

CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
February 21, 2019

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen__ Council Members; Dave Dillan__ TBD __Norris Johnson__ Cory Pedersen__
Absent; _____
4. **Approval of Agenda** MB__2nd__AIF__O__
5. **Consent Agenda** MB__2nd__AIF__O__
 - A. Approval of the Minutes – January 17, 2019
 - B. Approval of Bills
 - C. Approval of Treasurer’s Report
 - D. Resolution 19-06 Unpaid Fire Call Lansing & laquinto \$250.00
 - E. Resolution 19-07 Police Officer Declaration-Part-time status Craig Elgin
6. **Citizen Open Forum-** ***Honor Ken Muller’s 10 years of service as Council Member *** RISE- Amber Kent
7. **Public Hearing-**
8. **Requests and Communications- SCHOOL BOARD RECOGNITION WEEK**
9. **Ordinances and Resolutions-**
 - F. Resolution 19-08 calling a public hearing for a Street Reconstruction Bonds/5 Year Street Reconstruction Plan.
MB__2nd__AIF__O__
 - G. Resolution 19-09 Authorization for the Preparation of Plans and Specifications for Street Reconstruction Project
MB__2nd__AIF__O__
 - H. Resolution 19-10 Filling a Council Vacancy by Appointment MB__2nd__AIF__O__
10. **Reports of Departments, Boards and Commissions**
 - I. Police Department- Monthly Activity-
 - J. Parks Commission- Mayor to review activity
 - K. Public Works Department- Activity Report- Approval of Safety Boot Policy MB__2nd__AIF__O__
 - L. Planning Commission – No meeting
 - M. Economic Development Commission-Next Meeting February 25th
 - N. Fire Department-
 - O. Airport Commission- Next meeting March 13th
 - P. MCAT-IF – TCI Phase 3
 - Q. Joint Powers Board- No Activity
 - R. Safety Committee- Next Meeting March
11. **Unfinished Business**
12. **New Business-**
13. Special Event Permit-Mille Lacs Soil and Water Conservation Day May 15th MB__2nd__AIF__O__
14. MB__2nd__AIF__O__
15. **Council Comments**
16. Adjourn _____ p.m. MB__2nd__AIF__O__

**MILACA CITY COUNCIL MINUTES
JANUARY 17, 2019 MEETING**

Call to Order Roll Call

Oath of Office- Mayor Pedersen, Council members-Norris Johnson and Cory Pedersen.

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: Dillan, Johnson, and Pedersen.

Councilors Absent: Muller

Staff present: City Manager Tammy Pfaff, Officer Nate Fisher, City Attorney Damien Toven and City Engineer Phil Gravel.

Also Present (Signed In) Tim Hennagir, Daryl Stimmler, Mary Stimmler and Andrea Mikla.

Approval of the Agenda

Mayor Pedersen moved items D and E to agenda item number ten. On a motion by Johnson and seconded by Dillan, the agenda was approved. Motion carried unanimously.

Consent Agenda

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

- a) Minutes of the December 20, 2018 City Council Meeting.
- b) Bills for Payment
- c) Treasurer's Report-none at this time.
- d) Resolution 19-03 Assessing unpaid water and sewer bills
- e) Resolution 19-04 End of year 2018 budget adjustments
- f) Increase transfer from charitable gambling to the general fund of \$1,000 for rink attendant.

Citizens Forum-

Public Hearing – None

Requests and Communications-

Ordinances and Resolutions

Resolution 19-01 Accepting resignation and declaring a vacancy. Upon a motion by Johnson and a second by Dillan, the resignation of Ken Muller is accepted and a council member vacancy is declared. Motion carried unanimously. The ad placement closing date is set for February 15th upon a motion by Dillan and seconded by Johnson. Motion carried unanimously.

Resolution 19-02 Annual appointment and official designations for 2019. Mayor Pedersen reviewed with council and noted some designations will be determined after the vacancy is filled. Mayor Pedersen did discuss the Planning Commission appointment and Johnson accepted the appointment. Mayor Pedersen called for a motion to approve the appointments and designations. Upon a motion by Dillan and seconded by C. Pedersen, the appointments and designations were approved. Motion carried unanimously.

Reports of Departments, Boards and Commissions

Police Department- Council reviewed the monthly report.

Parks Commission – No meeting in January.

Public Works Department- Council reviewed the activity report as presented. Mayor Pedersen then referred to the city engineer for the street projects for 8th Street NE, 6th Avenue NE and Cemetery Road. Phil Gravel presented three options for the street project with cost estimates for 8th Street NE and 6th Avenue NE. The first option: 4-inch Mill and Overlay with an estimated cost of \$385,000. The second option: 5-inch mill and overlay with an estimated cost of \$450,000. The third option: Reclaim existing bituminous and 5-inches of pavement. Phil stated that Cemetery Road/River Drive SW would need 1,100 feet of pavement in one section by the treatment plant up to the beginning of the Cemetery. Phil also prepared an example of special assessments should the city elect to do a 20%, 30% or a 40% rate. Johnson asked the engineer how long the mill and overlay would last. Phil stated it would last 10-15

years with proper maintenance. Mayor Pedersen then asked for a council recommendation and it was the consensus of the council to do a 5-inch mill and overlay for 8th Street NE, 6th Avenue NE. The discussion continued with the financing options for the project. Mayor Pedersen stated that in the past the council agreed that special assessments would only be placed on new developments or new street construction on 5th Street SW and Cemetery Road/River Drive SW that included water and sewer improvements. Phil Gravel concurred with the Mayor and stated he remembers the discussion regarding special assessments. Mayor Pedersen then called for a motion to approve the financing of the street projects with a street reconstruction bond for 8th Street NE, 6th Avenue NE and Cemetery Road/River Drive SW. Upon a motion by Dillan stating that the project would be financed with a street reconstruction bond, the motion was then seconded by Johnson. Motion carried unanimously. Mayor Pedersen then called for a motion to prepare a five-year street construction plan. Upon a motion by Johnson to approve the preparation of the five-year street construction plan, the motion was then seconded by Dillan.

Resolution 19-05 was withdrawn and not adopted.

Planning and Zoning Commission- no meeting held.

Economic Development Commission-

Fire Department- Review of appointments.

Airport Commission-

MCAT – Dillan stated they will be meeting on January 21, at 6:30 p.m. at city hall.

Unfinished Business

New Business-

Mille Lacs County road improvement project on County Road 112. Mille Lacs County presented written offer to purchase small sections of right-of-way of properties 21-026-0600, 21-026-0010 and a temporary construction easement. Mayor Pedersen called for a motion for approval. Johnson introduced a motion for approval and the motion was seconded by C. Pedersen. Motion carried unanimously.

Senior Center roof repairs-the City Manager presented the photos of the damage of the roof and Public Works Supervisor Gary Kirkeby presented cost estimates for replacing the roof. Quotes were discussed with different options: Glen's Roof to Floor and More for a rubber roof at \$20,000, a steel roof from Steel Metal Roofing LLC at \$70,000 and Peak Design Construction at \$26,800 for a poly roof. Upon a motion by Johnson to approve the rubber roof at \$20,000 with Glen's Roof to Floor and More, the motion was seconded by Dillan. Motion carried unanimously.

Council Comments

Mayor Pedersen asked the council for comments:

Johnson commented to public works to keep up the good work.

C. Pedersen- no comment.

Dillan- stated Ken Muller will be missed and he will be tough to replace.

Mayor Pedersen welcomed the new newspaper editor, Tim Hennagir.

Adjourn

With no other business presented before the council, a motion to adjourn was made by Dillan, seconded by Johnson, all present voted in favor and the meeting adjourned at 7:15 p.m.

Motion carried unanimously.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 044868	BUREAU OF CRIM APPREHENSION	1/16/2019	\$33.25	BKGRND CHK-D BRUNETTE
Paid Chk# 044869	MILLE LACS CO. SHERIFF	1/16/2019	\$10.00	FINGERPRINTING-D BRUNETTE
Paid Chk# 044870	AMAZON	1/25/2019	\$754.55	DIVIDERS-CITY
Paid Chk# 044871	BLUE CROSS BLUE SHIELD OF MINN	1/25/2019	\$13,825.97	MEDICAL INSUR-FEB 2019
Paid Chk# 044872	DELTA DENTAL OF MINNESOTA	1/25/2019	\$33.50	PED DENTAL-FEB 2019
Paid Chk# 044873	FAMILY HERITAGE LIFE INS CO	1/25/2019	\$79.00	SUPPL LIFE INS - FEB 2019
Paid Chk# 044874	L.E.L.S.	1/25/2019	\$255.00	POLICE UNION DUES-JAN 2019
Paid Chk# 044875	UNUM LIFE INSURANCE CO	1/25/2019	\$585.41	LIFE, STD, LTD-FEB 2019
Paid Chk# 044876	VERIZON WIRELESS	1/25/2019	\$686.02	CELL PHONE SVC-JAN
Paid Chk# 044877	VISA	1/25/2019	\$1,647.86	TRNG-M LIND-MNSPECT LLC
Paid Chk# 044878	U.S. POSTAL SERVICE	1/29/2019	\$246.77	JAN BILLINGS
Paid Chk# 044879	FRONTIER	2/5/2019	\$768.04	PHONE SVC-POLICE
Paid Chk# 044880	JIM'S MILLE LACS DISPOSAL	2/5/2019	\$141.68	GARBAGE-FIRE
Paid Chk# 044881	MILACA BLDG CENTER	2/5/2019	\$243.65	SHOP SUPPLIES-PW
Paid Chk# 044882	MN PUBLIC FACILITIES AUTHORITY	2/5/2019	\$7,131.55	WATER TRMT FACILITY-INTEREST
Paid Chk# 044883	ADAMS PEST CONTROL INC	2/21/2019	\$1,935.15	WEED CONTROL-STABILITY PONDS
Paid Chk# 044884	AMERICAN LEGAL PUBLISHING COF	2/21/2019	\$450.00	INTERNET ORDINANCE CODE RENEWA
Paid Chk# 044885	AMERIPRIDE	2/21/2019	\$139.75	RUGS-LIBRARY
Paid Chk# 044886	ASPEN MILLS	2/21/2019	\$370.81	UNIFORM-CARROLL
Paid Chk# 044887	AUTO BODY TECHNICIANS	2/21/2019	\$9,003.02	2011 CHEVY SILVERADO REPAIR
Paid Chk# 044888	AW RESEARCH LABORATORIES	2/21/2019	\$66.00	TESTING-WATER
Paid Chk# 044889	BILLINGS SERVICE	2/21/2019	\$1,500.70	GAS-FIRE
Paid Chk# 044890	BOLTON & MENK INC	2/21/2019	\$6,510.00	2018 ALP UPDATE
Paid Chk# 044891	COMPASS MINERALS AMERICA	2/21/2019	\$2,101.43	27.76 TONS ROAD SALT
Paid Chk# 044892	CORE & MAIN LP	2/21/2019	\$136.58	HANDHELD CHARGER READING METER
Paid Chk# 044893	CORNER MART	2/21/2019	\$1,730.58	GAS-POLICE
Paid Chk# 044894	DOUGHERTY, RITA	2/21/2019	\$35.96	REIMB MLG-AAMVA TRNG 1/17
Paid Chk# 044895	DOVE FRET LAND PLLP	2/21/2019	\$3,583.66	CRIMINAL RETAINER
Paid Chk# 044896	E.C.M. PUBLISHERS, INC.	2/21/2019	\$165.25	HELP WANTED AD-DEP REG
Paid Chk# 044897	EAST CENTRAL ENERGY	2/21/2019	\$21,280.00	FIRE HALL LOAN PMT-AMB ADDTN-P
Paid Chk# 044898	EMBROIDER THIS	2/21/2019	\$324.00	PW UNIFORMS
Paid Chk# 044899	EMERGENCY RESPONSE SOLUTION	2/21/2019	\$631.05	GI SMART CHARGER-FIRE
Paid Chk# 044900	FAIRVIEW HEALTH SERVICES	2/21/2019	\$184.00	ALCOHOL/DRUG SCREEN-PW
Paid Chk# 044901	FASTSIGNS	2/21/2019	\$290.54	VEHICLE DECALS-PW
Paid Chk# 044902	FIRE EQUIPMENT SPECIALTIES INC	2/21/2019	\$1,433.00	TELE BATTLE FOGGER-FIRE
Paid Chk# 044903	FSSOLUTIONS	2/21/2019	\$250.00	ANNUAL FEE-PARKS
Paid Chk# 044904	FURTHER	2/21/2019	\$489.60	HSA ANNUAL ACCT FEES
Paid Chk# 044905	GALL'S INC.	2/21/2019	\$2,404.54	UNIFORMS
Paid Chk# 044906	GK CONSULTING LLC	2/21/2019	\$757.00	FEB NETWORK
Paid Chk# 044907	GOPHER STATE ONE-CALL, INC.	2/21/2019	\$55.40	JAN LOCATES
Paid Chk# 044908	H & L MESABI	2/21/2019	\$3,601.01	PLOW PARTS-PW
Paid Chk# 044909	HABERMAN, DIONNE	2/21/2019	\$165.88	JAN 19 OGILVIE MILEAGE
Paid Chk# 044910	HAWKINS, INC.	2/21/2019	\$2,459.76	CHEMICALS
Paid Chk# 044911	HJORT EXCAVATING	2/21/2019	\$1,116.25	SNOW REMOVAL-1/22 & 1/29
Paid Chk# 044912	INT'L CODE COUNCIL	2/21/2019	\$135.00	M LIND-ANNUAL DUES
Paid Chk# 044913	IPRINT TECHNOLOGIES	2/21/2019	\$410.00	PRINTER TONER-POLICE
Paid Chk# 044914	ISAACSON, JACOB	2/21/2019	\$188.23	GAS-POLICE

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 044915	JOHNSON, WARNE	2/21/2019	\$30.00	REIMB-GAS STERLING
Paid Chk# 044916	KIRVIDA FIRE INC	2/21/2019	\$970.86	TANKER REPAIR-FIRE
Paid Chk# 044917	KOCH'S HARDWARE HANK	2/21/2019	\$945.85	SUPPLIES-FIRE
Paid Chk# 044918	LAKE ASSOCIATES	2/21/2019	\$14,142.39	DEVELOPERS 90%-TIF2-6 (75)
Paid Chk# 044919	LEAGUE OF MINNESOTA CITIES	2/21/2019	\$580.00	SAFETY & LOSS CONTROL-PFAFF
Paid Chk# 044920	M.D.R.A.	2/21/2019	\$300.00	2019 DUES - #093
Paid Chk# 044921	MACQUEEN EQUIPMENT	2/21/2019	\$551.05	SWEEPER PARTS-PW
Paid Chk# 044922	MARTIN-MCALLISTER	2/21/2019	\$500.00	C ELGIN EVALUATION
Paid Chk# 044923	MED-COMPASS, INC.	2/21/2019	\$1,601.00	17 SCBA EXAMS/17 FIT TESTS
Paid Chk# 044924	MILACA AUTO VALUE	2/21/2019	\$48.62	PARTS-PW
Paid Chk# 044925	MILACA CHAMBER OF COMMERCE	2/21/2019	\$598.77	DEC 18 LODGING TAX
Paid Chk# 044926	MILACA IRON & METAL	2/21/2019	\$63.79	LOADER BASKET-PW
Paid Chk# 044927	MILLE LACS CO. - AUDITOR	2/21/2019	\$107.20	PARCEL REPORTS
Paid Chk# 044928	MILLE LACS CO. SHERIFF	2/21/2019	\$615.00	LPR BRACKETS
Paid Chk# 044929	MILLE LACS COUNTY DAC	2/21/2019	\$911.61	CLEANING SVCS - LIBRARY
Paid Chk# 044930	MN COMPUTER SYSTEMS, INC.	2/21/2019	\$66.77	COPIER MAINTENANCE-DEP REG
Paid Chk# 044931	MN GFOA	2/21/2019	\$50.00	2019 ANNUAL DUES - GANN-OLEHY
Paid Chk# 044932	MN SHERIFFS ASSOCIATION	2/21/2019	\$60.00	PERMITS TO ACQUIRE
Paid Chk# 044933	MURPHY CHEVROLET	2/21/2019	\$441.82	SQUAD 12 REPAIR
Paid Chk# 044934	NORTHLAND SECURITIES INC	2/21/2019	\$435.00	LTD CONT DISCLOSURE RPTG
Paid Chk# 044935	PFAFF, TAMMY	2/21/2019	\$64.54	REIMB-CENSUS TRNG-2/1
Paid Chk# 044936	PORTER, REBECCA	2/21/2019	\$73.08	REIMB-BCA TRNG-1/24
Paid Chk# 044937	POWERPLAN	2/21/2019	\$598.40	GRADER REPAIR-PW
Paid Chk# 044938	PRO EDGE TOOL	2/21/2019	\$91.90	PARTS-FIRE DEPT
Paid Chk# 044939	QUILL CORPORATION	2/21/2019	\$50.46	OFC SUPPLIES-DEP REG
Paid Chk# 044940	RDT PROPERTIES LLC	2/21/2019	\$19,429.36	DEVELOPER 90%-TIF4-10(77)
Paid Chk# 044941	RESOURCE TRAINING & SOLUTIONS	2/21/2019	\$20.00	STRENGTHS TRNG-T PFAFF
Paid Chk# 044942	RWB EMERGENCY LIGHTING	2/21/2019	\$4,905.12	EQUIPMENT-NEW SQUAD
Paid Chk# 044943	ST. CLOUD REFRIGERATION	2/21/2019	\$752.00	BOILER MAINTENANCE-LIBRARY
Paid Chk# 044944	STANTEC	2/21/2019	\$885.00	MPCA POND SEEPAGE REPORT
Paid Chk# 044945	STREICHER'S	2/21/2019	\$3,303.60	TACTICAL EQUIP-POLICE
Paid Chk# 044946	TEAL'S MARKET	2/21/2019	\$9.90	MEETING SUPPLIES-PW
Paid Chk# 044947	TIMMER IMPLEMENT	2/21/2019	\$41.00	PARTS-PW
Paid Chk# 044948	TWIN CITIES AIR CLEANING SPEC	2/21/2019	\$436.21	FILTERS-PW
Paid Chk# 044949	WSB & ASSOCIATES INC	2/21/2019	\$974.75	ENVIRONMENTAL STUDY-WALTERS PR
	Total Checks		\$145,001.45	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - ACH

	Name	Check Date	Check Amt	Description
Paid Chk# 919006E	EAST CENTRAL ENERGY	2/7/2019	\$1,749.25	ELECTRIC
Paid Chk# 919007E	CENTERPOINT ENERGY	2/8/2019	\$549.70	NATURAL GAS
Paid Chk# 919008E	MN DEPT OF REVENUE	2/20/2019	\$14,960.00	LIQUOR SALES TAX
Paid Chk# 919009E	MILACA, CITY OF (WATER/SEWER)	2/15/2019	\$28.67	WATER/SEWER
Paid Chk# 919010E	HIBU	2/1/2019	\$129.99	WEB HOSTING
	Total Checks		\$17,417.61	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 024726	VERIZON WIRELESS	1/25/2019	\$41.52	JAN DIGITAL SIGN
Paid Chk# 024727	BELLBOY CORP.	2/1/2019	\$5,481.20	LIQUOR
Paid Chk# 024728	BERNICKS	2/1/2019	\$4,521.40	BEER
Paid Chk# 024729	BREAKTHRU BEVERAGE MN	2/1/2019	\$3,381.72	LIQUOR
Paid Chk# 024730	BROOKVIEW WINERY	2/1/2019	\$128.00	WINE
Paid Chk# 024731	C & L DISTRIBUTING CO.	2/1/2019	\$31,316.95	BEER
Paid Chk# 024732	DAHLHEIMER DISTRIBUTING CO.	2/1/2019	\$29,842.54	BEER
Paid Chk# 024733	J.J. TAYLOR DIST OF MN	2/1/2019	\$181.30	BEER
Paid Chk# 024734	JOHNSON BROTHERS LIQUOR CO.	2/1/2019	\$21,082.73	DELIVERY
Paid Chk# 024735	MCDONALD DISTRIBUTING	2/1/2019	\$215.00	BEER
Paid Chk# 024736	PHILLIPS WINE AND SPIRITS	2/1/2019	\$9,622.05	DELIVERY
Paid Chk# 024737	SOUTHERN GLAZERS OF MN	2/1/2019	\$6,676.33	WINE
Paid Chk# 024738	TAPES PLUS ADVERTISING	2/1/2019	\$275.00	ADVERTISING
Paid Chk# 024739	VINOCOPIA	2/1/2019	\$1,139.50	DELIVERY
Paid Chk# 024740	WATSON COMPANY	2/1/2019	\$4,467.70	MISC
Paid Chk# 024741	WINE MERCHANTS	2/1/2019	\$454.60	WINE
Paid Chk# 024742	FRONTIER	2/14/2019	\$145.33	FEB PHONE SVC
Paid Chk# 024743	JIM'S MILLE LACS DISPOSAL	2/14/2019	\$58.50	REFUSE COLLECTION
Paid Chk# 024744	AMERICAN BOTTLING CO.	2/21/2019	\$393.04	NA
Paid Chk# 024745	AMERIPRIDE	2/21/2019	\$170.31	RUGS
Paid Chk# 024746	BREAKTHRU BEVERAGE MN	2/21/2019	\$3,415.07	DELIVERY
Paid Chk# 024747	CRYSTAL SPRINGS ICE	2/21/2019	\$358.56	ICE
Paid Chk# 024748	GRANITE CITY JOBBING	2/21/2019	\$2,296.09	TOBACCO
Paid Chk# 024749	JEYS, VICTORIA	2/21/2019	\$13.93	REIMB-SUPPLIES
Paid Chk# 024750	KOCH'S HARDWARE HANK	2/21/2019	\$142.30	SUPPLIES
Paid Chk# 024751	M. AMUNDSON LLP	2/21/2019	\$718.44	MISC
Paid Chk# 024752	MILACA UNCLAIMED FREIGHT	2/21/2019	\$10.34	SUPPLIES
Paid Chk# 024753	MILLER TRUCKING INC.	2/21/2019	\$92.50	DELIVERY
Paid Chk# 024754	SOUTHERN GLAZERS OF MN	2/21/2019	\$855.20	DELIVERY
Paid Chk# 024755	TDS MEDIA DIRECT INC	2/21/2019	\$100.00	ADVERTISING
Paid Chk# 024756	VIKING BOTTLING CO.	2/21/2019	\$391.20	NA
	Total Checks		\$127,988.35	

CITY OF MILACA
Check Summary Register
10100 General Bank - ACH

	Name	Check Date	Check Amt	Description
Paid Chk# 819017E	CENTERPOINT ENERGY	1/16/2019	(\$950.31)	NATURAL GAS-FIRE
Paid Chk# 819018E	EFTPS-STATE TAXPAYMENT	1/22/2019	\$2,113.31	STATE W/H
Paid Chk# 819019E	EFTPS-STATE TAXPAYMENT	1/22/2019	\$149.53	STATE W/H
Paid Chk# 819026E	EFTPS-STATE TAXPAYMENT	2/4/2019	\$2,164.45	STATE W/H
Paid Chk# 819027E	EFTPS-STATE TAXPAYMENT	2/4/2019	\$149.53	STATE W/H
Paid Chk# 819034E	CENTERPOINT ENERGY	2/20/2019	\$3,493.17	NATURAL GAS
Paid Chk# 819035E	EAST CENTRAL ENERGY	2/7/2019	\$12,415.54	ELECTRIC
Paid Chk# 819036E	MILACA LOCAL LINK	2/20/2019	\$296.99	PHONE SERVICE
Paid Chk# 819037E	INCONTACT INC	2/28/2019	\$82.19	LONG DISTANCE SERVICE
Paid Chk# 819038E	MIDCONTINENT COMMUNICATIONS	2/8/2019	\$65.00	INTERNET-FEB
	Total Checks		\$19,979.40	

CITY OF MILACA

Council Monthly Budget Report January 2019

DEPT Descr	2019 YTD Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
Airport	\$99,075.00	\$12,472.61	\$86,602.39	87.41%
Assessing	\$10,600.00	\$0.00	\$10,600.00	100.00%
Auditing	\$7,250.00	\$0.00	\$7,250.00	100.00%
Building Inspection	\$48,960.00	\$47,632.50	\$1,327.50	2.71%
City Attorney	\$45,000.00	\$3,583.66	\$41,416.34	92.04%
City Hall	\$335,385.00	\$29,643.17	\$305,741.83	91.16%
City Manager	\$30,800.00	\$3,133.68	\$27,666.32	89.83%
Council	\$19,200.00	\$1,115.34	\$18,084.66	94.19%
Elections	\$0.00	\$0.00	\$0.00	0.00%
Fire Dept.	\$387,120.00	\$14,566.31	\$372,553.69	96.24%
Liaison Officer	\$84,850.00	\$6,476.52	\$78,373.48	92.37%
Libraries	\$26,810.00	\$3,579.78	\$23,230.22	86.65%
Ogilvie	\$63,805.00	\$7,328.88	\$56,476.12	88.51%
Parks	\$151,230.00	\$7,174.34	\$144,055.66	95.26%
Planning Comm.	\$1,000.00	\$0.00	\$1,000.00	100.00%
Police Dept.	\$545,285.00	\$64,979.90	\$480,305.10	88.08%
Public Works	\$300,635.00	\$35,021.82	\$265,613.18	88.35%
Recreation	\$6,700.00	\$283.68	\$6,416.32	95.77%
Treasurer	\$29,720.00	\$2,967.66	\$26,752.34	90.01%
Unallocated	\$7,200.00	\$0.00	\$7,200.00	100.00%
	\$2,203,125.00	\$241,768.65	\$1,961,356.35	89.03%

RESOLUTION NO. 19-06

A RESOLUTION ASSESSING UNPAID FIRE DEPARTMENT CHARGES FOR
SERVICE

WHEREAS the Milaca Fire Department responded to a call at 12476 133rd Street, Milaca, MN, on October 14, 2018, and,

WHEREAS the invoice for the service has not been paid,

NOW THEREFORE BE IT RESOLVED BY THE MILACA CITY COUNCIL, that the City Council, pursuant to Ordinance No. 368, hereby assesses the following fire department charge for service against the benefited properties for property taxes payable 2020 with a payment period of 1 (one) year and an interest rate of 7 (seven) percent.

\$250.00

Kelly G. Jaquinto & Stacie M. Lansing
12476 133rd Street
Milaca, MN 56353
PID #11-035-1500

Adopted this 21st day of February, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19 – 07

POLICE OFFICER DECLARATION

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devoted their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police department whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Milaca City Council hereby declares that the position titled Permanent Part-time Police Officer, currently held by Craig Elgin, meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50 percent) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest; and
5. Said position is assigned to the Milaca police department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective February 21, 2019, the date of this employee's part-time status.

Adopted this 21th day of February, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff City Manager

STATE OF MINNESOTA
COUNTY OF MILLE LACS

I, Tammy Pfaff, manager of the City of Milaca, do hereby certify that this is a true and correct transcript of the Resolution that was adopted at a meeting held on the 21st day of February 2019; the original of which is on file in this office. I further certify that ___ members voted in favor of this Resolution, and that ___ members were present and voting.

Signed: _____ Date: _____



The City Of Milaca

Recognizes And Expresses
Its Appreciation To

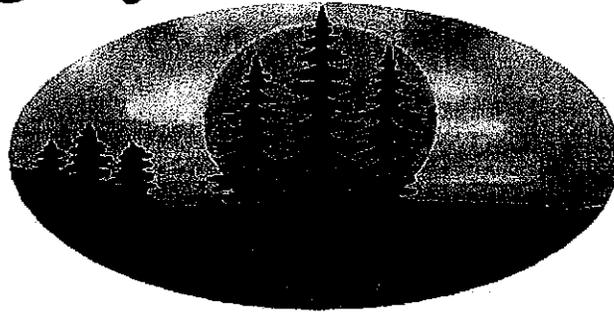
Ken Muller

For His Public Service
To The City And Its Residents

Council Member
2009 - 2018

City of Milaca

255 First Street East
Milaca, MN 56353



320-983-3141
320-983-3142 (fax)

www.cityofmilaca.org

SCHOOL BOARD RECOGNITION WEEK

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

WHEREAS, the City of Milaca appreciates the vital role played by those individuals who, as
local school board members, establish policies to ensure an efficient, effective school system;
and

WHEREAS, school board members serve as a voice that enables our community to preserve
local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests
to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as
advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and
responsible for communicating the needs of the school district to the public and the public's
expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that the City of Milaca recognizes and salutes the
members of the Milaca Public Schools School Board by proclaiming February 18-22, 2019, as
School Board Recognition Week.

Handwritten signature of Pete Pedersen.

Mayor Pete Pedersen

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF MILACA, MINNESOTA

HELD: FEBRUARY 21, 2019

Pursuant to due call, a regular or special meeting of the City Council of the City of Milaca, Mille Lacs County, Minnesota, was duly held at the city hall on February 21, 2019, at 6:30 p.m., for the purpose, in part, of calling a public hearing on a street reconstruction plan and the intent to issue general obligation street reconstruction bonds.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 19-08

**RESOLUTION CALLING A PUBLIC HEARING ON THE PROPOSAL TO ADOPT A
STREET RECONSTRUCTION PLAN AND THE INTENT TO ISSUE GENERAL
OBLIGATION STREET RECONSTRUCTION BONDS**

WHEREAS, the City of Milaca, Minnesota (the "City"), proposes that it is the best interest of the City to issue and sell general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction plan described below, a copy of which is on file in the City Manager's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds to finance street reconstruction under the circumstances and within the limitations set forth in the Act; and the Act provides that street reconstruction projects may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a public hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has undertaken to prepare a five year street reconstruction plan, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects.

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

1. Public Hearing. The Council hereby determines to call for and to hold a public hearing on the Plan and the issuance of general obligation street reconstruction bonds thereunder

at a meeting of the Council to be held on March 21, 2019, the public hearing shall commence at 6:30 p.m.

2. Publication. The staff of the City is hereby authorized and directed to cause the Notice of Public Hearing which is attached to this Resolution to be published in the City's official newspaper not less than 10 days nor more than 28 days prior to the scheduled public hearing date.

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

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted this 21st day of February, 2019.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

STATE OF MINNESOTA
COUNTY OF MILLE LACS
CITY OF MILACA

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

WITNESS my hand on this 21st day of February, 2019.

City Manager Tammy Pfaff

CITY OF MILACA, MINNESOTA

NOTICE OF PUBLIC HEARING
ON THE PROPOSAL TO ADOPT A STREET RECONSTRUCTION PLAN AND THE
INTENT TO ISSUE GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

Notice is hereby given that the City Council of the City of Milaca, Minnesota, will meet on March 21, 2019, at 6:30 p.m. at the Milaca City Hall, 255 First Street East, in Milaca, Minnesota, for the purpose of conducting a public hearing on (a) the proposal to adopt a five year street reconstruction plan and (b) the intent to issue not to exceed approximately \$550,000 general obligation street reconstruction bonds in 2019 under its street reconstruction plan to finance street reconstruction improvements described in the street reconstruction plan.

All persons may appear at the March 21, 2019, public hearing and present their views to the Council orally or in writing.

If a petition requesting a vote on the issuance of the general obligation street reconstruction bonds is signed by voters equal to five percent of the votes cast in the last municipal general election and is filed with the City Manager within 30 days of March 21, 2019, the City may issue the general obligation street reconstruction bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the general obligation street reconstruction bonds.

RESOLUTION 19-09

**A RESOLUTION AUTHORIZING THE PREPARATION OF PLANS
AND SPECIFICATIONS FOR 2019 STREET RECONSTRUCTION PROJECT**

WHEREAS, the Milaca city council fixed a date for a public hearing on the street reconstruction of 8th Street NE, 6th Avenue NE and Cemetery Road, and

WHEREAS, notice of said hearing will be given, and all persons desiring to be heard will be given an opportunity to be heard thereon, and

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

1. Such improvement is necessary, cost-effective, and feasible.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 21st day of February, 2019.
3. Such improvement is consistent with the goals of the comprehensive plan.
4. The city engineer shall prepare plans and specifications for the making of such improvement.

Adopted by the Milaca city council this 21st day of February, 2019.

Mayor Harold Pedersen

ATTEST;

City Manager Tammy Pfaff

CITY OF MILACA, MINNESOTA
GENERAL OBLIGATION STREET RECONSTRUCTION BONDS, SERIES 2019A
PROPOSED SCHEDULE OF EVENTS

The following checklist of items denotes each milestone activity as well as the members of the finance team who will have the responsibility to complete it. *Please note this proposed timetable assumes regularly scheduled City Council meetings.*

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date	Action	Responsible Party
February 21	Resolution Calling for a Public Hearing on the Street Reconstruction considered Authorize Preparation of Plans and Specifications	City Council Action
March 11	Notice of Hearing published no later than this date (at least 10 days, but not more than 28 days, prior to Public Hearing)	City Staff
March 21	Public Hearing on the Street Reconstruction – Resolution Approving the Street Reconstruction Plan and Issuance of Bonds considered Authorize Advertisement for Construction Bids	City Council Action
April	Receive and Open Construction Bids	City
April 18	Award Construction Contract	City
April 20	30 Day Public Comment Period Ends	City
April 22	Preliminary Official Statement Sent to City for Sign Off	Northland, City
May	Start of Construction	City
May 16	Bond Sale Awarding Resolution Adopted – 6:30 p.m.	Northland, City Council Action
June 13	Closing on the Bonds (Proceeds Available)	Northland, City Staff, Bond Counsel



City of Milaca, Minnesota
2019 General Obligation Street Reconstruction Bonds
(Preliminary financing scenarios based on non-rated interest rates as of 1/14/19)
5 inch Mill & Overlay on 8th St. NE / 6th Avenue NE / Cemetary Road

	Scenario 1 10-Year Term	Scenario 2 15-Year Term
BOND OVERVIEW		
Net Project Fund Amount	\$ 480,000	\$ 480,000
Add Costs of Issuance and Rounding	\$ 20,000	\$ 20,000
Bond Amount	\$ 500,000	\$ 500,000
Bond term (Years)	10	15
Avg. Interest Rate	2.78%	3.24%
Total Net Debt Service	\$ 586,603	\$ 647,873
Avg. Annual Debt Service	\$ 58,660	\$ 43,192
105% Statutory Annual Debt Service	\$ 61,593	\$ 45,351

TAX IMPACT		
Annual Levy Required	\$ 61,593	\$ 45,351
Tax Impact Information		
Net Tax Capacity Value (Pay 2018)	\$ 1,366,901	\$ 1,366,901
Estimated Net Tax Rate Increase	4.5061%	3.3178%
Market Value of Residential Property		
50,000	\$ 13.52	\$ 9.95
75,000	\$ 20.28	\$ 14.93
100,000	\$ 32.34	\$ 23.81
150,000	\$ 56.89	\$ 41.89
200,000	\$ 81.45	\$ 59.97
250,000	\$ 106.01	\$ 78.05
300,000	\$ 130.57	\$ 96.14
350,000	\$ 155.12	\$ 114.22
Mkt Value of Commercial-Industrial Property		
100,000	\$ 67.59	\$ 49.77
250,000	\$ 191.51	\$ 141.01
400,000	\$ 326.69	\$ 240.54
600,000	\$ 506.93	\$ 373.25



5-Year Street Reconstruction Plan
2019 - 2023

City of Milaca, Minnesota

January 2019

Project No. 193800515

CITY OF MILACA

STREET RECONSTRUCTION PLAN

INTRODUCTION

The City of Milaca has historically conducted street maintenance and reconstructions as part of routine operations. This maintenance and reconstruction generally includes:

- Seal coat
- Mill and overlay
- Full bituminous replacement
- Complete reconstruction

As part of ongoing infrastructure maintenance planning, the City has ordered preparation of a Street Reconstruction Plan (SRP) in 2012. The 2012 plan was adopted by Resolution 12-17. This report is an update of the original 2012 SRP.

An SRP is a document designed to anticipate street reconstruction expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method possible. An SRP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Milaca believes the street reconstruction process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these financially difficult times, good planning is essential for the wise use of limited financial resources.

STATUTORY AUTHORITY AND REQUIREMENTS

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures.

Minnesota Statutes Chapter 475.58, Subd. 3b., authorizes a Minnesota city to adopt a Street Reconstruction Plan. The Plan must cover at least a five-year period and set forth the streets to be reconstructed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years. The Plan must be approved unanimously by the City Council after a public hearing is held.

Street reconstruction is a major expenditure of City funds. Street reconstruction may include utility replacement and relocation, public safety modifications, and other activities incidental to the street reconstruction. Street reconstruction generally does not include the portion of the project cost allocable to widening a street or adding curbs and gutters where none previously existed.

A City may issue general obligation bonds for street reconstruction improvements included in an approved Street Reconstruction Plan if the following conditions are met:

1. The City must publish notice of and conduct a public hearing on the issuance of the bonds. The notice must be published at least ten days, but less than 28 days prior to the hearing date. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five percent of the votes cast in the last municipal general election is filed with the City Clerk within 30 days on the public hearing date.

2. The adoption of the Street Reconstruction Plan which authorizes the issuance of bonds must be approved by a vote of a two-thirds majority of the members of the City Council present.

PROPOSED CAPITAL IMPROVEMENTS

The 2019 – 2023 City of Milaca Street Reconstruction Plan includes priority street improvement areas as determined by the City Staff and City Council. The 2019 – 2023 SRP continues a city-wide street reconstruction plan that began in 1999. The City completed major street reconstruction projects in 2000, 2001, 2005, and 2012.

Improvements to be completed in 2019 include mill and bituminous overlay. Improvements to be completed in 2021-2023 include street patching, crack repair and bituminous overlay. No street widening or new curb installation is proposed.

COST ESTIMATE

It is anticipated that the reconstruction for 2019 will be financed through General Obligation Street Reconstruction Bonds. Financing for projects beyond 2019 will be determined on a case by case basis and may include the City's annual operational budget out of the general fund or additional General Obligation Bonds.

The estimated cost of all projects identified in this SRP is shown in the table below. The reconstruction cost estimate includes construction, engineering, capitalized interest and administrative/legal fees.

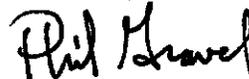
Estimated Costs for 2019-2023 City of Milaca Street Reconstruction Plan

<u>Street</u>	<u>Year</u>	<u>Estimated Cost</u>
8th St. NE and 6 th Avenue NE mill and overlay (south of 10 th St.)	2019	\$450,000
Cemetery Road mill & overlay (northern 1000-ft.)	2019	\$35,000
Patching, crack repair, and overlay on streets from 2000 Street project	2021	\$500,000
Patching, crack repair, and overlay on streets from 2001 Street project	2022	\$505,000
Patching, crack repair, and overlay on streets from 2005 Street project and other misc. repairs	2023	\$300,000

This SRP is designed to be updated on a regular basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

PROFESSIONAL ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Phil Gravel License #19864

Date: January 31, 2019

R:\client\municipal\milaca_ci_mn\472GEN\Streets\2019_Street_Reconstruction_Plan-Milaca

RESOLUTION NO. 19-10

A RESOLUTION FILLING A COUNCIL VACANCY BY APPOINTMENT

WHEREAS, pursuant to Minn. Stat. 412.02 the City of Milaca City Council declared a council vacancy at the January 17th council meeting; and

WHEREAS, the statues provide that a vacancy shall be filled by appointment when there are less than two years remaining in the unexpired term; and

WHEREAS, the City of Milaca City Council shall consider interested and qualified residents for appointment; and

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

_____ to fill the council vacancy for the remainder of the unexpired term, effective this 21st day of February, 2019.

Passed by the City Council of the City of Milaca, Minnesota this 21st day of February, 2019.

Mayor Harold Pedersen

Attest:

City Manager Tammy Pfaff

Calls for Service By Type

1/1/2019 to 1/31/2019

Type	Sub Type	Total
Accident		4
Agency Assist		22
Alarm		14
Animal		4
Assault		1
Burglary		2
CDTP		2
Child Custody		3
Community Contact		1
Community Contact		3
Debris		2
Disturbance		4
Domestic		1
Driving Complaint		2
Family Services Referral		17
Fraud-Forgery-Scam		3
Funeral Escort		2
Gas Drive Off		3
Gas Leak		1
Harassment Complaint		3
Icr Misc		20
Juvenile Complaint		6
Lockout		8
Medical		30
Motorist Assist		2
Noise Complaint		5
OFP Violation		2
Parking Complaint		51
Property Exchange		2
Public Assist		16
Pursuit		1
Remove Unwanted		2
Suicidal Party		3
Suspicious Activity		11
Theft		5
Threats Complaint		2
Traffic		29
Traffic Complaint		1
Vulnerable Adult Report		1
Welfare Check		8
Grand Total		299

FEBRUARY PARKS MEETING

2/12/2019 6:00 pm American Legion

Members Present: Joe, , Cory, Matt, Cindy

Council Liaison: Mayor Pedersen

Matt proposed posting updates on ski trails grooming on the City website. Cindy questioned whether or not the bridge off the levy will be replaced this spring.

Topic: Goals for future projects:

- 2019:
1. Install asphalt walking path around the ball fields in Rec Park, appx cost \$30,000.
 2. Construction of a new shelter to be located at the Splash Park plus installation of a 20'x30' concrete pad addition to the Splash Park, appx cost \$30,000.
 3. Install new playground equipment at Trimble Park to include a molded surface, appx cost \$150,000.
 4. Install a new Hockey Rink/Pickle Ball court
 5. Black top/parking expansion at the Gorecki building (to the west of existing parking)

- 2020:
1. Reconstruct existing canoe/tubing access at South Park
 2. Digital reader board located at the Museum to post current events
 3. Install a Handicap accessible swing at Trimble Park or Reineke Park
 4. Construction phase to the Gorecki Building to double the existing area, current bid of \$175.00 per sq foot, projected cost \$210,000.00.

- 2021:
1. Expansion to existing Skate Park/Basketball court
 2. Expansion of electric/water outlets to camping sites
 3. Update the Lions Shelter

Additional improvements from other sources:

1. Install additional pavers at Band Shell/ Rec Park. Purchased by private individuals.
2. Install a Veteran's Memorial.
3. Construct an enclosure for porta-potty to be located at the ball fields in Rec Park.
4. Install a dock north of the walking bridge. Regional Park Grant

Meeting adjourned.

Next meeting Tues. April 2, 6:30 at American Legion.

Respectively submitted,

Cindy Biederman
Secretary



Milaca Public Works

Supervisor's Report for January – February

Public Works:

- Plowing & downtown snow removal continue.
- Clearing snow from around fire hydrants.
- Rebuild loader man basket.
- Replacing old water meters with new.
- Getting bids for seal coating, 8th St. NE & 6th Ave. NE mill and overlay, and River Dr. SW overlay.

Parks:

- Flooding and maintaining skating rink.
- Ski trails are groomed and open.
- Getting bids for park improvements.

Airport:

- Plowed and snowblown airport 5 times in the last month.

CITY OF MILACA
SAFETY BOOT POLICY
PUBLIC WORKS DEPARTMENT

Public Works full-time employees shall be equipped with OSHA mandated ANSI (American National Safety Institute) approved steel-toed safety boots. The employer shall reimburse each employee not to exceed \$200.00 per pair of boots, per year, upon receipt from employee demonstrating employee procurement of the boots.

Documentation that boot purchases meet ANSI standards must be furnished with said reimbursement request. All requests for reimbursement must be approved by submitting a purchase order request to the department head prior to purchase.

Safety boot purchases within six months prior to leaving city employment would require a 50% reimbursement from the employee. The deduction would be taken from the employee's final paycheck.

I _____ have read and understand the policy as stated above and agree with the policy requirements.

Employee Signature

Date _____

Policy adopted by City Council on February 21, 2019



CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

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

NAME OF SPECIAL EVENT: Conservation Day
TYPE OF SPECIAL EVENT: Parade _____ Runs/Walks _____ Other: Educational Event
Applicant's or Organization's Name: Millelacs Soil & Water Conservation District
Name of Contact Person: Maggie Kuchenbaker Daytime Phone: 320 983 2160
Address: 1035 2nd St SE Milaca MN 56353 Evening Phone: _____
Fax Phone #: _____
Email Address: maggie.kuchenbaker@co.mille-lacs.mn.us

Other permits may be required for your event. This application will allow you to apply for the Special Event Permit along with Street Closings, Banners/Signs, and Parade Permits. All information needed for these permits are attached to this application. You must obtain a separate application for Park/Shelter Reservations, Temporary 3.2. Malt Beverage license, or Fireworks Permit.

Starting Date May 15 Starting Time 7:30 AM
Ending Date May 15 Ending Time 12:00 PM (noon)
Estimated Number of Participants Attending the Event 250
Number of Sanitary Facilities _____ Sanitary Locations _____

Where will Individuals Park School Buses will park in Lots

Will Security Be Provided [] Yes Explain Arrangements: _____
[X] No

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

How will drinking water be provided attendees will bring their own

Will electricity be required, and if so, how will it be provided no

How will refuse be disposed of in existing garbage cans

Will the Special Event require the use of a park/shelter [X] Yes [] No
(if yes, a park/shelter reservation form must be obtained from the City of Milaca)

YOU MUST COMPLETE THIS SECTION FOR EACH CLOSING THROUGHOUT THE ENTIRE EVENT
STREET CLOSINGS

1.

Location Entrance into Park Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date May 15 Time 7:30 AM - NOON
(Beginning) (End)

Contact Person Maggie Kuchenbaker Daytime Phone 320 983 2160 Cell Phone _____

Special Requests _____

2.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

3.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

4.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

5.

Location _____ Between _____ & _____
(Street to be Closed) (Cross Street) (Cross Street)

Date _____ Time _____ - _____
(Beginning) (End)

Contact Person _____ Daytime Phone _____ Cell Phone _____

Special Requests _____

For additional street closings, attach a separate sheet of paper listing each closing individually.

