

**CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
August 15, 2019**

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen__ Council Members; Dave Dillan__ Lindsee Larsen__ Norris Johnson__
Cory Pedersen__ Absent;_____
4. **Approval of Agenda** MB__2nd__ AIF__O__
5. **Consent Agenda** MB__2nd__ AIF__O__
 - A. Approval of the Minutes – July 18, 2019
 - B. Approval of Bills and Treasurer’s Report
 - C. Resolution 19-37 Assess Tree Removal
 - D. Resolution 19-38 Resolution Accepting Donations
 - E. Resolution 19-39 Assess Lawn Mowing
 - F. Resolution 19-40 Dress Code Policy
 - G. Permit for Off Premise On-Sale Liquor License –Timber Valley Grille
6. **Citizen Open Forum**
7. **Requests and Communications- Certificate of Appreciation- Dayna Hillcrest Olson & Methodist Church Youth Group**
8. **Ordinances and Resolutions-**
9. **Reports of Departments, Boards and Commissions**
 - H. Police Department- Monthly Activity- Ban two juveniles from Rec Park MB__2nd__ AIF__O__
 - I. Police Department- Criminal Justice and National Crime Information Agreement MB__2nd__ AIF__O__
 - J. Parks Commission- Monthly Activity- Approval of Items to purchase MB__2nd__ AIF__O__
 - K. Public Works Department- Activity Report- Old Water Tower Flag- Follow up Hjort Quote
MB__2nd__ AIF__O__
 - L. Planning Commission-CUP Pearl Battered Women’s Resource Center. MB__2nd__ AIF__O__
 - M. Planning Commission-CUP Johnson Properties, LLC MB__2nd__ AIF__O__
 - N. Economic Development Commission-Minutes MB__2nd__ AIF__O__
 - O. Fire Department- Equipment approval (Using Donation Money to Purchase)
 - P. Airport Commission- Next meeting September 11th
 - Q. MCAT-IF –
 - R. Joint Powers Board- Review of 2020 Budget
 - S. Museum- Approval of a 6x6 building for Genesis Wireless (by old water tower) Will have a lot lease agreement
 - T.
10. **Unfinished Business**
11. **New Business-**
12. MB__2nd__ AIF__O__
13. **Council Comments**
14. **Adjourn _____p.m. MB__2nd__ AIF__O__**

**MILACA CITY COUNCIL MINUTES
JULY 18, 2019 MEETING**

Call to Order Roll Call

The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Pedersen. Upon roll call the following council members were present: Mayor Pedersen, Councilors: Dave Dillan, Cory Pedersen, and Lindsee Larsen. Councilors Absent: Norris Johnson

Staff present: City Manager Tammy Pfaff, City Attorney Damien Toven, Police Officer Jake Isaacson and Building Official Marshall Lind.

Also Present (Signed In) Tim Hennagir, Katie Healock, Shelby Healock, Carmen Brooks

Approval of the Agenda

Mayor Pedersen called for a motion to approve the agenda. A motion was introduced by Council member Dillan with additions of Resolution 19-36 and a special event permit to the consent agenda, and the motion was seconded by Larsen. Motion carried unanimously.

Consent Agenda

Motion by C. Pedersen, second by Dillan, to approve the consent agenda with the additions:

- a) Minutes of the June 13, 2019 City Council Meeting
- b) Bills for Payment and Treasurer's Report
- c) Resolution 19-29 Summary Publication Ordinance No. 450 Liquor Ordinance amendments
- d) Resolution 19-30 Budget Adjustments for Special Revenue Fund-Gorecki donation tracking
- e) Resolution 19-31 Assessing unpaid water bills of \$73.89
- f) Resolution 19-32 Accepting sponsorship donations for city festival events
- g) Approval of Joint Powers Contract with the City of Ogilvie
- h) Permit for Off Premises sales for existing on sale intoxicating liquor license-Jiggers
- i) Initiative Foundation 2020 funding amount of \$3,100
- j) Resolution 19-36 DEED Child Care Grant application

Citizens Forum- Girl Scouts Troop 520 requested the permission to build butterfly boxes at the library. Upon a motion by Dillan and seconded by C. Pedersen the requested was approved. Motion carried unanimously.

Requests and Communications-

Ordinances and Resolutions

Ordinance No. 451 Recreational Vehicles- Second Reading- Golf Cart Amendments. Mayor Pedersen called for a motion to adopt the second reading. Motion was made by Dillan to adopt the ordinance and seconded by Larsen. Motion carried unanimously.

Resolution 19-33 Summary Publication of Ordinance No. 451. Mayor Pedersen called for a motion to approve the resolution. Motion was made by C. Pedersen to approve the summary publication of the ordinance as read and seconded by Dillan. Motion carried unanimously.

Ordinance No. 452 Recreational Vehicles- Second Reading- Snowmobile Amendments. Mayor Pedersen called for a motion to approve the ordinance. Upon a motion by Dillan and seconded by Larsen, the ordinance was adopted. Motion carried unanimously.

Resolution 19-34 Summary Publication of Ordinance No. 452. Mayor Pedersen called for a motion to approve the resolution. A motion was made by C. Pedersen to approve the summary publication of the ordinance as read and seconded by Dillan. Motion carried unanimously.

Ordinance No. 453 First Reading- Zoning Amendments. Mayor Pedersen called for a motion to approve the ordinance. Upon a motion by Dillan and seconded by Larsen, the first reading of the ordinance was adopted. Motion carried unanimously.

Mayor Pedersen asked if any changes were needed to the ordinance, council had no changes. Mayor Pedersen then called for a motion to suspend the first reading of the ordinance. A motion was made by C. Pedersen to suspend the first reading and seconded by Larsen. Motion carried unanimously. Mayor Pedersen then called for a motion to adopt the ordinance. Upon a motion by Dillan to adopt the zoning ordinance, the motion was then seconded by C. Pedersen. Motion carried unanimously.

Resolution 19-35 Summary Publication of Ordinance No. 453. Mayor Pedersen called for a motion to approve the resolution. A motion was made by Dillan to approve the summary publication of the ordinance as read and seconded by Larsen. Motion carried unanimously.

Reports of Departments, Boards and Commissions

Police Department- Council reviewed the monthly report. The council discussed the juveniles to be banned from the Rec Park. The council referred the matter to the August meeting to discuss when the police chief is present at the council meeting.

Parks Commission – Mayor Pedersen informed the council that they are reviewing the project list and that they will have a meeting every other month.

Public Works Department- Activity report review. Selection of a different image for the old water tower. The council reviewed the image and removed the eagle and selected the flag only to be painted on the water tower with the conditions that it would be much larger in size. Council would like a cost estimate for the image at the next council meeting.

Planning and Zoning Commission- Pearl Crisis Center requested to place the Conditional Use Permit on the August city council meeting as they were unable to attend the council meeting. Upon a motion by Larsen and seconded by C. Pedersen the request was granted. Motion carried unanimously.

Economic Development Commission- Concrete removal quotes were presented before the council to remove the concrete at the city property located on 8th Street NE. Two quotes were received. Rahm Excavating for \$123,000 and Hjort Excavating \$24,375. Council questioned the difference and sought to put the condition on that the site must be brought to grade with fill. Mayor Pedersen called for a motion to approve the lowest quote with the condition that the site be brought to grade with fill. Gary will seek another quote with the fill. Council elected to proceed with the review of the quotes and Mayor Pedersen called for a motion to approve the lowest quote to Hjort with the condition that the site be brought up to grade with fill and to provide a new estimate. Upon a motion by C. Pedersen to approve the lowest quote to Hjort with conditions, the motion was then seconded by Larsen. Council may need to bring this back to council for review of the updated quotes. Motion carried unanimously.

Set Special Council meeting for the 2020 Preliminary Budget. Meeting date set for August 29th at 6:30 p.m. at city hall. Upon a motion by Dillan and seconded by C. Pedersen the special meeting was approved. Motion carried unanimously.

Peddlers Permit- Educational Book Sales Door to Door: Upon a motion by Dillan and seconded by Larsen the permit was approved. Motion carried unanimously.

Special Event Permit- Rec Fest- Upon a motion by C. Pedersen and seconded by Larsen the permit was approved. Motion carried unanimously.

Adjourn

With no other business presented before the council, a motion to adjourn was made by Dillan and seconded by Larsen, all present voted in favor and the meeting adjourned at 7:07 p.m. Motion carried unanimously.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

CITY OF MILACA
Check Summary Register
10100 General Bank - ACH

Check #	Name	Check Date	Check Amt	Description
819161e	EFTPS-STATE TAXPAYMENT	7/22/2019	\$2,303.04	STATE W/H
819162e	EFTPS-STATE TAXPAYMENT	7/22/2019	\$149.53	STATE W/H
819169e	CENTERPOINT ENERGY	7/24/2019	\$725.81	NATURAL GAS
819170e	EFTPS-STATE TAXPAYMENT	8/5/2019	\$2,261.37	STATE W/H
819171e	EFTPS-STATE TAXPAYMENT	8/5/2019	\$149.53	STATE W/H
819172e	EAST CENTRAL ENERGY	8/7/2019	\$10,728.55	ELECTRIC
819173e	CENTERPOINT ENERGY	8/7/2019	\$247.34	NATURAL GAS
819174e	MILACA LOCAL LINK	8/7/2019	\$297.86	PHONE SERVICE
819175e	INCONTACT INC	8/7/2019	\$72.79	LONG DISTANCE SERVICE
819176e	MIDCONTINENT COMMUNICATIONS	8/7/2019	\$65.00	INTERNET-
819177e	ENDICIA ACCOUNTING	8/7/2019	\$500.00	POSTAGE FOR METER
	Total Checks		\$17,500.82	

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

Check #	Name	Check Date	Check Amt	Description
45344	BAKER, CASSIDY	7/23/2019	\$40.00	REC FEST - MUSIC
45345	BARTIG, DAVE	7/23/2019	\$300.00	REC FEST SVCS
45346	BIORN, JACK	7/23/2019	\$100.00	REC FEST SVCS-CROSS COUNTRY
45347	BLONDELL, PAUL	7/23/2019	\$100.00	REC FEST SVCS
45348	BORJA, MARIA	7/23/2019	\$300.00	REC FEST SVCS
45349	BROOKVIEW WINERY	7/23/2019	\$200.00	REC FEST-WINE TASTING
45350	CAGLEY, WILLIAM J.	7/23/2019	\$400.00	REC FEST SVCS
45351	CASEY, RICH	7/23/2019	\$200.00	REC FEST SVCS-HIGH 48S
45352	CHRISTOPER, ERIC	7/23/2019	\$200.00	REC FEST SVCS-HIGH 48S
45353	EGGEN, GENE	7/23/2019	\$0.00	REC FEST SVCS
45354	FINK, ROGER	7/23/2019	\$500.00	REC FEST SVCS-HARPERS CHORD
45355	FURRER, JILL	7/23/2019	\$350.00	REC FEST SVCS-FLATTGRASS
45356	HALVORSON, DAN	7/23/2019	\$400.00	REC FEST SVCS-SILVER RIVER
45357	HALVORSON, JOHN	7/23/2019	\$400.00	REC FEST SVCS-SILVER RIVER
45358	HEDDING, MIKE	7/23/2019	\$200.00	REC FEST SVCS-HIGH 48S
45359	IHIG, ANTHONY	7/23/2019	\$200.00	REC FEST SVCS-HIGH 48S
45360	JOHNNY FI PRODUCTIONS	7/23/2019	\$2,800.00	REC FEST SVCS
45361	LEYDA, CHUCK	7/23/2019	\$300.00	REC FEST SVCS-SINGLETON ST
45362	LEYDA, SHERRI	7/23/2019	\$350.00	REC FEST SVCS-SINGLETON ST
45363	MARRONE, MARTY	7/23/2019	\$200.00	REC FEST SVCS-HIGH 48S
45364	MILACA, CITY OF	7/23/2019	\$600.00	CHANGE BANK-REC FEST
45365	MOSEY, KIMBERLY	7/23/2019	\$350.00	REC FEST SVCS-FLATTGRASS
45366	MYSTERY MOUNTAIN BOYS	7/23/2019	\$0.00	REC FEST SVCS
45367	NEWKIRK, JAMES	7/23/2019	\$350.00	REC FEST SVCS-SINGLETON ST
45368	PHILIPPI, BRAD	7/23/2019	\$300.00	REC FEST SVCS-SHAFFERS LOST 40
45369	PHILIPPI, LACIE	7/23/2019	\$400.00	REC FEST SVCS-SHAFFERS LOST 40
45370	SEDERQUIST, MARK	7/23/2019	\$300.00	REC FEST SVCS-SHAFFERS LOST 40
45371	TONY ROOK BAND	7/23/2019	\$1,000.00	REC FEST SVCS
45372	VERSATILE VEHICLES	7/23/2019	\$800.00	GOLF CART RENTAL-REC FEST
45373	VINCE, JOHN	7/23/2019	\$375.00	REC FEST SVCS-OFFBEATS
45374	VINCE, ROSE	7/23/2019	\$375.00	REC FEST SVCS-OFFBEATS
45375	AMAZON	7/24/2019	\$1,473.93	DOG LICENSE SUPPLIES-POLICE
45376	BLUE CROSS BLUE SHIELD OF MINN	7/24/2019	\$13,269.01	MEDICAL INSUR-AUG 2019
45377	DELTA DENTAL OF MINNESOTA	7/24/2019	\$33.50	PED DENTAL-AUG 2019
45378	FAMILY HERITAGE LIFE INS CO	7/24/2019	\$79.00	SUPPL LIFE INS - AUG 2019
45379	L.E.L.S.	7/24/2019	\$234.05	POLICE UNION DUES-JULY 2019
45380	MN BENEFIT ASSOCIATION	7/24/2019	\$572.08	LIFE/DENTAL
45381	UNUM LIFE INSURANCE CO	7/24/2019	\$623.94	LIFE, STD, LTD-AUG 2019
45382	VERIZON WIRELESS	7/24/2019	\$635.93	CELL PHONE SVC-JULY
45383	VISA	7/24/2019	\$400.41	PARTS-PARKS-DR POWER EQUIP
45384	EGGEN, PHILLIP	7/25/2019	\$50.00	TENTS-REC FEST
45385	DEPUTY REGISTRAR #093	7/26/2019	\$25.00	TITLE FOR 2011 CROWN VIC-AIRPORT
45386	U.S. POSTAL SERVICE	7/30/2019	\$249.26	JULY BILLINGS
45387	FRONTIER	8/6/2019	\$854.43	PHONE SVC-POLICE
45388	JIMS MILLE LACS DISPOSAL	8/6/2019	\$535.28	GARBAGE-PARKS
45389	MILACA BLDG CENTER	8/6/2019	\$56.51	SHOP SUPPLIES-PARKS
45390	ADAMS PEST CONTROL INC	8/15/2019	\$100.00	WEED CONTROL-REC PARK BALLFIELDS

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

Check #	Name	Check Date	Check Amt	Description
45391	AMERICAN SOLUTIONS FR BUSINES	8/15/2019	\$322.19	GEN A/P CHECKS
45392	AMERIPRIDE	8/15/2019	\$104.73	RUGS-CITY HALL
45393	ANGERMEIER, MARJORIE	8/15/2019	\$50.00	REFUND PARK RESERVATION FEE
45394	AW RESEARCH LABORATORIES	8/15/2019	\$155.00	TESTING-SEWER
45395	BILLINGS SERVICE	8/15/2019	\$2,472.22	GAS-PARKS
45396	BIZA, KAREN	8/15/2019	\$22.50	OVERPMT-294 12TH ST NE
45397	BRIAN MATTHEW HAUER ENTERPR	8/15/2019	\$35.21	RECYCLING-LIGHT BULBS
45398	BROTHERS FIRE & SECURITY	8/15/2019	\$500.00	REGROGRAM FIRE PANEL-LIBRARY
45399	BUG COMMANDER PEST SOLUTION	8/15/2019	\$424.00	PEST CONTROL-REC FEST
45400	CHRISTENSEN, THOMAS J.	8/15/2019	\$84.68	REIMB TARGET SOLUTIONS-ISO SOFTWARE
45401	CORE & MAIN LP	8/15/2019	\$1,893.73	WATER PARTS
45402	DOVE FRETLAND PLLP	8/15/2019	\$3,579.25	CIVIL RETAINER
45403	E.C.M. PUBLISHERS, INC.	8/15/2019	\$639.59	2018 FINANCIAL AD
45404	FAIRVIEW HEALTH SERVICES	8/15/2019	\$73.00	MEDICAL-P BERENZI
45405	FIRE EQUIPMENT SPECIALTIES INC	8/15/2019	\$4,833.04	GLOVES-FIRE DEPT
45406	FIRE INSTRUCTION & RESCUE ED.	8/15/2019	\$1,000.00	HAZMAT REFRESHER-7/15
45407	FLIGHT LIGHT INC	8/15/2019	\$222.43	GLASS-AIRPORT
45408	GAME TIME	8/15/2019	\$7,564.04	ADULT EXERCISE EQUIP-PARKS
45409	GILBERT, DALE	8/15/2019	\$50.00	SINK LABOR-FIRE DEPT
45410	GK CONSULTING LLC	8/15/2019	\$762.00	AUG NETWORK
45411	GOPHER STATE ONE CALL	8/15/2019	\$89.10	JULY LOCATES
45412	GRANITE ELECTRONICS	8/15/2019	\$198.00	RADIO REPAIR-FIRE DEPT
45413	HACH COMPANY	8/15/2019	\$430.51	TESTING SUPPLIES
45414	HAWKINS, INC.	8/15/2019	\$2,640.68	CHEMICALS
45415	HINCKLEY, CITY OF	8/15/2019	\$44.25	BLDG INSPECTION SVCS-6/5
45416	HOEPER, DUSTIN	8/15/2019	\$569.45	SIGNS-REC FEST
45417	HOLIDAY COMPANIES	8/15/2019	\$1,423.65	GAS-POLICE DEPT
45418	HUGHES, ASHLY	8/15/2019	\$8.69	REIMB-THANK YOU CARDS
45419	IPRINT TECHNOLOGIES	8/15/2019	\$522.00	PRINTER TONER-EVENT COORD
45420	JENSEN - ANDERSEN	8/15/2019	\$3,272.11	FLUSH VALVE-PARKS
45421	KIRVIDA FIRE INC	8/15/2019	\$74.48	REPAIR ENGINE #2 - FIRE DEPT
45422	KNIFE RIVER CORP. - NORTH CENT	8/15/2019	\$2,079.50	BLACK DIRT-PW
45423	KOCHS HARDWARE HANK	8/15/2019	\$1,423.21	SHOP SUPPLIES-PARKS
45424	LITFIN, TOM	8/15/2019	\$45.00	OVERPMT-210 2ND ST NW
45425	M.E. PLUMBING & HEATING	8/15/2019	\$523.00	URINAL REPAIR-REINEKE PARK
45426	MID STATE TREE SERVICE	8/15/2019	\$4,000.00	TREE REMOVAL-PW
45427	MIDWEST MACHINERY (2)	8/15/2019	\$204.58	MOWER PARTS-PW
45428	MILACA AUTO VALUE	8/15/2019	\$147.63	PARTS-PW
45429	MILACA CHAMBER OF COMMERCE	8/15/2019	\$1,769.58	JUNE LODGING TAX
45430	MILACA GENERAL RENTAL CENTER	8/15/2019	\$787.50	MULCH-PARKS
45431	MILLER, PATTI	8/15/2019	\$15.08	OGILVIE MILEAGE-7/1
45432	MINNESOTA WISCONSIN PLAYGROI	8/15/2019	\$8,303.47	PLAYGROUND EQUIP-TRIMBLE PARK
45433	MN COMPUTER SYSTEMS INC	8/15/2019	\$56.77	COPIER MAINTENANCE-DEP REG
45434	NAPA CENTRAL MN	8/15/2019	\$13.49	SUPPLIES-FIRE
45435	NORTHLAND TRUST SERVICES, INC	8/15/2019	\$750.00	GO 2012A FISCAL AGENT FEE
45436	NUSS TRUCK & EQUIPMENT INC	8/15/2019	\$814.50	REPAIR MACK TRUCK
45437	PEARSON BROTHERS INC	8/15/2019	\$55,356.08	SEAL COATING-PW

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

Check #	Name	Check Date	Check Amt	Description
45438	PRO EDGE TOOL	8/15/2019	\$158.49	EQUIP REPAIR-FIRE
45439	RDT PROPERTIES LLC	8/15/2019	\$19,096.23	DEVELOPER 90%-TIF4-10(77)
45440	SENTRY SYSTEMS, INC.	8/15/2019	\$155.00	SERVICE CALL-LIBRARY
45441	SODERLUND WOODMILL INC	8/15/2019	\$1,000.00	RESEAL CRACKS IN CARVING-PARKS
45442	ST. CLOUD REFRIGERATION	8/15/2019	\$2,881.83	REPAIR BOILER-LIBRARY
45443	SUPER X POWER	8/15/2019	\$490.23	OIL-AIRPORT
45444	TADYCH, KARI & KAI	8/15/2019	\$75.00	OVERPMT-1308 4TH AVE NE
45445	TEALS MARKET	8/15/2019	\$50.20	BREAKROOM SUPPLIES
45446	TIMMER IMPLEMENT	8/15/2019	\$707.00	PARTS-PW
45447	VOLUNTEER FIREMEN S BENEFIT	8/15/2019	\$166.00	2019 MEMBERSHIP DUES
45448	ZIEGLER, JOJEAN	8/15/2019	\$250.00	OVERPMT-260 2ND AVE NW
	Total Checks		\$166,962.23	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - ACH

Check #	Name	Check Date	Check Amt	Description
919036e	CENTERPOINT ENERGY	8/14/2019	\$31.42	NATURAL GAS
919037e	EAST CENTRAL ENERGY	8/7/2019	\$2,290.42	ELECTRIC
919038e	MN DEPT OF REVENUE	8/20/2019	\$22,755.00	LIQUOR SALES TAX
919039e	MILACA, CITY OF (WATER/SEWER)	8/15/2019	\$32.70	WATER/SEWER
919040e	HIBU	8/7/2019	\$129.99	WEB HOSTING-
	Total Checks		\$25,239.53	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - Checks

Check #	Name	Check Date	Check Amt	Description
24920	VERIZON WIRELESS	7/24/2019	\$40.01	JULY DIGITAL SIGN
24921	ARTISAN BEER COMPANY	8/2/2019	\$32.60	BEER
24922	BELLBOY CORP.	8/2/2019	\$4,022.10	LIQUOR
24923	BERNICKS	8/2/2019	\$7,199.38	BEER
24924	BREAKTHRU BEVERAGE MN	8/2/2019	\$11,499.01	LIQUOR
24925	C & L DISTRIBUTING CO.	8/2/2019	\$53,727.91	BEER
24926	DAHLHEIMER DISTRIBUTING CO.	8/2/2019	\$66,716.17	BEER
24927	FRONTIER	8/2/2019	\$147.96	AUG PHONE SVC
24928	JIMS MILLE LACS DISPOSAL	8/2/2019	\$86.58	REFUSE COLLECTION
24929	JOHNSON BROTHERS LIQUOR CO.	8/2/2019	\$23,452.12	WINE
24930	PAUSTIS WINE COMPANY	8/2/2019	\$2,499.75	LIQUOR
24931	PHILLIPS WINE AND SPIRITS	8/2/2019	\$4,490.06	LIQUOR
24932	REPLENISHMENT SOLUTIONS	8/2/2019	\$135.50	BEER
24933	SOUTHERN GLAZERS OF MN	8/2/2019	\$6,551.56	WINE
24934	WATSON COMPANY	8/2/2019	\$3,796.76	TOBACCO
24935	WINE MERCHANTS	8/2/2019	\$909.20	WINE
24936	AMERICAN BOTTLING CO.	8/15/2019	\$199.74	NA
24937	AMERIPRIDE	8/15/2019	\$180.64	RUGS
24938	CRYSTAL SPRINGS ICE	8/15/2019	\$925.02	ICE
24939	GRANITE CITY JOBBING	8/15/2019	\$4,852.96	TOBACCO
24940	KOCHS HARDWARE HANK	8/15/2019	\$93.39	FANS
24941	M. AMUNDSON LLP	8/15/2019	\$2,264.52	TOBACCO
24942	MILLER TRUCKING	8/15/2019	\$48.10	DELIVERY
24943	RED BULL DISTRIBUTION CO INC	8/15/2019	\$68.50	NA
24944	VIKING BOTTLING CO.	8/15/2019	\$558.95	NA
	Total Checks		\$194,498.49	

CITY OF MILACA

Council Monthly Budget Report

July 2019

DEPT Descr	2019 YTD Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
Airport	\$99,075.00	\$92,775.79	\$6,299.21	6.36%
Assessing	\$10,600.00	\$27.00	\$10,573.00	99.75%
Auditing	\$7,250.00	\$7,250.00	\$0.00	0.00%
Building Inspection	\$48,960.00	\$47,777.21	\$1,182.79	2.42%
City Attorney	\$45,000.00	\$25,125.21	\$19,874.79	44.17%
City Hall	\$335,385.00	\$230,305.74	\$105,079.26	31.33%
City Manager	\$30,800.00	\$18,163.35	\$12,636.65	41.03%
Council	\$19,200.00	\$9,548.13	\$9,651.87	50.27%
Elections	\$0.00	\$0.00	\$0.00	0.00%
Historical Society	\$0.00	\$0.00	\$0.00	0.00%
Liaison Officer	\$84,850.00	\$37,547.49	\$47,302.51	55.75%
Libraries	\$26,810.00	\$17,848.50	\$8,961.50	33.43%
Ogilvie	\$63,805.00	\$36,672.74	\$27,132.26	42.52%
Parks	\$161,230.00	\$59,818.73	\$101,411.27	62.90%
Planning Comm.	\$1,000.00	\$614.17	\$385.83	38.58%
Police Dept.	\$545,285.00	\$357,428.57	\$187,856.43	34.45%
Public Works	\$310,635.00	\$209,958.58	\$100,676.42	32.41%
Recreation	\$2,500.00	\$3,193.88	(\$693.88)	-27.76%
Senior Center	\$6,700.00	\$1,613.65	\$5,086.35	75.92%
Treasurer	\$29,720.00	\$17,699.92	\$12,020.08	40.44%
Unallocated	\$7,200.00	\$9,783.17	(\$2,583.17)	-35.88%
	\$2,223,125.00	\$1,303,277.69	\$919,847.31	41.38%

RESOLUTION NO. 19-38

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Milaca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash in the actual amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Crawford Equipment	\$300.00
ECE	\$100.00
Grounded Path Massage	\$15.00
Rum River Life Choices	\$15.00

WHEREAS, All such donations have been contributed to assist the city in the establishment and operations of park facilities and programs, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and operate the facilities and programs either alone or in cooperation with others, as allowed by law.
2. The city manager is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 15th day of August, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19 - 39

RESOLUTION ASSESSING MOWING COSTS

BE IT RESOLVED by the Milaca City Council that the council hereby assess the following cost of a nuisance abatement for a period of 1 (one) year at the rate of 7 (seven) percent payable for 2020 taxes:

PID #	OWNER	ADDRESS	DATE OF MOWING	ASSESSED
21-040-0220	Gustafson, Jennifer	245 3 rd Ave NW	06/25/19	\$60.00

Adopted this 15th day of August, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19-40
RESOLUTION ADOPTING PERSONNEL POLICIES
FOR THE CITY OF MILACA

WHEREAS, the Personnel Policies of the City of Milaca had previously been adopted by ordinance; and

WHEREAS, The City Council of the City of Milaca repealed the Personnel Policy ordinance effective the 16th day of August, 2007; and

WHEREAS, it is the intention of the City Council of the City of Milaca to continue the effectiveness of the Personnel Policies (including any subsequent amendments or additions) without any break in their application through the adoption of Personnel Policies by this Resolution;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Milaca that the following Personnel Policies of the City of Milaca are hereby revised and adopted by this Resolution, on the 15th day of August, 2019:

PERSONNEL POLICIES (Added Section 26)

Section 26. DRESS CODE POLICY

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Please refer to the following Personal Appearance and Dress Policy.

PERSONAL APPEARANCE AND DRESS POLICY

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

The City places a high priority on appearance and dress in the workplace and the image we project to our residents and customers. The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees.

The City hereby adopts "casual business wear" as the dress standard for office staff for Monday through Thursday and permits employees to "dress down" on Fridays. Listed below is a general overview of acceptable casual business wear as well as listing of some of the more common items that are not appropriate for office attire. Neither group is intended to be all-inclusive.

- Casual business wear options for male office employees include: Dress shirts, dress slacks, khakis, sport shirts (without advertising), knit shirts, vests, sweaters, and dress shoes. Socks are mandatory. Shirttails are to be tucked in at all times. Due to the nature of the work performed by the building inspector, jeans are permitted as long as they are not faded, frayed, tattered/torn or have holes, etc.

- Casual business wear options for female office employees include: sport coats/blazers, dress slacks, khakis, dresses, skirts below the knee, blouses, sport shirts, knit shirts, vests, sweaters, dress shoes, and dress sandals, capris, and colored jeans. Due to the nature of the work performed in the Deputy Registrar's office, jeans are permitted as long as they are not faded, frayed, tattered/torn or have holes. T-shirts that are of a decorative nature are allowed as long as they do not have inappropriate slogans, etc. Employees in the Deputy Registrar's office may wear tennis shoes since they are on their feet the majority of the work day.

Employees are expected to present a neat appearance and are not permitted to wear clothing overly worn, faded, in disrepair or disheveled clothing, athletic wear, or similarly inappropriate clothing. Additional inappropriate clothing are, overalls, spandex or form-fitting, sweatpants, sweatshirts, jogging/warm-up suits, leisure pants, shorts, strapless, tank or halter tops, T-shirts, and shirts with inappropriate slogans, sundresses without jackets, athletic shoes, sneakers, flip-flops or slippers. Going barefoot in the office is not permitted.

- Friday's dress code permits jeans (with the exception of those with faded, holes, frays, tattered/torn, etc.) and tennis shoes and approved T-shirts and Sweatshirts (those that do not have inappropriate slogans). Strapless, tank or halter tops, or flip-flops are not allowed. All attire must be in good form and appearance.

Uniforms are provided to Public Works employees and Police officers. Uniforms bearing City identification should not be worn during off-duty hours. Uniforms must be worn while at work unless an exception is made by the supervisor.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or business attire depending on the nature of their job. Employees who are expected to have contact with customers and residents, prospects, and the public must dress appropriately. Clothes should be clean, pressed, and properly fitting. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible. Sideburns, moustaches, and beards should be neatly trimmed. Employees should use perfume or cologne sparingly or not at all, many individuals are sensitive to the various scents.

The City of Milaca reserves the right to ask employees to dress appropriately. If the City Manager or supervisor has a concern regarding personal appearance, he/she will discuss the concern with the employee. The City Manager or supervisor should address repeated violations, and may issue a verbal or written warning including dismissal. Further, the City Manager or supervisor can ask an employee to leave the workplace without pay until suitably attired.

Employees should be aware that poor hygiene could disrupt the work of other employees. Supervisors will address these problems in private with the employee.

Adopted this 15th day of August, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

APPLICATION FOR PERMIT FOR
OFF PREMISES SALES FOR EXISTING ON SALE
INTOXICATING LIQUOR LICENSE

State of Minnesota
County of Mille Lacs
City of Milaca

\$100.00 Application Fee

PLEASE CHECK ONE OF THE FOLLOWING: Partnership Corporation Individual

I, Carvin Buzzell (Applicant's Name), hereby make application for the

Timber Valley Grille (Name of Business/Organization) for a Permit for Off Premises Sales of

such liquor under and pursuant to an ordinance (resolution) passed by City of Milaca, County of Mille Lacs; and Chapter 340A, Minnesota Statutes, as amended, providing for licensing and regulating the sale of intoxicating liquor.

Business/Organization Address:

1030 Central Ave Milaca MN 56353
Street Address City State Zip

Business/Organization was incorporated in 2018 (Year) in the State of Minnesota and is authorized to do business in Minnesota.

This license is for sale the following dates: 8/24/19 to 8/24/19, in connection with the following event:

Milaca's Homegrown Music Fest
Location of temporary sales: Main Pavilion Rec Park

Time of sale: from 11 a.m./p.m. to 11 a.m./p.m.

Gambling or gambling devices will not be permitted.

Applicant has not had an application for license rejected.

Applicant has no intention or agreement to transfer the license to another person.

Applicant submits the following names of persons, including a bank for reference with which he/she has had business relations as follows:

Andrea Mikla Ashley Hughes Pete Peterson

I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge and that I agree to comply with all the provisions of the ordinance under which this license is granted.

Carvin Buzzell
Applicant Name (Printed)

Carvin Buzzell
Applicant's Signature

6-19-18
Date

NOTE: Licenses may be issued only to organizations who are organized in the United States and who have a local presence.

****Please attach a certificate of insurance****

CITY OF MILACA
255 1ST STREET EAST
MILACA MN 56353
(320) 983-3141
(320) 983-3142 FAX

Certificate of Appreciation

The City of Milaca

*Hereby presents to
Dayna Hillcrest Olson and*

Milaca Methodist Church Youth Group

On this 15th Day of August, 2019

*In recognition for your support and compassion for the community,
demonstrated by your generous effort to the betterment of the pocket
parks downtown*

Mayor Harold Pedersen

City Manager Tammy Pfaff

Calls for Service By Type

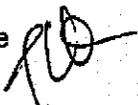
7/1/2019 to 7/31/2019

Type	Sub Type	Total
911 Hang Up		2
Accident		6
Agency Assist		25
Alarm		16
Animal		11
CDTP		6
Child Abuse		1
Child Custody		3
Civil Issue		1
Community Contact		10
Disturbance		13
Domestic		1
Driving Complaint		4
Drugs		5
Family Services Referral		4
Fire		2
Found Property		2
Fraud-Forgery-Scam		1
Funeral Escort		1
Garbage Dumping		2
Gas Drive Off		2
Gas Leak		1
Harassment Complaint		1
Icr Misc		19
Juvenile Complaint		4
Lockout		10
Lost Property		1
Medical		42
Missing Adult		2
Missing Juvenile		2
Motorist Assist		3
Noise Complaint		2
Parking Complaint		8
Property Exchange		1
Property Watch		1
Public Assist		14
Recovered Property		2
Remove Unwanted		4
Suicidal Party		3
Suspicious Activity		22
Theft		15
Threats Complaint		1
Traffic		40
Trespass Complaint		2
Vulnerable Adult Report		2
Welfare Check		12
Grand Total		332

COPY

CITY OF MILACA
MILACA POLICE DEPARTMENT

Memo

To: Milaca City Council, Milaca City Manager Tammy Pfaff
From: Chief Todd C. Quaintance 
Date: 7/12/19
Re: Trespass request

On May 27th two juvenile males were in Recreation Park and they committed an act of Criminal Damage to Property. The two juvenile males, AN and JM, were recorded on video intentionally damaging electrical services at the park. Upon further investigation both parties admitted involvement in the destruction of the City of Milaca's property. The juveniles were advised during the investigation that a trespass notice would be sent and that the City Council would eventually be asked to take action on the incident. The

It is the recommendation of the Chief of Police that we follow previous precedent and formally trespass the two juvenile males from all city parks.

CRIMINAL JUSTICE INFORMATION SYSTEM AND NATIONAL CRIME
INFORMATION CENTER AGREEMENT BETWEEN THE
MILLE LACS COUNTY SHERIFF'S OFFICE AND
THE MILACA POLICE DEPARTMENT

The following agreement is set forth to meet National Crime Information Center (NCIC) and the Criminal Justice Information System (CJIS) policies, procedures and standards.

The Mille Lacs County Sheriff's Office has agreed to act in the capacity of a regional dispatch center for the Milaca Police Department. It is in the public interest for the Mille Lacs County Sheriff's Office to do so. Therefore, the Milaca Police Department and the Mille Lacs County Sheriff's Office agree to the mutual covenants contained herein and agree as follows:

1.0 Mille Lacs County Sheriff's Office Responsibilities:

- 1.0.1 The Mille Lacs County Sheriff's Office agrees to provide 24-hour verification of all Milaca Police Department hot files entered into the CJIS and NCIC system. The Mille Lacs County Sheriff's Office shall advise the Milaca Police Department of any hit confirmation requests. Mille Lacs County Sheriff's Office will respond to Urgent or Routine requests and will adhere to the guidelines of response set forth by NCIC.
- 1.0.2 The Mille Lacs County Sheriff's Office agrees to enter and cancel runaways, missing persons and stolen vehicles after normal working hours for the Milaca Police Department. All entries will be substantiated based on written information provided by the Milaca Police Department via fax or other, and will be entered using the Milaca Police Department ORI with a notation of the 24-hour contact miscellaneous field of the record.
- 1.0.3 The Mille Lacs County Sheriff's Office agrees to transmit all administrative messages after regular business hours based on the information provided by the Milaca Police Department. This will be done within a reasonable time after a written request is received via fax or other. In an emergency situation, written documentation may not be required providing the oral information sent out is reviewed by a Milaca Police Officer for accuracy as soon as possible following the record entry.
- 1.0.4 The Mille Lacs County Sheriff's Office agrees to provide documentation of all Milaca Police Department hot file entries and CJDN communications transmitted on behalf the Milaca Police Department. A copy of all administrative messages and entries entered by the Mille Lacs County Sheriff's Office on behalf of the Milaca Police Department, a copy of all hot file entries along with the acknowledgment from NCIC and/or CJIS, and the supportive information for the entry (i.e. vehicle registration) will be provided to the Milaca Police department for their permanent records. All entries will be reviewed for accuracy by the Mille Lacs County Sheriff's Office and submitted to the Milaca Police Department for the second party check.

1.0.5 The Mille Lacs County Sheriff's Office agrees to run criminal history inquiries upon the request of a Milaca Police Officer after normal business hours providing the officer is not certified to do so and has an immediate need for the information. The Milaca Police Department ORI, the proper reason code, and name of person requesting it, will be used. A Criminal History Request form must be filled out in its entirety, and signed by the requesting officer. A case number or narrative must be provided by the Milaca officer on the request form, and the form shall be faxed or returned prior to the dispatcher on duty running it. The request form will be retained by the Mille Lacs County Sheriff's Office.

2.0 Milaca Police Department Responsibilities:

2.0.1 The Milaca Police Department agrees that CJIS/NCIC hot files will be accessible to their officers 24 hours a day in order to provide a prompt response to the Mille Lacs County Sheriff's Office on hit confirmation requests, and that Milaca Police Department officers will meet NCIC Standards of response as set forth in the NCIC 2000 Operating Manual, Introduction, Section 3.5.

2.0.2 The Milaca Police Department agrees to maintain all original law enforcement records as required by NCIC regulations and Minnesota chapter 15.17 and adhere to data practice statutes, rules and regulations as set forth in Chapter 13, the Minnesota Government Data Practices Act. The Milaca Police Department agrees to be responsible for providing complete, accurate and timely information to the Mille Lacs County Sheriff's Office in writing via fax or other for all entries made into the "hot files" by the Mille Lacs County Sheriff's Office on behalf of the Milaca Police Department after normal business hours.

2.0.3 The Milaca Police Department agrees to validate all CJIS/NCIC hot files on an annual basis in accordance with the standards laid out in the NCIC 2000 Operating Manual, Introduction, Section 3.4.

2.0.4 The Milaca Police Department agrees to have certified personnel within their department review, verify, and initial all original entries into the Milaca Police Department hot files in accordance with the standards for record accuracy, timeliness and completeness laid out in the NCIC 2000 Operating Manual, Introduction, Section 3.2.

2.0.5 The Milaca Police Department agrees to assume responsibility for the accuracy of the information and data provided to the Mille Lacs County Sheriff's Office, and agrees to be responsible for modifications and cancellations of all hot files and administrative messages in a timely manner.

2.0.6 The Milaca Police Department agrees to maintain a criminal history dissemination log of all criminal histories run for the Milaca Police Department by the Mille Lacs County Sheriff's Office and to abide by any and all standards for criminal history access, security, dissemination, and disposal as set forth in the applicable FBI/CJIS Security Policy and access agreement signed with the Department of Public Safety. Any request from the Milaca Police Department for an after-hour Criminal History must have written documentation. A criminal history request form must be filled out in its entirety, signed

and returned to the Mille Lacs County Sheriff's Office accessing the information. A case number and narrative must be provided on the form.

3.0 Conclusion

- 3.0.1 The full, final and complete Agreement of the parties is contained herein and this Agreement supersedes all oral Agreements and negotiations between these parties relating to the subject matter herein. Nothing in this Agreement shall be interpreted to place any obligation on the Mille Lacs County Sheriff's Office other than that specifically enumerated herein.
- 3.0.2 Any alterations, amendments, deletions or waivers of the provision of this Agreement shall be valid only when reduced to writing and duly signed by the parties herein.
- 3.0.3 The term of this Agreement is from the date of the last signature hereto and shall continue until terminated as provided herein.
- 3.0.4 This Agreement may be terminated by either party at any time, with or without cause, upon sixty (60) days written notice delivered to the parties described herein.
- 3.0.5 This Agreement will automatically be terminated sixty (60) days from the date the Milaca Police Department delivers in writing that they are a 24-hour dispatching facility or their after-hour staff is certified to do all of the above.

Mille Lacs County Sheriff's Office

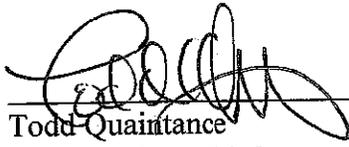
Date: 7-16-19



Don Lorge
Mille Lacs County Sheriff

Milaca Police Department

Date: 7-22-19



Todd Quaintance
Milaca Police Chief

Board of County Commissioners

Date: _____

_____, Chairman

City of Milaca

Date: _____

_____, Mayor

MILACA PARKS COMMITTEE

Aug. 6, 2019

Members Present: Josh, Kevin, Jordan, Ashly, Gary, Cindy

Council Liaison: Pete

1. Pete stating with Dan's resignation the need of electing a new President.

Gary's report:

Rec Park:

Items completed: Signs have been distributed alerting Surveillance Cameras are present.

The message board at the Park entrance is installed, to inform upcoming events, maps to the disc golf course and trails. Cement pads w/ anchored picnic tables installed.

Items pending for Aug: Installation of the hockey rink/pickle ball courts, asphalt walking path, parking lot extension at Gorecki Building, plant maple trees along river bank.

Trimble Park:

Items completed: Removal of existing playground equipment and prep for installation of new equipment, new sign and statue have been installed.

Items pending for Aug: Installation of new playground equipment, transferring toddler rocking animals, slide and swing set to Riverside Park.

Reineke Park:

Gary is still working on an affordable alternative to rubber mulch for the playground.

2. Recommendations to the City Council:

\$2200 for ground work at Riverside Park for the purpose of installing playground equipment.

Installing plastic speed bumps at Rec Park to be located parallel to Lions Shelter.

Install paved drive way to Utility Shed, at Rec Park, to coincide with parking lot extension.

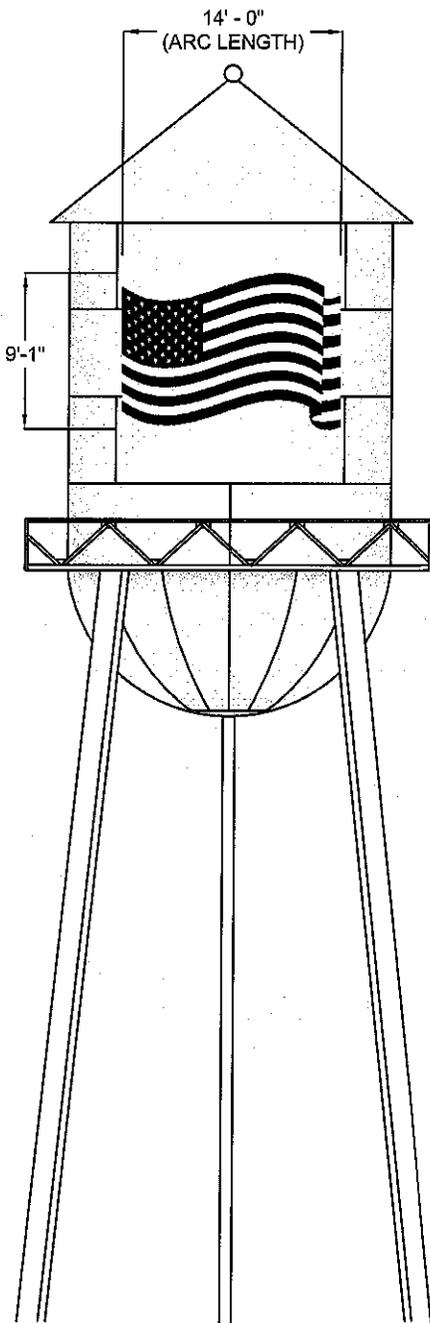
Ashly's report:

Online reservations are being accepted for camping lots at Rec Park.

Working on plans for a "Fall Festival" to include pumpkin painting & an outdoor movie.

Next meeting scheduled for Oct 1 6:00 at the Gorecki Building.

Cindy Biederman, Sec.



① FLAG LOGO - MAXIMIZED TO RIVETED PANELS

SCALE: $\frac{3}{32}$ " = 1'

FOR REFERENCE ONLY



KLM ENGINEERING, INC.
1976 WOODDALE DRIVE, SUITE 4
WOODBURY, MN 55125

PROJ. NO. MN2749
DATE: 8-9-19
DESIGNED: BJF
REVIEWED: 8-12-19
REVISIONS: _____

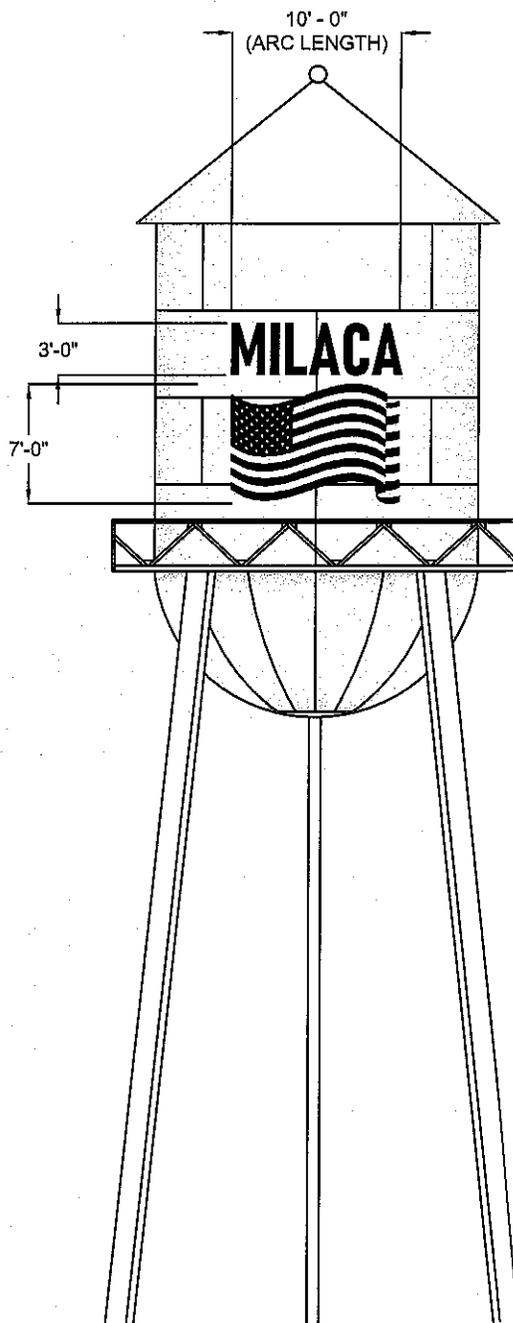
LOGO SIZING CONCEPT

CITY OF MILACA
MILACA, MN

SHEET:

1

OF 1



① FLAG LOGO - MAXIMIZED TO RIVETED PANELS

SCALE: $\frac{3}{32}$ " = 1'

FOR REFERENCE ONLY



KLM ENGINEERING, INC.
1978 WOODDALE DRIVE, SUITE 4
WOODBURY, MN 55125

PROJ. NO. MN2749
DATE: 8-9-19
DESIGNED: BJF
REVIEWED: 8-12-19
REVISIONS: _____

LOGO SIZING CONCEPT

CITY OF MILACA
MILACA, MN

SHEET:

1

OF 1

RAHM EXCAVATING

15340 145th St.

Foreston, MN 56330

Cell: (320)282-8253

Fax: (320)294-3212

billrahm@rocketmail.com

Bid For:

City of Milaca

Milaca, MN

<u>Date</u>	<u>Description</u>	<u>Price</u>
July 2019	Remove concrete floor and footings 71,500 sq. ft.	\$78,000.00
	Haul in fill to bring site up to grade	\$45,000.00
	Does not include parking lot	
	Total	\$123,000.00

Thank you for requesting this bid. We look forward to assisting you with your project!



August 2, 2019

To: City of Milaca

Attn: Gary

RE: Coin Tainer

Estimate

- Demo of concrete
- Fill in trench
- Level area disturbed by concrete

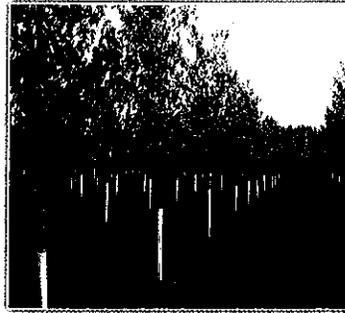
• Total \$29,869.77

-Material is subject to 7.375% tax

Council approval requested for:

- 1. 5 Autumn Blaze, and 5 Sienna Glen maple trees from Wolcyn Tree Farm delivered and planted at Rec Park on Riverbank approximately 20+ ft tall

- \$3,850



Sienna Glen Maple



Autumn Blaze Maple

- 2. 2 Autumn Blaze and 2 Sienna Glen maple trees near Rec Park playground - \$1,420

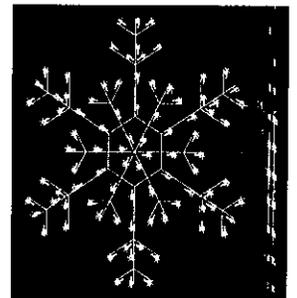
- 3. 4 Crabapple trees for Rec Park - \$300

- 4. Riverview Park wood chips for swing set / toddler play equipment - \$1,800

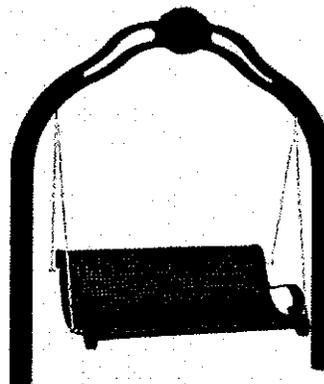
(Moving swing set, toddler slide, and toddler spring rockers from Trimble to Riverview)

Timbers around shavings - \$350

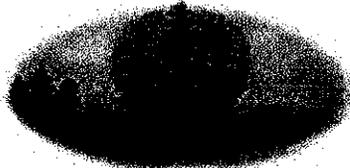
- 5. Christmas Decorations - 13 snowflakes, 1 skyline \$6,454



- 6. 3 swings on riverbank in Rec Park (Donor Requested) \$5,134



In black



Milaca Public Works

Supervisor's Report for July – August

Public Works:

- Grading alleys
- Fixing Discharge Monitor Reports from 2013-2016
- No outlet sign installed on 3rd St NE
- Flags removed for the year on streets
- New water meters continue to be installed
- 6th Ave and 8th street project finishing up
- Millings will be used on alleys, airport road, and wastewater pond road

Parks:

- Trim bushes and trees in parks
- Mow and bag Rec Park for RecFest
- Playground equipment removed from Trimble park, some of it will be reused at Riverview

Airport:

- Mowing and bagging clippings for fly in
- 2 dead trees cut down and removed
- City hanger and lounge cleaned out
- Culvert installed on new airport road (Judds Road)

City of Milaca
Planning Commission Agenda
July 8, 2019
6:00 P. M.
255 1st St. E City Hall Council Room

1. Open public hearing for a conditional use request from Pearl Battered Women's Resource Center, the applicant is asking for residential unit(s) in a B-1 Central Business Zoning District.
2. Close public hearing
3. Open Regular Planning Commission Meeting
4. Call to Order/ Roll Call
5. Approve the minutes from the June 10, 2019 Planning Commission Meeting
6. New Business
 - Conditional use request from Pearl Battered Women's Resource Center, the applicant is asking for residential unit(s) in a B-1 Central Business Zoning District.
7. Other Business
8. Adjourn

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 10th DAY OF JUNE 2019, 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 Joel Millam Sherie BillingsX Arla Johnson X
Pam Novak X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning Administrator X

Cory Pedersen, City Council Liaison X

Others Present:

Chairman Harlicker opened the public hearing for changes in the City Zoning Ordinance Chapter 156.

With no comments, Chairman Harlicker closed the public hearing for the conditional use.

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

Motion was made by Commissioner Novak to approve the minutes of the May 14, 2019 planning commission meeting. Motion was second by Commissioner Billings.

There was a correction on the spelling of Council Member Pedersen's name to the minutes

Motion **passed** unanimously

Planning Commission then reviewed and discussed changes to the Zoning Ordinance Land Uses Chapter 156.

Motion was made by Commissioner Billings to recommend the changes to the City Council, Commissioner Johnson seconded the motion.

Motion passed unanimously

With no other business a motion to adjourn was made by Commissioner Johnson, second by Commissioner Novak

Motion **passed** unanimously

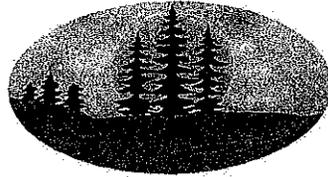
Minutes respectfully submitted by,

Marshall Lind

Marshall Lind
Zoning Administrator

Full minutes can be heard on tape on file

CITY OF MILACA



255 1st ST E
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)

Remodel a portion of the basement to become
a safe home (temporary) for victims of
domestic/sexual violence

Address of Property: 235 2nd Street SW - Basement Construction

Owner Name: Pearl Battered Women's Resource Center / DBA Pearl Crisis Center

Owner Address: 235 2nd Street SW
Street Address

Milaca MN 56353
City State Zip Code

Telephone: 320, 982-2901

Applicant's Name: Judy Pearson, Director

Applicant's Address: 235 2nd Street SW Unit 105
Street Address

Milaca MN 56353
City State Zip Code

Applicant Telephone: 320, 982-2901

NARRATIVE EXPLAINING THE PURPOSE AND JUSTIFICATION FOR THE CONDITIONAL USE PERMIT

Pearl Crisis Center (Legal name: Pearl Battered Women's Resource Center) is hoping to remodel the front portion of the basement (Unit 106) located at 235 2nd Street SW Milaca. The remodeling will be to make the space into an apartment that will be used as a safe home to "temporarily" house victims of domestic and sexual assault and their children. Pearl Crisis Center's mission is to support survivors of domestic and sexual violence through direct services, prevention and community awareness. By creating this safe space for victims Pearl will not only save money (as we currently use hotels for temporary safety) but to be able to provide safe and supportive services to these families onsite, rather than traveling to hotels. We also have garages on site which one of these garages will be designated as the parking for whomever is staying in the safe home apartment. Hiding the victim's car is vital for confidentiality and safety reasons.

To note; if approved Pearl Crisis Center will begin to apply for grant funding to assist with the costs of remodeling which could take several months to secure. Thus, giving a heads up that we may need an extension beyond the year. We are a small nonprofit relying on grants funds and/or donations to secure our missions work.

MILACA PLANNING COMMISSION

STAFF REPORT

Subject: 19-04 Conditional Use request

Applicant: Pearl Battered Women's Resource Center

Location: 235 2nd St. SW

Zoning: B-1 Central Business District

Request: To have a Residence

Date of Public Hearing: July 8, 2019

Reported By: Marshall Lind

Application Submitted:

An application for a conditional use permit to have residential occupancy, located in the B-1 Central Business District.

Comments:

The applicant is asking to have a residential occupancy located in the B-1 Central Business District. Ordinance 156.038 B-1, Central Business District:

(A) Purpose. The Central Business District is designed and intended as a specialized district to service the pedestrians in a compact area for the City. The B-1 District will provide for a high density shopping and business environment, especially stressing the pedestrian function and interaction of people and businesses.

(F) Uses requiring a conditional use permit.

(1) Residential units in conjunction with the principle structure

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 Ordinance 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.

156.08 Number of Required Parking Space:

Boarding House – 2 spaces for each 3 persons (for whom accommodations are provided for sleeping)

Staff Recommendation:

The property is located in the B-1 Central Business Zoning District and the zoning ordinance does allow for residential units in conjunction with the principal structure and use with a conditional use. To determine how many parking spaces would be needed, the applicant will need to inform the City on the maximum number of people they would allow to be staying. There is currently 8 residential units attached to this property now, that means there needs to be 16 parking spaces plus how many would be needed for the new residential units.

If Planning Commission is in support of granting the Conditional Use request, I would recommend some conditions:

1. Need to know the maximum number of people allowed to stay at one time
2. Need plans from a MN licensed architect showing compliance with 2015 MN Building Code
3. Need to show where and number of parking spaces that are provided for this use

City of Milaca
Planning Commission Agenda
August 12, 2019
6:00 P. M.
255 1st St. E City Hall Council Room

1. Open public hearing for a conditional use request from Johnsons Properties, LLC, the applicant is asking for two residential units in a B-1 Central Business Zoning District.
2. Close public hearing
3. Open Regular Planning Commission Meeting
4. Call to Order/ Roll Call
5. Approve the minutes from the July 8, 2019 Planning Commission Meeting
6. New Business
 - Conditional use request from Johnsons Properties, LLC, the applicant is asking for two residential units in a B-1 Central Business Zoning District.
7. Other Business
8. Adjourn

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 8th DAY OF JULY, 2019, 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 Sherie Billings X Arla Johnson X Pam Novak X
Joe Millam X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning Administrator
Cory Pedersen, Councilman X

Others Present: Tim Hennagir from Union Times (signed in) and Representatives from Pearl Battered Women's Resource Center (not on sign-in sheet).

Chairman Harlicker opened the public hearing meeting for the conditional use request from Pearl Battered Women's Resource Center for residential unit(s) in a B-1 Central Business Zoning District and asked if there was any one present to speak at the public hearing.

A representative from Pearl Battered Women's Resource Center gave an overview of their request before the Planning Commission. She explained that their building at 235 2nd St. SW has 8 units, an office and basement. What they are proposing to do is to remodel the basement into an efficiency apartment with an open layout that would have a kitchenette, bathroom, laundry and area for beds. This efficiency apartment would be used as a short-term safe shelter for victims of domestic violence, sexual assault, human trafficking, etc., with stays of 30-60 days or less. Question came up as to how many people would be staying in the apartment and Pearl Battered Women's Resource Center responded it would be a family which is usually a woman and her children. Right now Pearl Battered Women's Resource Center houses these individuals at hotels which is expensive. By having them onsite it would cut down on the housing expense as well as the expense associated with the traveling to and from the hotels. Pearl Battered Women's Resource Center said the reason they want to make an apartment in the basement rather than using one of the other units upstairs is two-fold: the units upstairs provide revenue and also for the confidentiality aspect.

There was a concern raised about parking. The representative from the Pearl Battered Women's Resource Center explained that they have 7 garages and one is vacant right now and they would use the vacant garage for the parking for the apartment in the basement. Normally the individuals that come do not have more than one car if even that, so there would be a spot for the car. Chairman Harlicker mentioned that residential occupancy requires a conditional use permit in a Central Business District and he wasn't sure if the existing apartments were granted a conditional use permit, but if not, when they go to expand that would have to be done to bring it up to code.

With no further comments, Chairman Harlicker closed the public hearing for the conditional use.

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

Motion was made by Commissioner Billings to approve the minutes of the June 10, 2019 Planning Commission meeting. Motion seconded by Commissioner Johnson.

Motion **passed** unanimously.

New Business – The conditional use request from Pearl Battered Women’s Resource Center for a residential unit in a B-1 Central Business District was discussed in depth during the public hearing portion of the meeting. Chairman Harlicker pointed out that in Marshall Lind’s staff report the current 8 residential units attached to this property need 16 parking spaces plus what is needed for the new unit. In addition, his report states that if the Planning Commission is in support of granting the Conditional Use request, he recommends the following three conditions:

1. Need to know the maximum number of people allowed to stay at one time
2. Need plans from a MN licensed architect showing compliance with 2015 MN Building Code
3. Need to show where and number of parking spaces that are provided for this use

Chairman Harlicker asked if the commissioners had any further questions or comments. There being none, he asked for a motion. Commissioner Millam made motion to recommend to the City Council they approve the conditional use request contingent upon the three conditions as stated in the staff report being met. Commissioner Billings seconded the motion. Motion **passed** unanimously to approve the request with the three conditions listed in the staff report. This recommendation for approval from the Planning Commission will go before the City Council at their next council meeting on July 18, 2019.

Other Business – Chairman Harlicker asked if there was any other business. There being none, Chairman Harlicker asked for a motion to adjourn. Motion made by Commissioner Johnson and seconded by Commissioner Novak.

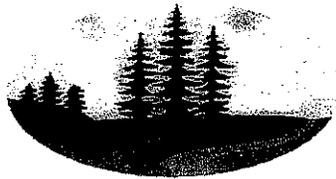
Motion **passed** unanimously.

Submitted by,

Chairman Scott Harlicker

Full minutes can be heard on tape on file

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)

The request is to make the pizza restaurant into two apartments and a office.

Address of Property: 110 Central Ave (Parcel # 21-041-0290)

Owner Name: Johnsons Properties LLC

Owner Address: 18331 115th ST NE
Street Address

Foreston MN 56330
City State Zip Code

Telephone: (320) 223-9027

Applicant's Name: Johnsons Properties LLC (Glendon Johnson)

Applicant's Address: 18331 115th STREET NE
Street Address

Foreston MN 56330
City State Zip Code

Applicant Telephone: (320) 223 9027

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: Johnson's Properties LLC By G. J.

Date 7/1/19

Comments/Revisions _____

Received By:

City Agent's Signature _____

Date _____

July 1, 2019

This request is being made to turn the pizza restaurant into two apartments and a office, as the attached drawing shows.

The reason is because we are unable to get a tenant for the restaurant. It seems there are several eating places in Milaca and that makes it unable to support the pizza place.

Rental housing is in short supply, since we purchased the building two years ago we have 100% occupancy in the six apartments in the building. We have brought the building up to fire code, redone the apartments, painted all common areas, put in new flooring through out. We have rented parking from Shear beauty for the two years and now we are buying it which will insure our off street parking. (purchase agreement attached)

As you can see we are good landlords and we want things orderly and efficient without problems and we are seeking your help at this time.

Thank you,

Johnson's Properties LLC

A handwritten signature in black ink, appearing to read "Glendor Johnson", is written over a horizontal line.

Glendor Johnson

PURCHASE AGREEMENT

Johnson Properties LLC is buying the property from EZR Rentals, Paul and Shannon Lawrence owners, at 115 Central Ave North, Milaca, MN. 56353. Property ID Number 21-025-0011. Property includes 2 buildings on it, but not shear beauties personal equipment. Purchase price of [REDACTED] ([REDACTED]). Closing will be as soon as all paper work is finished.

6-17-19

Johnson Properties LLC., Date

Paul Lawrence 6-17-19

Paul Lawrence

Date

Shannon Lawrence 6-17-19

Shannon Lawrence

Date

MILACA PLANNING COMMISSION

STAFF REPORT

Subject: 19-05 Conditional Use request

Applicant: Johnsons Properties, LLC

Location: 110 Central Ave S

Zoning: B-1 Central Business District

Request: To have a Two Residential Units

Date of Public Hearing: August 12, 2019

Reported By: Marshall Lind

Application Submitted:

An application for a conditional use permit to have two residential occupancies located in the B-1 Central Business District.

Comments:

The applicant is asking to have two residential occupancies located in the B-1 Central Business District. Ordinance 156.038 B-1, Central Business District:

(A) Purpose. The Central Business District is designed and intended as a specialized district to service the pedestrians in a compact area for the City. The B-1 District will provide for a high density shopping and business environment, especially stressing the pedestrian function and interaction of people and businesses.

(F) Uses requiring a conditional use permit.

(1) Residential units in conjunction with the principle structure

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 Ordinance 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.

156.08 Number of Required On Site Parking Space:

Multiple Family Dwelling – 2 spaces per unit

Staff Recommendation:

The property is located in the B-1 Central Business Zoning District and the zoning ordinance does allow for residential units in conjunction with the principal structure and use with a conditional use. There are currently 6 apartments in the building and no on-site parking for them. Adding two more apartments means that there should be a minimum of 16 on-site parking spaces. The property does not have any room for any off-street parking.

The Conditional use for residential is in conjunction of the principle structure. By adding more residential, it has changed this building from a commercial, business zoning to a residential. The Office space he is proposing is 36 sq. ft. with no lavatories or water. This would not be considered a legal business space.

With not having a business or a possibility of having a business in the proposed plan that was submitted and because City Ordinance requires on-site parking, and changing the principle structure from Business to Residential, I would recommend denying this request for a conditional use for two more apartments in the B-1 Central Business District.

Milaca Economic Development Commission

July 22, 2019 meeting 7:30 AM City Hall

Present: Joe, Dave, Joe, Brad, Mike, John, Marshal, Tammy, and Tim

Call Meeting to order – 7:42

Secretary's Report – Tim read the minutes

Old Business

Cointainer Industrial Park Lot – Tammy explained that we could utilize the millings from the 8th and 6th street (construction starts on the 29th) millings in the city and store it on that property.

Kwik Trip – There is a framing inspection today. It is moving along pretty well.

Pearson Property – Nothing new to report.

Dotseth Property – Tammy shared a handout that showed the 16 zoned buildable acres. Jeff has not shared what he wants for the property. When Tammy explained the taxable value, \$117,200, it was rejected. At this point, all we can do is act as a facilitator for a business looking to move to town. At this point, we'll have to start to look elsewhere. Discussion ensued around the concept of advertising for this property to encourage a business to move to town. In addition, we further discussed working together in other ways.

Brew Pub – Marshal explained that it would be a few months (September) before the gentlemen visited with Marshal again

New Business – Mike and Tammy are getting closer to a survey that allows them to go door-to-door. Mike discussed the coordination of talking to businesses.

Milaca Family Dental – Will be putting up a practice between the Dairy Queen and the Hotel.

Adjourn: 8:22

Next meeting date Monday, August 19, 2019



Fire Equipment Specialties, Inc
P.O. Box 25232
Woodbury, MN. 55125
 Phone: 651-730-4636

Invoice

Date	Invoice #
7/23/2019	10392

Bill To
Milaca Fire Department c/o Craig Billings 255 1st Street East City Hall Milaca, MN. 56353

Ship To
Milaca Fire Department c/o Craig Billings 255 1st Street East Milaca, MN 56353

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Chief Billings	1% 10/ Net 25	TE	7/23/2019	UPS		
Quantity	Item Code	Description			Price Each	Amount
2	507502-12W	Haix Fire Eagle Air Boots - Size 12 W			342.00	684.00
2	507502-11.5W	Haix Fire Eagle Air Boots - Size 11.5 W			342.00	684.00
1	507502-11W	Haix Fire Eagle Air Boots - Size 11 W			342.00	342.00
2	507502-11M	Haix Fire Eagle Air Boots - Size 11 M			342.00	684.00
1	507502-10.5W	Haix Fire Eagle Air Boots - Size 10.5W			342.00	342.00
1	507502-10.5M	Haix Fire Eagle Air Boots - Size 10.5M			342.00	342.00
2	507502-9W	Haix Fire Eagle Air Boots - Size 9W			342.00	684.00
1	507502-8.5W	Haix Fire Eagle Air Boots - Size 8.5 W			342.00	342.00
1	507502-7.5W	Haix Fire Eagle Air Boots - Size 7.5 W			342.00	342.00
	Shipping & Handling				85.99	85.99
	Sales Tax				0.00%	0.00

Date 7 13 19 *Part of PO # 4107*
Initial (CB) *GORECKI DONATION*
Brief _____
Desc _____

Thank you very much for your business.	Total	\$4,531.99
	Payments/Credits	\$0.00
	Balance Due	\$4,531.99

NOTICE: Effective 7/01/2015, A 3% Processing Fee Will Be Added To All Credit Card Charges Over \$300.00