

MILACA CITY COUNCIL AGENDA  
AUGUST 21, 2014

6:30

Call meeting to order  
Roll Call

Consent Agenda

Minutes of July 17 regular meeting

Bills for payment

Resolution No. 14 – 17 Assessing unpaid mowing charges

Resolution No. 14 – 18 Assessing unpaid water and sewer bills

Appoint Sherie Billings to Planning Commission for a term to end 12/31/15

City Treasurer's report

Citizens Forum

Historical Society

Public Hearing

Annexation petition

Requests and Communications

Ordinances and Resolutions

Ordinance No. 411 – Annexing land abutting the City of Milaca

Ordinance No. 412 – WAC and SAC charges

Resolution No. 14 – 19 Approving grant with MN DOT

Resolution No. 14 – 20 Approving an interim use permit

Reports of Boards and Commissions

Planning commission

Economic Development commission

Airport commission

Parks commission

MCAT

Unfinished Business

New Business

Sign reflectivity policy

Shared services grant application - FD

Council Comments

Adjourn

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

MILACA CITY COUNCIL MINUTES  
JULY 17, 2014 MEETING

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

Staff present: Lerud, Gann-Olehy, Toven

Others present: Mark Herzing, Jeff Hage, and Priscilla Bracker

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

1. Minutes of the June 12 regular meeting and the June 30 special meeting
2. General bills, 814134E-814138, 814147E, #40449-40451, #40504-40515, #40521-40603, totaling \$209,242.78; Liquor bills, 914021E-914924E, #22964-22979, #22993-22994, #23008-23025, totaling \$188,430.21.
3. RESOLUTION NO. 14 – 13 RESOLUTION ASSESSING MOWING CHARGES (entire text appears in Resolution book.)
4. Approve Rec Fest Street closures as presented.
5. Approve City Treasurer's report.

Unanimous consent.

Mayor Pedersen asked anyone to speak to an item during citizen's forum. Priscilla Bracker said she is concerned about the number of accidents that have been at the intersection of Central Avenue and 1<sup>st</sup> Street. She presented a petition with 319 signatures requesting action be taken to make the intersection safer. Lerud said the three of the four roads into that intersection are county roads and they would be responsible for determine what happens there. Mayor Pedersen said the city would forward the petition to the county for their consideration.

Mark Herzing introduced himself as a candidate for county attorney.

No one else came forward. Mayor Pedersen closed citizen's forum.

Motion by Bekius, second by Dillan to hold the second reading and for passage of Ordinance No. 410

ORDINANCE NO. 410

AN ORDINANCE AMENDING SECTION 95.11 (DANGEROUS ANIMALS) AND SECTION 95.12 (DANGEROUS ANIMALS REQUIREMENTS) OF CHAPTER 95 (ANIMALS) OF TITLE IX (GENERAL REGULATIONS) OF THE MILACA CODE OF ORDINANCES AMENDING ADMINISTRATIVE HEARING PROCEDURES

Unanimous consent.

Council member Dillan offered Resolution No. 14 – 14 and moved for its adoption, second by Johnson

RESOLUTION NO. 14 – 14  
A RESOLUTION REQUESTING STREET CLOSURE  
(entire text appears in Resolution book)

Unanimous consent.

Council member Bekius offered Resolution No. 14 – 15 and moved for its adoption, second by Muller

RESOLUTION NO. 14 – 15  
RESOLUTION APPOINTING ELECTION JUDGES AND DESIGNATING POLLING HOURS AND LOCATION  
(entire text appears in Resolution book)

Unanimous consent.

Council member Dillan offered Resolution No. 14 – 16 and moved for its adoption, second by Johnson

RESOLUTION NO. 14 – 16  
RESOLUTION APPROVING INTERIM USE PERMIT  
(entire text appears in Resolution book)

Lerud said the applicant would like to set up a stand and sell the rugs in the vacant lot north of the hotel. After a brief discussion, all voted in favor.

Council member Bekius said there was no planning commission meeting last month.

Lerud said the minutes of the last economic development commission meeting were in the packet and the commission meets tomorrow morning.

Council member Muller said there was no airport commission meeting, but they are working on the August 10 fly in.

Mayor Pedersen said the minutes for the parks meeting were in the agenda. He said they are meeting next Wednesday with Larry Keenan for the band shell. He said Rec Fest is next weekend.

Council member Dillan said MCAT had a short meeting last month. Two new benches have been donated – one from Helen Schendel and the other from the Marudas family. They are also working out the kinks in the got time? program.

Motion by Johnson second by Dillan to approve the ballot question as presented. After a brief discussion a motion to amend the ballot question as made by Johnson to change “multi-purpose building with bathrooms” to “A building with community room, warming house, and bathrooms” and

leave the remainder of the ballot question unchanged, second by Dillan. Upon voting for the amendment, all voted in favor. Upon voting for the original motion, all voted in favor.

Motion by Muller, second by Dillan to approve a temporary liquor license for the Milaca Golf club for Rec Fest, unanimous consent.

Motion by Muller, second by Dillan to approve a temporary liquor license for Jigger's Grill and Bar for the First National Bank celebration, unanimous consent.

Pioneer Drive was discussed. Lerud said a variety of circumstances make this road very difficult to maintain – he said the shoulders of the road are higher than the road, the trees are blocking the sun and wind, and consequently the road doesn't dry out. He said with one driveway on there, public works was recommending that the road be closed at the end of the pavement on 5<sup>th</sup> Street SE to the west side of the single driveway on Pioneer Drive. He said that just a little amount of rain makes the road greasy and difficult to travel, and the cost to maintain it is prohibitive. He said he did not view the closing as permanent but the city wants to maintain its roads if people are going to use them, and in this case the cost-benefit doesn't justify it. Motion by Bekius, second by Dillan to put up barricades and close the section of Pioneer Drive as discussed, at the discretion of public works, unanimous consent.

Mayor Pedersen called for council comments.

Council member Johnson volunteered to serve on the Sheriff's citizen advisory board.

Mayor Pedersen asked about paving potholes. Lerud said the water main dig sites will be done today or tomorrow, as well as the fire hall.

Mayor Pedersen said he wanted to thank the members of the VFW, particularly Tom Kvamme for their willingness to volunteer to paint hydrants. He said they will be working for the next three weeks to find someone or some people who would like to paint some of the downtown hydrants in a patriotic theme, otherwise they would be painted red.

With no other business a motion to adjourn was made by Muller, second by Johnson all voted in favor and the meeting adjourned at 7:05 p.m.

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Mayor Harold Pedersen

ATTEST

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Greg Lerud, City Manager

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JULY 2014

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**10100 General Bank**

Paid Chk# 814164E 7/21/2014 CENTERPOINT ENERGY

E 208-49010-381	Utilities	\$31.32	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities	\$41.64	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities	\$409.51	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities	\$38.20	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities	\$38.37	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities	\$157.15	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities	\$29.92	7142283	NATURAL GAS-LIBRARY
<b>Total CENTERPOINT ENERGY</b>		<b>\$746.11</b>		

Paid Chk# 814165E 7/7/2014 EAST CENTRAL ENERGY

E 603-49450-381	Utilities	\$37.00	201875902	ELECTRIC
E 603-49450-381	Utilities	\$72.07	203981301	ELECTRIC
E 101-43000-380	Street Lights	\$2,880.59	204619700	ELECTRIC
E 101-45200-381	Utilities	\$43.07	205400900	ELECTRIC
E 602-49400-381	Utilities	\$1,148.00	206041500	ELECTRIC
E 101-45500-381	Utilities	\$804.36	206085200	ELECTRIC
E 602-49400-381	Utilities	\$355.45	206734200	ELECTRIC
E 101-45200-381	Utilities	\$30.61	5379600	ELECTRIC
E 101-49810-381	Utilities	\$123.84	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$59.73	6302100	ELECTRIC
E 603-49450-381	Utilities	\$101.83	6678100	ELECTRIC
E 101-42280-381	Utilities	\$161.70	6751501	ELECTRIC
E 101-42280-381	Utilities	\$487.26	7546001	ELECTRIC
E 101-41940-381	Utilities	\$705.75	8145502	ELECTRIC
E 101-49810-381	Utilities	\$60.95	830700	ELECTRIC
E 101-49810-381	Utilities	\$75.13	831000	ELECTRIC
E 101-43000-380	Street Lights	\$230.98	831300	ELECTRIC
E 101-43000-381	Utilities	\$619.40	831500	ELECTRIC
E 603-49450-381	Utilities	\$967.71	832000	ELECTRIC
E 602-49400-381	Utilities	\$68.20	832100	ELECTRIC
E 101-45600-381	Utilities	\$117.01	832400	ELECTRIC
E 603-49450-381	Utilities	\$91.19	832500	ELECTRIC
E 603-49450-381	Utilities	\$128.45	832600	ELECTRIC
E 602-49400-381	Utilities	\$106.36	833100	ELECTRIC
E 602-49400-381	Utilities	\$68.48	833300	ELECTRIC
E 101-45200-381	Utilities	\$30.73	833400	ELECTRIC
E 101-45200-381	Utilities	\$165.60	833600	ELECTRIC
E 208-49010-381	Utilities	\$104.86	9084202	ELECTRIC
E 602-49400-381	Utilities	\$279.22	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$34.60	97017300	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>		<b>\$10,160.13</b>		

Paid Chk# 814166E 7/20/2014 MILACA LOCAL LINK

E 619-49900-321	Telephone	\$101.00	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone	\$41.50	320-982-1549	ALARM LINE - LIBRARY
E 101-42280-321	Telephone	\$87.06	320-982-3465	PHONE SERVICE-FIRE
<b>Total MILACA LOCAL LINK</b>		<b>\$229.56</b>		

Paid Chk# 814167E 7/18/2014 UNION SECURITY INSURANCE CO.

G 101-21707	Disability	\$458.16	4022335-0-1	LTD-JULY 2014
<b>Total UNION SECURITY INSURANCE CO.</b>		<b>\$458.16</b>		

Paid Chk# 814168E 7/18/2014 MN DEPT OF REVENUE

R 101-34780	Park Fees	\$69.00	8023854	W/S SALES TAX
R 101-34107	Assessment Search Fees	\$15.00	8023854	2ND QTR SALES TAX

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AUGUST 2014

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**10100 General Bank**

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk# 040619	8/21/2014	<b>AMAZON</b>			
E 101-42110-240		Small Tools and Minor Equip	\$6.72	053635753313	KEY CABINET TAGS
E 101-42110-240		Small Tools and Minor Equip	\$81.26	136965508042	KEY CABINET & TAGS
E 101-42110-437		Other Miscellaneous	\$71.55	207328235045	GLOVE BOX HOLDER
		<b>Total AMAZON</b>	\$159.53		
Paid Chk# 040620	8/21/2014	<b>AMERIPRIDE</b>			
E 101-45500-310		Other Professional Services	\$27.91	2200534491	RUGS-LIBRARY
E 101-41940-310		Other Professional Services	\$8.70	2200534494	RUGS-CITY HALL
E 619-49900-310		Other Professional Services	\$18.20	2200534494	RUGS-DEP REG
E 101-45500-310		Other Professional Services	\$27.91	2200539824	RUGS-LIBRARY
E 619-49900-310		Other Professional Services	\$18.20	2200539825	RUGS-DEP REG
E 101-41940-310		Other Professional Services	\$8.70	2200539826	RUGS-CITY HALL
		<b>Total AMERIPRIDE</b>	\$109.62		
Paid Chk# 040621	8/21/2014	<b>BANK OF ZUMBROTA</b>			
E 381-47000-604		Airport Loan Payment	\$2,000.00	99126398	AIRPORT FUEL SYS-MICRO LOAN
E 381-47000-610		Interest Expense	\$225.00	99126398	AIRPORT FUEL SYS-MICRO LOAN
		<b>Total BANK OF ZUMBROTA</b>	\$2,225.00		
Paid Chk# 040622	8/21/2014	<b>BATTERY PRODUCTS INC</b>			
E 101-42280-217		Other Operating Supplies	\$128.37	48992	AED BATTERY
		<b>Total BATTERY PRODUCTS INC</b>	\$128.37		
Paid Chk# 040623	8/21/2014	<b>BCA/TRAINING &amp; DEVELOPMENT</b>			
E 101-42110-208		Training and Travel	\$115.00	4557	K AGUILERA-REGISTRATION
		<b>Total BCA/TRAINING &amp; DEVELOPMENT</b>	\$115.00		
Paid Chk# 040624	8/21/2014	<b>BILLINGS SERVICE</b>			
E 101-43000-212		Auto Expense (Fuel/Repair)	\$476.37		GAS-PW
E 208-49020-406		Trail Maintenance	\$27.00		GAS-TRAILS
E 101-45200-212		Auto Expense (Fuel/Repair)	\$764.31		GAS-PARKS
E 101-42280-212		Auto Expense (Fuel/Repair)	\$178.52		GAS-FIRE
E 101-42110-212		Auto Expense (Fuel/Repair)	\$19.00		GAS-POLICE
E 101-49810-212		Auto Expense (Fuel/Repair)	\$360.49		GAS-AIRPORT
		<b>Total BILLINGS SERVICE</b>	\$1,825.69		
Paid Chk# 040625	8/21/2014	<b>BOLTON &amp; MENK INC</b>			
E 101-49810-310		Other Professional Services	\$8,880.00	167983	AIRPORT LAYOUT PLAN
		<b>Total BOLTON &amp; MENK INC</b>	\$8,880.00		
Paid Chk# 040626	8/21/2014	<b>BROTHERS FIRE PROTECTION CO.</b>			
E 101-41940-310		Other Professional Services	\$400.00	9563	FIRE SPRINKLER INSPECTION
		<b>Total BROTHERS FIRE PROTECTION CO.</b>	\$400.00		
Paid Chk# 040627	8/21/2014	<b>CHEQUAMEGON BAY GROUP INC</b>			
E 500-42280-310		Other Professional Services	\$292.50	513	AMBULANCE ADDITION
		<b>Total CHEQUAMEGON BAY GROUP INC</b>	\$292.50		
Paid Chk# 040628	8/21/2014	<b>CORNER MART</b>			
E 603-49450-212		Auto Expense (Fuel/Repair)	\$11.44		GAS-SEWER
E 602-49400-212		Auto Expense (Fuel/Repair)	\$250.19		GAS-WATER
E 700-50000-212		Auto Expense (Fuel/Repair)	\$165.01		GAS-JP
E 101-45200-212		Auto Expense (Fuel/Repair)	\$719.85		GAS-PARKS
E 101-43000-212		Auto Expense (Fuel/Repair)	\$593.76		GAS-PW
E 101-42110-212		Auto Expense (Fuel/Repair)	\$1,884.61		GAS-POLICE

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			Check Amt	Invoice	Comment
<b>Paid Chk# 040640 8/21/2014 HAMILL, CASEY</b>					
E 101-42110-310	Other Professional Services		\$180.00	5	CF-30 INSTALL
<b>Total HAMILL, CASEY</b>			\$180.00		
<b>Paid Chk# 040641 8/21/2014 HARDY AUTO PARTS</b>					
E 101-42110-212	Auto Expense (Fuel/Repair)		\$11.43	115494	HEADLIGHT BULB-POLICE
E 101-43000-221	Equipment Parts/Repairs		\$11.38	116301	PARTS-PW
<b>Total HARDY AUTO PARTS</b>			\$22.81		
<b>Paid Chk# 040642 8/21/2014 HARTMAN, PAMELA</b>					
E 619-49900-201	Accessories (paper, pens, etc)		\$19.17		REIMB OFC SUPPLIES
<b>Total HARTMAN, PAMELA</b>			\$19.17		
<b>Paid Chk# 040643 8/21/2014 HY-TECH AUTOMOTIVE</b>					
E 101-42110-212	Auto Expense (Fuel/Repair)		\$35.44	18717	SQUAD 11 MAINTENANCE
E 101-42110-212	Auto Expense (Fuel/Repair)		\$130.84	18823	REPAIR 09 SQUAD THERMOSTAT/RADIATOR
E 101-42110-212	Auto Expense (Fuel/Repair)		\$13.78	18833	SQUAD 12 MAINTENANCE
E 101-42110-212	Auto Expense (Fuel/Repair)		\$58.84	18837	SQUAD 12 MAINTENANCE
E 101-42110-212	Auto Expense (Fuel/Repair)		\$44.50	18855	REPAIR 09 SQUAD ALTERNATOR
<b>Total HY-TECH AUTOMOTIVE</b>			\$283.40		
<b>Paid Chk# 040644 8/21/2014 INSPECTION SVCS OF CENTRAL MN</b>					
E 700-50000-310	Other Professional Services		\$140.00	364	BLDG INSPECTION-6/12-6/13
<b>Total INSPECTION SVCS OF CENTRAL MN</b>			\$140.00		
<b>Paid Chk# 040645 8/21/2014 JOHNSON OIL CO.</b>					
E 101-45200-212	Auto Expense (Fuel/Repair)		\$25.99	1548	TIRE REPAIR-PARKS
<b>Total JOHNSON OIL CO.</b>			\$25.99		
<b>Paid Chk# 040646 8/21/2014 JOHNSONS AUTO TRANSPORT/TOW</b>					
E 602-49400-310	Other Professional Services		\$60.00	3335	TOW-97 DODGE-WATER
<b>Total JOHNSONS AUTO TRANSPORT/TOW</b>			\$60.00		
<b>Paid Chk# 040647 8/21/2014 KENADY, JAY</b>					
E 101-42280-310	Other Professional Services		\$416.03		REIMB PAINTING-FIRE HALL
<b>Total KENADY, JAY</b>			\$416.03		
<b>Paid Chk# 040648 8/21/2014 KIELS APPLIANCE</b>					
E 500-42280-437	Other Miscellaneous		\$1,491.80	30490	KITCHEN APPLIANCES-AMBULANCE PROJECT
<b>Total KIELS APPLIANCE</b>			\$1,491.80		
<b>Paid Chk# 040649 8/21/2014 KIRVIDA FIRE INC</b>					
E 101-42280-221	Equipment Parts/Repairs		\$361.41	4160	09 (ENGINE 1) PUMP TEST AND REPAIR
E 101-42280-221	Equipment Parts/Repairs		\$389.91	4161	94 (ENGINE 2) PUMP TEST AND REPAIR
E 101-42280-221	Equipment Parts/Repairs		\$329.57	4162	03 (TANKER 2) PUMP TEST AND REPAIR
<b>Total KIRVIDA FIRE INC</b>			\$1,080.89		
<b>Paid Chk# 040650 8/21/2014 KNIFE RIVER CORP. - NORTH CENT</b>					
E 101-43000-403	Repairs/Maint Streets		\$194.69	344893	CLASS 5 AGGREGATE
E 101-49810-217	Other Operating Supplies		\$193.32	348376	CLASS 5 AGGREGATE-AIRPORT
<b>Total KNIFE RIVER CORP. - NORTH CENT</b>			\$388.01		
<b>Paid Chk# 040651 8/21/2014 KOCHS HARDWARE HANK</b>					
E 101-45200-240	Small Tools and Minor Equip		\$89.99		SPRAYER-PARKS
E 101-45200-221	Equipment Parts/Repairs		\$56.81		PLEXI GLASS-PARKS
E 101-45200-215	Shop Supplies		\$615.79		SHOP SUPPLIES-PARKS
E 101-41940-217	Other Operating Supplies		\$8.38		SUPPLIES-CITY
E 101-43000-215	Shop Supplies		\$286.15		SHOP SUPPLIES-PW

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<b>Paid Chk# 040661 8/21/2014 MILACA LAWN &amp; GARDEN</b>						
E 101-43000-221	Equipment Parts/Repairs	\$10.25	602080			GALLON BAR & CHAIN LUBE-PW
E 101-45200-221	Equipment Parts/Repairs	\$79.90	603107			PARTS-PARKS
<b>Total MILACA LAWN &amp; GARDEN</b>		<b>\$90.15</b>				
<b>Paid Chk# 040662 8/21/2014 MILACA UNCLAIMED FREIGHT</b>						
E 101-45200-437	Other Miscellaneous	\$79.34				SUPPLIES-PARKS
E 602-49400-240	Small Tools and Minor Equip	\$5.99				GRINDING WHEEL SET-WATER
<b>Total MILACA UNCLAIMED FREIGHT</b>		<b>\$85.33</b>				
<b>Paid Chk# 040663 8/21/2014 MILACA WELDING SERVICES INC</b>						
E 602-49400-221	Equipment Parts/Repairs	\$65.00	762329			REWELD BOLT-WATER TOWER
<b>Total MILACA WELDING SERVICES INC</b>		<b>\$65.00</b>				
<b>Paid Chk# 040664 8/21/2014 MILESTONE RADIO</b>						
E 101-45700-343	Other Advertising	\$300.00	3181-1			ADVERTISING-REC FEST
<b>Total MILESTONE RADIO</b>		<b>\$300.00</b>				
<b>Paid Chk# 040665 8/21/2014 MILLER, PATTI</b>						
E 101-49910-208	Training and Travel	\$119.34				JULY 2014 OGILVIE MILEAGE
<b>Total MILLER, PATTI</b>		<b>\$119.34</b>				
<b>Paid Chk# 040666 8/21/2014 MN VALLEY TESTING LABS</b>						
E 602-49400-310	Other Professional Services	\$88.00	711830			TESTING
<b>Total MN VALLEY TESTING LABS</b>		<b>\$88.00</b>				
<b>Paid Chk# 040667 8/21/2014 MTI DISTRIBUTING</b>						
E 101-45200-221	Equipment Parts/Repairs	\$544.04	969819			GLASS FOR TORO-PARKS
<b>Total MTI DISTRIBUTING</b>		<b>\$544.04</b>				
<b>Paid Chk# 040668 8/21/2014 OWENS COMPANIES INC</b>						
E 101-45500-310	Other Professional Services	\$947.00	58067			THERMOSTAT REPAIR-LIBRARY
<b>Total OWENS COMPANIES INC</b>		<b>\$947.00</b>				
<b>Paid Chk# 040669 8/21/2014 PACE ANALYTICAL SERVICES</b>						
E 603-49450-310	Other Professional Services	\$84.71	141240694			TESTING
<b>Total PACE ANALYTICAL SERVICES</b>		<b>\$84.71</b>				
<b>Paid Chk# 040670 8/21/2014 QUILL CORPORATION</b>						
E 101-41510-201	Accessories (paper, pens, etc)	\$71.99	4155077			PRINTER TONER-TREASURER
E 619-49900-240	Small Tools and Minor Equip	\$187.96	4186517			CHAIRS-DEP REG
E 101-42400-201	Accessories (paper, pens, etc)	\$227.69	4705366			PRINTER TONER-B&Z
E 101-41940-201	Accessories (paper, pens, etc)	\$37.70	4959026			SUPPLIES-CITY
E 101-41940-201	Accessories (paper, pens, etc)	\$3.14	4963977			SUPPLIES-CITY
E 101-41310-201	Accessories (paper, pens, etc)	\$89.97	4998570			LETTERHEAD/ENVELOPES-CITY MGR
E 101-41940-201	Accessories (paper, pens, etc)	\$3.14	5024255			SUPPLIES-CITY
<b>Total QUILL CORPORATION</b>		<b>\$621.59</b>				
<b>Paid Chk# 040671 8/21/2014 RDT PROPERTIES LLC</b>						
E 404-49100-439	Developer s 90%	\$18,908.30				DEVELOPER 90%-TIF4-10(77)
<b>Total RDT PROPERTIES LLC</b>		<b>\$18,908.30</b>				
<b>Paid Chk# 040672 8/21/2014 REGENT BROADCASTING ST CLOUD</b>						
E 101-45700-343	Other Advertising	\$288.00	MC-11406744			ADVERTISING-REC FEST
E 101-45700-343	Other Advertising	\$192.00	MC-11407754			ADVERTISING-REC FEST
<b>Total REGENT BROADCASTING ST CLOUD</b>		<b>\$480.00</b>				
<b>Paid Chk# 040673 8/21/2014 ROHMAN LAWN CARE</b>						

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AUGUST 2014

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**Fund Summary****10100 General Bank**

101 GENERAL FUND	\$39,012.73
208 CHARITABLE GAMBLING FUND	\$27.00
211 INITIATIVE FOUNDATION	\$68.00
381 2009 GO EQUIP CERTIFICATE	\$2,225.00
404 TIF# 1-10 DOWNTOWN	\$18,908.30
500 CAPITAL PROJECT FUND	\$1,784.30
602 WATER FUND	\$1,563.82
603 SEWER FUND	\$2,155.85
619 DEPUTY REGISTRAR FUND	\$263.53
700 BRAHAM-MILACA JOINT POWERS	\$475.01
	<hr/>
	\$66,483.54

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JULY 2014

			Check Amt	Invoice	Comment
<b>Total U.S. POSTMASTER</b>			\$246.43		
Paid Chk#	040609	7/29/2014	<b>USABLE LIFE</b>		
G 101-21707	Disability		\$248.00	101408001G	DISABILITY/LIFE-AUG 2014
<b>Total USABLE LIFE</b>			\$248.00		
Paid Chk#	040610	7/29/2014	<b>VERIZON WIRELESS</b>		
E 602-49400-321	Telephone		\$35.01	9728317871	JUL WIRELESS ROUTER SVC
E 101-42110-321	Telephone		\$195.45	9728317871	JUL WIRELESS ROUTER/PHONE SVC
E 101-42280-321	Telephone		\$44.01	9728441217	CELL PHONE SVC-JUL
E 101-45200-321	Telephone		\$44.01	9728441217	CELL PHONE SVC-JUL
E 101-43000-321	Telephone		\$75.39	9728441217	CELL PHONE SVC-JUL
<b>Total VERIZON WIRELESS</b>			\$393.87		
Paid Chk#	040611	7/29/2014	<b>VISA</b>		
E 211-49000-437	Other Miscellaneous		\$102.05		RRCF WEBSITE HOSTING-HCP
<b>Total VISA</b>			\$102.05		
<b>10100 General Bank</b>			\$4,622.49		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$3,954.08
211 INITIATIVE FOUNDATION	\$102.05
602 WATER FUND	\$352.58
603 SEWER FUND	\$123.22
619 DEPUTY REGISTRAR FUND	\$90.56
	<u>\$4,622.49</u>

CITY OF MILACA

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JULY 2014

Check Amt Invoice Comment

**10900 Liquor Bank**

Paid Chk# 914025E 7/7/2014 EAST CENTRAL ENERGY

E 609-49750-381	Utilities	\$1,966.63	7115200	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>		<b>\$1,966.63</b>		

Paid Chk# 914026E 7/11/2014 CENTERPOINT ENERGY

E 609-49750-381	Utilities	\$56.39	128-000-782-1	NATURAL GAS
<b>Total CENTERPOINT ENERGY</b>		<b>\$56.39</b>		

Paid Chk# 914027E 7/18/2014 MN DEPT OF REVENUE

G 609-20800	Sales Tax Payable	\$16,419.00	9576201	LIQUOR SALES TAX
<b>Total MN DEPT OF REVENUE</b>		<b>\$16,419.00</b>		

Paid Chk# 914028E 7/15/2014 MILACA, CITY OF (WATER/SEWER)

E 609-49750-381	Utilities	\$31.34	01-00015990	WATER/SEWER
<b>Total MILACA, CITY OF (WATER/SEWER)</b>		<b>\$31.34</b>		

**10900 Liquor Bank \$18,473.36**

**Fund Summary**

**10900 Liquor Bank**

609 MUNICIPAL LIQUOR FUND	\$18,473.36
	<b>\$18,473.36</b>

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AUGUST 2014

			Check Amt	Invoice	Comment
E 609-49750-254	Mix/Non Alcoholic		\$40.58	823264	NA
E 609-49750-256	Tobacco Products For Resale		\$1,094.37	824116	TOBACCO
E 609-49750-259	Other For Resale		\$483.00	824116	MISC
E 609-49750-333	Freight and Express		\$4.25	824116	DELIVERY
<b>Total GRANITE CITY JOBBING</b>			<b>\$5,072.93</b>		
<hr/>					
Paid Chk#	023046	8/21/2014	<b>GRANITE LEDGE ELECTRICAL CONTR</b>		
E 609-49750-221	Equipment Parts/Repairs		\$942.00	P14263	REPAIR READER BOARD SIGN
<b>otal GRANITE LEDGE ELECTRICAL CONTR</b>			<b>\$942.00</b>		
<hr/>					
Paid Chk#	023047	8/21/2014	<b>KOCHS HARDWARE HANK</b>		
E 609-49750-217	Other Operating Supplies		\$158.06	9836255	SUPPLIES
<b>Total KOCHS HARDWARE HANK</b>			<b>\$158.06</b>		
<hr/>					
Paid Chk#	023048	8/21/2014	<b>M. AMUNDSON LLP</b>		
E 609-49750-217	Other Operating Supplies		\$15.00	177469	SUPPLIES
E 609-49750-256	Tobacco Products For Resale		\$1,200.77	177469	TOBACCO
E 609-49750-259	Other For Resale		\$413.65	177469	MISC
E 609-49750-256	Tobacco Products For Resale		\$757.20	177992	TOBACCO
E 609-49750-259	Other For Resale		\$270.80	177992	MISC
E 609-49750-256	Tobacco Products For Resale		\$1,181.89	178372	TOBACCO
E 609-49750-259	Other For Resale		\$18.85	178372	MISC
E 609-49750-217	Other Operating Supplies		\$52.50	178372	SUPPLIES
E 609-49750-259	Other For Resale		\$2.04	178607	MISC
E 609-49750-217	Other Operating Supplies		\$106.50	178607	SUPPLIES
E 609-49750-256	Tobacco Products For Resale		\$234.22	178607	TOBACCO
E 609-49750-256	Tobacco Products For Resale		\$3,080.31	179060	TOBACCO
E 609-49750-259	Other For Resale		\$11.85	179060	MISC
E 609-49750-217	Other Operating Supplies		\$150.00	179060	SUPPLIES
<b>Total M. AMUNDSON LLP</b>			<b>\$7,495.58</b>		
<hr/>					
Paid Chk#	023049	8/21/2014	<b>MILLER TRUCKING</b>		
E 609-49750-333	Freight and Express		\$32.00	4002	DELIVERY
<b>Total MILLER TRUCKING</b>			<b>\$32.00</b>		
<hr/>					
Paid Chk#	023050	8/21/2014	<b>PAUSTIS WINE COMPANY</b>		
E 609-49750-253	Wine For Resale		\$640.00	8459415	WINE
E 609-49750-333	Freight and Express		\$8.75	8459415	DELIVERY
<b>Total PAUSTIS WINE COMPANY</b>			<b>\$648.75</b>		
<hr/>					
Paid Chk#	023051	8/21/2014	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E 609-49750-333	Freight and Express		\$4.50	1187939	DELIVERY
E 609-49750-251	Liquor For Resale		\$225.15	1187939	LIQUOR
E 609-49750-253	Wine For Resale		\$264.00	1187940	WINE
E 609-49750-333	Freight and Express		\$8.25	1187940	DELIVERY
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>			<b>\$501.90</b>		
<hr/>					
Paid Chk#	023052	8/21/2014	<b>VIKING BOTTLING CO.</b>		
E 609-49750-254	Mix/Non Alcoholic		\$133.80	1416678	NA
E 609-49750-254	Mix/Non Alcoholic		\$81.00	1424007	NA
E 609-49750-254	Mix/Non Alcoholic		\$35.40	1424138	NA
E 609-49750-254	Mix/Non Alcoholic		\$254.50	1428679	NA
E 609-49750-254	Mix/Non Alcoholic		(\$37.00)	1428680	NA-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$164.60	1433435	NA
E 609-49750-254	Mix/Non Alcoholic		(\$132.50)	1433436	NA-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$62.40	1433581	NA
<b>Total VIKING BOTTLING CO.</b>			<b>\$562.20</b>		

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JULY 2014

Check Amt Invoice Comment

**10900 Liquor Bank**

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
022995	7/2/2014	BERNICKS			
E 609-49750-254		Mix/Non Alcoholic	\$59.70	34481	NA
E 609-49750-252		Beer For Resale	\$961.90	34482	BEER
E 609-49750-254		Mix/Non Alcoholic	\$83.50	37508	NA
E 609-49750-252		Beer For Resale	\$1,438.65	37509	BEER
E 609-49750-254		Mix/Non Alcoholic	\$66.80	40293	NA
E 609-49750-252		Beer For Resale	\$546.41	40294	BEER
E 609-49750-254		Mix/Non Alcoholic	\$10.90	43852	NA
E 609-49750-252		Beer For Resale	\$966.00	43853	BEER
E 609-49750-252		Beer For Resale	(\$70.00)	8302	BEER
<b>Total BERNICKS</b>			<b>\$4,063.86</b>		

**Paid Chk# 022996 7/2/2014 C & L DISTRIBUTING CO.**

E 609-49750-252		Beer For Resale	\$19.60	465502	BEER
E 609-49750-253		Wine For Resale	\$319.00	466625	WINE
E 609-49750-252		Beer For Resale	\$5,303.65	466625	BEER
E 609-49750-253		Wine For Resale	\$105.00	467924	WINE
E 609-49750-252		Beer For Resale	\$11,722.65	467924	BEER
E 609-49750-254		Mix/Non Alcoholic	\$18.55	467924	NA
E 609-49750-252		Beer For Resale	\$4,397.95	469193	BEER
E 609-49750-254		Mix/Non Alcoholic	\$68.00	469193	NA
E 609-49750-260		Deposits	\$60.00	470466	DEPOSITS
E 609-49750-254		Mix/Non Alcoholic	\$60.40	470466	NA
E 609-49750-252		Beer For Resale	\$12,954.25	470466	BEER
E 609-49750-252		Beer For Resale	\$68.40	470502	BEER
<b>Total C &amp; L DISTRIBUTING CO.</b>			<b>\$35,097.45</b>		

**Paid Chk# 022997 7/2/2014 DAHLHEIMER DISTRIBUTING CO.**

E 609-49750-252		Beer For Resale	\$334.20	1112283	BEER
E 609-49750-253		Wine For Resale	\$361.50	1112385	WINE
E 609-49750-254		Mix/Non Alcoholic	\$15.50	1112385	NA
E 609-49750-252		Beer For Resale	\$4,006.05	1112385	BEER
E 609-49750-260		Deposits	\$60.00	1119229	DEPOSITS
E 609-49750-252		Beer For Resale	\$983.95	1119229	BEER
E 609-49750-254		Mix/Non Alcoholic	\$92.60	91912	NA
E 609-49750-252		Beer For Resale	\$11,686.45	91912	BEER
E 609-49750-260		Deposits	(\$30.00)	91912	DEPOSITS
E 609-49750-253		Wine For Resale	\$219.90	92180	WINE
E 609-49750-260		Deposits	(\$30.00)	92180	DEPOSITS
E 609-49750-254		Mix/Non Alcoholic	\$188.00	92180	NA
E 609-49750-252		Beer For Resale	\$13,207.80	92180	BEER
E 609-49750-260		Deposits	\$30.00	92442	DEPOSITS
E 609-49750-254		Mix/Non Alcoholic	\$44.00	92442	NA
E 609-49750-260		Deposits	\$60.00	92525	DEPOSITS
E 609-49750-254		Mix/Non Alcoholic	\$213.50	92525	NA
E 609-49750-253		Wine For Resale	\$26.10	92525	WINE
E 609-49750-252		Beer For Resale	\$7,027.80	92525	BEER
E 609-49750-252		Beer For Resale	(\$119.10)	92576	BEER-CREDIT
E 609-49750-252		Beer For Resale	(\$80.07)	93099	BEER-CREDIT
E 609-49750-253		Wine For Resale	\$157.40	93361	WINE
E 609-49750-252		Beer For Resale	\$9,794.60	93361	BEER
E 609-49750-254		Mix/Non Alcoholic	\$235.80	933610	NA
E 609-49750-252		Beer For Resale	\$152.00	93389	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO.</b>			<b>\$48,637.98</b>		

Paid Chk# 022998	7/2/2014	FRONTIER			
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JULY 2014

		Check Amt	Invoice	Comment
E 609-49750-253	Wine For Resale	\$1,734.00	2622810	WINE
E 609-49750-251	Liquor For Resale	\$2,081.25	2622810	LIQUOR
E 609-49750-333	Freight and Express	\$89.49	2622810	DELIVERY
E 609-49750-253	Wine For Resale	\$284.65	2626458	WINE
E 609-49750-251	Liquor For Resale	\$1,221.88	2626458	LIQUOR
E 609-49750-333	Freight and Express	\$31.67	2626458	DELIVERY
E 609-49750-333	Freight and Express	\$9.42	2626459	DELIVERY
E 609-49750-253	Wine For Resale	\$400.00	2626459	WINE
E 609-49750-333	Freight and Express	(\$21.98)	3527545	DELIVERY-CREDIT
E 609-49750-251	Liquor For Resale	(\$1,109.75)	3527545	LIQUOR-CREDIT
E 609-49750-333	Freight and Express	(\$1.57)	3528071	DELIVERY-CREDIT
E 609-49750-251	Liquor For Resale	(\$61.00)	3528071	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale	(\$258.00)	3528933	LIQUOR-CREDIT
E 609-49750-333	Freight and Express	(\$6.28)	3528933	DELIVERY-CREDIT
<b>Total PHILLIPS WINE AND SPIRITS</b>		<b>\$5,802.79</b>		
<b>Paid Chk# 023003 7/2/2014 ROHLFING OF BRAINERD, INC</b>				
E 609-49750-252	Beer For Resale	\$537.60	867869	BEER
<b>Total ROHLFING OF BRAINERD, INC</b>		<b>\$537.60</b>		
<b>Paid Chk# 023004 7/2/2014 SOUTHERN WINE &amp; SPIRITS OF MN</b>				
E 609-49750-333	Freight and Express	\$22.50	1170974	DELIVERY
E 609-49750-251	Liquor For Resale	\$2,029.66	1170974	LIQUOR
E 609-49750-253	Wine For Resale	\$989.40	1170975	WINE
E 609-49750-333	Freight and Express	\$19.50	1170975	DELIVERY
E 609-49750-333	Freight and Express	\$2.25	1175858	DELIVERY
E 609-49750-251	Liquor For Resale	\$2,503.87	1175859	LIQUOR
E 609-49750-333	Freight and Express	\$31.26	1175859	DELIVERY
E 609-49750-259	Other For Resale	\$35.60	1175860	MISC
E 609-49750-333	Freight and Express	\$1.50	1175860	DELIVERY
E 609-49750-253	Wine For Resale	\$74.00	1175861	WINE
E 609-49750-333	Freight and Express	\$1.50	1175861	DELIVERY
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		<b>\$5,711.04</b>		
<b>Paid Chk# 023005 7/2/2014 VINOPIA</b>				
E 609-49750-253	Wine For Resale	\$136.00	100191	WINE
E 609-49750-333	Freight and Express	\$3.50	100191	DELIVERY
E 609-49750-253	Wine For Resale	\$464.00	100192	WINE
E 609-49750-251	Liquor For Resale	\$263.00	100192	LIQUOR
E 609-49750-333	Freight and Express	\$14.00	100192	DELIVERY
<b>Total VINOPIA</b>		<b>\$880.50</b>		
<b>Paid Chk# 023006 7/2/2014 WINE MERCHANTS</b>				
E 609-49750-253	Wine For Resale	\$168.00	505854	WINE
E 609-49750-333	Freight and Express	\$3.14	505854	DELIVERY
E 609-49750-253	Wine For Resale	\$700.00	507769	WINE
E 609-49750-333	Freight and Express	\$17.27	507769	DELIVERY
<b>Total WINE MERCHANTS</b>		<b>\$888.41</b>		
<b>Paid Chk# 023007 7/2/2014 WIRTZ BEVERAGE MN WINE &amp; SPRTS</b>				
E 609-49750-333	Freight and Express	\$11.10	1080188070	DELIVERY
E 609-49750-251	Liquor For Resale	\$507.24	1080188070	LIQUOR
E 609-49750-251	Liquor For Resale	\$3,212.36	1080191022	LIQUOR
E 609-49750-253	Wine For Resale	\$629.46	1080191022	WINE
E 609-49750-333	Freight and Express	\$83.25	1080191022	DELIVERY
E 609-49750-251	Liquor For Resale	\$3,903.61	1080193187	LIQUOR
E 609-49750-333	Freight and Express	\$62.90	1080193187	DELIVERY

RESOLUTION NO. 14 – 17

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 2015 taxes:

PID #	OWNER	ADDRESS	DATE OF MOWING	ASSESSED
21-265-0270	T & M Properties of Central MN	1401 4th Ave NE	07-15-14	\$85.00
21-265-0280	T & M Properties of Central MN	1325 4 <sup>th</sup> Ave NE	07-15-14	\$85.00
21-265-0410	T & M Properties of Central MN	1201 3 <sup>rd</sup> Ave NE	07-15-14	\$85.00

Adopted this 21st day of August, 2014.

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

ATTEST

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

RESOLUTION NO. 14 – 18

RESOLUTION ASSESSING UNPAID WATER/SEWER BILLS

BE IT RESOLVED that the following unpaid water and sewer bill be levied against the described property for 2015 property taxes, for 1 year, at a rate of 7 percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-043-1070	Wells Fargo Bank	405 3 <sup>rd</sup> Ave SE	\$70.38

Adopted this 21<sup>st</sup> day of August, 2014.

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

ATTEST

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

**CITY OF MILACA**  
**Council Monthly Budget Report**  
 July 2014

<b>DEPT Descr</b>	<b>2014 YTD Budget</b>	<b>2014 YTD Amt</b>	<b>Balance</b>	<b>2014 % of Budget Remain</b>
<b>Airport</b>	\$107,250.00	\$59,446.48	\$47,803.52	44.57%
<b>Assessing</b>	\$12,000.00	\$0.00	\$12,000.00	100.00%
<b>Auditing</b>	\$5,065.00	\$5,065.00	\$0.00	0.00%
<b>Building Inspection</b>	\$58,875.00	\$55,728.75	\$3,146.25	5.34%
<b>City Attorney</b>	\$49,000.00	\$29,767.34	\$19,232.66	39.25%
<b>City Hall</b>	\$241,050.00	\$127,689.91	\$113,360.09	47.03%
<b>City Manager</b>	\$30,475.00	\$18,322.39	\$12,152.61	39.88%
<b>Council</b>	\$10,750.00	\$4,231.60	\$6,518.40	60.64%
<b>Elections</b>	\$2,600.00	\$118.69	\$2,481.31	0.00%
<b>Fire Dept.</b>	\$179,630.00	\$90,588.16	\$89,041.84	49.57%
<b>Historical Society</b>	\$10,000.00	\$14,536.81	(\$4,536.81)	-45.37%
<b>Liaison Officer</b>	\$70,235.00	\$37,718.00	\$32,517.00	46.30%
<b>Libraries</b>	\$24,500.00	\$14,098.73	\$10,401.27	42.45%
<b>Ogilvie</b>	\$32,285.00	\$19,200.32	\$13,084.68	40.53%
<b>Parks</b>	\$153,675.00	\$83,798.17	\$69,876.83	45.47%
<b>Planning Comm.</b>	\$2,000.00	\$0.00	\$2,000.00	100.00%
<b>Police Dept.</b>	\$464,775.00	\$278,232.12	\$186,542.88	40.14%
<b>Public Works</b>	\$394,125.00	\$268,643.06	\$125,481.94	31.84%
<b>Rec Fest</b>	\$15,000.00	\$14,569.84	\$430.16	2.87%
<b>Recreation</b>	\$2,000.00	\$2,704.28	(\$704.28)	-35.21%
<b>Treasurer</b>	\$30,125.00	\$18,058.66	\$12,066.34	40.05%
<b>Unallocated</b>	\$226,040.00	\$224,537.19	\$1,502.81	0.66%
	\$2,121,455.00	\$1,367,055.50	\$754,399.50	35.56%

## Report to the City of Milaca on the Building Condition Assessment for the Museum/Old City Hall

21 August 2014

The Milaca Area Historical Society has received a final draft of the Assessment, and expects the final document by the end of the month. Since the information received so far will probably not change much, we wanted to take this opportunity to share what we've learned and begin to explore how to move forward using it as a planning tool.

The report will outline the history of the building and detailed information about the building envelope. The attached page is the list of recommended prioritized actions to preserve the building, with cost estimates. As you can see, it's an extensive list, and a big cost total is associated with it. However, the list is made up of many individual projects, and we are eager to assist the city in beginning to tackle some of them.

The overriding issue for the building is moisture, which comes from several different sources: the ground/foundation; gaps in the roof (damaged skylight, open and damaged chimneys and vents); and windows and doors. The largest and most complicated problem is the poor drainage around the foundation. While this requires more study to find a long-term solution, we'd like to discuss some short term amelioration, such as possibly putting some gravel, sloping away from the building, along the east wall, and exploring ways to prevent alley and parking area snow removal from trapping water against the foundation.

Repairing/replacing the skylight, replacing the overhead door (north side), and repairing/capping unused chimneys and vents are do-able projects that we'd like to address in the near future. MAHS may be able to cover the costs of some projects, pending recommendations from the State Historic Preservation Office and approval from the City, thus expediting some of the repairs. We would like to apply for grants where appropriate, communicate with the SHPO for guidance, and work toward accomplishing these projects.

We do need to clarify how this process will work vis a vis the City. If it is appropriate for us to pursue projects, at what stages of the project do we seek permission to proceed (presumably at the outset, when specifications are drawn up, choosing a contractor, and approving completed work), what action might require council approval, which entity (City or MAHS) would be the contracting entity, etc.

We look forward to doing our part to assist the City in keeping this building a vibrant and useful part of the community.

Milaca Area Historical Society Board

**RECOMMENDATIONS**

While the Milaca Museum is in average overall condition, there are several recommended actions that should be carried out in order to preserve the building and extend its useful life. The costs listed in the table below are our opinion of the probable costs to correct the described items. These costs do not represent bids, but are intended to be used to establish budgets.

PRIORITY	DESCRIPTION	ESTIMATE OF PROBABLE COST
1	<p><b>Improve Site Drainage</b></p> <ul style="list-style-type: none"> <li>• Re-grade the soil around the perimeter of the building where feasible to create positive drainage away from the building.</li> <li>• Install drain tiles along the east wall to reduce the amount of moisture in the soil against this wall. The drain tile, along with the downspouts that drain the roof, should be connected directly into a storm sewer if feasible.</li> </ul>	\$20,000.00
2	<p><i>part wall done</i></p> <p><b>1907 Brick Building Walls</b></p> <ul style="list-style-type: none"> <li>• Remove paneling, vapor barrier, insulation, plaster, and wood furring strips from the interior of the brick building.</li> <li>• Remove the stucco from the exterior south and east walls of the brick building.</li> <li>• Assess the condition of the freshly exposed brick walls.</li> <li>• Completely re-point all brick walls and selectively replace bricks where needed.</li> </ul>	\$45,050.00
3	<p><b>Skylight</b></p> <ul style="list-style-type: none"> <li>• Repair historic skylight.</li> </ul>	\$2,500.00
4	<p><b>Maintain Roof</b></p> <ul style="list-style-type: none"> <li>• Install new sheet metal coping on parapet ends</li> <li>• Repair seams</li> </ul>	\$1,000.00
5	<p><b>Chimneys</b></p> <ul style="list-style-type: none"> <li>• Secure the metal chimney flue on the 1907 building.</li> <li>• Install cap on the chimney on the 1936 building.</li> </ul>	\$450.00

PRIORITY	DESCRIPTION	ESTIMATE OF PROBABLE COST
6	<b>Door and Window Repairs</b> <ul style="list-style-type: none"> <li>• Install weather stripping</li> <li>• Threshold repairs</li> <li>• New sealants around perimeter of doors and windows</li> </ul>	\$2,600.00
7	<b>Garage Door</b> <ul style="list-style-type: none"> <li>• Replace the garage door and frame in its entirety.</li> </ul>	\$3,000.00
8	<b>Basement Windows - South Side</b> <ul style="list-style-type: none"> <li>• Re-glaze wood windows</li> <li>• Install storm windows</li> </ul>	\$800.00
9	<b>Painting</b> <ul style="list-style-type: none"> <li>• Scrape and paint all wood trim.</li> </ul>	\$1,760.00
10	<b>Window and Door Lintels</b> <ul style="list-style-type: none"> <li>• Remove and replace lintels above each window and the ramped handicap door.</li> </ul>	\$18,150.00
11	<b>Window Sills</b> <ul style="list-style-type: none"> <li>• Repair the existing concrete sills at each window with appropriate materials and methods.</li> </ul>	\$8,800.00
12	<b>General Masonry</b> <ul style="list-style-type: none"> <li>• Assess and re-point select areas of stone building, where necessary.</li> <li>• Repair the decorative stone elements with appropriate materials and methods.</li> <li>• Re-point both chimneys.</li> </ul>	\$10,600.00
13	<b>Repairs to Exterior Stairs to Basement</b> <ul style="list-style-type: none"> <li>• Repair concrete steps</li> <li>• Repair concrete beneath the north leg of the stone arch</li> <li>• Infill or replace guardrail</li> </ul>	\$3,250.00
14	<b>Repair Light Fixture</b> <ul style="list-style-type: none"> <li>• Replace globe</li> <li>• Re-install with appropriate gasket and sealant</li> </ul>	\$300.00
	<b>PRIORITY</b>	<b>ESTIMATE OF PROBABLE COST</b>
	<b>DESCRIPTION</b>	
15	<b>Remove Trees on North Side of Building</b> <ul style="list-style-type: none"> <li>• Remove and dispose of trees and stumps</li> </ul>	\$3,000.00
	<b>TOTAL</b>	<b>\$121,260.00</b>

*MAHS can do*  
*MAHS can do*

*seen done*

ORDINANCE NO. 411

AN ORDINANCE OF THE CITY OF MILACA ANNEXING LAND LOCATED IN THE TOWN OF MILACA, MILLE LACS COUNTY, MINNESOTA, TO THE CITY OF MILACA, MILLE LACS COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2, PERMITTING ANNEXATION BY ORDINANCE

WHEREAS all the owner of an approximately 5 acre parcel adjacent to the city limits of Milaca has petitioned the city of Milaca to annex the property; and,

WHEREAS the property is described as follows:

The East 330 feet of the South ½ of the SE Quarter of the SE quarter, in Section 24, Township 38N, Range 27W

and,

WHEREAS the property is likely to become urban in nature, as the owners are requesting the property be zoned Business 2; and,

WHEREAS the population of the area to be annexed is zero; and,

WHEREAS the city council has held a duly called public hearing on the matter, following 30 day written notice to Milaca Township and to all landowners within and contiguous to the area to be annexed,

NOW THEREFORE BE IT RESOLVED by the Milaca City Council that the council hereby annex the land described as:

The East 330 feet of the South ½ of the SE Quarter of the SE quarter, in Section 24, Township 38N, Range 27W

BE IT FURTHER RESOLVED that the property shall be zoned Business 2, and that the annexation shall be effective after August 1, 2014, and the City of Milaca shall make cash payments to Milaca Township in accordance with Minnesota Statute 414.033, Subd. 12

This ordinance shall become final on the date it is approved by Minnesota Planning.

Passed this 21<sup>st</sup> day of August, 2014.

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

ATTEST

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

**PROPERTY OWNER PETITION FOR ANNEXATION BY ORDINANCE**

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION  
OF CERTAIN LAND TO THE CITY OF MILACA, MINNESOTA  
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

TO: Council of the City of Milaca, Minnesota

AND

Office of Administrative Hearings  
Municipal Boundary Adjustment Unit  
P. O. Box 64620  
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

It is hereby requested by:

- the sole property owner; or  
 all of the property owners; or  
 a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the Town of Milaca to the City of Milaca, County of Mille Lacs, Minnesota.

The area proposed for annexation is described as follows:

*The East 330 Feet of the South ½ of the SE quarter of the SE quarter, in Section 24, Township 38N, Range 27W*

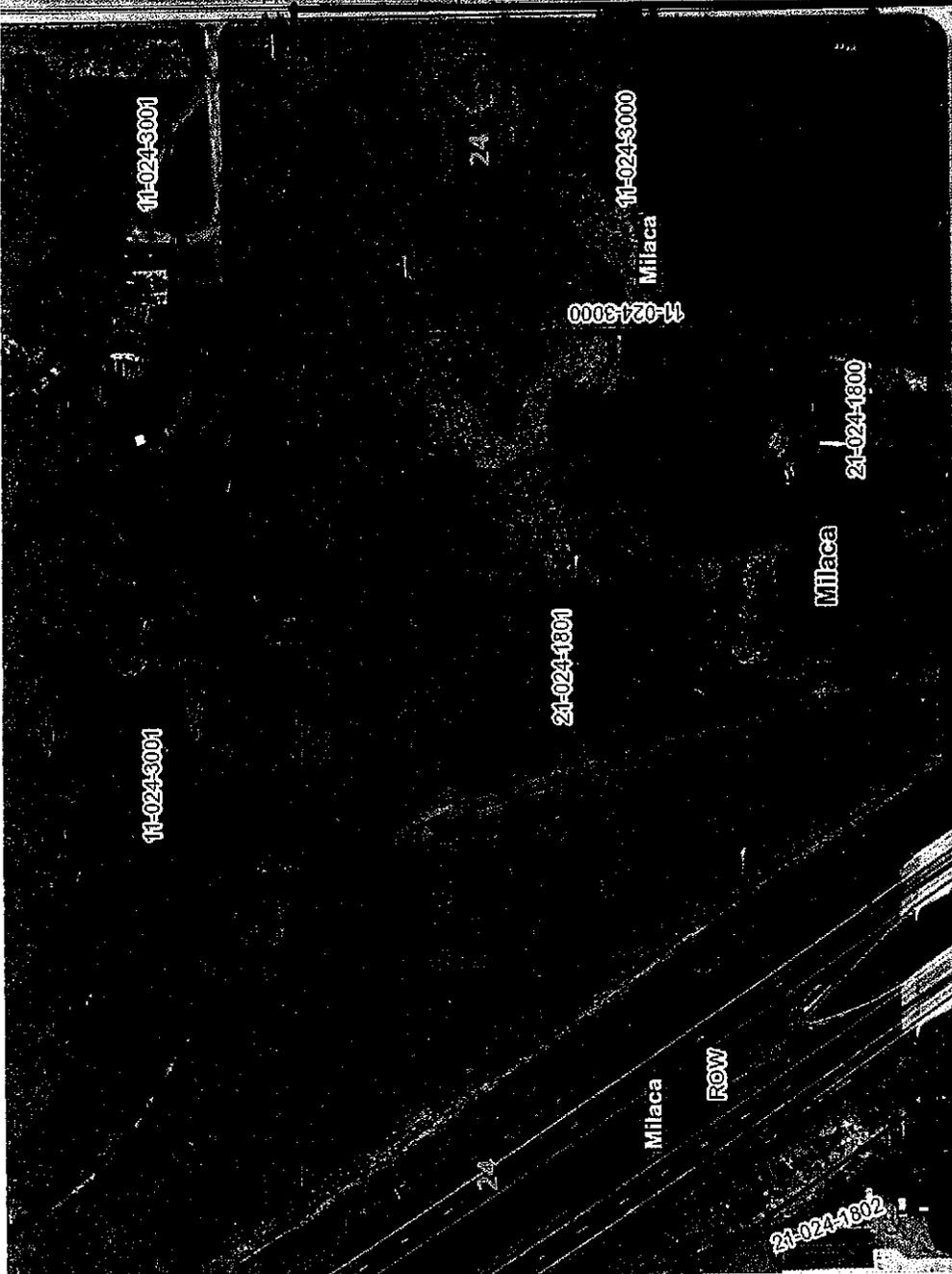
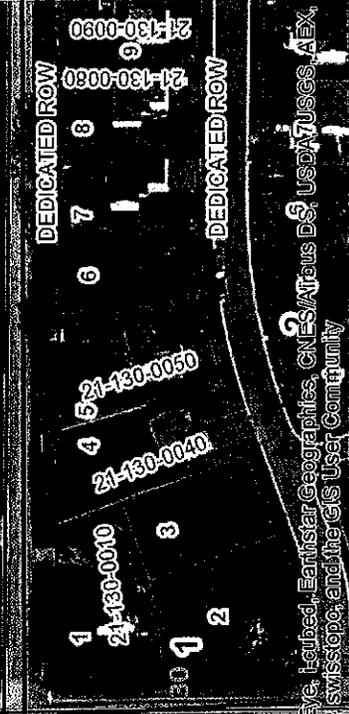
1. There are 1 property owners in the area proposed for annexation.
2. All property owners have signed this petition.
3. Said property is unincorporated, abuts on the city's North Boundary, and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is:  
           Unplatted                 Platted                 Total
5. The reason for the requested annexation is to develop the property and have city utilities.
6. The area proposed for annexation will be zoned: B-2.

7. All of the area proposed for annexation is or is about to become urban or suburban in character.
8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Milaca, Minnesota.

Dated: 4-16-14

Signatures: John Herzog  
\_\_\_\_\_  
\_\_\_\_\_



MILLE LACS  
COUNTY

Proposed Annexation

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

Date: 8/19/2014

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

ORDINANCE NO. 412

AN ORDINANCE AMENDING UTILITY CONNECTION CHARGES

THE MILACA CITY COUNCIL ordains the following:

Subd. 1. The City amends the following water and sewer access charges:

WAC  
SAC

Subd. 2. The city amends following Residential Equivalency Charges (REC):

FACILITY	PARAMETER	REC UNITS
Apartment		

The rate for Subdivision one under this ordinance shall be effective for all building permits submitted and paid for thru December 31, 2015. For permits submitted after that date the Water Access Charge and the Sewer Access Charge shall return to \$2,300 and \$3,000 respectively.

Passed this 21<sup>st</sup> day of August, 2014.

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

ATTEST

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

WAC/SAC Survey

	<u>WAC</u>	<u>SAC</u>	<u>REC Apartments</u>
Milaca	\$2,300	\$3,000	1 per apartment unit .8 per unit with common laundry
Becker	\$2,977	\$4,000	.8 per apartment unit
Braham	\$1,000	\$2,000	1 per apartment unit Common laundry .8 per unit
Cambridge	\$1,111	\$2,273	1 per apartment unit .8 per unit with common laundry
Foley	\$1,500	\$1,200	1 per apartment unit
Hinkley	\$515	1,440	.8 per apartment unit
Isanti	\$3,570	\$4,181	.8 per apartment unit
Mora	\$1,500	\$2,400	.8 per apartment unit
North Branch	\$2,279	\$2,574	.8 per apartment unit
	Now 50% off \$1,139	Now %65 off \$990	To spur new building
Pine City	\$1,500	\$1,300	1 per apartment unit
Princeton	\$3,825	\$4,202	.8 per apartment unit
Rice	\$2,000	\$3,000	.8 per apartment unit
St. Joseph	\$4,700	\$2,300	.8 per apartment unit
Sartell	\$3,296	\$2,652	1 per apartment unit + pool & common area
Sauk Rapids	\$1,400	\$1,400	.8 per apartment unit
	Reduced 50%	Reduced 50%	To spur new building
Waite Park	\$2,000	\$2,000	1 per apartment Common laundry .8 per unit
Zimmerman	\$4,500	\$4,500	.8 per apartment unit

RESOLUTION NO. 14 - 19

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF  
TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION

It is resolved by the City of Milaca as follows:

1. That the State of Minnesota Agreement No. 05763, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. 4801-30 at the Milaca Municipal Airport is accepted.
2. That the Mayor and City Manager are authorized to execute this Agreement and any amendments on behalf of the City of Milaca.

Adopted this 21<sup>st</sup> day of August, 2014.

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

ATTEST

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

**CERTIFICATION**

STATE OF MINNESOTA  
COUNTY OF MILLE LACS

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Milaca at an authorized meeting held on the 21<sup>st</sup> day of August, 2014 as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_  
City Manager

SEAL

**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
 EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation ("State"), and the City of Milaca ("Recipient").

**WHEREAS**, the Recipient desires the financial assistance of the State for an airport improvement project ("Project") as described in Article 2 below; and

**WHEREAS**, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

**WHEREAS**, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until **September 30, 2018**.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
Airport Layout Plan	0%	90%	10%

3. The Project costs will not exceed **\$ 15,000.00**. The proportionate shares of the Project costs are: Federal: Committed **\$ 0.00**, Multi-Year Amount: **\$ 0.00**; State: **\$ 13,500.00**, and Recipient: **\$ 1,500.00**. This project is not estimated to be completed this fiscal year and the federal multiyear amount is an estimate only. These additional funds are not committed by the state and are only available after being made so by the U.S. government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the "Project Engineer") to oversee the Project work. If, with the State's approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the "Project Engineer" will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
  - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.

- b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
  - c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
  - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
  - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
  - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
  8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
  9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
  10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
  11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
  12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.

13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.
14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 48 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

RESOLUTION NO. 14- 20

RESOLUTION APPROVING INTERIM USE PERMIT

WHEREAS, Jody Zellman has submitted an Interim Use Permit application for the purpose of operating a fruit and vegetable vendor stand in the Dollar General Store parking lot, 405 3<sup>rd</sup> Avenue SW; and,

WHEREAS, they have submitted plans and received permission from the owners of the property,

NOW THEREFORE BE IT RESOLVED by the Milaca City Council, that the Council hereby approves an Interim Use Permit for Jody Zellman to operate a fruit and vegetable stand at 405 3<sup>rd</sup> Avenue SW through December 31, 2014.

Adopted this 21<sup>st</sup> day of August, 2014.

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

ATTEST

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



I understand that the application fee of \$200.00 is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied.

APPLICANT'S SIGNATURE	DATE:	CO-APPLICANT SIGNATURE	DATE
<i>Jody Zellman</i>	7/22/14		

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the by the City of Milaca and I will be held liable for any and all costs incurred by the City.

PROPERTY OWNER SIGNATURE	DATE:	CO-PROPERTY OWNER SIGNATURE	DATE
<i>Sandra Keller</i>	7-22-14		

**To Be Completed by City of Milaca**

Interim Use Permit Approved for Period: \_\_\_\_\_

*[Signature]*  
\_\_\_\_\_  
CITY AGENT'S SIGNATURE

*7-25-14*  
\_\_\_\_\_  
DATE

COMPLETED BY CITY OF MILACA	
Amount Paid:	<i>200.00</i>
Money Order:	
Cash:	
Date:	<i>7-25-14</i>
Initial:	<i>GAZ</i>

MILACA ECONOMIC DEVELOPMENT COMMISSION MINUTES  
AUGUST 15, 2004 MEETING

The meeting of the Milaca economic development commission meeting was called to order at 7:35 by Greg Lerud. The following commission members were present: Joe Tapp, Ken Muller, Dave Dillan, Jeff Brown, and John Creasy.

Creasy said that the chamber board approved the installation of the e-car charger. There was a discussion about possible downtown locations.

The information sheet for the chamber meeting on August 19 was provided.

Richard baker arrived at 7:50.

Lerud said that the sale of North Star garage is getting closer. He said he hasn't heard of any specific time line, but anecdotally it appears they are getting close, and he has not heard of anything specific going into their existing building.

The group commented on the excellent article about Heggies Pizza that was in the August issue of Twin Cities Business Magazine.

Baker said the county economic development task force will be led in a discussion about economic development philosophies by the University of MN Extension office. Baker said he would like the bike and trail group to come in September, and then the group would start working on the overall plan in October.

Dillan said that the Mega meet is next month on the 20<sup>th</sup>.

Brown said that he is sponsoring a golf tournament in support for Faith Christian School on Sept. 21 and invited board members to attend.

Tapp said that First National Bank's annual street dance is next Friday evening.

The group commented on how nice the corner lot looks since First National improved it. There was discussion about holding a farmer's market there. Lerud said Dillan has the information about establishing a farmers market.

Muller said that natural gas will be going into the airport on September 27.

Baker said he is a district 1 representative for the Greater MN Regional Park Board, and said that the way greater MN parks are funded will be changing in the future. Lerud said that he, Dillan, and two others are working on an application to designate Rec Park and the area surrounding the pond, as well as the school-owned property, as a regional park.

With no other business the meeting adjourned at 8:55 a.m.

Respectfully submitted,

Greg Lerud, Secretary  
Milaca Economic Development Commission

## Milaca Parks Commission Meeting

August 12, 2014

6:15 p.m. @ Milaca Legion

**Members present:** Chairperson Matt Follmuth, Dustin Hoeper, Mary Jo Harris, Harold Pedersen, Greg Moyer, Pam Novak.

### Agenda Items:

#### Council Liaison Report – Harold Pedersen:

- Thank you notes have been sent to key volunteers and paid employees for their help in making REC FEST successful. Thank you ads have also been placed in the newspaper.
- Local church youth groups have painted shelters and picnic tables in Rec Park, Reineke, and Trimble Parks.
- Bandshell project will begin September 8<sup>th</sup> with demolition of the cement slab.
  - Original plans included cement disposal in the old dump within the bike park; however, two suggestions were made: 1) use the concrete as fill for the bandshell basement, and 2) recycle the cement. Suggestion #1 was ruled out. Greg will contact Gary VanDonsel at Knife River Concrete regarding recycling the cement.
  - Ramps will be installed on the south side of the bandshell with entry on the west side. Steps entering the bandshell from the north will be removed. If additional access is necessary in the future, an aluminum staircase can be purchased for entrance from the north.
- The referendum is now written, approved by the council, and ready for the ballot. Pete asked the Park Commission for help in promoting the referendum. It was decided to share a booth with "Save the Bandshell" at the Homecoming Tailgate Party to get the word out. Pete will contact Greg Lerud to develop a tri-fold brochure for this purpose. Fee for the booth is covered by the City and "Save the Bandshell". Members were also asked to utilize their personal facebook pages to promote and inform families, friends, and community members.
- Pete suggested developing a disc golf tournament to bring people into the city and spur interest in the disc golf facilities. Another new idea included human foosball (demonstrated on a short video clip), which would utilize the hockey rink in the summer with nominal investment.

#### Parks Report – Greg Moyer:

- Handicap tables were installed at the new shelter location in Rec Park. Greg's plan is to continue to upgrade picnic tables, replacing older wood tables with newer aluminum tables. Tables in the Lion Shelter need to be secured. A near-accident was reported during REC FEST when a table overturned and spilled people to the ground.
- The bicycle/hiking bridge just north of Beaver Ridge trail was damaged by the recent floods. Temporary repairs were made while replacement with a newer bridge begins. Telephone poles will be used in place of I-beams and will be dropped into place this fall. Next spring the remainder of the bridge will be constructed at a projected additional cost of \$1000 for rough sawn lumber. Greg will contact Cindy Biederman regarding funding through the Run-In-The-Rough program.
- Bentonite (aluminum phyllosilicate) will be purchased through Abel Well Drilling for patching the skating rink leaks. Greg discussed the two methods of repair; he chose to disc the area, apply the bentonite, disc again, and pack the area to further seal it. Pete suggested waiting until it was decided where the community building will be placed, especially if placement required moving the rink. Greg stated he was moving ahead with the project this fall.
- Boards on the walking bridge are still not even. Some can be brought in by pinning/screwing but the issue is still unresolved. No action taken.
- Gates will be installed on the bridge entries instead of permanent poles so that ski groomers can have access.
- Gates to snowmobile trails are damaged. There is a question of who is responsible for repair – snowmobile clubs or the City. Issue is unresolved. No action taken.

Meeting adjourned at 7:10 p.m.

Next meeting scheduled for 6:15 p.m. September 8, 2014, at the Milaca Legion.

Respectfully submitted,

Mary Jo Harris

Volunteer Secretary for Cindy



**Stantec Consulting Services Inc.**  
2335 Highway 36 West  
St. Paul MN 55113  
Tel: (651) 636-4600  
Fax: (651) 636-1311

June 24, 2014

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

Reference: Sign Retroreflectivity Policy

Dear Greg:

The City is required to adopt a Sign Retroreflectivity Policy this month or soon thereafter. The requirement is the result of debate over the past several years between many agencies over street sign maintenance. In general, a Sign Retroreflectivity Policy states a city's policy for replacing old street signs.

The League of Municipalities has prepared a detailed guide on Sign Retroreflectivity issues. I've attached a copy of their guide to this letter.

The League's guide includes a sample Sign Retroreflectivity Policy. Based on that sample, we've prepared a draft Sign Retroreflectivity Policy for Milaca. A copy of the draft policy is attached.

The draft Sign Retroreflectivity Policy excludes signs that are not warning signs (Article II). The policy also includes a commitment to complete a sign inventory by 2018 and a commitment to remove unnecessary signs. Finally, the policy includes a commitment to evaluate the signs covered by the policy and to replace the signs that do not comply with the policy.

We have reviewed this policy with the Public Works Director and he is ok with it. **We recommend that the city adopt the Sign Retroreflectivity Policy.** If you have any questions regarding the policy, please feel free to contact me.

Regards,  
**Stantec**

A handwritten signature in black ink that reads "Phil Gravel".

Phil Gravel  
651-604-4885  
phil.gravel@stantec.com

Enclosures

cc. Steve Burklund

# **City of Milaca, Minnesota Sign Retroreflectivity Policy**

## **Article I. Purpose and Goal.**

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

## **Article II. Applicable Signs.**

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD.

Pursuant to Section 2A.8 of the MN MUTCD the city excludes the following signs from the retroreflectivity maintenance guidelines:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs, including Memorial signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

## **Article III. Resource Materials**

The city has reviewed and relied on numerous resources in adopting this policy. These resource materials include, but are not limited to the following:

- *Sign Retroreflectivity: A Minnesota Toolkit*, Minnesota Department of Transportation, Local Road Research Board (June 2010).
- *Traffic Sign Maintenance/Management Handbook*, Report No. 2010RIC10, Version 1.1, Minnesota Department of Transportation (October 2010).
- *LMCIT Sign Retroreflectivity Memo and Model Policy*, League of Minnesota Cities (Final Edition, March 2014).

#### **Article IV. Sign Inventory**

To meet the city's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the city has performed an inventory of all signs covered by this policy. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

#### **Article V. Removal of Signs**

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on the MN MUTCD.

#### **Article VI. Approved Sign Evaluation Method.**

After reviewing the various methods proposed for sign maintenance, the City adopts the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

**Nighttime Visual Inspection.** The retroreflectivity of the City's signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The City will visually inspect city signs covered by this policy once every three years. At the time of inspection, signs will be classified as *good*, *fair*, or *poor*.

**Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be replaced.

#### **Article VII. Sign Replacement.**

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.

- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the sheeting material used on the sign; or (c) expected life as determined by an authorized engineering study.

Damaged, stolen, or missing signs may be replaced as needed.

#### **Article VIII. Modification and Deviation from Policy.**

The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, social, political and economic considerations.

The Public Works Director, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, social, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the Milaca City Council this 21<sup>st</sup> day of August, 2014.

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Mayor Harold Pedersen

ATTEST

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Greg Lerud, City Manager

## SHARED SERVICES GRANT APPLICATION

**Describe how the applicant envisions that their study will address or implement the study requirements listed above.**

These departments decided to prepare a grant application for the State Fire Marshal's Shared Service grant program because they are in similar circumstances; small cities, fairly large response area, relatively little tax base, and the same responsibilities as communities with a larger population and tax base.

We view our study as wide ranging and are not entering into this application anticipating there will be immediate significant savings as a result of the study. Rather, we anticipate that the recommendations of the study will actually increase costs in the near term as staffing, or other changes are implemented. However, we believe the study will also show how significant savings can be realized over time through an evaluation of apparatus, efficiencies with emergency response, as well as the ability to provide emergency services that are not presently available by the departments. An example of this might be each department has one or two members who are interested in being trained to an "expert" level in high angle rescue, but independently, each department cannot do it. In a shared service model, those interested in a particular skill, could meet, train, and respond to incidents within our service area, rather than have to call for a specialized response that would take a great deal of time to put in place.

Incorporating best practices is another benefit of this program. Each of the department has their own SOGs, which may or may not implement best practice methods. Rather than each department going through a lengthy evaluation and approval process for updating or creating new SOGs, an advantage to the shared service model is a few members from each department can do the work that each department would do for itself, and in the process, create uniform policies for department(s). If the departments were combined, it would be necessary to do this anyway, and if the departments remained independent (but shared in some areas) it would enhance our ability to respond to mutual aid requests among the departments.

Staffing changes, as well as relief association changes would be one area that has to be addressed in any merger, and would be looked at as a part of this study. If legislation does not currently permit, we could potentially see a request for legislation that would allow changes in relief association benefit levels as a way to ease the way to a merger.

The attached "Scope of Work" proposal provides a summary of the investigation that will be done.

### **Number of jurisdictions committed to the study**

The cities, and fire departments, of Foreston, Isanti, Milaca, and Princeton, and NE Sherburne County Fire Department (Baldwin Township) have committed to this project.

### **Size of population and geographic areas served by applicants**

Foreston – 80 square miles, **Cities:** Foreston **Townships:** Milaca and Milo. Population 1,100

Isanti – 175 square miles, **Cities:** Isanti **Townships:** Athens, Bradford, Isanti, Oxford, Spencer Brook and Stanford. Population: 18,251

Milaca – 169 square miles. **Cities:** Milaca, Bock, Pease **Townships:** Bogus Brook, Borgholm, Granite Ledge, Hayland, Milaca, Milo, Page. Population: 10,100

Princeton – 173 square miles. **Cities:** Princeton **Townships:** Blue Hill, Bogus Brook, Greenbush, Princeton, Wyanett, Spencer Brook. Population: 18,000

Baldwin Twp. – 36 square miles. Population 6,770

### **Describe your history of working together successfully**

The departments work together on a regular basis, and over time that has built camaraderie and a trust between the departments. Mutual aid calls, training drills, and a willingness to provide coverage to another's service area when the department is not able to respond are the primary ways the department work together. We plan to build on our existing relationships through the examination and implementation of the study's recommendation.

In addition, all the departments are using 800 MHz and for the departments in Mille Lacs County, the radios have been programmed the same providing familiarity among the departments. Also, the SCBAs are the same between the departments which provides us interoperability when it comes to RIT, or mutual aid calls.

### **Describe any unique approach or ideas for your study**

The Blue Print available at the Fire Marshal's website laid out several options, and gives the framework for options that might work here. One area we will concentrate on is cross training in specialized services – where each department may have one or two people interest in becoming an expert – i.e. high angle rescue – and because there are not the training opportunities readily available. In a combined or shared services model, there would be sufficient members, drawing on the departments, to adequately train in those specialized areas to provide service. In our area, it might also be a silo rescue.

Additionally, we believe an area that will need to be studied – particularly under a merger scenario – is how the Relief Associations, and the benefits, would be merged. The five departments have different

benefit levels, and the question of how to deal with assets as well as liabilities and future benefits, is a significant issue of concern to both the members of the fire departments, as well as the municipalities.

Signed: *Greg Farud*