CITY OF MILACA
PUBLIC NOTICE
SPECIAL CITY COUNCIL MEETING
MEETING WILL BE CONDUCTED VIA ZOOM

NOTICE IS HEREBY GIVEN that the Milaca City Council will call a Special meeting on;

Monday, May 11th, 2020, at 4:00 p.m.

The purpose of this Special Council Meeting is;

Discuss the CSAH 2 Street Project and City Infrastructure
Ordinance No. 460 Continuance of a Local Emergency
Previous tabled discussion regarding Water and Sewer
Discuss outdoor seating
ECE & City COVID-19 Business Assistance Loan program-Application and guidelines

This Special Meeting was called by order upon action taken by City Council on this 16th day of April, 2020.

Attest:
Tammy Pfaff
City Manager
City of Milaca

Posted this 20th Day of April, 2020

CITY OF MILACA
CITY COUNCIL SPECIAL MEETING-Via Zoom
COUNCIL AGENDA
May 11, 2020
4:00 P.M.

1. Call Meeting to Order 4:00 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen__Council Members; Dave Dillan__
   Lindsee Larsen__ Norris Johnson___ Cory Pedersen__
   Absent;_____
4. **Approval of Agenda** MB___2nd___AIF___O__
   New Business-
5. DISCUSS CSAH 2 STREET PROJECT AND CITY INFRASTRUCTURE MB___2nd___AIF___O__
6. Ordinance 460 Continuance of the Declaration of a Local Emergency.
   MB___2nd___AIF___O__
7. Resolution- 20-20 Approve Authorization to Summarize Ordinance #460 for Publication Purposes. MB___2nd___AIF___O__
8. Water and Sewer Discussion MB___2nd___AIF___O__
9. Discuss outdoor seating
10. ECE Business Assistance Loan Program-Application MB___2nd___AIF___O__

11.Adjourn _____p.m. MB___2nd___AIF___O__

Tammy Pfaff

From: Jessie Dehn <Jessie.Dehn@millelacs.mn.gov>
Sent: Thursday, February 13, 2020 3:41 PM
To: Tammy Pfaff
Subject: RE: Project Cost

Contingency is usually an estimated amount based on how much risk you are willing to take on the budget if there are overruns on the bid or construction. Depending on, I have seen agencies go from none at all to 20%. Typically, what I've seen many show for contingency is 10% of the total cost. Below is the table I sent in the previous e-mail with the additional columns showing Contingency at 10%.

City of Milaca Estimated Costs			
Roadway	**Estimate**	**Contingency (10%)**	**Total Estimate w/ Contingency**
CSAH 2	$290,769	$29,077	$319,846
CSAH 32	$182,668	$18,267	$200,935
Total	$473,437	$47,344	**$520,781**

Jessie Dehn, P.E.
Mille Lacs County Engineer

From: Tammy Pfaff <tpfaff@milacacity.com>
Sent: Thursday, February 13, 2020 3:30 PM
To: Jessie Dehn <Jessie.Dehn@millelacs.mn.gov>
Subject: RE: Project Cost

Would you be able to get me the contingency amount and give me a final total project cost?
Thanks
Tammy Pfaff
City Manager
City of MIlaca

From: Jessie Dehn [mailto:Jessie.Dehn@millelacs.mn.gov]
Sent: Thursday, February 13, 2020 3:22 PM
To: Tammy Pfaff <tpfaff@milacacity.com>
Subject: RE: Project Cost

It was my pleasure. I reviewed the estimate and the $473,427 does include the Mobilization. I mis-spoke earlier as after review, it does not break out a separate Contingency amount. I thought it had but I was thinking of a previous estimate that did have a separate value for Contingency. I plan to have the breakdown of the utilities as requested for you tomorrow. Have a great afternoon!

Jessie Dehn, P.E.
Mille Lacs County Engineer

From: Tammy Pfaff <tpfaff@milacacity.com>
Sent: Thursday, February 13, 2020 3:14 PM
To: Jessie Dehn <Jessie.Dehn@millelacs.mn.gov>
Subject: Project Cost

Milaca CSAH 32 & 2
Mille Lacs, MN
February 2020

LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	TOTAL CITY QUANTITY	TOTAL CITY COST	CSAH 2 (2ND STREET) NON PARTICIPATING CITY OF MILACA ESTIMATED QUANTITY	TOTAL COST	CSAH 32 (3RD AVE) NON PARTICIPATING CITY OF MILACA ESTIMATED QUANTITY	TOTAL COST
1	2022	MOBILIZATION	LS	$ 143,000	0.16	22880	0.10	$ 14,300	0.06	$ 8,580
2	2032	FIELD OFFICE, TYPE D	EA	$ 6,000	0.16	960	0.10	$ 600	0.06	$ 360
96	2564	TRAFFIC CONTROL	LS	$ 20,000	0.16	3200	0	$ 2,000	0	$ 1,200
					SUBTOTAL	$ 27,040		$ 16,900		$ 10,140
					10% CONTINGENCY	$ 2,704	1/2 W	$ 1,690		$ 1,014
		14,872 w/s			TOTAL STREET COSTS	$ 29,744	1/2 S	$ 18,590		$ 11,154
[illegible]	2105	REMOVE MANHOLE	EA	$ 250	10	$ 2,500	4	$ 1,000	3	$ 750
[illegible]	[illegible]	CONNECT TO EXISTING SANITARY SEWER	EA	$ 1,000	10	$ 10,000	2	$ 2,000	8	$ 8,000
[illegible]	[illegible]	8" 4P PVC WYE	EA	$ 1,200	2	$ 2,400	2	$ 2,400		$ -
[illegible]	[illegible]	6" 4P PVC WYE	EA	$ 350	1	$ 350	1	$ 350		$ -
[illegible]	[illegible]	8" PVC SANITARY SEWER PIPE	LF	$ 38	80	$ 3,000	80	$ 3,000		$ -
[illegible]	[illegible]	6" PVC SANITARY SERVICE PIPE	LF	$ 30	50	$ 1,500	50	$ 1,500		$ -
[illegible]	[illegible]	4" PVC PIPE SEWER SANITARY SERVICE	LF	$ 40	80	$ 3,200	80	$ 3,200		$ -
[illegible]	[illegible]	CASTING ASSEMBLY SANITARY	EA	$ 700	7	$ 4,900	7	$ 4,900	2	$ 1,400
[illegible]	[illegible]	CONSTRUCT SANITARY MANHOLE	EA	$ 3,085	7	$ 21,595	6	$ 18,510	1	$ 3,085
					SUBTOTAL	$ 97,385		$ 80,315		$ 17,070
					10% CONTINGENCY	$ 9,739		$ 8,032		$ 1,707
					TOTAL SANITARY COSTS	$ 107,124	+14,872	$ 88,347		$ 18,777
6	2105	REMOVE CATCH BASIN	EA	$ 250	12	$ 3,000	9	$ 2,250	3	$ 750
18	2105	REMOVE SEWER PIPE (STORM)	LF	$ 10	868	$ 8,680	677	$ 6,770	191	$ 1,910
37	2502	12" CS PIPE APRON	EA	$ 190	2	$ 380	2	$ 380		$ -
38	2502	15" CS PIPE APRON	EA	$ 210	1	$ 210	1	$ 210		$ -
39	2502	18" CS PIPE APRON	EA	$ 250	1	$ 250	1	$ 250		$ -
41	2502	12" CS PIPE CULVERT	LF	$ 30	132	$ 3,960	132	$ 3,960		$ -
42	2502	15" CS PIPE CULVERT	LF	$ 45	20	$ 900	20	$ 900		$ -
43	2502	18" CS PIPE CULVERT	LF	$ 50	33	$ 1,650	33	$ 1,650		$ -
44	2503	12" PVC PIPE DRAIN	LF	$ 35	7	$ 245	5	$ 175	2	$ 70
45	2504	12" RC PIPE SEWER CLV	LF	$ 48	684	$ 32,832	665	$ 31,920	19	$ 912
46	2504	15" RC PIPE SEWER CLV	LF	$ 52	138	$ 7,176	71	$ 3,692	67	$ 3,484
47	2504	18" RC PIPE SEWER CLV	LF	$ 54	105	$ 5,670	8	$ 432	97	$ 5,238
48	2504	24" RC PIPE SEWER CLV	LF	$ 76	39	$ 2,964	25	$ 1,900	14	$ 1,064
49	2504	30" RC PIPE SEWER CLV	LF	$ 90	1	$ 90		$ -	1	$ 90
50	2504	CONNECT TO EXISTING STORM SEWER	EA	$ 1,200	4	$ 4,800	3	$ 3,600	1	$ 1,200
57	2505	18" PVC PIPE DRAIN	LF	$ 50	1	$ 50		$ -	1	$ 50
73	2507	CASTING ASSEMBLY STORM	EA	$ 800	18	$ 14,400	13	$ 10,400	5	$ 4,000
77	2507	CONSTRUCT DRAINAGE STRUCTURE DESIGN K	EA	$ 1,600	6	$ 9,600	5	$ 8,000	1	$ 1,600
78	2507	CONSTRUCT DRAINAGE STRUCTURE DES 48 4020	EA	$ 3,080	9	$ 27,720	6	$ 18,480	3	$ 9,240
					SUBTOTAL	$ 121,577		$ 91,969		$ 29,608
					10% CONTINGENCY	$ 12,158		$ 9,197		$ 2,961
					TOTAL STORM COSTS	$ 133,735		$ 101,166		$ 32,569
							255,731			
7	2105	REMOVE GATE VALVE & BOX	EA	$ 250	4	$ 1,000	3	$ 750	1	$ 250
8	2105	REMOVE HYDRANT	EA	$ 800	3	$ 2,400	2	$ 1,600	1	$ 800
17	2105	REMOVE WATER MAIN	LF	$ 10	640	$ 6,400	640	$ 6,400		$ -
58	2505	ADJUST VALVE BOX	EA	$ 400		$ -		$ -		$ -
59	2505	1" COPPER SERVICE, TYPE K	LF	$ 30	100	$ 3,000		$ -	100	$ 3,000
60	2505	1" CORPORATION STOP	EA	$ 200	2	$ 400		$ -	2	$ 400

61	2505	1" CURB STOP & BOX	EA	$ 250	2	$ 500		$ -	2	$ 500
62	2505	2" COPPER SERVICE, TYPE K	LF	$ 50	100	$ 5,000		$ -	100	$ 5,000
63	2505	2" CORPORATION STOP	EA	$ 250	2	$ 500		$ -	2	$ 500
64	2505	2" CURB STOP & BOX	EA	$ 300	2	$ 600		$ -	2	$ 600
65	2505	6" GATE VALVE & BOX	EA	$ 1,700	7	$ 11,900	5	$ 8,500	2	$ 3,400
66	2505	8" GATE VALVE & BOX	EA	$ 2,200	14	$ 30,800	8	$ 17,600	6	$ 13,200
67	2505	CONNECT TO EXISTING WATER MAIN	EA	$ 1,500	10	$ 15,000	6	$ 9,000	4	$ 6,000
68	2505	CONNECT TO EXISTING WATER SERVICE	EA	$ 800	1	$ 800		$ -	1	$ 800
69	2505	FURNISH & INSTALL HYDRANT	EA	$ 3,500	7	$ 24,500	5	$ 17,500	2	$ 7,000
70	2505	6" DIP WATER MAIN, CL 52	LF	$ 35	210	$ 7,350	150	$ 5,250	60	$ 2,100
71	2505	8" DIP WATER MAIN, CL 52	LF	$ 55	1060	$ 58,300	280	$ 15,400	780	$ 42,900
72	2505	DIP FITTINGS	LB	$ 5	1800	$ 9,000	1150	$ 5,750	650	$ 3,250
					SUBTOTAL	**$ 177,450**		**$ 87,750**		**$ 89,700**
				10% CONTINGENCY		**$ 17,745**		**$ 8,775**		**$ 8,970**
				TOTAL WATERMAIN COSTS		**$ 195,195**	+14,872	**$ 96,525**		**$ 98,670**
							210,067			
10	2105	REMOVE SIGN TYPE SPECIAL	EA	$ 40	6	$ 240	6	$ 240		$ -
11	2105	REMOVE HANDHOLE	EA	$ 500	1	$ 500	1	$ 500		$ -
12	2105	REMOVE LIGHT FOUNDATION	EA	$ 600	10	$ 6,000	10	$ 6,000		$ -
13	2105	SALVAGE LIGHTING UNIT	EA	$ 600	10	$ 6,000	10	$ 6,000		$ -
20	2105	REMOVE UNDERGROUND WIRE	LF	$ 1	1050	$ 1,050	1050	$ 1,050		$ -
89	2546	LIGHT FOUNDATION DESIGN E MODIFIED	EA	$ 950	10	$ 9,500		$ -	10	$ 9,500
90	2546	HANDHOLE	EA	$ 1,050	1	$ 1,050		$ -	1	$ 1,050
91	2546	2" NON-METALLIC CONDUIT	LF	$ 7	1100	$ 7,700		$ -	1100	$ 7,700
92	2546	UNDERGROUND WIRE 1/C 6 AWG	LF	$ 2	3525	$ 7,050		$ -	3525	$ 7,050
93	2546	UNDERGROUND WIRE 1/C 8 AWG	LF	$ 2	1175	$ 2,350		$ -	1175	$ 2,350
94	2546	UNDERGROUND WIRE 1/C 12 AWG	LF	$ 2	1250	$ 2,500		$ -	1250	$ 2,500
95	2546	INSTALL LIGHTING UNIT	EA	$ 600	10	$ 6,000		$ -	10	$ 6,000
					SUBTOTAL	**$ 49,940**		**$ 13,790**		**$ 36,150**
				10% CONTINGENCY		**$ 4,994**		**$ 1,379**		**$ 3,615**
				TOTAL LIGHTING COSTS		**$ 54,934**		**$ 15,169**		**$ 39,765**
				TOTAL CITY PORTION OF WORK		**$ 520,731**		**$ 319,796**		**$ 200,935**

W- 210,067

S- 255,731

465,798.

ORDINANCE NO. 460

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 County Passed Ordinance No. 459 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 Statues, 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, 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 and adopted this 11th day of May, 2020 at 4:00 p.m.

_____
Mayor Harold Pedersen

ATTEST:

_____
City Manager Tammy Pfaff

RESOLUTION NO. 20-20

RESOLUTION TO APPROVE AUTHORIZATION TO SUMMARIZE ORDINANCE #460
FOR PUBLICATION PURPOSES

WHEREAS per MN Statute #331A.01 Subd 10, the City of Milaca City Council Ordinance #460 entitled Ordinance City Council Continuance of a Local Emergency may be summarized due to the length of this Ordinance. Summary of publication attached.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA that upon four-fifths approval, Ordinance #460 will be published as a summary as per attached.

Passed by the City Council of Milaca, Minnesota this 11th day of May, 2020.

_____

Mayor Harold Pedersen

Attest:

_____

Tammy Pfaff, City Manager

City of Milaca
Ordinance No. 460
CITY COUNCIL CONTINUANCE OF A LOCAL EMERGENCY

This is a summary of the Ordinance changes passed on May 11, 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 under Ordinances.

ORDINANCE NO. 460
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.

Section 5. The City Declares, under Minnesota Statues, 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, 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 11th day of May, 2020.

_____
Mayor Harold Pedersen

ATTEST:

_____
Tammy Pfaff, City Manager

Tammy Pfaff

From: Peter Pedersen <cmappete@yahoo.com>
Sent: Wednesday, April 29, 2020 9:28 AM
To: Tammy Pfaff
Subject: Proposal for $25,000 donation

Please send this on to other council members to be included in the next meeting .....
This is only dealing with the latest donation .
I have a feeling that the proposal of having water bills forgiven is not supported.
Therefore my Proposal is to just use the $25,000 that we received at last council meeting in the manner in which the donor attend by giving to as many business and individuals as possible;;

$ 5,000 has already been put into The Milaca Area Emergency Fund .. We would add $15,000 to that Fund and add the remaining $5,000 to The Cities EDC Loan Fund.

The $15,000 to the Emergency Fund would be given as grants to business and gift certificates from business to individuals as determine by IF/ RRCF this would allow about 20-25 business and about 125 to 150 individuals to have some financial relief during this time of need.

Tammy Pfaff

From: Matt Heggernes <Matt.Heggernes@ecemn.com>
Sent: Friday, April 24, 2020 12:09 PM
To: Matt Heggernes
Subject: East Central Energy RLF COVID 19 Emergency Relief Loan

Hopefully this message finds you in good health. The East Central Energy Board of Directors approved the COVID 19 Emergency Relief Loan. Please reach out if you are interested in an application.

1. $100,000 is set aside specifically for assisting area business.
2. Loans of up to $20,000 per EDA< city, county or similar entity will be awarded on a first come, first serve basis.
3. The ECE board loan committee and ECE board of directors authorizes the ECE finance opportunities team to review and award the loans.
4. Entities may apply for more than one loan; however, preference will be given to entities that have not already received the loan.
5. Entities must re-loan funds to area businesses through a loan program established by the entity.
6. Entities with a current relief loan program may apply when current funds have been depleted.
7. Payments will be deferred for 6 months.
8. Loans will be a maximum of 3 years commencing after the deferment.
9. 0% interest and annual service fee.
10. ECE will partner and share 50% risk with the entity.
11. Completed applications are due by June 30.

Best wishes,

Matt Heggernes | Business Accounts Specialist
East Central Energy
412 Main Avenue N | PO Box 39 | Braham, MN 55006
T: 320-982-4008 | C: 763-244-7506 | mailto:matt.heggernes@ecemn.com| www.eastcentralenergy.com

Customer Service: 1 800-254-7944

East Central Energy
Revolving Loan Fund Application

Name of Business (Legal Name)_____

Business Address_____City_____State_____Zip_____

Business Phone _____

Federal Tax I.D. No._____

Principals	Address	Phone	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____

Type of Business: _____Sole Proprietorship ____ Corporation ____ Partnership _____Government

Date Established: _____ _____Non Profit _____For Profit

Amount of Loan Request: $_____

Total Cost of Project: $_____

Participating Bank Lender _____

Address _____ City _____ State _____ Zip _____

Phone _____ Contact Person _____

Describe type of business the applicant is engaged:

_____

_____

_____

Describe project for which applicant is seeking ECE funding:

_____

_____

_____

EXISTING BUSINESS FINANCING OBLIGATIONS (Date of most recent balance sheet)

CREDITOR NAME	ORIGINAL AMOUNT/ DATE	PRESENT BALANCE	MATURITY DATE	INTEREST RATE	MONTHLY PAYMENT	PAYMENT STATUS

PROJECT FINANCING SUMMARY

SOURCE AND USE OF FUNDS

	ECE	BANK	EQUITY	OTHER	OTHER	TOTAL
Property Acquisition						
Site Improvement						
Building Renovation						
New Construction						
Machinery & Equipment						
Working Capital						
Inventory						
Debt Refinancing						
Other						
Other						
Total						

PROPOSED FINANCING TERMS

	ECE	BANK	EQUITY	OTHER	OTHER	TOTAL
Amount	$	$	$	$	$	$
% of Project Cost	%	%	%	%	%	%
Term (years)	yr	yr	yr	yr	yr	yr
Interest Rate	%	%	%	%	%	%
Debt Service	yr	yr	yr	yr	yr	yr
Lien Position						
Collateral						
Guarantee						

To be signed by applicant:

I declare that the information provided on this application and the accompanying exhibits is true and complete to the best of my knowledge. I understand that East Central Energy has the right to verify this information and will be in contact with those individuals and institutions involved in the proposed project.

By _____

Its _____

Date _____

Submit completed application to:

East Central Energy
C/O
PO Box 39, 412 Main Ave N.
Braham, MN 55006

This institution is an Equal Opportunity Provider. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Washington, D.C. 20250.

Exhibit 1

History and Description of Business
Briefly describe the past operation of the business and/or events leading up to its creation. Include information on the product lines or services, industry, management and key employees, the operation's growth and affiliates.

Exhibit 2

The Project and Related Marketing Plan
Describe the proposed project for which financing is being requested. Detail the marketing strategy and describe how it will support the planned business expansion or start-up. Include information on the following:

- current customers and target markets (provide copies of contracts, purchase orders, etc. which relate to the loan request)
- manufacturing process and materials
- major suppliers
- competition and comparison of products
- pricing, distribution, and promotion

Exhibit 3

Detailed Source and Use of Proceeds
Detail how the total project amount will be used including all sources of funds. Attach written cost estimates.

Exhibit 4

List of Collateral
Provide a detailed list of all collateral offered, new and existing, its value, and security position by funding source.

Exhibit 5

Commitment Letters
Include firm commitments from banks and other participating lenders stating the terms and conditions of their financing.

Exhibit 6

Impact on Community/Jobs
Describe how the proposed project will benefit the community or area in which the business is located. Briefly describe direct and indirect employment benefits, effect on the tax base (if any), and benefits to other businesses and organizations.

Exhibit 7

Financial Statements
Provide balance sheets and income statements for the past three fiscal years.

Exhibit 8

Interim Statement
Provide balance sheets and an income statement, which is less than 90 days old.

Exhibit 9

Projections
Provide two years proforma balance sheets, income statements and cash flows stated on a monthly and annual basis. Define the assumptions used to derive the projections.

Exhibit 10

Resumes and Personal Financial Statements
Provide resumes of all principals as well as current, dated and signed personal financial statements on all principals with a significant financial interest in the business.

Exhibit 11

Affiliates
Provide a description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years.

Exhibit 12

Appraisals/Proposed Lease/Purchase Options or Agreements
An independent appraisal may be required for any real estate which is a subject of the proposed financing, or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed lease(s), purchase options or agreements, or other financial arrangements.

Exhibit 13

Partnership Certificate of Authorization or Corporate Certificate of Authority
Include minutes of the corporate meeting adopting this certification, where applicable. Evidence of corporate action approving the borrowing will be required at closing.

Exhibit 14

Other Required Attachments
- Copy of last year's business income tax statement.
- Copy of last year's personal income tax statement of principals.
- A letter from the County Clerk and County Treasurer verifying that there are no outstanding judgements or tax liens against the business or owners of the business.
- Evidence of payment of last quarter's payroll tax.
- Evidence of Worker's Compensation insurance coverage.

This institution is an Equal Opportunity Provider. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Washington, D.C. 20250.