

CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
January 18, 2018

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 – December 21, 2017
 - B. Approval of Bills
 - C. Approval of Treasurer’s Report
 - D. Resolution 18-01 Annual Appointments
 - E. Resolution 18-02 Outdoor Recreation Grant Program
 - F. Resolution 18-03 Write Off NSF/Account Closed Checks
 - G. Resolution 18-04 Personnel Policy update Sec 3 & Sec 9
 - H. Resolution 18-05 End of Year 2017 Budget Adjustments
6. **Citizen Open Forum- CERTIFICATE OF APPRECIATION- Don Stobb- Rec Park Baseball Fields**
7. **Public Hearing-**
8. **Requests and Communications-**
9. **Ordinances and Resolutions- TABLED FROM THE DECEMBER MEETING**
 - I. Adoption of Ordinance 430- Rental Code- Fee Schedule MB__2nd__AIF__O__
 - J. Adoption of Ordinance 431- Rental Code Chapter 98-Crime Free Rental Housing Certification MB__2nd__AIF__O__
 - K. Adoption of Ordinance 432- Rental Code- Chapter 99 Fire Code MB__2nd__AIF__O__
 - L. Resolution 17-50 Summary Publications for Ordinance 429 MB__2nd__AIF__O__
10. **Reports of Departments, Boards and Commissions**
 - M. Police Department- Monthly Activity-
 - N. Parks Commission- Mayor to review activity
 - O. Public Works Department- Activity Report- Approval of Verizon to use city poles in the ROW MB__2nd__AIF__O__
 - P. Planning Commission – No meeting
 - Q. Economic Development Commission-No Meeting in December
 - R. Fire Department- Review Appointments
 - S. Airport Commission- January 10th Meeting, Approve Resolution 18-06 Land Acquisition MB__2nd__AIF__O__
 - T. MCAT-IF Training- Phase II
 - U. Joint Powers Board- No Activity
 - V. Safety Committee- Next Meeting February
11. **Unfinished Business**
12. **New Business-** MB__2nd__AIF__O__
13. **Council Comments**
14. Adjourn _____p.m. MB__2nd__AIF__O__

**MILACA CITY COUNCIL MINUTES
DECEMBER 21, 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, and Dillan:

Councilors Absent: Gahm

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

Also Present (Signed In): MNDOT Representative-Tom Dumont, Citizens- Dan Hollenkamp, Rachel Weidner, Troy Weidner, Gary Veurink, Scott Minks, Joel Mullan, Milton Belford, Josh Vivant, Ethan Allen, LuAnn Veurink, Mike Cassens, Brett John, Dawn Vivant, Brad Maitland, Daniel Roeschlein, Pat Thielen, John and Lori Monroe, Jim Nelson, Jeff Dotseth, John Przymus, Kathy Tykwinski, Marc Dunker, Tammy Dolink, Ethel Hakes and Jen Nelson.

Approval of the Agenda

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

Consent Agenda

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

- a) Minutes of the November 16th, 2017 City Council Meeting
- b) Bills for Payment
- c) Approval of Treasurer's Report
- d) City Managers Employment Agreement.
- e) Approval of Transfers

Citizens Forum-

Certificate of Appreciation to Bill Hjort for a park donation of \$30,000.

MNDOT Highway 23 Safety Audit for Foley to Milaca. Tom Dumont was present at the December meeting and discussed with the council and the public the future highway improvements on Hwy 23. Tom stated they will be adding left turn lanes in multiple locations and will change the lights to include a left turn signal.

Public Hearing – Truth in Taxation Mayor Pedersen opened the public hearing at 7:47 p.m. and informed the public present that the tax levy decreased by 4%. Mayor Pedersen then asked for public comments and receiving no comments from the public he then closed the public hearing at 7:48 p.m.

Requests and Communications-Proclamation in Honor of Bruce Gerstenkorn, MD

Ordinances and Resolutions

Ordinance No. 430 to 432 was introduced for the first reading in regards to the rental ordinances to include Ordinance 430-Rental Code Fee Schedule, Ordinance 431 Rental Code Chapter 98 Crime Free Rental Housing and Ordinance 432 Rental Code Chapter 99 Fire Code.

Mayor Pedersen opened the floor for comments in regards to the Rental Ordinances. Those who were present were concerned that they would not be able to comply with the ordinances and the check list.

Many were concerned that they have older homes and the cost to upgrade would be expensive. Many asked why they were not notified of this ordinance. Marshall Lind explained that the city met its legal requirement to publish the public hearing in the designated paper. After much discussion on the topics Mayor Pedersen appointed a committee to address the concerns and asked from the public that only seven or eight people from the public sign up on the signup sheet presented by the city manager. Mayor Pedersen proceeded to select the City Rental Code Committee as follows; Mayor Pedersen, Council Member Norris Johnson, City Manager Tammy Pfaff, Building Official Marshall Lind, Police Chief Todd Quaintance and City Attorney Damien Toven. The signup sheet names are as follows; Jeff Dotseth, John Monroe, Dan Hollenkamp, Joel Millam, Ethan Allen, John Przymus and Marc Dunker.

Council reviewed the ordinances and with a motion presented by Johnson and seconded by Muller, and it was determined that the Ordinances be tabled until the committee can meet with the landlords selected on the committee to discuss concerns with the ordinances.

Resolution 17-49 Stand Pipe Assessment of \$395 for address 225 6th St NW was presented. Upon a motion by Johnson and seconded by Muller the resolution is approved. Motion carried unanimously.

Resolution 17-50 Summary Publication of Rental Ordinance 429 was tabled upon a motion by Johnson and seconded by Muller. Motion carried unanimously.

Resolution 17-51 Approving the 2018 Tax Levy and Final Budget. The City Manager reviewed with the council and the public the 2018 budget highlights as follows;

EXPENDITURES

- o We will have an overall decrease in wages in comparison to the previous year of \$27,005.
- o Combined PW and Parks Dept. The savings was allocated to PW & Parks projects in the budget.
- o Increase in PW Street projects \$93,670 and Sign Replacement \$35,000
- o CIP-Public Works-\$103,670
- o CIP -Parks projects \$52,500
- o CIP - PD Equip Costs-Build Reserves
- o CIP - Airport projects-\$30,000
- o Replace sections of sidewalk at City Hall estimated \$10,000
- o Library sidewalk replacement \$3,000
- o Museum Skylight, sidewalk & pavement repairs \$15,000

REVENUES

- o Levy decrease of 4.1%
- o LGA increase of \$ 30,100
- o Lodging Tax-Est \$2,000
- o Small Cities Street Assistance for street maintenance \$22,386
- o Ogilvie Contract Increase \$7,150
- o Water Fill Charge Fee-Est. 2018 to generate \$1,200.
- o Water tower site lease with Genesis = \$1,800.
- o Verizon site lease = \$1,565
- o Camping fee revenue if instituted
- o Transfer from Liquor Fund \$60,000.
- o Sunday Sales from Liquor Store, we will have a better projection after year end.

SUMMARY 2018 BUDGET

**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	9,200	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	1,897,463	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	102,480	1,255,145
Depreciation	-	-	-	165,000	110,000	41,000	-	-	316,000
Total Expenditures	1,812,200	79,310	442,940	670,450	410,830	426,155	178,000	102,480	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)	\$ (19,400)	\$ 9,520	\$ (140,012)

After the review of the 2018 Final Budget, Johnson introduced a motion to adopt the 2018 Final Budget and Tax Levy, the motion was then seconded by Muller. Motion carried unanimously.

Resolution 17-52 Accepting Donations was approved upon a motion by Muller and seconded by Dillan. Motion carried unanimously.

Resolution 17-53 Approving 2018 Liquor and Tobacco Licenses- Upon a motion by Dillan and seconded by Muller the licenses are approved. Motion carried unanimously.

Resolution 17-54 Consumption and Display License January 1, 2018 thru March 31, 2018. Upon a motion by Dillan and seconded by Muller the license is approved. Motion carried unanimously.

Resolution 17-55 Approving 3.2 Licenses December 21, 2017 to December 31, 2017. Upon a motion by Dillan and seconded by Johnson the license is approved. Motion carried unanimously.

Resolution 17-56 Support the Maintenance of Local License Bureaus. Upon a motion by Muller and seconded by Johnson the resolution is approved. Motion carried unanimously.

Reports of Departments, Boards and Commissions

Police Department- Council reviewed the monthly report.

Parks Department- Mayor Pedersen reported on the park commission meeting.

Public Works Department- Council reviewed the activity report. Public Works Supervisor Gary Kirkeby explained the water supply plan did not need to be adopted at this time and also requested that the snow removal policy be changed to snow plow after two inches and stated the current policy is four inches and he was following the policy but received many phone calls about snow removal. The Snow Removal Policy was then revised to after two inches of snow fall the snow will be removed. Policy revision was approved upon a motion by Dillan and seconded by Muller. Motion carried unanimously.

The City Manager commented in regards to an issue that the City of Ogilvie currently faces with the upgrade to the sewer treatment facility and requested to present the City of Ogilvie with a proposal to help lessen the burden of paying high contract fees to Peoples Service and requested that we contract our Public Works Department to oversee the operations of the city, thus reducing the cost to the City of Ogilvie if we were to contract an estimated amount of \$50,000, it would reduce the City of Ogilvie's cost approximately \$40,000. This saving could be used to pay the debt of the new facility they are in need of in the near future. Council was in favor of the preparing the proposal to the City of Ogilvie.

Planning Commission- Marshall prepared a memo for the council in regards to the Dave Walters property. Council instructed Marshall to give them a deadline of six months and council will want monthly updates as to the progress of this property.

Liquor Store- No activity to report.

Economic Development Commission- Review of current minutes.

Fire Department- Fire Chief Craig Billings stated the Fire Department has hired 5 more to the department.

Airport Commission- Review of minutes

MCAT – Dillan reported that they have been selected for the grant for Phase II of the leadership program and will be meeting with people to seek new leaders within our community to help continue the visions and projects for the city.

Joint Powers Board with City of Braham; No meeting.

Safety Committee- Review Minutes.

Unfinished Business

New Business-

Council Comments

Mayor Pedersen asked the council for comments:

Council member Muller informed the council and the public that the Airport will host its 50th Anniversary this year on August 4th and 5th.

Council member Dillan reported that the Tree Lighting event went very well

Mayor Pedersen reported that Destination Milaca will be forming a nine member committee to oversee the lodging tax.

The City Manager reported the liquor store sales tax audit went very well and the state auditors classified it as an educational visit and gave thanks to our staff who work hard daily on these tasks. The City Manager also reported that the city has moved forward with the OSHA grant and we recently had our city hall inspected and will work with the League of Minnesota Cities to determine the best options for the city.

Mayor Pedersen commented on the ASCAP requirement for the music at Rec Fest and we will be signing the agreement in 2018 and commented that he will be reviewing the 2018 council appointments and stated if any council members wanted to be on certain committees to contact him before the January meeting.

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 8:11 p.m.

Motion carried unanimously.

Mayor Harold Pedersen

ATTEST

City Manager Tammy Pfaff

CITY OF MILACA
Check Summary Register
10100 General Bank - ACH

	Name	Check Date	Check Amt	Description	
Paid Chk#	817291E	EFTPS-STATE TAXPAYMENT	12/27/2017	\$1,980.25	STATE W/H
Paid Chk#	817292E	EFTPS-STATE TAXPAYMENT	12/27/2017	\$146.96	STATE W/H
Paid Chk#	817299E	SELECT ACCOUNT	12/29/2017	\$30.10	RASMUSSEN-EE CONTRIBUTION
Paid Chk#	818001E	EFTPS-STATE TAXPAYMENT	1/9/2018	\$1,771.37	STATE W/H
Paid Chk#	818002E	EFTPS-STATE TAXPAYMENT	1/9/2018	\$146.96	STATE W/H
Paid Chk#	818009E	CENTERPOINT ENERGY	1/13/2018	\$2,670.61	NATURAL GAS
Paid Chk#	818010E	EAST CENTRAL ENERGY	1/7/2018	\$10,619.05	ELECTRIC
Paid Chk#	818011E	MILACA LOCAL LINK	1/20/2018	\$296.63	PHONE SERVICE
Paid Chk#	818012E	MN DEPT OF REVENUE	1/19/2018	\$1,167.00	W/S SALES TAX
Paid Chk#	818013E	INCONTACT INC	1/30/2018	\$68.98	LONG DISTANCE SERVICE
Paid Chk#	818014E	MIDCONTINENT COMMUNICATIONS	1/6/2018	\$65.00	INTERNET-
Paid Chk#	818015E	SELECT ACCOUNT	1/4/2018	\$16,011.48	1ST QTR CONTRIBUTIONS
Paid Chk#	818016E	MN DEPT OF LABOR & INDUSTRY	1/19/2018	\$4.50	4TH QTR SURCHARGE
Total Checks				\$34,978.89	

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 043823	AMAZON	12/28/2017	\$2,152.65	RENTAL CODE SUPPLIES-B&Z
Paid Chk# 043824	FAMILY HERITAGE LIFE INS CO	12/28/2017	\$135.00	SUPPL LIFE INS - DEC 2017
Paid Chk# 043825	U.S. POSTAL SERVICE	12/28/2017	\$239.41	DEC BILLINGS
Paid Chk# 043826	VERIZON WIRELESS	12/28/2017	\$401.42	DEC WIRELESS ROUTER SVC
Paid Chk# 043827	VISA	12/28/2017	\$264.87	CHRISTMAS DECO-PW-MENARDS
Paid Chk# 043828	BLUE CROSS BLUE SHIELD OF MINN	1/2/2018	\$12,773.31	MEDICAL INSUR-JAN 2018
Paid Chk# 043829	DELTA DENTAL OF MINNESOTA	1/2/2018	\$30.45	PED DENTAL-JAN 2018
Paid Chk# 043830	L.E.L.S.	1/2/2018	\$245.00	POLICE UNION DUES-JAN 2018
Paid Chk# 043831	MN BENEFIT ASSOCIATION	1/2/2018	\$572.08	LIFE/DENTAL-JAN 2018
Paid Chk# 043832	FRONTIER	1/9/2018	\$863.15	PHONE SVC-POLICE
Paid Chk# 043833	JIM'S MILLE LACS DISPOSAL	1/9/2018	\$0.00	GARBAGE-FIRE
Paid Chk# 043834	MILACA BLDG CENTER	1/9/2018	\$605.78	LANDSCAPE MATERIALS-PARKS
Paid Chk# 043835	SENTRY SYSTEMS, INC.	1/9/2018	\$1,391.28	2018 ALARM MONITORING-CITY HAL
Paid Chk# 043836	JIM'S MILLE LACS DISPOSAL	1/14/2018	\$146.36	GARBAGE-FIRE
Paid Chk# 043837	SODERLUND WOODMILL INC	1/14/2018	\$1,200.00	WOODEN STATUE-PARKS
Paid Chk# 043838	Void	1/18/2018	\$0.00	VOID CHECK
Paid Chk# 043839	AMERICAN SOLUTIONS FR BUSINES	1/18/2018	\$262.25	DEP REG CHECKS
Paid Chk# 043840	AMERICAN WATER WORKS ASSN	1/18/2018	\$315.00	ANNUAL DUES-KIRKEBY
Paid Chk# 043841	AMERIPRIDE	1/18/2018	\$132.70	RUGS-DEP REG
Paid Chk# 043842	ANOKA RAMSEY COMMUNITY COLL	1/18/2018	\$799.00	EMR TRNG-9/18 & 9/25/17
Paid Chk# 043843	ASCAP	1/18/2018	\$348.00	2018 LICENSE FEES
Paid Chk# 043844	ASSOC. OF MN BLDG OFFICIALS	1/18/2018	\$100.00	2018 DUES
Paid Chk# 043845	AVENET, LLC	1/18/2018	\$600.00	2018 WEBSITE HOSTING
Paid Chk# 043846	AW RESEARCH LABORATORIES	1/18/2018	\$63.00	TESTING
Paid Chk# 043847	BANK OF ZUMBROTA	1/18/2018	\$21,832.00	PED BRIDGE EQUIP CERT-PRINCIPAL
Paid Chk# 043848	BILLINGS SERVICE	1/18/2018	\$1,059.17	GAS-PARKS
Paid Chk# 043849	BOLTON & MENK INC	1/18/2018	\$700.00	BLDG AREA LAND ACQ-AIRPORT
Paid Chk# 043850	CHAPMAN'S AUTO REPAIR LLC	1/18/2018	\$137.79	99 DODGE REPAIR-PW
Paid Chk# 043851	CLARK HEATING & AIR	1/18/2018	\$300.00	GAS LEAK TESTING-LIBRARY
Paid Chk# 043852	CORE & MAIN LP	1/18/2018	\$1,940.99	WATER PARTS
Paid Chk# 043853	CORE & MAIN LP	1/18/2018	\$378.40	REPAIR CLAMP-WATER
Paid Chk# 043854	CORNER MART	1/18/2018	\$1,661.17	GAS-JP
Paid Chk# 043855	CRYTEEL TRUCK EQUIPMENT, INC	1/18/2018	\$79,900.00	2006 MACK PLOW TRUCK
Paid Chk# 043856	DOVE FRET LAND PLLP	1/18/2018	\$3,580.87	CRIMINAL RETAINER
Paid Chk# 043857	E.C.M. PUBLISHERS, INC.	1/18/2018	\$48.30	TNT PUBLIC HEARING AD
Paid Chk# 043858	EMBROIDER THIS	1/18/2018	\$377.00	UNIFORMS-PW
Paid Chk# 043859	FAIRVIEW HEALTH SERVICES	1/18/2018	\$885.00	PHYSICAL-HUNT
Paid Chk# 043860	FERGUSON WATERWORKS	1/18/2018	\$97.66	PARTS-WATER
Paid Chk# 043861	FIRST NATIONAL BANK OF MILACA	1/18/2018	\$138,509.50	2017 LIBRARY REFUNDING-PRINCIPAL
Paid Chk# 043862	GK CONSULTING LLC	1/18/2018	\$750.00	JAN NETWORK
Paid Chk# 043863	GOPHER STATE ONE-CALL, INC.	1/18/2018	\$13.50	DEC LOCATES
Paid Chk# 043864	GRANITE CITY DOOR LLC	1/18/2018	\$726.00	SELENOID-LIBRARY DOOR
Paid Chk# 043865	GRANITE ELECTRONICS	1/18/2018	\$405.94	RADIO REPAIR-POLICE
Paid Chk# 043866	GRANITE LEDGE ELECTRICAL	1/18/2018	\$6,184.62	RV PARKING-ELECTRIC
Paid Chk# 043867	GREATER MN PARKS & TRAILS	1/18/2018	\$150.00	2018 MEMBERSHIP DUES
Paid Chk# 043868	HABERMAN, DIONNE	1/18/2018	\$145.86	DEC 17 OGILVIE MILEAGE
Paid Chk# 043869	HAWKINS, INC.	1/18/2018	\$2,133.19	CHEMICALS

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 043870	HJORT EXCAVATING	1/18/2018	\$7,517.50	WATER MAIN BREAK-10TH ST
Paid Chk# 043871	HOTSY EQUIPMENT OF MN	1/18/2018	\$235.60	SUPPLIES-PW
Paid Chk# 043872	HY-TECH AUTOMOTIVE	1/18/2018	\$411.51	SQUAD 12 REPAIR
Paid Chk# 043873	JOHNSON JET-LINE, INC.	1/18/2018	\$5,073.71	SEWER TELEVISIONING/CLEANING
Paid Chk# 043874	K.E.E.P.R.S.	1/18/2018	\$3,301.11	SQUAD LIGHT BAR REPLACEMENT
Paid Chk# 043875	KOCH'S HARDWARE HANK	1/18/2018	\$1,364.23	SUPPLIES-DEP REG
Paid Chk# 043876	LITTLE FALLS MACHINE, INC.	1/18/2018	\$930.27	PARTS-PW
Paid Chk# 043877	MILACA AUTO VALUE	1/18/2018	\$219.63	PARTS-WATER
Paid Chk# 043878	MILACA CHAMBER OF COMMERCE	1/18/2018	\$1,011.51	LODGING TAX-NOV 17
Paid Chk# 043879	MILACA, CITY OF	1/18/2018	\$46,245.00	JOINT POWERS EXPENSE
Paid Chk# 043880	MILLE LACS CO. SHERIFF	1/18/2018	\$5,484.93	PIT/TVI TRNG-10/23/17
Paid Chk# 043881	MIMBACH FLEET SUPPLY	1/18/2018	\$839.94	BACKPACK BLOWER
Paid Chk# 043882	MN COMPUTER SYSTEMS, INC.	1/18/2018	\$149.05	COPIER MAINTENANCE-DEP REG
Paid Chk# 043883	MN DEPT OF PUBLIC SAFETY	1/18/2018	\$100.00	HAZ MAT RIGHT TO KNOW
Paid Chk# 043884	MN DNR - OMB	1/18/2018	\$325.61	ANNUAL REPORT OF WATER USE
Paid Chk# 043885	MN GFOA	1/18/2018	\$50.00	2018 ANNUAL DUES - GANN-OLEHY
Paid Chk# 043886	MN POLICE & PEACE OFFICERS	1/18/2018	\$146.00	2018 DUES-QUAINTANCE
Paid Chk# 043887	MN STATE FIRE CHIEFS ASSOC	1/18/2018	\$331.00	2018 DUES
Paid Chk# 043888	MN STATE FIRE CHIEFS ASSOC.	1/18/2018	\$235.00	2018 ALEX FOX REGISTRATION-T C
Paid Chk# 043889	MN STATE FIRE DEPT ASSOC REG 7	1/18/2018	\$200.00	2018 DUES
Paid Chk# 043890	MN STATE FIRE DEPT. ASSOC	1/18/2018	\$264.00	2018 DUES
Paid Chk# 043891	MODERN MARKETING	1/18/2018	\$516.26	SHIELD STICKERS-POLICE
Paid Chk# 043892	MOLLER, ANDY	1/18/2018	\$15.00	DEPOSIT REFUND-450 CENTRAL AVE
Paid Chk# 043893	MTI DISTRIBUTING	1/18/2018	\$269.03	PARTS-PW
Paid Chk# 043894	NORTHLAND SECURITIES INC	1/18/2018	\$435.00	LTD CONT DISCLOSURE RPTG
Paid Chk# 043895	NORTHLAND TRUST SERVICES, INC	1/18/2018	\$242,117.50	GO 2010A PRINCIPAL
Paid Chk# 043896	OLDENBURG, JOHN	1/18/2018	\$75.00	CELL PHONE REIMB-1ST QTR 2018
Paid Chk# 043897	PFAFF, TAMMY	1/18/2018	\$171.00	REIMB MTGS-COFFEE CORNER/CHINA
Paid Chk# 043898	PRECISE HEATING	1/18/2018	\$405.50	BOILER REPAIR-PW BLDG
Paid Chk# 043899	PRINCETON RENTAL, INC.	1/18/2018	\$1,907.76	CUT OF SAW-WATER
Paid Chk# 043900	PRYOR LEARNING SOLUTIONS	1/18/2018	\$79.00	EXCEL TRNG-HABERMAN
Paid Chk# 043901	QUALITY FLOW SYSTEMS	1/18/2018	\$10,010.50	REPAIR WATER PUMP
Paid Chk# 043902	QUILL CORPORATION	1/18/2018	\$429.39	PAPER
Paid Chk# 043903	SAFETY TRAIN INC	1/18/2018	\$2,300.00	2018 SAFETY TRNG
Paid Chk# 043904	SHAW, JEFF	1/18/2018	\$32.21	CAR REPAIR-PARKS
Paid Chk# 043905	SHIPMAN, TESS	1/18/2018	\$34.98	REIMB TCI FOOD FOR MEETING
Paid Chk# 043906	SIEMENS BUILDING TECHNOLOGIES	1/18/2018	\$3,184.00	FIRE ALARM REPAIR-LIBRARY
Paid Chk# 043907	ST. CLOUD STATE UNIVERSITY	1/18/2018	\$463.50	MCFOA ANNL CONF-T PFAFF
Paid Chk# 043908	STIMMLER, DARRYL	1/18/2018	\$75.00	CELL PHONE REIMB-1ST QTR 2018
Paid Chk# 043909	TDT COMPUTER CONSULTING	1/18/2018	\$2,567.21	SERVER/COMPUTER EQUIP-POLICE
Paid Chk# 043910	TEAL'S MARKET	1/18/2018	\$46.63	BREAKROOM SUPPLIES
Paid Chk# 043911	THOMAS SNO SPORTS	1/18/2018	\$209.90	SAFETY SUPPLIES-PW
Paid Chk# 043912	UNIVERSITY OF MINNESOTA	1/18/2018	\$85.00	TREE INSP CERTIFICATION-M WUBB
Paid Chk# 043913	UNUM LIFE INSURANCE CO	1/18/2018	\$575.48	LIFE, STD, LTD-JAN 2018
Paid Chk# 043914	WEINREICH, JACOB	1/18/2018	\$75.00	CELL PHONE REIMB-1ST QTR 2018
Paid Chk# 043915	WUBBEN, MARK	1/18/2018	\$75.00	CELL PHONE REIMB-1ST QTR 2018
	Total Checks		\$626,148.12	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - Checks

	Name	Check Date	Check Amt	Description
Paid Chk# 024298	VIKING BOTTLING CO.	12/21/2017	\$663.19	NA
Paid Chk# 024299	MILACA, CITY OF	12/29/2017	\$55,411.00	DUE TO GENERAL FUND
Paid Chk# 024300	VERIZON WIRELESS	12/29/2017	\$41.52	DEC DIGITAL SIGN
Paid Chk# 024301	BELLBOY CORP.	1/2/2018	\$2,212.85	NA
Paid Chk# 024302	BERNICKS	1/2/2018	\$2,958.87	NA
Paid Chk# 024303	BREAKTHRU BEVERAGE MN	1/2/2018	\$6,141.92	LIQUOR
Paid Chk# 024304	BROOKVIEW WINERY	1/2/2018	\$192.00	WINE
Paid Chk# 024305	C & L DISTRIBUTING CO.	1/2/2018	\$31,263.16	BEER
Paid Chk# 024306	DAHLHEIMER DISTRIBUTING CO.	1/2/2018	\$28,582.97	NA
Paid Chk# 024307	JOHNSON BROTHERS LIQUOR CO.	1/2/2018	\$20,317.74	DELIVERY
Paid Chk# 024308	PAUSTIS WINE CO.	1/2/2018	\$1,548.76	DELIVERY
Paid Chk# 024309	PHILLIPS WINE AND SPIRITS	1/2/2018	\$4,174.40	LIQUOR
Paid Chk# 024310	SENTRY SYSTEMS, INC.	1/2/2018	\$593.16	2018 ALARM MONITORING
Paid Chk# 024311	SOUTHERN GLAZERS OR MN	1/2/2018	\$9,931.28	DELIVERY
Paid Chk# 024312	THE WINE COMPANY	1/2/2018	\$101.00	DELIVERY
Paid Chk# 024313	VINOCOPIA	1/2/2018	\$431.54	DELIVERY
Paid Chk# 024314	WILD MOUNTAIN WINERY INC	1/2/2018	\$125.64	WINE
Paid Chk# 024315	AMERICAN BOTTLING CO.	1/18/2018	\$197.26	NA
Paid Chk# 024316	AMERICAN SOLUTIONS FR BUSINES	1/18/2018	\$236.32	A/P CHECKS
Paid Chk# 024317	AMERIPRIDE	1/18/2018	\$168.68	RUGS
Paid Chk# 024318	FRONTIER	1/18/2018	\$143.69	JAN PHONE SVC
Paid Chk# 024319	GRANITE CITY JOBBING	1/18/2018	\$4,634.25	TOBACCO
Paid Chk# 024320	GRANITE LEDGE ELECTRICAL	1/18/2018	\$690.91	RPR LIGHTS OVER REGISTERS
Paid Chk# 024321	JIM'S MILLE LACS DISPOSAL	1/18/2018	\$77.22	REFUSE COLLECTION
Paid Chk# 024322	KANABEC PUBLICATIONS	1/18/2018	\$35.00	ADVERTISING
Paid Chk# 024323	KOCH'S HARDWARE HANK	1/18/2018	\$55.00	ICE MELT
Paid Chk# 024324	M. AMUNDSON LLP	1/18/2018	\$3,473.84	TOBACCO
Paid Chk# 024325	MILLER TRUCKING INC.	1/18/2018	\$32.76	DELIVERY
Paid Chk# 024326	QUILL CORPORATION	1/18/2018	\$31.79	PAPER
Paid Chk# 024327	VIKING BOTTLING CO.	1/18/2018	\$470.10	NA
	Total Checks		\$174,937.82	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - ACH

	Name	Check Date	Check Amt	Description
Paid Chk# 918001E	EAST CENTRAL ENERGY	1/7/2018	\$1,624.93	ELECTRIC
Paid Chk# 918002E	CENTERPOINT ENERGY	1/10/2018	\$390.63	NATURAL GAS
Paid Chk# 918003E	MN DEPT OF REVENUE	1/19/2018	\$19,129.00	LIQUOR SALES TAX
Paid Chk# 918004E	MILACA, CITY OF (WATER/SEWER)	1/15/2018	\$27.40	WATER/SEWER
Paid Chk# 918005E	HIBU	1/13/2018	\$129.99	WEB HOSTING-
	Total Checks		\$21,301.95	

RESOLUTION #18-01

RESOLUTION SETTING ANNUAL APPOINTMENTS AND
OFFICIAL DESIGNATIONS FOR 2018

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca, hereby sets the following annual appointments and official designations for 2018:

Official Newspaper: Union Times

Official Depositories: First National Bank of Milaca, LPL Financial, Morgan Stanley, 4M Fund, any FDIC insured institution

Individuals Authorized to Conduct Electronic Funds Transfers: Tracy Gann-Olehy
Tammy Pfaff City Manager

Mayor Protem: Dave Dillan

Order of Succession for Declaring an Emergency: Pedersen-Dillan-Muller-Johnson-Gahm

Commission Appointments:

AIRPORT	TERM ENDS
Steve Nelson, Chair	12/31/2018
Leo Vos	12/31/2018
Tim Ammerman	12/31/2018
Dave Smith	12/31/2018
Council Ken Muller	12/31/2019
PARKS	
Matt Follmuth	12/31/2019
Lynn Galice	12/31/2020
Josh Dehart	12/31/2020
Joe Wildman	12/31/2020
Cory Grenieger	12/31/2018
Dan Meyer, Chair	12/31/2018
Cindy Biederman, Secretary	12/31/2019

PLANNING

Arla Johnson	12/31/2018
TBD	12/31/2020
Scott Harlicker, Chair	12/31/2019
Pam Novak	12/31/2020
Sherie Billings	12/31/2018
Luke Kotsmith	12/31/2019

Personnel Committee

Tammy Pfaff	12/31/2018
Pete Pedersen	12/31/2018
Dave Dillan	12/31/2018

Budget Committee

Tammy Pfaff	12/31/2018
Tracy Gann-Olehy	12/31/2018
Pete Pedersen	12/31/2018
Norris Johnson	12/31/2018
Tammy Pfaff	12/31/2018

Adopted this 18th day of January 2018.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

**ATTACHMENT A -
City of Milaca - RESOLUTION 18-02 Outdoor Recreation Grant Program**

BE IT RESOLVED that CITY OF MILACA act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on this ____ day of February 2018 and that TAMMY PFAFF-CITY MANAGER is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of CITY OF MILACA.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the state related to the application or a grant award.

BE IT FURTHER RESOLVED that CITY OF MILACA has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that CITY OF MILACA has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that CITY OF MILACA has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, CITY OF MILACA may enter into an agreement with the State of Minnesota for the above-referenced project, and that CITY OF MILACA certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that CITY MANAGER TAMMY PFAFF is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council, of the CITY OF MILACA on this 18th day of January 2018.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Mayor Pete Pedersen) (Date)

(City Manager Tammy Pfaff) (Date)

RESOLUTION #18-03

RESOLUTION TO WRITE OFF NSF/ACCOUNT CLOSED CHECKS

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Milaca, that the City hereby write-off the following Non-Sufficient Funds/Account Closed checks:

Deputy Registrar:

Name

Guinn, Kathryn	May 22, 2017	\$ 14.75
Hamilton, Kimberly	June 1, 2017	\$ 88.75
Larsen, Kaitlin	January 17, 2017	\$ 14.75
Reams Sr., Scott	May 10, 2017	<u>\$ 61.75</u>

TOTAL..... \$180.00

Adopted this 18th day of January 2018.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 18-04

RESOLUTION ADOPTING PERSONNEL POLICIES
FOR THE CITY OF MILACA

WHEREAS, the Personnel Policies of the City of Milaca had previously been adopted by ordinance; and

WHEREAS, The City Council of the City of Milaca repealed the Personnel Policy ordinance effective the 16th day of August, 2007; and

WHEREAS, it is the intention of the City Council of the City of Milaca to continue the effectiveness of the Personnel Policies (including any subsequent amendments) without any break in their application through the adoption of Personnel Policies by this Resolution;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Milaca that the following Personnel Policies of the City of Milaca are hereby revised and adopted by this Resolution, effective the 18th day of January, 2018:

PERSONNEL POLICIES

Section 1. PURPOSE OF PERSONNEL POLICIES

It shall be the purpose of these Personnel Policies to establish a uniform and equitable system of municipal personnel administration for all employees of the City of Milaca. These Personnel Policies are intended and designed to provide a tool for management, and not as a part of, or an amendment to any past, present or future employment contract of any officer or employee of the City of Milaca, or any other person to whom these Personnel Policies apply. It is hereby declared to be the policy of the City that:

1. The City shall recruit and select the most qualified persons for positions in the city's service. The City shall pursue a policy in the areas of recruitment and selection to insure open competition, to provide equal employment opportunity and to prohibit discrimination because of race, color, creed, religion, sex, national origin, marital status, age, status with regard to public assistance, disability, or other non-job related factors.
2. The City is committed to providing reasonable accommodations to employees and applicants with qualified disabilities in accordance with all federal, state and local laws and regulations. If any employee or applicant has a need for an accommodation he or she should contact the City Manager.
3. Just and equitable incentives and conditions of employment shall be established and maintained to promote effectiveness and economy in the operation of the City government.
4. Positions having the same duties and responsibilities shall be classified and compensated on a uniform basis.

5. Good employee morale shall be promoted by consideration of the rights and interests of employees consistent with the best interests of the public and the City government.

6. Tenure of employees shall be subject to proper conduct, the satisfactory performance of work, the availability of work, and the availability of funds.

Section 2. DEFINITIONS

For the purpose of this Resolution, the following definitions shall apply:

1. Employer: The City of Milaca

2. Permanent Employee: An employee who has successfully completed a probationary period and who has been appointed to serve on a permanent full-time or permanent part-time basis in a position so provided in the budget or otherwise expressly established by the City Council.

3. Temporary Employee: An employee who has not acquired the status of a permanent employee, and who is employed on a temporary full-time or temporary part-time basis.

4. Benefits: Privileges granted to an employee in the form of vacation leave, sick leave, holiday leaves, military leave, insurance, or severance pay.

5. Regular pay rate: An employee's hourly or monthly pay rate, excluding special allowances.

Section 3. POSITIONS COVERED BY THIS POLICY

All offices and positions in the municipal employ, now existing or hereafter created, shall be subject to the provisions of this Resolution except:

Elected officials

Members of boards and commissions

Volunteer members of the fire department, and any other volunteer personnel

City Manager-See Contract agreement

City Attorney

Employees covered by formal labor contracts with the City shall be exempt from those provisions of this Resolution which are in conflict with labor contract provisions and such employees shall be limited to the benefits provided in such labor contracts

Section 4. APPOINTMENT PROCEDURE AND CONDITIONS

1. By City Manager. All appointments to positions in municipal service shall be made by the City Manager according to merit and fitness, consistent with the provision of any applicable state statute or local ordinance.
2. Employment of More than One Family Member. More than one family member may not be employed within the City where they routinely interact with each other in the course of business or where one may influence the work or working conditions of another; nor may relatives be placed where they will work under the direction of the same immediate supervisor. In the application of this policy, a person shall be regarded as related if such person is a brother, sister, the lineal ancestor or descendant of the prospective employee, or the husband or wife of any such brother, sister, ancestor or descendant, or the first cousin, or the spouse of the first cousin of the prospective employee.

Section 5. PROMOTION FROM WITHIN THE SERVICE

It shall be the policy to fill non-management vacancies in the municipal service by promotion of permanent employees insofar as consistent with accepted management practices; to post notice of intent to fill such vacancies for five days; and, in case of equal qualifications, to give consideration to length of service.

Section 6. PROBATION PERIOD

1. Purpose. The probationary period shall be regarded as an integral part of the examination process and shall be utilized for:
 - A. Closely observing employees' work
 - B. Securing the most effective adjustment of employees to their positions.
 - C. Dismissing employees who's performances do not meet required work standards.
2. Duration. All original permanent appointments shall be probationary. All employees shall be subject to a probationary period of six months service after appointment. At any time during the probationary period employees may be transferred or dismissed if their performances do not meet the requirements for the position as defined by the City Manager.
3. Applies to Promotions. Promotion shall be subject to a probationary period of six (6) months. If employees who have been promoted are found unsuited for the work of the position to which promoted, they may be reinstated to the position and rate of pay of the position from which promoted, so long as a vacancy exists.

4. **Affects Vacation Leave Benefits.** During the initial probationary period, but not during a promotional probationary period, employees will not be entitled to vacation leave during the first six (6) months of service. After six (6) months of service employees will be entitled to vacation leave, the vacation leave to be accrued from the start of the probationary employment.

5. **Completion.** Immediately prior to the expiration of the probationary period, the department head shall notify the City Manager in writing whether or not the service of the employee has been satisfactory. If the employee's records and performances are satisfactory, upon approval of the City Manager, the employee shall thereupon assume the status of permanent employee at the conclusion of the probationary period. If the employee's records and/or performance are found to be unsatisfactory at any time during the probationary period, the department head shall so notify the City Manager and the City Manager may, upon written notice, terminate the employee immediately. If employee performances are found to be marginal during the probationary period, the City Manager and the respective employee may mutually agree to an extension of the probationary period to permit further possible satisfactory development.

Section 7. COMPENSATION

1. An employee position, classification plan, and salary structure shall be adopted and shall constitute the official compensation plan for all positions in the municipal services, except where labor agreements take precedence. The city council may amend the Employee Position and Classification Plan at any time that it deems necessary in the interest of good personnel administration as recommended by the City Manager.

2. Any wage or salary so established shall represent the total remuneration for employment, but shall not be considered as reimbursement for official travel or other expenses which may be allowed for the conduct of official business. Unless approved by the City Manager, no employee shall receive pay, except overtime pay, from the City in addition to which the salary authorized for the position to which the employee has been appointed.

3. **Notice:** Pursuant to MN Statutes Section 181.172, employees are hereby provided notice of their rights and responsibilities under the Wage Disclosure Protection legislation. (Adopted by Resolution #14-26 on 11-20-14)

Section 8. WORK PERIODS

1. **Regular Work Day and Week.** Except for employees in the police department, the full-time regular work week shall be forty (40) hours, generally five (5) - eight (8) hour working days, in addition to a lunch period, Monday through Friday. Supervisory personnel shall work such additional hours necessary to satisfactorily fulfill the duties of their position.

2. Police Work Year. The normal work year for sworn employees in the police department is two thousand and eighty hours (2080) to be accounted for by each employee through hours on assigned shifts, and holidays. Nothing in this section shall be interpreted to be a guarantee of a minimum or maximum number of hours the employer may assign employees.

Section 9. OVERTIME AND CALL BACK PAYMENT

1. Pursuant to federal and state wage and hour laws, authorized overtime work in excess of the forty-hour (40) workweek performed by persons other than the City Manager and exempted employees, shall be compensated for at one and one-half times their regular rate of pay. Compensatory time off for peace officers shall be taken when approved by the Chief of Police.

2. A permanent employee given less than twenty-four (24) hour notice for a call back to duty at a time other than their normally scheduled work period shall be compensated at one and one-half times the employee's regular pay rate for hours worked outside the scheduled work period.

3. Public works employees shall be subject to a rotating "on-call" week status. The employee shall not be scheduled for work the Friday proceeding the weekend the employee is to be available for call back. The employee shall then work five (5) hours on Saturday and three (3) hours on Sunday. If employee is called back to work at any time during that weekend, the employee shall be compensated at one and one-half times the employee regular pay rate. Employees shall be compensated for "on-call" week status at \$240.00 and must be available during that time for emergency call back.

4. Employees may accumulate up to a maximum of eighty (80) hours of compensatory time in lieu of payment under Section 9.1. Compensatory time may only be used with the specific permission of the City. Employees shall only be permitted to carry over, at the end of the calendar year, forty (40) hours of compensatory time. Any hours in excess of the forty (40) hours compensatory time shall be paid to the employee, at the employee's current rate of pay, at the end of the calendar year by the Employer.

Section 10. VACATION LEAVE

1. Amount allowed. All regular full-time employees of the City shall earn and be credited with paid vacation upon the following schedule. All permanent part-time employees, working an average of twenty-four (24) hours or more per week, will be eligible for pro-rated vacation benefits based on hours worked. Part-time employees working less than twenty-four (24) hours per week, temporary employees, and seasonal employees are not eligible for vacation benefits.

For the first year of employment, four (4) hours per month;

Commencing with the second year of employment, six (6) hours per month;

Commencing with the fourth year of employment, eight (8) hours per month;

Commencing with the eight year of employment, ten (10) hours per month;

Commencing with the twelfth year of employment, twelve (12) hours per month;

Commencing with the sixteenth year of employment, fourteen (14) hours per month;

2. When Earned. Vacation leave shall not be earned by any employee during a leave of absence without pay, or time otherwise not worked or paid.
3. Accrual. An employee may accrue vacation leave to a maximum of 176 hours.
4. Termination Provisions. Employees leaving the municipal service in good standing, after having given proper notice of termination of employment shall be compensated for vacation leave accrued and unpaid, computed to the date of separation and paid at the current rate of pay.
5. Waving Vacation Prohibited. Employees shall not be permitted to waive vacation leave and receive double pay.

Section 11. SICK LEAVE

1. Eligibility. Sick leave with pay shall be granted to probationary and permanent employees at the rate of eight (8) hours for each calendar month of full-time service or major fraction thereof. All permanent part-time employees, working an average of twenty-four (24) hours or more per week, will be eligible for prorated sick leave benefits based on hours worked. Sick leave is granted in units of not less than two (2) hours of a work day.
2. Probationary period. During the probationary period following an original appointment, an employee is not entitled to sick leave or vacation leave. After the end of the probationary period, an employee is entitled to sick leave and vacation leave accrued from the start of probationary employment.
3. Usage. Sick leave is granted in units of not less than two (2) hours of a work day. Sick leave shall be used for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-child, or step-parent). Pursuant to MN Statutes 181.9413, eligible employees may use up to 160 hours of sick leave in any twelve (12) month period of absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, step-parent, parent-in-laws and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren). (Adopted by Resolution #14-26 on 11-20-14)

3.1 Safety Leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any calendar year. (Adopted by Resolution #14-26 on 11-20-14)

4. Proof. To be eligible for sick leave with pay, an employee shall, (1) report as soon as possible to their department head the reason for the absence; (2) keep their department head informed of their condition; and (3) furnish a statement from a medical practitioner upon the request of the employer if the absence is more than five working days.

5. Accrual. Sick leave shall accrue at the rate of eight hours per month until 1000 hours have been accumulated. Accumulated sick leave shall not exceed 1000 hours. Hours accumulated in excess of 1000 shall be paid annually at fifty percent of the employee's regular rate of pay. Employees using earned vacation leave or sick leave shall be considered to be working for the purpose of accumulating additional sick leave.

6. Misuse Prohibited. Employees claiming sick leave when physically fit, except as otherwise specifically authorized in Section 11 (3) shall be subject to disciplinary action up to and including discharge.

7. Termination of Employment. If an employee quits, retires, or leaves city employment in good standing, the employee shall be paid for accumulated sick leave at the following rate: After ten (10) years of full time employment, employees will be paid back at twenty percent (20%) of their salary for all accumulated sick leave. After twenty (20) years of full-time employment, employee shall be paid back at fifty percent (50%) of their salary for all accumulated sick leave. Payment shall be calculated at the employee's current pay rate.

Section 12. MILITARY LEAVE

1. Employees ordered by proper authority to National Guard or Reserve military service not exceeding fifteen (15) days in any calendar year shall be entitled to leave of absence without loss of status. Such employees shall receive compensation from the employer equal to the difference between their regular pay rate and their lesser military pay.

2. Employees called and ordered by proper authority to active military service in time of war or other properly declared emergency shall be entitled to leave of absence without pay during such service. Upon completion of such service employee shall be entitled to the same or similar employment of like seniority, status, and pay as if such leave had not been taken, subject to the specific provisions of Chapter 192 of the Minnesota Statutes.

Section 13. LEAVES OF ABSENCE

1. Family and Medical Leave

A. Eligible Employees

An employee must have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours in the twelve (12) months preceding the commencement of the leave.

B. Eligible Reasons for FMLA Leave

An eligible employee is entitled to twelve (12) weeks leave during any calendar year for the following reasons:

1. Birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care. The entitlement in this case expires twelve (12) months after the birth or placement. There is no maximum age limit for adoption or foster care placement.
2. To care for a spouse, son, daughter or parent who has a serious health condition. Caring for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "son or daughter" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parents rights, duties and responsibilities over the employee when the employee was under the legal age, but does not include in-laws.

3. Because of a serious health condition making the employee unable to perform the essential functions of their position. Serious health condition is defined in Federal law 29 C.F.R. 825.116, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (also includes prenatal care).

C. Notice Requirement

Thirty (30) days verbal or written notice is required if the leave is foreseeable. If thirty (30) days notice is not possible, as much notice as practical must be given. Planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

D. Effect On Health Insurance

Health insurance coverage will be maintained at the same level as if the employee continued working. Employee shall be responsible for the entire cost of premiums while on leave. Arrangements for payment must be made by the employee through the City Manager.

E. Increments Of Time

Family and medical leave may be taken in increments up to the full twelve (12) weeks and as small as one (1) hour, depending on the circumstances.

F. Use of Accrued Sick Leave, Compensatory Time and Vacation During Family And Medical Leave

During the family and medical leave, employees must use accrued sick leave, accrued vacation and compensatory time prior to taking an unpaid leave. When sick leave, accrued vacation and compensatory time have been exhausted, any remaining time will be unpaid. Unpaid hours will not count toward seniority.

G. Medical and Fitness For Duty Certifications

1. Medical Certification:

Certification by the employee's physician may be required for FMLA leave due to an employee's serious health condition or that of a child, parent or spouse. A second opinion may be requested by the City. If requested, the City will pay for the cost of the second opinion and will select a health care provider not regularly associated with the City.

2. Recertification:

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

3. Fitness For Duty Certification:

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. If fitness for duty certification is required, the City may deny reinstatement until it is provided.

The City Manager may consult with a physical or other expert to determine reasonable accommodations for any employee who is a

“qualified disabled” employee under the ADA (Americans with Disabilities Act).

H. Records Retention

Records on FMLA leave will be kept along with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

I. Affect on Pension

FMLA leave counts as continued service for purposes of retirement or pension plans.

J. Training

Employees who have missed training sessions while on FMLA leave will be given a reasonable opportunity to make them up.

K. Return From FMLA Leave

Employees will return to their same position or an equivalent position upon return from FMLA leave. The employee’s health insurance coverage will be reinstated at the same level without requiring a physical exam, qualifying period or exclusion of pre-existing condition.

2. Other Leaves Of Absence

Other leaves of absence without pay may be granted by the City Manager where the best interests of the City will not be harmed. Such leaves shall not exceed periods of ninety calendar days. Vacation and sick leave benefits shall not accrue during periods of leaves of absence.

3. Return to Work

Employees are obligated to return to work on the first work day following the approved leave.

4. Notice to Employer

Employees on leave must keep their immediate supervisor informed of any change in their current address.

Section 14. JURY OR WITNESS DUTY

When an employee is summoned for jury duty or subpoenaed as a witness in court or voluntarily serves as a witness in a case in which the city is a party, the employee is entitled to compensation from the city equal to the difference between the employee's regular pay and the jury duty or witness fee compensation received.

Section 15. REST PERIODS

1. Full-time employees working under conditions where a break period is practical, shall be granted a fifteen (15) minute break period in each half of the employee's shift. Each department head shall schedule rest periods so as not to interfere with work requirements.
2. Reasonable Unpaid Work Time for Nursing Mothers: Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one (1) year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from co-workers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private. (Adopted by Resolution #14-26 on 11-20-14)

Section 16. HOLIDAY LEAVE

1. Holidays Defined. Holiday leave shall be granted for the following holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Post-Thanksgiving Day	Friday after Fourth Thursday in November
Christmas Eve	Three hours, only if December 24 falls on a regular work day
Christmas	December 25

2. Major Holidays. When New Year's Day, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following day shall be observed as a holiday. When they fall on Saturday, the preceding day shall be observed as a holiday. Employees absent from work on the day following or the day preceding such a three (3) day holiday weekend without the express authorization of the City Manager shall forfeit their rights to holiday pay for that holiday.

3. Premium Pay. Employees who work a Monday through Friday work week who are required to be on duty or on call on any holiday as set out in paragraph 1 as qualified in paragraph 2, shall be paid time and one-half for the hours worked in addition to the holiday pay. Sworn Peace officers shall receive, as straight compensatory time, at January 1 of each calendar year; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Section 17. BEREAVEMENT LEAVE

Permanent employees shall receive leave with pay, in addition to those under any other provisions of this agreement, on the following basis:

- A. Three (3) working days in the case of the death or funeral of the employee's parent, brother, sister, spouse or child.
- B. Two (2) working days in the case of the death or funeral of the employee's mother-in-law, father -in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.
- C. One (1) working day in the case of the death of a grandparent or grandchild.
- D. One-half (1/2) working day in the case of the death or funeral of a fellow employee of the city.
- E. At the discretion of the City Manager, funeral leave will be granted in special instances not covered by the above, upon a personnel action request.

Section 18. HEALTH INSURANCE

Permanent, full-time employees shall be eligible for the group health insurance plan offered by the City. The city shall be responsible for the entire premium cost of the employee, and shall share the cost of family coverage with the employee, with the City's portion to be determined from time to time by the City Council.

Section 19. WORKERS COMPENSATION

Pursuant to Minnesota Statutes Section 176.011, Subdivision 9, the elected officials of the City of Milaca and those municipal officers appointed for regular term of office are hereby included for the coverage of the Minnesota Workers' Compensation Act.

Section 20. RESIGNATIONS

1. Written Resignations Required. To leave employment in good standing employees must submit written resignation to the employer. Such written notices must indicate the effective date of resignation and must be submitted at least fourteen (14)

calendar days before such effective date. Failure to comply with this procedure may be considered cause for denying future employment by the municipality and denial of terminal leave benefits.

2. Unauthorized Absences. Unauthorized absence from work for a period of three (3) working days may be considered as resignation without benefits.

Section 21. LAYOFFS

After fourteen (14) calendar days prior written notice the City Manager may lay off permanent employees because of shortage of work or funds, abolition of positions, or other reasons outside the employee's control which do not reflect discredit on the service of the employee. The City Manager may lay off temporary employees with no prior notice. Except for abolition of positions, permanent employees shall not be laid off while there are temporary or probationary employees serving in the same position for which permanent employees are qualified, eligible, and available. Length of service in the same position classification shall be considered, but shall not be binding.

Section 22. DISCIPLINE

1. General. Employees may be warned, reprimanded, suspended, demoted, dismissed or subjected to other disciplinary measures. It is the policy of the City to administer disciplinary measures without discrimination.

2. Just Cause. Every disciplinary action shall be for just cause, and the employee may demand a hearing or use the grievance procedure of Section 23 with respect to any disciplinary action which the employee believes is either unjust or disproportionate to the offense committed. Just cause shall include but not be limited to evidence of any of the following:

- A. Incompetence or ineffective performance of duties.
- B. Involvement in the commission of any gross misdemeanor, or in the commission of any felony offense.
- C. Insubordination.
- D. Violation of any lawful or official rule, regulation or order, or failure to obey any lawful direction made and given by a superior.
- E. Intoxication on duty or the consumption of alcoholic beverages on duty.
- F. Physical or mental defect which, in the judgment of the employer, incapacitates the employee from the proper performance of their duties. (An examination by a licensed physician may be required and imposed by the employer.)

- G. Wanton use of offensive conduct or language toward the public, municipal officers, superiors or fellow employees.
- H. Carelessness and negligence in the handling or control of municipal property.
- I. Inducing or attempting to induce an officer or employee of the municipality to commit an unlawful act or to act in violation of any lawful and reasonable official regulation or order.
- J. Soliciting or accepting any gift, gratuity, loan, reward, discount, valuable favor, or any such thing of value which is sought or offered on a basis reasonably considered to be related to City employment and not generally available to members of the general public.
- K. Deliberately filing or making a false report/or official statement.
- L. Proven dishonesty in the performance of duties.
- M. Violations of the provisions of this these policies.
- N. Holding any other public office or employment which is incompatible with City employment responsibilities.
- O. Failure to report any interest arising from any relationship which may create a substantial conflict of interest with respect to official duties for the City of Milaca.
- P. Sworn peace officers shall also be governed by the policy and procedure manual of the Milaca Police Department.
- Q. Theft or unauthorized personal use of city property.
- R. Violation of the City's sexual harassment policy, attached to this document as an addendum.

3. Disciplinary steps. Disciplinary action against any employee may be, but is not required to be, progressive and follow the steps listed below in order:

- A. Oral reprimand.
- B. Written reprimand. A written reprimand shall state the employee is being warned for misconduct; describe the misconduct; describe past actions taken by the supervisor to correct the problem; urge prompt correction or improvement by the employee; include time tables and goals for improvement when appropriate; and outline future penalties should the

problem continue. The employee shall be given a copy of the reprimand and sign the original acknowledging that he has received the reprimand. The signature of the employee does not mean that the employee agrees with the reprimand.

- C. Suspension without pay. Prior to the suspension or as soon thereafter as possible the employee shall be notified in writing of the reason for the suspension and its length. Upon the employee's return to work, the employee shall be given a written statement outlining further disciplinary actions should the misconduct continue. An employee may be suspended pending investigation of an allegation. A copy of each written statement shall be placed in the employee's personnel file, but if the suspension is for investigation and the allegation proves false, the statement shall be removed and the employee shall receive any compensation to which the employee would have been entitled had the suspension not taken place.
- D. Dismissal. The City Manager may dismiss any employee after the employee is given written notice at least five working days before the effective date of the dismissal. The notice shall contain the reasons for the dismissal; the employee's rights under these rules and the veterans' preference law if the employee is a veteran; and a statement indicating that the employee may respond to the charges both orally and in writing and that the employee may appear personally before the City Manager. The decision of the City Manager in such cases will be final.

In the case of suspension, dismissal, or demotion, the employee shall be granted a hearing before the City Manager, unless it was the City Manager that leveled the discipline, if the employee submits a written request for such hearing to the City Manager within five working days of notification of the action taken. The employee and city shall retain the right to have respective legal counsel present at the hearing. The hearing shall be held within ten working days from the date the request filed unless the City and the employee agree on an earlier or later date. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes, Section 197.46. In the event it was the City Manager who leveled the discipline, a grievance filed herein, shall automatically be referred to the City Council for hearing as outlined below.

Section 23. GRIEVANCE POLICY

1. Definitions and Interpretations.

- A. Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms, conditions, and application of this policy.

- B. **Representative.** The employee may be represented during any step of the procedure by any person or agent designated by such part to act on behalf of the employee.
 - C. **City designee.** Person or agent appointed by the Mayor to represent the employer and to act in the employer's behalf.
 - D. **Extension.** Time limits specified in this procedure may be extended by mutual agreement.
 - E. **Days.** Reference to days regarding time periods in this procedure shall refer to the employee's scheduled working days.
 - F. **Computation of Time.** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
 - G. **Filing and postmark.** The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.
 - H. **Waiver.** If a grievance is not presented within the time limits set forth it shall be considered "waived." If a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or their representative may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employer and the grieved employee and/or their representative.
 - I. **Denial of grievance.** If the employer does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or their representative may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employer and the aggrieved employee and/or their representative.
2. **Adjustment of grievance.** Grievances, as defined in Section 23 (1)(A) shall be resolved in conformance with the following procedure:
- A. An employee claiming a grievance shall, within fourteen (14) calendar days after such alleged violation has occurred, present such grievance in writing to the City Manager and/or the City Manager's appointed representative, and shall discuss with the City Manager the events giving

rise to the grievance within fourteen (14) days of the date of filing the grievance. The City Manager shall give the employers answer in writing within seven (7) days following the meeting with the City Manager and the grieved employee and/or their respective representatives. In the event it was the City Manager who leveled the discipline, a grievance filed herein, shall automatically be referred to the City Council for hearing as outlined below.

- B. Appeal. In the event that the employee and the City Manager are unable to resolve any grievance, the grievance may be submitted to the City Council.
1. Request. to submit a grievance to the City Council, written notice signed by the aggrieved party must be filed in the office of the City Manager within ten (10) days following the decision of the City Manager.
 2. Prior procedure required. No grievance shall be considered by the City Council which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
 3. Process. Upon the proper submission of a grievance under the terms of this procedure, the City Council, within thirty (30) days after the request, shall hear and decide the grievance.

Section 24. POLITICAL ACTIVITY The following rules shall apply to all City employees.

1. Candidates for Public Office. Any City employee who shall become a candidate for any elective public office of the City of Milaca shall automatically be given a leave of absence without pay until they are no longer a candidate for office, and if elected, such employee shall resign upon taking office.
2. No employee of the City shall directly or indirectly, during their hours of employment, solicit or receive funds, or at any time use their authority or official influence to compel any City employee to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity.
3. Voting and Seeking Office. This section shall not be construed to prevent any employee from becoming or continuing to be a member of a political club or organization or from attendance at a political meeting or from enjoying entire freedom from all interference in casting their vote for the candidate of their choice.
4. Employees shall comply with all state and federal laws governing the political activity of local government employees, including but not limited to the Hatch Act, and Minnesota Statutes 43.28

ADDENDUM

SEXUAL HARASSMENT

The City of Milaca is committed to creating and maintaining a work place atmosphere free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations, or public services, education or housing;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education or housing; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior.

In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress. However, some forms of sexual harassment may be so severe that repetition is not needed for the act to be considered sexual harassment.

The City recognizes the need to educate its employees on the subject of sexual harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment.

Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on a case by case basis depending on the severity and the circumstances involved.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to the City Manager.

In addition to notifying the City Manager and stating, in writing, the nature of the harassment, the employee is also urged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to the City Manager;
4. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City of Milaca is obligated to prevent and correct unlawful harassment in a manner

which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City of Milaca will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved to the extent possible.

Adopted this 18th day of January, 2018.

Mayor Harold Pedersen

ATTEST:

Tammy Pfaff, City Manager

RESOLUTION NO. 18 – 05

RESOLUTION APPROVING BUDGET ADJUSTMENTS

BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following budget changes for 2017:

Act Type	Account		Original Budget	Increase	Decrease
General Fund					
R	101-33160	Other Grants/Gifts	18,000.00	42,295.00	
R	101-33407	Police State Aid	25,000.00	2,150.00	
R	101-36230	Contributions and Donations	2,100.00	33,960.00	
R	101-39203	Transfer from Other Fund	7,500.00	97,040.00	
R	101-39204	Transfer from Fire Dept Reserv	35,000.00	50,600.00	
E	101-41310-310	Other Professional Services	1,000.00	400.00	
E	101-41540-301	Auditing and Acctg Services	6,000.00	250.00	
E	101-42110-240	Small Tools and Minor Equipment	10,000.00	5,700.00	
E	101-42110-434	Uniforms	7,000.00	2,150.00	
E	101-42280-208	Training and Travel	5,000.00	4,870.00	
E	101-42280-241	Reserve Purchase	-	50,280.00	
E	101-45200-401	Repairs/Maint Buildings	4,000.00	18,565.00	
E	101-45200-437	Other Miscellaneous	16,000.00	16,035.00	
E	101-45200-580	Other Equipment	80,000.00	30,000.00	
E	101-45210-105	Temp-Winter Help	2,500.00	225.00	
E	101-45500-401	Repairs/Maint Buildings	500.00	30,000.00	
E	101-49810-580	Other Equipment	20,000.00	35,430.00	
E	101-49910-103	Part-Time Employees	39,325.00	7,000.00	
E	101-49910-310	Other Professional Services	-	2,500.00	
Special Revenue Funds					
R	200-39100	Sale of Property	-	42,750.00	
E	200-46500-310	Other Professional Services	-	1,125.00	
E	200-46500-437	Other Miscellaneous	7,000.00	1,125.00	
R	210-36230	Contributions and Donations	35,000.00	50,600.00	
E	210-42280-700	Transfer to General Fund	35,000.00	50,600.00	
E	211-49000-437	Other Miscellaneous	-	200.00	
R	214-34750	Rec Fest Charges	10,000.00	2,200.00	
R	214-36230	Contributions and Donations	-	3,550.00	
E	214-49000-310	Other Professional Services	7,000.00	1,050.00	
E	214-49000-343	Other Advertising	2,000.00	2,000.00	

E	214-49000-437	Other Miscellaneous	1,000.00	3,025.00
R	407-31050	Tax Increments	16,000.00	16,000.00
E	407-49100-439	Developers 90%	15,000.00	16,000.00

Debt Service Funds

R	303-39300	Proceeds-Gen Long Term Debt	-	640,000.00
E	303-47000-601	Debt Svc Bond Principal	120,000.00	700,750.00
E	303-47000-730	Transfer to Other Fund	-	94,290.00
E	380-47000-730	Transfer to Other Fund	-	97,040.00
R	387-31010	Current Ad Valorem Tax	-	70,500.00
R	387-39203	Transfer from Other Fund	-	94,290.00
E	387-47000-620	Fiscal Agents Fees	-	11,300.00

Enterprise Funds

E	603-49450-408	Sanitary Sewer Repair	-	45,200.00
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Agency Fund

E	700-50000-437	Other Miscellaneous	-	80,000.00
E	700-50000-550	Motor Vehicles	-	20,900.00

Adopted this 18th day of January, 2018.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION 18-06

LAND ACQUISITION FOR MILACA MUNICIPAL AIRPORT

CITY COUNCIL OF THE
CITY OF MILACA, MINNESOTA

HELD: January 18, 2018

Pursuant to due call and notice thereof, 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 January 18, 2018, at 6:30 o'clock P.M., for the purpose in part of authorizing a lease-purchase financing.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING LAND ACQUISITION SERVICES AND GRANT FUNDING
REIMBURSEMENT FOR THE MILACA MUNICIPAL AIRPORT

WHEREAS, Minnesota Statutes, Section 412.21, authorizes a public corporation to acquire real estate through fee title; and

WHEREAS, the City of Milaca, Minnesota (the "City") proposes to purchase 6.23 acres not to exceed \$63,000; and

WHEREAS, a form of a Purchase Agreement between the City and Gary C. Judd and Carol A. Judd of Milaca (the "Seller"), and other financing documents for said transaction are on file with the City.

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

1. The City Council hereby approves the Purchase Agreement in substantially the form submitted, subject to change as hereinafter provided, and to enter into with the City the Purchase Agreement; and
2. The Mayor and the Manager of the City are hereby authorized and directed to negotiate the terms of and execute the Purchase Agreement on behalf of the City. In the event of the disability or resignation or other absence of the Mayor or the Manager, such other officers of the City who may act on their behalf shall, without further act or authorization of the Council, do all things and execute all instruments and documents required under the Purchase Agreement to be done or to be executed by such absent or disabled officials; and the Lease Purchase Financing Documents may include such modifications thereof, deletions therefrom and additions thereto as may be necessary or appropriate and approved by the Mayor, the Manager, prior to the execution of the documents and that execution of any instrument by the appropriate officer or officers of

the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this section.

3. The Mayor and the Manager of the City are hereby directed to secure a grant reimbursement of 95% of the cost of the land purchase from MnDOT Aeronautics.

4. The Mayor and Manager of the City are hereby authorized to execute the Purchase Agreement after the grant from MnDOT Aeronautics is in place.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after 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.

STATE OF MINNESOTA
COUNTY OF MILLE LACS
CITY OF MILACA

I, the undersigned, being the duly qualified and acting 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 the lease-purchase financing.

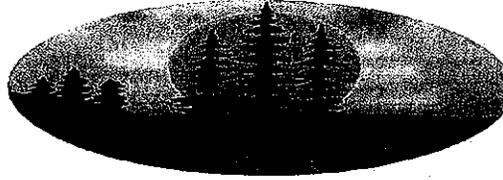
WITNESS my hand and City's seal on January 18, 2018.

Manager

(SEAL)

City of Milaca

255 First Street East
Milaca, MN 56353



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

www.cityofmilaca.org

January 10, 2018

Mr. Daniel Boerner, P.E.
Central Region Airport Development Engineer
Minnesota Department of Transportation, Office of Aeronautics
222 East Plato Blvd.
St. Paul, MN 55107

RE: Grant Application
Milaca Municipal Airport (18)
Airport Land Acquisition

Dear Mr. Boerner:

Please find enclosed the scope and fee for the Airport Land Acquisition project at the Milaca Municipal Airport in Milaca, Minnesota. The project involves purchasing 6.23 acres for future hangar development as depicted on our Airport Layout Plan. Funding for the project is anticipated to be a combination of State and Local funds. Following is a breakdown of costs associated with this grant request:

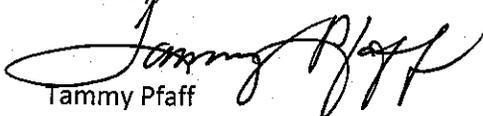
LAND ACQUISITION ASSISTANCE FEES (BMI)	1	EA	\$ 10,000.00	\$ 10,000.00
LEGAL FEES	1	EA	\$ 2,500.00	\$ 2,500.00
COORDINATE APPRAISAL	1	EA	\$ 3,500.00	\$ 3,500.00
APPRAISAL	1	EA	\$ 1,200.00	\$ 1,200.00
MISCELLANEOUS FEES (Closing Costs, Title Insc, etc.)	1	LS	\$ 1,000.00	\$ 1,000.00
PREPARE PARCEL PACKAGE FOR MNDOT	1	EA	\$ 2,500.00	\$ 2,500.00
			Subtotal	\$ 20,700.00
CITY ADMINISTRATION COSTS	1	LS	\$ 500.00	\$ 500.00
TOTAL ESTIMATED PROJECT COSTS:				\$ 21,200.00

Total State Share (95%): \$20,140.00

Total Local Share (5%): \$1,060.00

The City of Milaca requests a State grant agreement in the amount of **\$20,140.00** for the Airport Land Acquisition project. If you need any additional information, please feel welcome to contact me at TPfaff@milacacity.com or (320) 983-3141.

Sincerely,


Tammy Pfaff
City Manager

cc: Bob Burrell, MNDOT Aeronautics
Silas Parmar, Bolton & Menk, Inc.
Enclosure: Scope and fee – Airport Land Acquisition (BMI)



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

September 5, 2017

Ms. Tammy Pfaff
City Manager
City of Milaca
255 First Street East
Milaca MN 56353

RE: Milaca Municipal Airport (18Y)
Land Acquisition Administration
Proposal for Professional Services

Dear Ms. Pfaff,

Bolton & Menk is pleased to submit our proposal for Professional Services for acquiring land west of the airport for building area development at the Milaca Municipal Airport.

Acquiring land at an airport using state funding requires the Airport Sponsor to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This requirement includes obtaining an appraisal and review appraisal for the proposed property.

Bolton & Menk will administer land acquisition services based on the Uniform Relocation Assistance policy. Services include coordination with City staff, coordination of appraisals, and parcel package for final grant reimbursement. Bolton & Menk will work closely with MnDOT staff to ensure compliance and funding eligibility. The services described above in this proposal shall be completed on a **LUMP SUM NOT TO EXCEED** basis.

1	ENVIRONMENTAL SITE ASSESSMENT/EDDA - NA	1	EA	\$ -	\$ -
2	BOUNDARY SURVEY - By Owner	1	EA	\$ -	\$ -
3	LAND ACQUISITION ASSISTANCE FEES (BMI)	1	EA	\$ 10,000.00	\$ 10,000.00
4	NEGOTIATION FEES - By Owner	1	EA	\$ -	\$ -
5	COORDINATE APPRAISAL AND REVIEW APPRAISAL	1	EA	\$ 3,500.00	\$ 3,500.00
6	APPRAISAL AND REVIEW APPRAISALS - By Others	1	EA	\$ -	\$ -
7	MISCELLANEOUS FEES (ATTORNEY, ETC.) By Owner	1	LS	\$ -	\$ -
8	PREPARE PARCEL PACKAGE FOR MNDOT	1	EA	\$ 2,500.00	\$ 2,500.00
				TOTAL FEES (LS)	\$ 16,000.00

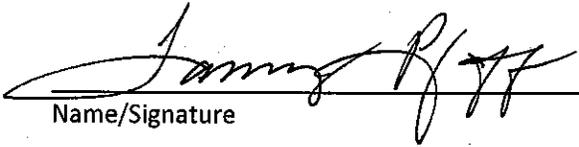
Sincerely,
BOLTON & MENK, INC.

Ronald A Roetzel

Ron Roetzel, P.E.
Aviation Group Manager

Name: Ms. Tammy Pfaff
Date: September 5, 2017
Page: 2

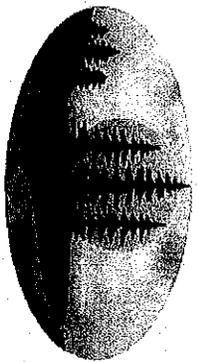
I hereby accept the terms defined in this letter proposal.


Name/Signature

1-10-18
Date

Name/Signature

Date



CITY OF MILACA
CERTIFICATE OF APPRECIATION

is hereby awarded to:

DOWN STOBBS

In recognition of outstanding achievement for community service to the City of Milaca -Rec Park Baseball Fields. This Certificate of Appreciation is being awarded at the Milaca City Council Meeting on this 18th Day of January, 2018.

City Manager, Tammy Pfaff

Date _____

Mayor Harold Pedersen

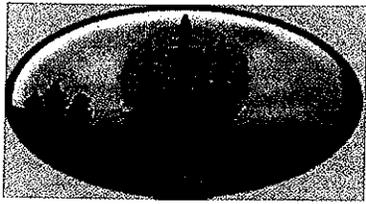
Date _____

Milaca Police Department
Monthly Incident Report
December 2017

- 2 911 Hang Up
- 8 Accident
- 40 Agency Assist
- 9 Alarm
- 7 Animal
- 4 Assault
- 1 Burglary
- 4 Child Custody
- 1 Civil Issue
- 5 Community Contact
- 9 Disturbance
- 1 Domestic
- 9 Driving Complaint
- 5 Family Services Referral
- 1 Fire
- 1 Firearms Complaint
- 2 Found Property
- 2 Fraud-Forgery-Scam
- 4 Harassment Complaint
- 7 Juvenile Complaint
- 9 Lockout
- 24 Medical
- 3 Motorist Assist
- 2 Noise Complaint
- 2 OFP Violation
- 31 Parking Complaint
- 4 Property Exchange
- 11 Public Assist
- 4 Remove Unwanted
- 4 Suicidal Party
- 25 Suspicious Activity
- 8 Theft
- 2 Threats Complaint
- 35 Traffic
- 1 Traffic Complaint
- 1 Vulnerable Adult Report
- 2 Warrant Arrest
- 10 Welfare Check
- 1 Zoning Violation
- 0

Specific Incidents		
Parks		5
Airport		3
Parking Citations		26
Training		48 hrs

Submitted by: Todd C. Quaintance



Milaca

Public Works

320-983-6457

Public Works Supervisors Report for December-January

Public Works:

- Removal and storage of Christmas decorations
- Purchase of Mack plow truck



-
- 3 water main break repairs
- Continuing winter water plant maintenance
 - Changing chemical feed lines
 - Cleaning detention tank
 - Changing oil and greasing pumps and compressor
 - Clean chemical tanks

Parks:

- Free skate and warming house open
- Began grooming ski trails
- Gathering bids for park improvements in the spring
- Trimble wood statue was picked up by Sonderlands Woodmill to begin replicating

Mechanics:

- Lawn mower inspection and maintenance

Airport:

- Runway plowed twice
- Airport beacon light replaced

Tammy Pfaff

From: John Knapek <jeknapek@yahoo.com>
Sent: Wednesday, December 20, 2017 11:05 PM
To: Tammy Pfaff
Cc: Gary Kirkeby; Matt Sonke; Garry Critchlow; Otto G. Dingfelder
Subject: Re:MN06 Milaca SC1-2, 1-3, 1-4/ City Approval of submitted Site Plans

Thanks Tammy.

I appreciate you giving me the Site Sketch approvals.

Thanks too, for the necessary Excavation Permit info and the ROW obstruction permit info.

From here, I'll ask Verizon legal to draft up Agreements for Verizon and City of Milaca for using the light poles in the ROW, per the MN Statute language. The proposed sketch of the new Light pole on the Fire Station pole will be a slightly differing Agreement --- but, in essence similar language will be contained in that pole and the Agreement will be with City and Verizon.

Basically, the Agreements will have an initial term of 5 yrs, with (4) Four consecutive, 5 yr terms for a total of 25 yrs -- total.

\$175 each year in lease payment to City for the TWO existing light poles along Central Ave.
\$70.00 per month for the proposed new light pole on the Fire Station.

Verizon will pay up to \$125.00 (per pole) for electrical usage, and would prefer the City to not require separate metering at each pole location. *per year*

The electrical reimbursement should be sufficient to cover not only the electrical usage of light, but the power that Verizon will require to run their Small Cell antenna system at each light pole location.

Being the next meeting with council happens in January.... it may be difficult to receive a DRAFT of Agreement to them by then.

We may need to look towards your next Feb. meeting?

With your agreement to these general terms posed above, I'd move to request Verizon legal draft up the Agreement for City to review, then have your council approve it.

Does that sound acceptable?

Merry Christmas to you, as well!

John E. Knapek

Signal Acquisition, LLC

Wireless/ Telecom Consultant

18285 Imagery Lane Lakeville, MN 55044

mobile: 612.986.1993

On Wednesday, December 20, 2017, 3:39:34 PM CST, Tammy Pfaff <TPfaff@milacacity.com> wrote:

John,

The plans have been reviewed by Public Works and they are fine with the sites.

We do have some permits that will need to be done for each site.

ROW Obstruction permit - \$5.00

Excavation Permit \$100.00 plus a damage deposit.

Our permit application is available on our city website www.cityofmilaca.org

One other note is that the council will also need to approve the poles in the ROW at the next council meeting in January on the 18th. You may even have the site lease agreements ready by then.

Thanks for bringing this service to the City of Milaca!!

Have a wonderful Holiday Season!

Tammy Paff

City Manager

City of Milaca

320-983-3141

Tammy Pfaff

From: Fire Chief
Sent: Tuesday, December 05, 2017 10:33 AM
To: Tammy Pfaff
Subject: 2018 Fire Department officers

Tammy, The following have met the training requirements for fire department officer positions and are interested in serving for the coming year:

Fire Chief: Craig Billings

Deputy Chief 1: Jesse Gerads

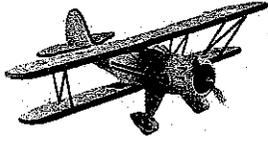
Deputy Chief 2: Mike Nelson

Captain 1: Adam Solomon

Captain 2: Andy Ziegler

Secretary: Chris Ehlen

Craig



CITY OF MILACA
AIRPORT COMMISSION MEETING
JANUARY 10TH, 2018 – 6:00 P.M.

AGENDA

Call to Order

Roll Call –

1. Adopt Minutes

Old Business

- Judd's Property Purchase
- Fence Encroachment
- Review of Final CIP-Review Projects for State Grant Funding- See Email from Dan Boerner MNDOT
- Airport Zoning Follow up- Zoning Ord 1975 and Mn Basic Code Ord # 152 (2) Ordinances

New Business

- 50th Anniversary Fly In-August 4th and 5th 2018
- Appointment of Airport Commission Members 2018

Airport Managers Report

- Review of Operations
- Other

Other Business

Adjourn