



City of Milaca

MEMO

To: Honorable Mayor and Council Members

Date: 12/21/17

Re: Agenda Overview and Comments

From: City Manager- Tammy Pfaff

.....
Consent Agenda

Citizen Open Forum- Certificate of Appreciation to Bill Hjort for the generous donation to Rec Park

MNDOT HWY 23 Safety Audit- Tom Dumont will be present at this meeting to go over the HWY 23 Safety Audit and the future plans.

PUBLIC HEARING- TRUTH IN TAXATION

PROCLAMATION- In Honor of Bruce Gerstenkorn, MD

Ordinances- Ordinance No. 430-432 Rental Code- Fee Schedule, Crime Free Housing, and Fire Code

Reports of Departments (I have added departments to this section)

Police Department – Activity Report

Parks Department/Commission- Update on Park Projects from the Mayor

Public Works Department- Activity Report-Water Supply Plan-Revision of Snow Removal Policy

Planning Commission- Marshall has a follow up memo for review.

New Business-

Respectfully submitted;

A handwritten signature in black ink that reads "Tammy Pfaff". The signature is written in a cursive, flowing style.

Tammy Pfaff
City Manager

CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
December 21, 2017

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen___ Council Members; Dave Dillan___ Ken Muller___ Norris Johnson___ Laurie Gahm___
Absent;_____
4. **Approval of Agenda** MB__2nd__AIF__O__
5. **Consent Agenda** MB__2nd__AIF__O__
 - A. Approval of the Minutes – November 16, 2017
 - B. Approval of Bills
 - C. Approval of Treasurer’s Report
 - D. City Manager’s Employment Agreement
 - E. Approval of Transfers-Reference Memo
6. **Citizen Open Forum- CERTIFICATE OF APPRECIATION- BILL HJORT- PARK DONATION**
7. MNDOT- Tom Dumont HWY 23 Safety Audit
8. **Public Hearing- Truth in Taxation Public meeting (General Fund budget is under agenda item #9-K-See Detailed Budget packet)**
9. **Requests and Communications- PROCLAMATION-In Honor of Bruce Gerstenkorn, MD**
10. **Ordinances and Resolutions**
 - F. Adoption of Ordinance 430- Rental Code- Fee Schedule MB__2nd__AIF__O__
 - G. Adoption of Ordinance 431- Rental Code Chapter 98-Crime Free Rental Housing Certification MB__2nd__AIF__O__
 - H. Adoption of Ordinance 432- Rental Code- Chapter 99 Fire Code MB__2nd__AIF__O__
 - I. Resolution 17-49 Stand Pipe Assessment-Mike and Katherine Yanta MB__2nd__AIF__O__
 - J. Resolution 17-50 Summary Publications for Ordinance 429 MB__2nd__AIF__O__
 - K. Resolution 17-51 Approving the 2018 Tax Levy and Final Budget (Summary Budget- All Funds) MB__2nd__AIF__O__
 - L. Resolution 17-52 Accepting Donations MB__2nd__AIF__O__
 - M. Resolution 17-53- Approving 2018 Liquor and Tobacco Licenses MB__2nd__AIF__O__
 - N. Resolution 17-54 Approving Consumption and Display Licenses January 1 Thru March 31 2018 MB__2nd__AIF__O__
 - O. Resolution 17-55 Approving 3.2 Licenses Dec 21, 2017 Thru Dec 31 2017 MB__2nd__AIF__O__
 - P. Resolution 17-56 Support the Maintenance of Local License Bureaus MB__2nd__AIF__O__
11. **Reports of Departments, Boards and Commissions**
 - Q. Police Department- Monthly Activity-
 - R. Parks Commission- Minutes-
 - S. Public Works Department- Activity Report- Water Supply Plan- Snow Removal Policy Revision – 2”
 - T. Planning Commission – Review Memo
 - U. Economic Development Commission-Review minutes-
 - V. Fire Department-
 - W. Airport Commission- November 29th Meeting
 - X. MCAT-IF Training- Phase II
 - Y. Joint Powers Board-
 - Z. Safety Committee-
12. **Unfinished Business**
13. **New Business-** MB__2nd__AIF__O__
14. **Council Comments**
15. **Adjourn** _____p.m. MB__2nd__AIF__O__

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

Call to Order Roll Call

The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Pedersen.

Upon roll call the following council members were present: Mayor Pedersen, Councilors Muller,

Johnson, Gahm and Dillan:

Councilors Absent:

Staff present: City Manager Tammy Pfaff, City Attorney Damien Toven, Marshal Lind, Craig Billings and Todd Quaintance.

Also Present (Signed In): Bill Konze, Tom Sauer and Patty Meleen.

Approval of the Agenda

On a motion by Dillan seconded by Muller, the agenda was approved. Motion carried unanimously.

Consent Agenda

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

- a) Minutes of the October 19th, 2017 City Council Meeting
- b) Bills for Payment
- c) Approval of Treasurer's Report
- d) Resolution 17-47 Accepting donations from Darlene Bemis-\$150.00.
- e) Resolution 17-48 Vacating City Streets
- f)
- g)

Citizens Forum- MNDOT Highway 23 Safety Audit for Foley to Milaca. Tom Dumont was not present at the November meeting.

Tom Sauer commented on the sidewalks and that people are not shoveling them and asked the council to put a notice in the paper.

Public Hearing

Requests and Communications-

Ordinances and Resolutions

Ordinance No. 429 was introduced for the second reading. Council reviewed the ordinance and determined that the properties should be notified of the ordinance. Council determined that the licenses for the first year would have a grace period until October 31st, 2018 to allow the properties to comply with the list for inspection purposes as introduced upon a motion by Johnson and seconded by Muller. Motion carried unanimously. The second reading was then completed and accepted upon a motion by Johnson and seconded by Gahm. Motion carried unanimously.

Reports of Departments, Boards and Commissions

Police Department- Council reviewed the monthly report. Patsy Meleen requested to be on the agenda in regards to the dog bite. Patsy's daughter was present and discussed with council the decision made at the last council meeting. They felt the dog should have been deemed a dangerous dog and stated they were upset that they did not get notice to come to the council meeting. The city attorney stated that the owners have taken multiple steps to contain the dog and that in the future the victims will be included in the hearing.

Parks Department- Mayor Pedersen reported on the park commission meeting. Mayor Pederson reported that Mich Nelson will be starting a broomball league in January.

Public Works Department- Council reviewed the activity report.

Planning Commission- No meeting in November

Liquor Store- No activity to report.

Economic Development Commission- Review of current activity.

Fire Department- Craig Billing present the annual activity and discussed with council the possibility of increasing the call run amounts and adding \$4,800 to the Fire Relief pension fund. It was recommended to hold the annual meetings with the townships to make them aware of the requests from the Fire Department.

Airport Commission- Next meeting November 29th at 6:00 p.m.

MCAT – Dillan reported that they have submitted a grant request to move to the next phase of the training.

Joint Powers Board with City of Braham; No meeting.

Safety Committee- The committee has done a walk through to find any potential hazard areas.

Unfinished Business

New Business-

Council Comments

Mayor Pedersen asked the council for comments:

- No comments were presented
- Mayor Pedersen updated the council on the meeting with the chamber and that a tourism board would need to be created

Mayor Peterson announced to the public present that the meeting would now be closed to the public to do the six month performance evaluation on the city manager.

Adjourn

With no other business presented before the council, a motion to adjourn was made by Johnson, seconded by Muller, all present voted in favor and the meeting adjourned at 7:20 p.m.

Motion carried unanimously.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

CITY OF MILACA
Council Monthly Budget Report
November 2017

DEPT Descr	2017 YTD Budget	2017 YTD Amt	Balance	2017 % of Budget Remain
Airport	\$125,355.00	\$120,669.83	\$4,685.17	3.74%
Assessing	\$12,000.00	\$0.00	\$12,000.00	100.00%
Auditing	\$6,000.00	\$6,250.00	(\$250.00)	-4.17%
Building Inspection	\$52,495.00	\$47,581.56	\$4,913.44	9.36%
City Attorney	\$45,550.00	\$40,315.97	\$5,234.03	11.49%
City Hall	\$297,395.00	\$264,060.79	\$33,334.21	11.21%
City Manager	\$23,180.00	\$22,354.03	\$825.97	3.56%
Council	\$12,750.00	\$12,012.71	\$737.29	5.78%
Elections	\$0.00	\$0.00	\$0.00	0.00%
Fire Dept.	\$124,620.00	\$162,515.57	(\$37,895.57)	-30.41%
Historical Society	\$13,000.00	\$6,890.11	\$6,109.89	47.00%
Liaison Officer	\$73,515.00	\$32,146.49	\$41,368.51	56.27%
Libraries	\$25,950.00	\$18,216.18	\$7,733.82	29.80%
Ogilvie	\$49,475.00	\$56,006.75	(\$6,531.75)	-13.20%
Parks	\$330,855.00	\$313,405.06	\$17,449.94	5.27%
Planning Comm.	\$1,500.00	\$741.97	\$758.03	50.54%
Police Dept.	\$476,005.00	\$457,262.39	\$18,742.61	3.94%
Public Works	\$260,150.00	\$183,864.69	\$76,285.31	29.32%
Rec Fest	\$0.00	\$0.00	\$0.00	0.00%
Recreation	\$2,500.00	\$2,702.75	(\$202.75)	-8.11%
Treasurer	\$28,555.00	\$26,385.80	\$2,169.20	7.60%
Unallocated	\$11,045.00	\$6,978.11	\$4,066.89	36.82%
	\$1,971,895.00	\$1,780,360.76	\$191,534.24	9.71%

CITY OF MILACA
Check Summary Register
10100 General Bank - ACH

	Name	Check Date	Check Amt	Description
Paid Chk# 817260E	EFTPS-STATE TAXPAYMENT	11/14/2017	\$1,818.28	STATE W/H
Paid Chk# 817261E	EFTPS-STATE TAXPAYMENT	11/14/2017	\$146.96	STATE W/H
Paid Chk# 817268E	EFTPS-STATE TAXPAYMENT	11/28/2017	\$1,849.07	STATE W/H
Paid Chk# 817269E	EFTPS-STATE TAXPAYMENT	11/28/2017	\$146.96	STATE W/H
Paid Chk# 817276E	EFTPS-STATE TAXPAYMENT	12/12/2017	\$1,685.22	STATE W/H
Paid Chk# 817277E	EFTPS-STATE TAXPAYMENT	12/12/2017	\$146.96	STATE W/H
Paid Chk# 817284E	CENTERPOINT ENERGY	12/18/2017	\$1,573.83	NATURAL GAS
Paid Chk# 817285E	EAST CENTRAL ENERGY	12/7/2017	\$9,452.12	ELECTRIC
Paid Chk# 817286E	MILACA LOCAL LINK	12/18/2017	\$294.49	PHONE SERVICE
Paid Chk# 817287E	UNION SECURITY INSURANCE CO.	12/8/2017	\$559.99	LTD-DEC 2017
Paid Chk# 817288E	INCONTACT INC	12/30/2017	\$74.47	LONG DISTANCE SERVICE
Paid Chk# 817289E	MIDCONTINENT COMMUNICATIONS	12/6/2017	\$65.00	INTERNET-
Paid Chk# 817290E	ENDICIA ACCOUNTING	12/12/2017	\$500.00	POSTAGE FOR METER
	Total Checks		\$18,313.35	

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 043751	AMAZON	11/22/2017	\$1,343.06	CARBON MONOXIDE DETECTORS-POLI
Paid Chk# 043752	BLUE CROSS BLUE SHIELD OF MINN	11/22/2017	\$13,856.77	MEDICAL INSUR-DEC 2017
Paid Chk# 043753	CORNER MART	11/22/2017	\$1,919.16	GAS-POLICE
Paid Chk# 043754	DELTA DENTAL OF MINNESOTA	11/22/2017	\$26.20	PED DENTAL-DEC 2017
Paid Chk# 043755	L.E.L.S.	11/22/2017	\$245.00	POLICE UNION DUES-DEC 2017
Paid Chk# 043756	MN BENEFIT ASSOCIATION	11/22/2017	\$555.43	LIFE/DENTAL-DEC 2017
Paid Chk# 043757	USABLE LIFE	11/22/2017	\$253.35	DISABILITY/LIFE-DEC 2017
Paid Chk# 043758	VERIZON WIRELESS	11/22/2017	\$386.41	CELL PHONE SVC-NOV
Paid Chk# 043759	WUBBEN, MARK	11/22/2017	\$155.00	2017 CELL PHONE
Paid Chk# 043760	FAMILY HERITAGE LIFE INS CO	11/29/2017	\$135.00	SUPPL LIFE INS - NOV 2017
Paid Chk# 043761	HOLLENKAMP, NICOLE	11/29/2017	\$640.00	DISC GOLF SIGNS/PAMPHLET
Paid Chk# 043762	NICROS INC	11/29/2017	\$12,784.80	REC PARK PLAYGROUND EQUIP-BOUL
Paid Chk# 043763	STRUFFERT, JACQUELINE	11/29/2017	\$210.00	FIRE CONTEST POSTER PRIZES
Paid Chk# 043764	U.S. POSTAL SERVICE	11/29/2017	\$239.66	NOV BILLINGS
Paid Chk# 043765	FIRST NATIONAL BANK OF MILACA	12/6/2017	\$31,295.00	2015 GO PARK BOND
Paid Chk# 043766	FRONTIER	12/6/2017	\$808.09	PHONE SVC-PARKS
Paid Chk# 043767	JIM'S MILLE LACS DISPOSAL	12/6/2017	\$515.08	GARBAGE-PARKS
Paid Chk# 043768	MILACA BLDG CENTER	12/6/2017	\$573.89	ICE RINK BENCHES
Paid Chk# 043769	ST. CROIX RECREATION FUN	12/6/2017	\$13,587.00	REC PARK PLAYGROUND EQUIP-ZIP
Paid Chk# 043770	ALEX AIR APPARATUS, INC.	12/21/2017	\$10,680.00	BAUER AUTO CASCADE SYSTEM
Paid Chk# 043771	AMERIPRIDE	12/21/2017	\$66.35	RUGS-LIBRARY
Paid Chk# 043772	AW RESEARCH LABORATORIES	12/21/2017	\$1,159.00	TESTING-SEWER
Paid Chk# 043773	BAAS CONSTRUCTION, INC	12/21/2017	\$4,219.00	REPLACE OVRHD/SVC DOORS-MUSEUM
Paid Chk# 043774	BEAUDRY OIL & PROPANE CO.	12/21/2017	\$554.00	EQUIP OIL-PW
Paid Chk# 043775	BILLINGS SERVICE	12/21/2017	\$1,720.93	GAS-FIRE
Paid Chk# 043776	BOLTON & MENK INC	12/21/2017	\$3,000.00	BLDG AREA LAND ACQ-AIRPORT
Paid Chk# 043777	CHADER BUSINESS EQUIPMENT	12/21/2017	\$484.00	RECORDER-POLICE
Paid Chk# 043778	CORE & MAIN LP	12/21/2017	\$5,700.00	WATER METERS
Paid Chk# 043779	CORE & MAIN LP	12/21/2017	\$408.84	PARTS-PW
Paid Chk# 043780	CORNER MART	12/21/2017	\$1,387.93	GAS-PW
Paid Chk# 043781	DOVE FRETLAND PLLP	12/21/2017	\$3,598.41	CIVIL RETAINER-NOV 2017
Paid Chk# 043782	EVIDENT INC	12/21/2017	\$128.78	MISC SUPPLIES
Paid Chk# 043783	FAIRVIEW HEALTH SERVICES	12/21/2017	\$885.00	PHYSICAL-ROBERT ALLEY
Paid Chk# 043784	FIRE INSTRUCTION & RESCUE ED.	12/21/2017	\$500.00	AIR MONITORING/GAS DETECTORS T
Paid Chk# 043785	GANN-OLEHY, TRACY	12/21/2017	\$41.82	MLG-STATE AUDITOR TRNG-11/15
Paid Chk# 043786	GK CONSULTING LLC	12/21/2017	\$1,415.00	DEC NETWORK
Paid Chk# 043787	GOPHER STATE ONE-CALL, INC.	12/21/2017	\$40.50	NOV LOCATES
Paid Chk# 043788	GRANITE ELECTRONICS	12/21/2017	\$145.00	RADIO REPAIR-FIRE
Paid Chk# 043789	GRANITE LEDGE ELECTRICAL	12/21/2017	\$518.43	BREAKER-REC PARK PUMP HOUSE
Paid Chk# 043790	H & L MESABI	12/21/2017	\$530.00	PLOW PARTS-PW
Paid Chk# 043791	HABERMAN, DIONNE	12/21/2017	\$159.12	DEC 17 OGILVIE MILEAGE
Paid Chk# 043792	HACH COMPANY	12/21/2017	\$109.28	TESTING SUPPLIES
Paid Chk# 043793	HARDRIVES, INC.	12/21/2017	\$331.55	COLD ASPHALT MIX
Paid Chk# 043794	HARTMAN, PAMELA	12/21/2017	\$17.09	REIMB-SUPPLIES-DEP REG
Paid Chk# 043795	HAWKINS, INC.	12/21/2017	\$2,813.46	CHEMICALS
Paid Chk# 043796	HJORT EXCAVATING	12/21/2017	\$4,056.97	11TH ST LIFT STATION REPAIR
Paid Chk# 043797	K.E.E.P.R.S.	12/21/2017	\$1,404.92	REPLACE BADGES

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 043798	KOCH'S HARDWARE HANK	12/21/2017	\$2,012.37	SUPPLIES-FIRE
Paid Chk# 043799	LITTLE FALLS MACHINE, INC.	12/21/2017	\$60.85	PARTS-PW
Paid Chk# 043800	M.C.F.O.A.	12/21/2017	\$40.00	MEMBERSHIP-T PFAFF
Paid Chk# 043801	VISU-SEWER INC	12/21/2017	\$45,194.10	2017 SAN SEWER LINING PROJECT
Paid Chk# 043802	M.E. PLUMBING & HEATING	12/21/2017	\$1,276.22	COUNCIL ROOM THERMOSTAT
Paid Chk# 043803	MILACA AUTO VALUE	12/21/2017	\$588.66	PARTS-PW
Paid Chk# 043804	MILACA CHAMBER OF COMMERCE	12/21/2017	\$1,199.33	LODGING TAX-OCT 17
Paid Chk# 043805	MILACA GENERAL RENTAL CENTER	12/21/2017	\$51.53	JACK HAMMER RENTAL-SEWER
Paid Chk# 043806	MILACA UNCLAIMED FREIGHT	12/21/2017	\$68.97	SHOP SUPPLIES-PW
Paid Chk# 043807	MILLE LACS COUNTY DAC	12/21/2017	\$634.86	CLEANING SVCS -NOV 2017
Paid Chk# 043808	MINNESOTA BLUEGRASS	12/21/2017	\$218.74	ADVERTISING-REC FEST
Paid Chk# 043809	MINUTEMAN PRESS	12/21/2017	\$830.90	DISC GOLFS SIGNS/BROCHURES
Paid Chk# 043810	MN BOARD OF ACCOUNTANCY	12/21/2017	\$100.00	T GANN-OLEHY CERT RENEWAL-2313
Paid Chk# 043811	MN COMPUTER SYSTEMS, INC.	12/21/2017	\$28.41	COPIER MAINTENANCE-DEP REG
Paid Chk# 043812	MN DEPT OF HEALTH	12/21/2017	\$1,590.00	4TH QTR TEST FEE
Paid Chk# 043813	NORTHLAND FIRE PROTECTION	12/21/2017	\$226.65	FIRE EXTINGUISHER-PW
Paid Chk# 043814	OWENS COMPANIES INC	12/21/2017	\$2,160.57	BOILER REPAIR-LIBRARY
Paid Chk# 043815	PEAK DESIGN & CONSTRUCTION	12/21/2017	\$5,900.00	ROOF/GUTTERS/DOWNS-FIRE
Paid Chk# 043816	PFAFF, TAMMY	12/21/2017	\$53.81	REIMB-LEADER SKILLS TRNG-12/1
Paid Chk# 043817	POLLARD WATER	12/21/2017	\$538.43	MANHOLE COVERS
Paid Chk# 043818	QUILL CORPORATION	12/21/2017	\$84.15	ENVELOPES-COUNCIL
Paid Chk# 043819	SECURITY LOCKSMITHS INC	12/21/2017	\$199.25	LOCK REKEYED-PW
Paid Chk# 043820	STANTEC	12/21/2017	\$639.25	SURVEYING/MAPPING
Paid Chk# 043821	SUBURBAN RADIOLOGIC CONSULT/	12/21/2017	\$34.00	PHYSICAL-R ALLEY
Paid Chk# 043822	TOTAL CONTROL SYSTEMS, INC.	12/21/2017	\$7,108.17	SONICWALL/WTP
	Total Checks		\$196,443.50	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - ACH

	Name	Check Date	Check Amt	Description
Paid Chk# 917046E	HIBU	11/1/2017	\$163.82	WEBSITE HOSTING-NOV 2017
Paid Chk# 917047E	EAST CENTRAL ENERGY	12/7/2017	\$1,524.77	ELECTRIC
Paid Chk# 917048E	CENTERPOINT ENERGY	12/11/2017	\$259.91	NATURAL GAS
Paid Chk# 917049E	MN DEPT OF REVENUE	12/18/2017	\$16,722.00	LIQUOR SALES TAX
Paid Chk# 917050E	MILACA, CITY OF (WATER/SEWER)	12/15/2017	\$31.43	WATER/SEWER
Paid Chk# 917051E	HIBU	12/1/2017	\$129.99	WEB HOSTING-DEC
	Total Checks		\$18,831.92	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 024261	VERIZON WIRELESS	11/22/2017	\$41.52	NOV DIGITAL SIGN
Paid Chk# 024262	KARST, JOE	11/29/2017	\$100.00	4 CONVEX MIRRORS
Paid Chk# 024263	ARTISAN BEER COMPANY	12/1/2017	\$59.08	BEER
Paid Chk# 024264	BELLBOY CORP.	12/1/2017	\$2,319.75	LIQUOR
Paid Chk# 024265	BERNICKS	12/1/2017	\$7,818.95	NA
Paid Chk# 024266	BREAKTHRU BEVERAGE MN	12/1/2017	\$8,805.88	LIQUOR
Paid Chk# 024267	C & L DISTRIBUTING CO.	12/1/2017	\$28,424.01	BEER
Paid Chk# 024268	DAHLHEIMER DISTRIBUTING CO.	12/1/2017	\$26,369.44	BEER
Paid Chk# 024269	HOMETOWN PRODUCTIONS	12/1/2017	\$436.95	ADVERTISING
Paid Chk# 024270	J.J. TAYLOR DIST OF MN	12/1/2017	\$140.10	DELIVERY
Paid Chk# 024271	JOHNSON BROTHERS LIQUOR CO.	12/1/2017	\$31,589.52	LIQUOR
Paid Chk# 024272	MCDONALD DISTRIBUTING	12/1/2017	\$137.10	BEER
Paid Chk# 024273	MILLNER HERITAGE VINEYARD	12/1/2017	\$174.00	WINE
Paid Chk# 024274	MINNESTALGIA WINERY	12/1/2017	\$90.00	WINE
Paid Chk# 024275	PAUSTIS WINE CO.	12/1/2017	\$3,335.79	DELIVERY
Paid Chk# 024276	PHILLIPS WINE AND SPIRITS	12/1/2017	\$9,568.44	DELIVERY
Paid Chk# 024277	SOUTHERN GLAZERS OR MN	12/1/2017	\$8,887.80	LIQUOR
Paid Chk# 024278	THE WINE COMPANY	12/1/2017	\$369.00	DELIVERY
Paid Chk# 024279	VINOCOPIA	12/1/2017	\$1,256.71	DELIVERY
Paid Chk# 024280	WILD MOUNTAIN WINERY INC	12/1/2017	\$125.64	WINE
Paid Chk# 024281	WINE MERCHANTS	12/1/2017	\$1,786.30	DELIVERY
Paid Chk# 024282	FRONTIER	12/15/2017	\$143.69	DEC PHONE SVC
Paid Chk# 024283	JIM'S MILLE LACS DISPOSAL	12/15/2017	\$63.18	REFUSE COLLECTION
Paid Chk# 024284	AMERICAN BOTTLING CO.	12/21/2017	\$184.12	NA
Paid Chk# 024285	AMERIPRIDE	12/21/2017	\$1,211.72	RUGS
Paid Chk# 024286	CRYSTAL SPRINGS ICE	12/21/2017	\$206.36	ICE
Paid Chk# 024287	GODFATHER'S EXTERMINATING	12/21/2017	\$51.21	PEST CONTROL
Paid Chk# 024288	GRANITE CITY JOBBING	12/21/2017	\$6,131.88	TOBACCO
Paid Chk# 024289	GRANITE LEDGE ELECTRICAL	12/21/2017	\$359.18	REPLACE LIGHTS
Paid Chk# 024290	KOCH'S HARDWARE HANK	12/21/2017	\$182.57	SUPPLIES
Paid Chk# 024291	M. AMUNDSON LLP	12/21/2017	\$5,578.91	TOBACCO
Paid Chk# 024292	MILACA, CITY OF	12/21/2017	\$50.00	2018 CIGARETTE LICENSE
Paid Chk# 024293	MILLE LACS CO. - AUDITOR	12/21/2017	\$1.00	2017 SOLID WASTE FEE
Paid Chk# 024294	MILLER TRUCKING INC.	12/21/2017	\$43.20	DELIVERY
Paid Chk# 024295	QUILL CORPORATION	12/21/2017	\$9.80	CREDIT ON ACCOUNT
Paid Chk# 024296	RED BULL DISTRIBUTION CO INC	12/21/2017	\$155.49	NA
Paid Chk# 024297	TRUE BRANDS	12/21/2017	\$35.94	MISC
Paid Chk# 024298	VIKING BOTTLING CO.	12/21/2017	\$663.19	NA
	Total Checks		\$146,907.42	

CITY MANAGER

EMPLOYMENT AGREEMENT

AGREEMENT made this _____ day of _____, 2017, by and between the CITY OF MILACA, a Minnesota municipal corporation ("Employer"), and TAMMY LOU PFAFF ("Employee").

The parties agree as follows:

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

- 5) **SALARY.** Employer and Employee agree that on January 1, 2018 a salary increase of \$2,500 will be given, for a salary of \$62,500. Employer and Employee further agree that upon the completion of the Employees 1st year period another performance review will be conducted and the 2018 salary will then be increased to \$68,500, on May 1st of 2018. There will be an annual performance review in November of each year at which time Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation on an annual basis to be effective on the 1st of each calendar year.
- 6) **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall accrue sick leave at a rate of eight (8) hours for each calendar month of full-time service and shall provide Employee the same sick leave as enjoyed by other non-union employees.
- 7) **VACATIONS.** Effective upon Employee's first day of employment, Employee shall accrue vacation leave in accordance with the following schedule;

YEARS OF EMPLOYEMNT	VACATION ACCURAL
1 ST & 2 ND	80.00 Hours/Year
3 RD & 4 TH	96.00 Hours/Year
5 TH , 6 TH , & 7 TH	104.00 Hours/Year
8 TH , & 9 TH	112.00 Hours/Year
10 TH , 11 TH , 12 TH , 13 TH , & 14 TH	120.00 Hours/Year
15 TH	160.00 Hours/Year
16 TH	168.00 Hours/Year
17 TH	176.00 Hours/Year
18 TH	184.00 Hours/Year
19 TH	192.00 Hours/Year
20 TH	200.00 Hours/Year

- 8) Employer shall provide Employee the same vacation provisions as enjoyed by other non-union employees.

- 9) **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.
- 10) **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.
- 11) **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which is deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.
- 12) **PROFESSIONAL DEVELOPMENT.** Employee shall successfully complete leadership training as identified by Employer within the timeframe designated by Employer. In addition, Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer. Employee shall also endeavor to complete her 4-year degree.
- 13) **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer at Employer's expense.
- 14) **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses **including a monthly cell phone reimbursement of \$50.00**, which it is anticipated Employee will incur from time to time when provided appropriate documentation.
- 15) **HOURS OF WORK.** It is understood that the position of City Manager requires attendance at evening meetings and possibly weekend meetings. It is understood by Employee that additional

compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

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

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

EMPLOYER:
CITY OF MILACA

EMPLOYEE:

BY: _____
Harold Pedersen, Its Mayor

Tammy Lou Pfaff



City of Milaca

MEMO

To: Honorable Mayor and Council Members

Date: 12/21/17

Re: Fund Transfers

From: City Manager- Tammy Pfaff

Consent Agenda

Item 5E: Approval of Transfers

1. Transfer of remaining funds of \$94,288.53 to close the 2006 Library Revenue Bond and transfer funds to cover the debt in the 2017 Library Refunding Bond fund.
2. Transfer \$97,036.48 of remaining funds from the 2009 GO Refunding Bond to the General Fund to close the fund, the debt is paid. These funds will be reserved 50/50 for Park Equipment and Public Works Equipment.

Respectfully submitted;

A handwritten signature in black ink that reads "Tammy Pfaff". The signature is written in a cursive, flowing style.

Tammy Pfaff
City Manager

Certificate of Appreciation

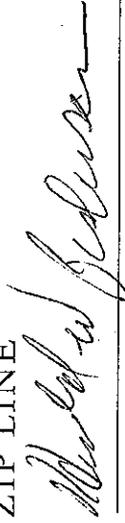
THE CITY OF MILACA EXTENDS ITS GRATITUDE AND THANKS TO YOU FOR
YOUR OUTSTANDING SUPPORT AND CONTRIBUTION TO OUR COMMUNITY.

This certificate is awarded to

TOWN & COUNTRY FINANCE

BILL HJORT

IN RECOGNITION OF YOUR VERY GENEROUS DONATION TO RECREATION PARK
FOR A CLIMBING BOULDER AND ZIP LINE



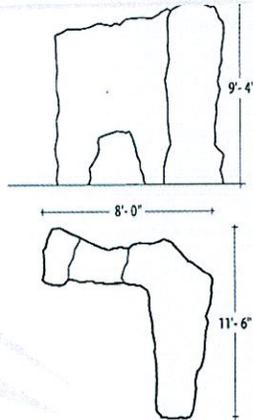
Mayor Harold Pedersen

December 21, 2017



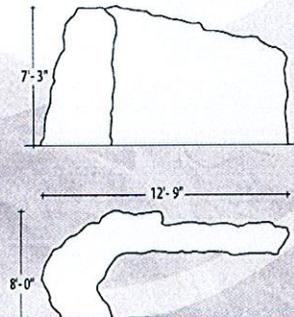
City Manager Tammy Pfaff

December 21, 2017



Large Boulder

Approx Square Footage: 400 sq ft
 Weight: 3,600 lbs
 Approx Footprint: 8' x 11' 6"
 Approx Height: 9' 4"



Medium Boulder

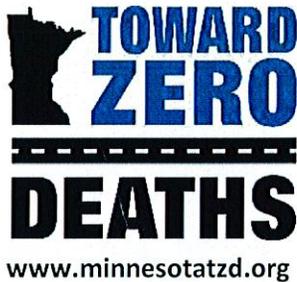
Approx Square Footage: 290 sq ft
 Weight: 2,750 lbs
 Approx Footprint: 8' x 12' 9"
 Approx Height: 7' 3"



Community Action

What we need from you!

- Work with the regional Toward Zero Deaths partners to develop and implement education initiatives.
- Develop plans for how you want the Highway through your community to look, operate, and function.
- Utilize these strategies when opportunities to implement are funded and being realized.
- Plan now – before a project is realized and implemented.
- Be prepared to use local funding and apply for competitive grants and safety funding. Coordinate with future MnDOT and County projects.



Contact Us

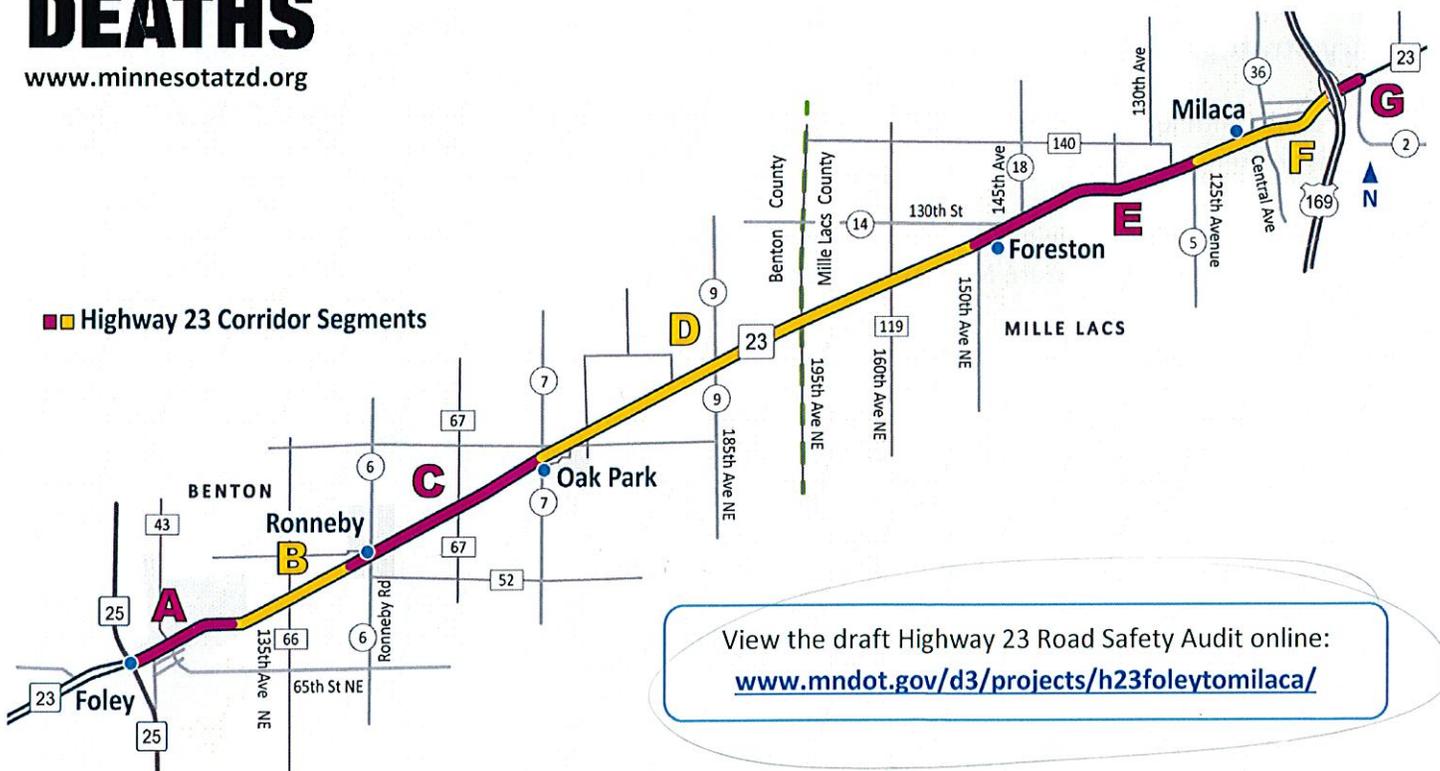
HIGHWAY 23 ROAD SAFETY AUDIT

Derek Leuer, Traffic Safety Engineer, MnDOT Office of Traffic, Safety and Technology
derek.leuer@state.mn.us

Bryan Nemeth, Consultant Project Manager, Bolton & Menk, Inc.
bryanne@bolton-menk.com

LOCAL MnDOT CONTACT

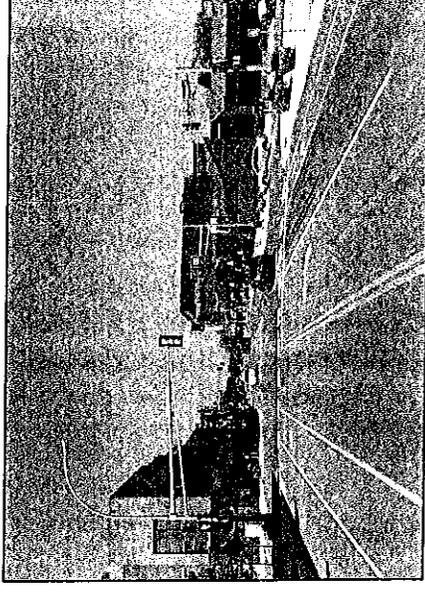
Tom Dumont, District Traffic Engineer, MnDOT District 3
tom.dumont@state.mn.us



The Road Safety Audit is one part of a multi-agency effort to improve safety on Highway 23 in Benton and Mille Lacs counties. For more information about the Highway 23 safety improvement effort, or to learn how to get involved with safety efforts along Highway 23, contact Tom Nixon, East Central Minnesota Toward Zero Deaths Coordinator at thomas.nixon@state.mn.us.

Segment F (Milaca) Strategies – Short and Mid-Term

- Develop a community roadway plan
- Restripe left turn lanes at Central Ave, 3rd Ave and school access
- Pedestrian ramp and striping improvements at 3rd Ave
- Restripe as 3-lane roadway from Central Ave to 3rd St SE (short to mid-term)
- Pedestrian crossing enhancements at 3rd Ave (mid-term)
- Signal improvements at Central Ave



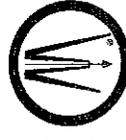
Segment G (Milaca) Strategies – Short to Long Term

Short Term

- Restripe a left turn lane at CSAH 2 (remove bypass lane)

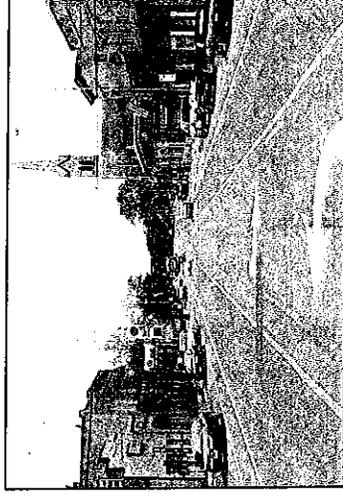
Long Term

- Add trail or sidewalk from 10th Ave to 1st St
- Construct roundabout at either CSAH 2 or 10th Ave
 - If roundabout at 10th Ave, add left turn lane at CSAH 2
 - If roundabout at CSAH 2 (preferred), $\frac{3}{4}$ access at 10th Ave
- Provide continuous lighting from Hwy 169 Interchange to CSAH 2



Segment F (Milaca) Strategies – Long Term

- Transition corridor to context sensitive urban roadway from Central Ave to 3rd St SE
- Tight urban section (10' thru lane, 11' turn lane, 10' thru lane) – parking on north side
- Complete Streets design (crossing locations, sidewalk, street furniture, lighting)
- 3-lane roadway from Central Ave to 3rd St SE
- Add left turn lanes at Central, 3rd, and school access
- Explore potential of a roundabout at 3rd Ave and pedestrian underpass east of 3rd Ave





**CITY OF MILACA
PUBLIC HEARING NOTICE**

Thursday, December 21, 2017
6:30 p.m.
Milaca City Hall

NOTICE IS HEREBY GIVEN that the Milaca City Council will call a meeting on Thursday, December 21st, 2017, at 6:30 p.m., to conduct a public hearing on;

TRUTH AND TAXATION

All persons interested are invited to attend said council meeting. Written comments may be submitted to the City Manager's office 255 First Street East, Milaca Minnesota 56353. Please contact the City Manager's office at, 320-983-3141 if you have any questions.

Tammy Pfaff
City Manager
City of Milaca

Public Notice posted on city website and city notice board this 27th day of November, 2017
Published December 6th and 13th

Certification of Truth in Taxation Compliance

TNT

for Taxes Payable in 2018 (*Minn. Stat. § 275.065, subd. 7*)

Due on or before December 28, 2017. Email as PDF to: PropTax.Admin@state.mn.us.

Print or type	Name of Governmental Unit CITY OF MILACA		Name of Person Filling Out Form TAMMY PFAFF	
	Mailing address 255 FIRST STREET EAST			
	City MILACA	State MN	Zip code 56353	Phone 320-983-3141

Proposed Levy Cert.	Certification of 2018 Proposed Property Tax Levy (<i>Not the final property tax levy</i>)	
	Date certified to county auditor (mm/dd/yyyy) SEPTEMBER 22, 2017	Net Levy Amount (do not leave blank or write "maximum", dollar amount only) 944,715

TNT Meeting	Truth-in-Taxation Public Meeting	
	Date meeting held (mm/dd/yyyy) DECEMBER 21, 2017	Time meeting held 6:30 P.M.

Final Levy Cert.	Certification of 2018 Final Property Tax Levy	
	Date certified to county auditor (mm/dd/yyyy) DECEMBER 21, 2017	Net Levy Amount 944,715

*If final levy is higher than proposed, explanation required

I, the representative of the above-named county, city, school district, or metropolitan special taxing district, certify that the information on this form is accurate to the best of my knowledge.

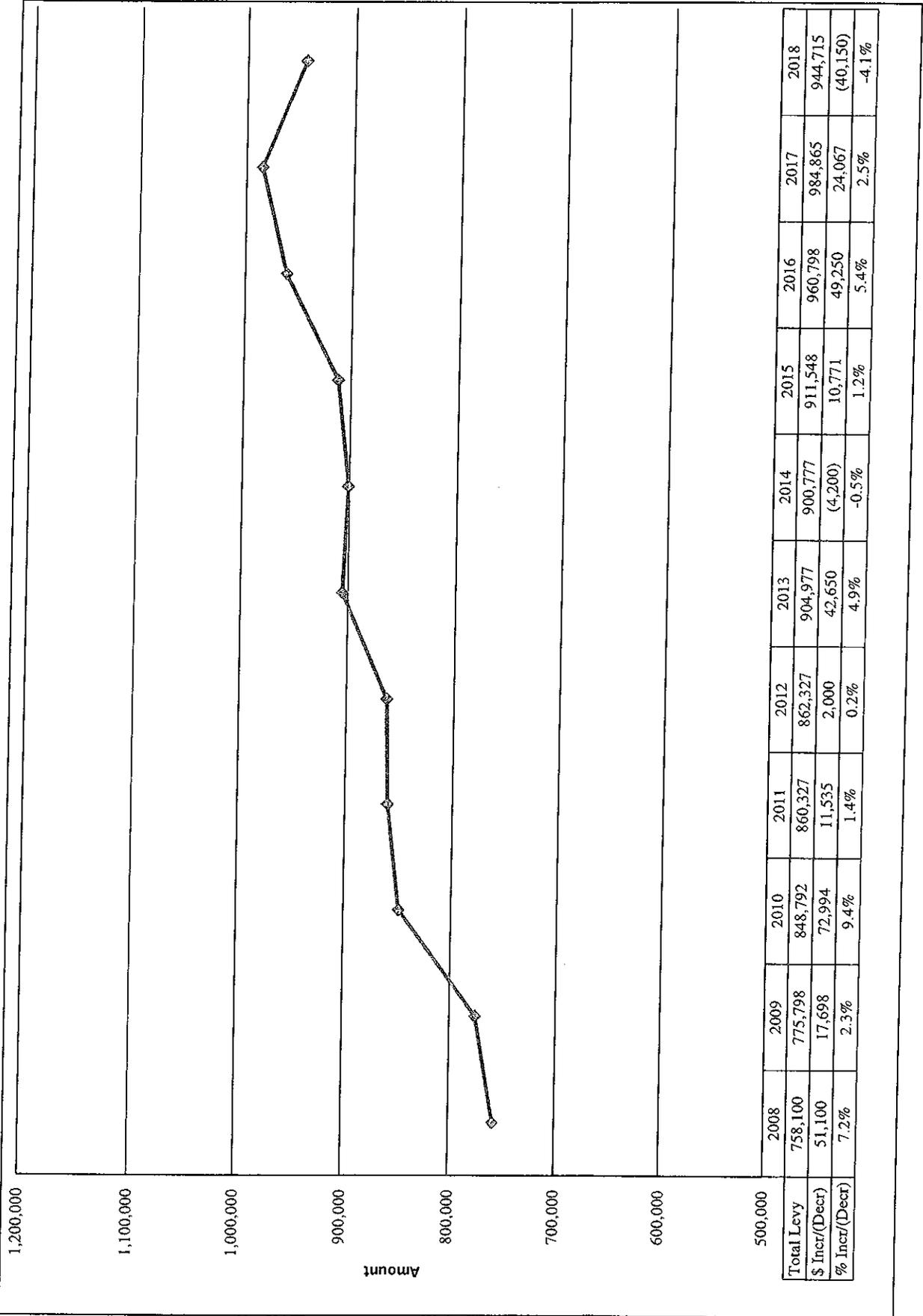
Sign here	Signature of authorized representative	Title	Date
		CITY MANAGER	12-22-17

Want to stay in the loop? Sign up for Truth in Taxation updates through govdelivery on the Department of Revenue's TNT webpage!

New last year: Compliance self-check on the Department of Revenue's TNT webpage. A spreadsheet will be updated frequently for the duration of the submission period. When the form is submitted via email, assume it has been submitted correctly. **Property Tax staff will notify you of any issues; we will not be able to confirm form submissions due to the high volume in a short amount of time.**

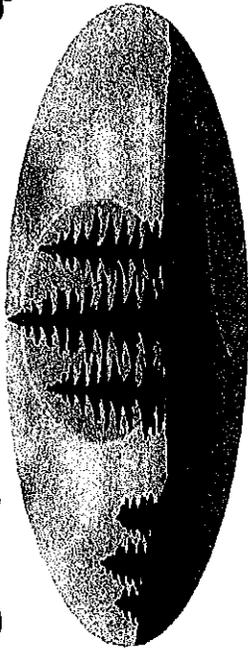
REMINDER: Cities with populations under 500 need not submit a TNT compliance form.

CITY OF MILACA
Levy by Year



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Total Levy	758,100	775,798	848,792	860,327	862,327	904,977	900,777	911,548	960,798	984,865	944,715
\$ Incr/(Decr)	51,100	17,698	72,994	11,535	2,000	42,650	(4,200)	10,771	49,250	24,067	(40,150)
% Incr/(Decr)	7.2%	2.3%	9.4%	1.4%	0.2%	4.9%	-0.5%	1.2%	5.4%	2.5%	-4.1%

City of Milaca



PROCLAMATION

In Honor of Bruce Gerstenkorn, MD.

WHEREAS, the City of Milaca recognizes the importance of physicians in our community; and

WHEREAS, the City of Milaca appreciates the vital role served by Dr. Gerstenkorn who, as local family practitioner, established a lifetime dedicated to healing; and

WHEREAS, we honor Dr. Gerstenkorn's career of 52 years of service and has devoted his life to the welfare and health of our community; and

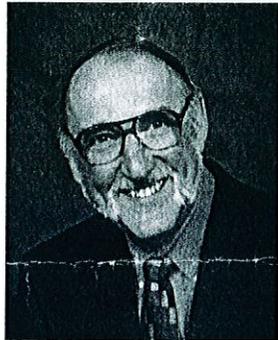
WHEREAS, we express appreciation for his commitment to his patients and to our community; and

NOW THEREFORE, BE IT RESOLVED, that the City of Milaca recognizes and honors Bruce Gerstenkorn, MD for his distinguished career.

Mayor Harold Pedersen

Dated

Celebrate over 50 years of service



Celebrate Dr. Gerstenkorn's Retirement

Wed., Dec. 13 at 1 p.m.
Fairview Clinics - Milaca
150 10th St NW,
Milaca, MN 56353

A lifetime dedicated to healing

Join us as we honor the extraordinary career of **Bruce Gerstenkorn, MD.**

For 52 years, Dr. Gerstenkorn has devoted his life to the health and welfare of his patients in the community.

Since 1968, this longtime family practitioner has been responsible for the delivery of thousands of babies, numerous tonsillectomies and the medical care of an entire community. We express our sincere appreciation for his commitment to all of his patients and clinic staff throughout a distinguished career.

Thank you Dr. Gerstenkorn for all you have done. Enjoy this next chapter of your life.

Visit fairview.org | Call 320-983-7400



*Do
Proclamation*

**ORDINANCE 430
LICENSING OF RENTAL PROPERTY
FEE SCHEDULE**

Below is a list of fees related to licensing of a rental property and renewing a rental license in the City of Milaca.

<p>This is a property I am converting from owner occupied to a rental. If this property was not previously licensed as a rental property you must pay a one-time conversion fee. This fee includes the rental license fee for the first year, an initial inspection fee and one re-inspection fee if needed. It does not include the 8 Hour “Crime Free Rental Housing Training” or the criminal background investigation fee.</p>	<p>\$200 + \$15/unit over 3 units</p>
<p>I have purchased a rental property in Milaca that is currently licensed by someone else and wish to continue to operate that property as a rental business. Rental licenses for a property are not transferrable to a new owner. The new owner must pay the license and inspection fees to obtain a new Rental Property License. All properties are allowed one follow-up inspection at no additional cost. Any “no-shows” or additional inspections will be charged a re-inspection fee of \$75. It does not include the 8 Hour “Crime Free Rental Housing Training” or the criminal background investigation fee.</p>	<p>\$100/bldg + \$50 inspection fee + \$15/unit over 3 units</p>
<p>I am renewing an existing rental license and it is not an inspection year. There has not been a change in ownership, and the property is not due for a rental property inspection by the City of Milaca Building Official</p>	<p>\$100</p>
<p>I am renewing an existing rental licensed and it is an inspection year. There has not been a change in ownership and the property is due for a rental property inspection by the City of Milaca</p>	<p>\$100/bldg + \$50 inspection fee + \$15/unit over 3 units</p>
<p>Neither I nor my manager (if applicable) have ever completed an 8 Hour “Crime Free Rental Housing Training” Registration fee to attend a course offered by the City of Milaca Police Department. If the City of Milaca date does not work, attend the class offered in another city.</p>	<p>\$40</p>
<p>I have never possessed a Rental Property License for any property in the City of Milaca An annual background investigation fee is required.</p>	<p>\$40</p>
<p>Per Section 97.03 Subd. 1 b – Penalty if the license fee is not paid by March 31. There will be a fee of \$25 for the first 30 days past March 31 and a \$5 fee for every day after that.</p>	<p>\$25 first 30 days/ \$5 for every day after March 31.</p>

ORDINANCE NO. 431

Chapter 98 – Crime Free Rental Housing Program Certification

98.01 Background: The Crime Free Rental Housing Program (Program) is a certification program for rental properties of all sizes, including single-family rental homes and multi-housing buildings. The Program is based on the program developed by the International Crime Free Association (ICFA) and is administered by the Milaca Police Department.

98.02 Findings: The City Council finds that preventing crime in rental properties requires additional training, inspections and enforcement that is unique to rental properties, and different than crime prevention in commercial and industrial properties. The City Council further finds that Crime Free Housing has been demonstrated to have been successful in preventing criminal activity in rental housing.

98.03 Definitions: The meanings provided in Chapter 97.02 shall apply to words and phrases used in this section.

98.04 Certification: At least one operator of each rental property shall obtain Program certification by participating in a Program administered by the Milaca Police Department, or by participating in a Program administered by any other Minnesota law enforcement agency certified by the ICFA and approved by the City Council.

98.05 Program Specifications: Any Program, whether administered by Milaca Police Department or any other law enforcement agency shall include the following:

A. Attendance at and successful completion of a management training component which shall require demonstration of an understanding of each of the following subject matter:

1. The Program and Ordinance;
2. Rental applications and housing discrimination;
3. Screening and background checks;
4. Lease and lease addendums;
5. Unlawful detainer and eviction;
6. Manager/Owner policies and roles;
7. Data privacy;
8. Narcotics and gangs;
9. Section 8 housing;
10. Rental licensing,

- B. Compliance with environmental crime prevention requirements for all rental properties operated by that owner or property manager. Compliance shall be indicated by completion of the following requirements:
1. Single cylinder deadbolt locks installed in each entry door for each dwelling unit;
 2. High security strike plate with 3-inch screws installed on each entry door for each dwelling unit;
 3. Door viewer - 180 degree peephole installed in primary entry door for each dwelling unit;
 4. Anti-lift/slide device installed on all windows and sliding glass doors;
 5. Security lighting adequate to illuminate exterior grounds;
 6. Landscaping in a manner that provides for visual sight lines;
 7. Visible address numbering installed;
 8. Compliance with all Fire Code and Building Code requirements.
- C. At least once every 12 months, the operator shall make available, in cooperation with the Milaca Police Department, training for tenants in respect to the following subject areas.
1. The Program together with the concept of partnerships and sharing responsibilities;
 2. Crime concerns and prevention awareness techniques;
 3. Application of Neighborhood Watch program/principles.
- D. Include, implement, and enforce, as part of all written leases, the Lease addendum for Crime-Free/Drug-Free Housing provided by the City.
- E. Attend annual retraining sessions and maintain compliance with all Program components.
- F. Non-owner operators who add additional properties for which they are responsible following the successful completion of the Program must bring those properties into compliance within one year from the date of acquisition or assumption of management responsibilities.

98.06 Decertification: Operators who do not maintain compliance with the certification requirements will lose their certification:

- A. Prior to decertification, an operator shall appear before the City Council to review compliance with the Program requirements. If the City Council finds the operator has not

maintained compliance with the certification requirements, the City Council may either (1) decertify the owner or property manager, or (2) order full compliance within no more than ninety (90) days.

B. An operator who is decertified shall not be eligible to reapply for Program certification for a period of two (2) years following the date of decertification. This prohibition may be waived by the City Council after finding extenuating circumstances related to the decertification and a likelihood that the operator will remain certified as required by Chapter 97.

98.07 Fees: Fees for participation in this Program shall be determined by the City Council by resolution, as amended from time to time.

Ordinance 432
TITLE IX: GENERAL REGULATIONS
Chapter 99 Fire Code

99.01 Fire Code Adopted: The Minnesota State Fire Code, 2015 Edition , is hereby adopted and is made a part of this Ordinance.

99.02 Open Flame: No person shall kindle, maintain, or cause any fire, open flame, or burning charcoal on any rental property balcony or rental property garage, or on the ground within fifteen (15) feet of the perimeter of any rental property building or rental property garage. Charcoal must be stored in an enclosed airtight metal container with tight fitting lids to prevent spontaneous combustion.

99.03 Fire Department Lock Box(es) and Building Entry Keys: Pursuant to Section 506 of the MN State Fire Code, 2015 Edition, all residential rental properties shall have at least one Fire Department key box, as approved by the fire code official or Fire Chief. Owners are required to purchase, install, maintain and provide keys for the entry into each structure. Newly constructed buildings shall have an approved key box installed and keys secured to the Fire Department prior to issuance of the Certificate of Occupancy. Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common are, shall not be required to provide a Fire Department key box.

99.04 Fire Code: This Ordinance shall be known as the City of Milaca Fire Code.

99.05 Penalty: A violation of this section shall be a misdemeanor and subject to the maximum penalty permitted by law. Each day of violation, and each individual violation, shall constitute a separate offense.

99.06 Severability: Every section, provision or part of this ordinance is declared severable from every other section, provision or part; and if any section, provision or part hereof shall be held invalid, it shall not affect any other section, provision or part.

99.04 Effective Date: Chapter 99 shall be effective upon adoption and publication.

RESOLUTION NO. 17- 49

A RESOLUTION ASSESSING AN UNPAID WATER SERVICE CHARGE

WHEREAS property owners of record, Michael & Katherine Yanta, own the property located at 225 6th St NW in Milaca; and,

WHEREAS the property owner's stand pipe needed to be repaired or replaced and it is the property owners' responsibility to effect repairs; and,

WHEREAS the property owners and the City of Milaca signed an Agreement of Assessment and Waiver on October 16, 2017 and a letter of change in regard to the number of years on 11-15-17;

NOW THEREFORE BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following unpaid water service charge be levied against the described property at a rate of six (6.0) percent interest per annum for a period of two (2) years:

\$395.00
Michael & Katherine Yanta
225 6th St NW
Milaca, MN 56353
PID #21-360-0030

Adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

RESOLUTION NO. 17-50

RESOLUTION TO APPROVE AUTHORIZATION TO SUMMARIZE ORDINANCE #429 FOR PUBLICATION
PURPOSES

WHEREAS per MN Statute #331A.01 Subd 10, the City of Milaca City Council Ordinance #429 entitled Rental Code 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 #429 will be published as a summary as per attached.

Passed by the City Council of Milaca, Minnesota this 21st day of December, 2017.

Mayor Harold Pedersen

Attest:

Tammy Pfaff, City Manager

City of Milaca
Ordinance No. 429
Rental Code

This is a summary of the Ordinance passed on November 16, 2017. 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.

97.01 PURPOSE AND INTENT

- Subd 1. Purpose
- Subd 2. Intent
- Subd 3. Savings Clause

97.02 DEFINITIONS

97.03 INTERNATIONAL PROPERTY MAINTENANCE CODE ADPTED BY REFERENCE

97.04 LICENSE REQUIRED

- Subd 1. License Fee
- Subd 2. License Application
- Subd 3. Manner of Application
- Subd 4. Inspection
- Subd 5. License Before Occupancy
- Subd 6. Transfers

97.05 DISPLAY OF LICENSE

97.06 INSPECTION

97.07 HEALTH DEPARTMENT INSPECTION

97.08 HOUSING ADVISORY AND APPEALS BOARD

97.09 EXCESSIVE LAW ENFORCEMENT CALLS

97.10 CRIMINAL BACKGROUND CHECKS

- Subd 1. Purpose
- Subd 2. Background Investigations

97.11 LANDLORD LIABILITY

97.12 APPLICABLE LAWS

97.13 ENFORCEMEN

97.14 PENALTY

- Subd 1. Require a Phase Two Participant or a Phase Three Participant
- Subd 2. License Denial, Suspension, or Revocation
- Subd 3 .Minimum Penalties
- Subd 4. Hazardous Building Declaration

97.15 VIOLATIONS

97.16 NO WARRANT BY THE CITY

97.17 RENTAL CODE

97.18 SEVERABILITY

97.19 EFFECTIVE DATE

Passed this 16th day of November, 2017.

Mayor Harold Pedersen

Attest:

City Manager Tammy Pfaff

RESOLUTION NO. 17 – 51

RESOLUTION APPROVING THE FINAL 2018 BUDGET
AND PROPOSED 2018 TAX LEVY

BE IT RESOLVED by the City Council for the City of Milaca, County of Mille Lacs, Minnesota, that the 2018 City of Milaca Annual Budget and Program of Municipal Services be hereby adopted and that the following sums of money be levied for 2018 upon the taxable property in the said City of Milaca for the following purposes:

General Fund		\$481,215
Capital Equipment	PW	\$ 10,000
	Fire	\$ 25,000
	Parks	\$ 10,000
	Police	\$ 10,000
	Total General Fund Levy	\$ 536,215
Debt Service		
2010 GO Refunding		\$125,000
Library		\$160,000
2012 GO Bond		\$ 83,500
2015 GO Park Bond		\$ 40,000
	Total Debt Service Levy	\$ 408,500
	<u>TOTAL LEVY</u>	<u>\$ 944,715</u>

The City Manager is hereby instructed to:

1. Transmit a certified copy of this Resolution to the County Auditor of Mille Lacs County, Minnesota.
2. To certify to the Mille Lacs County Auditor that there are sufficient monies in the funds, together with the above schedule of amounts levied to pay the principal and interest due in 2018.
3. On January 2 of the budget year, the City Treasurer shall transfer \$25,000 from the Fire Department Relief Reserve to the Fire Department Equipment Reserve.

Adopted by the City Council this 21st day of December, 2017.

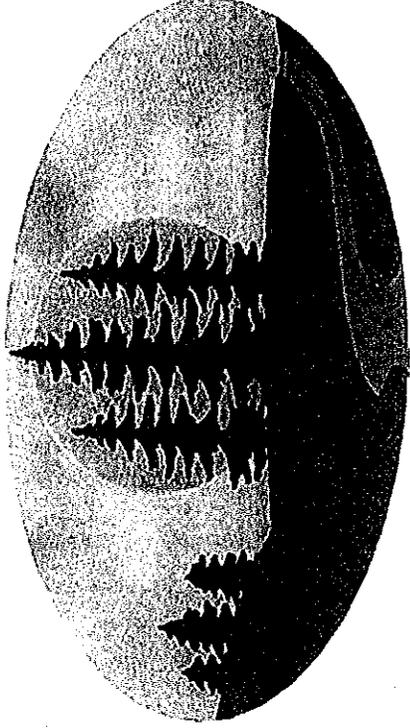
ATTEST

Harold Pedersen, Mayor

Tammy Pfaff, City Manager

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City Council of Milaca at a meeting thereof held in the City of Milaca, Minnesota on the 21st day of December, 2017, as disclosed by the records of said City in my possession.

Tammy Pfaff, City Manager



CITY OF MILACA

2018

BUDGET & TAX LEVY

FINAL

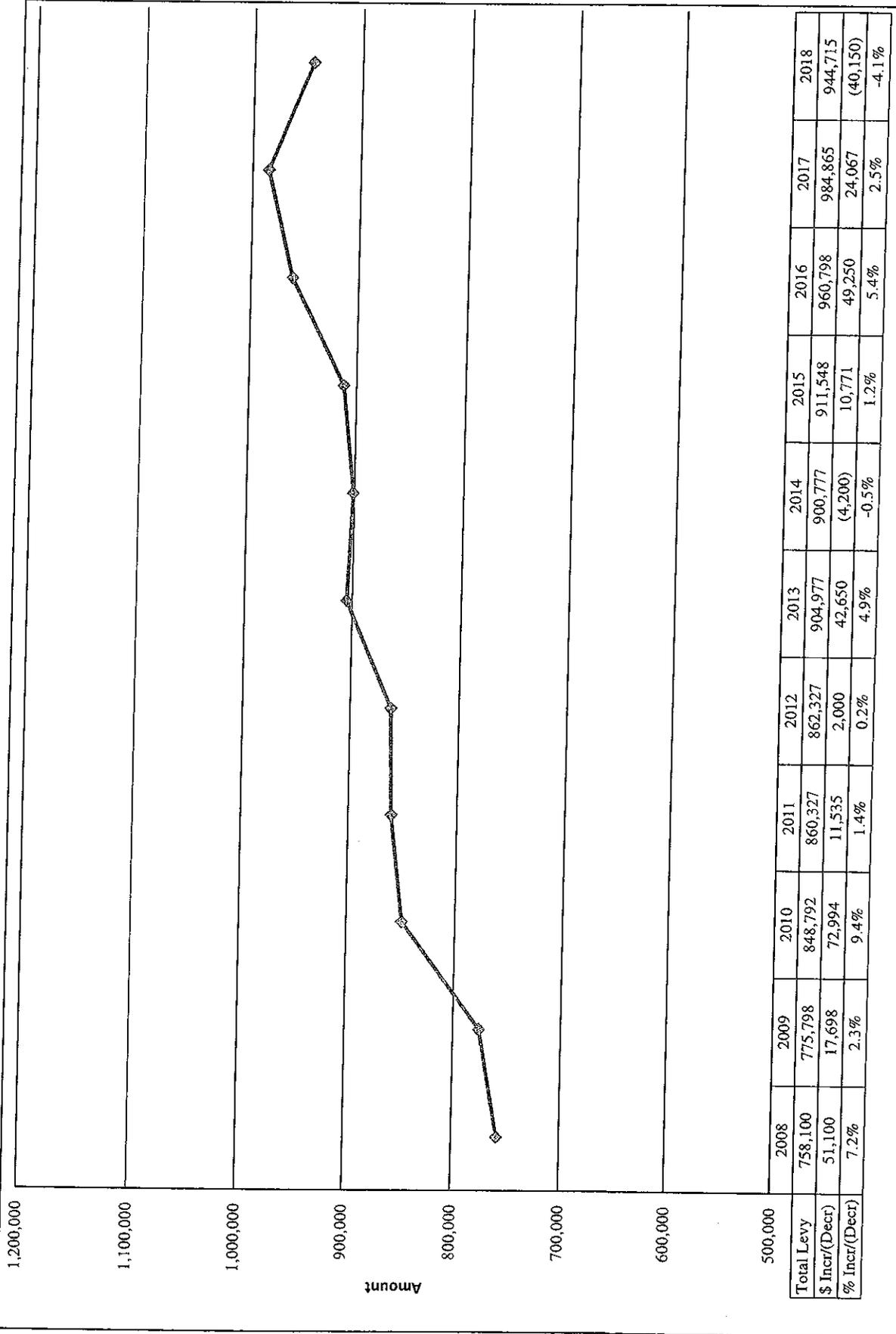
TO VIEW DETAIL BUDGET

WWW.CITYOFMILACA.ORG

CITY OF MILACA
2018 Final Budget Summary by Fund Type

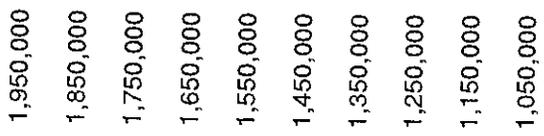
	General Fund	Special Revenue Funds	Debt Service Funds	Water Fund	Sewer Fund	Liquor Fund	Deputy Registrar Fund	Agency Fund	Total
REVENUES:									
Property Tax Levies	\$ 536,215	\$ -	\$ 408,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 944,715
Other Property Taxes	13,050	-	-	-	-	-	-	-	13,050
Tax Increments	-	57,000	-	-	-	-	-	-	57,000
Lodging Tax	2,000	-	-	-	-	-	-	-	2,000
Special Assessments	2,000	-	8,700	-	-	-	-	-	10,700
Intergovernmental	882,113	-	-	-	-	-	-	-	882,113
Licenses and Permits	78,250	-	-	-	-	-	-	-	78,250
Charges for Services	270,935	10,000	24,000	-	-	-	-	112,000	416,935
Fines and Forfeits	9,900	-	-	-	-	-	-	-	9,900
Interest Earned	10,000	450	-	7,200	10,000	4,200	100	-	31,950
Refunds and Reimbursements	6,000	-	-	-	-	-	-	-	6,000
Grants	18,000	-	-	-	-	-	-	-	18,000
Miscellaneous	79,000	19,250	-	-	-	-	-	-	98,250
Sales	-	-	-	552,000	345,700	2,195,000	165,500	-	3,258,200
Less: Cost of Sales	-	-	-	-	-	(1,662,500)	-	-	(1,662,500)
Other Income	-	-	-	-	-	800	2,000	-	2,800
Total Revenues	1,907,463	86,700	441,200	559,200	355,700	537,500	167,600	112,000	4,167,363
EXPENDITURES:									
General Government	414,350	-	-	-	-	-	-	-	414,350
Public Safety	759,845	-	-	-	-	-	-	-	759,845
Public Works	495,660	-	-	-	-	-	-	-	495,660
Culture and Recreation	173,225	-	-	-	-	-	-	-	173,225
Miscellaneous	69,120	23,450	-	-	-	-	-	-	92,570
Debt Service:									
Principal	-	-	386,000	164,000	30,000	-	-	-	580,000
Interest	-	1,750	56,940	16,455	3,325	-	-	-	78,470
TIF	-	54,110	-	-	-	-	-	-	54,110
Operating Expenses	-	-	-	324,995	267,505	382,155	178,000	102,490	1,255,145
Depreciation	-	-	-	165,000	110,000	44,000	-	-	319,000
Total Expenditures	1,912,200	79,310	442,940	670,450	410,830	426,155	178,000	102,490	4,222,375
Transfers In	72,500	-	22,230	-	-	-	-	-	94,730
Transfers Out	-	(7,500)	-	-	-	(87,230)	-	-	(94,730)
Equipment Reserves	(55,000)	-	-	-	-	(30,000)	-	-	(85,000)
Excess (Deficit)	\$ 12,763	\$ (110)	\$ 20,490	\$ (111,250)	\$ (55,130)	\$ (5,885)	\$ (10,400)	\$ 9,510	\$ (140,012)

**CITY OF MILACA
Levy by Year**



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Total Levy	758,100	775,798	848,792	860,327	862,327	904,977	900,777	911,548	960,798	984,865	944,715
\$ Incr/(Decr)	51,100	17,698	72,994	11,535	2,000	42,650	(4,200)	10,771	49,250	24,067	(40,150)
% Incr/(Decr)	7.2%	2.3%	9.4%	1.4%	0.2%	4.9%	-0.5%	1.2%	5.4%	2.5%	-4.1%

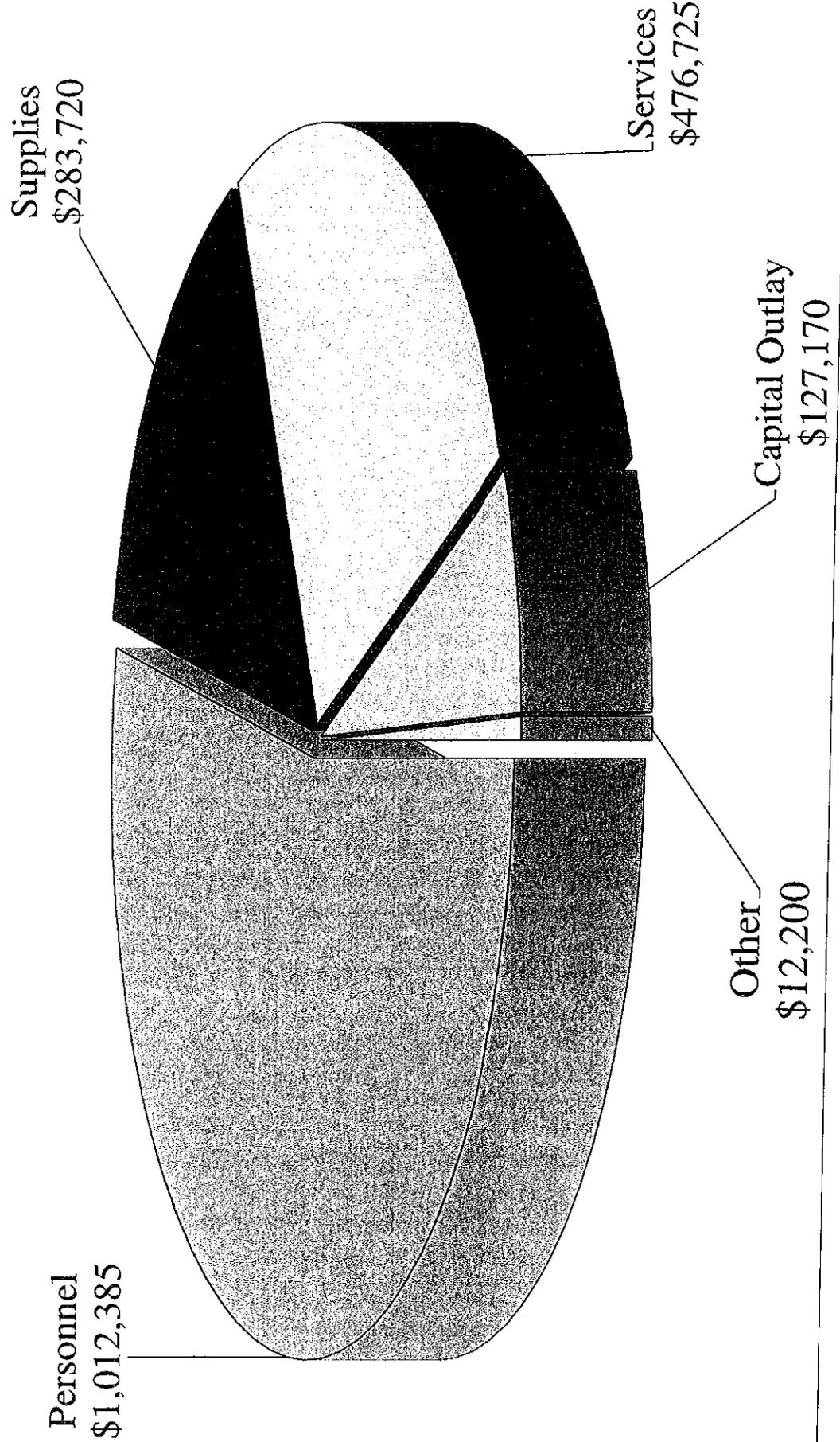
Levy/Expense/LGA Comparison



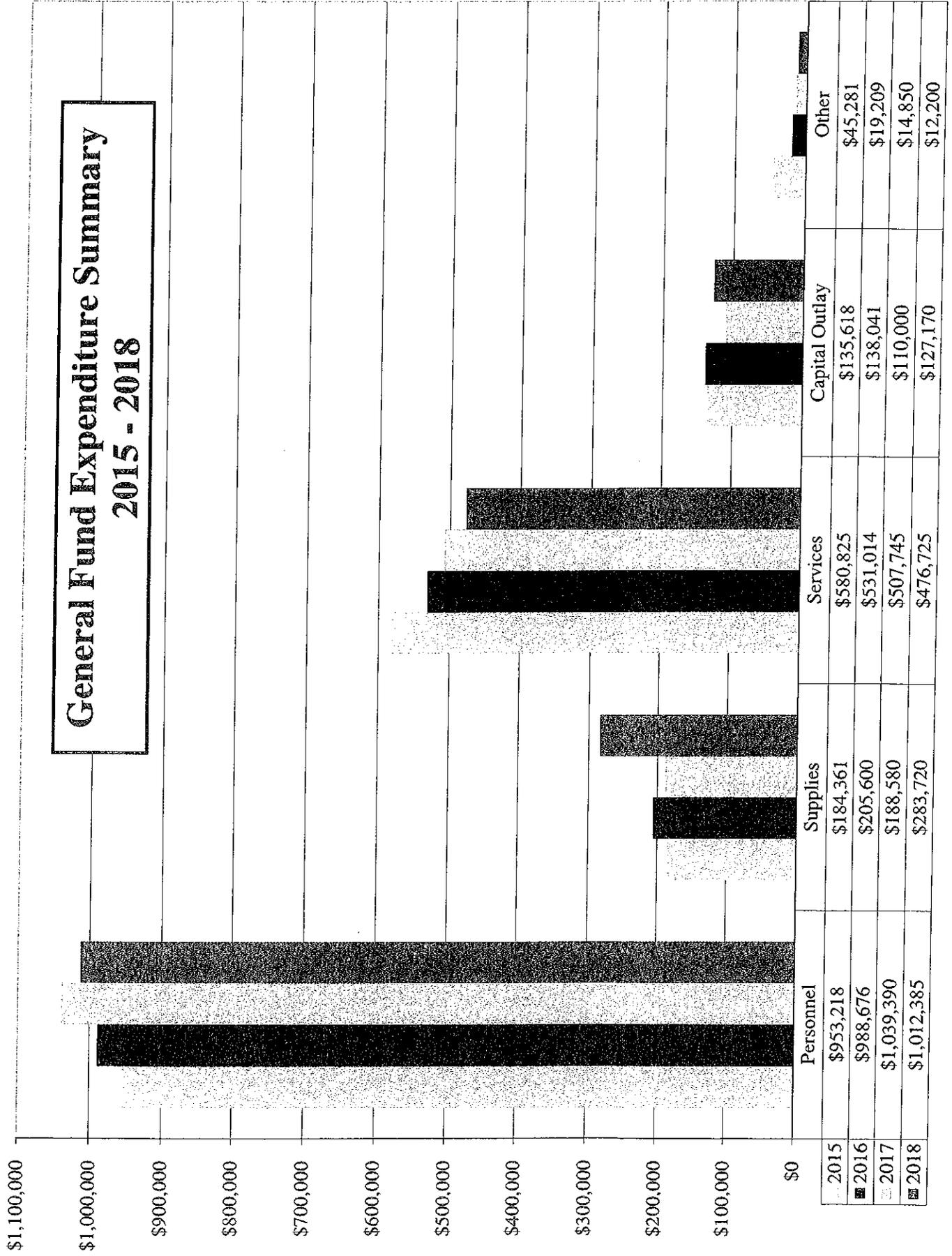
	2012	2013	2014	2015	2016	2017	2018
General Fund Levy	523,227	534,477	527,877	538,048	548,298	572,365	536,215
Total Levy	862,327	904,977	900,777	911,548	960,798	984,865	944,715
LGA	562,714	582,500	756,250	775,750	781,540	784,030	814,130
General Fund Exp.	1,561,922	1,568,448	1,568,448	1,815,580	1,744,500	1,750,565	1,785,030

	2012	2013	2014	2015	2016	2017	2018
General Fund Levy	523,227	534,477	527,877	538,048	548,298	572,365	536,215
Total Levy	862,327	904,977	900,777	911,548	960,798	984,865	944,715
LGA	562,714	582,500	756,250	775,750	781,540	784,030	814,130
General Fund Exp.	1,561,922	1,568,448	1,568,448	1,815,580	1,744,500	1,750,565	1,785,030

2018 General Fund Expenditure Summary



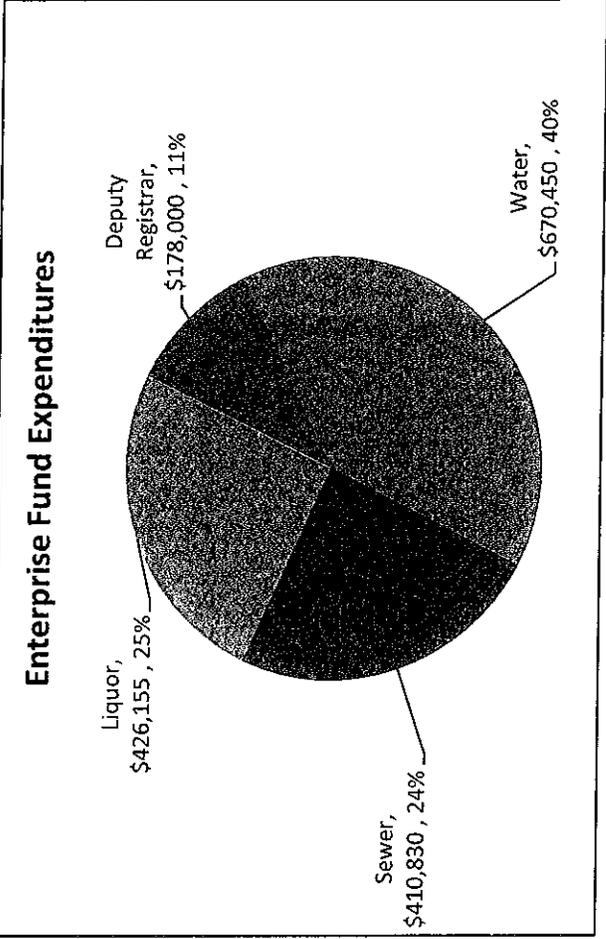
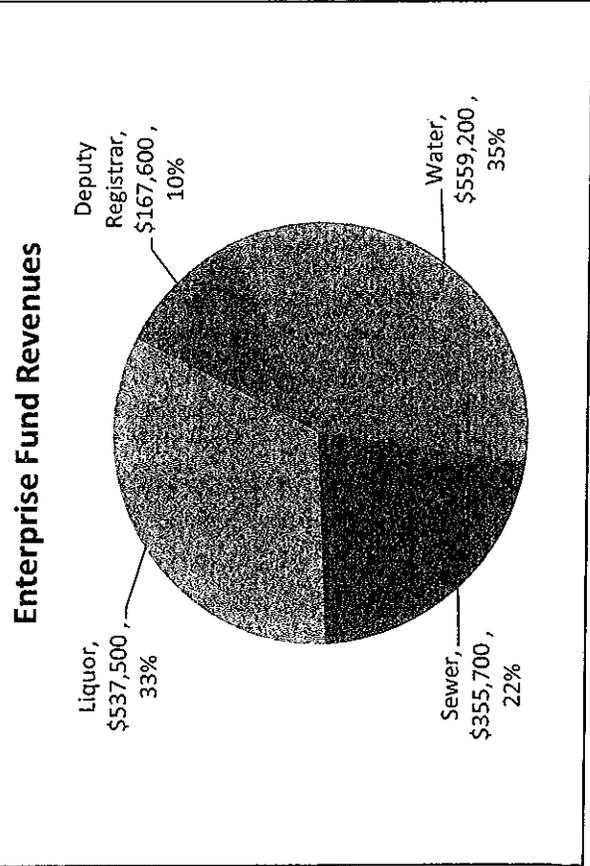
General Fund Expenditure Summary 2015 - 2018



CITY OF MILACA
2018 Final Budget Summary
Enterprise Funds

	Water Fund	Sewer Fund	Liquor Fund	Deputy Registrar Fund	Total	2017 Comparative Total
REVENUES:						
Sales	\$ 552,000	\$ 345,700	\$ 2,195,000	\$ 165,500	\$ 3,258,200	\$ 3,203,500
Less: Cost of Sales	-	-	(1,662,500)	-	(1,662,500)	(1,680,000)
Interest Earned	7,200	10,000	4,200	100	21,500	14,100
Other Income	-	-	800	2,000	2,800	2,000
Total Revenues	559,200	355,700	537,500	167,600	1,620,000	1,539,600
EXPENDITURES:						
Operating Expenses	324,995	267,505	382,155	178,000	1,152,655	1,066,630
Depreciation	165,000	110,000	44,000	-	319,000	334,000
Debt Service:						
Principal	164,000	30,000	-	-	194,000	244,650
Interest	16,455	3,325	-	-	19,780	35,420
Total Expenditures	670,450	410,830	426,155	178,000	1,685,435	1,680,700
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	(87,230)	-	(87,230)	(52,230)
Equipment Reserves	-	-	(30,000)	-	(30,000)	-
Excess (Deficit)	\$ (111,250)	\$ (55,130)	\$ (5,885)	\$ (10,400)	\$ (182,665)	\$ (193,330)

**CITY OF MILACA
2018 Final Budget**

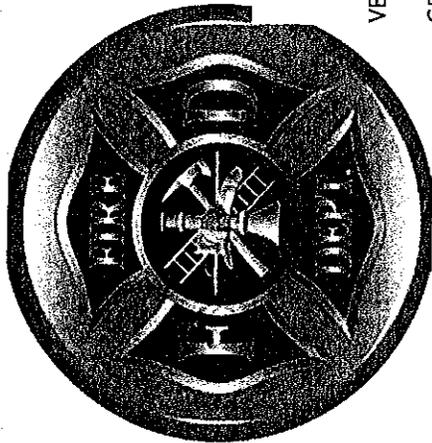




SUMMARY DEBT SCHEDULE

CITY OF MILACA Debt Payment Schedule

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
SPECIAL ASSESSMENT														
345,000 2017 CO. REFUNDING														
2024 Principal														
2024 Interest														
Fund 383 Assessment	\$80,000	\$85,000	\$90,000	\$95,000	\$98,000	\$95,000	\$95,000	\$30,000						
Levy	\$10,910	\$9,879	\$8,553	\$7,010	\$5,346	\$3,333								
2023 Principal	\$14,513	\$14,513	\$14,513	\$14,513	\$14,513	\$14,513	\$14,513							
2023 Interest	\$83,500	\$83,500	\$83,500	\$83,500	\$83,500	\$83,500	\$83,500							
Fund 382 Assessment	\$130,000	\$145,000	\$110,000	\$115,000	\$120,000	\$125,000	\$125,000							
2023 Principal	\$19,180	\$16,046	\$13,955	\$10,430	\$7,363	\$4,113								
2023 Interest	\$110,820	\$128,954	\$96,045	\$104,570	\$112,637	\$120,887	\$120,887							
Fund 382 Assessment	\$135,000	\$125,000	\$115,000	\$110,000	\$105,000	\$105,000	\$105,000							
2030 2015 C.A. PARK IMPROV. BOND														
2030 Principal	\$25,000	\$25,000	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000	\$40,000	\$40,000
2030 Interest	\$12,500	\$12,090	\$11,590	\$11,090	\$10,490	\$9,890	\$9,290	\$8,690	\$8,090	\$7,490	\$6,890	\$6,290	\$5,690	\$5,090
Fund 356 Assessment	\$39,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$42,000	\$42,000	\$42,000	\$43,000	\$43,000	\$44,000
Levy	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
2015 Principal	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
2015 Interest	\$595	\$486	\$381	\$273	\$165	\$57								
Fund 602 MEPA	\$157,000	\$159,000	\$161,000	\$162,000	\$164,000	\$166,000	\$167,000	\$169,000	\$171,000	\$173,000	\$175,000	\$177,000	\$179,000	\$181,000
2026 Principal	\$17,644	\$15,964	\$14,283	\$12,602	\$10,921	\$9,240	\$7,559	\$5,878	\$4,197	\$2,516	\$881			
2026 Interest	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Fund 602 Principal	\$5,720	\$3,069	\$2,218	\$1,485	\$825	\$225								
2021 Principal	\$82,646	\$65,182	\$47,718	\$30,254	\$12,790									
2021 Interest	\$13,177	\$10,641	\$7,984	\$5,198	\$2,277									
Fund 609 LEASE PURCHASE														
1670 000 2006 LIBRARY														
2023 Principal	\$120,000													
2023 Interest	\$36,787													
Fund 303 Assessment	\$155,000													
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment														
2022 Principal														
2022 Interest														
Fund 347 Assessment			</											



MILACA FIRE DEPARTMENT - CIP

CITY OF MILACA-PRELIMINARY BUDGET

Fire Department 5 Year- Capital Improvement/Infrastructure Plan

VEHICLES	YEAR MFG	2017	2018	2019	2020	2021	2022
GRASS RIG #6	1989			130,000.00			
ENGINE #2	1994						
TANKER #1	2014						
ENGINE #1	2007						
RESCUE #1	1992						
TANKER #2	2004					240,000.00	
GRASS RIG #9	2010						
EQUIPMENT							
AIR BOTTLES (3 PER YEAR)		2,070.00	2,150.00	2,220.00	2,300.00	2,375.00	2,460.00
SCBA (1 EVERYOTHER YEAR)		1,750.00	1,875.00	1,875.00	2,000.00	2,000.00	2,150.00
TURNOUT GEAR (3 SETS/YR)		4,030.00	4,175.00	4,325.00	4,475.00	4,630.00	4,800.00
PAGERS (3 PER YEAR)		1,860.00	1,930.00	1,995.00	2,065.00	2,135.00	2,210.00
RADIOS		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
		10,710.00	11,130.00	141,415.00	11,840.00	252,140.00	12,620.00



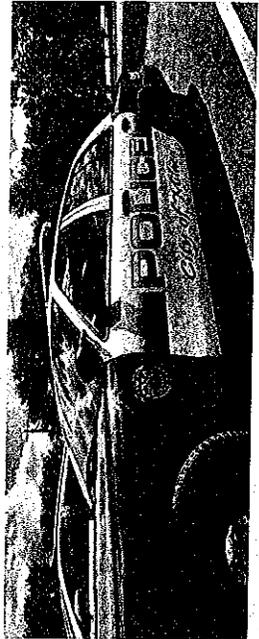
POLICE DEPARTMENT

CITY OF MILACA- PRELIMINARY BUDGET
 Parks 5 Year- Capital Improvement Plan- Police Vehicles/Radios

	2018 YR1	2019 YR2	2020 YR3	2021 YR4	2022 YR5
SQUAD 31					
2011 Ford Crown Victoria					
Original Life Exp:	8				
Exp Life Remaining:	2				
Replacement Cost:	\$36,500	\$18,250	\$4,563	\$4,563	\$4,563
SQUAD 33					
2012 Chev Tahoe					
Original Life Exp:	8				
Exp Life Remaining:	4				
Replacement Cost:	\$36,500	\$9,125	\$9,125	\$9,125	\$4,563
SQUAD 32					
2016 Ford Explorer					
Original Life Exp:	8				
Exp Life Remaining:	6				
Replacement Cost:	\$36,500	\$6,083	\$6,083	\$6,083	\$6,083
SQUAD RADIOS					
Motorola 800 Hrs					
Original Life Exp:	10				
Exp Life Remaining:	5				
Exp Life Remaining:	4				
Replacement Cost Ebbco	\$6,000				
Replacement Cost:	\$24,000	\$4,800	\$4,800	\$4,800	\$4,800
	YR1	YR2	YR3	YR4	YR5

FUTURE NEEDS

- * INTERVIEW ROOM- \$10,000
- * EXPANSION OF PD GARAGE \$45,000
- * FIREARMS/HANDGUNS \$ 4,000
- * OFFICER RADIOS-7 UNITS \$28,000
- * AUDIO RECORDERS \$ 4,000
- * SQUAD CAMERAS \$10,500



Assigned
Fund
Contribution :

\$38,258 \$24,571 \$24,571 \$24,571 \$20,008

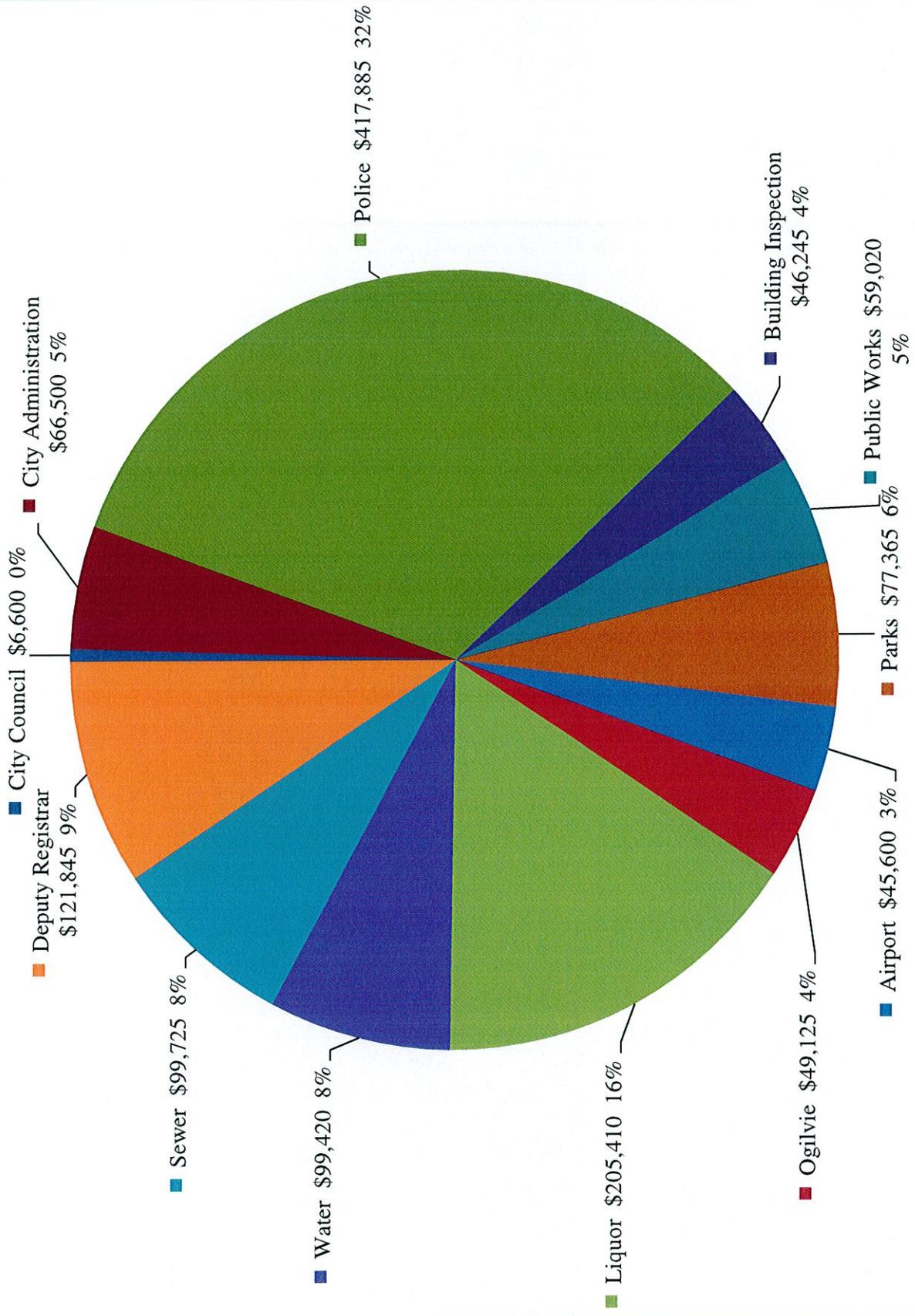
REPLACEMENT OF THIS VEHICLE

CITY OF MILACA-BUDGET

Public Works 5 Year- Capital Improvement/Infrastructure Plan

PUBLIC WORKS DEPARTMENT- Improvements By Type						
STREET IMPROVEMENTS	Finance Proj	Estimated Cost	2018	2019	2020	2021
8th St. NE and 6th Ave NE-Mill/Overlay	Bond/Assess	350,000.00		350,000		
Cemetery Road- River Road	Bond/Assess	200,000.00				200,000
Seal Coat 1/4 City	Reserves	50,000.00	50,000			50,000
2nd St SE and 3rd Ave SW(Downtown Renovation)	Reserves	50,000.00	50,000			
Total Project Cost	\$	650,000.00				
UTILITY IMPROVEMENTS						
2nd St SE and 3rd Ave SW	Reserves	150,000.00		150,000		
Sanitary Sewer Lining in 2017	Reserves	50,000.00			50,000	
Waste Water Treatment Plant/Ponds	Reserves	25,000.00				25,000
Water Tower - Coating Replacement in 2022	Bond	400,000.00				400,000
Water Tower - (OLD) Coating Replacement	Reserves				75,000	
Water Meters-New	Reserves		10,000	10,000	10,000	10,000
Total Project Cost	\$	625,000.00				
EQUIPMENT REPLACEMENT						
1990 International Snow Plow	Lease/Purchase	200,000.00		20,000	20,000	20,000
2000 Streling Dump Truck	Lease/Purchase	150,000.00		15,000	15,000	15,000
Street Sweeper (3 YEARS OLD)						
1999 Dodge-2500	ST Bid-Reserves	45,000.00	30,670			
2001 Dodge 2500	ST Bid-Reserves	45,000.00			45,000	
2005 Ford F550 Dump Truck	ST Bid-Reserves	50,000.00				50,000
2006 Dodge 2500	ST Bid-Reserves	40,000.00				40,000
2011 Chevy 2500	ST Bid-Reserves	40,000.00				
2015 Chevy 2500	ST Bid-Reserves	40,000.00				
Snow Plow for truck	Reserves	10,000.00	10,000			
Grader-New 2006	Reserves					
Letter/Sewer Vac	Reserves	110,000.00	3,000	15,000	15,000	15,000
John Deere 6310	Reserves	100,000.00			15,000	15,000
Total Equip Cost		830,000.00	43,670.00	50,000.00	110,000.00	105,000.00
Total ANNUAL Project Cost		3,380,000.00	103,670	610,000	245,000	375,000

**CITY OF MILACA
Wage Distribution
2018 Final Budget**



City of Milaca
Personnel Budget Changes

	2018						2017						Increase/ Decrease	% Incr/ Decr
	Salary	FICA	PERA	Health/HSA	Disability	Total	Salary	FICA	PERA	Health/HSA	Disability	Total		
Council	6,600					6,600	6,600					6,600	0	0%
City Mgr	23,275					23,275	20,580					20,580	2,695	13%
Finance	25,106					25,106	24,305					24,305	801	3%
City Hall	18,060					18,060	20,250					20,250	-2,190	-11%
PD Officers	313,825					313,825	288,565					288,565	25,260	9%
Liaison	47,482					47,482	46,125					46,125	1,357	3%
PT Officers	11,275					11,275	23,635					23,635	-12,360	-52%
PD Clk/PT	45,287					45,287	43,875					43,875	1,412	3%
Bldg Insp	0					0	4,000					4,000	-4,000	-100%
Street	59,014					59,014	60,600					60,600	-1,586	-3%
Airport	45,579					45,579	40,825					40,825	4,754	12%
Parks	77,363					77,363	118,770					118,770	-41,407	-35%
Library	0					0	2,700					2,700	-2,700	-100%
Ogilvie	49,118					49,118	39,325					39,325	9,793	25%
Total City	721,985	31,776	81,632	108,111	5,733	949,237	740,155	33,520	79,900	122,110	5,685	981,370	-32,133	-3%
Liquor	205,390	15,712	15,404	14,046	774	251,327	180,965	13,850	13,575	13,560	715	222,665	28,662	13%
Water	99,411	7,605	7,456	19,122	882	134,476	102,940	7,575	7,720	20,165	870	139,270	-4,794	-3%
Sewer	99,720	7,629	7,479	19,968	921	135,716	103,785	7,940	7,785	21,075	905	141,490	-5,774	-4%
Motor	121,841	9,321	9,138	15,945	570	156,815	119,280	9,125	8,950	14,375	575	152,305	4,510	3%
Total	1,248,347	72,043	121,109	177,192	8,880	1,627,571	1,247,125	72,010	117,930	191,285	8,750	1,637,100	-9,529	-1%

RESOLUTION NO. 17-52
RESOLUTION ACCEPTING DONATIONS

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

WHEREAS, the following individuals have offered to contribute the cash amount set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>	<u>Committed To</u>
Bill Hjort, Town & Country Finance, Inc.	\$30,000.00	100' Zip Line & Playground Climbing Rock
Dorothy Gorecki	\$ 200.00	Police Department
Dorothy Gorecki	\$ 200.00	Fire Department
Milaca Real Estate	\$ 300.00	Rec Fest
American Legion	\$ 250.00	Rec Fest
Granite Ledge	\$ 600.00	Rec Fest
Teals/Bernicks	\$ 600.00	Rec Fest
Murphy Chevrolet	\$ 400.00	Rec Fest
Milaca Bldg Center	\$ 400.00	Rec Fest
First National Bank	\$ 1,000.00	Rec Fest

WHEREAS, said donations have been contributed to assist the city in the establishment and operation of recreational facilities/programs and public safety services either alone or in cooperation with others, as allowed by law; and

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

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

1. The donations described above are accepted and shall be used to establish and operate recreational facilities/programs and public safety services either alone or in cooperation with others, as allowed by law.

2. The city clerk is hereby directed to issue receipt to the donor acknowledging the city's receipt of the donor's donation.

Adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 17 – 53

RESOLUTION APPROVING 2018 LIQUOR/TOBACCO LICENSES

BE IT RESOLVED that the Milaca City Council hereby approves the 2018 Liquor/Tobacco licenses as listed on the attachment.

Adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

2018 LIQUOR/TOBACCO LICENSES - CITY OF MILACA

LICENSE TYPE	LIC #	LIC FEE
INTOXICATING ON SALE CLUB		
American Legion #178	2018-01-MCLONSL	\$ 500.00
Siemers-Hakes VFW Post 10794	2018-02-MCLONSL	\$ 500.00
INTOXICATING ON SALE SUNDAY		
American Legion #178	2018-01-MCLONSS	\$ 100.00
Blue Moon Saloon	2018-02-ONSS	\$ 100.00
Jigger's Grill & Bar	2018-03-ONSS	\$ 100.00
Phoenix Hotel	2018-04-ONSS	\$ 100.00
Siemers-Hakes VFW Post #10794	2018-05-MCLONSS	\$ 100.00
INTOXICATING ON SALE		
Blue Moon Saloon	2018-01-ONSL	\$2,200.00
Jigger's Grill & Bar	2018-02-ONSL	\$2,200.00
Phoenix Hotel	2018-03-ONSL	\$2,200.00
3.2 Malt Beverage On Sale		
Back Alley Bowl, LLC	2018-01-3.2ONSL	\$500.00
3.2 Malt Beverage On Sale Sunday		
Back Alley Bowl, LLC	2018-01-3.2ONSS	\$0
Intoxicating Off Sale		
Milaca Off Sale	2018-01-MOOFSL	No Fee
Tobacco License		
Casey's General Store #1847	2018-01CIG	\$ 50.00
Coborn's Inc., dba Holiday Stationstore #4064	2018-02CIG	\$ 50.00
Corner Mart	2018-03CIG	\$ 50.00
Holiday Stationstores	2018-04CIG	\$ 50.00
Milaca Off Sale	2018-05CIG	\$ 50.00
Teal's Market	2018-06CIG	\$ 50.00
DG Retail, LLC d/b/a Dollar General Store 14576	2018-07CIG	\$ 50.00

RESOLUTION NO. 17- 54

RESOLUTION APPROVING A CONSUMPTION AND DISPLAY (SET UP) LICENSE FOR
CHAD WEDELL, DBA BACK ALLEY BOWL, LLC

WHEREAS, Chad Wedell has applied for a Consumption and Display (Set up) license for the Back Alley Bowl, LLC for the time frame of January 1, 2018 through March 31, 2018; and

WHEREAS, the City has received all the necessary documentation to process the application for Chad Wedell DBA Back Alley Bowl, LLC; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca hereby approves the Consumption and Display (Set Up) license for Chad Wedell, DBA Back Alley Bowl, LLC for the time frame of January 1, 2018 through March 31, 2018, contingent upon approval by the State of Minnesota, Alcohol and Gambling Enforcement Director.

Adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 17- 55

RESOLUTION APPROVING 3.2 MALT BEVERAGE ON-SALE AND 3.2 MALT
BEVERAGE SUNDAY ON-SALE LICENSES FOR CHAD WEDELL, DBA
BACK ALLEY BOWL, LLC

WHEREAS, Chad Wedell has applied for On-Sale 3.2 Malt Beverage and Sunday On-Sale 3.2 Malt Beverage Licenses for the Back Alley Bowl, LLC for the time frame of December 21, 2017 through December 31, 2017; and

WHEREAS, the City has received all the necessary documentation to process the application for Chad Wedell DBA Back Alley Bowl, LLC; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca hereby approves the 3.2 Malt Beverage licenses for Chad Wedell, DBA Back Alley Bowl, LLC for the time frame of December 21, 2017 through December 31, 2017.

Adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

Resolution

Doug Hartman <dhartman76@hotmail.com>

Sun 12/17/2017 7:23 PM

To: phartmanmilaca93@hotmail.com <phartmanmilaca93@hotmail.com>;

Council members of the City of Milaca,

The resolution, which I am asking you to consider, is addressing the many shortcomings of the new MNLARS system that was implemented by the state of Minnesota in July of this year.

Those shortcomings are the cause of the additional expenses incurred by deputy registrars such as; additional employee hours, additional equipment costs, longer lines due to additional processing time, and more no fee services.

The resolution, when signed, will be presented to Minnesota state lawmakers in the hopes that the 2018 legislature would reallocate state fees back to the deputy registrars. This could help recover those additional expenses that have been incurred and any future expenses.

I appreciate your consideration in regards to this matter,

Pam Hartman
Deputy Registrar #093
255 1st Street E
Milaca, MN 56353

Sent from my iPad

**RESOLUTION 17-56 SUPPORTING
THE MAINTENANCE OF LOCAL LICENSE BUREAUS**

WHEREAS, the State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services, including driver license transactions; and,
WHEREAS, deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and,
WHEREAS, in 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and,
WHEREAS, the State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and,
WHEREAS, the State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and,
WHEREAS, the new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and,
WHEREAS, other MNLARS shortcomings have frequently forced deputies to conduct "no-(filing) fee" services for customers which acerbates the deputy business model; and,
WHEREAS, deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and,
WHEREAS, the filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure,
NOW, THEREFORE, BE IT RESOLVED that the City of Milaca calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

Passed and adopted this 21st day of December, 2017.

Mayor Harold Pedersen

ATTEST

City Manager Tammy Pfaff

November MONTHLY STATS

911 Hangups	0
Accident	4
Agency Assist	31
Alarm	6
Animal	7
Arrested	0
Assault	3
Burglary	1
CDTP	4
Child Abuse	0
Child Custody	0
Civil Issue	1
Community Contact	3
CSC	0
DANCO Violation	1
Death Investigation	0
Debris	1
Disturbance	7
Domestic	2
Driving Complaint	4
Drugs	3
Family Services Referral	9
Fire	2
Found Property	2
Fraud-Forgery-Scam	1
Funeral Escort	1
Garbage Dumping	1
Gas Drive Off	0
Gas Leak	0
Harassment Complaint	1
Icr Misc	19
Juvenile Complaint	8
Lockout	10
Lost Property	1
Medical	37
Missing Adult	0
Missing Juv	0
Motorist Assit	3
Noise Complaint	1
OFP Violation	0
Parking Complaint	21
Property Exchange	1
Property Watch	0
Public Assist	15
Pursuit	0
Recovered Property	0
Remove Unwanted	2
Search Warrant	0
Suicidal Party	2
Suspicious Activity	9
Theft	12
Threats Complaint	0
Traffic	35
Trespass Complaint	0
Vulnerable Adult Report	0
Warrant Arrest	2
Welfare Check	9
Zoning Violation	2

Training	60
Citations	2
Parking Citations	18
Park Related Incidents	1
Arrests	2
TOTAL CALLS:	284

List created by: Todd C. Quaintance

Park Commission Minutes

December 5, 2017

Members Present: Pete Pederson, Gary Kirkeby, Matt Follmuth, Lynn Gallice, and Dan Meyer.

Pete Pederson – City Report

- Bill Hjort is giving a \$30,000 donation for new playground equipment in Rec Park. The equipment will consist of a rockwall and a zip line. The donation will cover cost of equipment and installation.
- Pete would like more suggestions from commission to improve the parks.
- Working on music in the parks for 2018.

Gary Kirkeby – Parks Report

- Trimble Park sign being fixed.
- Trimble Park statue to be picked up for restoration in January.
- Plastic being put down this week for ice rink. Rink flooding to follow.

Next meeting: Tuesday, January 9 at the Milaca American Legion.

Submitted by Matt Follmuth



Milaca

Public Works

320-983-6457

Public Works Supervisors Report for November – December 2017

Public Works:

- Continuing to cross train employee's
- Finished MNDNR Water Supply Plan
- Boiler in library replaced
- New water meters and reading equipment (training)
- Princeton assisted us in cleaning 7th st lift station
- Looking into jet/vac trucks
- Main lift station pump #1 being rebuilt
- Begin winter water plant maintenance
 - Changing chemical feed lines
 - Cleaning detention tank
 - Changing oil and greasing pumps and compressor
 - Clean chemical tanks

Parks:

- Began flooding hockey rink
- 3 benches made for free skate area
- New playground zip line & climbing rock ordered
- Volleyball equipment ordered
- Campsite electrical work finished
- Inspected/cleaned cross country ski trails

Mechanics:

- Replacing worn parts on sweeper
- Put tracks on 4 wheeler for ski trail grooming
- Install new cutting edges on plows

Airport:

- Electric outlet installed for public plane usage.

Milaca Water Supply Plan

Formerly called Water Emergency & Water Conservation Plan



Cover photo by Molly Shodeen



For more information on this Water Supply Plan Template, please contact the DNR Division of Ecological and Water Resources at (651) 259-5034 or (651) 259-5100.

Copyright 2015 State of Minnesota, Department of Natural Resources

This information is available in an alternative format upon request.

Equal opportunity to participate in and benefit from programs of the Minnesota Department of Natural Resources is available to all individuals regardless of race, color, creed, religion, national origin, sex, marital status, public assistance status, age, sexual orientation, disability or activity on behalf of a local human rights commission. Discrimination inquiries should be sent to Minnesota DNR, 500 Lafayette Road, St. Paul, MN 55155-4049; or the Equal Opportunity Office, Department of the Interior, Washington, DC 20240.

Table of contents

INTRODUCTION TO WATER SUPPLY PLANS (WSP).....	6
Who needs to complete a Water Supply Plan	6
Groundwater Management Areas (GWMA).....	6
Benefits of completing a WSP	6
WSP Approval Process.....	7
PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION.....	9
A. Analysis of Water Demand.....	9
B. Treatment and Storage Capacity.....	11
Treatment and storage capacity versus demand	13
C. Water Sources	13
Limits on Emergency Interconnections.....	14
D. Future Demand Projections – Key Metropolitan Council Benchmark.....	14
Water Use Trends	14
Projection Method.....	15
E. Resource Sustainability.....	15
Monitoring – Key DNR Benchmark	15
Water Level Data	15
Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark	16
Wellhead Protection (WHP) and Source Water Protection (SWP) Plans.....	22
F. Capital Improvement Plan (CIP).....	23
Adequacy of Water Supply System.....	23
Proposed Future Water Sources.....	24
Water Source Alternatives - Key Metropolitan Council Benchmark	24
PART 2. EMERGENCY PREPAREDNESS PROCEDURES	25
A. Emergency Response Plan.....	25
B. Operational Contingency Plan.....	25
C. Emergency Response Procedures.....	26

Emergency Telephone List.....	26
Current Water Sources and Service Area	26
Procedure for Augmenting Water Supplies.....	26
Allocation and Demand Reduction Procedures.....	27
Notification Procedures.....	29
Enforcement	30
PART 3. WATER CONSERVATION PLAN.....	31
Progress since 2006	31
A. Triggers for Allocation and Demand Reduction Actions.....	32
B. Conservation Objectives and Strategies – Key benchmark for DNR	33
Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%.....	33
Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)	35
Objective 3: Achieve at least 1.5% annual reduction in non-residential per capita water use.....	36
Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand	37
Objective 5: Reduce Ratio of Maximum day to the Average Day Demand to Less Than 2.6	37
Objective 6: Implement Demand Reduction Measures.....	38
Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning	40
Objective 8: Tracking Success: How will you track or measure success through the next ten years?	41
C. Regulation.....	41
D. Retrofitting Programs	42
Retrofitting Programs	42
E. Education and Information Programs	43
Proposed Education Programs.....	43
PART 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES.....	46
A. Water Demand Projections through 2040.....	46
B. Potential Water Supply Issues	46

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections	46
D. Value-Added Water Supply Planning Efforts (Optional).....	47
Source Water Protection Strategies	47
Technical assistance.....	47
GLOSSARY.....	48
Acronyms and Initialisms.....	50
APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER.....	50
Appendix 1: Well records and maintenance summaries	50
Appendix 2: Water level monitoring plan	50
Appendix 3: Water level graphs for each water supply well	50
Appendix 4: Capital Improvement Plan	50
Appendix 5: Emergency Telephone List.....	50
Appendix 6: Cooperative Agreements for Emergency Services.....	50
Appendix 7: Municipal Critical Water Deficiency Ordinance	50
Appendix 8: Graph of Ten Years of Annual Per Capita Water Demand for Each Customer Category	50
Appendix 9: Water Rate Structure.....	50
Appendix 10: Ordinances or Regulations Related to Water Use.....	50
Appendix 11: Implementation Checklist.....	50
Appendix 12: Sources of Information for Table 10.....	50

DEPARTMENT OF NATURAL RESOURCES – DIVISION OF ECOLOGICAL AND WATER RESOURCES AND METROPOLITAN COUNCIL

INTRODUCTION TO WATER SUPPLY PLANS (WSP)

Who needs to complete a Water Supply Plan

Public water suppliers serving more than 1,000 people, large private water suppliers in designated Groundwater Management Areas, and all water suppliers in the Twin Cities metropolitan area are required to prepare and submit a water supply plan.

The goal of the WSP is to help water suppliers: 1) implement long term water sustainability and conservation measures; and 2) develop critical emergency preparedness measures. Your community needs to know what measures will be implemented in case of a water crisis. A lot of emergencies can be avoided or mitigated if long term sustainability measures are implemented.

Groundwater Management Areas (GWMA)

The DNR has designated three areas of the state as Groundwater Management Areas (GWMAs) to focus groundwater management efforts in specific geographies where there is an added risk of overuse or water quality degradation. A plan directing the DNR's actions within each GWMA has been prepared. Although there are no specific additional requirements with respect to the water supply planning for communities within designated GWMAs, communities should be aware of the issues and actions planned if they are within the boundary of one of the GWMAs. The three GWMAs are the North and East Metro GWMA (Twin Cities Metro), the Bonanza Valley GWMA and the Straight River GWMA (near Park Rapids). Additional information and maps are included in the [DNR Groundwater Management Areas webpage](#).

Benefits of completing a WSP

Completing a WSP using this template, fulfills a water supplier's statutory obligations under M.S. [M.S.103G.291](#) to complete a water supply plan. For water suppliers in the metropolitan area, the WSP will help local governmental units to fulfill their requirements under M.S. 473.859 to complete a local comprehensive plan. Additional benefits of completing WSP template:

- The standardized format allows for quicker and easier review and approval
- Help water suppliers prepare for droughts and water emergencies.
- Create eligibility for funding requests to the Minnesota Department of Health (MDH) for the Drinking Water Revolving Fund.
- Allow water suppliers to submit requests for new wells or expanded capacity of existing wells.
- Simplify the development of county comprehensive water plans and watershed plans.
- Fulfill the contingency plan provisions required in the MDH wellhead protection and surface water protection plans.
- Fulfill the demand reduction requirements of Minnesota Statutes, section 103G.291 subd 3 and 4.

- Upon implementation, contribute to maintaining aquifer levels, reducing potential well interference and water use conflicts, and reducing the need to drill new wells or expand system capacity.
- Enable DNR to compile and analyze water use and conservation data to help guide decisions.
- Conserve Minnesota's water resources

If your community needs assistance completing the Water Supply Plan, assistance is available from your area hydrologist or groundwater specialist, the MN Rural Waters Association circuit rider program, or in the metropolitan area from Metropolitan Council staff. Many private consultants are also available.

WSP Approval Process

10 Basic Steps for completing a 10-Year Water Supply Plan

1. Download the DNR/Metropolitan Council Water Supply Plan Template from the [DNR Water Supply Plan webpage](#).
2. Save the document with a file name with this naming convention:
WSP_cityname_permitnumber_date.doc.
3. The template is a form that should be completed electronically.
4. Compile the required water use data (Part 1) and emergency procedures information (Part 2)
5. The Water Conservation section (Part 3) may need discussion with the water department, council, or planning commission, if your community does not already have an active water conservation program.
6. Communities in the seven-county Twin Cities metropolitan area should complete all the information discussed in Part 4. The Metropolitan Council has additional guidance information on their [Water Supply webpage](#). All out-state water suppliers *do not* need to complete the content addressed in Part 4.
7. Use the Plan instructions and Checklist document from the [DNR Water Supply Plan webpage](#) to insure all data is complete and attachments are included. This will allow for a quicker approval process.
8. Plans should be submitted electronically using the [MPARS website](#) – no paper documents are required.
9. DNR hydrologist will review plans (in cooperation with Metropolitan Council in Metro area) and approve the plan or make recommendations.
10. Once approved, communities should complete a Certification of Adoption form, and send a copy to the DNR.

Complete Table 1 with information about the public water supply system covered by this WSP.

Table 1. General information regarding this WSP

Requested Information	Description
DNR Water Appropriation Permit Number(s)	1972-0092
Ownership	<input checked="" type="checkbox"/> Public or <input type="checkbox"/> Private
Metropolitan Council Area	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No (and county name) Mille Lacs
Street Address	255 1st St. East
City, State, Zip	Milaca, MN, 56353
Contact Person Name	Gary Kirkeby
Title	Public Works Supervisor
Phone Number	320-362-4055
MDH Supplier Classification	Municipal

PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

The first step in any water supply analysis is to assess the current status of demand and availability. Information summarized in Part 1 can be used to develop Emergency Preparedness Procedures (Part 2) and the Water Conservation Plan (Part 3). This data is also needed to track progress for water efficiency measures.

A. Analysis of Water Demand

Complete Table 2 showing the past 10 years of water demand data.

- Some of this information may be in your Wellhead Protection Plan.
- If you do not have this information, do your best, call your engineer for assistance or if necessary leave blank.

If your customer categories are different than the ones listed in Table 2, please describe the differences below:

--

Table 2. Historic water demand (see definitions in the glossary after Part 4 of this template)

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/ Water Delivered (MG)	Water used for Non-essential	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005	2729	1006	44,221	34,119			78,340	97,212		19	.261	.622		44.39	97.594
2006	2750	1018	47,629	32,989			80,619	113,539		29	.311	.591		47.45	113.11
2007															
2008															
2009															
2010	2800	1067	42,658	27,076			69,735	84,365		17.3	.231	.796	10-5-2010	41.740	82.549
2011	2800	1066	42,838	27,320			70,158	85,761		18.2	.235	.527	05-18-2011	41.916	83.915
2012	2800	1063	44,057	28,982			73,039	87,134		16.2	.239	.700	07-25-2012	43.109	85.258
2013	2800	1061	44,442	25,375			74,817	90,348	5,000,000	17.2	.248	.540	06-5-2013	43.485	88.403
2014	2800	1071	67,351	25,548			97,899	90,031	5,000,000	-1	.247	.707	01-17-2014	65.90	88.093
2015	2800	1071	40,641	24,930			75,571	86,407	10,000,000	12.6	.237	.512	05-21-2015	39.77	84.547
Ave. 2010-2015	2,785	1053	48,641	28,293			77,522	91,850	6,666,666	16.1	.295	.624		45.97	90.434

MG – Million Gallons MGD – Million Gallons per Day GPCD – Gallons per Capita per Day

See Glossary for definitions. A list of Acronyms and Initialisms can be found after the Glossary.

Complete Table 3 by listing the top 10 water users by volume, from largest to smallest. For each user, include information about the category of use (residential, commercial, industrial, institutional, or wholesale), the amount of water used in gallons per year, the percent of total water delivered, and the status of water conservation measures.

Table 3. Large volume users

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1. ELIM REST HOME	COMMERCIAL	3,521,080.52	5.24%	UNKNOWN
2. MILLE LACS CO TREASURE	COMMERCIAL	2,000,290.91	2.97%	UNKNOWN
3. ISD 912 (SMALL)	COMMERCIAL	1,209,600	1.80%	UNKNOWN
4. ISD 912	COMMERCIAL	1,208,851.95	1.80%	UNKNOWN
5. PHEONIX APARTMENTS	RESIDENTIAL	1,158,732.47	1.72%	UNKNOWN
6. TAPESTRY SQUARE	RESIDENTIAL	1,068,966.23	1.59%	UNKNOWN
7. COUNTRY MEADOWS	RESIDENTIAL	923,844.156	1.37%	UNKNOWN
8. CATHOLIC CHARITIES	RESIDENTIAL	776,477.922	1.15%	UNKNOWN
9. HERITAGE HOUSE OF MILACA	RESIDENTIAL	746,555.84	1.11%	UNKNOWN
10. KUEFLER PROPERTIES LLC	RESIDENTIAL	469,776.62	.7%	UNKNOWN

B. Treatment and Storage Capacity

Complete Table 4 with a description of where water is treated, the year treatment facilities were constructed, water treatment capacity, the treatment methods (i.e. chemical addition, reverse osmosis, coagulation, sedimentation, etc.) and treatment types used (i.e. fluoridation, softening, chlorination, Fe/MN removal, coagulation, etc.). Also describe the annual amount and method of disposal of treatment residuals. Add rows to the table as needed.

Table 4. Water treatment capacity and treatment processes

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Volume of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
Milaca Water Treatment Plant	2006	750,000	Filtration for Fe/Mn removal. Chlorination and flouridation.	Filtration	5,049,166	Residuals are sent to sanitary sewer system.	No
Total	NA		NA	NA		NA	

Complete Table 5 with information about storage structures. Describe the type (i.e. elevated, ground, etc.), the storage capacity of each type of structure, the year each structure was constructed, and the primary material for each structure. Add rows to the table as needed.

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
Tower	Elevated storage	1972	Steel	500,000
Clearwell	Ground storage	2006	Concrete	200,000
Total	NA	NA	NA	700,000

Treatment and storage capacity versus demand

It is recommended that total storage equal or exceed the average daily demand.

Discuss the difference between current storage and treatment capacity versus the water supplier's projected average water demand over the next 10 years (see Table 7 for projected water demand):

Our average daily demand is less than .3MGD, we are capable of producing .75MGD, and our storage totals are .7MG. With regard to our population growth over the next 10 years our current storage and treatment capacity will be more than sufficient.

C. Water Sources

Complete Table 6 by listing all types of water sources that supply water to the system, including groundwater, surface water, interconnections with other water suppliers, or others. Provide the name of each source (aquifer name, river or lake name, name of interconnecting water supplier) and the Minnesota unique well number or intake ID, as appropriate. Report the year the source was installed or established and the current capacity. Provide information about the depth of all wells. Describe the status of the source (active, inactive, emergency only, retail/wholesale interconnection) and if the source facilities have a dedicated emergency power source. Add rows to the table as needed for each installation.

Include copies of well records and maintenance summary for each well that has occurred since your last approved plan in **Appendix 1**.

Table 6. Water sources and status

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection)	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Groundwater	Quaternary Buried Unconfined	578707	1997	600	143	Normal	No
Groundwater	Quaternary Buried Unconfined	738390	2006	600	135	Normal	No
Groundwater	Quaternary Buried Unconfined	00241014	1972	500	98	Inactive	No

Limits on Emergency Interconnections

Discuss any limitations on the use of the water sources (e.g. not to be operated simultaneously, limitations due to blending, aquifer recovery issues etc.) and the use of interconnections, including capacity limits or timing constraints (i.e. only 200 gallons per minute are available from the City of Prior Lake, and it is estimated to take 6 hours to establish the emergency connection). If there are no limitations, list none.

None

D. Future Demand Projections – Key Metropolitan Council Benchmark

Water Use Trends

Use the data in Table 2 to describe trends in 1) population served; 2) total per capita water demand; 3) average daily demand; 4) maximum daily demand. Then explain the causes for upward or downward trends. For example, over the ten years has the average daily demand trended up or down? Why is this occurring?

There has been little fluctuation in the population, and water demand over the past 10 years.

Use the water use trend information discussed above to complete Table 7 with projected annual demand for the next ten years. Communities in the seven-county Twin Cities metropolitan area must also include projections for 2030 and 2040 as part of their local comprehensive planning.

Projected demand should be consistent with trends evident in the historical data in Table 2, as discussed above. Projected demand should also reflect state demographer population projections and/or other planning projections.

Table 7. Projected annual water demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	2901	2800	84.970MGY	.238	.624
2017	2906	2806	85.395MGY	.239	.627
2018	2912	2812	85.822MGY	.240	.630
2019	2918	2818	86.251MGY	.241	.633
2020	2924	2824	86.682MGY	.242	.636
2021	2930	2830	87.115MGY	.243	.639
2022	2936	2836	87.551MGY	.244	.642
2023	2942	2842	87.989MGY	.245	.645
2024	2948	2848	88.429MGY	.246	.648
2025	2954	2854	88.871MGY	.247	.651
2030	2984	2884	91.093MGY	.253	.667
2040	3044	2944	95.648MGY	.266	.700

GPCD – Gallons per Capita per Day

MGD – Million Gallons per Day

Projection Method

Describe the method used to project water demand, including assumptions for population and business growth and how water conservation and efficiency programs affect projected water demand:

2% population growth, .5% usage growth	See attachment 1
--	------------------

E. Resource Sustainability

Monitoring – Key DNR Benchmark

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. The list should include all production wells, observation wells, and source water intakes or reservoirs. Groundwater level data for DNR’s statewide network of observation wells are available online through the [DNR’s Cooperative Groundwater Monitoring \(CGM\) webpage](#).

Table 8. Information about source water quality and quantity monitoring

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
578707	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
738390	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
	<input type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Add rows to the table as needed	<input type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

Water Level Data

A water level monitoring plan that includes monitoring locations and a schedule for water level readings must be submitted as **Appendix 2**. If one does not already exist, it needs to be prepared and submitted with the WSP. Ideally, all production and observation wells are monitored at least monthly.

Complete Table 9 to summarize water level data for each well being monitored. Provide the name of the aquifer and a brief description of how much water levels vary over the season (the difference between the highest and lowest water levels measured during the year) and the long-term trends for each well. If water levels are not measured and recorded on a routine basis, then provide the static water level when each well was constructed and the most recent water level measured during the same season the well was constructed. Also include all water level data taken during any well and pump maintenance. Add rows to the table as needed.

Groundwater hydrographs illustrate the historical record of aquifer water levels measured within a well and can indicate water level trends over time. For each well in your system, provide a hydrograph for the life of the well, or for as many years as water levels have been measured. Include the hydrographs in **Appendix 3**. An example of a hydrograph can be found on the [DNR's Groundwater Hydrograph webpage](#). Hydrographs for DNR Observation wells can be found in the [CGM](#) discussed above.

Table 9. Water level data

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
578707	Confined sand and gravel		<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
738390	Confined sand and gravel		<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____

Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark

Complete Table 10 by listing the types of natural resources that are or could potentially be impacted by permitted water withdrawals in the future. You do not need to identify every single water resource in your entire community. The goal is to help you triage the most important water resources and/or the water resources that may be impacted by your water supply system – perhaps during a drought or when the population has grown significantly in ten years. This is emerging science, so do the best you can with available data. For identified resources, provide the name of specific resources that may be impacted. Identify what the greatest risks to the resource are and how the risks are being assessed. Identify any resource protection thresholds – formal or informal – that have been established to identify when actions should be taken to mitigate impacts. Provide information about the potential mitigation actions that may be taken, if a resource protection threshold is crossed. Add additional rows to the table as needed. See the glossary at the end of the template for definitions.

Some of this baseline data should have been in your earlier water supply plans or county comprehensive water plans. When filling out this table, think of what are the water supply risks, identify the resources, determine the threshold and then determine what your community will do to mitigate the impacts.

Your DNR area hydrologist is available to assist with this table.

For communities in the seven-county Twin Cities metropolitan area, the Master Water Supply Plan Appendix 1 (Water Supply Profiles), provides information about potential water supply issues and natural resource impacts for your community.

Steps for completing Table 10

1. Identify the potential for natural resource impacts/issues within the community

First, review available information to identify resources that may be impacted by the operation of your water supply system (such as pumping).

Potential Sources of Information:

- County Geologic Atlas
- Local studies
- Metropolitan Council System Statement (for metro communities)
- Metropolitan Council Master Water Supply Plan (for metro communities)

ACTION: Check the resource type(s) that may be impacted in the column "Resource Type"

2. Identify where your water supply system is most likely to impact those resources (and vice versa).

Potential Sources of Information:

- Drinking Water Supply Management Areas
- Geologic Atlas - Sensitivity
- If no WHPA or other information exists, consider rivers, lakes, wetlands and significant within 1.5 miles of wells; and calcareous fens and trout streams within 5 miles of wells

ACTION: Focus the rest of your work in these areas.

3. Within focus areas, identify specific features of value to the community

You know your community best. What resources are important to pay attention to? It may be useful to check in with your community's planning and zoning staff and others.

Potential Sources of Information:

- Park plans
- Local studies
- Natural resource inventories
- Tourist attractions/recreational areas/valued community resource

ACTION: Identify specific features that the community prioritizes in the "Resource Name" column (for example: North Lake, Long River, Brook Trout Stream, or Green Fen). If, based on a review of available information, no features are likely to be at risk, note "None".

4. Identify what impact(s) the resource is at risk for

Potential Sources of Information:

- Wellhead Protection Plan
- Water Appropriation Permit
- County Geologic Atlas
- MDH or PCA reports of the area
- Metropolitan Council System Statement (for metro communities)
- Metropolitan Council Master Water Supply Plan (for metro communities)

ACTION: Check the risk type in the column "Risk". If, based on a review of available information, no risk is identified, note "None anticipated".

5. Describe how the risk was assessed

Potential Sources of Information:

- Local studies
- Monitoring data (community, WMO, DNR, etc.)
- Aquifer testing
- County Geologic Atlas or other hydrogeologic studies
- Regional or state studies, such as DNR's report 'Definitions and Thresholds for Negative Impacts to Surface Waters'
- Well boring logs

ACTION: Identify the method(s) used to identify the risk to the resource in the "Risk Assessed Through" column

6. Describe protection threshold/goals

What is the goal, if any, for protecting these resources? For example, is there a lower limit on acceptable flow in a river or stream? Water quality outside of an accepted range? A lower limit on acceptable aquifer level decline at one or more monitoring wells? Withdrawals that exceed some percent of the total amount available from a source? Or a lower limit on acceptable changes to a protected habitat?

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- DNR Thresholds study
- Community parks, open space, and natural resource plans

ACTION: Describe resource protection goals in the "Describe Resource Protection Threshold" column or reference an existing plan/document/webpage

7. If a goal/threshold should trigger action, describe the plan that will be implemented.

Identify specific action, mitigation measures or management plan that the water supplier will implement, or refer to a partner's plan that includes actions to be taken.

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- Studies such as DNR Thresholds study

ACTION: Describe the mitigation measure or management plan in the “Mitigation Measure or Management Plan” column.

8. *Describe work to evaluate these risks going forward.*

For example, what is the plan to regularly check in to stay current on plans or new data?

Identify specific action that the water supplier will take to identify the creation of or change to goals/thresholds, or refer to a partner’s plan that includes actions to be taken.

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- Studies such as DNR Thresholds study

ACTION: Describe what will be done to evaluate risks going forward, including any changes to goals or protection thresholds in the “Describe how Changes to Goals are monitored” column.

Table 10. Natural resource impacts (*List specific resources in Appendix 12)

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input checked="" type="checkbox"/> River or stream	Rum River	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input checked="" type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> No data available <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Stream	Chase Brook	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed Report <input checked="" type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input type="checkbox"/> Lake		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> Wetland		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input type="checkbox"/> Trout stream		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (< 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> Aquifer		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Proximity (obwell < 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Wellhead Protection (WHP) and Source Water Protection (SWP) Plans

Complete Table 11 to provide status information about WHP and SWP plans.

The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health’s (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Table 11. Status of Wellhead Protection and Source Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
WHP	<input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	6/2010	2020
SWP	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable		

WHP – Wellhead Protection Plan **SWP** – Source Water Protection Plan

F. Capital Improvement Plan (CIP)

Please note that any wells that received approval under a ten-year permit, but that were not built, are now expired and must submit a water appropriations permit.

Adequacy of Water Supply System

Complete Table 12 with information about the adequacy of wells and/or intakes, storage facilities, treatment facilities, and distribution systems to sustain current and projected demands. List planned capital improvements for any system components, in chronological order. Communities in the seven-county Twin Cities metropolitan area should also include information about plans through 2040.

The assessment can be the general status by category; it is not necessary to identify every single well, storage facility, treatment facility, lift station, and mile of pipe.

Please attach your latest Capital Improvement Plan as **Appendix 4**.

Table 12. Adequacy of Water Supply System

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	Inspection every 7 years	
Water Storage Facilities	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	Paint water tower 2022	
Water Treatment Facilities	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Distribution Systems (Pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	2019	Street improvement, replacing water and sewer mains-adding valves

System Component	Planned action	Anticipated Construction Year	Notes
Pressure Zones	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Other:	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

Proposed Future Water Sources

Complete Table 13 to identify new water source installation planned over the next ten years. Add rows to the table as needed.

Table 13. Proposed future installations/sources

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater					
Surface Water					
Interconnection to another supplier					

Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes No

For metro communities, will you need alternative water sources by the year 2040? Yes No

If you answered yes for either question, then complete table 14. If no, insert NA.

Complete Table 14 by checking the box next to alternative approaches that your community is considering, including approximate locations (if known), the estimated amount of future demand that could be met through the approach, the estimated timeframe to implement the approach, potential partnerships, and the major benefits and challenges of the approach. Add rows to the table as needed.

For communities in the seven-county Twin Cities metropolitan area, these alternatives should include approaches the community is considering to meet projected 2040 water demand.

Table 14. Alternative water sources

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input type="checkbox"/> Groundwater						
<input type="checkbox"/> Surface Water						

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input type="checkbox"/> Reclaimed stormwater						
<input type="checkbox"/> Reclaimed wastewater						
<input type="checkbox"/> Interconnection to another supplier						

PART 2. EMERGENCY PREPAREDNESS PROCEDURES

The emergency preparedness procedures outlined in this plan are intended to comply with the contingency plan provisions required by MDH in the WHP and SWP. Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failings, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. Municipalities that already have written procedures dealing with water emergencies should review the following information and update existing procedures to address these water supply protection measures.

A. Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act, (Public Law 107-188, Title IV- Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan. MDH recommends that Emergency Response Plans are updated annually.

Do you have an Emergency Response Plan? Yes No

Have you updated the Emergency Response Plan in the last year? Yes No

When did you last update your Emergency Response Plan? _____

Complete Table 15 by inserting the noted information regarding your completed Emergency Response Plan.

Table 15. Emergency Response Plan contact information

Emergency Response Plan Role	Contact Person	Contact Phone Number	Contact Email
Emergency Response Lead			
Alternate Emergency Response Lead			

B. Operational Contingency Plan

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

Do you have a written operational contingency plan? Yes No

At a minimum, a water supplier should prepare and maintain an emergency contact list of contractors and suppliers.

C. Emergency Response Procedures

Water suppliers must meet the requirements of MN Rules 4720.5280. Accordingly, the Minnesota Department of Natural Resources (DNR) requires public water suppliers serving more than 1,000 people to submit Emergency and Conservation Plans. Water emergency and conservation plans that have been approved by the DNR, under provisions of Minnesota Statute 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

Emergency Telephone List

Prepare and attach a list of emergency contacts, including the MN Duty Officer (1-800-422-0798), as **Appendix 5**. An [Emergency Contact List template](#) is available at the [MnDNR Water Supply Plans webpage](#).

The list should include key utility and community personnel, contacts in adjacent water suppliers, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list and date it. Thereafter, update on a regular basis (once a year is recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the Emergency Manager for that community. Responsibilities and services for each contact should be defined.

Current Water Sources and Service Area

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

Do records and maps exist? Yes No

Can staff access records and maps from a central secured location in the event of an emergency?

Yes No

Does the appropriate staff know where the materials are located?

Yes No

Procedure for Augmenting Water Supplies

Complete Tables 16 – 17 by listing all available sources of water that can be used to augment or replace existing sources in an emergency. Add rows to the tables as needed.

In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Municipalities are encouraged to execute cooperative agreements for potential emergency water services and copies should be included in **Appendix 6**. Outstate Communities may consider using nearby high capacity wells (industry, golf course) as emergency water sources.

WSP should include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MDH are required for interconnections or the reuse of water.

Table 16. Interconnections with other water supply systems to supply water in an emergency

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
Insert name of water supplier here			
Add rows as needed			

GPM – Gallons per minute MGD – million gallons per day

Table 17. Utilizing surface water as an alternative source

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
Insert name of surface water source here				
Add rows as needed				

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

Allocation and Demand Reduction Procedures

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category, including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)
3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)
4. Water use for power production above the use provided for in the contingency plan.
5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

Table 18. Water use priorities

Customer Category	Allocation Priority	Average Daily Demand (GPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1		
Institutional	2		
Commercial	4		
Industrial	3		
Irrigation	5		
Wholesale	6		
Non-Essential	7		
TOTAL	NA	NA	

GPD – Gallons per Day

Tip: Calculating Emergency Demand Reduction Potential

The emergency demand reduction potential for all uses will typically equal the difference between maximum use (summer demand) and base use (winter demand). In extreme emergency situations, lower priority water uses must be restricted or eliminated to protect priority domestic water requirements. Emergency demand reduction potential should be based on average day demands for customer categories within each priority class. Use the tables in Part 3 on water conservation to help you determine strategies.

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)

Emergency Triggers	Short-term Actions	Long-term Actions
<input type="checkbox"/> Contamination <input checked="" type="checkbox"/> Loss of production <input checked="" type="checkbox"/> Infrastructure failure <input checked="" type="checkbox"/> Executive order by Governor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Supply augmentation through _____ <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss their contingency plan.	<input type="checkbox"/> Supply augmentation through _____ <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss their contingency plan.

Notification Procedures

Complete Table 20 by selecting trigger for informing customers regarding conservation requests, water use restrictions, and suspensions; notification frequencies; and partners that may assist in the notification process. Add rows to the table as needed.

Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	Radio – KBK City website, & Facebook
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	Radio – KBK City website, & Facebook
<input checked="" type="checkbox"/> Governor’s critical water deficiency declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook)	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	Radio – KBK City website, & Facebook

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	<input type="checkbox"/> Direct customer mailing, <input type="checkbox"/> Press release (TV, radio, newspaper), <input type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____		

Enforcement

Prior to a water emergency, municipal water suppliers must adopt regulations that restrict water use and outline the enforcement response plan. The enforcement response plan must outline how conditions will be monitored to know when enforcement actions are triggered, what enforcement tools will be used, who will be responsible for enforcement, and what timelines for corrective actions will be expected.

Affected operations, communications, and enforcement staff must then be trained to rapidly implement those provisions during emergency conditions.

Important Note:

Disregard of critical water deficiency orders, even though total appropriation remains less than permitted, is adequate grounds for immediate modification of a public water supply authority's water use permit (2013 MN Statutes 103G.291)

Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control) Yes No

If yes, attach the official control document to this WSP as **Appendix 7**.

If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

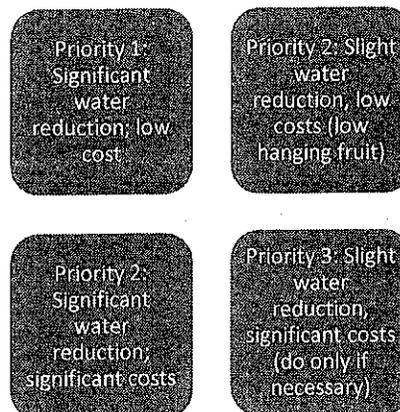
Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes No

If yes, cite the regulatory authority reference: City Code Chp 32 Section 4.

If no, who has authority to implement water use restrictions in an emergency?

PART 3. WATER CONSERVATION PLAN

Minnesotans have historically benefited from the state's abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.



There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies
- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases, one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: "How can I help save water?"

Progress since 2006

Is this your community's first Water Supply Plan? Yes No

If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

--

If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

Table 21. Implementation of previous ten-year Conservation Plan

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Educational efforts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New water conservation ordinances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enforcement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe other	<input type="checkbox"/> Yes <input type="checkbox"/> No

What are the results you have seen from the actions in Table 21 and how were results measured?

I have only been working for the City of Milaca for 3 months, it is hard for me to make a determination.
--

A. Triggers for Allocation and Demand Reduction Actions

Complete table 22 by checking each trigger below, as appropriate, and the actions to be taken at various levels or stages of severity. Add in additional rows to the table as needed.

Table 22. Short and long-term demand reduction conditions, triggers and actions

Objective	Triggers	Actions
Protect surface water flows	<input checked="" type="checkbox"/> Low stream flow conditions	<input checked="" type="checkbox"/> Increase promotion of conservation measures

Objective	Triggers	Actions
	<input type="checkbox"/> Reports of declining wetland and lake levels <input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Short-term demand reduction (less than 1 year)	<input checked="" type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input checked="" type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input checked="" type="checkbox"/> State drought plan <input checked="" type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Supply augmentation through _____ <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input type="checkbox"/> Per capita demand increasing <input type="checkbox"/> Total demand increase (higher population or more industry). Water level in well(s) below elevation of _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input type="checkbox"/> Describe	<input type="checkbox"/> Describe

B. Conservation Objectives and Strategies – Key benchmark for DNR

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

The Minnesota Rural Water Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

Is your five-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

Yes No

What is your leak detection monitoring schedule? (e.g. Monitor 1/3rd of the city lines per year)

Periodically as needed.

Water Audits - are designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. The American Water Works Association (AWWA) has a recommended water audit methodology which is presented in AWWA's M36 Manual of Water Supply Practices: Water Audits and Loss Control Programs. AWWA also provides a free spreadsheet-based water audit tool that water suppliers can use to conduct their own water audits. This free water audit tool can be found on AWWA's Water Loss Control webpage. Another resource for water audit and water loss control information is Minnesota Rural Water Association.

What is the date of your most recent water audit? ___Unknown___

Frequency of water audits: yearly other (specify frequency) ___Unknown – will begin yearly___

Leak detection and survey: every year every other year periodic as needed

Year last leak detection survey completed: ___Unknown___

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

A water meter has been added to the splash pad and hockey rink, this will account for 4MG. That amount in combination with flushing and fire dept usage brings us to 9% unaccounted water.

Hydrant flushing is roughly 1M a year

Fire dept use estimated at 1M a year

Metering -AWWA recommends that every water supplier install meters to account for all water taken into its system, along with all water distributed from its system at each customer's point of service. An effective metering program relies upon periodic performance testing, repair, maintenance or replacement of all meters. Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built. AWWA also recommends that water suppliers conduct regular water audits to account for unmetered unbilled consumption, metered unbilled consumption and source water and customer metering inaccuracies. Some cities install separate meters for interior and exterior water use, but some research suggests that this may not result in water conservation.

Complete Table 23 by adding the requested information regarding the number, types, testing and maintenance of customer meters.

Table 23. Information about customer meters

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	949	948	948		___/___
Irrigation meters	5				___/___
Institutional					___/___
Commercial	135		135		___/___
Industrial					___/___
Public facilities					___/___
Other					___/___
TOTALS	1089	948	1084	NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

Table 24. Water source meters

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	2	10	2	___/___
Treatment plant	1	10	1	___/___

Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes No

What was your 2010 – 2015 five-year average residential per capita water demand? 46

Describe the water use trend over that timeframe:

Complete Table 25 by checking which strategies you will use to continue reducing residential per capita demand and project a likely timeframe for completing each checked strategy (Select all that apply and add rows for additional strategies):

Table 25. Strategies and timeframe to reduce residential per capita demand

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	
<input type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	
<input type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	
<input type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	
<input checked="" type="checkbox"/> Make water system infrastructure improvements	2 yrs
<input type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	
<input type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	
<input type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input type="checkbox"/> Identify supplemental Water Resources	
<input checked="" type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	
<input type="checkbox"/> Describe other plans	

Objective 3: Achieve at least 1.5% annual reduction in non-residential per capita water use (For each of the next ten years, or a 15% total reduction over ten years.) This includes commercial, institutional, industrial and agricultural water users.

Complete Table 26 by checking which strategies you will used to continue reducing non-residential customer use demand and project a likely timeframe for completing each checked strategy (add rows for additional strategies).

Where possible, substitute recycled water used in one process for reuse in another. (For example, spent rinse water can often be reused in a cooling tower.) Keep in mind the true cost of water is the amount on the water bill PLUS the expenses to heat, cool, treat, pump, and dispose of/discharge the water. Don't just calculate the initial investment. Many conservation retrofits that appear to be prohibitively expensive are actually very cost-effective when amortized over the life of the equipment. Often reducing water use also saves electrical and other utility costs. Note: as of 2015, water reuse, and is not allowed by the state plumbing code, M.R. 4715 (a variance is needed). However, several state agencies are addressing this issue.

Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input type="checkbox"/> Conduct a facility water use audit for both indoor and outdoor use, including system components	
<input type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	
<input checked="" type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	2018
<input type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	
<input checked="" type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	2019
<input type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	
<input type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input checked="" type="checkbox"/> Train employees how to conserve water	2018
<input type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	
<input type="checkbox"/> Nonpotable rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. <u>Plumbing code 4714.1702, Published October 31, 2016</u>	
<input type="checkbox"/> Describe other plans:	

Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand

Include as **Appendix 8** one graph showing total per capita water demand for each customer category (i.e., residential, institutional, commercial, industrial) from 2005-2014 and add the calculated/estimated linear trend for the next 10 years.

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

Objective 5: Reduce Ratio of Maximum day (peak day) to the Average Day Demand to Less Than 2.6

Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes No

Calculate a ten-year average (2005 – 2014) of the ratio of maximum day demand to average day demand: .460MGD

The position of the DNR has been that a peak day/average day ratio that is above 2.6 for in summer indicates that the water being used for irrigation by the residents in a community is too large and that efforts should be made to reduce the peak day use by the community.

It should be noted that by reducing the peak day use, communities can also reduce the amount of infrastructure that is required to meet the peak day use. This infrastructure includes new wells, new water towers which can be costly items.

Objective 6: Implement Demand Reduction Measures

Water Conservation Program

Municipal water suppliers serving over 1,000 people are required to adopt demand reduction measures that include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. These measures must achieve demand reduction in ways that reduce water demand, water losses, peak water demands, and nonessential water uses. These measures must be approved before a community may request well construction approval from the Department of Health or before requesting an increase in water appropriations permit volume (Minnesota Statutes, section 103G.291, subd. 3 and 4). Rates should be adjusted on a regular basis to ensure that revenue of the system is adequate under reduced demand scenarios. If a municipal water supplier intends to use a Uniform Rate Structure, a community-wide Water Conservation Program that will achieve demand reduction must be provided.

Current Water Rates

Include a copy of the actual rate structure in **Appendix 9** or list current water rates including base/service fees and volume charges below.

Volume included in base rate or service charge: _____ gallons or 300 cubic feet ___ other

Frequency of billing: Monthly Bimonthly Quarterly Other: _____

Water Rate Evaluation Frequency: every year every 2 years no schedule

Date of last rate change: 12/17/15

Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	<input checked="" type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates	<input type="checkbox"/> Uniform <input checked="" type="checkbox"/> Odd/even day watering	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)

Customer Category	Conservation Billing Strategies In Use *	Conservation Neutral Billing Strategies In Use **	Non-Conserving Billing Strategies In Use ***
	<input type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)		
Commercial/ Industrial/ Institutional	<input checked="" type="checkbox"/> Monthly billing <input checked="" type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input checked="" type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input checked="" type="checkbox"/> Other (City hall places a curtsey call if water usage is higher than normal.	<input type="checkbox"/> Uniform	<input checked="" type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
<input type="checkbox"/> Other			

*** Rate Structures components that may promote water conservation:**

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
 - The first tier is for the winter average water use.
 - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
 - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged
- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.

- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

****Conservation Neutral****

- **Uniform rate:** rate per unit used is the same regardless of the volume used
- **Odd/even day watering** –This approach reduces peak demand on a daily basis for system operation, but it does not reduce overall water use.

***** Non-Conserving *****

- **Service charge or base fee with water volume:** an amount of water larger than the average residential per capita demand for the water supplier for the last 5 years
- **Declining block rate:** the rate per unit used decreases as water use increases.
- **Flat rate:** one fee regardless of how much water is used (usually unmetered).

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

--

Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning

Development and redevelopment projects can provide additional water conservation opportunities, such as the actions listed below. If a Uniform Rate Structure is in place, the water supplier must provide a Water Conservation Program that includes at least two of the actions listed below. Check those actions that you intent to implement within the next 10 years.

Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection

<input type="checkbox"/>	Participate in the GreenStep Cities Program, including implementation of at least one of the 20 "Best Practices" for water
<input type="checkbox"/>	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
<input type="checkbox"/>	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
<input type="checkbox"/>	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
<input type="checkbox"/>	Adopt an outdoor lawn irrigation ordinance
<input type="checkbox"/>	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
<input type="checkbox"/>	Implement a stormwater management program
<input type="checkbox"/>	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws-for vernal pools, buffer areas, restrictions on filling or alterations)
<input type="checkbox"/>	Adopt a water offset program (primarily for new development or expansion)
<input type="checkbox"/>	Implement a water conservation outreach program
<input type="checkbox"/>	Hire a water conservation coordinator (part-time)
<input type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input type="checkbox"/>	Other

Objective 8: Tracking Success: How will you track or measure success through the next ten years?

Being new to the industry and even newer to the job I feel I will have a much better understanding of where Milaca is at and how we are doing in 10 years.

Tip: The process to monitor demand reduction and/or a rate structure includes:

- a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
- b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
- c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
- d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
- e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

C. Regulation

Complete Table 29 by selecting which regulations are used to reduce demand and improve water efficiencies. Add additional rows as needed.

Copies of adopted regulations or proposed restrictions or should be included in **Appendix 10** (a list with hyperlinks is acceptable).

Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water efficient plumbing fixtures required	<input type="checkbox"/> New development <input type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input checked="" type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input checked="" type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited (for example, having a fine for irrigators spraying on the street)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input type="checkbox"/> New Development <input type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input type="checkbox"/> Describe

D. Retrofitting Programs

Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use, as well as energy costs. It is recommended that municipal water suppliers develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and appliances. Some water suppliers have developed partnerships with organizations having similar conservation goals, such as electric or gas suppliers, to develop cooperative rebate and retrofit programs.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

Retrofitting Programs

Complete Table 30 by checking which water uses are targeted, the outreach methods used, the measures used to identify success, and any participating partners.

Table 30. Retrofitting programs (Select all that apply)

Water Use Targets	Outreach Methods	Partners
<input type="checkbox"/> Low flush toilets, <input type="checkbox"/> Toilet leak tablets, <input checked="" type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input type="checkbox"/> Education about <input checked="" type="checkbox"/> Free distribution of <input checked="" type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Gas company <input checked="" type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input type="checkbox"/> Water conserving washing machines, <input type="checkbox"/> Dish washers, <input type="checkbox"/> Water softeners;	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

Water Use Targets	Outreach Methods	Partners
<input type="checkbox"/> Rain gardens, <input type="checkbox"/> Rain barrels, <input type="checkbox"/> Native/drought tolerant landscaping, etc.	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

E. Education and Information Programs

Customer education should take place in three different circumstances. First, customers should be provided information on how to conserve water and improve water use efficiencies. Second, information should be provided at appropriate times to address peak demands. Third, emergency notices and educational materials about how to reduce water use should be available for quick distribution during an emergency.

Proposed Education Programs

Complete Table 31 by selecting which methods are used to provide water conservation and information, including the frequency of program components. Select all that apply and add additional lines as needed.

Table 31. Current and Proposed Education Programs

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports		1	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Presentations to community groups			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours	School Students	2	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community news letters			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Information kiosk at utility and public buildings			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Community events (children's water festivals, environmental fairs)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Website (include address:)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)	City hall calls when there is an abnormal water increase.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Notices of ordinances			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Emergency conservation notices			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Other:			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

I haven't had much of an opportunity to look into this but as I continue my career here I will be learning and looking for ways to partner with the school for programs and also to promote more public education in our city newsletter.

PART 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES

Minnesota Statute 473.859 requires WSPs to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process.



Much of the information in Parts 1-3 addresses water demand for the next 10 years. However, additional information is needed to address water demand through 2040, which will make the WSP consistent with the Metropolitan Land Use Planning Act, upon which the local comprehensive plans are based.

This Part 4 provides guidance to complete the WSP in a way that addresses plans for water supply through 2040.

A. Water Demand Projections through 2040

Complete Table 7 in Part 1D by filling in information about long-term water demand projections through 2040. Total Community Population projections should be consistent with the community's system statement, which can be found on the Metropolitan Council's website and which was sent to the community in September 2015.

Projected Average Day, Maximum Day, and Annual Water Demands may either be calculated using the method outlined in *Appendix 2 of the 2015 Master Water Supply Plan* or by a method developed by the individual water supplier.

B. Potential Water Supply Issues

Complete Table 10 in Part 1E by providing information about the potential water supply issues in your community, including those that might occur due to 2040 projected water use.

The [Master Water Supply Plan](#) provides information about potential issues for your community in *Appendix 1 (Water Supply Profiles)*. This resource may be useful in completing Table 10.

You may document results of local work done to evaluate impact of planned uses by attaching a feasibility assessment or providing a citation and link to where the plan is available electronically.

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections

Complete Table 12 in Part 1F with information about potential water supply infrastructure impacts (such as replacements, expansions or additions to wells/intakes, water storage and treatment capacity, distribution systems, and emergency interconnections) of extended plans for development and redevelopment, in 10-year increments through 2040. It may be useful to refer to information in the community's local Land Use Plan, if available.

Complete Table 14 in Part 1F by checking each approach your community is considering to meet future demand. For each approach your community is considering, provide information about the amount of

future water demand to be met using that approach, the timeframe to implement the approach, potential partners, and current understanding of the key benefits and challenges of the approach.

As challenges are being discussed, consider the need for: evaluation of geologic conditions (mapping, aquifer tests, modeling), identification of areas where domestic wells could be impacted, measurement and analysis of water levels & pumping rates, triggers & associated actions to protect water levels, etc.

D. Value-Added Water Supply Planning Efforts (Optional)

The following information is not required to be completed as part of the local water supply plan, but completing this can help strengthen source water protection throughout the region and help Metropolitan Council and partners in the region to better support local efforts.

Source Water Protection Strategies

Does a Drinking Water Supply Management Area for a neighboring public water supplier overlap your community? Yes No

If you answered no, skip this section. If you answered yes, please complete Table 32 with information about new water demand or land use planning-related local controls that are being considered to provide additional protection in this area.

Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas

Local Control	Schedule to Implement	Potential Partners
<input type="checkbox"/> None at this time		
<input type="checkbox"/> Comprehensive planning that guides development in vulnerable drinking water supply management areas		
<input type="checkbox"/> Zoning overlay		
<input type="checkbox"/> Other:		

Technical assistance

From your community's perspective, what are the most important topics for the Metropolitan Council to address, guided by the region's Metropolitan Area Water Supply Advisory Committee and Technical Advisory Committee, as part of its ongoing water supply planning role?

- Coordination of state, regional and local water supply planning roles
- Regional water use goals
- Water use reporting standards
- Regional and sub-regional partnership opportunities
- Identifying and prioritizing data gaps and input for regional and sub-regional analyses
- Others: _____

GLOSSARY

Agricultural/Irrigation Water Use - Water used for crop and non-crop irrigation, livestock watering, chemigation, golf course irrigation, landscape and athletic field irrigation.

Average Daily Demand - The total water pumped during the year divided by 365 days.

Calcareous Fen - Calcareous fens are rare and distinctive wetlands dependent on a constant supply of cold groundwater. Because they are dependent on groundwater and are one of the rarest natural communities in the United States, they are a protected resource in MN. Approximately 200 have been located in Minnesota. They may not be filled, drained or otherwise degraded.

Commercial/Institutional Water Use - Water used by motels, hotels, restaurants, office buildings, commercial facilities and institutions (both civilian and military). Consider maintaining separate institutional water use records for emergency planning and allocation purposes. Water used by multi-family dwellings, apartment buildings, senior housing complexes, and mobile home parks should be reported as Residential Water Use.

Commercial/Institutional/Industrial (C/I/I) Water Sold - The sum of water delivered for commercial/institutional or industrial purposes.

Conservation Rate Structure - A rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user. A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

Date of Maximum Daily Demand - The date of the maximum (highest) water demand. Typically this is a day in July or August.

Declining Rate Structure - Under a declining block rate structure, a consumer pays less per additional unit of water as usage increases. This rate structure does not promote water conservation.

Distribution System - Water distribution systems consist of an interconnected series of pipes, valves, storage facilities (water tanks, water towers, reservoirs), water purification facilities, pumping stations, flushing hydrants, and components that convey drinking water and meeting fire protection needs for cities, homes, schools, hospitals, businesses, industries and other facilities.

Flat Rate Structure - Flat fee rates do not vary by customer characteristics or water usage. This rate structure does not promote water conservation.

Industrial Water Use - Water used for thermonuclear power (electric utility generation) and other industrial use such as steel, chemical and allied products, paper and allied products, mining, and petroleum refining.

Low Flow Fixtures/Appliances - Plumbing fixtures and appliances that significantly reduce the amount of water released per use are labeled "low flow". These fixtures and appliances use just enough water to be effective, saving excess, clean drinking water that usually goes down the drain.

Maximum Daily Demand - The maximum (highest) amount of water used in one day.

Metered Residential Connections - The number of residential connections to the water system that have meters. For multifamily dwellings, report each residential unit as an individual user.

Percent Unmetered/Unaccounted For - Unaccounted for water use is the volume of water withdrawn from all sources minus the volume of water delivered. This value represents water "lost" by miscalculated water use due to inaccurate meters, water lost through leaks, or water that is used but unmetered or otherwise undocumented. Water used for public services such as hydrant flushing, ice skating rinks, and public swimming pools should be reported under the category "Water Supplier Services".

Population Served - The number of people who are served by the community's public water supply system. This includes the number of people in the community who are connected to the public water supply system, as well as people in neighboring communities who use water supplied by the community's public water supply system. It should not include residents in the community who have private wells or get their water from neighboring water supply.

Residential Connections - The total number of residential connections to the water system. For multifamily dwellings, report each residential unit as an individual user.

Residential Per Capita Demand - The total residential water delivered during the year divided by the population served divided by 365 days.

Residential Water Use - Water used for normal household purposes such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens. Should include all water delivered to single family private residences, multi-family dwellings, apartment buildings, senior housing complexes, mobile home parks, etc.

Smart Meter - Smart meters can be used by municipalities or by individual homeowners. Smart metering generally indicates the presence of one or more of the following:

- Smart irrigation water meters are controllers that look at factors such as weather, soil, slope, etc. and adjust watering time up or down based on data. Smart controllers in a typical summer will reduce water use by 30%-50%. Just changing the spray nozzle to new efficient models can reduce water use by 40%.
- Smart Meters on customer premises that measure consumption during specific time periods and communicate it to the utility, often on a daily basis.
- A communication channel that permits the utility, at a minimum, to obtain meter reads on demand, to ascertain whether water has recently been flowing through the meter and onto the premises, and to issue commands to the meter to perform specific tasks such as disconnecting or restricting water flow.

Total Connections - The number of connections to the public water supply system.

Total Per Capita Demand - The total amount of water withdrawn from all water supply sources during the year divided by the population served divided by 365 days.

Total Water Pumped - The cumulative amount of water withdrawn from all water supply sources during the year.

Total Water Delivered - The sum of residential, commercial, industrial, institutional, water supplier services, wholesale and other water delivered.

Ultimate (Full Build-Out) - Time period representing the community's estimated total amount and location of potential development, or when the community is fully built out at the final planned density.

Unaccounted (Non-revenue) Loss - See definitions for "percent unmetered/unaccounted for loss".

Uniform Rate Structure - A uniform rate structure charges the same price-per-unit for water usage beyond the fixed customer charge, which covers some fixed costs. The rate sends a price signal to the customer because the water bill will vary by usage. Uniform rates by class charge the same price-per-unit for all customers within a customer class (e.g. residential or non-residential). This price structure is generally considered less effective in encouraging water conservation.

Water Supplier Services - Water used for public services such as hydrant flushing, ice skating rinks, public swimming pools, city park irrigation, back-flushing at water treatment facilities, and/or other uses.

Water Used for Nonessential Purposes - Water used for lawn irrigation, golf course and park irrigation, car washes, ornamental fountains, and other non-essential uses.

Wholesale Deliveries - The amount of water delivered in bulk to other public water suppliers.

Acronyms and Initialisms

AWWA – American Water Works Association

C/I/I – Commercial/Institutional/Industrial

CIP – Capital Improvement Plan

GIS – Geographic Information System

GPCD – Gallons per capita per day

GWMA – Groundwater Management Area – North and East Metro, Straight River, Bonanza,

MDH – Minnesota Department of Health

MGD – Million gallons per day

MG – Million gallons

MGL – Maximum Contaminant Level

MnTAP – Minnesota Technical Assistance Program (University of Minnesota)

MPARS – MN/DNR Permitting and Reporting System (new electronic permitting system)

MRWA – Minnesota Rural Waters Association

SWP – Source Water Protection

WHP – Wellhead Protection

APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER

Appendix 1: Well records and maintenance summaries

Go to [Part 1C](#) for information on what to include in appendix

Appendix 2: Water level monitoring plan

Go to [Part 1E](#) for information on what to include in appendix

Appendix 3: Water level graphs for each water supply well

Go to [Part 1E](#) for information on what to include in appendix

Appendix 4: Capital Improvement Plan

Go to [Part 1E](#) for information on what to include in appendix

Appendix 5: Emergency Telephone List

Go to [Part 2C](#) for information on what to include in appendix

Appendix 6: Cooperative Agreements for Emergency Services

Go to [Part 2C](#) for information on what to include in appendix

Appendix 7: Municipal Critical Water Deficiency Ordinance

Go to [Part 2C](#) for information on what to include in appendix

Appendix 8: Graph of Ten Years of Annual Per Capita Water Demand for Each Customer Category

Go to [Objective 4 in Part 3B](#) for information on what to include in appendix

Appendix 9: Water Rate Structure

Go to [Objective 6 in Part 3B](#) for information on what to include in appendix

Appendix 10: Ordinances or Regulations Related to Water Use

Go to [Objective 7 in Part 3B](#) for information on what to include in appendix

Appendix 11: Implementation Checklist

Provide a table that summarizes all the actions that the public water supplier is doing, or proposes to do, with estimated implementation dates.

Appendix 12: Sources of Information for Table 10

Provide links or references to the information used to complete Table 10. If the file size is reasonable, provide source information as attachments to the plan.

Appendix 5
Emergency Telephone List

	Name	Work Telephone	Alternate Telephone
Water Operator	Gary Kirkeby	320-362-4055	
Alternate Water Operator	Darryl Stimmler	320-980-8197	

State and Local Emergency Response Contacts	Name	Work Telephone	Alternate Telephone
State Incident Duty Officer	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
National Guard	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
Fire Chief	Craig Billings	320-983-3465	
Sheriff	Brent Lindgren	320-983-8256	
Police Chief	Todd Quaintance	320-983-6166	

State and Local Agencies	Name	Work Telephone	Alternate Telephone
MDH	Drinking Water Protection	651-201-4700	
State Testing Laboratory	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
MPCA		320-828-2492	
DNR Area Hydrologist	Mark Anderson	320-616-2450 x248	

Utilities	Name	Work Telephone	Alternate Telephone
Electric Company	East Central Energy	800-254-7944	
Gas Company	Centerpoint Energy	800-254-2377	
Telephone Company	Milaca Local Link	320-282-1000	
Gopher State One Call	Utility Locations	800-252-1166	651-454-0002
Highway Department	Milaca County Public Works	320-983-8201	

Technical/Contracted Services/Supplies	Name	Work Telephone	Alternate Telephone
MRWA Technical Services	MN Rural Water Association	800-367-6792	
Pump Repair	Minnesota Pump Works	877-645-8004	
Electrician	Granite Ledge	320-294-5557	
Plumber	AAA Plumbing	320-252-4613	
Backhoe	Hjort Excavating	320-630-7553	
Generator	Kodiak Power Systems	612-508-8424	
Valves	Core&Main		
Pipe & Fittings	Core&Main	320-258-3010	
Water Storage	KLM	651-773-5111	
Laboratory	A&W Lab	218-829-7974	
Engineering firm	Santec	651-775-5633	

Communications	Name	Work Telephone	Alternate Telephone
News Paper	Mille Lacs County Times	320-983-6111	
School Superintendent	Tim Trubenbach	320-982-7191	

Appendix 7

CHAPTER 32: EMERGENCY MANAGEMENT

Section

- 32.01 Policy and purpose
- 32.02 Definitions
- 32.03 Establishment of emergency management organization
- 32.04 Powers and duties of Director
- 32.05 Local emergencies
- 32.06 Emergency regulations
- 32.07 Emergency management a government function
- 32.08 Participation in labor disputes or politics
- 32.99 Penalty

§ 32.01 POLICY AND PURPOSE.

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.

§ 32.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DISASTER. A situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

EMERGENCY. An unforeseen combination of circumstances which calls for immediate action to prevent from developing or occurring.

EMERGENCY MANAGEMENT. The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disasters caused by fire, flood, tornado, and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civil protection, together with all other activities necessary or incidental for carrying out the foregoing functions. **EMERGENCY MANAGEMENT** includes those activities sometimes referred to as **CIVIL DEFENSE FUNCTIONS**.

EMERGENCY MANAGEMENT FORCES. The total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this chapter or any rule or order thereunder. This includes personnel from city departments, authorized volunteers, and private organizations and agencies.

EMERGENCY MANAGEMENT ORGANIZATION. The staff responsible for coordinating city-level planning and preparation for disaster response. This organization provides city liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

§ 32.03 ESTABLISHMENT OF EMERGENCY MANAGEMENT ORGANIZATION.

There is hereby created within the city government an emergency management organization which shall be under the supervision and control of the City Emergency Management Director, called the Director. The Director shall be appointed by the Mayor with approval of the City Council for an indefinite term and may be removed by him or her at any time. The Director shall serve with a salary as established by the City Council and shall be paid his or her necessary expenses. The Director shall have direct responsibility for the organization, administration, and operation of the emergency preparedness organization, subject to the direction and control of the Mayor.

§ 32.04 POWERS AND DUTIES OF DIRECTOR.

(A) The Director, with the consent of the Mayor, shall represent the city on any regional or state conference for emergency management. The Director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present these agreements to the Council for its action. These arrangements shall be consistent with the State Emergency Plan.

(B) The Director shall make studies and surveys of the human resources, industries, resources, and facilities of the city as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The Director shall establish the economic stabilization systems and measures, service staffs, boards, and sub-boards required, in accordance with state and federal plans and directions, subject to the approval of the Mayor.

(C) The Director shall prepare a comprehensive emergency plan for the emergency preparedness of the city and shall present the plan to the Council for its approval. When the Council has approved the plan, it shall be the duty of all city agencies and all emergency preparedness forces of the city to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The Director shall coordinate the emergency management activities of the city to the end that they shall be consistent and fully integrated with the emergency plans of the federal government and the state and correlated with emergency plans of the county and other political subdivisions within the state.

Appendix 7

(D) In accordance with the State and City Emergency Plan, the Director shall institute training programs and public information programs and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the City Emergency Plan when a disaster occurs.

(E) The Director shall utilize the personnel, services, equipment, supplies, and facilities of existing departments and agencies of the city to the maximum extent practicable. The officers and personnel of all city departments and agencies shall, to the maximum extent practicable, cooperate with and extend services and facilities to the city's emergency management organization and to the Governor upon request. The head of each department in cooperation with the Director shall be responsible for the planning and programming of those emergency activities as will involve the utilization of the facilities of the department.

(F) The Director shall, in cooperation with those city departments affected, assist in the organizing, recruiting, and training of emergency management personnel, which may be required on a volunteer basis to carry out the emergency plans of the city and state. To the extent that emergency personnel are recruited to augment a regular city department for emergencies, they shall be assigned to the departments or agencies and shall be under the administration and control of the department.

(G) Consistent with the state emergency services law, the Director shall coordinate the activity of municipal emergency management organizations within the city and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services as provided by M.S. § 12.25, as it may be amended from time to time.

(H) The Director shall carry out all orders, rules, and regulations issued by the Governor with reference to emergency management.

(I) The Director shall prepare and submit reports on emergency preparedness activities when requested by the Mayor.

§ 32.05 LOCAL EMERGENCIES.

(A) A local emergency may be declared only by the Mayor or his or her legal successor. It shall not be continued for a period in excess of three days except by or with the consent of the Council. Any order or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed in the office of the City Manager-Clerk.

(B) A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance thereunder.

(C) No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

Penalty, see § 32.99

§ 32.06 EMERGENCY REGULATIONS.

(A) Whenever necessary, to meet a declared emergency or to prepare for an emergency for which adequate regulations have not been adopted by the Governor or the Council, the Council may by resolution promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services; emergency health, fire, and safety regulations; drills or practice periods required for preliminary training; and all other matters which are required to protect public safety, health, and welfare in declared emergencies.

(B) Every resolution of emergency regulations shall be in writing; shall be dated; shall refer to the particular emergency to which it pertains, if so limited; and shall be filed in the office of the City Manager-Clerk. A copy shall be kept posted and available for public inspection during business hours. Notice of the existence of these regulations and their availability for inspection at the City Manager-Clerk's office shall be conspicuously posted at the front of the City Hall or other headquarters of the city, or at other places in the affected area as the City Council shall designate in the resolution. By resolution, the Council may modify or rescind a regulation.

(C) The Council may rescind any regulation by resolution at any time. If not sooner rescinded, every regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Council shall be suspended during the period of time and to the extent conflict exists.

(D) During a declared emergency, the city is, under the provisions of M.S. § 12.31, as it may be amended from time to time and notwithstanding any statutory or Charter provision to the contrary, empowered, through its Council, acting within or without the corporate limits of the city, to enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of a disaster. The city may exercise these powers in the light of the exigencies of the disaster without compliance with the time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds, including, but not limited to, publication of resolutions, publication of calls for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for bids.

Penalty, see § 32.99

§ 32.07 EMERGENCY MANAGEMENT A GOVERNMENT FUNCTION.

All functions and activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any person to receive any benefits or compensation under any act of Congress.

§ 32.08 PARTICIPATION IN LABOR DISPUTES OR POLITICS.

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

§ 32.99 PENALTY.

Any person who violates any provision of this chapter or any regulation adopted thereunder relating to acts, omissions, or conduct other than official acts of city employees or officers is guilty of a misdemeanor and shall be subject to the penalty as set forth in § 10.99

§ 51.03 WATER USE RESTRICTION; SHORTAGES.

Whenever the City Council shall determine that a shortage of the water supply threatens the city, the Council may, by resolution, limit the use of the city water supply system for lawn and garden sprinkling and irrigation. From May 1 to September

Appendix 7

1 annually, all property with addresses that end with an odd number may be sprinkled on odd numbered days, and property with addresses that end with an even number may be sprinkled on even numbered days. The Council may also ban the use of water for lawn and garden sprinkling and irrigation. Notice of water use restriction shall be given in a manner as the Council may determine, including, but not limited to, notice on city bulletin boards or signs, newspaper articles, and radio broadcast, stating date on which the limitation is effective. This section does not apply to private wells used for irrigation.

§ 34.40 SEWER RATES; SCHEDULE.

The occupant of any premises connected with the municipal sewage system shall pay as basic rental charges for the use of the sewage system the amounts as set forth below and in § 34.30 above.

(74 Code, § 540:00) (Am. Ord. 366, passed 11-16-06; Am. Ord. 388, passed 3-18-10; Am. Ord. 404, passed 12-19-13; Am. Ord. 416, passed 12-17-15)

<i>Residential and Commercial</i>	<i>Charge</i>
Base rate	\$2.00
Minimum	\$8.50
Usage (in 100 cubic feet)	(cost per 100 cubic feet)
1 and up	\$2.75
Sewer only	\$20.00

<i>Item</i>	<i>Code Section</i>	<i>Description</i>	<i>Charge</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Appeal	53.102		\$15	303	4-21-88
Deposit		New account	\$15	238	7-8-82
Sewer access charge	53.016	Per connection	\$1,500	329; 353; 361	12-20-01; 10-21-04; 11-22-05
Use		Per month rate based upon the water meter reading, an amount for sewer services; a cap on the residential monthly sewer charge shall be established for sewer used during the months of June, July, August, and September of each year. The sewer cap is set at 11 cu. ft. No residential	\$2.45 per 100 cu. ft.	334; 337; 351; 366	4-17-03; 6-19-03; 8-19-04; 11-16-06

		account shall be charged for more than 11 cu. ft. of sewer usage during those months.			
Use, category B customer	53.078	Customer service, monthly	\$1.75		
	53.078	Usage volume, monthly	\$0.68 per 100 cu. ft.		
	53.077	BOD surcharge (BOD 300 mg/l), monthly	\$0.03 per lb.		
	53.077	TSS surcharge (TSS 340 mg/l), monthly	\$0.01 per lb.		
	53.078	Debt service, monthly	\$0.70 per 100 cu. ft.		

§ 34.41 WATER RATES AND CHARGES; SCHEDULE.

(A) Rates and charges for water use and service are hereby established for connection into the municipal water system and the use thereof in the amounts set forth in the table which follows and in § 34.30 above. All water sold shall be on the basis of meter readings except in the case of minimum charges.

(74 Code, § 550:00) (Am. Ord. 334, passed 4-17-03; Am. Ord. 366, passed 11-16-06; Am. Ord. 383, passed 3-19-09; Am. Ord. 388, passed 3-18-10; Am. Ord. 404, passed 12-19-13; Am. Ord. 416, passed 12-17-15)

<i>Item</i>	<i>Code Section</i>	<i>Description</i>	<i>Charge</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Applicant fee	51.16		\$6		334	4-17-03
Deposit	51.04	New account	\$15		238	7-8-82
Late payment	51.04	If bill not paid by the fifteenth of the month	10% additional		-	9-10-87
Meter reading	51.25	First time, if needed	\$1		-	9-10-87
	51.25	Second consecutive time	\$5		-	9-10-87
Meter, radio transmission equipment	51.25	Failure to allow access for installation	\$50 per month		-	5-20-97

Meter testing	51.25		\$25	550:00		
Reconnection fee			\$30		383	3-19-09
Shut off of water supply		Shut off for customer request	\$15		334	4-17-03
Turn on fee	51.16	Turning on water during normal business hours after disconnection for non-payment	\$30		383	3-19-09
	51.16	Turning on water outside normal business hours regardless of reason for reconnection	\$90		383	3-19-09
Water access charge	51.18; 51.20	Per unit	\$1,000		329; 353; 361	12-20-01; 10-21-04; 11-22-05

<i>Residential and Commercial</i>	<i>Charge</i>
Base rate	\$11.50
Minimum	\$2.50
Usage	\$3.75 per hundred cubic feet
<i>Commercial</i>	
Base rate	\$11.50
Minimum	\$2.50
Usage (in 100 cubic feet)	(cost per 100 cubic feet)
1 to 30	\$3.75
31 and on up	\$3.00

(B) The city establishes the following Residential Equivalency Charges (REC) so each user of the city water and sewer system shall be paying a fair price for their proportionate use of the system. The REC for a facility not included in the list below will be determined by the City Council.

<i>Facility</i>	<i>Parameter</i>	<i>REC Units</i>
Apartment buildings	1 unit	1
Automobile service	2 service bays	1
Banquet room	1,000 sq. ft. GFA	1
Barber shop	4 chairs	1
Beauty parlors	8 stations	1
Bowling alley	8 alleys	1
Car wash (self service)	1 stall	1
Car wash (automatic)	1 bay	1
Churches	250 seats	1
Clubs, lodges	1,150 sq. ft.	1
Day care centers	14 people (clients and staff)	1
Gas station		1
Convenience store	500 sq. ft. GFA	1
Group home	5 beds	1
Health club (showers)	700 sq. ft. GFA	1
Health club (no showers)	2,400 sq. ft. GFA	1
Laundromat	6 washing machines	1
Library	2,400 sq. ft	1
Liquor store (on-sale)	20 seats	1
Motel, hotel	2 rooms	1
Museum	2,400 sq. ft. GFA	1
Nursing home	3 beds	1
Office (general)	2,400 sq. ft. GFA	1
Office (medical, dental)	825 sq. ft. GFA	1
Restaurant (full service)	8 seats	1
Restaurant (fast service)	22 seats	1
Retail stores	3,000 sq. ft. GFA	1
Schools	1,000 sq. ft. GFA	1
Swimming pools	900 sq. ft. pool area	1

Theaters	60 seats	1
Warehouses	15 employees	1

(Ord. 329, passed 12-20-01; Am. Ord. 403, passed 7-18-13)

§ 51.03 WATER USE RESTRICTION; SHORTAGES.

Whenever the City Council shall determine that a shortage of the water supply threatens the city, the Council may, by resolution, limit the use of the city water supply system for lawn and garden sprinkling and irrigation. From May 1 to September 1 annually, all property with addresses that end with an odd number may be sprinkled on odd numbered days, and property with addresses that end with an even number may be sprinkled on even numbered days. The Council may also ban the use of water for lawn and garden sprinkling and irrigation. Notice of water use restriction shall be given in a manner as the Council may determine, including, but not limited to, notice on city bulletin boards or signs, newspaper articles, and radio broadcast, stating date on which the limitation is effective. This section does not apply to private wells used for irrigation.

(Ord. 98-1, passed 5-21-98) Penalty, see § 10.99

Appendix 12

Sources:

Milaca Wellhead Protection Plan Approved 12/17/2012

CITY OF MILACA

ORGANIZATION POLICIES AND PROCEDURES

FOR

SNOW AND ICE CONTROL

Adopted: October 1997
Revised: February 2002
Revised: December 2003
Revised: January 2008
Revised: October 2017

ORGANIZATION AND PLANNING

Once the determination has been made to commence snow removal operations, the public works supervisor shall notify all the employees in the public works department as to the start time of such operations. The public works supervisor shall then contact Mille Lacs County Dispatch, and then the Milaca Police Department officer on duty and advise both when snow removal operations will commence. This will allow the officer time to patrol and ticket or tow as necessary those vehicles that are in violation of the city's snow removal policy. The following is a list of the snow removal crew and Milaca police department officers:

<u>NAME</u>	<u>RADIO #</u>	<u>CELLULAR #</u>
Gary Kirkeby	Unit 4	(320) 362-4055
Darryl Stimmler	Unit 5	
John Oldenburg	Unit 6	
Jake Weinreich	Unit 7	
Mark Wubben	Unit 8	

Milaca Police Department

<u>NAME</u>	<u>RADIO#</u>	
Milaca Police Dept.	5300	(320) 983-6166
Todd Quaintance	5301	
Quinn Rasmussen	5305	
Michael Barros	5306	
Jeff Shaw	5307	
Jacob Isaacson	5309	
Nathan Fisher	5313	

ROUTES FOR SNOW REMOVAL EQUIPMENT

The following is the general order that the city's snow removal equipment will follow. Much, if not all, the work will be done simultaneously.

PUBLIC WORKS RESPONSIBILITIES

PAYLOADER

1. Maintenance Building parking lot
2. Fire department parking lot
3. City Hall/Library parking lot – including PD garage entrance and Library employee parking
4. Dead ends - cul-de-sacs
 - A. 4th Street NE dead end

- A. 4th Street NE dead end
 - B. 5th Street NE cul-de-sac
 - C. Ridgewood and Woodland cul-de-sacs
 - D. Corner of 4th Avenue NW and 10th Street NW
 - E. Dead end on 8th Street NW ending at the cross gutter
 - F. Dead end on 7th Street NW
 - G. Dead end on 6th Street NW
 - H. 7th Street NE
 - I. 9th Avenue NE
5. City owned lots south of Mid-Town plaza
 6. Pull snow out of theater parking lot
 7. (if time) Assist other routes as necessary
 8. Liquor store - if needed
 9. Airport

Motor Grader

1. Downtown (non-business hours), Daytime if impassable
 - a. Plow snow off of any adjoining city owned sidewalks – 3rd Street SW
2. 10th Street NW - Ambulance and Clinic
3. NW Avenues
 - a. Plow snow off of any adjoining city owned sidewalks – 4th Avenue NW
4. Rum River Drive cul-de-sac
5. NW Streets
6. Liquor Store parking lot

1990 International Dump Truck

1. SW Streets and Avenues
2. NE Streets and Avenues
3. Alleys
4. SW River Drive and Cemetery Road

2001 Sterling Dump Truck

1. 3rd Street SE – Sheriff's Office
2. By-pass development
3. SE Streets and Avenues
4. SE Alleys
5. Dead end 4th Avenue NE in Hidden Pines

John Deere Tractor

1. Load trucks
2. Airport
3. Any other duties as necessary

Pickup

Used in minor snowfalls in any area

Skid steer and power brooms

1. Parks building entrances - maintenance building, dog pound, and police department garage.
2. City hall around building
3. Fire Department – doors and sidewalk
4. City owned sidewalks – including touchup on sidewalks plowed by public works
5. Skating Rink
6. Touchup at liquor store
7. Library
8. Sr. Citizens building
9. Museum
10. Sidewalk in front of old Lines law office

Handwork

1. Entrances into public works buildings
2. City Hall entrances
3. Library entrances
4. Maintenance building park entrances
5. Police garage
6. Fire Department

MINIMUM LEVELS OF SERVICE

The following are minimum levels of service that can be expected. The city will strive to exceed these levels.

Snow and/or ice control may be terminated at any time the public works supervisor determine that rising temperatures, visibility and/or the rate of accumulation make the control unsafe, ineffective, or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation, or predicted snow accumulation is four inches or greater, or when ice occurs on city streets; and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep streets, avenues and alleys open to traffic, if possible, during a storm; however, it is not the intent to keep them snow and ice free.

2. All streets, avenues, and alleys shall be open to traffic (up to two lanes) within 48 hours after the snow storm subsides.
3. The B-1 district shall generally be plowed in the same manner as all other city streets. The public works supervisor may elect to plow downtown streets during evening or early morning hours to avoid traffic and parked vehicle congestion. Streets in a B-1 district may be plowed outward or to the center of the street at the discretion of the public works supervisor. City owned parking lots are generally plowed at the same time as downtown streets. Snow may be piled for removal before, or at the same time, snow is hauled from the following streets in the B-1 district; First Street SW from Central to Third Avenue SW; Second Avenue SW from First Street NW to Third Street SW, Third Avenue from Second Street NW to Second Street SW.
4. The city shall store its salt/sand mixture at the County Highway storage on 8th Street NE in Milaca. In exchange, the city of Milaca shall be responsible for hauling snow on the following county roads: C.S.A.H. 36, from 2nd Street North to 3rd Street SE. The City shall receive reimbursement from Mille Lacs County for hauling snow from the following roads: C.S.A.H. 2, from Central Avenue to 2nd Avenue SE; C.S.A.H 32; 1st Street SE, from Central Avenue, east 2 blocks.
5. Salt and sand operations shall provide bare pavement when conditions allow, and skid resistance at school crossings, stop signs and isolated icy areas. General snow pack on residential streets shall not be sanded.
6. The City shall not plow snow on any street that has not been accepted by the city, or does not meet city specifications, and constructed after January 1, 1997.
7. Snow depth at the corners of intersections shall be reduced to 36 inches following other necessary operations. The public works supervisor shall have the authority to determine the scheduling and priority of this function.
8. Certain streets within the city are maintained by Mille Lacs County and fall under the county's maintenance policies. Those streets are listed below.
 - Central Avenue (C.S.A.H. 36)
 - 2nd Street SE (C.S.A.H. 2)
 - 10th Street NW (C.S.A.H. 33)
 - 2nd Street SW and 3rd Avenue SW, between 2nd Street SW and Hwy. 23 (C.S.A.H. 32)
 - 1st Street SE (C.S.A.H 37)
 - C.S.A.H. 2
 - C.S.A.H. 5
9. Certain streets within the city are maintained by the Minnesota Department of Transportation and fall under the state maintenance policies. Those streets are listed below.
 - MN Trunk Highway 23
 - U.S. Highway 169
10. Due to the adverse impact of salt and sand on aircraft, the city shall attempt to have a bare pavement policy on the taxiway and other paved areas at the airport.

METHOD OF SNOW PLOWING

Snow will be plowed in a manner so as to minimize traffic obstructions. With the exception of the B-1 District, the snow will be plowed from the center of the street outward. For narrow streets or alleys, the public works supervisor may elect to plow from one side or the other. Snow shall be plowed and pushed from left to right and discharged on the edge of the street or on adjacent right-of-way without regard for sidewalks and/or driveways. The city of Milaca shall not be responsible for plowing snow from any private sidewalks and/or driveways.

HAULING OF SNOW

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by hauling. Timing of such hauling shall be at the discretion of the public works supervisor.

WEATHER CONDITIONS

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay snow and ice control operations include: severe cold, significant winds, limited visibility, rapid or prolonged accumulation of snow and/or ice. If any of these conditions exist, or are predicted, the public works and city manager shall have the discretion to deviate from this policy.

DISPATCHING OF EQUIPMENT

Dispatching of equipment shall be determined by the public works supervisor. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call-out. The public works supervisor shall notify all employees involved in snow removal, including the Parks Department, as to the starting time of plowing operations and hauling snow from downtown. The response shall be as soon as possible if employees and equipment are available and it is more than four hours until a work shift is to begin. Once a work shift has ended, the public works supervisor has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

DAMAGE TO PERSONAL PROPERTY

One purpose of boulevards is to store snow that is plowed off street. Only those personal properties which must be in the right-of-way, are installed properly, allowed by city ordinance to be adjacent to streets, and damaged by actual contact with city owned snow removal equipment, will be considered for repair or replacement at city expense. Those items include mail boxes, utility peds, and grass. The city will not be responsible for damage to grass if there are not high-back curbs on the property. If grass is damaged by improper plowing methods, the City will

repair by top dressing and seeding the following Spring. Residents are requested to assist by watering the areas that are repaired. Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by city owned snow removal equipment. The owners of any hired equipment are responsible for damage caused by their equipment.

ACCIDENTS

Should an accident occur while in the course of snowplowing, the driver is required to contact their supervisor as soon as practicable and will be subject to post-accident testing. A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain medical care. Detailed information regarding post-accident testing can be found in the City's Drug and Alcohol testing policies.

PLOWING OF PRIVATE PROPERTY

Unless there is direct benefit to city operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the city's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of the city's resources. This policy is to be continually monitored and evaluated, and if changes are warranted, the council will review and approve any changes prior to the next year's snow season.

MEMO

December 6, 2017

To: City Council

From: Marshall Lind
Building Official

RE: Coin-Tainer

Council directed me at the October council meeting to send Mr. Dave Walters a letter telling him that the Council has given him 6 months to either build or to have the foundation, footings and debris removed. Also in that letter it stated that the Council would like monthly updates as to his progress on his construction project.

This is an email I received from Mr. Walters on Monday, December 2, 2017:

Hi Marshall,
I am currently working with Rice companies in St. Cloud .
Once final costs are done, I will be approaching the bank.
Right now project is 17,000 sq ft warehouse with future mfg ing.
Will keep you posted
Dave Walters
CTC

I just wanted to pass this along to Council.

Marshall Lind
Building Official

City of Milaca

Economic Development Commission

Meeting-November 20, 2017

7:30 A.M

Agenda

Call to Order

Minutes- October 23, 2017

Old Business

- Purchase of future Industrial Park Land
 - Letters sent to Property Owners
 - Property Owners Responses
 - Doseh- Open to Ideas and willing to sell
 - Beutz- Stopped in my office, asking \$120,000
- Sign- size is 16.5 ft wide by 8 ft in height-
 - Who locally does signs?
 - Getting a cost estimate for Vinyl Banners-short term & long term signs
 - What do we want on the sign? Bring Ideas.

New Business

- Discuss the need for quality apartments.

Other Items

Next Meeting Date-No Meeting in December

2018 Next Meeting is January 22nd

Milaca Airport Commission
Meeting held on November 29th, 2017

Meeting Minutes

Present; Chair-Steve Nelson, Commission Members- Doug Ostien, Tim Ammerman, Dave Smith, Leo Vos, Airport Manager-John Oldenburg, City Manager-Tammy Pfaff. Absent-Pete Pedersen.
Others Present-Engineer-Ron Roetzel and Ken Muller.

Steve called the meeting to order at 6:00 p.m.

Agenda Items;

New Airport Manager- Introduction of John Oldenburg by Steve Nelson.

Review of the Judd Property-The commission reviewed the appraisal and the property was appraised at \$47,500. The City Manager stated she had met with the Judd's to determine a price and that the Judd's were had a set purchase amount of \$80,000. The commission reviewed the documents and it was agreed to offer them \$63,000. The City Manager will contact them with the offer. Ron Roetzel stated that they will need to do an appraisal as MnDot will require it so that it can be justified, and also that the cost would be reimbursed through the purchasing of the property.

CIP- Ron reviewed with the commission the Airport CIP and the following changes were discussed:

Fiscal year 2018 – move the reconstruction of the taxi lanes to 2019

Add to the CIP- Survey cost of the airport property.

Pushback the Crosswind runway to 2030

Move the dual fuel upgrade to 2027 or remove from list.

Remove skid steer with mower

Move fencing to the top.

Upon a motion by Leo and seconded by Steve the CIP is approved. All in favor of the motion.

Fence Encroachment - Commission reviewed the encroachment of the fence at the north end of the runway. It will be turned over to the city attorney.

2018 Calendar – The City Manager presented the 2018 calendar for meeting dates. The next meeting will be January 10th, 2018.

Other Discussion Topics- the City Manager will prepare the agenda and packet for future meetings
Hangers needed and the placement of hangers was discussed and the possibilities of where we could build additional hangers.

Taxi Lanes and the load limit- Ron stated that the taxi lanes have a 6 ton limit.

Zoning Code- Ron stated that the zoning code is from 1975 and should be updated.

Report from Airport Manager- Outlet has been placed on hanger with a lock box. John also stated he will need an updated airplane list.

With no other business the meeting was adjourned upon a motion by Leo and seconded by Tim at 7:25 p.m. All members in favor of the motion.

Respectfully Submitted by Tammy Pfaff-City Manager

Tammy Pfaff

From: Michelle Kiley <MKiley@ifound.org>
Sent: Thursday, December 14, 2017 1:27 PM
To: dave.dillan@milaca.k12.mn.us; tess@micdac.org; beth.vanderplaats@co.mille-lacs.mn.us; ardy33@frontier.com; rachel.nelson@fnbmilaca.com; mtenhaken75@gmail.com; cmappete@yahoo.com; Tammy Pfaff; wlh59mwwf@yahoo.com
Cc: Kim Slipy; Merry Jo DeMarais
Subject: Milaca Accepted into Phase II TCI
Attachments: TCI Commication P2.pdf

Congratulations!

Your community has been accepted into Phase II of the Thriving Communities Initiative (TCI) program; designed to enhance both community and economic development within the city of Milaca and surrounding area. In November, your team (7 of 9) completed a questionnaire that resulted in the following three priority areas for your community:

Community Development Offerings

1. Business Retention and Expansion
2. Creating Sustainable Financial Support for Projects
3. Developing, Retaining, and Attracting Skilled Workforce

Economic Development Offerings

1. Downtown/Main Street Revitalization (Space and Programming)
2. Creating Welcoming and Inclusive Communities
3. Local Food Networks in Rural Communities

Beginning Jan. 4th, you will receive TCI materials every Thursday, to help prepare for our first in-person training session in Feb. 2018. Attached you will find an outline of goals for this phase of the program, along with roles/expectations for both staff and participants.

We hope that your innovation grant activities, intended to grow local leadership and volunteers, are going well and look forward to learning more about them in the New Year.

Until then, best wishes from our staff at the Initiative Foundation.

Michelle Kiley, Kim Slipy and Merry Jo DeMarais

Initiative Foundation | 405 1st St SE | Little Falls, MN 56345

Office: (320) 632-9255 | ifound.org



(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

November 30, 2017

DEC - 4 2017

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

RE: 17-6196

Dear Greg,

Please find a check in the amount of \$1,000.00 as payment for the *Painting a New Vision for the Milaca Community* project. This check represents full payment on your grant award. As detailed in the grant agreement, you are expected to acknowledge the Initiative Foundation in any materials or programs with the following statement: "This project was funded in part by the Initiative Foundation, a regional foundation."

By accepting this award, you are agreeing to complete and submit the grant reports and complete the evaluation requirements as stated in the Letter of Grant Agreement. Please read the agreement carefully.

Thank you for your consideration of these matters. If you have any questions please feel free to contact me at 877/632-9255.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Kiley', written over a faint, larger version of the signature.

Michelle Kiley, Community Development Program Manager

Enclosure

cc: Dave Dillan, Tammy Pfaff, Pete Pedersen



Powering Possible

Equal opportunity lender, provider and employer.

City of Milaca
Safety Committee Meeting Minutes
November 15, 2017 – 10:30 a.m.

Gary Kirkeby, the Public Works Supervisor, opened the meeting on Wednesday, November 15 at 10:30 a.m.

Present: Gary Kirkeby, Adam Solomon, Vicki Jeys, Marshall Lind, Jacob Weinreich, Todd Quaintance, Patti Miller

Approve Minutes from last meeting: Vicki Jeys made motion to approve the April 26, 2017 minutes. Marshall Lind seconded.

Old Business: The liquor store had two items that were in their suggestion box that were brought up at the last safety committee meeting. One was regarding smoke/carbon monoxide alarms at the liquor store and frost heave at the front concrete landing.

Vicki updated the committee that the liquor store has installed smoke/carbon monoxide alarms. As far as the frost heave issue, she stated that right now this isn't a problem and that this usually occurs more towards spring. There was a question about whether the city would be doing any sidewalk repair work and if so, then Vicki will see if a quote can be obtained for the front concrete landing at the same time.

New Business: There were no items in any of the department suggestion boxes.

Public Works will be constructing a ventilated welding area. With the combining of the public works and parks departments, there will be minimal building required, just more of a reorganization of an area in the existing facility.

Public Works will also be adding garage door sensors on one of the garage doors at the Public Works building.

There was a question regarding Job Hazard Analysis and the Police and Fire Departments doing these since much of their work is hazardous and is covered by specific safety procedures. Todd said that he has checked with some other police departments and they do not do Job Hazard Analyses. Gary will be checking to find out about the specific requirements for police and fire departments regarding job hazard analyses and walkthroughs. Gary will also check to see how many job hazard analyses are to be done a year.

Vicki requested a copy of a sample Job Hazard Analysis. Patti will send a sample to Vicki.

Walkthrough Report by Employee: None

Assignments for Next Meeting:

- Walkthrough and Ergonomic Walkthroughs are to be done and reported on at the next meeting. Vicki will do the liquor store, Todd will do city hall, Gary will do public works and Adam will do the fire department. Todd brought up that they use to do this monthly and had a facility checklist form which they used; however, the checklist did not have anything pertaining to ergonomics. Todd will see if he can find the form and give to Patti. A form will then be drafted to include both a facility and ergonomic checklist. Once the list is revised, it will be distributed to safety committee members so they can use it for the initial walkthroughs. There was also discussion about doing walkthroughs for other city owned buildings other than the above listed departments.
- Retrieve suggestions.

Other Business: There was a discussion on the frequency of safety committee meetings and it was the general consensus that meetings would be held quarterly on Wednesdays at 10:30 a.m. in the Council meeting room at City Hall. **Next meeting scheduled for Wednesday, February 14 at 10:30 a.m.**

Motion made by Gary to adjourn meeting and seconded by Vicki Jeys. Meeting adjourned at 11:15 a.m.

Gary Kirkeby, Chairman