary uses where public sewer and water can be provided.

(E) Uses requiring a conditional use permit.

(11) Accessory structures larger and/or taller than the principal building.

The applicant has submitted a plan that has 949 square feet of living space and 1,691 square feet of accessory space. The structure is occupied by two garages and one area of living space under one roof.

Ordinance 156.150 (D) The Planning Commission shall consider possible adverse effects of the proposed conditional use. Its judgement shall be based upon, but not limited to, the following factors:

- (1) Relationship to the city's growth management system/Comprehensive Plan;
- (2) The geographical area involved;
- (3) Whether the use will tend to or actually depreciate the area in which it is proposed;
- (4) The character of the surrounding area; and
- (5) The demonstrated need for the use.

156.150 (G) For all Conditional Uses, the following conditions shall be met;

(1) The land area and setback requirements of the property containing the use or activity shall be established for the district.

(2) Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.

(3) Adequate off-street parking and loading shall be provided in accordance with 156.075.

(4) The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.

(5) The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.

(6) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.

(7) All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.

(8) All lighting shall be designed as to have no direct source of light visible from adjacent residential area or from the public street.

(9) The use or activity shall be properly drained to control surface water runoff.

(10) **The architectural appearance and functional plan of the building and site shall not be as dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.**

(11) Where Structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access and the uses shall not conflict in any manner.

Staff Recommendation:

The property is located in the R-2 One and Two Family Residential Medium Density District. The principle structure (living space) is 949 square feet and the accessory space is 1,691 square feet. The structure is occupied by two garages and one area of living space under one roof. Zoning Ordinance 156.036 (E) requires a conditional use for accessory structures larger or taller than the principle structure. The architectural appearance does not seem to be similar to the existing buildings. If you do not believe that this building would cause impairment in property values or constitute a blight influence and the neighbors do not believe that it would hurt their property values, I would recommend approving the conditional use.

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 10th DAY OF APRIL 2017, AT 255 1st ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Scott Harlicker X Mike Cassens
Luke Kotsmith X Sherie BillingsX Arla Johnson X Pam Novak X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning X

Laurie Gahm, Liaison

Others Present: Lugene and LuAnn Veurink

Public Hearing – for conditional use request from Lugene and LuAnn Veurink to have an accessory structure larger than the principle building in an R-2 Zoning District

Planning Commissioner Harlicker opened the public hearing and asked for comments or questions.

Lind stated that the City did receive on letter from Jacqueline Struffert at 1321 4th Ave NE Milaca and in the letter she stated that she is not in favor of the conditional use.

Being no other comments or questions, the public hearing was closed.

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

Motion was made by Planning Commissioner Johnson to approve the minutes of the March 13, 2017 planning commission meeting. Second by Planning Commissioner Billings

Motion **passed** unanimously

Planning Commissioner Harlicker asked if Lind would explain the conditional use request. Lind explained that the Veurink's were applying for a conditional use to have an accessory structure larger than the principle structure. The plan submitted has 949 sq. ft. of living space and 1, 691 sq. ft. of accessory structure.

Planning Commissioner Harlicker stated that he agreed with the letter that was submitted and that the building looks like a storage building.

Planning Commissioner Kotsmith asked if that was just based off of the looks of the building.

Planning Commissioner Novak stated that with all of the houses that don't look nice in the City, that this looks like a nice building and then asked if anyone else complained.

Lind stated that letters were sent to everyone that lives within 350 ft. of this property and that the City has not received any other letters.

Planning Commissioner Kotsmith stated that it isn't a pole shed and it looks like a nice garage.

Planning Commissioner Harlicker stated that is the point, it is not supposed to look like a garage.

Veurink states that the large garage door will be 2 ft. smaller and there will be windows in the garage door.

Planning Commissioner Billings asked what the large storage space will be used for. Mrs. Veurink stated that she has a daycare and needs storage for all of the daycare stuff. Planning Commissioner Harlicker asked if it is just daycare stuff, can't there be a smaller garage door? Lugene Veurink stated that would be used so they can get a camper into the structure.

Planning Commissioner Novak made the motion to approve the Conditional Use request for Leugene and LuAnn Veurink to have an accessory structure larger than the principle structure with the condition that more windows be added to the South side of the structure (street side). Planning Commissioner Billing seconded the motion.

Motion **passed** unanimously.

Other Business:

Planning Commissioner Novak stated that Foley just amended their zoning ordinance to allow chickens in the city limits. Novak asked if a person would have to pay the \$200 to have the ordinance changed.

Lind stated that if a resident want the ordinance changed they would have to apply for the ordinance change and that does cost \$200.

Planning Commissioner Novak asked if Council could change the ordinance.

Lind stated that if the Council wanted the ordinance changed that they would make a recommendation to the Planning Commission and then there would be a public hearing and Planning Commission would then make a recommendation to the City Council.

With no other business a motion to adjourn was made by Planning Commissioner Kotsmith, second by Planning Commissioner Harlicker.

Motion **passed** unanimously

Minutes respectfully submitted by,

Marshall Lind

Marshall Lind
Zoning Administrator

Jacqueline Struffert

1321 4th Ave NE
Milaca, MN 56353

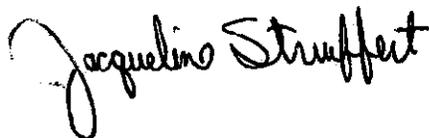
April 10, 2017

To City of Milaca and Planning Commissioning Board,

My name is Jackie Struffert and I live in the Fieldstone Green development. I received the information packet that the Veurink's want to put up a garage on one of their lots. This development is platted as residential. That type of proposed structure, call it what you may... is a storage garage. All but three lots in this plat have now been sold. Will new residents to the development want to see storage garages with small rental units attached in their neighborhood? I for one, do not. This type of structure is meant for acreage, not a platted residential neighborhood.

I would ask that this request be denied.

Sincerely yours,

A handwritten signature in cursive script that reads "Jacqueline Struffert". The signature is written in black ink and is positioned above the printed name.

Jacqueline Struffert

Milaca Parks Commission Meeting Minutes 4-4-17

Minutes

The minutes of 3-7-17 were approved. Lynn Gallice announced that she will no longer be able to take meeting minutes.

Council Report

A former Parks Commission member (Dustin Hoeper) has created aerial reference maps of Rec Park to use during Parks Commission meetings.

Pete asked the group to come to the next meeting with final ideas on what will we want on the signs that will be installed at Rec Park.

The Parks Commission recommends that no smoking be allowed in city parks. The Commission would like to see park rules and regulations be enforced by the Milaca Police Department.

Pete will ask Deloris to include our meetings in the City meeting calendar.

The last two Band Shell paving stones have been sold.

It was suggested that a cement curb be installed at the parking area for the Gorecki Community Center. People are backing up and off of the asphalt and getting stuck.

The Eagle Scouts are ready to finish installation of a flag pole at the Gorecki Building.

Parks Report

Dog waste stations are all in and ready to be installed. They will be cemented in. Mille Lacs Vet has paid for the stations and a sign indicating that they donated the stations. The City of Milaca will have the expenses for cement and labor for the installation.

Justine Miller has finished the archway paintings for the new Reineke Park sign. She has charged the city \$2,200 and has done a very nice job.

The Parks crew has been working on spring clean-up of all parks and parking lots. 30 hours have been spent on fixing the "cattle crossing" on the trail system. Work that was done in the fall was damaged by ice this spring.

Greg Moyer spent a significant amount of time fixing the broken door at the Liquor Store.

Granite Ledge Electric will be bidding on an up-grade for the camera system. They are suggesting that the DVR be placed in a climate controlled environment in order for it to operate properly. The whole system should also be hard wired to prevent interference to our current digital system. New camera locations will have better, wider views. Granite Ledge also suggests more lighting in the parks to deter loitering. Greg anticipates the bid to be approximately \$10,500.

**Minutes
Joint Powers Board
Cities of Milaca and Braham
March 16, 2017**

Call to Order

A meeting of the Joint Powers Board (JPB) of the Cities of Braham and Milaca was held on Thursday, March 16, 2017 at Milaca City Hall. The meeting was called to order by Chair Patricia Carlson at 2:00 PM. The following members were present: Patricia Carlson and Sally Hoy of Braham and Pete Pedersen and Bob Derus of Milaca.

General Discussion

The meeting was organized to continue the discussion on the concerns brought up at the previous meeting by the City of Milaca that expenses exceeded revenue for the building department. The City of Milaca expressed interest in seeing the continuation of the JPB and the joint sharing of a joint Building Official. Braham has involved Marshall in Building Inspections, Planning and Zoning, Economic Development and other activities in the City. Mayor Pederson explained that Milaca will consider their options, including having greater involvement by Marshall in other responsibilities in the City. It was noted that the contract did not allow for other duties.

Moved by Pederson, seconded by Carlson, to amend the Joint Powers Agreement by adding a statement on the end of number 12 "and other duties as assigned."

Motion carried unanimously.

Moved by Pederson, seconded by Carlson, that both parties intend to stay with the Joint Powers Agreement, with Milaca intent on going back to original intent and language of the Contract, and not pay extra for Planning and Zoning.

Discussion: Pederson noted that he would have to also take this up with the City Council.

Motion carried unanimously.

Wage discussion

The group then discussed the amount the current wage, which Derus explained, if Milaca's half of the contract was doubled, (including the extra \$4,000 for Planning and Zoning Administrator total annual pay would be \$80,600) he is currently at a higher rate of pay than the previous City Manager was paid. Derus also said we should check on the building fee schedule including planning and zoning fees. The commission decided that Marshall can do a study of fees. Derus also volunteered to look into what similar sized cities are paying for Building Official/Planner.

Minutes of January 30, 21017

Motion by Pedersen, second by Carlson, to approve the Minutes of January 30, 2017.

Motion carried unanimously.

Adjourn

With no other business, a motion to adjourn was made by Derus, second by Hoy, all present voted in favor and the meeting adjourned at 2:45 p.m.

Respectfully Submitted:

Bob Derus, Recording Secretary and Interim City Manager City of Milaca

2017 Milaca City Council Ranked Goals

Top Tier Goals

	Staff Rank	Points
1.0 Successful City Manager Hiring		
1.00 Great customer service		
1.00 Replace utilities in 100 block of 6 th St. N.W.	27	3.00
1.00 Line or Replace Sewer Main on 6 th Ave NE	29	3.20
1.00 Update Safety Training for OSHA Compliance	12	2.00
1.00 Transplant trees - nursery to park/other areas	29	3.20
1.00 Trim areas on Disc Golf course	32	3.60
1.00 Develop specific Econ Devel goals; Encourage Business expan/devel of new businesses in City		
1.33 Complete master plan for Regional Park	15	2.20
1.33 Team work	11	1.87

Next Tier Goals

1.50 Street sign replacementt (1/3 of city signs for 3 yrs)	29	3.20
1.50 Finish cattle crossing out at trails	25	2.80
1.50 Streamline nuisance letters & zoning violations - Allow mowing quicker or issue Admin Citation?		
1.50 Quality	12	2.00
1.50 Efficiency	11	1.87
1.50 Add RV campsites in Rec Par	31	3.40
1.67 Increase respect for PD; goals for Chief/Officers; fitness, social media & SRO service at school		
1.67 Bring Doctors to City	17	2.33
1.75 Constantly build relationships throughout City	12	2.00
1.75 Hire Event Coordinator ("Destination Milaca") in cooperation with Community Ed and Chamber	39	4.62
1.75 24/7 Police Coverage with Chief taking shifts. 2 officers on duty weekends 7:00 PM-3 AM	24	2.71

Third Tier Goals

2.00 Hard Work		
2.00 Promote Greater Involvement./Activities for Youth	22	2.63
2.00 Transparency	20	2.50
2.00 Continual Improvement	12	2.00
2.00 Develop Milaca Civic Pride Award	36	4.17
2.00 Chief to commit to patrol approximately 50% of time	24	2.71
2.00 Continue to engage community at various levels	17	2.33
2.00 Continue door to door engagement		
2.00 Sewer Cleaning and Televising for 1/3 of City	15	2.20
2.00 Safety Upgrades Shop/Equip 4 Safer Work Place		
2.00 Replace climbing chain in Reineke play area	28	3.17
2.00 Finish landscape-Gorecki Bldg-Splash pad; Rec. Park playground & fall protection installed	12	2.00
2.33 Continue Regular Department Head and Department Meetings	18	2.40
2.33 Update Pavement Resurfacing Plans	18	2.40
2.33 More Civic Engagement - Grow MCAT as a Community Org.	28	3.17
2.33 2018 squad replacement	26	2.83
2.33 Develop a "Friends of the Park" program	36	3.60
2.33 Entry sign for park and signs on Highway 23	21	2.60
2.33 Create a rental housing inspections program		
2.50 Concentrate on significant problems of drugs, etc; with MLC SO & surrounding depts.	13	2.14
2.50 Develop plan for old water tower	35	4.00
2.50 Promote Greater Volunteerism	30	3.25
2.67 Replace Message Sign with Digital Lighted Sign	21	2.60
2.67 Continue Training New PW Employees	27	3.00
2.67 Fill in skating rink area to improve rink maintenance	12	2.00
2.75 Ethical integrity		
2.75 Accountability	12	2.00

Lower Priority Goals

3.00	Trim trees in Rec. park starts on 37	29	3.20
3.00	Hire Park Worker	32	3.60
3.00	Add one FT Officer – Address PT Officer status	31	3.42
3.00	Replace or Rebuild Sanitary Manholes	21	2.60
3.00	Replace or Rebuild Storm Sewer Manholes	21	2.60
3.00	Speak to groups regarding public safety concerns	14	2.17
3.00	Establish a Reserve Program and Appoint leader of Reserve	35	4.17
3.00	Continue to support/grow Bike Rodeo program	23	2.67
3.00	Restarting “Hooked On Fishing” program	20	2.50
3.00	Install utilities in SW River Drive	29	3.20
3.00	Paint large shelter in Rec Park	25	2.80
3.00	Begin water drainage correction in Rec. Park	21	2.60
3.00	Install picnic tables at playground area Rec. Park.	20	2.50
3.00	Install bounce ATV in Reineke Park	34	3.83
3.00	Trimble Park Statue	34	3.83
3.25	Improve Grant Acquisition	16	2.25
3.33	Improve entrance into/out of 169 at Highway 23	30	3.25
3.33	Establish an Airport CIP Budget to Leverage State Dollars when available	37	4.17
3.50	Re-roof small shelter in Reineke Park w steel	29	3.20
3.50	Continue working on bringing a meat market to city	20	2.50
3.75	Bring a Family Restaurant to Milaca within 2 Years (Ranked 3.00 if it's a Tap house)	28	3.17
3.75	Engage MLCSO/surrounding depts. for multi-agency task force(for drug, SERT, violent crimes, auto theft)	19	2.43
4.00	Fire hydrant artwork upkeep	38	4.25
4.50	Re-wire lights underground electric at rink	26	2.83
5.00	3 stall addition to squad garage (west addition)	33	3.66

Bob Derus

To: Ken Muller
Subject: RE: Airport Commission

Thanks Ken,

I will put this on the next agenda.

Bob Derus

From: Ken Muller [<mailto:kdmuller383@gmail.com>]
Sent: Monday, March 20, 2017 12:55 PM
To: Bob Derus
Subject: Airport Commission

Bob,
Due to family and other personnel commitments I would like to have a council representative replace my position on the Milaca Airport Commission Committee. I have resigned from Stones Throw Golf Board effective May 1st, 2017 for the same reasons. I will continue to support the City of Milaca and other committees that I am assigned to.
Thank you for your consideration in this.
Ken Muller
Milaca City Council Member

Bob Derus

From: nancy eibes <nancy.eibes@co.mille-lacs.mn.us>
Sent: Thursday, March 30, 2017 11:57 AM
To: Marshall Lind
Cc: Bob Derus
Subject: RE: 21-265-0470 Outlot A Fieldstone Greene

Marshall - Cites / Official Government entities can purchase parcels that forfeit for non-payment of taxes Prior to them being sold at public auction.

Depending on how the city intends to use the property and what they plan to do with it in the future, will determine which of 3 processes are used to transfer the property to the city. Reference MS 282.01 subd 1a section a, b, c & d. If you plan to – or are still considering the purchase you should make the formal request for us to withhold from a sale. You then have 6 months to finalize decision.

If you decide to purchase / acquire parcel we would start with a resolution from the City stating they wish to acquire, how the property would be used.

The purchase amount for this parcel would be the Assessors Market Value of \$100.00 plus there would be the State Deed fee of 25.00, the assurance fee of 3 % , Deed tax of \$ 1.65 and the recording fee of \$ 46.00.

After reviewing the statute, let me know of any questions you have.

Sincerely

Nancy Eibes
Deputy Auditor/Treas
Mille Lacs County
320-983-8301

From: Marshall Lind [<mailto:mlind@milacacity.com>]
Sent: Thursday, March 30, 2017 11:27 AM
To: nancy eibes <nancy.eibes@co.mille-lacs.mn.us>
Cc: Bob Derus <BDerus@milacacity.com>
Subject: RE: 21-265-0470 Outlot A Fieldstone Greene

Nancy,

Outlot A is a non-buildable lot due to the size and wetlands on the property. This Outlot A also has water and sewer hookups going across the property so that the City Public Works/Parks building can hook up to water and sewer. The City would be interested in the Outlot A because of that reason.

Please contact me about the possibility of the City acquiring the property.

Thank you,

Marshall

From: nancy eibes [<mailto:nancy.eibes@co.mille-lacs.mn.us>]

Sent: Wednesday, March 29, 2017 3:02 PM

To: Marshall Lind

Subject: 21-265-0470 Outlot A Fieldstone Greene

Marshall - In prep for a possible auction this summer, I am looking at parcels and trying to anticipate questions or issues that potential purchasers may have.

21-265-0470 Outlot A Fieldstone Greene - is non-buildable, so in order to sell would the City be agreeable to making it mandatory that the lot be combined with Lot 1 Block 1 to create a larger common area for that townhome lot? Or does the City have another suggestion?

Nancy Eibes
Deputy Auditor/Treas
Mille Lacs County
320-983-8301



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

MILLE LACS
COUNTY



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 3/30/2017

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

JOINT POWERS AGREEMENT FOR CITY CLERK PURPOSES

THIS AGREEMENT is made effective the 20th day of April, 2017, by and between the CITY OF MILACA, a Minnesota Municipal Corporation ("Milaca"), and the CITY OF OGILVIE, a Minnesota Municipal Corporation ("Ogilvie").

WHEREAS, Minn. Stat. § 471.59 provides authority for any statutory power held in common by Milaca and Ogilvie to be exercised by the City of Milaca on behalf of the City of Ogilvie pursuant to an agreement entered into through the action of the governing bodies of each of the two cities.

NOW, THEREFORE, the Cities of Milaca and Ogilvie agree as follows:

1. **Purpose.** The Cities of Milaca and Ogilvie (hereinafter "Cities") agree that reductions in revenue and the need to maintain reasonable levels of *ad valorem* tax levies require creative and innovative methods of delivering public services. The purpose of this Agreement is to continue to provide administrative services to the residents of both Cities at a reasonable cost to the public. This goal is accomplished by the City of Milaca performing administrative services for and on behalf of the City of Ogilvie and for the City of Ogilvie to compensate the City of Milaca for such administrative services at a reasonable rate, thereby continuing administrative services in each of the Cities at a lesser cost to the public than would be required by each City independently providing such services.

2. **Administrative Services Provided.** Milaca agrees to furnish administrative services to Ogilvie, such services being the functions described on Exhibit A, attached hereto and made a part hereof by reference, which are normally provided by the Ogilvie City Clerk-Treasurer. Milaca will provide a staff member to Ogilvie two days each week for a total of 16 hours of office time at the Ogilvie City Hall carrying out the functions described on Exhibit A. Should a recognized holiday fall during regularly scheduled office time, Milaca shall be under no obligation to provide those hours another day. In addition, Milaca will provide Ogilvie with administrative services at the Milaca City Hall by responding to telephone communications from Ogilvie residents, officers and employees on matters of municipal concern for an additional (estimated) 4 hours per week. Further, the Milaca City Manager and/or administrative assistant or other Milaca administrative staff will attend the Ogilvie City Council Meeting 1 day each month (currently the third Wednesday) and will perform duties at the council meeting appropriate to the City Clerk-Treasurer position.

3. **Compensation.** The Cities agree that Ogilvie shall pay Milaca the sum of \$43,350.00 per year for all Administrative Services performed, said payments to be paid in installments of \$10,837.50 quarterly to be approved pursuant to a quarterly invoice submitted by Milaca to Ogilvie on or before the third Wednesday quarterly to be approved by the Ogilvie City Council thereafter. Ogilvie shall not be responsible for,

and shall not pay or withhold any monies from the compensation for state or federal income taxes, FICA taxes, PERA employee withholding or City share, workers' compensation, unemployment compensation, health or dental insurance, or any other benefit or payment normally associated with an employee benefit package.

4. **Legal Requirements.** Ogilvie shall appoint Milaca City Manager, as the Clerk-Treasurer of the City of Ogilvie and shall by separate motion, give or withhold its consent to the appointment by the City Manager of one or more deputy clerks. In the event that Ogilvie has not already done so, it shall by ordinance combine the positions of Clerk and Treasurer. Ogilvie shall provide the necessary statutory bond for the position of Clerk-Treasurer and may, but is not required to, provide a bond for any deputy clerks-treasurers approved by consent as herein provided. Ogilvie hereby appoints the Milaca City Manager as Data Practices Compliance Officer for Ogilvie pursuant to Minn. Stat. § 13.05, Subd. 13.

5. **Public Image.** The City Clerk-Treasurer and deputies shall be known as, and shall execute all public documents, respond to all communications as the "City of Ogilvie Clerk-Treasurer (or deputy treasurer)" and in all respects hold themselves out as the Clerk-Treasurer of Ogilvie.

6. **Responsibility for Administrative Services.** The Clerk-Treasurer appointed pursuant to this Agreement shall exercise the sole and full authority of the office and shall be answerable to the full City Council, alone. No citizen, employee, officer, council member or other individual shall have control over the Council's appointees hereunder and the City Clerk-Treasurer appointed hereunder shall have full authority to control communications and functions of the office and the physical space occupied by the City Clerk-Treasurer and deputies during working hours.

7. **Officer, Employee Status.** The City Clerk-Treasurer appointed hereunder, and deputies shall be employees of Milaca and Milaca shall assume all obligations with regard to workers' compensation, PERA, withholding tax, health and dental insurance, and any other employee benefits arising from their employment whether engaged in their duties for Milaca or for Ogilvie.

8. **Liability and Indemnification.** For purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. § 466.01 thru 15), the City Clerk-Treasurer and deputies appointed hereunder are and are hereby deemed to be employees (as defined in Minn. Stat. § 466.01, Subd. 6) of Milaca. Provided, however, that Ogilvie agrees to defend and indemnify Milaca and the City Clerk-Treasurer and deputies appointed hereunder against any claims brought or actions filed against Milaca or any officer, employee, agent or volunteer of Milaca acting within the scope of their employment or duties, for any injury to, death of, or damage to the property of, any third person or persons arising from the furnishing of administrative services, or the performance thereof, pursuant to this Agreement. Provided further, that neither Ogilvie nor Milaca shall be required to pay on behalf of itself or each other, any amounts in excess of the limits of liability established in Chapter 466 of Minnesota Statutes applicable to any one City. The limits

of liability for the two Cities may not be added together (stacked) to determine the maximum amount of liability for any one City. Milaca and Ogilvie shall each purchase and maintain liability insurance coverage through the League of Minnesota Cities Insurance Trust in at least the amount of the tort liability limits established in Chapter 466 of Minnesota Statutes or the successor thereof.

9. **Consultant Services.** To the extent required by the terms of this Agreement, Ogilvie shall provide engineering, planning and legal services which may be necessary to Milaca or the appointed Clerk-Treasurer and deputies for the performance of any duty required by this Contract.

10. **Duration of Contract.** This Contract shall become effective on April 20, 2017, and remain in effect through and including December 31, 2017. On or before November 1 each year, the two Cities shall review the Contract requirements, making any adjustments and changes which are agreeable to both Cities. Thereafter, the Agreement shall automatically renew on January 1 of each year, provided however, that either party may terminate the Agreement with or without cause upon 90 days notice in writing delivered by United States mail to the Mayor of either City at the City Hall.

IN WITNESS WHEREOF, the two Cities have executed this Agreement to be effective April 20, 2017.

CITY OF MILACA

CITY OF OGILVIE

BY: _____
Harold Pedersen, Mayor

BY: _____
Mark Nilson, Mayor

ATTEST:

ATTEST:

Bob Derus
Interim City Manager

Joint Powers Agreement for City Clerk Purposes

Exhibit A

Duties

EXECUTIVE OFFICER FOR THE CITY COUNCIL:

Keeps records of all Council proceedings, prepares minutes of Council meetings and attends all Council meetings
Maintains and Prepares City ordinances
Maintains and prepares City resolutions
Handles all correspondence on behalf of the Council
Draws up Agendas and prepares other working papers for meetings, (copies, etc.)
Prepares and maintains fire contracts
Oversees contract renewals
Executes any and various assignments given by the Council

ELECTIONS:

The only responsibility Millaca has under this agreement pertaining to elections is the receiving of filings for elections and preparing the election judge roster for Council approval.

FINANCIAL:

Prepares water and sewer billing
Prepares water and sewer late notices
Prepares City Payroll and all PERA, State, Federal, FICA, insurance reports and submits to proper authorities
Prepares and codes City Claims for Council approval and then issues warrants for payment
Balance Bank statement and City ledgers at end of each month
Prepares and submits to Council the Liquor Store Profit and Loss Statement monthly
Prepares and provides Council with monthly Treasurer's Report
Prepares and enforces approved City Budget
Prepares sales tax report and payments
Prepares journal and receipting entries
Prepares for yearly audit
Prepares quarterly building surcharge report
Reviewing and Recording Liquor Store Daily Reports
Prepares letters for NSF check collection

GRACELAND CEMETERY:

Sells and collects for grave sites
Update and maintain all cemetery maps, database and files
Deals with grave digger and grave marker representatives
Prepares Cemetery Deed for purchase of grave

OTHER RESPONSIBILITIES & DUTIES:

Administers Oaths of Office
Responsible for Records Retention
Handles City's Investments
Handles the scheduling, renting and maintenance of Civic Center
Receives communications from community residents and dispatches communications to proper department and/or supervisor
Prepares all legal notices, ordinances and other articles for publication and is responsible for publication
Keeps Council informed on seminars, meetings, conferences relevant and important to City government
Consults with City Attorney
Handles numerous local information calls, correspondence and verbal contacts
Accepts license applications and issues same for cigarettes, beer, games of skill, bingo etc.
Obtains necessary information and deals with building official for issuance of building permits
Keeps insurance records and responsible for accurate and up-to-date insurance coverage on city-owned property, employees, dram shop
Handles all mail to the City and routing thereof
Advise employees as to administrative procedures and policies
Assist in preparing Fire Dept. budget and act as liaison between townships and Fire Department
Complete all billings for city and fire calls
Ex-officio member of the Fire Department Relief Association
Levy any/all special assessments to County Auditor
Work with City Planner/City Engineers on current issues/projects
Keep informed of all legislative action pertaining to Cities and keeping in touch with City's legislative representatives
Handles City bond issues and payment of same
Report locate statuses to Gopher State One Call
Ordering office supplies/equipment

Ogilvie Rough Cost Estimate

	Hrs/Wk	Hrs for Yr	Hourly Rate	Total Wages	FICA/PERA	Health HSA	Total Cost
Patti	20	1040	18.35	19,084.00	2,891.23	-	21,975.23
Tracy	12	624	30.25	18,876.00	2,859.71	3,600.00	25,335.71
Greg	8	416	37.00	15,392.00	2,331.89	2,812.80	20,536.69
Misc (Mileage, etc)							67,847.63
							<u>2,000.00</u>
							69,847.63

