

CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
August 20, 2020 REVISED

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 Larson\_\_ Norris Johnson\_\_ Cory Pedersen\_\_  
Absent;\_\_\_\_\_
4. **Approval of Agenda** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
5. **Consent Agenda**  
MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - A. Approval of the Minutes July 16, 2020 and August 13, 2020.
  - B. Approval of Bills/Quarterly Reports
  - C. Resolution 20-43 Donation Veterans Memorial
  - D. Resolution 20-44 Budget Adjustments
  - E. Resolution 20-45 Assessing Mowing Costs
  - F. Resolution 20-46 Assessing Unpaid Water and Sewer
  - G. Resolution 20-47 Donation Eagle Scout project
6. **Citizen Open Forum-**
7. **Requests and Communications-**
8. **Ordinances and Resolutions-**
  - H. **Resolution 20-48 Accepting Cares Act funding and submittal of Covid-19 Expenditures** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - I. **Resolution 20-49 Calling for a Public Hearing on Approving the issuance of Senior Housing Revenue Refunding Notes to finance a project by Augustana Care and authorizing the publication of a notice of the hearing** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - J. **Ordinance No. 467 Continuance of Local Emergency** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - K. **Resolution 20-50 Summary Publication of Ordinance No. 467** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
9. **Reports of Departments, Boards and Commissions**
  - L. Police Department-Activity Rep- Donation Request- Radar and Fence/Dangerous dog MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - M. Parks Commission- Minutes, and approve items to purchase from Donation funds MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - N. Public Works Department- Activity Report-COVID Cares Act Purchase Touchless Faucet Quotes MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - O. Planning Commission – No Activity
  - P. Economic Development Commission- City industrial park property discuss options, price MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - Q. Airport- Approval of Master Agreement for Professional Services Bolten & Menk MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - R. Joint Powers Board- No Activity
10. **Unfinished Business-**
11. **Old Business**
  - S. COVID-19 Paid Leave for employees of 14 days continuation (Revisions) MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - T. Mary Mickelson- Position to Full-Time- Added job duties MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
12. **New Business-**
13. Post Office Request alley to be one way MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
14. Special Event Permit-Milaca Rise Up MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
15. **Council Comments**
16. **Adjourn \_\_\_\_\_ p.m. MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_**

## MILACA CITY COUNCIL MINUTES

July 16, 2020

MEETING - Via Zoom

### **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: Norris Johnson, Dave Dillan, Lindsee Larsen, and Cory Pedersen. Councilors Absent:

**Staff Present:** City Manager Tammy Pfaff, Damien Toven, and Administrative Assistant Mary Mickelson.  
Also Present: Tim Hennagir.

### **Approval of the Agenda**

Mayor Pedersen called for a motion to approve the agenda. Motion by Johnson to approve the agenda, the motion was seconded by Larsen. Motion carried unanimously upon roll call of all council members.

### **Consent Agenda**

Motion by Johnson, second by Larsen to approve the consent agenda. Motion carried unanimously upon roll call of all council members.

- a) Minutes of the June 18, 2020 City Council Meeting.
- b) Approval of Bills.
- c) Resolution 20-34 Assessing Unpaid Lawn Mowing Costs.
- d) Resolution 20-35 Assessing Unpaid Water and Sewer Bills.
- e) Resolution 20-36 Donations for Veterans Memorial.
- f) Resolution 20-37 Donations for Eagle Scout Project Fire Pit and Benches.
- g) Resolution 20-38 Donation Reineke Park – Mulch.
- h) Resolution 20-39 Back Alley Bowl Sunday Liquor License.
- i) Resolution 20-40 Election Judges, Hours and Polling Place.
- j) Acceptance of Grant - Initiative Foundation - \$900.00.

### **Citizens Forum**

**Requests and Communications** - Affidavit of Candidacy opens July 28<sup>th</sup> to August 11<sup>th</sup>.

### **Ordinances and Resolutions**

**Ordinance No. 465 - First Reading - City Council Continuance of a Local Emergency.** Mayor Pedersen called for a motion for to suspend the first reading upon a motion by Dillan and seconded by C. Pedersen, motion carried unanimously upon roll call of all council members. First reading is suspended and the second reading adopted the Ordinance as read, upon a motion by Dillan and seconded by Larsen. Motion carried unanimously upon roll call of all council members.

**Resolution 20-41 Summary Publication of Ordinance No 465.** Motion by Johnson and seconded by C. Pedersen approving the summary publication. Motion carried unanimously upon roll call of all council members.

### **Reports of Departments, Boards and Commissions**

**Police Department** — Council reviewed the monthly report.

**Parks Commission** – No activity.

**Public Works Department** — Activity report review.

**Economic Development Commission** — No meeting

**Airport** — Approval of grant for airport taxi-way phase 1. City portion is \$12,100. Mayor Pedersen called for a motion. Upon a motion by Johnson to move forward with the project. The motion was seconded by Larsen.

Motion carried unanimously upon roll call of all council members.

**Joint Powers Board** — No activity.

**Old Business - COVID-19 Pay** - Council amended the policy to follow the Personnel Policy on sick leave. Mayor Pedersen called for a motion. Upon a motion by C. Pedersen and seconded by Johnson, the changes are approved. Motion carried unanimously upon roll call of all council members. Council will review the policy under old business at each council meeting.

**New Business - Free Grace Church** - Requests \$110 rental fee to use the Community Center for four hours on Sundays, one and a half hours on Tuesdays and Wednesdays. Mayor Pedersen called for a motion to approve the request. Motion by Johnson to approve the request. The motion is seconded by Larsen. Motion carried unanimously upon roll call of all council members.

**Special Event Permit** - Movies In The Park and the cost would come from the donation funds. Council also approved the extension of the time so that they are out of the park by midnight. Mayor Pedersen called for a motion to approve. Motion by Larsen and the motion is seconded by C. Pedersen. Motion carried unanimously upon roll call of all council members.

Letter to CenterPoint Energy opposing rate increase is reviewed and the consensus of the council is to send the letter.

Set Special Meeting Date for the 2021 preliminary budget, continuance of local emergency ordinance and COVID pay. Motion by Larsen to set special meeting for August 13<sup>th</sup> at 5:00 p.m. Motion is seconded by Dillan. Motion carried unanimously upon roll call of all council members.

**Council Comments** - Cory commented on the letter from the school to meet with the superintendent.

#### **Adjourn**

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn and a motion was made by C. Pedersen and seconded by Johnson. Motion carried unanimously upon roll call of all council members. Meeting adjourned at 7:33 p.m.

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Mayor Harold Pedersen

ATTEST:

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City Manager Tammy Pfaff

## MILACA CITY COUNCIL MINUTES

### Special Meeting

August 13, 2020

#### **Call to Order Roll Call**

The special meeting of the Milaca City Council was called to order at 5:00 p.m. by Mayor Pedersen. Upon roll call the following council members were present: Mayor Pedersen, Councilors: Norris Johnson, Dave Dillan, Lindsee Larsen, and Cory Pedersen. Councilors Absent:

**Staff Present:** City Manager Tammy Pfaff, City Treasurer Jackie Ness, City Attorney Damien Toven, Admin Assistant Mary Mickelson, Fire Chief Jesse Gerads and Police Chief Quinn Rasmussen.

Also Present:

#### **Approval of the Agenda**

Mayor Pedersen called for a motion to approve the agenda. Motion by Dillan, the motion was seconded by Larsen. Motion carried unanimously.

#### **New Business**

**Covid-19 Leave pay** – language revised to “This pay shall be used for reasonable absences for themselves or employee’s children, spouse, parent, grandchild, step-child, or step parent.” Council discussed quarantine. Damien stated that the city would follow the CARES Act guidelines. Council tabled the issue and will discuss on August 20<sup>th</sup> council meeting.

**Ordinance 466 – Continuance of a Local Emergency.** Mayor Pedersen called for a motion for to suspend the first reading upon a motion by C. Pedersen and seconded by Dillan, motion carried unanimously upon roll call of all council members. First reading is suspended and the second reading adopted the Ordinance as read, upon a motion by Dillan and seconded by Larsen. Motion carried unanimously upon roll call of all council members.

**Resolution 20-42 – Summary Publication of Ordinance 466.** Upon a motion by Johnson to approve the resolution. The motion is seconded by Dillan. Motion carried unanimously upon roll call of all council members.

#### **2021 Preliminary Budget Workshop.**

The City Manager presented the budget and stated that this is a workshop; the preliminary budget and levy will be at the September council meeting and it is due to the county auditor by September 30<sup>th</sup>. Items reviewed in revenue were the LGA amounts that are certified in the amount of \$918,750; this may change so the council will watch to see what happens with this. Decrease animal license as it is a two-year license. Fire contract will be done in November when we get the township market values from the county. The city manager also informed the council that interest rates have dropped and that we currently have 4 CDs that gain 3% interest, 15 CDs that gain 2% and above and 8 CDs that gain 1% and above. Total cash and investments over \$6,000,000. Transfers from other funds were discussed and the city manager informed the council that the liquor fund has a cash balance of over \$600,000.

Expenditures were discussed by department, and the city manager stated that not all quotes have come in for the capital improvements and we will have them in time for the September meeting. Health insurance was presented by City Treasurer Jackie Ness. Jackie informed the council that the city's current insurance plan is projected to increase at an estimated 9% and presented a comparative plan under PEIP (Public Employee Insurance Plan) with a potential annual savings of \$22,142.18. Health Savings accounts were also discussed with a potential savings of \$10,080 and with these savings the city could provide dental insurance for the employee to be paid at 100% by the city. Council was in agreement with this and Mayor Pedersen called for a motion for approval of insurance, health savings account and dental insurance to be effective 1/1/2021. Motion by C. Pedersen and seconded by Johnson. Motion carried unanimously upon roll call of all council members.

Budget line item under city hall – small tools and minor equipment will be reduced to an estimated \$2,000.

The City Manager stated that she had met with the personnel committee and discussed the events position and that the city could allow Mary to do the events and also incorporate tourism and community development into the position. Council was in favor of this and the city manager will get a job description to the council to vote at the next city council meeting on putting Mary to a full-time position this year.

Police Department – The city manager stated that the union contracts expire this year and negotiations will be happening soon. The police chief informed the council of liabilities the city could have by not securing impound vehicles and property. Quinn requested from council to use the donation funds for chain link fence to be placed by the public works building in the amount of \$12,995.00 and radar for the squad cars in the amount of \$6,512.00. The mayor stated he would talk to the donor and to put it on the next council agenda.

Liaison Officer – discussion as to what will happen if the school shuts down again due to Covid-19 and the impact of reduced revenue from the school.

Fire Department – Jesse was present and requested he be paid \$500 a month. Mayor Pedersen called for a motion for approval. Motion by Johnson and seconded by Dillan. Motion carried unanimously upon roll call of all council members.

The city manager stated that the township contracts will be calculated in November.

Joint Powers Building Official – This will be discussed with Braham in a conference call.

Public Works – Street repairs are estimated at \$118,000. Council commented they would like to get some estimates for 12<sup>th</sup> Street such as a mill and overlay and do the alley by the post office. The city manager stated we will continue with the sealcoating.

Parks budget has seen minor changes. Airport project for Phase 1 is planned for this year and Phase 2 is scheduled for 2021.

Special Revenue Funds – the city manager reported minor changes for revenue and expenditures.

Debt Service Funds – the city manager stated these are set by the debt schedules.

Capital Project Funds – will have an estimate of \$150,000 and should LGA funds be reduced the city can revise the 5-year street reconstruction plan and place projects further into the future if needed.

Enterprise Funds – the city manager informed the council that the liquor fund is doing very well this year and that if needed the fund can support any revenue that may be reduced.

Wage Distribution – the council was in agreement that the wage increase be set at 2.5% for non-contracted staff, and that the liquor store employees wage in the \$11.00 range have an additional .25 wage increase and will start at \$12.00 per hour. Mayor Pedersen called for a motion for approval. Upon a

motion by Johnson and seconded by C. Pedersen the wage increase is set for the preliminary budget. Motion carried unanimously upon roll call of all council members. Preliminary Levy is projected at 1.71%. Mayor Pedersen stated he would like to see a zero percent increase.

**Adjourn** Motion carried unanimously.

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn and a motion was made by Johnson and seconded by Dillan. Motion carried unanimously. Meeting adjourned at 8:26 p.m.

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Mayor Harold Pedersen

ATTEST:

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City Manager Tammy Pfaff

CITY OF MILACA

**\*Check Detail Register©**

Batch: 072920 GEN PP,082020 GEN COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 General Bank</b>					
<b>46294</b>	07/29/20	<b>AMAZON</b>			
E 101-43000-217		Other Operating Supplies	\$59.44	43694867434	PAPER TOWELS
E 101-45200-437		Other Miscellaneous	\$49.06	43694867434	TOILET PAPER-PARKS
E 101-45200-437		Other Miscellaneous	\$19.99	44746854898	TOILET BOWL CLEANER
E 216-45200-437		Other Miscellaneous	\$236.58	46349437793	TABLE CART-GORECKI
E 101-41940-217		Other Operating Supplies	\$600.00	46466376758	MASKS
E 101-41940-201		Office Supplies	\$3.49	46466376758	OFFICE SUPPLIES
E 101-45500-217		Other Operating Supplies	\$44.19	46989737487	TOILET PAPER-LIBRARY
E 101-41940-201		Office Supplies	\$14.06	55644596558	ENVELOPES-CITY
E 619-49900-201		Office Supplies	\$14.06	55644596558	ENVELOPES-DEP REG
E 101-41110-201		Office Supplies	\$60.60	56933749696	MINUTE BOOKS
E 101-41940-240		Small Tools and Minor Eq	\$1,551.14	58796697566	FIRE PROOF FILE
E 101-42110-434		Uniforms	\$24.23	64784764674	DUTY BELT-POLICE
E 101-45200-437		Other Miscellaneous	\$353.94	68639836866	FLAGS-PARKS
E 101-43000-240		Small Tools and Minor Eq	\$189.99	68853396377	32" MONITOR
E 619-49900-201		Office Supplies	\$43.13	73553873568	PENS/BATTERIES-DEP REG
E 101-45200-437		Other Miscellaneous	\$160.93	73997846484	FLAGS-PARKS
E 101-41110-201		Office Supplies	\$22.24	86358758745	RESOLUTION PAPER
E 101-41940-201		Office Supplies	\$27.27	86358758745	OFFICE SUPPLIES-CITY
E 101-45200-437		Other Miscellaneous	\$81.00	94576694865	PAPER TOWELS-PARKS
E 101-45200-437		Other Miscellaneous	\$158.94	96636675684	FLAGS-PARKS
		<b>Total</b>	<b>\$3,714.28</b>		
<b>46295</b>	07/29/20	<b>AMERIPRIDE</b>			
E 101-41940-310		Other Professional Serv	\$47.29	2201339769	RUGS-CITY
		<b>Total</b>	<b>\$47.29</b>		
<b>46296</b>	07/29/20	<b>BLUE CROSS BLUE SHIELD OF MINN</b>			
G 101-21706		Medical Insur.	\$16,962.61	20070226297	MEDICAL INSUR - AUG 2020
		<b>Total</b>	<b>\$16,962.61</b>		
<b>46297</b>	07/29/20	<b>DELTA DENTAL OF MINNESOTA</b>			
G 101-21712		Dental	\$33.50	MBR0000105	DENTAL INS - AUG 2020
		<b>Total</b>	<b>\$33.50</b>		
<b>46298</b>	07/29/20	<b>FAMILY HERITAGE LIFE INS CO</b>			
G 101-21707		Disability	\$79.00	831130	SUPL LIFE INS - JUL 2020
		<b>Total</b>	<b>\$79.00</b>		
<b>46299</b>	07/29/20	<b>FRONTIER</b>			
E 101-42110-321		Telephone	\$106.27		PHONE SVC-POLICE
E 101-42280-321		Telephone	\$52.66		PHONE SVC-FIRE
E 101-41940-321		Telephone	\$113.58		PHONE SVC-CITY HALL
E 101-41940-321		Telephone	\$53.56		PHONE SVC-CITY HALL
E 101-43000-321		Telephone	\$109.55		PHONE SVC-PW
E 101-49810-321		Telephone	\$95.46		PHONE SVC-AIRPORT
E 602-49400-321		Telephone	\$1.80		PHONE SVC-WATER
E 602-49400-321		Telephone	\$149.59		PHONE SVC-WATER
E 619-49900-321		Telephone	\$103.63		PHONE SVC-DEP REG

CITY OF MILACA

08/14/20 11:26 AM

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**\*Check Detail Register©**

Batch: 072920 GEN PP,082020 GEN COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$786.10		
<b>46300</b>	07/29/20	<b>L.E.L.S.</b>			
G 101-21710		Union Dues	\$310.00		POLICE UNION DUES - JUL 2020
Total			\$310.00		
<b>46301</b>	07/29/20	<b>MN BENEFIT ASSOCIATION</b>			
G 101-21712		Dental	\$311.85	2020-009826	DENTAL - AUG 2020
Total			\$311.85		
<b>46302</b>	07/29/20	<b>SHORT ELLIOTT HENDRICKSON INC</b>			
E 218-49810-530		Improv Other Than Bldgs	\$3,480.00	388464	VETERANS MEMORIAL
Total			\$3,480.00		
<b>46303</b>	07/29/20	<b>U.S. POSTAL SERVICE</b>			
E 602-49400-322		Postage	\$126.21		JULY WATER BILLS
E 603-49450-322		Postage	\$126.20		JULY WATER BILLS
Total			\$252.41		
<b>46304</b>	07/29/20	<b>UNUM LIFE INSURANCE CO</b>			
G 101-21707		Disability	\$712.63		LIFE, STD, LTD - AUG 2020
Total			\$712.63		
<b>46305</b>	07/29/20	<b>VERIZON WIRELESS</b>			
E 101-42110-321		Telephone	\$447.77	9858292263	WIRELESS ROUTER/PHONE SVC-POLICE
E 101-42280-321		Telephone	\$65.78	9858292263	CELL PHONE SVC-FIRE
E 101-43000-321		Telephone	\$101.25	9858292263	CELL PHONE SVC-PW
E 602-49400-321		Telephone	\$80.02	9858292263	WIRELESS ROUTER/PHONE SVC-WATER
Total			\$694.82		
<b>46306</b>	07/29/20	<b>VISA</b>			
E 101-42110-208		Training and Travel	(\$1,250.00)		BCA TRAINING REFUND
E 101-41940-322		Postage	\$8.32		ENDICIA-POSTAGE FEE
E 101-45200-240		Small Tools and Minor Eq	\$86.96	00140670	PRINSBURG-RATCHET STRAPS
E 217-45200-580		Other Equipment	\$2,113.00	1091109	ACOUSTICAL-CORKSCREW HANGERS/CEILING CLOUDS
E 101-41940-322		Postage	\$169.47	1390363500	ENDICIA-POSTAGE LABELS
E 216-45200-437		Other Miscellaneous	\$890.00	1720422	SWANK-MOVIES
E 217-45200-580		Other Equipment	\$2,359.68	563139	HRS-TABLES GORECKI
E 217-45200-580		Other Equipment	\$4,012.69	SO-0091553	BELNICK-CHAIRS GORECKI
Total			\$8,390.12		
<b>46307</b>	08/20/20	<b>AW RESEARCH LABORATORIES</b>			
E 602-49400-310		Other Professional Servic	\$81.00	35078	WATER TEST
Total			\$81.00		
<b>46308</b>	08/20/20	<b>BEST OIL COMPANY</b>			
E 101-49810-270		Fuel for Resale	\$4,715.85		AIRPORT FUEL
Total			\$4,715.85		
<b>46309</b>	08/20/20	<b>BILLINGS SERVICE</b>			
E 101-45200-212		Auto Expense (Fuel/Repai	\$572.44		GAS-PARKS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42280-212		Auto Expense (Fuel/Repai	\$306.65		GAS-FIRE
E 101-49810-212		Auto Expense (Fuel/Repai	\$181.08		GAS-AIRPORT
E 101-43000-212		Auto Expense (Fuel/Repai	\$793.13		GAS-PW
E 700-50000-212		Auto Expense (Fuel/Repai	\$96.00		GAS-JP
		Total	\$1,949.30		
<b>46310</b>	08/20/20	<b>BLUE CROSS BLUE SHIELD OF MINN</b>			
G 101-21706		Medical Insur.	\$16,241.72	20073100023	MEDICAL INSUR - SEP 2020
		Total	\$16,241.72		
<b>46311</b>	08/20/20	<b>CCF ENGINEERING</b>			
E 101-43000-221		Equipment Parts/Repairs	\$3.59	9276	PAINT SCREEN
		Total	\$3.59		
<b>46312</b>	08/20/20	<b>CENTERPOINT ENERGY</b>			
E 101-49810-381		Utilities	\$34.07		GAS-RANDY MURRAY LEASED HANGAR
		Total	\$34.07		
<b>46313</b>	08/20/20	<b>CHENGWATANA, TOWN OF</b>			
R 700-34000		Charges for Services	\$1,299.31		REIMB-PERMIT FEE/SURCHARGE (20-007)
		Total	\$1,299.31		
<b>46314</b>	08/20/20	<b>CINTAS</b>			
E 101-45500-310		Other Professional Servic	\$40.80	4055584760	RUGS-LIBRARY
E 101-41940-310		Other Professional Servic	\$12.00	4055584811	RUGS-CITY
E 619-49900-310		Other Professional Servic	\$25.00	4055584811	RUGS-DEP REG
E 101-41940-310		Other Professional Servic	\$40.73	4056832120	RUGS-CITY
E 619-49900-310		Other Professional Servic	\$25.00	4056832120	RUGS-DEP REG
E 101-45500-310		Other Professional Servic	\$40.80	4056832121	RUGS-LIBRARY
		Total	\$184.33		
<b>46315</b>	08/20/20	<b>CORE &amp; MAIN LP</b>			
E 602-49400-218		Parts - Water Dept.	\$152.45	M623818	ADAPTER SLIDE
E 603-49450-408		Sanitary Sewer Repair	\$364.50	M643924	SEWER LIDS/FRAME
E 602-49400-218		Parts - Water Dept.	\$2,181.58	M756711	WATER PARTS
		Total	\$2,698.53		
<b>46316</b>	08/20/20	<b>DAHLSTROM, DIANE</b>			
E 101-45200-437		Other Miscellaneous	\$180.00		GCC REFUND DUE TO COVID
		Total	\$180.00		
<b>46317</b>	08/20/20	<b>DAVID DROWN ASSOCIATES, INC</b>			
E 404-49100-310		Other Professional Servic	\$1,000.00	4779	TIF REPORTING FEE
E 407-49100-310		Other Professional Servic	\$1,000.00	4779	TIF REPORTING FEE
		Total	\$2,000.00		
<b>46318</b>	08/20/20	<b>DOVE FRETLAND PLLP</b>			
E 101-41610-304		Legal Fees	\$1,075.00	81774	CIVIL RETAINER
E 101-41610-304		Legal Fees	\$2,710.00	81775	CRIMINAL RETAINER
		Total	\$3,785.00		
<b>46319</b>	08/20/20	<b>E.C.M. PUBLISHERS, INC.</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41410-217		Other Operating Supplies	\$64.40	785514	FILING NOTICE
E 101-41110-351		Legal Notices Publishing	\$108.67	786509	ORDINANCE NO. 465
E 404-49100-351		Legal Notices Publishing	\$56.35	787557	TIF DISCLOSURE
E 407-49100-351		Legal Notices Publishing	\$56.35	787557	TIF DISCLOSURE
		Total	\$285.77		
<b>46320</b>	08/20/20	<b>EARL F. ANDERSEN, INC.</b>			
E 101-45200-437		Other Miscellaneous	\$258.00	0123751-IN	PICKLEBALL SIGN
		Total	\$258.00		
<b>46321</b>	08/20/20	<b>EMERGENCY MEDICAL PRODUCTS</b>			
E 101-42280-217		Other Operating Supplies	\$339.80	2181549	GLOVES
		Total	\$339.80		
<b>46322</b>	08/20/20	<b>FARMERS CO-OP CREAMERY CO</b>			
E 216-45200-437		Other Miscellaneous	\$453.28	365074	SEED - TRIMBLE PARK
		Total	\$453.28		
<b>46323</b>	08/20/20	<b>FSSOLUTIONS</b>			
E 101-43000-310		Other Professional Servic	\$62.86	FL00388124	DOT URINE TEST
		Total	\$62.86		
<b>46324</b>	08/20/20	<b>GALL'S INC.</b>			
E 101-42110-434		Uniforms	\$69.42	016105984	UNIFORMS-SHAW
E 101-42120-434		Uniforms	\$9.91	016105984	UNIFORMS-SHAW
E 101-42110-434		Uniforms	\$69.42	016105985	UNIFORMS-RASMUSSEN
E 101-42120-434		Uniforms	\$9.91	016105985	UNIFORMS-RASMUSSEN
E 101-42110-434		Uniforms	\$78.35	016124559	UNIFORMS-HARRIS
E 101-42120-434		Uniforms	\$12.33	016124559	UNIFORMS-HARRIS
E 101-42110-434		Uniforms	\$78.35	016124560	UNIFORMS-ISAACSON
E 101-42120-434		Uniforms	\$12.33	016124560	UNIFORMS-ISAACSON
E 101-42110-434		Uniforms	\$78.35	016124561	UNIFORMS-SHAW
E 101-42120-434		Uniforms	\$12.33	016124561	UNIFORMS-SHAW
E 101-42110-434		Uniforms	\$176.76	016124562	UNIFORMS-BARROS
E 101-42120-434		Uniforms	\$25.25	016124562	UNIFORMS-BARROS
E 101-42110-434		Uniforms	\$78.35	016124563	UNIFORMS-RASMUSSEN
E 101-42120-434		Uniforms	\$12.33	016124563	UNIFORMS-RASMUSSEN
		Total	\$723.39		
<b>46325</b>	08/20/20	<b>GENERATOR POWER SYSTEMS</b>			
E 602-49400-310		Other Professional Servic	\$3,150.00	24653	WTP GENERATOR REPLACED
		Total	\$3,150.00		
<b>46326</b>	08/20/20	<b>GK CONSULTING LLC</b>			
E 101-41940-309		EDP, Software and Desig	\$292.50	2614	NETWORK-CITY
E 101-42280-309		EDP, Software and Desig	\$7.00	2614	CLOUD BACKUP-FIRE
E 101-43000-309		EDP, Software and Desig	\$45.00	2614	NETWORK-PW
E 101-42110-309		EDP, Software and Desig	\$60.00	2614	365 EMAIL-POLICE
E 602-49400-309		EDP, Software and Desig	\$142.50	2614	NETWORK-WATER
E 603-49450-309		EDP, Software and Desig	\$135.00	2614	NETWORK-SEWER
E 619-49900-309		EDP, Software and Desig	\$135.00	2614	NETWORK-DEP REG

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-309		EDP, Software and Desig	\$60.00	2614	REMOTE ACCESS/365 EMAIL
		Total	\$877.00		
<b>46327</b>	08/20/20	<b>GLENN'S ROOF TO FLOOR</b>			
E 216-45200-437		Other Miscellaneous	\$875.00	493	DOWNSPOUT-SPLASH PAD SHELTER
		Total	\$875.00		
<b>46328</b>	08/20/20	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 602-49400-310		Other Professional Servic	\$64.80	0070586	ONE CALL TICKETS
		Total	\$64.80		
<b>46329</b>	08/20/20	<b>GOVT FINANCE OFFICERS ASSOC</b>			
E 101-41940-433		Dues and Subscriptions	\$160.00	0249351	GFCO ANNUAL DUES
		Total	\$160.00		
<b>46330</b>	08/20/20	<b>HASTINGS, TWILA</b>			
R 602-37100		Water Sales	\$1.25	00-13600-00-	CREDIT ON FINAL BILL
		Total	\$1.25		
<b>46331</b>	08/20/20	<b>HENRY EMBROIDERY &amp; SCREEN</b>			
E 101-43000-310		Other Professional Servic	\$42.50	15432	PW UNIFORM LOGO-ROELOFS
		Total	\$42.50		
<b>46332</b>	08/20/20	<b>HOLIDAY COMPANIES</b>			
E 101-42110-212		Auto Expense (Fuel/Repai	\$895.40		GAS-POLICE
E 101-43000-212		Auto Expense (Fuel/Repai	\$103.12		GAS-PW
		Total	\$998.52		
<b>46333</b>	08/20/20	<b>HY-TECH AUTOMOTIVE</b>			
E 101-42110-212		Auto Expense (Fuel/Repai	\$154.66	40962	TAHOE REPAIR
E 101-42110-212		Auto Expense (Fuel/Repai	\$54.27	41058	2016 FORD REPAIR
		Total	\$208.93		
<b>46334</b>	08/20/20	<b>INTOXIMETERS</b>			
E 101-42110-240		Small Tools and Minor Eq	\$80.00	660354	PBT STRAWS
		Total	\$80.00		
<b>46335</b>	08/20/20	<b>IPRINT TECHNOLOGIES</b>			
E 101-42110-201		Office Supplies	\$345.00	699812	TONER-POLICE
E 602-49400-201		Office Supplies	\$127.50	699812	TONER-WATER
E 603-49450-201		Office Supplies	\$127.50	699812	TONER-SEWER
		Total	\$600.00		
<b>46336</b>	08/20/20	<b>JENSEN - ANDERSEN</b>			
E 101-49010-310		Other Professional Servic	\$245.00	8128	HEATING/AC REPAIR
		Total	\$245.00		
<b>46337</b>	08/20/20	<b>JIM'S MILLE LACS DISPOSAL</b>			
E 101-43000-312		Compost	\$300.00		COMPOST
E 101-42280-384		Refuse/Garbage Disposal	\$25.00		GARBAGE-FIRE
E 101-41940-310		Other Professional Servic	\$168.37		GARBAGE-CITY
E 101-45200-384		Refuse/Garbage Disposal	\$94.71		GARBAGE-PARKS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-415		Other Equipment Rentals	\$148.39		CHANGING SHELTER
E 101-45200-384		Refuse/Garbage Disposal	\$350.01		GARBAGE-REC PARK
		Total	\$1,086.48		
<b>46338</b>	08/20/20	<b>JOHNSON, NANCY</b>			
R 602-37100		Water Sales	\$28.44	00-15120-00-	CREDIT ON FINAL BILL
		Total	\$28.44		
<b>46339</b>	08/20/20	<b>JOHNSON, WARNE</b>			
E 101-41940-217		Other Operating Supplies	\$41.52		REIMB-DISINFECTING WIPES
		Total	\$41.52		
<b>46340</b>	08/20/20	<b>KARIN ANDERSON GRANTWRITING</b>			
E 101-42280-241		Reserve Purchase	\$1,300.00	406	FEMA COVID GRANT 2020
		Total	\$1,300.00		
<b>46341</b>	08/20/20	<b>KLAGES, DIANA</b>			
E 101-41940-217		Other Operating Supplies	\$10.75		REIMB-DISINFECTING WIPES
		Total	\$10.75		
<b>46342</b>	08/20/20	<b>KOCH'S HARDWARE HANK</b>			
E 216-45200-520		Buildings and Structures	\$80.92		SOUND PROOFING-GORECKI
E 101-41410-217		Other Operating Supplies	\$148.79		ELECTIONS
E 101-42280-217		Other Operating Supplies	\$10.98		BULBS-AMBULANCE GARAGE
E 101-42110-437		Other Miscellaneous	\$35.93		CLEANING SUPPLIES
E 101-43000-215		Shop Supplies	\$224.93		GLOVES/MISC
E 101-43000-240		Small Tools and Minor Eq	\$69.99		DRILL BIT SET
E 101-43000-215		Shop Supplies	\$22.48		PAINT-BANNERS
E 101-45200-215		Shop Supplies	\$354.78		CLEANING SUPPLIES/CUT OFF WHEEL/BULBS
E 602-49400-322		Postage	\$118.23		POSTAGE-WATER SAMPLES
E 602-49400-437		Other Miscellaneous	\$5.99		SWIVEL
E 101-41940-217		Other Operating Supplies	\$63.93		MISC-CITY
E 101-41940-217		Other Operating Supplies	\$61.86		PAINT
E 101-45500-240		Small Tools and Minor Eq	\$209.99		HUMIDIFIER
E 101-45600-437		Other Miscellaneous	\$6.99		BRICK JOINTER
		Total	\$1,415.79		
<b>46343</b>	08/20/20	<b>LAUDERBAUGH, ANN MARIE</b>			
E 101-45200-437		Other Miscellaneous	\$50.00		SHELTER REFUND-COVID
		Total	\$50.00		
<b>46344</b>	08/20/20	<b>LEXIPOL LLC</b>			
E 101-42110-309		EDP, Software and Desig	\$2,746.63	4665	POLICY MANUAL/DAILY BULLETINS
E 101-42120-309		EDP, Software and Desig	\$392.37	4665	POLICY MANUAL/DAILY BULLETINS
		Total	\$3,139.00		
<b>46345</b>	08/20/20	<b>MICKELSON, MARY</b>			
E 101-41410-217		Other Operating Supplies	\$15.84		PENS-ELECTIONS
		Total	\$15.84		
<b>46346</b>	08/20/20	<b>MILACA AUTO VALUE</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49810-217		Other Operating Supplies	\$14.99		MED HORSE POWER-AIRPORT
E 101-43000-212		Auto Expense (Fuel/Repai	\$66.22		OIL
E 101-45200-212		Auto Expense (Fuel/Repai	\$7.99		DIESEL 911
		Total	\$89.20		
<b>46347</b>	08/20/20	<b>MILACA BLDG CENTER</b>			
E 216-45200-520		Buildings and Structures	\$64.50	105775	SOUNDPROOFING-GCC
E 101-45200-225		Landscaping Materials	\$30.85	105893	CEMENT PADS/PATIO BLOCKS
E 216-45200-520		Buildings and Structures	\$130.50	105951	CONCRETE MIX-GCC
E 101-43000-240		Small Tools and Minor Eq	\$11.99	107307	SHOVEL
E 216-45200-520		Buildings and Structures	\$64.50	107840	SOUNDPROOFING-GCC
E 101-41410-217		Other Operating Supplies	\$140.81	107874	ELECTION DIVIDERS
E 101-45600-530		Improv Other Than Bldgs	\$11.90	108031	SAKRETE
E 101-41410-217		Other Operating Supplies	\$67.75	108279	ELECTION STATIONS
E 101-43000-217		Other Operating Supplies	\$9.58	108977	SANDING BELTS
E 101-45200-437		Other Miscellaneous	\$43.65	109309	FRAMES FOR DISTANCING BANNERS
E 101-41410-217		Other Operating Supplies	\$14.30	546155	ELECTION STATIONS
		Total	\$590.33		
<b>46348</b>	08/20/20	<b>MILACA CHAMBER OF COMMERCE</b>			
R 101-31410		Lodging Tax	\$626.64		JUNE LODGING TAX
		Total	\$626.64		
<b>46349</b>	08/20/20	<b>MILACA UNCLAIMED FREIGHT</b>			
E 101-43000-221		Equipment Parts/Repairs	\$63.70		BALL HITCH-PW
E 101-43000-221		Equipment Parts/Repairs	\$79.89		TOW STRAP/BUNGEE CORDS
		Total	\$143.59		
<b>46350</b>	08/20/20	<b>MILLE LACS COUNTY DAC</b>			
R 101-33160		Other Grants/Gifts	\$351.03		RELIEF FUNDS
		Total	\$351.03		
<b>46351</b>	08/20/20	<b>MIMBACH FLEET SUPPLY</b>			
E 603-49450-434		Uniforms	\$454.42	167771	WORK UNIFORMS
		Total	\$454.42		
<b>46352</b>	08/20/20	<b>MN COMPUTER SYSTEMS, INC.</b>			
E 619-49900-310		Other Professional Servic	\$51.51	296338	COPIER CONTRACT-DEP REG
		Total	\$51.51		
<b>46353</b>	08/20/20	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
E 101-42280-401		Repairs/Maint Buildings	\$10.00	ABR0234946	PRESSURE VESSEL-FIRE
E 101-45200-401		Repairs/Maint Buildings	\$100.00	ALR0108852	ELEVATOR-PARKS
		Total	\$110.00		
<b>46354</b>	08/20/20	<b>MN FIRE SERVICE CERTIFICATION</b>			
E 101-42280-208		Training and Travel	\$960.00	7887	FIREFIGHTERS I & II CERT- BEREZINI/HIGGINS/WEIDNER/WOLBERT
		Total	\$960.00		
<b>46355</b>	08/20/20	<b>MN POLLUTION CONTROL AGENCY</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 603-49450-433		Dues and Subscriptions	\$23.00		WASTEWATER CERTIFICATION RENEWAL-OLDENBURG
		Total	\$23.00		
<b>46356</b>	08/20/20	<b>NORTHLAND BUSINESS SYSTEMS</b>			
E 101-42110-310		Other Professional Servic	\$180.00	IN99527	FILE CONVERSION
		Total	\$180.00		
<b>46357</b>	08/20/20	<b>OMANN BROTHERS INC</b>			
E 101-43000-217		Other Operating Supplies	\$249.28	14641	AC FINES MIX
		Total	\$249.28		
<b>46358</b>	08/20/20	<b>PACKARD, BURTON</b>			
E 101-45200-437		Other Miscellaneous	\$180.00		SHELTER REFUND-COVID
		Total	\$180.00		
<b>46359</b>	08/20/20	<b>PEDERSEN, HAROLD W.</b>			
E 101-41940-217		Other Operating Supplies	\$50.00		REIMB-MASKS
		Total	\$50.00		
<b>46360</b>	08/20/20	<b>PRINCETON RENTAL, INC.</b>			
E 101-45200-221		Equipment Parts/Repairs	\$419.95	I-524773	SPRAYER
		Total	\$419.95		
<b>46361</b>	08/20/20	<b>QUALITY FLOW SYSTEMS</b>			
E 603-49450-310		Other Professional Servic	\$1,312.00	39363	BOULDER RIDGE LS
E 603-49450-310		Other Professional Servic	\$12,274.00	39453	LS REPAIR
		Total	\$13,586.00		
<b>46362</b>	08/20/20	<b>RHL INC</b>			
E 101-43000-310		Other Professional Servic	\$300.00	173519	DIGITAL SIGN WARRANTY
E 101-43000-310		Other Professional Servic	\$850.00	173552	DIGITAL SIGN UPGRADE
		Total	\$1,150.00		
<b>46363</b>	08/20/20	<b>TROY ROELOFS</b>			
E 101-43000-434		Uniforms	\$200.00		REIMB-SAFETY BOOTS
		Total	\$200.00		
<b>46364</b>	08/20/20	<b>SCHWEISS DISTRIBUTING INC</b>			
E 101-49810-401		Repairs/Maint Buildings	\$940.88	44448	HEX BOLT/LABOR
		Total	\$940.88		
<b>46365</b>	08/20/20	<b>ST. CLOUD REFRIGERATION</b>			
E 101-42280-401		Repairs/Maint Buildings	\$987.13	W56313	ICE MACHINE REPAIR-FIRE
		Total	\$987.13		
<b>46366</b>	08/20/20	<b>STAINBROOK COMMUNICATIONS INC</b>			
E 101-41110-217		Other Operating Supplies	\$128.00	1294	SETUP NETWORK-COUNCIL ROOM
		Total	\$128.00		
<b>46367</b>	08/20/20	<b>STANTEC</b>			
E 101-43000-303		Engineering Fees	\$2,899.00	1684038	GIS MAPPING

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,899.00		
<b>46368</b>	08/20/20	<b>STOLL, TOM &amp; LISA</b>			
R 602-37100		Water Sales	\$2.63	00-16180-00-	CREDIT ON FINAL BILL
Total			\$2.63		
<b>46369</b>	08/20/20	<b>STONEHILL MASONRY</b>			
E 216-45200-530		Improv Other Than Bldgs	\$3,800.00	9220	SIDEWALKS/SWING PADS-GORECKI
Total			\$3,800.00		
<b>46370</b>	08/20/20	<b>STREICHER'S</b>			
E 101-42110-240		Small Tools and Minor Eq	\$406.42	11441203	DUTY AMMUNITION
Total			\$406.42		
<b>46371</b>	08/20/20	<b>SUPER X POWER</b>			
E 101-45200-212		Auto Expense (Fuel/Repai	\$9.96	694698	OIL MIX
Total			\$9.96		
<b>46372</b>	08/20/20	<b>SYLVA CORPORATION</b>			
E 101-45200-225		Landscaping Materials	\$77.50	63841	PLAYGROUND MATERIAL
E 101-45200-225		Landscaping Materials	\$77.50	63842	PLAYGROUND MATERIAL
E 101-45200-225		Landscaping Materials	\$77.50	63843	PLAYGROUND MATERIAL
E 101-45200-225		Landscaping Materials	\$77.50	63845	PLAYGROUND MATERIAL
Total			\$310.00		
<b>46373</b>	08/20/20	<b>TEAL'S MARKET</b>			
E 101-42280-217		Other Operating Supplies	\$19.34		LAUNDRY SOAP-FIRE
Total			\$19.34		
<b>46374</b>	08/20/20	<b>TENVOORDE FORD, INC.</b>			
E 101-45200-212		Auto Expense (Fuel/Repai	\$86.73	5139577	2005 F 550 REPAIR
Total			\$86.73		
<b>46375</b>	08/20/20	<b>USA BLUEBOOK</b>			
E 602-49400-212		Auto Expense (Fuel/Repai	\$122.44	292235	CHART PAPER
Total			\$122.44		
<b>46376</b>	08/20/20	<b>UTILITY LOGIC</b>			
E 602-49400-217		Other Operating Supplies	\$1,005.69	12329	LOCATOR
Total			\$1,005.69		
<b>46377</b>	08/20/20	<b>VERIZON WIRELESS</b>			
E 602-49400-321		Telephone	\$117.44	9859617563	PHONE SVC-WATER TRMT PLANT
Total			\$117.44		
<b>46378</b>	08/20/20	<b>WILLS LAWN CARE LLC</b>			
E 101-49200-450		Unallocated	\$55.00	3954	LAWNMOWING-355 3RD AVE SE
Total			\$55.00		
<b>10100 General Bank</b>			<b>\$115,766.84</b>		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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**Fund Summary**

<b>10100 General Bank</b>					
101	GENERAL FUND		\$70,824.67		
216	GORECKI IMPROVEMENTS FUND		\$6,595.28		
217	GORECKI IMPROVEMENTS FUND II		\$8,485.37		
218	VETERANS MEMORIAL		\$3,480.00		
404	TIF# 1-10 DOWNTOWN		\$1,056.35		
407	TIF# 2-6 (APARTMENTS)		\$1,056.35		
602	WATER FUND		\$7,659.56		
603	SEWER FUND		\$14,816.62		
619	DEPUTY REGISTRAR FUND		\$397.33		
700	BRAHAM-MILACA JOINT POWERS		\$1,395.31		
			\$115,766.84		

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Batch: 061720BANKACH,081220 GEN ACH,PAY01-15-20G,PAY01-16-20G,PAY15-20GJP,PAY16-20GJP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 General Bank</b>					
<b>820091 e</b>	06/17/20	<b>FIRST NATIONAL BANK OF MILACA</b>			
E 101-41940-306		Bank Fees/Charges	\$104.42		DEPOSIT TICKETS
		Total	\$104.42		
<b>820092 e</b>	07/20/20	<b>EFTPS-STATE TAXPAYMENT</b>			
G 101-21702		State Withholding	\$2,010.54		STATE W/H - PD 072220
		Total	\$2,010.54		
<b>820093 e</b>	07/20/20	<b>EFTPS-STATE TAXPAYMENT</b>			
G 101-21702		State Withholding	\$147.55		STATE W/H - PD 072220
		Total	\$147.55		
<b>820094 e</b>	08/03/20	<b>EFTPS-STATE TAXPAYMENT</b>			
G 101-21702		State Withholding	\$1,988.06		STATE W/H - PD 080520
		Total	\$1,988.06		
<b>820095 e</b>	08/03/20	<b>EFTPS-STATE TAXPAYMENT</b>			
G 101-21702		State Withholding	\$147.55		STATE W/H - PD 080520
		Total	\$147.55		
<b>820096 e</b>	08/12/20	<b>CENTERPOINT ENERGY</b>			
E 101-45200-381		Utilities	\$33.71	10551998	NATURAL GAS-COMM CTR
E 101-49010-381		Utilities	\$17.06	5813915	NATURAL GAS-SR CENTER
E 208-45600-381		Utilities	\$25.84	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381		Utilities	\$54.01	5826633	NATURAL GAS-PW
E 101-41940-381		Utilities	\$31.67	5831068	NATURAL GAS-CITY HALL
E 101-42280-381		Utilities	\$14.98	6122593	NATURAL GAS-FIRE
E 602-49400-381		Utilities	\$77.53	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381		Utilities	\$77.30	7142283	NATURAL GAS-LIBRARY
		Total	\$332.10		
<b>820097 e</b>	08/12/20	<b>EAST CENTRAL ENERGY</b>			
E 101-49810-381		Utilities	\$9.20	200928202	ELECTRIC
E 603-49450-381		Utilities	\$40.00	201875902	ELECTRIC
E 603-49450-381		Utilities	\$74.36	203981301	ELECTRIC
E 101-43000-380		Street Lights	\$2,964.91	204619700	ELECTRIC
E 101-45200-381		Utilities	\$59.51	205400900	ELECTRIC
E 602-49400-381		Utilities	\$1,579.75	206041500	ELECTRIC
E 101-45500-381		Utilities	\$888.70	206085200	ELECTRIC
E 602-49400-381		Utilities	\$438.63	206734200	ELECTRIC
E 101-49810-381		Utilities	\$32.48	206827801	ELECTRIC
E 101-45200-381		Utilities	\$41.28	5379600	ELECTRIC
E 101-49810-381		Utilities	\$112.35	5448100	ELECTRIC
E 101-42110-437		Other Miscellaneous	\$63.14	6302100	ELECTRIC
E 603-49450-381		Utilities	\$91.57	6678100	ELECTRIC
E 101-49810-381		Utilities	\$35.97	6697901	ELECTRIC
E 101-42280-381		Utilities	\$328.43	6751501	ELECTRIC
E 101-42280-381		Utilities	\$502.84	7546001	ELECTRIC
E 101-41940-381		Utilities	\$896.65	8145502	ELECTRIC

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Batch: 061720BANKACH,081220 GEN ACH,PAY01-15-20G,PAY01-16-20G,PAY15-20GJP,PAY16-20GJP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49810-381		Utilities	\$63.02	830700	ELECTRIC
E 101-49810-381		Utilities	\$83.86	831000	ELECTRIC
E 101-43000-380		Street Lights	\$87.94	831300	ELECTRIC
E 101-43000-381		Utilities	\$473.97	831500	ELECTRIC
E 603-49450-381		Utilities	\$524.69	832000	ELECTRIC
E 602-49400-381		Utilities	\$62.50	832100	ELECTRIC
E 208-45600-381		Utilities	\$230.82	832400	ELECTRIC
E 603-49450-381		Utilities	\$87.24	832500	ELECTRIC
E 603-49450-381		Utilities	\$105.34	832600	ELECTRIC
E 602-49400-381		Utilities	\$220.06	833100	ELECTRIC
E 602-49400-381		Utilities	\$148.63	833300	ELECTRIC
E 101-45200-381		Utilities	\$36.05	833400	ELECTRIC
E 101-45200-381		Utilities	\$33.50	833600	ELECTRIC
E 101-49010-381		Utilities	\$164.13	9084202	ELECTRIC
E 101-42110-437		Other Miscellaneous	\$38.22	970017300	ELECTRIC
E 602-49400-381		Utilities	\$447.55	970110800	ELECTRIC
		Total	\$10,967.29		
<b>820098 e</b>	08/12/20	<b>ENDICIA ACCOUNTING</b>			
E 101-41940-322		Postage	\$250.00	712531	POSTAGE-CITY
E 619-49900-322		Postage	\$250.00	712531	POSTAGE-DEP REG
		Total	\$500.00		
<b>820099 e</b>	08/12/20	<b>INCONTACT INC</b>			
E 101-41940-321		Telephone	\$28.07	6623653	LONG DISTANCE SERVICE-CITY HALL
E 101-42280-321		Telephone	\$8.73	6623653	LONG DISTANCE SERVICE-FIRE
E 619-49900-321		Telephone	\$16.93	6623653	LONG DISTANCE SERVICE-DEP REG
E 101-42110-321		Telephone	\$15.41	6623653	LONG DISTANCE SERVICE-PD
E 602-49400-321		Telephone	\$0.12	6623653	LONG DISTANCE SERVICE-WATER
		Total	\$69.26		
<b>820100 e</b>	08/12/20	<b>MIDCONTINENT COMMUNICATIONS</b>			
E 101-42110-321		Telephone	\$100.00	147990801	INTERNET - AUG 2020
		Total	\$100.00		
<b>820101 e</b>	08/12/20	<b>MILACA LOCAL LINK</b>			
E 619-49900-321		Telephone	\$112.31	320-982-109	PHONE SERVICE-DEP REG
E 101-45500-321		Telephone	\$44.29	320-982-154	ALARM LINE - LIBRARY
E 101-43000-321		Telephone	\$49.29	320-982-154	INTERNET-REC PARK
E 101-42280-321		Telephone	\$89.98	320-982-346	PHONE SERVICE-FIRE
		Total	\$295.87		
		<b>10100 General Bank</b>	\$16,662.64		

**\*Check Detail Register©**

Batch: 061720BANKACH,081220 GEN ACH,PAY01-15-20G,PAY01-16-20G,PAY15-20GJP,PAY16-20GJP

Check #      Check Date      Vendor Name                      Amount      Invoice      Comment

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**Fund Summary**

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**10100 General Bank**

101 GENERAL FUND	\$12,128.77
208 CHARITABLE GAMBLING FUND	\$256.66
602 WATER FUND	\$2,974.77
603 SEWER FUND	\$923.20
619 DEPUTY REGISTRAR FUND	\$379.24
	<hr/>
	\$16,662.64

CITY OF MILACA

**\*Check Detail Register©**  
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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10900 Liquor Bank</b>					
<b>25376</b>	07/29/20	<b>AMAZON</b>			
E 609-49750-437		Other Miscellaneous	\$28.98	43853465757	DOOR CHIME
E 609-49750-437		Other Miscellaneous	\$79.84	53976785677	PAPER TOWELS
		Total	\$108.82		
<b>25377 07/29/20 AMERICAN BOTTLING CO.</b>					
E 609-49750-254		Mix/Non Alcoholic	\$199.64	3568309544	NA
		Total	\$199.64		
<b>25378 07/29/20 BERNICKS</b>					
E 609-49750-252		Beer For Resale	(\$5.20)	101773	BEER
E 609-49750-254		Mix/Non Alcoholic	\$46.56	101774	NA
E 609-49750-254		Mix/Non Alcoholic	\$31.00	101775	NA
E 609-49750-252		Beer For Resale	\$640.65	101775	BEER
E 609-49750-254		Mix/Non Alcoholic	\$36.00	104690	NA
E 609-49750-252		Beer For Resale	(\$34.20)	104691	BEER
E 609-49750-254		Mix/Non Alcoholic	\$152.96	104692	NA
E 609-49750-254		Mix/Non Alcoholic	\$46.50	104693	NA
E 609-49750-252		Beer For Resale	\$1,085.20	104693	BEER
		Total	\$1,999.47		
<b>25379 07/29/20 BREAKTHRU BEVERAGE MN</b>					
E 609-49750-251		Liquor For Resale	\$6,415.95	1081153639	LIQUOR
E 609-49750-333		Freight and Express	\$72.77	1081153639	DELIVERY
E 609-49750-252		Beer For Resale	\$139.20	1081153640	BEER
E 609-49750-251		Liquor For Resale	\$4,730.10	1081156229	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$85.00	1081156229	NA
E 609-49750-333		Freight and Express	\$104.22	1081156229	DELIVERY
		Total	\$11,547.24		
<b>25380 07/29/20 C &amp; L DISTRIBUTING CO.</b>					
E 609-49750-252		Beer For Resale	(\$13.85)	1208000251	BEER
E 609-49750-254		Mix/Non Alcoholic	(\$4.60)	1208000257	NA
E 609-49750-252		Beer For Resale	(\$36.21)	1208000257	BEER
E 609-49750-252		Beer For Resale	\$95.00	1208000267	BEER
E 609-49750-253		Wine For Resale	\$205.15	1383000575	WINE
E 609-49750-254		Mix/Non Alcoholic	\$9.30	1383000575	NA
E 609-49750-251		Liquor For Resale	\$87.75	1383000575	LIQUOR
E 609-49750-252		Beer For Resale	\$13,808.17	1383000575	BEER
E 609-49750-254		Mix/Non Alcoholic	(\$11.10)	1383000585	NA
E 609-49750-252		Beer For Resale	(\$323.08)	1383000585	BEER
E 609-49750-254		Mix/Non Alcoholic	\$150.96	1383000667	NA
E 609-49750-251		Liquor For Resale	\$162.00	1383000667	LIQUOR
E 609-49750-252		Beer For Resale	\$15,015.70	1383000667	BEER
E 609-49750-252		Beer For Resale	\$14,239.15	1433000258	BEER
E 609-49750-254		Mix/Non Alcoholic	\$91.40	1433000258	NA
E 609-49750-253		Wine For Resale	\$73.60	1433000258	WINE
E 609-49750-252		Beer For Resale	\$3,057.60	1433000259	BEER
E 609-49750-252		Beer For Resale	\$4,974.90	1433000326	BEER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-253		Wine For Resale	\$147.65	1433000326	WINE
E 609-49750-254		Mix/Non Alcoholic	\$253.90	1433000326	NA
Total			\$51,983.39		
<b>25381</b>	07/29/20	<b>CRYSTAL SPRINGS ICE</b>			
E 609-49750-259		Other For Resale	\$408.24	002.B009826	MISC
E 609-49750-259		Other For Resale	\$329.40	003.B011258	MISC
E 609-49750-259		Other For Resale	\$76.14	1000629	MISC
E 609-49750-259		Other For Resale	\$359.10	1000721	MISC
Total			\$1,172.88		
<b>25382</b>	07/29/20	<b>DAHLHEIMER DISTRIBUTING CO.</b>			
E 609-49750-252		Beer For Resale	(\$96.00)	1253588	BEER
E 609-49750-252		Beer For Resale	(\$85.60)	1253598	BEER
E 609-49750-252		Beer For Resale	\$603.20	1257607	BEER
E 609-49750-252		Beer For Resale	\$320.00	1259827	BEER
E 609-49750-253		Wine For Resale	\$83.70	444-03327	WINE
E 609-49750-254		Mix/Non Alcoholic	\$149.75	444-03327	NA
E 609-49750-252		Beer For Resale	\$15,361.25	444-03327	BEER
E 609-49750-254		Mix/Non Alcoholic	\$418.00	444-03378	NA
E 609-49750-253		Wine For Resale	\$735.00	444-03378	WINE
E 609-49750-252		Beer For Resale	\$9,439.10	444-03378	BEER
E 609-49750-253		Wine For Resale	\$34.50	444-03424	WINE
E 609-49750-254		Mix/Non Alcoholic	\$16.00	444-03424	NA
E 609-49750-252		Beer For Resale	\$16,894.87	444-03424	BEER
E 609-49750-252		Beer For Resale	\$695.30	444-03436	BEER
Total			\$44,569.07		
<b>25383</b>	07/29/20	<b>FRONTIER</b>			
E 609-49750-321		Telephone	\$147.28		PHONE
Total			\$147.28		
<b>25384</b>	07/29/20	<b>GRANITE CITY JOBBING</b>			
E 609-49750-256		Tobacco Products For Re	(\$207.62)	190830	TOBACCO
E 609-49750-256		Tobacco Products For Re	\$430.61	191422	TOBACCO
E 609-49750-259		Other For Resale	\$126.33	191422	MISC
E 609-49750-333		Freight and Express	\$4.25	191422	DELIVERY
E 609-49750-254		Mix/Non Alcoholic	\$3.90	191422	NA
E 609-49750-256		Tobacco Products For Re	\$1,091.36	192464	TOBACCO
E 609-49750-254		Mix/Non Alcoholic	\$7.80	192464	NA
E 609-49750-259		Other For Resale	\$199.38	192464	MISC
E 609-49750-333		Freight and Express	\$4.25	192464	DELIVERY
Total			\$1,660.26		
<b>25385</b>	07/29/20	<b>IPRINT TECHNOLOGIES</b>			
E 609-49750-201		Office Supplies	\$666.00	699725	TONER
E 609-49750-217		Other Operating Supplies	\$259.00	699725	PRINTER
Total			\$925.00		
<b>25386</b>	07/29/20	<b>JOHNSON BROTHERS LIQUOR CO.</b>			
E 609-49750-253		Wine For Resale	\$382.60	1594845	WINE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-251		Liquor For Resale	\$101.55	1594845	LIQUOR
E 609-49750-333		Freight and Express	\$14.85	1594845	DELIVERY
E 609-49750-253		Wine For Resale	\$839.80	1594846	WINE
E 609-49750-333		Freight and Express	\$16.50	1594846	DELIVERY
E 609-49750-251		Liquor For Resale	\$877.00	1594847	LIQUOR
E 609-49750-333		Freight and Express	\$9.90	1594847	DELIVERY
E 609-49750-253		Wine For Resale	\$1,311.73	1594848	WINE
E 609-49750-251		Liquor For Resale	\$500.99	1594848	LIQUOR
E 609-49750-333		Freight and Express	\$61.05	1594848	DELIVERY
E 609-49750-253		Wine For Resale	\$1,455.83	1599582	WINE
E 609-49750-251		Liquor For Resale	\$2,184.82	1599582	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$60.00	1599582	NA
E 609-49750-251		Liquor For Resale	\$473.25	1599583	LIQUOR
E 609-49750-333		Freight and Express	\$4.95	1599583	DELIVERY
		<b>Total</b>	<b>\$8,294.82</b>		
<b>25387</b>	<b>07/29/20</b>	<b>M. AMUNDSON LLP</b>			
E 609-49750-256		Tobacco Products For Re	\$1,184.52	304038	TOBACCO
E 609-49750-259		Other For Resale	\$890.36	304038	MISC
E 609-49750-217		Other Operating Supplies	\$300.00	304145	BAGS
E 609-49750-256		Tobacco Products For Re	\$657.59	304603	TOBACCO
E 609-49750-217		Other Operating Supplies	\$69.17	304603	PAPER
		<b>Total</b>	<b>\$3,101.64</b>		
<b>25388</b>	<b>07/29/20</b>	<b>MILACA, CITY OF</b>			
E 609-49750-700		Transfer to General Fund	\$7,720.84		TRANSFER TO GEN - JUL 2020
		<b>Total</b>	<b>\$7,720.84</b>		
<b>25389</b>	<b>07/29/20</b>	<b>MN MUNICIPAL BEVERAGE ASSOC.</b>			
E 609-49750-433		Dues and Subscriptions	\$1,700.00		ANNUAL DUES
		<b>Total</b>	<b>\$1,700.00</b>		
<b>25390</b>	<b>07/29/20</b>	<b>PAUSTIS WINE CO.</b>			
E 609-49750-253		Wine For Resale	\$2,412.00	95157	WINE
E 609-49750-333		Freight and Express	\$31.25	95157	DELIVERY
		<b>Total</b>	<b>\$2,443.25</b>		
<b>25391</b>	<b>07/29/20</b>	<b>PHILLIPS WINE AND SPIRITS</b>			
E 609-49750-253		Wine For Resale	\$838.75	6058709	WINE
E 609-49750-251		Liquor For Resale	\$1,039.40	6058709	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$48.00	6058709	NA
E 609-49750-253		Wine For Resale	\$226.00	6061917	WINE
E 609-49750-251		Liquor For Resale	\$545.00	6061917	LIQUOR
E 609-49750-333		Freight and Express	\$14.86	6061917	DELIVERY
		<b>Total</b>	<b>\$2,712.01</b>		
<b>25392</b>	<b>07/29/20</b>	<b>RED BULL DISTRIBUTION CO INC</b>			
E 609-49750-254		Mix/Non Alcoholic	\$108.00	K-99373064	NA
		<b>Total</b>	<b>\$108.00</b>		
<b>25393</b>	<b>07/29/20</b>	<b>SOUTHERN GLAZERS OF MN</b>			

CITY OF MILACA

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E 609-49750-253		Wine For Resale	\$596.00	1968752	WINE
E 609-49750-333		Freight and Express	\$9.30	1968752	DELIVERY
E 609-49750-251		Liquor For Resale	\$7,998.46	1971254	LIQUOR
E 609-49750-333		Freight and Express	\$98.03	1971254	DELIVERY
E 609-49750-254		Mix/Non Alcoholic	\$26.00	1971255	NA
E 609-49750-333		Freight and Express	\$1.55	1971255	DELIVERY
E 609-49750-253		Wine For Resale	\$252.00	1971256	WINE
E 609-49750-333		Freight and Express	\$9.30	1971256	DELIVERY
E 609-49750-251		Liquor For Resale	\$1,837.81	1973753	LIQUOR
E 609-49750-333		Freight and Express	\$24.80	1973753	DELIVERY
E 609-49750-253		Wine For Resale	\$184.00	1973754	WINE
E 609-49750-333		Freight and Express	\$6.20	1973754	DELIVERY
		Total	\$11,043.45		
<b>25394</b>	07/29/20	<b>VERIZON WIRELESS</b>			
E 609-49750-321		Telephone	\$40.01	9858292263	DIGITAL SIGN
		Total	\$40.01		
<b>25395</b>	07/29/20	<b>VIKING BOTTLING CO.</b>			
E 609-49750-254		Mix/Non Alcoholic	\$75.00	2548728	NA
E 609-49750-254		Mix/Non Alcoholic	\$168.40	2557432	NA
E 609-49750-254		Mix/Non Alcoholic	(\$8.76)	2557544	NA
		Total	\$234.64		
<b>25396</b>	07/29/20	<b>WATSON COMPANY</b>			
E 609-49750-256		Tobacco Products For Re	\$1,117.00	109783	TOBACCO
E 609-49750-333		Freight and Express	\$6.00	109783	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$1,346.22	109930	TOBACCO
E 609-49750-259		Other For Resale	\$204.55	109930	MISC
E 609-49750-333		Freight and Express	\$6.00	109930	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$308.88	110109	TOBACCO
E 609-49750-259		Other For Resale	\$410.90	110109	MISC
E 609-49750-333		Freight and Express	\$6.00	110109	DELIVERY
		Total	\$3,405.55		
<b>25397</b>	08/20/20	<b>AMERICAN BOTTLING CO.</b>			
E 609-49750-254		Mix/Non Alcoholic	\$308.63	3568309798	NA
		Total	\$308.63		
<b>25398</b>	08/20/20	<b>BELLBOY CORP.</b>			
E 609-49750-251		Liquor For Resale	\$1,260.50	85008600	LIQUOR
E 609-49750-251		Liquor For Resale	\$315.00	85029600	LIQUOR
		Total	\$1,575.50		
<b>25399</b>	08/20/20	<b>BENT BREWSTILLERY</b>			
E 609-49750-252		Beer For Resale	\$93.24	INV-009253	BEER
		Total	\$93.24		
<b>25400</b>	08/20/20	<b>BERNICKS</b>			
E 609-49750-252		Beer For Resale	(\$4.60)	107308	BEER
E 609-49750-254		Mix/Non Alcoholic	(\$36.00)	107309	NA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-252		Beer For Resale	(\$18.60)	107310	BEER
E 609-49750-254		Mix/Non Alcoholic	\$194.97	107311	NA
E 609-49750-253		Wine For Resale	\$58.00	107312	WINE
E 609-49750-254		Mix/Non Alcoholic	\$80.95	107312	NA
E 609-49750-252		Beer For Resale	\$1,147.40	107312	BEER
E 609-49750-254		Mix/Non Alcoholic	\$146.97	109776	NA
E 609-49750-252		Beer For Resale	\$2,032.80	109777	BEER
E 609-49750-254		Mix/Non Alcoholic	\$50.20	109777	NA
E 609-49750-252		Beer For Resale	(\$154.00)	112324	BEER
E 609-49750-254		Mix/Non Alcoholic	\$23.28	112325	NA
E 609-49750-252		Beer For Resale	\$1,467.67	112326	BEER
		Total	\$4,989.04		
<b>25401</b>	<b>08/20/20</b>	<b>BREAKTHRU BEVERAGE MN</b>			
E 609-49750-251		Liquor For Resale	\$2,323.53	1081159002	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$55.00	1081159002	NA
E 609-49750-333		Freight and Express	\$57.35	1081159002	DELIVERY
E 609-49750-251		Liquor For Resale	\$277.84	1081161834	LIQUOR
E 609-49750-333		Freight and Express	\$7.40	1081161834	DELIVERY
E 609-49750-251		Liquor For Resale	\$700.84	1081164758	LIQUOR
E 609-49750-253		Wine For Resale	\$96.00	1081164758	WINE
E 609-49750-333		Freight and Express	\$13.10	1081164758	DELIVERY
E 609-49750-251		Liquor For Resale	(\$79.80)	2080282972	LIQUOR
E 609-49750-333		Freight and Express	(\$1.85)	2080282972	DELIVERY
		Total	\$3,449.41		
<b>25402</b>	<b>08/20/20</b>	<b>C &amp; L DISTRIBUTING CO.</b>			
E 609-49750-252		Beer For Resale	(\$55.45)	1208000278	BEER
E 609-49750-252		Beer For Resale	\$11,613.55	1383000734	BEER
E 609-49750-253		Wine For Resale	\$61.20	1383000734	WINE
E 609-49750-254		Mix/Non Alcoholic	\$294.05	1383000734	NA
E 609-49750-251		Liquor For Resale	\$255.60	1383000734	LIQUOR
E 609-49750-253		Wine For Resale	\$209.80	1383000805	WINE
E 609-49750-254		Mix/Non Alcoholic	\$46.45	1383000805	NA
E 609-49750-251		Liquor For Resale	\$472.50	1383000805	LIQUOR
E 609-49750-252		Beer For Resale	\$7,322.10	1383000805	BEER
		Total	\$20,219.80		
<b>25403</b>	<b>08/20/20</b>	<b>CRYSTAL SPRINGS ICE</b>			
E 609-49750-259		Other For Resale	\$351.54	1000815	MISC
E 609-49750-259		Other For Resale	\$250.02	1000909	MISC
		Total	\$601.56		
<b>25404</b>	<b>08/20/20</b>	<b>DAHLHEIMER DISTRIBUTING CO.</b>			
E 609-49750-252		Beer For Resale	\$403.00	1262963	BEER
E 609-49750-252		Beer For Resale	(\$33.60)	1264207	BEER
E 609-49750-252		Beer For Resale	(\$14.40)	1267419	BEER
E 609-49750-254		Mix/Non Alcoholic	\$16.00	444-03488	NA
E 609-49750-253		Wine For Resale	\$178.50	444-03488	WINE
E 609-49750-252		Beer For Resale	\$11,370.65	444-03488	BEER

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E 609-49750-254		Mix/Non Alcoholic	\$292.00	444-03561	NA
E 609-49750-253		Wine For Resale	\$262.50	444-03561	WINE
E 609-49750-251		Liquor For Resale	\$234.85	444-03561	LIQUOR
E 609-49750-252		Beer For Resale	\$20,144.15	444-03561	BEER
E 609-49750-254		Mix/Non Alcoholic	\$98.00	444-03562	NA
E 609-49750-260		Deposits	\$60.00	444-03562	DEPOSIT
E 609-49750-252		Beer For Resale	\$468.00	444-03562	BEER
		Total	\$33,479.65		
<b>25405</b>	<b>08/20/20</b>	<b>DEFIANT DISTRIBUTORS</b>			
E 609-49750-251		Liquor For Resale	\$323.70	INV-001145	LIQUOR
		Total	\$323.70		
<b>25406</b>	<b>08/20/20</b>	<b>GRANITE CITY JOBBING</b>			
E 609-49750-259		Other For Resale	\$64.18	193167	MISC
E 609-49750-217		Other Operating Supplies	\$72.84	193167	SUPPLIES
E 609-49750-333		Freight and Express	\$4.25	193167	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$994.78	193614	TOBACCO
E 609-49750-254		Mix/Non Alcoholic	\$7.80	193614	NA
E 609-49750-259		Other For Resale	\$605.53	193614	MISC
E 609-49750-259		Other For Resale	\$135.15	194623	MISC
E 609-49750-254		Mix/Non Alcoholic	\$15.25	194623	NA
E 609-49750-256		Tobacco Products For Re	\$596.67	194623	TOBACCO
E 609-49750-333		Freight and Express	\$4.25	194623	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$605.12	195581	TOBACCO
E 609-49750-259		Other For Resale	\$86.57	195581	MISC
E 609-49750-333		Freight and Express	\$4.25	195581	DELIVERY
		Total	\$3,196.64		
<b>25407</b>	<b>08/20/20</b>	<b>IPRINT TECHNOLOGIES</b>			
E 609-49750-217		Other Operating Supplies	\$925.00	5526185	SUPPLIES
		Total	\$925.00		
<b>25408</b>	<b>08/20/20</b>	<b>JIM'S MILLE LACS DISPOSAL</b>			
E 609-49750-310		Other Professional Servic	\$53.82		GARBAGE-LIQUOR
		Total	\$53.82		
<b>25409</b>	<b>08/20/20</b>	<b>JOHNSON BROTHERS LIQUOR CO.</b>			
E 609-49750-333		Freight and Express	(\$17.00)	110326	DELIVERY
E 609-49750-253		Wine For Resale	\$725.58	1602673	WINE
E 609-49750-251		Liquor For Resale	\$1,158.36	1602673	LIQUOR
E 609-49750-333		Freight and Express	\$46.20	1602673	DELIVERY
E 609-49750-251		Liquor For Resale	\$105.48	1602689	LIQUOR
E 609-49750-333		Freight and Express	\$3.30	1602689	DELIVERY
E 609-49750-253		Wine For Resale	\$1,643.25	1604425	WINE
E 609-49750-254		Mix/Non Alcoholic	\$28.00	1604425	NA
E 609-49750-251		Liquor For Resale	\$2,716.26	1604425	LIQUOR
E 609-49750-333		Freight and Express	\$97.37	1604425	DELIVERY
E 609-49750-251		Liquor For Resale	\$854.51	1604426	LIQUOR
E 609-49750-333		Freight and Express	\$11.55	1604426	DELIVERY

CITY OF MILACA

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 Batch: 072820 LIQ PP,082020 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-253		Wine For Resale	\$1,079.25	1609273	WINE
E 609-49750-251		Liquor For Resale	\$1,701.29	1609273	LIQUOR
E 609-49750-333		Freight and Express	\$57.01	1609273	DELIVERY
E 609-49750-251		Liquor For Resale	\$2,343.00	1609274	LIQUOR
E 609-49750-333		Freight and Express	\$23.92	1609274	DELIVERY
E 609-49750-251		Liquor For Resale	\$2,177.03	1614378	LIQUOR
E 609-49750-253		Wine For Resale	\$334.40	1614378	WINE
E 609-49750-333		Freight and Express	\$67.64	1614378	DELIVERY
E 609-49750-251		Liquor For Resale	\$3,714.00	1614379	LIQUOR
E 609-49750-333		Freight and Express	\$44.55	1614379	DELIVERY
		<b>Total</b>	<b>\$18,914.95</b>		
<b>25410</b>	<b>08/20/20</b>	<b>KOCH'S HARDWARE HANK</b>			
E 609-49750-217		Other Operating Supplies	\$146.91	866161	SUPPLIES
		<b>Total</b>	<b>\$146.91</b>		
<b>25411</b>	<b>08/20/20</b>	<b>M. AMUNDSON LLP</b>			
E 609-49750-256		Tobacco Products For Re	\$937.08	305133	TOBACCO
E 609-49750-259		Other For Resale	(\$39.84)	305133	MISC
E 609-49750-256		Tobacco Products For Re	\$268.64	305529	TOBACCO
E 609-49750-259		Other For Resale	\$73.88	305529	MISC
		<b>Total</b>	<b>\$1,239.76</b>		
<b>25412</b>	<b>08/20/20</b>	<b>MILLER TRUCKING INC.</b>			
E 609-49750-333		Freight and Express	\$59.45	5970	DELIVERY
		<b>Total</b>	<b>\$59.45</b>		
<b>25413</b>	<b>08/20/20</b>	<b>NELSON, KIMBERLY</b>			
E 609-49750-217		Other Operating Supplies	\$19.77		FACE SHIELDS
		<b>Total</b>	<b>\$19.77</b>		
<b>25414</b>	<b>08/20/20</b>	<b>PAUSTIS WINE CO.</b>			
E 609-49750-253		Wine For Resale	\$126.00	96460	WINE
E 609-49750-333		Freight and Express	\$4.50	96460	DELIVERY
E 609-49750-253		Wine For Resale	\$1,457.00	97806	WINE
E 609-49750-333		Freight and Express	\$20.00	97806	DELIVERY
E 609-49750-434		Uniforms	(\$166.00)	97806	UNIFORMS
		<b>Total</b>	<b>\$1,441.50</b>		
<b>25415</b>	<b>08/20/20</b>	<b>PHILLIPS WINE AND SPIRITS</b>			
E 609-49750-253		Wine For Resale	\$234.75	6065275	WINE
E 609-49750-251		Liquor For Resale	\$1,043.60	6065275	LIQUOR
E 609-49750-333		Freight and Express	\$20.22	6065275	DELIVERY
E 609-49750-253		Wine For Resale	\$107.50	6068674	WINE
E 609-49750-333		Freight and Express	\$27.51	6068674	DELIVERY
E 609-49750-251		Liquor For Resale	\$1,099.95	6068675	LIQUOR
E 609-49750-251		Liquor For Resale	\$5,015.63	6072165	LIQUOR
E 609-49750-253		Wine For Resale	\$190.02	6072165	WINE
E 609-49750-254		Mix/Non Alcoholic	\$184.00	6072165	NA
E 609-49750-333		Freight and Express	\$122.09	6072165	DELIVERY

CITY OF MILACA

**\*Check Detail Register©**  
 Batch: 072820 LIQ PP,082020 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$8,045.27		
<b>25416</b>	08/20/20	<b>SOUTHERN GLAZERS OF MN</b>			
E 609-49750-251		Liquor For Resale	\$754.30	1976325	LIQUOR
E 609-49750-333		Freight and Express	\$7.75	1976325	DELIVERY
E 609-49750-253		Wine For Resale	\$488.00	1976326	WINE
E 609-49750-333		Freight and Express	\$12.40	1976326	DELIVERY
E 609-49750-251		Liquor For Resale	\$2,740.95	1978844	LIQUOR
E 609-49750-333		Freight and Express	\$25.19	1978844	DELIVERY
E 609-49750-253		Wine For Resale	\$648.00	1978845	WINE
E 609-49750-333		Freight and Express	\$13.95	1978845	DELIVERY
E 609-49750-251		Liquor For Resale	\$1,066.30	1981317	LIQUOR
E 609-49750-333		Freight and Express	\$15.50	1981317	DELIVERY
E 609-49750-253		Wine For Resale	\$64.98	5060124	WINE
E 609-49750-333		Freight and Express	\$1.54	5060124	DELIVERY
E 609-49750-251		Liquor For Resale	(\$162.00)	58271	LIQUOR
E 609-49750-251		Liquor For Resale	(\$162.00)	58616	LIQUOR
E 609-49750-251		Liquor For Resale	(\$50.00)	CQD# 10051	LIQUOR
E 609-49750-251		Liquor For Resale	(\$120.00)	CQD# 10429	LIQUOR
E 609-49750-251		Liquor For Resale	(\$114.00)	CQD# 10503	LIQUOR
E 609-49750-251		Liquor For Resale	(\$132.00)	CQD# 10577	LIQUOR
Total			\$5,098.86		
<b>25417</b>	08/20/20	<b>ST. CLOUD REFRIGERATION</b>			
E 609-49750-401		Repairs/Maint Buildings	\$362.93	W57194	FILTER CHANGE/COIL INSPECTION
Total			\$362.93		
<b>25418</b>	08/20/20	<b>TEAL'S MARKET</b>			
E 609-49750-217		Other Operating Supplies	\$24.90	9802169	BANDANAS
Total			\$24.90		
<b>25419</b>	08/20/20	<b>VIKING BOTTLING CO.</b>			
E 609-49750-254		Mix/Non Alcoholic	\$75.00	2557543	NA
E 609-49750-254		Mix/Non Alcoholic	\$276.25	2562441	NA
E 609-49750-254		Mix/Non Alcoholic	\$130.95	2562566	NA
E 609-49750-254		Mix/Non Alcoholic	\$237.35	2568877	NA
Total			\$719.55		
<b>25420</b>	08/20/20	<b>VINOPOIA</b>			
E 609-49750-251		Liquor For Resale	\$2,091.05	0260620-IN	LIQUOR
E 609-49750-333		Freight and Express	\$21.00	0260620-IN	DELIVERY
Total			\$2,112.05		
<b>25421</b>	08/20/20	<b>WATSON COMPANY</b>			
E 609-49750-259		Other For Resale	\$34.50	110257	MISC
E 609-49750-259		Other For Resale	\$315.00	110284	MISC
E 609-49750-256		Tobacco Products For Re	\$679.98	110285	TOBACCO
E 609-49750-259		Other For Resale	\$83.51	110285	MISC
E 609-49750-333		Freight and Express	\$6.00	110285	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$318.48	110471	TOBACCO
E 609-49750-259		Other For Resale	\$104.09	110471	MISC

CITY OF MILACA

**\*Check Detail Register©**

Batch: 072820 LIQ PP,082020 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-333		Freight and Express	\$6.00	110471	DELIVERY
		Total	\$1,547.56		
		<b>10900 Liquor Bank</b>	\$264,066.71		

**Fund Summary**

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$264,066.71
	\$264,066.71

CITY OF MILACA

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**\*Check Detail Register©**

Batch: 081220 LIQ ACH

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10900 Liquor Bank</b>					
920038 e	08/12/20	<b>CENTERPOINT ENERGY</b>			
E 609-49750-381		Utilities	\$36.13		NATURAL GAS
		Total	\$36.13		
920039 e	08/12/20	<b>EAST CENTRAL ENERGY</b>			
E 609-49750-381		Utilities	\$2,766.84	7115200	ELECTRIC
		Total	\$2,766.84		
920040 e	08/12/20	<b>HIBU</b>			
E 609-49750-309		EDP, Software and Desig	\$129.99	11765905	WEB HOSTING-JUL 2020
		Total	\$129.99		
920041 e	08/12/20	<b>MILACA, CITY OF (WATER/SEWER)</b>			
E 609-49750-381		Utilities	\$32.98	01-00015990	WATER/SEWER
		Total	\$32.98		
920042 e	08/12/20	<b>MN DEPT OF REVENUE</b>			
G 609-20800		Sales Tax Payable	\$27,586.00	9576201	LIQUOR SALES TAX
		Total	\$27,586.00		
		<b>10900 Liquor Bank</b>	<b>\$30,551.94</b>		

**Fund Summary**

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$30,551.94
	<b>\$30,551.94</b>

**JUNE 2020  
GENERAL BANK**

	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	107,758.54	422,599.55	351,786.94	178,571.15
Checks - Current Month Outstanding	0.00	0.00	82,502.05	(82,502.05)
Checks - Last Month Outstanding	(34,942.62)	0.00	(34,942.62)	0.00
ACH Fees	-	(35.50)	(35.50)	-
Bank Charges	-	0.00	0.00	-
Credit Card Fees (Global Pay)	-	(89.70)	(89.70)	-
Deposit in Transit (May)	-	(705.00)	0.00	-
Deposit in Transit (Jul)	-	75.00	0.00	-
ACH Not Recorded (Endicia)	-	0.00	(500.00)	-
Deposit Not Recorded	-	(1,432.58)	0.00	-
Credit Cards Received (May)	-	384.44	0.00	-
Credit Cards in Transit (Jul)	-	1,365.02	0.00	-
Credit Card Fee Adjustment	-	0.00	0.00	-
<b>NSF Checks</b>				
Direct Payment NSF	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Balance	72,815.92	422,161.23	398,721.17	96,069.10
Checkbook Balance	-	422,161.23	316,123.99	-
Due from Deputy Registrar (Mot/Gen)	-	0.00	2,363.85	-
Payroll Expense (transfers to Payroll Bank)	-	0.00	80,233.33	-
<b>Total</b>	-	422,161.23	398,721.17	-
Difference	-	0.00	0.00	-

**JUNE 2020  
LIQUOR BANK**

	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	538,136.82	341,461.78	285,575.89	594,022.71
Checks - Current Month Outstanding	0.00	0.00	89,858.30	(89,858.30)
Checks - Last Month Outstanding	(96,133.11)	0.00	(96,133.11)	0.00
Deposits - Current Month in Transit	0.00	2,060.61	0.00	2,060.61
Deposits - Last Month in Transit	11,679.57	(11,679.57)	0.00	0.00
Bank Charges	-	0.00	0.00	-
Deposit Correction	-	0.00	0.00	-
Credit Card Fees	-	(4,785.95)	(4,785.95)	-
Balance	453,683.28	327,056.87	274,515.13	506,225.02
Checkbook Balance	-	327,056.87	251,913.36	-
Payroll Expense (transfers to Payroll Bank)	-	-	22,601.77	-
Total	-	-	274,515.13	-
Difference	-	0.00	0.00	-

**JUNE 2020  
MOTOR BANK**

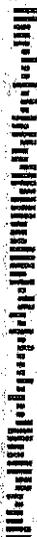
	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	119,886.76	350,962.12	350,234.33	120,614.55
Checks - Last Month Outstanding	(21,375.45)	0.00	(21,375.45)	0.00
Checks - Current Month Outstanding	0.00	0.00	11,814.26	(11,814.26)
Deposits - Last Month in Transit	21,131.45	(21,131.45)	0.00	0.00
Deposits - Current Month in Transit	0.00	11,019.16	0.00	11,019.16
ACH TRANSACTIONS	-	(4,562.20)	(4,562.20)	-
Bank Charges	-	0.00	0.00	-
In Transit (credit card) - June	-	1,280.10	0.00	-
In Transit (credit card) - May	-	(2,054.75)	0.00	-
In Transit (ACH)	-	0.00	(181.30)	-
<b>NSF Checks</b>				
Young, Cody (1/10/2020)	64.75	0.00	0.00	64.75
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Balance	119,707.51	335,512.98	335,929.64	119,884.20
Checkbook Balance	-	335,512.98	326,774.72	-
Payroll Expense (transfers to Payroll Bank)	-	0.00	11,518.77	-
Due to General Bank (Mot/Gen)	-	0.00	(2,363.85)	-
Total	-	335,512.98	335,929.64	-
Difference	-	0.00	0.00	-



# Wealth Management

A Division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC.

0048191 03-AB 0.416 03 TR 00421 01CDDA04 01 1000  
010MP  
HBY  
CITY OF MILACA  
ATTN: FINANCE DEPARTMENT  
255 FIRST STREET EAST  
MILACA MN 56353-1609



## YOUR INFORMATION Government Account

### Your Financial Advisor

Richard Knowlton  
RBC Wealth Management  
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Web: www.rbcwm.com

**Branch Director:** Tom Schulenberg  
Telephone: (612) 371-7765

### Complex Director

Tom Schulenberg  
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Minneapolis MN 55402  
Telephone: (612) 371-7765

Non-deposit investment and insurance products offered through RBC Wealth Management are not insured by the FDIC or any other federal government agency, are not deposits or other obligations of, or guaranteed by, a bank or any bank affiliate, and are subject to investment risks, including possible loss of the principal amount invested.

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## ACCOUNT STATEMENT

JUNE 1, 2020 - JUNE 30, 2020

Account number:  
320-70440  
Page 1 of 12

## ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$3,529,074.31	\$3,433,167.54
Taxable income	7,855.46	39,388.62
Change in asset value	345.26	64,718.87
Ending account value	\$3,537,275.03	\$3,537,275.03
<b>TOTAL PORTFOLIO VALUE</b>		
Ending account value		\$3,537,275.03
Estimated accrued interest		14,269.91
Total portfolio value		\$3,551,544.94
Estimated annualized income		\$69,245.00

Please see "About Your Statement" on page 2 for further information.

## YOUR PREMIER CLIENT MESSAGE BOARD

Important cost basis regulations remain effective as part of the overall Form 1099 reporting changes that began in 2011. For more information about these regulation changes, please visit [www.rbcwm-usa.com](http://www.rbcwm-usa.com) and click the "Legal/Disclosures" link at the bottom of the home page followed by "Cost Basis Updates." Check back regularly for updates.

Whether you want to build, preserve, enjoy, or share your hard-earned wealth, we're here to help. For questions about your account, please contact your Financial Advisor, who will be happy to assist you.

**MONTHLY ACTIVITY SUMMARY**

Statement Period  
 Jun 1, 2020 to Jun 30, 2020

	Beginning Balance	Contributions	Interest	Checks Paid	Other Withdrawals	Month End Balance
<b>4M &amp; 4M Plus</b>						
35272-101 4M GENERAL FUND	\$1,877,302.38	\$840.76	\$46.69	\$0.00	\$310,000.00	\$1,568,189.83
35272-101 4MP GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35272-102 4M CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35272-102 4MP CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$1,877,302.38	\$840.76	\$46.69	\$0.00	\$310,000.00	\$1,568,189.83

## CITY OF MILACA

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## Council Monthly Budget Report

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June 2020

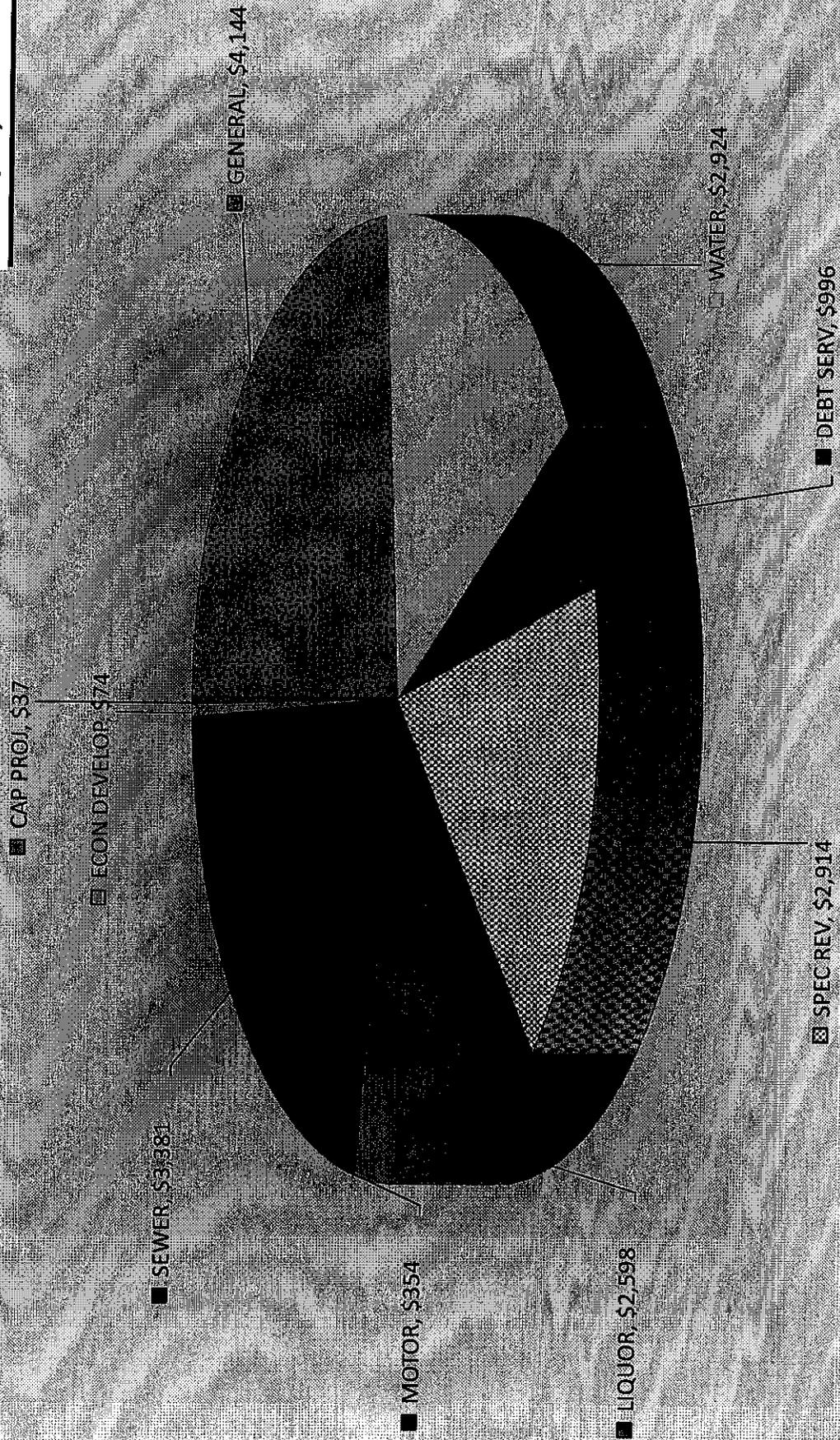
DEPT Descr	2020 YTD Budget	2020 YTD Amt	Balance	2020 % of Budget Remain
Airport	\$74,940.00	\$28,269.13	\$46,670.87	62.28%
Assessing	\$10,600.00	\$22.60	\$10,577.40	99.79%
Auditing	\$8,800.00	\$0.00	\$8,800.00	100.00%
Building Inspection	\$53,130.00	\$52,014.79	\$1,115.21	2.10%
City Attorney	\$45,000.00	\$21,533.29	\$23,466.71	52.15%
City Hall	\$311,530.00	\$242,357.57	\$69,172.43	22.20%
City Manager	\$41,150.00	\$21,412.50	\$19,737.50	47.96%
Council	\$19,200.00	\$9,613.76	\$9,586.24	49.93%
Elections	\$2,500.00	\$84.32	\$2,415.68	96.63%
Events Coordinator	\$20,720.00	\$0.00	\$20,720.00	100.00%
Fire Dept.	\$172,765.00	\$65,618.06	\$107,146.94	62.02%
Historical Society	\$0.00	\$32.99	(\$32.99)	0.00%
Liaison Officer	\$89,180.00	\$31,405.80	\$57,774.20	64.78%
Libraries	\$28,810.00	\$11,912.59	\$16,897.41	58.65%
Ogilvie	\$0.00	\$1,254.06	(\$1,254.06)	0.00%
Parks	\$129,425.00	\$60,803.75	\$68,621.25	53.02%
Planning Comm.	\$1,000.00	\$404.64	\$595.36	59.54%
Police Dept.	\$571,505.00	\$313,962.69	\$257,542.31	45.06%
Public Works	\$338,725.00	\$198,612.73	\$140,112.27	41.36%
Recreation	\$3,500.00	\$2,039.75	\$1,460.25	41.72%
Senior Center	\$8,200.00	\$1,645.53	\$6,554.47	79.93%
Treasurer	\$41,160.00	\$26,263.13	\$14,896.87	36.19%
Unallocated	\$6,500.00	\$18,256.74	(\$11,756.74)	-180.87%
	\$1,978,340.00	\$1,107,520.42	\$870,819.58	44.02%

# Liquor Sales Comparison

## 2018 - 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
\$220,000												
\$215,000												
\$210,000												
\$205,000												
\$200,000												
\$195,000												
\$190,000												
\$185,000												
\$180,000												
\$175,000												
\$170,000												
\$165,000												
\$160,000												
\$155,000												
\$150,000												
\$145,000												
\$140,000												
\$135,000												
\$130,000												
\$125,000												
\$120,000												
\$115,000												
\$110,000												
\$105,000												
\$100,000												
■ 2018	\$137,523	\$131,569	\$155,205	\$146,080	\$187,566	\$193,906	\$183,886	\$195,639	\$170,413	\$160,437	\$174,834	\$192,614
■ 2019	\$142,005	\$142,219	\$155,781	\$154,967	\$194,847	\$203,003	\$216,877	\$212,740	\$167,172	\$167,354	\$185,684	\$190,564
■ 2020	\$153,943	\$152,073	\$203,854	\$193,954	\$268,513	\$255,739						

**2020 2nd Quarter  
Interest Allocation  
\$17,422**



# CITY OF MILACA

## Water Fund Profit/Loss

January - June

2020

### REVENUES:

Sales	\$241,395
Miscellaneous Charges	15,973
Penalties	1,948
	<hr/>
	\$259,316

### EXPENSES:

Salaries	\$85,417
Utilities	24,675
Supplies	12,765
Insurance	5,461
Professional/Contracted Services	38,040
Repairs/Maintenance	4,267
Depreciation	82,500
Miscellaneous	4,792
	<hr/>
	\$257,917

### NET PROFIT/LOSS

\$1,400

### NON OPERATING REV/EXP

Connections	\$5,220
Assessed Repairs	0
Interest	7,637
Interest Expense/Fiscal Agent Fees	(12,763)
Bond Discount Amortization	0

\$1,494

Bond Principal	\$167,000
Capital Expenditures	8,325

# CITY OF MILACA

## Sewer Fund Profit/Loss

January - June

2020

### REVENUES:

Sales	\$157,302
Penalty	1,098
Reserve	0
	<hr/>
	\$158,400

### EXPENSES:

Salaries	\$87,972
Utilities	6,270
Supplies	1,216
Insurance	4,019
Professional/Contracted Services	12,491
Repairs/Maintenance	2,641
Depreciation	55,000
Miscellaneous	1,813
	<hr/>
	\$171,422

NET PROFIT/LOSS (\$13,022)

### NON OPERATING REV/EXP

Connections	\$4,000
Interest	8,985
Interest Expense/Fiscal Agent Fees	(1,733)
Bond Discount Amortization	0
	<hr/>
	<u><u>(\$1,769)</u></u>

Bond Principal	\$30,000
Capital Expenditures	0

# CITY OF MILACA

## Liquor Fund Profit/Loss

January - June

2020

REVENUES:

Sales:

Liquor Sales	\$425,537		
Cost of Goods	294,899	130,638	31%
Wine Sales	119,810		
Cost of Goods	78,673	41,136	34%
Beer Sales	682,730		
Cost of Goods	466,400	216,330	32%
Tobacco	58,441		
Cost of Goods	42,858	15,584	27%
Mix-NonAlcoholic	23,348		
Cost of Goods	14,315	9,032	39%
Miscellaneous	25,341		
Cost of Goods	16,593	8,749	35%

Miscellaneous Revenue (gift certificates, etc.)	11		
		<b>\$421,479</b>	

EXPENSES:

Salaries	\$147,282		
Utilities	12,936		
Supplies	2,925		
Insurance	8,518		
Professional Services	5,461		
Repairs/Minor Equipment	733		
Depreciation	22,000		
Miscellaneous	2,557		
Freight	6,765		
Credit Card Fees	20,170		
Unallocated	0		
		<b>\$229,347</b>	

NET PROFIT/LOSS	<b>\$192,132</b>
-----------------	------------------

NON OPERATING REV/EXP

Interest	\$7,155		
Interest Expense/Fiscal Agent Fees	\$0		
Transfer to General Fund	(\$46,325)		
		<b>\$152,963</b>	

Bond Principal	\$0		
Capital Expenditures	13,445		

# CITY OF MILACA

## Deputy Registrar Profit/Loss

January - June

2020

### REVENUES:

Vehicle License	\$47,594
Drivers License	18,368
DNR	3,943
Miscellaneous	70
	<hr/>
	\$69,974

### EXPENSES:

Salaries	\$93,194
Utilities	1,594
Supplies	2,021
Professional/Contracted Service	1,438
Depreciation	0
Insurance	165
Miscellaneous	1,361
Repairs/Maintenance	0
Rent Expense	3,000
	<hr/>
	\$102,772

NET PROFIT/LOSS (\$32,798)

### NON OPERATING REV/EXP

Interest \$1,130

(\$31,668)

RESOLUTION NO. 20-43

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 its citizens in accordance with the term prescribed by the donor to be used for the Veterans Memorial Project; 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>
Lucas & Tracy Shoemaker	100.00
Dawn Moyer	100.00
Sonja Shay	200.00
Joy Grant	100.00
Carrol Meixell	100.00
Doug Johnson	200.00
Cindy Biederman	100.00

WHEREAS, All such donations have been contributed to assist the city in the establishment 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 fund the Veteran's Memorial Project 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 20<sup>th</sup> day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

RESOLUTION NO. 20 – 44

RESOLUTION APPROVING BUDGET ADJUSTMENTS

BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following budget changes for 2020:

<b>Fund</b>	<b>COA</b>	<b>Description</b>	<b>Original Budget</b>	<b>Increase (Decrease)</b>	<b>Revised Budget</b>
101	E 101-43000-403	Repairs & Maint Streets	75,000.00	9,308.00	84,308.00
101	E 101-43000-380	Street Lights	37,000.00	49,940.00	86,940.00
602	E 602-49400-530	Improvements other than Bldgs		226,394.00	226,394.00
603	E 603-49450-530	Improvements other than Bldgs		244,447.00	244,447.00
609	E 609-49750-101	Full-Time employee	55,725.00	3,119.00	58,844.00
609	E 609-49750-103	Part-Time employee	136,680.00	36,452.00	173,132.00

Adopted this 20<sup>th</sup> day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

RESOLUTION NO. 20 - 45

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 2021 taxes:

PID #	OWNER	ADDRESS	DATE OF MOWING	ASSESSED
21-043-0790	Vogel, Lawrence & Carol	355 3 <sup>rd</sup> Ave SE	07-09-20	\$60.00

Adopted this 20th day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

RESOLUTION #20-46

RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES

**WHEREAS**, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid charges for municipal fess and utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.

Such assessment shall be payable over a period of one year on or before the first Monday in January.

The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole amount of the assessment on such property, with interest accrued to date of payment, to the City Clerk Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount of the assessment remaining unpaid, with interest accrued to December 31, of the year in which payment is made. Such payment must be made before November 15, or interest will be charged through November of the following year.

The clerk shall forthwith transmit a certified copy of this assessment role to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid over in the same manner as property taxes.

Adopted by the City of Milaca council on this 20<sup>th</sup> day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

EXHIBIT 1

RESOLUTION ASSESSING UNPAID WATER/SEWER BILLS

PID #	OWNER	ADDRESS	ASSESSED
21-025-3002	Eggerud, Robert	560 3 <sup>rd</sup> Ave NW	\$152.05
21-025-4200	Witzig, Kevin	495 2 <sup>nd</sup> Ave NE	\$60.87
21-045-0150	Murphy, Lucille	230 5 <sup>th</sup> St NW	\$198.62
21-130-0370	Large, Pamela	803 Stonehaven Path	\$58.12
21-280-0100	Spring, Heather	540 Central Ave S	\$127.12
21-360-0330	Schmit, Ryan	120 7 <sup>th</sup> St NW	\$69.07
21-441-0010	Rose, Dustin & Amber	210 5 <sup>th</sup> St NE	\$205.11
21-800-0100	Britton, Jeff	640 2 <sup>nd</sup> Ave SE	\$167.18

RESOLUTION NO. 20-47

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 its citizens in accordance with the term prescribed by the donor to be used for the Eagle Scouts Fire Pit and Benches Project; 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>
VFW	300.00

WHEREAS, All such donations have been contributed to assist the city in the establishment 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 fund the Eagle Scouts Fire Pit and Benches Project 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 20th day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

Resolution No. 20-48

Resolution Allocating Coronavirus Aid, Relief, and Economic Security Act Funds  
(Known as the CARES Act Funds) to Local Government Activities

WHEREAS, on March 27, 2020 the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (known as the CARES Act) that was passed by the U.S. Congress in response to the COVID-19 pandemic outbreak; and,

WHEREAS, The CARES Act included \$339.8 billion in relief under the COVID-19 pandemic in the United States dedicated for state and local governments; and,

WHEREAS, on June 25, 2020 the Governor of the State of Minnesota announced a plan for the distribution of \$841 million in CARES Act Funds to counties, cities, and towns within the State of Minnesota based on the per capita formula developed by the state legislature during special session; and,

WHEREAS, the CARES Act allows local governmental units to expend funds on costs that are necessary expenditures related to the COVID-19 public health emergency; and,

WHEREAS, the CARES Act allows local governmental units to expend funds on costs that were not included in the most recently adopted budget as of March 27, 2020, or were budgeted for but have been incurred for a substantially different use from what was intended as a result of the COVID-19 public health emergency; and,

WHEREAS, the CARES Act allows local governmental units to expend funds on costs that were incurred during the covered period of March 1, 2020 – November 15, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council authorizes the acceptance of Coronavirus Relief Funds from the State of Minnesota totaling \$218,110.00; and,

BE IT RESOLVED that the Milaca City Council allocates \$75,046.03 of CARES Act Funds under the categories of Compliance with Public Health Measures, Economic Support, Medical Expenses, and Public Health Expenses for the period ending July 31, 2020:

Compliance with Public Health Measures	
COVID Pay/Emergency paid Leave	\$11,726.22
Telework Support	<u>400.96</u>
	\$12,127.18
Economic Support	
RLF Loan Fund/Milaca Area Emergency Relief Fund	\$40,000.00
Unemployment	<u>5,574.89</u>
	\$45,574.89
Medical Expenses	
COVID-19 Testing	<u>\$300.00</u>
	\$300.00
Public Health Expenses	
Public Safety/Social Distancing Guidelines	\$8,865.66
Communication	708.37
Equipment	<u>7,469.93</u>
	\$17,043.96

Adopted this 20th day of August, 2020.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

## Tammy Pfaff

---

**From:** Courtney, Catherine <CCourtney@Taftlaw.com>  
**Sent:** Thursday, August 6, 2020 3:07 PM  
**To:** Tammy Pfaff  
**Cc:** Andersen, Daniel; Webster, Mary  
**Subject:** Augustana Regent Timeline

Tammy:

It was a pleasure speaking with you the other day about the City of Milaca being willing to act as a potential third issuer for the refinancing of Elim's project in Burnsville, known as Augustana Regent.

Now that we have all of the issuers lined up, we have been able to put together a tentative timeline. For Milaca, it is as follows:

August 20 – City adopts resolution calling for public hearing  
August 24 – Proposed housing program submitted to East Central Regional Development Commission  
August 24 – Public hearing notice submitted to Union Times  
August 27 – Public hearing notice published  
September 17 – City holds public hearing and adopts final approval resolution  
Week of October 12 – Closing

We will draft the resolutions and will submit the public hearing notice to the newspaper.

As we discussed, it is possible that the transaction will not require 3 issuers. I hope to know by August 21<sup>st</sup> whether it will or not. That will give us sufficient time before all public hearing notices would be otherwise submitted to the newspapers. If a decision isn't made by then, we may have to push back the overall time table.

Thank you for your assistance in this matter. Please feel free to contact me or Dan Andersen with any questions or comments. Otherwise, expect to receive the resolution calling for the public hearing and an explanatory letter from me next week for inclusion in your meeting packets.

Thanks.

Catherine

**Taft /** **Catherine J. Courtney**  
Partner  
CCourtney@Taftlaw.com  
Dir: 612.977.8765  
Tel: 612.977.8400 | Fax: 612.977.8650  
2200 IDS Center  
80 South 8th Street  
Minneapolis, MN 55402-2157

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taftlaw.com

**Catherine J. Courtney**  
(612) 977-8765  
ccourtney@taftlaw.com

August 10, 2020

**BY E-MAIL**

Tammy Pfaff  
City of Milaca  
255 1st Street E  
Milaca, MN 56353-1609

**Re: Issuance of Conduit Revenue Notes by the City of Milaca for Elim Care**

Dear Ms. Pfaff:

This letter is in follow-up to a conversation that we had last week related to a request that the City of Milaca has received from an affiliate of Elim Care, Augustana Regent at Burnsville, LLC, a Minnesota limited liability company (the "Borrower"), the sole member of which is Augustana Care, a Minnesota nonprofit corporation and 501(c)(3) organization, the sole member of which is Cassia, a Minnesota nonprofit corporation and 501(c)(3) organization, regarding consideration by the City to act as an issuer of 501(c)(3) revenue obligations (the "Notes") in an amount of approximately \$1,000,000. The proceeds of the Notes would be loaned to the Borrower to be used to refinance, in part, the acquisition of The Regent, an approximately 148-unit senior housing facility, including independent living units, assisted living units, and memory care units, located in the City of Burnsville (the "Project"). The Cities of Hampton and Landfall Village will act as the other issuers of the remaining amount (approximately \$10,000,000 each) needed to refinance the Project in full. Milaca, Hampton, and Landfall Village are referred to collectively in this letter as the "Issuers." Taft Stettinius & Hollister LLP, formerly known as Briggs and Morgan, Professional Association, will act as bond counsel on the issuance of such Notes. The Notes are expected to be purchased directly by Bremer Bank, National Association (the "Lender").

State and federal laws allow local government units to enter into arrangements to issue tax-exempt obligations and loan the proceeds to nonprofit corporations to finance capital expenditures. This assistance reduces borrowing costs for nonprofit corporations and enables them to provide their services more cost effectively. It is a fairly common means of obtaining necessary financing for all nonprofit entities, including senior housing and health care providers like the Borrower.

To accomplish this purpose, the Issuers will enter into Loan Agreements with the Borrower under which the Borrower will agree to pay all principal and interest on the Notes.

Tammy Pfaff  
August 10, 2020  
Page 2

The Issuers will assign all of their rights to payments under the Loan Agreements the Lender, who will purchase the Notes and loan the purchase price of the Notes directly to the Borrower. The Issuers are merely a conduit and the money and obligations flow only between the Lender and the Borrower.

The Notes and the resolutions adopted by the Issuers will recite that the Notes, if and when issued, will not to be payable from or charged upon any of the Issuers' funds, other than the revenues received under the Loan Agreements and pledged to the payment of the Notes, and the Issuers are not subject to any liability on the Notes. No holder of the Notes will ever have the right to compel any exercise by the Issuers of their taxing powers to pay any of the principal of the Notes or the interest or premium thereon, or to enforce payment of the Notes against any property of the Issuers except the interests of the Issuers in payments to be made by the Borrower under the Loan Agreements. The Notes will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the Issuers, except the interests of the Issuers in payments to be made by the Borrower under the Loan Agreements. The Notes are not moral obligations on the part of the State or its political subdivisions, including the Issuers, and the Notes will not constitute a debt of the Issuers within the meaning of any constitutional or statutory limitation.

The issuance of the Notes will not affect the Issuers' credit rating on bonds they issue for municipal purposes.

Each city may issue up to \$10,000,000 of its own and 501(c)(3) bonds each calendar year as "bank-qualified" bonds, which is the type of obligation that the Lender wishes to acquire. Because the total cost of the financing is approximately \$21,000,000 and Burnsville has its own bond issuance of \$18,000,000 planned for 2020, Burnsville cannot issue bank-qualified debt for the benefit of the Borrower. Therefore, other cities are being sought to act as the issuers for the Notes. Under the federal tax law, alternative issuers are permitted, but a "nexus" between the jurisdictional city and the issuer is preferred. In this case, Milaca has an Elim Care facility located in its jurisdiction and has issued conduit revenue bonds for the Borrower's affiliates in the past.

The Notes will affect the bank-qualified status of any of the City's tax-exempt obligations issued for its own governmental purposes in 2020. It is our understanding that the City does currently expect to issue bonds for its own purposes in 2020, but that it would be able to issue the necessary amount to fill the difference between the \$20,000,000 that will be issued by Hampton and Landfall Village and the total amount of the debt, which is currently expected to be approximately \$21,000,000. The Notes will not affect the bank-qualified status of tax-exempt obligations in future years.

The Notes will be issued in accordance with Minnesota Statutes, Chapter 462C. A city may not issue bonds for a project located outside of its jurisdiction, as is requested in this case.

Tammy Pfaff  
August 10, 2020  
Page 3

However, the city in which a project is located may give permission for the issuance of bonds by another city. This is commonly referred to as "host approval." Under Minnesota Statutes, Section 471.656, subdivision 2(2), host approval may be given for a project located in the host city, by resolution of the host city. Burnsville, as the host city, will give permission to Milaca (and the other Issuers) to issue its Notes. In addition, the Issuers and Burnsville will enter into a joint powers agreement for the purpose of issuing the Notes.

Similarly, under the federal tax code, before a city can issue bonds for a project located outside of its jurisdiction, the host city must give its approval. Such approval can only be given following the holding of a public hearing.

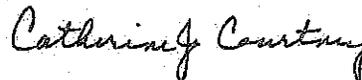
As noted above, under federal and State law, in order for the Notes to be a tax exempt obligation, they must be issued by a political subdivision. This requires that the City hold a public hearing and approve issuance of the Notes and approve the execution of related documents. If the City is willing to act as a conduit issuer for the Borrower, we propose that the City adopt a resolution at its August 20<sup>th</sup> meeting, which is enclosed, that calls for that public hearing. The resolution grants you the authority to set the public hearing date, which at this time, we anticipate will be at the City's September meeting. We will also prepare and take care of submitting the public hearing notice to the City's official newspaper.

Following the public hearing, the City Council would then consider for adoption a resolution approving the issuance of the Notes.

We understand that the City does not charge an issuer's fee. In addition, you should be aware that the Borrower is responsible for paying all costs of the transaction. There will be no costs paid by the City.

Thank you for considering this request on behalf of Elim Care and its affiliates. Please feel free to contact me if you have any questions or comments.

Very truly yours,



Catherine J. Courtney

Enclosure

Extract of Minutes of a Meeting of the  
City Council of the  
City of Milaca, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Milaca, Minnesota, was duly held at the City Hall in said City on Thursday, the 20th day of August, 2020, at \_\_\_\_\_ o'clock P.M.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. 20-49  
RESOLUTION CALLING FOR A PUBLIC HEARING ON APPROVING THE ISSUANCE OF  
SENIOR HOUSING REVENUE REFUNDING NOTES TO FINANCE A PROJECT BY  
AUGUSTANA CARE AND AUTHORIZING THE  
PUBLICATION OF A NOTICE OF THE HEARING  
(AUGUSTANA REGENT AT BURNSVILLE PROJECT)

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RESOLUTION CALLING FOR A PUBLIC HEARING ON APPROVING THE ISSUANCE OF  
SENIOR HOUSING REVENUE REFUNDING NOTES TO FINANCE A PROJECT BY  
AUGUSTANA CARE AND AUTHORIZING THE  
PUBLICATION OF A NOTICE OF THE HEARING  
(AUGUSTANA REGENT AT BURNSVILLE PROJECT)

WHEREAS, the purpose of Minnesota Statutes, Chapter 462C (the "Act"), is among other things, to confer upon cities the power to issue revenue bonds to finance projects as defined therein; and

WHEREAS, the City of Milaca, Minnesota (the "City") has received from Augustana Regent at Burnsville, LLC (the "Borrower"), a Minnesota limited liability company, the sole member of which is Augustana Care, a Minnesota nonprofit corporation and 501(c)(3) organization, the sole member of which is Cassia, a Minnesota nonprofit corporation and 501(c)(3) organization, a proposal that the City assist in refinancing a Project described in Exhibit A, which is located in the City of Burnsville, through the issuance of revenue notes or obligations (in one or more series) (the "Notes") pursuant to the Act; and

WHEREAS, the City has been advised that a public hearing and City Council approval of the financing of the Project is required under the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milaca, Minnesota, as follows:

1. A public hearing on the proposal of the Borrower will be held at the time and place determined by the City Manager. The general nature of the Project and an estimate of the aggregate principal amount of the Notes or other obligations to be issued to finance the Project are described in the Notice of Public Hearing.
2. The City Manager is hereby authorized and directed to cause notice of the hearing to be given one publication in the official newspaper and newspaper of general circulation available in the City, not less than 15 days nor more than 30 days prior to the date fixed for the hearing, substantially in the form of the attached Notice of Public Hearing.

Adopted by the City Council of the City of Milaca, Minnesota, this 20th day of August, 2020.

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

ATTEST:

\_\_\_\_\_  
City Manager Tammy Pfaff

STATE OF MINNESOTA  
COUNTY OF MILLE LACS  
CITY OF MILACA

I, the undersigned, being the duly qualified and acting City Manager of the City of Milaca, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to calling for a public hearing on approving the issuance of revenue obligations.

WITNESS my hand this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Manager, Tammy Pfaff

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A  
PROPOSAL FOR ISSUANCE OF SENIOR HOUSING REVENUE REFUNDING NOTES  
(AUGUSTANA REGENT AT BURNSVILLE PROJECT)

Notice is hereby given that the City Council of the City of Milaca, Minnesota (the "City"), will meet in City Council chambers at the Milaca City Hall, 255 1<sup>st</sup> Street E, in the City, at \_\_\_\_ p.m. on Thursday, \_\_\_\_\_, 2020, to consider the City adopting a housing program to finance and refinance, in part, a project hereinafter described pursuant to Minnesota Statutes, Chapter 462C, by the issuance of revenue notes or other obligations (the "Notes") by the City and one or more other governmental issuers (with the City, the "Issuers").

Augustana Regent at Burnsville, LLC (the "Borrower"), a Minnesota limited liability company, the sole member of which is Augustana Care, a Minnesota nonprofit corporation and 501(c)(3) organization, the sole member of which is Cassia, a Minnesota nonprofit corporation and 501(c)(3) organization, proposes to (a) refinance certain tax-exempt and taxable obligations of the Borrower, the proceeds of which were used for the acquisition of a project consisting of 148 units of senior housing, including independent living, assisted living, and memory care units, located at 14500 Regent Lane in Burnsville, Minnesota (the "Project"), and (b) finance certain improvements to the lobby, dining room, and apartments, and furniture upgrades. The Project, known as The Regent at Burnsville, is and will be owned and operated by the Borrower.

The aggregate estimated principal amount of the Notes to finance the Project and related costs will be an amount not to exceed \$23,000,000, with the aggregate estimated principal amount to be issued by the City not to exceed \$3,000,000.

The obligations, as and when issued, will not constitute a charge, lien, or encumbrance upon any property of the Issuers or the City of Burnsville, except the Project and the revenues to be derived from the Project. Such notes or obligations will not be a charge against the Issuers' or the City of Burnsville's general credit or taxing powers but are payable from sums to be paid by the Borrower pursuant to a revenue agreement.

A draft copy of the proposed housing program is available for inspection at City Hall during normal business hours.

At the time and place fixed for the public hearing, the City Council of the City will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal for the housing program and the Notes. Written comments will be considered if submitted at the above City office on or before the date of the hearing.

BY ORDER OF THE CITY COUNCIL OF THE CITY  
OF MILACA, MINNESOTA

By Tammy Pfaff  
Its City Manager

**ORDINANCE NO. 467**  
**CITY COUNCIL CONTINUANCE OF THE DECLARATION OF A LOCAL**  
**EMERGENCY**  
**CITY OF MILACA, MINNESOTA**

WHEREAS, the Mayor of the City of Milaca, Minnesota ("Mayor") declared an Emergency to exist in the City of Milaca, Minnesota ("City") effective on March 19, 2020 upon signing the Declaration ("Declaration"); and

WHEREAS, Minnesota Statutes Section 12.29 authorizes the Mayor to declare the existence of the Emergency, invoke necessary portions of the Emergency Management Plan, and authorize aid and services in accordance with interjurisdictional agreements. In order for the Declaration of the Emergency to continue beyond three days the City Council of the City of Milaca, Minnesota ("City Council") must consent to the Declaration; and

WHEREAS, the Milaca City Council Passed Ordinance No.458 Consenting to the Mayoral Declaration of a Local Emergency with sunset provisions of either 30 days or the date of the end of the local emergency, whichever is the first to occur; and

WHEREAS, the Milaca City Council Passed Ordinance Nos. 460, 461, 463, 465 and 466 Continuing the Declaration of a Local Emergency; and

WHEREAS, the City Council has determined the local emergency continues; and

WHEREAS, the City Council is the official governing body of the City; and

WHEREAS, Minnesota Statutes Section 12.37 authorizes the City, acting through its governing body, to:

"(1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

(2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to:

- (i) the performance of public work;
- (ii) entering into contracts;
- (iii) incurring of obligations;
- (iv) employment of temporary workers;
- (v) rental of equipment;
- (vi) purchase of supplies and materials;
- (vii) limitations upon tax levies;
- (viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets"

WHEREAS, City Code of Ordinances, Section 215.01 provides for emergency regulations: “Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this city will be adequate to deal with those disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this city, it is hereby found and declared to be necessary:

(A) To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters;

(B) To provide for the exercise of necessary powers during emergencies and disasters;

(C) To provide for the rendering of mutual aid between this city and other political subdivisions of this state and of other states with respect to the carrying out of emergency preparedness functions; and

(D) To comply with the provisions of M.S. 12.25, as it may be amended from time to time, which requires that each political subdivision of the state shall establish a local organization for emergency management.”; and

WHEREAS, City Code of Ordinances, Section 32.03 provides for the establishment of an emergency management organization, the terms of which are incorporated herein by reference; and,

WHEREAS, City Code of Ordinances, Section 32.04 enumerates the powers and duties, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 32.05 enumerates the manner in which a local emergency, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 32.06 enumerates the regulation of declared emergencies; the terms of which are hereby incorporated by reference; and,

WHEREAS, the City Council finds that the Emergency is sudden and unforeseen and could not have been anticipated; and

WHEREAS, the City Council finds that conditions in Minnesota and the threat to the visitors to and inhabitants of the City has worsened considerably as a result of the Emergency; and

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community and threatens the provision and delivery of city services as a result of the Emergency; and

WHEREAS, the City Council finds that the Emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and

WHEREAS, the City Council finds that traditional sources of relief are not able to repair or prevent the injury and loss.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.

Section 2. The Governor of Minnesota issued Emergency Executive Order 20-01 declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19 on March 13, 2020.

Section 3. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease.

Section 4. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

Section 5. The City Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Milaca are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.

Section 6. This Ordinance hereby continues the declaration of a local emergency.

Section 7. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Manager, Emergency Management Team, and their designees are hereby authorized to suspend compliance with those laws, policies, and procedures as authorized by Emergency Executive Order 20-01 and by Minnesota Statutes, Sections 12.32 and 12.37, and to take those actions necessary to protect the public health, safety, and welfare.

Section 8. This Ordinance shall take effect immediately upon passage as permitted by the City Council.

Section 9. This Ordinance shall be in effect for 30 days, or until the termination of the local emergency, whichever occurs first.

Section 10. The City Manager is authorized and directed to file and to post notice of this Ordinance and any emergency regulations as authorized and required by State law and City Code.

Passed and adopted this 20th day of August, 2020 at \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Tammy Pfaff, City Manager

City of Milaca  
Ordinance No. 467  
CITY COUNCIL CONTINUANCE OF A LOCAL EMERGENCY

This is a summary of the Ordinance changes passed on August 20, 2020. The full text of the Ordinance is available for inspection during regular city hall hours, or at the city's website [www.cityofmilaca.org](http://www.cityofmilaca.org) under Ordinances.

**ORDINANCE NO. 467**  
**AN ORDINANCE REFERENCING TITLE III CHAPTER 32 OF THE CITY OF MILACA**  
**CODE OF ORDINANCES**

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.

Section 2. The Governor of Minnesota issued Emergency Executive Order 20-01 declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19 on March 13, 2020.

Section 3. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease.

Section 4. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

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Section 8. This Ordinance shall take effect immediately upon passage as permitted by the City Council.

Section 9. This Ordinance shall be in effect for 30 days, or until the termination of the local emergency, whichever occurs first, as permitted by Section 215.06 (C) of the City Code.

Section 10. The City Manager is authorized and directed to file and to post notice of this Ordinance and any emergency regulations as authorized and required by State law and City Code.

Passed this 20th day of August, 2020.

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Mayor Harold Pedersen

ATTEST:

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Tammy Pfaff, City Manager

# Incident Summary by Incident Type

Date Range: 7/1/2020 to 7/31/2020

Incident Type	# of Incidents
911 Hang Up	1
Accident	5
Agency Assist	20
Alarm	10
Animal	14
Burglary	3
Cdtp	4
Child Custody	1
Civil Issue	3
Community Contact	2
Danco Violation	2
Disturbance	4
Domestic	1
Driving Complaint	2
Drugs	1
Family Services Referral	7
Fire	2
Found Property	4
Fraud-forgery-scam	3
Gas Drive Off	7
Gas Leak	3
Harassment Complaint	4
Icr Misc	18
Juvenile Complaint	3
Lockout	7
Lost Property	2
Medical	36

# Incident Summary by Incident Type

Date Range: 7/1/2020 to 7/31/2020

Missing Juvenile	1
Noise Complaint	2
Parking Complaint	3
Public Assist	34
Remove Unwanted	4
Requested By	1
Suspicious Activity	16
Theft	12
Threats Complaint	1
Traffic	46
Trespass Complaint	1
Welfare Check	11
<b>Total: 301</b>	



To: City of Milaca

Date of Estimate: 8/04/2020

RE: Police Storage  
1205 Central Ave N  
Milaca, MN 56353

Terms: Net on Comp.

Furnish & Install 332' - 6' H Galv Chain Link Fence & Barb Wire: 80x deep \* 100.

- Fence Installed around area for secure police storage area
- 72" - 9 gauge chain link fabric
- 3 strands of barb wire installed above chain link fabric
  - installed on 45 degree barb arms
- 1 5/8" Sch.40 top rail
- 2 1/2" Sch.40 line posts driven 54" deep @ 10' on center or less
- 3" Sch.40 end and corner posts set in concrete footings
- (1) - 20' wide cantilever slide gate for entrance
  - 4" Sch.40 gate posts set in concrete footings
  - sealed bearing nylon rollers and pad-lockable security latch

Total Project Price = \$12,995.00\*

\*Price per supplied layout\*

Thank you,

Mark Wassink  
Commercial Sales

Office (763) 425-5050  
Fax (763) 425-9006  
Cell (612) 968-4945  
[markw@tcfence.com](mailto:markw@tcfence.com)

+1500 for Ground corners class 2 gravel

at PW Prop. SE side of Prop behind dog compound

out of - 216 } Total request from Donor's funds  
\$ 23,000  
Pete wants to talk to Donor -  
PUT on their Council Packet

# STALKER radar

## QUOTE # 2028401

applied concepts, inc.

855 E. Collins Blvd  
Richardson, TX 75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 1 of 1

Date: 05/27/20

Inside Sales Partner: Donna Russell  
972-801-4803  
donna@stalkerradar.com

Reg Sales Mgr: Paul Spano  
972-489-6701  
spano@stalkerradar.com

Effective From : 05/07/2019

Valid Through: 07/24/2020

Lead Time: 21 working days

<b>Bill To:</b> Milaca Police Department 255 1st St E Milaca, MN 56353-1609	<b>Customer ID:</b> 563531  Accounts Payable	<b>Ship To:</b> Milaca Police Department 255 1st St E Milaca, MN 56353-1609	<i>FedEx Ground</i>  Chief Quinn Rasmussen
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	2	807-0002-00	DSR 2X Radar with Instant On Remote	36	\$3,080.00	\$6,160.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	2	200-0965-20	2X Counting Unit, 1.5 PCB		\$0.00
2	2	200-0875-30	2X Modular Display, High Bright LEDs		\$0.00
3	2	200-1237-00	DSR Ka Antenna		\$0.00
4	2	200-1237-01	DSR Ka Antenna, Rear		\$0.00
5	2	200-0918-00	Stalker 2X Instant On Remote Control		\$0.00
6	2	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
7	2	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
8	2	200-0648-00	Display Sun Shield		\$0.00
12	2	155-2055-08	Antenna Cable, 8 Ft		\$0.00
13	2	155-2055-20	Antenna Cable, 20 Ft		\$0.00
14	2	155-2283-50	CAN/VSS Power Cable		\$0.00
15	2	200-0619-00	2X Documentation Kit		\$0.00
16	2	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
17	2	060-1000-36	36 Month Warranty		\$0.00
18	2	200-1065-00	2015-2019 Ford SUV/Sedan Dash Unit Mount	\$57.00	\$114.00
19	2	200-1062-00	2015-2019 FI SUV Dash Antenna Mount, Ka Band	\$74.00	\$148.00
20	2	200-1064-00	2015-2019 FI SUV Rear Antenna Mount, Ka Band	\$45.00	\$90.00

**Group Total \$6,512.00**

Product	\$6,512.00	Sub-Total:	\$6,512.00
Discount	\$0.00	Sales Tax 0%	\$0.00
		Shipping & Handling:	\$0.00
		<b>Total: USD</b>	<b>\$6,512.00</b>

Payment Terms: Net 30 days

Vehicle Information:  
2019 Ford Interceptor SUV  
2016 Ford Interceptor SUV

*Request from Washburn Trucks*

*State Contract*

*2016 f next ver 2023*

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.



# Milaca Police

## To Protect and Serve

August 18, 2020

Dear Milaca City Council Members:

Attached to this letter are documents associated with a recent dog bite case in the city of Milaca. A dog was declared a Dangerous Animal as a result of the dog bite. The owner of the Dangerous Animal has chosen not to contest the declaration that the dog is a Dangerous Animal.

The owner must now abide by all conditions set forth by Minnesota Statutes 347.51, 347.515, and 347.52 as well as Milaca City Ordinance 95.12.

Milaca Police Department will oversee that all requirements are met and maintained. If requirements are not maintained Milaca Police Department will bring further enforcement against the owners as provided in Milaca City Ordinance 95.11.

I have included:

- Milaca Police Department supplemental reports from this incident
- Milaca city ordinance regarding Dangerous Animals
- A letter given to the owner of the Dangerous Animal regarding the declaration
- MN statute regarding requirements for Dangerous Dogs
- A photograph of the dog that was bitten during the incident

This police packet is being provided with the regular city council packet. If you have any questions please call at (320) 983-6166.

Respectfully,

A handwritten signature in black ink, appearing to read "Quinn R. Rasmussen".

Quinn R. Rasmussen  
Chief of Police

Quinn R. Rasmussen  
Chief of Police



The dog was released the following day and JARED was informed to self quarantine Thor until paperwork is provided.

Pictures of both dogs were taken and attached to media.

MPD, Officer Henry Harris #5312.

**Supplemental Report**

**ICR:** 20001522

**Last Modified:** 06-29-2020 1345

**Title:** Follow Up

**Created By:** Quinn Rasmussen

On 06-29-2020 at approximately 1100 hours I was spoke with LUCILLE MARIE MURPHY XXXX XXXXXXXXXXXX by phone regarding the dog attack that occurred. She told me that both her and JARED MICHAEL SPOLAR XXXX XXXXXXXXXXXX own the dog known as "Thor". She told me that Thor is a mix breed dog including a mix of Bull Dog, Shar Pei, and Chihuahua. She said Thor is approximately two years old. She said that they are aware that Thor has aggression issues. She said the dog is better once it gets to know someone.

I explained to LUCILLE that the dog would likely be designated a dangerous animal. I had a discussion with her regarding the ordinance specific to dangerous animals and guidelines that they would be required to follow. I told her that an official notice would be mailed or delivered to both her and JARED with the ordinance included.

MPD Officer Rasmussen #5301





# Milaca Police

## To Protect and Serve

July 17, 2020

Lucille Murphy & Jared Spolar  
XXX 5<sup>th</sup> St NW  
Milaca MN 56353

Dear Ms. Murphy & Mr. Spolar

Milaca Police Department received a complaint regarding a dog bite/attack that occurred on June 26, 2020 at about 7pm. The bite/attack occurred in the area of XXX 5<sup>th</sup> St NW, Milaca. The dog described as a Bull Dog/Shar Pei mix (Thor) left your yard and attacked another dog, mauling the dog about the body. An open wound on the stomach area of the dog was photographed by the responding officer. According to the investigation the dog is owned by Jared Spolar and resides in a home owned by Lucille Murphy.

Be advised that at this point your dog, Bull Dog/Shar Pei mix (Thor), is being declared a **dangerous animal**. The authority to declare a dog as a dangerous animal comes under Milaca City Ordinance 95.11. The dog displayed unusually aggressive behavior in an unprovoked attack that caused injury to another animal, the circumstances would indicate that the dog is a danger to public safety.

If you wish to contest the designation as a **dangerous animal** you must request a hearing concerning the dangerous dog declaration. Failure to do so within 14 days of the date of notice will terminate your right to a hearing. If an appeal request is made within 14 days of this notice, you must immediately comply with the requirements of Minnesota statute 347.52 paragraphs (a) and (c), and until such time as the hearing officer issues an opinion. If the hearing officer affirms the dangerous dog declaration, you will have 14 days from receipt of that decision to comply with all other requirements of Minnesota statute sections 347.51, 347.515, and 347.52. In the event that the declaration is upheld by the Hearing Officer, actual expenses of the hearing up to a maximum of \$1000.00 will be the responsibility of the dog's owner, the person claiming an interest in the dog.

Below is the request for hearing form that must be signed and returned to the Milaca Police Department within 14 days of the date of receipt of this letter.

<b>REQUEST FOR HEARING</b>			
I am requesting a hearing because I disagree with the Dangerous Animal declaration made by the Milaca Police Department.			
_____			
Printed Name			
_____			
Your signature	Your address	Your telephone	Date

Sincerely,

Quinn R. Rasmussen  
Chief of Police

Quinn R. Rasmussen  
Chief of Police

**347.51 DANGEROUS DOGS; REGISTRATION.**

Subdivision 1. **Requirement.** No person may own a dangerous dog in this state unless the dog is registered as provided in this section.

Subd. 2. **Registration.** An animal control authority shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence that:

(1) a proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children;

(2) a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the animal control authority in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner for any personal injuries inflicted by the dangerous dog;

(3) the owner has paid an annual fee of not more than \$500, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section; and

(4) the owner has had microchip identification implanted in the dangerous dog as required under section 347.515.

Subd. 2a. **Warning symbol.** If an animal control authority issues a certificate of registration to the owner of a dangerous dog pursuant to subdivision 2, the animal control authority must provide, for posting on the owner's property, a copy of a warning symbol to inform children that there is a dangerous dog on the property. The warning symbol must be the uniform symbol provided by the commissioner of public safety. The commissioner shall provide the number of copies of the warning symbol requested by the animal control authority and shall charge the animal control authority the actual cost of the warning symbols received. The animal control authority may charge the registrant a reasonable fee to cover its administrative costs and the cost of the warning symbol.

Subd. 3. **Fee.** The animal control authority may charge the owner an annual fee, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section.

Subd. 3a. **Dangerous dog designation review.** Beginning six months after a dog is declared a dangerous dog, an owner may request annually that the animal control authority review the designation. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the dangerous dog designation.

Subd. 4. **Law enforcement; exemption.** The provisions of this section do not apply to dangerous dogs used by law enforcement officials for police work.

Subd. 5. **Exemption.** Dogs may not be declared dangerous if the threat, injury, or damage was sustained by a person:

(1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;

(2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or

(3) who was committing or attempting to commit a crime.

Subd. 6. [Repealed, 1Sp2001 c 8 art 8 s 30]

Subd. 7. **Tag.** A dangerous dog registered under this section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times.

Subd. 8. **Local ordinances.** A statutory or home rule charter city, or a county, may not adopt an ordinance regulating dangerous or potentially dangerous dogs based solely on the specific breed of the dog. Ordinances inconsistent with this subdivision are void.

Subd. 9. **Contracted services.** An animal control authority may contract with another political subdivision or other person to provide the services required under sections 347.50 to 347.565. Notwithstanding any contract entered into under this subdivision, all fees collected under sections 347.50 to 347.54 shall be paid to the animal control authority and all certificates of registration must be issued in the name of the animal control authority.

**History:** 1988 c 711 s 2; 1989 c 37 s 6-10; 1991 c 195 s 1; 1994 c 550 s 2; 1997 c 187 art 3 s 32; 1Sp2001 c 8 art 8 s 16-18; 2008 c 325 s 3-7

**347.515 MICROCHIP IDENTIFICATION.**

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the dog's owner.

**History:** *1Sp2001 c 8 art 8 s 19*

**347.52 DANGEROUS DOGS; REQUIREMENTS.**

(a) An owner of a dangerous dog shall keep the dog, while on the owner's property, in a proper enclosure. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere with its vision or respiration.

(b) An owner of a dangerous dog must renew the registration of the dog annually until the dog is deceased. If the dog is removed from the jurisdiction, it must be registered as a dangerous dog in its new jurisdiction.

(c) An owner of a dangerous dog must notify the animal control authority in writing of the death of the dog or its transfer to a new location where the dog will reside within 30 days of the death or transfer, and must, if requested by the animal control authority, execute an affidavit under oath setting forth either the circumstances of the dog's death and disposition or the complete name, address, and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.

(d) An animal control authority shall require a dangerous dog to be sterilized at the owner's expense. If the owner does not have the animal sterilized within 30 days, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

(e) A person who owns a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.

(f) A person who transfers ownership of a dangerous dog must notify the new owner that the animal control authority has identified the dog as dangerous. The current owner must also notify the animal control authority in writing of the transfer of ownership and provide the animal control authority with the new owner's name, address, and telephone number.

**History:** 1988 c 711 s 3; 1Sp2001 c 8 art 8 s 20; 2008 c 325 s 8

## § 95.11 DANGEROUS ANIMALS.

(A) *Attack by an animal.* It shall be unlawful for any person's animal to inflict or attempt to inflict bodily injury to any person or other animal whether or not the owner is present. This section shall not apply to an attack by a dog under the control of an on-duty law enforcement officer or to an attack upon an uninvited intruder who has entered the owner's home with criminal intent.

(B) *Destruction of dangerous animal.* The Animal Control Officer shall have the authority to order the destruction of dangerous animals in accordance with the terms established by this chapter.

(C) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DANGEROUS ANIMAL.** An animal which has:

- (a) Caused bodily injury or disfigurement to any person on public or private property;
- (b) Engaged in any attack on any person under circumstances which would indicate danger to personal safety;
- (c) Exhibited unusually aggressive behavior, such as an attack on another animal;
- (d) Bitten one or more persons on two or more occasions; or
- (e) Been found to be potentially dangerous and/or the owner has personal knowledge of the same, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals.

**POTENTIALLY DANGEROUS ANIMAL.** An animal which has:

- (a) Bitten a human or a domestic animal on public or private property;
- (b) When unprovoked, chased or approached a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or
- (c) Engaged in unprovoked attacks causing injury or otherwise threatening the safety of humans or domestic animals.

**PROPER ENCLOSURE.** Securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A **PROPER ENCLOSURE** does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet the minimum requirements in M.S. § 343.4(1) through (3), as the amended from time to time.

**UNPROVOKED.** The condition in which the animal is not purposely excited, stimulated, agitated, or disturbed.

(D) *Designation as potentially dangerous animal.* The Animal Control Officer shall designate any animal as a potentially dangerous animal upon receiving evidence that the potentially dangerous animal has, when unprovoked, then bitten, attacked, or threatened the safety of a person or a domestic animal as stated in the definition in division (C). When an animal is declared potentially dangerous, the Animal Control Officer shall cause one owner of the potentially dangerous animal to be notified in writing that the animal is potentially dangerous.

(E) *Evidence justifying designation.* The Animal Control Officer shall have the authority to designate any animal as a dangerous animal upon receiving evidence of the following:

(1) The animal has when unprovoked, bitten, attacked, or threatened the safety of a person or domestic animal as stated in the definition in division (C); or

(2) The animal has been declared potentially dangerous and the animal has then bitten, attacked, or threatened the safety of a person or domestic animal as stated in division (C).

(F) *Authority to order destruction.* The Animal Control Officer, upon finding that an animal is dangerous hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on a written order containing one or more of the following findings of fact:

(1) The animal is dangerous as demonstrated by a vicious attack, an unprovoked attack, an attack without warning, or multiple attacks; or

(2) The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent injury to persons or other animals.

(G) *Procedure.* The Animal Control Officer, after having determined that an animal is dangerous, may proceed in the following manner:

(1) The Animal Control Officer shall cause one owner of the animal to be notified in writing or in person that the animal is dangerous and may order the animal seized or make orders as deemed proper. This owner shall be notified as to dates, times, places, and the parties bitten, and shall be given 14 days to appeal this order by requesting a hearing before a Hearing Officer as defined in M.S. § 347.541 as amended from time to time.

(2) If no appeal is filed, the orders issued will stand or the Animal Control Officer may order the animal destroyed.

(3) If an owner requests a hearing for determination as to the dangerous nature of the animal, the hearing shall be held before a Hearing Officer, who shall set a date for hearing not more than 14 days after demand for the hearing. The records of the Animal Control Officer or City Manager-Clerk's office shall be admissible for consideration by the Hearing Officer without further foundation. After considering all evidence pertaining to the temperament of the animal, the Hearing Officer shall make an order as deemed proper. The Hearing Officer may order the Animal Control Officer to take the animal into custody for destruction, if the animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the Animal Control Officer. The Hearing Officer shall issue a decision on the matter within 10 days after the hearing. The decision must be delivered to the dog's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the Animal Control Authority. In the event that the Animal Control Officer's declaration is upheld by the Hearing Officer, actual expenses of the hearing up to a maximum of \$1,000 will be the responsibility of the dog's owner.

(4) No person shall harbor an animal after it has been found by to be dangerous and ordered into custody for destruction.

(H) *Stopping an attack.* If any police officer or Animal Control Officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means the officer deems appropriate to bring the attack to an end and prevent further injury to the victim.

(I) *Notification of new address.* The owner of an animal which has been identified as dangerous or potentially dangerous shall notify the Animal Control Officer in writing if the animal is to be relocated from its current address or given or sold to another person. The notification shall be given in writing at least 14 days prior to the relocation or transfer of ownership. The notification shall include the current owner's name and address, the relocation address, and the name of the new owner, if any.

(Ord. 330, passed 1-17-02; Am. Ord. 410, passed 7-17-14) Penalty, see § 10.99

## § 95.12 DANGEROUS ANIMAL REQUIREMENTS.

(A) *Requirements.* If the Hearing Officer does not order the destruction of an animal that has been declared dangerous, the Hearing Officer may, as an alternative, order any of the following:

(1) The owner provides and maintains a proper enclosure for the dangerous animal as specified in § 95.11(C);

(2) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in M.S. § 347.51, as it may be amended from time to time;

(3) Provide and show proof annually of public liability insurance in the minimum amount of \$300,000;

(4) If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six feet in length) and under the physical restraint of a person 16 years of age or older. The muzzle must be of a design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration;

(5) If the animal is a dog, it must have an easily identifiable, standardized tag identifying the dog as dangerous affixed to its collar at all times as specified in M.S. § 347.51, as it may be amended from time to time;

(6) All animals deemed dangerous by the Animal Control Officer shall be registered with the county in which this city is located within 14 days after the date the animal was so deemed, and provide satisfactory proof thereof to the Animal Control Officer; and

(7) If the animal is a dog, the dog must be licensed and up to date on rabies vaccination. If the animal is a cat or ferret, it must be up to date with rabies vaccination.

(B) *Seizure.* The Animal Control Officer shall immediately seize any dangerous animal if the owner does not meet each of the above requirements within 14 days after the date notice is sent to the owner that the animal is dangerous. Seizure may be appealed to district court by serving a summons and petition upon the city and filing it with the district court.

(C) *Reclaiming animals.* A dangerous animal seized under division (B) above may be reclaimed by the owner of the animal upon payment of impounding and boarding fees and presenting proof to Animal Control that each of the requirements under division (A) is fulfilled. An animal not reclaimed under this section within 14 days may be disposed of as provided under § 95.11(F), and the owner is liable to the city for costs incurred in confining and impounding the animal.

(D) *Subsequent offenses.* If an owner of an animal has subsequently violated the provisions under § 95.11 with the same animal, the animal must be seized by Animal Control. The owner may request a hearing as defined in § 95.11(F). If the owner is found to have violated the provisions for which the animal was seized, the Animal Control Officer shall order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the person is found not to have violated the provisions for which the animal was seized, the owner may reclaim the animal under the provisions of division (C) above. If the animal is not yet reclaimed by the owner within 14 days after the date the owner is notified that the animal may be reclaimed, the animal may be disposed of as provided under § 95.11(F) and the owner is liable to the Animal Control for the costs incurred in confining, impounding, and disposing of the animal.

(Ord. 330, passed 1-17-02; Am. Ord. 410, passed 7-17-14)

MILACA PARKS COMMITTEE

August 4<sup>th</sup>, 2020

Members Present: Cory, Jordan, Joe, Gary

Council Liaison: Mayor Pete Pedersen

City Manager: Tammy Pfaff

Gary's report on park updates:

Parks are being sprayed with sanitizer every morning.

Speed bumps are installed in Rec Park.

Pickleball court signs are up, park board recommends moving 1 sign closer to driveway.

Water fountains for Trimble and Reineke ordered, but not installed due to covid.

New handicap accessible tables in splash pad shelter.

2 more pickleball courts added.

Gutters installed on splash pad shelter.

Exercise equipment installed in Rec Park.

Tables and chairs delivered in Gorecki building.

Sound boards installed in Gorecki building.

Landscape timbers and dirt put near Gorecki building.

8 tons of rubber mulch added to Reineke playground area.

Discussed basketball court area, there are 2 hoops at Public Works to be installed. Committee recommends getting 2 more hoops so there will be two courts. This purchase will come from fund 216.

*Motion by Jordan, Second Joe.*

It was decided the new splash pad shelter will not be reservable as it is in a busy area.

The current camera system was discussed, it is not working well, system is no longer supported, Gary's recommendation was to have Granite Ledge install new cameras and take over the maintenance of them for a price of \$15,407 from fund 216. (one more quote is needed, Gary will try and get this by the next council meeting) *Motion by Jordan, Second Pete.*

Tammy handed out the current cash balances for funds 216 and 217 and listed the estimated costs for the projects for 2020. Tammy requested that the fund 216 reserve \$75,000 for future repairs of equipment and building repairs. Park committee thought it would be a good idea.

Tammy brought pricing on kitchen equipment, discussion of purchasing a fridge/freezer combo, microwave, and 3 compartment sink. These would be purchased from Fund 216. Gary will work with Mary and get pricing on these.

Wheelchair accessible swing in Trimble was discussed. Overall everyone is disappointed in that swing, it is not as good as the salesman talked it up to be. Gary will call the company and see if they are willing to do anything to make it right. Park committee would also like a accessible swing in Rec park but it would have to be a better design.

Tammy discussed an adopt a park program that other cities are using. There was an article in the League of MN Cities magazine. Mary will work on implementing this program.

Discussion of a shelter in Trimble Park. That is the only park without a shelter, park committee wants a small shelter there, roughly 15' x 25' at a price of \$15,000 from Fund 216. *Motion by Jordan, Second Cory.*

Sound panels in the Gorecki building did help with the echo, Gary is recommending adding more at a cost of \$2,600 from Fund 216. *Motion Pete, Second Jordan*

Discussion of shelter naming in Rec Park. Mary will provide an online vote for naming the "new shelter" and the "small shelter". All shelters will also get signage.

Dog park / community board or display discussed. The park committee is interested in having a fenced dog park at the junction. This location would also have a large display featuring the different parks, activities, and attractions Milaca has to offer encouraging people to come into town. We will continue to look into pricing and ideas on this.

Jordan gave an update on the Milaca Trails Initiative. They have been tracking the volunteer hours on the trails. There is a new kiosk at the trailhead, they are working on refining the single track trails. Hoping to have a high school mountain bike event there in 2021. Joe brought up the idea of having a cross country meet on the trails. Jordan will discuss with Dave Dillan.

There was past discussion on setting aside donation money for Rec Fest, movies in the park, and candlelight ski event. Rec Fest will get \$10,000 spread out over 10 years at \$1,000 per year, movies in the park will get \$3,000 spread out over 3 years and the ski event will get \$500 for 2021. *Motion by Pete, Second Jordan.*

Park board donation requests

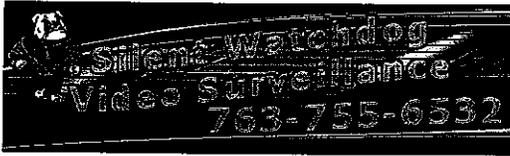
2 more basketball hoops – total of 4 new hoops will be installed in Rec Park: \$4,580

Sound panels for Gorecki building: \$2,600

Trimble Park shelter \$15,000

New camera system in Rec Park \$15,407

Events: Rec Fest will get \$10,000 spread out over 10 years at \$1,000 per year, movies in the park will get \$3,000 spread out over 3 years and the ski event will get \$500 for 2021.



12350 Holly St. N.W.  
 Coon Rapids, MN 55448  
 (763) 755-6532

# Estimate

Date	8/8/2020
Estimate #	202318

A Woodcrest Construction Inc. Company  
 Lic. #BC002004

## Surveillance Camera Proposal For:

City of Milaca  
 255 1st St. E  
 Milaca, MN 56353

Contact: Gary Kirkeby  
 Phone #: 320 362-4055  
 E-mail: gkirkeby@milacacity.com

Description	Qty
Location: Milaca City Recreation Park 435 2nd St NW Milaca, MN 56353	
Replace existing Hikvision NVR equipment with Panasonic I-PRO / Video Insight NVR system Use existing cameras connected to new NVR equipment	
Professional Tower, Intel i7 processor 3.4GHz, 16GB Ram, 18TB Video Storage, Solid state O.S Drive, VGA, HDMI, Windows 10 Pro 64BIT, Video Insight VI Monitor Plus software installed and configured. Includes 26" monitor, mouse and keyboard	1
Camera license fee for generic camera to be connected to Video Insight Software	16
Install wall mounted equipment box in pump room	1
Install 24 port network switch with 24 port POE IEEE 802.3af compatible in pump room	1
Connect 16 existing IP cameras to Panasonic Video Insight NVR	
Install labor for 4 additional cameras	4
17" x 14" x 6" NEMA3 rated weatherproof box	2
8 port network switch with 4 port POE IEEE 802.3af compatible	1
16 port network switch with 16 port POE IEEE 802.3af compatible	1
Advidia 3 Megapixel IR Vandal Dome 2.8MM - 12MM varifocal lens with IR night vision	3
Panasonic 5 Megapixel 360 degree fisheye Dome camera	1
Includes NVR setup, programming and configuration for all cameras including motion recording, exposure settings	1
Includes NVR software training and 1 year support (one time charge)	
*** Username and Passwords to all individual IP cameras must be available to connect to NVR or there will be an additional charge per camera to reset cameras to default configuration and reconfigure to local network settings.	
Cameras to be connected to local network via existing wireless point to point bridge antennas	
Yearly service and maintenance contract available, but not required	

Please call with any questions Tom (612) 867-6532	<b>Subtotal</b>	\$20,974.00
	<b>Sales Tax (7.375%)</b>	\$1,546.83
	<b>Total</b>	\$22,520.83

# **Granite Ledge**

**Electrical Contractors Inc.**  
**Commercial, Industrial, Residential**

July 21, 2020  
City of Milaca  
City Park Camera Upgrade

Granite Ledge Electric is pleased to provide our pricing for the following City Park NVR/Camera work.

Our quote includes the following:

**OPTION 1:** New NVR, Reuse all existing cameras, Add (3) 360° Fisheye Cameras, (1) vandal Dome

- Decommissioning of existing Hikvision NVR.
- Provide and install a wall mounted data shelf in pump room.
- Provide and install (1) 9TB NVR running DW Spectrum® IPVMS; includes a 22" monitor, keyboard and mouse. The DW Spectrum® IPVMS software makes it possible to reuse the existing Hikvision ONVIF compliant cameras.
- Provide and install three (3) 360° Fisheye Cameras: (1) located on the SW corner of the community building (overlooking the pickle ball courts/hockey rink, picnic shelter and splashpad – reusing existing cable), (1) located on the NE corner of the far picnic shelter (overlooking the picnic area and the skateboard park), (1) located in the back of the bandshell on the wall configured as a 180° camera.
- Provide and install (1) Vandal dome in the shelter closest to the community building – reusing existing cable.
- Provide and install (2) cat6 data runs for the cameras in new locations.
- Provide and install (1) 24-port Full Power POE switch in pump room.
- Provide and install a new electrical enclosure in far picnic shelter to replace the existing broken enclosure. This enclosure will be NEMA3 rated and have a lockable cover.
- Provide and install (1) 10-Port Full Power POE switch in far picnic shelter lockable electrical enclosure.
- Provide and install (1) new NEMA-3 approximately 12" x 12" electrical enclosure with a lockable cover on the outside of the bandshell replacing the existing camera termination box. Provide and install (1) duplex electrical receptacle in this enclosure.
- Installation of (1) 5-Port POE switch in the enclosure behind the bandshell.
- Includes NVR setup/programming, discovery of cameras, naming of cameras, adjusting camera views, setting up alerts/alarms/motion recording, installing camera licenses, creating users, etc.
- Includes 2-hours of end user training

Our price for the above-mentioned work is:

<b>Materials</b>	<b>\$ 9,895.00</b>
<b>Labor</b>	<b>\$ 2,965.00</b>
<b>Total</b>	<b>\$ 12,860.00</b>

**OPTION 2:** New NVR, replace existing cameras with new cameras, Add (3) 360° Fisheye Cameras, (1) vandal Dome

- Decommissioning of existing Hikvision NVR.
- Provide and install a wall mounted data shelf in pump room.
- Provide and install (1) 9TB NVR running DW Spectrum® IPVMS; includes a 22" monitor, keyboard and mouse.
- Provide and install (1) 24-port Full Power POE switch in pump room.
- Replace (4) existing indoor cameras with (4) 4MP turret cameras and up to (12) outdoor bullet cameras with (12) 4MP vandal dome cameras. Reuse all existing cables.
- Provide and install three (3) 360° Fisheye Cameras: (1) located on the SW corner of the community building (overlooking the pickle ball courts/hockey rink, picnic shelter and splashpad – reusing existing cable), (1) located on the NE corner of the far picnic shelter (overlooking the picnic area and the skateboard park), (1) located in the back of the bandshell on the wall configured as a 180° camera.
- Provide and install (1) Vandal dome in the shelter closest to the community building – reusing existing cable.
- Provide and install (2) cat6 data runs for the cameras in new locations.
- Provide and install a new electrical enclosure in far picnic shelter to replace the existing broken enclosure. This enclosure will be NEMA3 rated and have a lockable cover.
- Provide and install (1) 10-Port Full Power POE switch in far picnic shelter lockable electrical enclosure.
- Provide and install (1) new NEMA-3 approximately 12" x 12" electrical enclosure with a lockable cover on the outside of the bandshell replacing the existing camera termination box. Provide and install (1) duplex electrical receptacle in this enclosure.
- Installation of (1) 5-Port POE switch in the enclosure behind the bandshell.
- Includes NVR setup/programming, discovery of cameras, naming of cameras, adjusting camera views, setting up alerts/alarms/motion recording, installing camera licenses, creating users, etc.
- Includes 2-hours of end user training.

Our price for the above-mentioned work is:

<b>Materials</b>	<b>\$ 10,572.00</b>
<b>Labor</b>	<b>\$ 4,835.00</b>
<b>Total</b>	<b>\$ 15,407.00</b>

- Monday through Friday 7:00 AM to 5:00 PM CST, unless otherwise arranged.
- ❖ **After hours, weekend, and holiday service is available:**
  - For planned and emergency requests

## Schedule

- Granite Ledge Electric will determine daily labor requirements to complete the Scope of Work.
- Unless noted otherwise, pricing is based upon a standard work week of Monday through Friday, 7:00 AM to 3:30 PM, excluding any Granite Ledge Electric's recognized holidays.
- Unless expressly waived by Granite Ledge Electric, any changes to the project schedule require advanced written notice.
- Granite Ledge Electric is not responsible for schedule revisions that are due to reasons beyond its control, including, but not limited to, the performance of other trades or the inability to obtain access to work areas. Should such revisions result in delay claims or damages, or any other claimed losses, Granite Ledge Electric expressly disclaims all liability associated with such claims. Such revisions may also result in changes to the Pricing offered in this Scope of Work and include all charges related to such change, including, but not limited to, expedited delivery expenses, differential, and overtime expenses.
- All schedule changes are subject to available personnel.

## Warranty\*

- Granite Ledge Electric shall provide a 1-year warranty from the date of substantial completion against defects in workmanship for the work performed under this Scope of Work.
- The repair or replacement of a defective component under the terms and conditions of the manufacturers' warranty would not include the cost of labor required to repair or replace the defective component. Warranty work will be scheduled during standard work week hours.
- In addition to any other limitations or disclaimers herein, the warranties provided in this Agreement do not cover damage, defects, malfunctions or failure caused by Granite Ledge Electric Electrical Contractors Inc. or by third parties, or by other events out of Granite Ledge Electric's reasonable control, such as power failure or surges, lightning, fire, flood, and accident.
- All New Cameras and equipment come with a manufacturer 5-year Limited Warranty.

*\*Additional warranty services and post-warranty repair and preventative maintenance agreements are available through Granite Ledge Electric's Support team.*

## Systems Support Services

For repairs related to the Granite Ledge Electric installed systems at 20 Washington Square, contact the Systems Support Team at 320-294-5557. Be prepared to describe the issue, the location of the issue, the contact information of the requestor, and any other relevant information needed to assess and make appropriate plans for resolution. Standard hourly rates apply.

- ❖ **Phone and Email Coverage** is available:
  - During standard business hours
  - During standard business days, Monday through Friday (excluding national holidays)
  - Between 7:30 AM and 4:00 PM CST
- ❖ **Technician on-site support** is available:

Office: 320-294-5557 • Fax: 320-294-5997 • 15436 130<sup>th</sup> St., Foreston, MN 56330

## Terms & Conditions

- Information contained herein, whether in part or in whole, is the property of Granite Ledge Electric and shall remain *confidential* until such time that a contract between Granite Ledge Electric and City of Milaca is fully executed.
- Should City of Milaca request Granite Ledge Electric perform any work outside this Scope of Work, the change request shall be made in the form of a written change order from designated client contact. Granite Ledge Electric shall not be obligated to perform any such additional work until such change order is timely reviewed and approved by Granite Ledge Electric.
- Granite Ledge Electric shall not be responsible for system failures or data loss due to lack of maintenance, neglect, network failures, or user inflicted malfunctions.
- Payment will be due no later than thirty (30) days of receipt of Granite Ledge Electric's invoice.
- All pricing under this Scope of Work remains valid for thirty (30) days.
- Our price includes all known tax, including sales or "other" taxes imposed on the sale of goods or services. Additional "other" taxes, including tariffs in effect, will be added to the price at the time the goods or services are performed. Buyer agrees to reimburse Granite Ledge Electric for any such tax or provide an acceptable purchasing agent agreement allowing for tax exemption.
- Please be advised this proposal does not account for impacts that could arise from the disruption of material supply, shipping/logistics, and labor availability issues resulting from the Coronavirus. At this point, the potential impacts to our price and/or schedule is unknown and outside our control, thus not quantifiable. Should these potential impacts become real, we will revise our proposal to include any price and/or schedule adjustments that may be necessary. We apologize for any inconvenience this may cause.

## Exclusions

Unless specifically identified in the scope of work, pricing does not include the following:

- Any and all access control cable materials and/or installation
- Any and all installation services (Union Technician Labor)
- Electrical service to all equipment
- Conduit and low voltage pathway
- Millwork/Custom Fabrications and/or Building Modifications
- Network equipment, Patch Panels, Patch Cables, Power over Ethernet devices, and administration
- Door hardware installation or service
- Power supplies located at the door
- Lift/Boom Truck Rental, Scaffolding, etc.
- Permits
- Premium time
- Expedited freight

Thanks for the opportunity,  
Kenneth Lierman, RCDD  
320-294-5557  
320-496-4981  
[kenlierman@graniteledgeelectric.com](mailto:kenlierman@graniteledgeelectric.com)

Reference: **Camera Styles**

**Vandal Dome:**



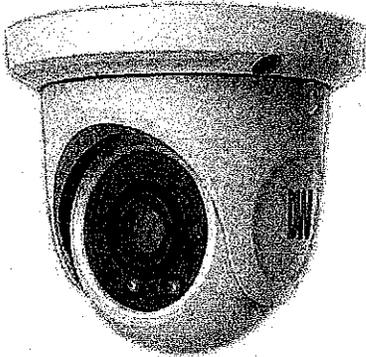
**Bullet:**



**Fisheye:**



**Turret:**

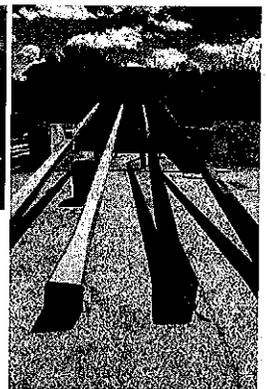
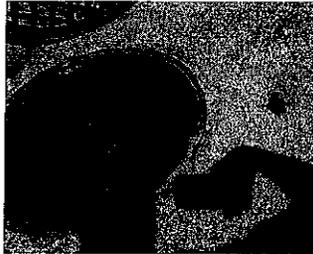


# Milaca Public Works

## *Supervisor's Report for July - August*

### **Public Works:**

- CSAH 2 & 32 construction continues, water and sewer done downtown. Watermain east of central starts Tuesday.
- City lighting from downtown being repainted/converted to LED at PW shop.
- Scheduling and replacing roughly 12 water meters per week.
- Main Liftstation pump pulled and rebuilt.
- Built stanchions for election distancing.
- Broken water valve on Central Ave dug and replaced.
- Collapsing Manhole on 3<sup>rd</sup> ave SW by building center being excavated and fixed on Monday 8/24.



### **Parks:**

- Mowing parks.
- Trailhead modifications to allow bikes to access more easily.
- Sound dampening panels installed in Gorecki building.
- Weed spraying in parks.
- Older skate park equipment moved to new pad.



### **Airport:**

- City's Judd hanger fixed up, will be rented this month.
- Mowing
- State inspection report came back, 4 trees to be cut down.
- Locates and core samples being taken for upcoming project.



**General Information**

Township/City: MILACA

Taxpayer Name: MILACA/CITY OF

Taxpayer Address: 255 1ST ST E  
MILACA MN 56353

Property Address: 210 8TH ST NE

Township: 38

Range: 27

Section: 25

Plat: 561 - MILACA INDUSTRIAL PARK

Acres: 0

Legal Description: LOT 9 & 10 BLK 2

Rural Service District: 0

Tax Increment: No

School District: 912 - MILACA SCHOOL DIST

**Tax Information**

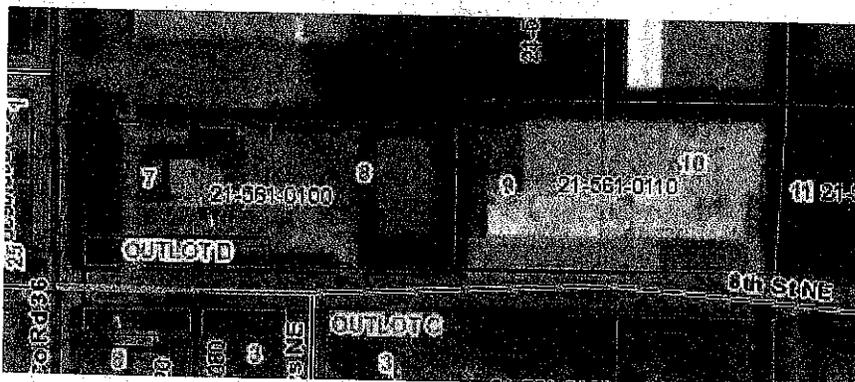
Class: MUNICIPAL PROP ALL OTHER

Homestead: NON HOMESTEAD

Estimated Land Value: \$23,600.00

Estimated Building Value: \$0.00

Estimated Total Value: \$23,600.00



**MASTER AGREEMENT FOR PROFESSIONAL SERVICES  
AIRPORT PLANNING, ENGINEERING AND CONSTRUCTION SERVICES  
AUGUST 2020 THROUGH AUGUST 2025**

**MILACA MUNICIPAL AIRPORT  
CITY OF MILACA, MINNESOTA**

This Agreement, made this \_\_\_\_ day of August 2020, by and between the City of Milaca, 255 First Street East, Milaca MN 56353 Milaca, hereinafter referred to as CLIENT, and BOLTON & MENK, INC., 12224 Nicollet Ave South, Burnsville MN 55337, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CLIENT requires professional services in conjunction with future airport planning, engineering and construction services as listed in the ACIP for the Milaca Municipal Airport and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT throughout the 5-year Airport Consultant Selection period.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

**SECTION I - CONSULTANT'S SERVICES**

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in future Work Orders.
- B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in Work Orders or as described in Paragraph IV.B.

**SECTION II - THE CLIENT'S RESPONSIBILITIES**

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include but shall not be limited to boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations in CLIENT's possession. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon both public and private portions of the project and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.
- F. The CLIENT shall provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for completion of the consultant services described in this agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the project.
- H. The CLIENT will hire, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement.

### SECTION III - COMPENSATION FOR SERVICES

#### A. FEES.

1. The CLIENT will compensate the CONSULTANT for performance of Agreement services as described in future Work Orders.

- a. Additional Construction Services

The CONSULTANT and CLIENT agree that the duration of the construction activity is dependent upon factors that are outside of the control of the CONSULTANT, such as weather, site conditions, contractor experience, contractor expertise, contractor scheduling and contractor efficiency. When the extent of these construction services beyond the control of the CONSULTANT occurs, the CLIENT agrees that the CONSULTANT will be reimbursed for additional Construction Services in excess of the budget stated in the Work Order. Compensation shall be based on the standard hourly rate for the individuals providing services on the project. The CLIENT may request an estimate of additional costs from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

2. Basic Services and Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed in accordance with the rate schedule attached to the Work Order. This schedule is subject to change at the start of each new year.
3. In addition to the foregoing, CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for the following Direct Expenses when incurred in the performance of the work.
  - a. CLIENT approved outside (facilities not owned by CONSULTANT) computer services.
  - b. CLIENT approved outside professional and technical services.
  - c. Identifiable reproduction and reprographic charges.
  - d. Other costs for such additional items and services that the CLIENT may require the CONSULTANT to provide to fulfill the terms of this Agreement.
4. Additional services as outlined in Section I.B and described in Section I.A. will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.2.

- B. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the rates specified in the Work Order.

#### SECTION IV - GENERAL

##### A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions. No warranty, express or implied, is made.

##### B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope of the project from that described in Section I and/or the applicable addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. The CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such additional services. The CLIENT may request an estimate of additional cost from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

##### C. LIMITATION OF LIABILITY

CONSULTANT shall indemnify, defend, and hold harmless CLIENT and its officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CONSULTANT'S employees, agents, or subconsultants.

CLIENT shall indemnify, defend, and hold harmless CONSULTANT and its employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CLIENT'S employees, agents, or consultants.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder. The CLIENT agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of the paragraph.

D. INSURANCE

The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage.

The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, general liability insurance coverage insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,500,000.

During the period of design and construction of the project, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services required by this agreement, providing that such coverage is reasonably available at commercially affordable premiums. For purposes of this agreement, "reasonably available" and "commercially affordable" shall mean that more than half of the design professionals practicing in this state in CONSULTANT'S discipline are able to obtain coverage. The professional liability insurance policy shall provide coverage for each occurrence in the amount of \$1,000,000 and annual aggregate of \$1,500,000 on a claims-made basis.

Upon request of CLIENT, CONSULTANT shall provide CLIENT with certificates of insurance, showing evidence of required coverages.

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not be responsible for the means, methods, techniques, schedules or procedures of construction selected by the contractor or the safety precautions or programs incident to the work of the contractor.

#### G. USE OF ELECTRONIC/DIGITAL DATA

Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the PROJECT is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees). Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. Unless distribution of electronic data to third parties is explicitly authorized or required by this AGREEMENT, the distribution of electronic data from CONSULTANT to the CLIENT shall be for the sole benefit of the CLIENT and any release of such electronic data to third parties by the CLIENT for reuse or adaptation without written approval of CONSULTANT shall be at CLIENT's sole risk without liability or legal exposure to the CONSULTANT.

#### H. REUSE OF DOCUMENTS

Drawings and Specifications and all other documents (including electronic versions of any documents) prepared or furnished by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect of the Project and CONSULTANT shall retain exclusive ownership and property interest therein whether or not the Project is completed. The CONSULTANT shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including the copyright. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or any other entity without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify, defend and hold harmless CONSULTANT from all claims, damages, losses and expenses arising out of or resulting there from. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

#### I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or

generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of five years or such other explicitly identified completion period, after which time the Agreement may be extended upon mutual agreement of both parties.

K. PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within forty-five (45) days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. In addition after giving seven days' written notice to CLIENT, CONSULTANT may, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

L. TERMINATION

This Agreement may be terminated by either party for any reason or for convenience by either party upon thirty (30) days written notice, unless for cause in which event it may be terminated upon seven (7) days written notice.

In the event of termination, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

**The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota.

P. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall first be submitted to mediation. Disputes not resolved by mediation shall then be submitted to arbitration in accordance with provisions of the Construction Industry Arbitration Rules of the American Arbitration Association. CONSULTANT and the CLIENT agree to require an equivalent dispute resolution process governing all contractors, sub-contractors, suppliers, consultants, and fabricators concerned with this project.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section IV of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. SECTION 508 OF THE REHABILITATION ACT

All electronic Information Technology (IT) procured, developed, maintained or used as part of this Contract shall comply with Section 508 standards.

T. AUDIT REVIEW

The CLIENT, MnDOT, or any of the duly authorized representatives shall have access to any books, documents, papers, and records of consultants, which are directly pertinent to a specific grant program, for the purpose of making audits, examinations, excerpts, and transcriptions. CONSULTANT shall maintain all required records for 3 years after the sponsor makes final payment and all other pending matters are closed.

SECTION V - SIGNATURES

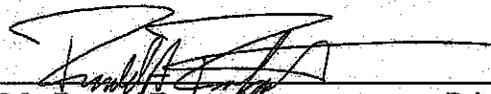
THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Milaca, Minnesota

CONSULTANT: Bolton & Menk, Inc.

\_\_\_\_\_  
Mr. Harold "Pete" Pedersen Mayor

  
\_\_\_\_\_  
Mr. Ronald Roetzel Principal

\_\_\_\_\_  
Ms. Tammy Pfaff City Manager



**BOLTON  
& MENK**

Real People. Real Solutions.

**WORK ORDER #3  
TO  
PROFESSIONAL SERVICES CONTRACT  
(DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION SERVICES)**

**TAXIWAYS REHABILITATION- PHASE 1**

**MILACA MUNICIPAL AIRPORT (18Y)  
MILACA, MINNESOTA**

**BETWEEN:** The City of Milaca,  
A Minnesota municipal corporation **(CLIENT)**

**AND:** Bolton & Menk, Inc. **(CONSULTANT)**

**EFFECTIVE DATE:** August \_\_\_\_, 2020

**RECITALS**

1. City owns and operates the Milaca Municipal Airport located near Milaca, Minnesota.
2. This is Work Order #2 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective \_\_\_\_\_ 2020, is referred to herein as the "Master Agreement".

**AGREEMENT**

**DESCRIPTION**

The CONSULTANT agrees to provide Design, Bidding, Construction and Grant Administration Services for the Taxiways and Apron Rehabilitation – Phase 1 project at the Milaca Municipal Airport (herein referred to as the **Project**).

**I.A. BASIC SERVICES**

**PROJECT UNDERSTANDING**

The proposed project will be Phase 1 of a series of projects to rehabilitate the existing airfield pavements. This phase includes the rehabilitation of the two main taxiways as these pavements have deteriorated and have exceeded their useful life. Funding for this project will be through State grant and Local funds.

**BASIC SERVICES**

For purposes of this Work Order, the Basic Services to be provided by the CONSULTANT are as follows:

**1. DESIGN & BID ADMINISTRATION****1.1. Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with MnDOT and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. Meetings with the Sponsor shall also determine the need for topographical surveying and pavement/geotechnical testing. It is anticipated that there will be a maximum of 2 meetings with the Sponsor and/or the MnDOT, to review pavement eligibility and project limits.

1.1.1. The task includes determining which form of rehabilitation is needed

**1.2. Project Meetings and Coordination with Sponsor, State, MnDOT, etc. Consultant shall coordinate with the subconsultants, sponsor, State, MnDOT and other applicable agencies to complete the work elements in Phase 1.**

1.2.1. The task includes two meetings at the Airport, attended by the Project Manager. The Consultant will prepare for and conduct up to two (2) meetings with the Airport Sponsor to present the findings of the design phase and any alternatives and recommendations for the project. The result of the meeting(s) will be an agreed upon project design parameters to proceed forward with final construction documents.

1.2.2. Coordination with MnDOT, State, Local agencies, subconsultants, etc. The Consultant shall coordinate the project parameters and criteria with the project stakeholders including the MnDOT, State, Sponsor, and Project Manager.

1.2.3. This task includes one progress meeting per week will be held, one-half hour in duration, with all design team members through the duration of the design phase.

**1.3. Topographical Surveying**

1.3.1. Coordination to collect existing data and locate utilities. This task includes data collection, as-built plan set review, and research of available existing survey information in order to gather information on existing topography and utilities. This also includes coordination for field utility locates with the Sponsor and MnDOT.

1.3.2. Survey control. Survey control will be established and used for design surveys. The Consultant will provide a drawing showing the location of the existing or established control for the project and perform necessary bench loop and traverse procedures to verify accuracy of vertical and horizontal control points. If applicable, the Consultant will establish runway end coordinates and centerline alignments and tie these into the project survey control. One trip will be required for a two-person survey crew to establish survey control for the project.

1.3.3. Field work. Survey work will include all utilities; pavement center, edges, and intermediate shots; ground shots; lights; signs; drainage structures; and electrical duct markers and hand holes. It is anticipated that the field work will require five trips to the airport by a two-person survey crew.

1.3.4. Convert survey data for design software. This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling. Included are the following separate tasks:

- Establish design coordinate plan with Sponsor/State to be used for CADD drawings
- Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing
- Verify survey data from previous project with latest field survey
- Sort all data points by layers and description for computer modeling
- Verify surveyor horizontal and vertical control
- Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences and other miscellaneous entities
- Generate three-dimensional contour model from the DTM.
- Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features

1.4. Aeronautical Survey (Not required for this project)

1.5. Geotechnical Investigation

- 1.5.1. Coordination to schedule geotechnical work. This task includes data collection and review of available geotechnical records in order to gather information on existing soil conditions and past geotechnical or pavement test results. Coordination will be done with the geotechnical subconsultant to schedule work and establish any work constraint parameters.
- 1.5.2. Establish project testing requirements. The Consultant shall determine the type and frequency of geotechnical testing required for the project. The testing shall consider such items as pavement type, design methodology, type of wheel loading, and weight of design aircraft. Determine soil boring locations and frequency of testing. Develop a project sketch showing location and coordinates of borings. Determine soil sampling locations and types of soils testing required.
- 1.5.3. Field work. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: Six (6) soil borings to a depth of 10 feet, two (2) subgrade standard proctors, two (2) California Bearing Ratio test, and two (2) pavement cores.
- 1.5.4. Analyze data. After receiving the testing report from the geotechnical firm, the Consultant will analyze the data and any existing geotechnical data received from Sponsor, consisting of the following tasks:
- Review geotechnical recommendations

necessary to establish the construction requirements of the project. Standard specifications will be assembled and reviewed for relevancy to the project. In addition, supplement specifications will be included, where deemed necessary.

1.10.4. Prepare preliminary contract documents

The Consultant will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the Owner for review by the Owner. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

1.10.5. Prepare preliminary special provisions

The Consultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification.

1.10.6. 90% Review Set

Following the completion of the preliminary plans and specifications, the Engineer will submit a set of drawings and specifications to the Sponsor for their review.

1.10.7. Prepare Preliminary Cost Estimate

Calculate estimated preliminary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Consultant will then use recent bid prices and industry standards to prepare a preliminary costs estimate.

1.11. Prepare Final Plans and Specifications and Cost Estimate

1.11.1. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review of the 90% submittal.

1.11.2. Prepare Final Cost Estimate

Using the final quantities calculated following the completion of the plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.

1.12. Prepare Construction Management Plan (Not required for this project)

1.13. Prepare Disadvantaged Business Plan (DBE) (Not required for this project)

1.14. Prepare Advertisement for Bids and Bid Documents

Consultant shall prepare, reproduce and distribute a total of 10 sets of bidding documents for the project. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of advertising. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The

consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.

#### 1.15. Respond to Bidders Questions

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

#### 1.16. Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the MnDOT. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.

#### 1.17. Bid Opening

The Consultant will not attend the bid opening.

#### 1.18. Bid Review and Bid Tabulation

Consultant shall advise Board as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

#### 1.19. Prepare Recommendation for Award

The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

#### 1.20. Prepare Grant Application (Not required for this project)

#### 1.21. Environmental Review, CATEX (Not required for this project)

## 2. CONSTRUCTION ADMINISTRATION

### 2.1. Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, State, Federal Aviation Administration (MnDOT) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the

to include conducting construction progress meetings. Coordinate with Owner's Representative including:

- Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the Client.
- Meet with the Client for consultation and advice during construction.

- 2.5.9. Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work
- 2.5.10. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- 2.5.11. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.
- 2.5.12. Retain and review payroll reports of each contractor and subcontractor and monitor Contractor's compliance with paying employees as per established State Prevailing Wages and/or Federal Davis Bacon requirements.

## 2.6. Resident Project Representative (RPR)

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **20 Working Days**. This will include four (4) field visits by the Project Manager.

Resident Project Representative Services shall be completed in accordance with the attached Exhibit I-1, and shall include, but are not limited to, the following:

- 2.6.1. Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
- 2.6.2. Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods. Conduct wage rate interviews and provide to Project Engineer.
- 2.6.3. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements,

safety problems, and changes required.

- 2.6.4. Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- 2.6.5. Evaluate possible material substitutions as requested by the Contractor.
- 2.6.6. Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports.
- 2.6.7. Measure and compute as-built quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- 2.6.8. Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- 2.6.9. Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- 2.6.10. Attend and participate in construction progress meetings.
- 2.6.11. Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
- 2.6.12. Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

## 2.7. Final Inspection and Documentation

### 2.7.1. Final Inspection

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and MnDOT representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

### 2.7.2. Final Punch List

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

### 2.7.3. Final Construction Certifications

- 2.7.4. Once all of the punch list items have been completed to the satisfaction of the Sponsor, State and MnDOT, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

## 2.8. As-Built Plans and Equipment Manuals and Materials Book

- 2.8.1. The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the

drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.9. Prepare Construction Management Report (Not required for this project)

2.10. Update Airport Layout Plan (Not required for this project)

2.11. Project Closeout

Prepare the closeout documentation. The CONSULTANT may prepare the closeout document within 90 days of final payment to the contractor. Closeout documentation shall include, but may not be limited to, the following:

- a. Sponsor Cover Letter
- b. Final Project Cost Summary

Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for grant closeout. The closeout report elements include a project summary, final certifications, summary of grant payments, and outlay report. This work includes preparation of the report, coordination with the Airport and State, and preparation of final documents for Airport approval. The CLIENT will furnish copies of all administrative costs, as well as paperwork related to previous grant reimbursement (drawdown) requests.

## **I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Any construction surveying required for the Project.
3. Additional geotechnical investigation required for the Project.
4. Update Airfield Signage Plans.
5. Additional Field Investigation required beyond those specified.
6. Completion of additional special studies not identified in Section I.A..
7. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
8. Attendance of additional meetings beyond those identified in the above scope.
9. All other services not specifically identified in Section I.A.

**I.C. CONSIDERATION**

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

**TASK 1 – DESIGN & BID ADMINISTRATION**

- Preliminary Design (Tasks 1.1-1.7) \$ 7,950.00 (lump sum)
- Final Design and Bidding (Tasks 1.8-1.21) \$ 13,710.00 (lump sum)
- Soils Testing for Design \$ 6,520.00 (not to exceed)

SUBTOTAL TASK 1: \$ 28,180.00

**TASK 2 – CONSTRUCTION ADMINISTRATION**

- Construction Admin and RPR \$ 17,340.00 (hourly not to exceed)
- Construction Materials Testing \$ 4,360.00 (estimated)

SUBTOTAL TASK 2: \$ 21,700.00

**TOTAL AUTHORIZED FEE \$ 49,880.00**

**Funding Layout:**

Estimated State Share (95%)	\$ 47,386.00
Estimated Local Share (5%)	\$ 2,494.00

Progress payments shall be made in accordance with the fee schedule attached and Section III of the Master Agreement.

**I.D. SCHEDULE**

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.

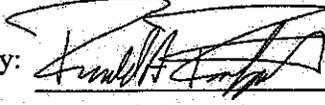
<b>TASK</b>	<b>SERVICE DESCRIPTION</b>	<b>DATE</b>
1	DESIGN & BID ADMINISTRATION	August – September 2020
2	CONSTRUCTION ADMINISTRATION	October 2020 – June 2021

**I.E. AUTHORIZATION**

**City of Milaca**

**Bolton & Menk, Inc.**

By: \_\_\_\_\_  
Date

By:  \_\_\_\_\_ 8/4/2020  
Date  
Ronald A. Roetzel, P.E.  
Aviation Services Manager

Attest: \_\_\_\_\_  
\_\_\_\_\_

**Attachments:**

Exhibit I – Project Fee Breakdown

Exhibit II – Bolton & Menk 2020 Fee Schedule



**PROJECT FEE ESTIMATE**

CLIENT: MILACA MUNICIPAL AIRPORT (18Y)		DATE: 8/4/2020					
PROJECT: TAXIWAYS REHABILITATION - PHASE 1		PREPARED BY: RAR					
Task	Task Description	Estimated Person Hours Required					Totals
		Sr. Eng.	Design Eng.	Surveyor	Planner	Admin.	
<b>1</b>	<b>Design &amp; Bid Administration</b>						
1.1	Project Scoping	6	4	0	4	0	14
1.2	Project Meetings and Coordination	6	4	0	0	0	10
1.3	Topographical Survey	0	0	24	0	0	24
1.4	Aeronautical Survey						
1.5	Geotechnical Investigation	1	0	2	0	0	3
1.6	Project Layout Sheet	1	2	0	0	0	3
1.7	FAA Design Report and Form 5100						
1.8	Construction Safety and Phasing Plan (CSPP)	1	2	0	0.5	0	3.5
1.9	Modification of Airport Design Standards						
1.10	Prepare Prelim. Plans, Specs., and Cost Est.	10	36	0	0	0	46
1.11	Prepare Final Plans, Specs., and Cost Est.	4	20	0	0	0	24
1.12	Prepare Construction Management Plan						
1.13	Prepare Disadvantaged Business Plan (DBE)						
1.14	Prepare Advertisement for Bids and Bid Docs	1	1	0	0	6	8
1.15	Respond to Bidders Questions	4	2	0	0	0	6
1.16	Prepare and Distribute Addendums	2	2	0	0	2	6
1.17	Pre-Bid Meeting and Bid Opening	4	0	0	0	0	4
1.18	Bid Review and Bid Tabulation	1	1	0	0	2	4
1.19	Prepare Recommendation for Award	1	1	0	0	0	2
1.20	Prepare Grant Application						
1.21	Environmental Review, CATEX						
	<b>Total Person Hours</b>	<b>42</b>	<b>75</b>	<b>26</b>	<b>4.5</b>	<b>10</b>	<b>157.5</b>
	Total Direct Labor Cost	\$2,520.00	\$2,325.00	\$988.00	\$180.00	\$250.00	\$6,263.00
	Overhead Rate	\$5,059.66	\$4,668.14	\$1,983.71	\$361.40	\$501.95	\$12,574.85
	<b>Subtotal Labor Cost</b>						<b>\$18,837.85</b>
	Fixed Fee x Subtotal Labor Cost						\$2,825.68
	<b>Total Task 1 (Fixed Lump Sum)</b>						<b>\$21,660.00</b>
	<b>Direct Expenses</b>						
	Geotechnical Investigation						\$6,520.00
	<b>Total Expenses Task 1</b>						<b>\$6,520.00</b>
	<b>Subtotal Task 1</b>						<b>\$28,180.00</b>
	<b>ROUNDED TASK 1:</b>						<b>\$28,180.00</b>
Task	Task Description	Estimated Person Hours Required					Totals
		Sr. Eng.	Design Eng.	Surveyor	Planner	Admin.	
<b>2</b>	<b>Construction Administration</b>						
2.1	Pre-Construction Meeting	2	2	0	0	0	4
2.2	Initial Construction Layout	0	2	0	0	0	2
2.3	Prepare Construction Management Plan (CAMP)						
2.4	Prepare Contract Manuals	1	2	0	0	4	7
2.5	Construction Management Services	8	0	0	0	0	8
2.6	Resident Project Representative Services	0	0	0	0	0	0
	Number of Days	2	14	0	0	0	
	Hours Per Day	6	6.5	10	10	10	
	<b>Total Hours</b>	<b>12</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>
2.7	Final Inspection and Documentation	2	4	0	0	0	6
2.8	As-Built Plans	1	2	0	0	0	3
2.9	Prepare Construction Management Report						
2.10	Update Airport Layout Plan						
2.11	Project Closeout	1	0	0	0	4	5
	<b>Total Person Hours</b>	<b>27</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>138</b>
	Total Direct Labor Cost	\$1,620.00	\$3,193.00	\$0.00	\$0.00	\$200.00	\$5,013.00
	Overhead Rate	\$3,252.64	\$6,410.91	\$0.00	\$0.00	\$401.56	\$10,065.10
	<b>Subtotal Labor Cost</b>						<b>\$15,078.10</b>
	Fixed Fee x Subtotal Labor Cost						\$2,261.72
	<b>Total Task 2 (Cost Plus a Fixed Fee, NTE)</b>						<b>\$17,340.00</b>
	<b>Direct Expenses</b>						
	Geotechnical Investigation						\$4,360.00
	<b>Total Expenses Task 2</b>						<b>\$4,360.00</b>
	<b>Subtotal Task 2</b>						<b>\$21,700.00</b>
	<b>ROUNDED TASK 2:</b>						<b>\$21,700.00</b>
<b>TOTAL PROJECT FEE</b>							<b>\$49,880.00</b>

# 2020 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2020. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$195-280/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$145-225
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$120-210
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$115-200
Project Engineer/Surveyor/Planner/Landscape Architect	\$90-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$90-190
Specialist (Nat. Resources, GIS, Traffic, Graphics, Other)	\$70-175
Senior Technician (Inc. Construction, GIS, Survey)	\$90-180
Technician (Inc. Construction, GIS, Survey)	\$60-155
Administrative/Corporate Specialists	\$55-135
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

*1 No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.*

# RECONSTRUCT AIRFIELD PAVEMENT

MILACA MUNICIPAL AIRPORT (18Y)

# PHASING LAYOUT

DECEMBER 2019



## LEGEND

-  PHASE 1 TAXIWAYS  
(24,040 SF)
-  PHASE 2 APRON  
(22,885 SF)
-  PHASE 3 TAXILANES  
(27,969 SF)



Emergency Personnel Planning Policy. (From March Council meeting)

Discussion of the council to determine how staff would be paid should they become ill from the COVID-19. Full-time employees diagnosed with the COVID-19 virus, the city will pay them 100% of the regular pay for 14 days. Part-time employees, the city will pay 100% of the regular pay based on the part-time employee's average hours over a six-month period. Usage- this leave shall be used for reasonable absences for themselves or relatives (employee's children, spouse, parent, grandchild, step-child, or step-parent). Revised August 20<sup>th</sup>, 2020. No deduction of sick time, and the employee will continue to accrue sick and vacation time. The council limited this pay for a period of 30 days.

Employees will need note from a doctor stating they have tested positive for the COVID-19 virus. (Physician note amended June 21, 2020) Should a department be closed they are due the paid leave, when paid leave is expired, then employees would use sick or vacation to cover hours. If work is available in other departments, staff can work elsewhere within the city. Full time employees who become ill with COVID-19 are eligible for short-term disability if diagnosed by a physician.

**Quarantine Guidelines- City attorney recommended to follow the Families First Coronavirus Act (FFCRA)**

Qualifying reasons under the FFCRA.

1. is subject to a Federal, State, or local quarantine of isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described I (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S Department of Health and Human Services.

# FEDERAL EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires the Federal government to provide all of its employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, the Federal government must provide Federal employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; and
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total.

Federal employees including those not covered under Title I of the FMLA can receive either ⅔ of the higher of their regular rate of pay, or the applicable state or Federal minimum wage for the two-week period for qualifying reason #5 below. However, for leave under qualifying reason #5, Federal employees covered under Title I of the FMLA can receive 10 additional weeks of expanded family and medical leave for reason #5 below, up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

All Federal employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Federal employees who are covered under Title I of the FMLA and have been employed for at least 30 days prior to their leave request are eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Most federal employees are not covered under Title I of the FMLA and so would not be eligible for partially paid expanded family and medical leave. Please consult with your agency to determine whether you are covered under Title I of the FMLA. The Office of Personnel and Management will issue guidance on this question.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol>	<ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol>
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### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA for Federal employers covered under Title I of the FMLA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Federal employers covered under Title I of the FMLA in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



## **COMMUNITY DEVELOPMENT SPECIALIST/TOURISM/ECONOMIC DEVELOPMENT**

The mission of the City of Milaca is to develop and implement a realistic and sustainable strategic plan that will allow the community of Milaca to maintain its character, while taking advantage of its heritage, natural assets, talents and location to become an integral part of the region. The City Manager will oversee the coordination of the plan's actions, ensure cooperation between organizations and agencies and implement this plan. The City Manager will also make sure that the plan continues to evolve as circumstances change.

This position works closely with the City Manager to support this plan, the various committee members, community organizations, businesses, volunteers and board members in fulfilling the organization's mission, development of events and activities, delivering programming, business support programs and achieving sustainable community growth.

### **Job Summary**

This position assists in the developing, planning, implementation and oversight of designated City events, business support programs, organizational gatherings and tourism.

This position will work closely with responsible volunteer chairs, businesses and committee members to ensure that all events or programs are delivered on time, within budget, and at the desired level of quality. This individual cultivates positive long-term relationships with all event stakeholders, especially committee members, businesses and sponsors, and seeks to consistently improve event execution, enhance community development to sustain business growth and seeks grant funding, and revenues to support the programs.

### **Essential Functions**

#### **Annual Planning, Community Development, Event Planning, Tourism and Promotion**

Assists in the Development and manages community development, events, and tourism to ensure that:

- the City event calendar is coordinated to maximize value to community without being overwhelming
- the city website and facebook are kept up-to-date
- event dates are publicized to the community as early as possible to avoid schedule conflict with other events
- develop annual report of activities, successes and future plans to be presented to the City Manager for approval and funding sources.
- plan events such as;
- Rec Fest

- Movies and Music in the Park
- Airport Fly-in
- Other events as determined  
(E.g. timelines, venues, suppliers, legal obligations, staffing and budgets)
- Administers events and activities in accordance with the policies, strategies, and mission of the City of Milaca.
- Promote tourism to the city amenities and update notice boards with pamphlets and information.
- Update city information on the Explore Minnesota website.
- Plans and coordinates event-related services and general event logistics, including but not limited to:
  - Facilities/amenities
  - Reservations
  - Signage
  - Displays
  - Special needs requests and requirements
  - Event security
  - Marketing and publicity
  - Event-related materials (e.g. handouts, giveaways)
  - Seek sponsor donations

#### **Economic Development**

- Assist businesses to sustain growth.
- Assist businesses to provide information for loan and grant programs.
- Seek new business development.

*The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with it. The City of Milaca reserves the right to amend and change responsibilities to meet the business and organizational needs*

7-14-2020



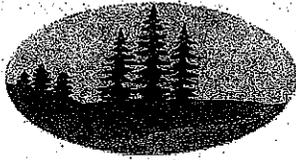
Marshall  
 the Post office  
 is wondering  
 if the alley  
 can be a one way

Do we have anything  
 in zoning?



NOTHING IN ZONING - NEEDS  
 APPROVAL FROM COUNCIL & GARY

# RECREATION SHELTER PERMIT



**CITY OF MILACA**  
 255 1<sup>ST</sup> 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: Sept 19, 2020

Day of Event:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Time of Event: From 8A - 1P am/pm To 1P am/pm

Name: Rachel Weidner

Address: 11172 125<sup>th</sup> Ave Milaca MN 56353  
City ST Zip

Daytime Telephone ( [REDACTED] ) E-Mail: [REDACTED]

Event: Rise Up Milaca Approx. # of People: 150

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	<input checked="" type="checkbox"/>	\$50.00	\$75.00	
Small Shelter - Seating Capacity - 24		\$50.00	\$75.00	
Roger Mathison Field		No Charge	No Charge	
East Ballfield		No Charge	No Charge	
New Shelter* (Electricity) Seating Capacity - 32		\$50.00	\$75.00	
Bandshell* (Electricity) \$75.00 Deposit Required (Separate Check)		\$50.00	\$75.00	
Wedding and/or Reception (Includes Band Shell, Lions Shelter and New Shelter)		\$200.00	\$300.00	
Gorecki Community Center \$150.00 Deposit Required (Separate Check)		Mon-Thurs \$60.00/day Fri-Sun \$110.00/day <b>ALL DAY RENTAL</b>	Mon-Thurs \$ 90.00/day Fri-Sun \$180.00/day <b>ALL DAY RENTAL</b>	
<b>TOTAL DUE</b>				

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 # \_\_\_\_\_

**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 BEVERAGES.**

PLEASE COMPLETE BACK PAGE

**Important Information to Know:**

- Shelter is not considered reserved until this permit and nonrefundable fee is received at City Hall. Please make check payable to and mail to: City of Milaca, Attn: Deloris Katke, 255 1<sup>st</sup> St E, Milaca, MN 56353.
- Event organizers are responsible for cleaning and disposing of garbage into the garbage containers after event.
- Bring this permit with you the day of your event as proof that you have reserved the shelter. A copy of this completed permit will be mailed back to you as your confirmation.
- If using tablecloths, we strongly encourage use of the slide on clips. Please do NOT use staples, tape or tacks as they are hard to remove and cause the paint/stain to peel.
- **Alcoholic beverages are allowed in city park shelter IF INDICATED.**
- Park hours are 6 a.m. to 10 p.m. Music must end at 9:30 p.m.
- If police need to be contacted, please call (320) 983-6166 OR (320) 983-8257
- **For after hour assistance with the shelter, please call PW/Parks at 320-492-8248.**

**GUIDELINES/INFORMATION**

1. The State of MN requires a phone to be available in the lift in the event someone is in the lift and it fails. As the renter, you are responsible for the care of the phone. It will be given to you for use during the course of your reservation. Place the phone in the holder inside the lift and return the phone to city hall the next business day in order to receive the return of your deposit. The phone is to only be used for emergency calls and if the phone is used for anything but emergency calls, your deposit will be reduced by \$2.00 per minute of non-emergency use.
2. Should an emergency arise, the cell phone is programmed for contacting the Mille Lacs County Sheriff's office. Simply click on "Contacts".
3. The lift is only available for handicap accessibility. The lift is not to be used to haul equipment or gear.
4. You have a key for the electrical panel. Tape is placed on those breakers that you do not need to be concerned about. Please turn off non-taped breakers at the conclusion of your event.
5. Parking on the grass is not permitted. Any car fully parked on the grass will be subject to a parking ticket. It is the event organizer's responsibility to make the attendees aware of this rule.
6. Any cars being unloaded must remain on paved areas during unloading and under no circumstances shall vehicles be permitted on the paver stone walkway and concrete area in front of the band shell.
7. If a deposit is required, this must be paid at the time the key(s) and/or cell phone are picked up at city hall. Deposit will be returned upon receipt of keys, cell phone (usage checked) and if no damages were done.

I, the undersigned, hereby agree to the above listed information and agree to abide by all rules and regulations of city ordinance. I further agree to release and discharge the City of Milaca, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group reserving and using the shelter may have against the City of Milaca for all personal injuries, death or property damage that may arise out of the reservation and use of the City of Milaca's shelters and parks.

Reservations made more than a year in advance may be subject to a rental rate increase. Should this occur, I will be notified of the increase and given the option to pay difference in rental rate, or, cancel reservation with full refund.

Rachel West  
Signature

8-10-2020  
Date

**FOR OFFICE USE ONLY**

Date Payment Received: <u>08.10.20</u>	Date Copy of Form Sent to Event Organizer: <u>08.16.20</u>
Cash <input type="checkbox"/> Check # <u>5243</u> \$ <u>50</u>	Initials of Staff Receiving Payment: <u>dk</u>
Credit Card <input type="checkbox"/> or Debit Card	Receipt # <u>15394</u>
Alcohol Permit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Key #:
Deposit Paid:	Date Deposit Refunded:



CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

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

NAME OF SPECIAL EVENT: Milaca Rise Up - fundraiser fighting traffic

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks X Other: Vendor booths

Applicant's or Organization's Name: Rachel Weidner

Name of Contact Person: Rachel Weidner

Daytime Phone: [REDACTED]

Address: 1172 125th Ave

Evening Phone: \_\_\_\_\_

Milaca

Fax Phone #: [REDACTED]

Email Address: [REDACTED]

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 Sept 19 2020

Starting Time 8 Am

Ending Date Sept 19, 2020

Ending Time 1 pm

Estimated Number of Participants Attending the Event

150? times are staggered also have vendors @ King Sparrow

Number of Sanitary Facilities parking lot

Sanitary Locations

Where will Individuals Park parking lot

Will Security Be Provided  Yes  No

Explain Arrangements: \_\_\_\_\_

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

How will drinking water be provided bottled water

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

How will refuse be disposed of garbage bags

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)

Lions Shelter Reserved \$50.00