

CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
June 14<sup>TH</sup>, 2017

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen\_\_ Council Members; Dave Dillan\_\_ Ken Muller\_\_ Norris Johnson\_\_ Laurie Gahm\_\_  
Absent; \_\_\_\_\_
4. **Mayor Pedersen to present Police Officer Oath of Office-Nathan Fisher and Michael Barros**
5. **Approval of Agenda** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
6. **Consent Agenda**
  - A. Approval of the Minutes – May 18<sup>th</sup>, 2017 Regular Council Meeting MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - B. Approval of Bills
  - C. Approval of Treasurer’s Report
  - D. Resolution 17-20 State Capital Projects Grants-In-Aid-Museum
  - E. Resolution 17-21 Amendments to the 2017 Budget
  - F. Resolution 17-22 Assessing Unpaid Water & Sewer-PID# as Listed- Total Assessed \$395.27
  - G. Resolution 17-23 City Lease Purchase Financing and Ground Lease Agreement from EDA (Library Financing )

**Adjourn City Council Meeting-**  
**Reconvene as EDA- Resolution 17-24 Term of Lease and Ground Lease Calling for Redemption of Bond (Library)**  
**Adjourn EDA**  
**Reconvene Regular Council Mtg**
7. **Citizen Open Forum-**
8. **Public Hearing- ALLEY VACATION-** Resolution 17- 25 Vacation of Alley –retain Utility easements
9. **Requests and Communications**
  - A. Stantec-Utility improvements for 5<sup>th</sup> St SW Area. Review Engineer Letter.
10. **Ordinances and Resolutions**
  - A. Ordinance NO. 425 Liquor Regulations-Amending Ordinance relating to Sunday Sales
  - B. Ordinance NO 427 Recreation-Amending Ordinance Overnight Camping in Recreation Park
11. **Reports of Departments, Boards and Commissions**
  - A. Police Department- Monthly Activity- Memo Re: Rental Inspections-Memo- Park
  - B. Parks Department- Approval of Equipment Purchase- Bobcat Skid-Steer Loader \$31,404.23
  - C. Public Works Department- Award Sewer cleaning project to lowest quote.
  - D. Planning Commission-No meeting in May
  - E. Economic Development Commission-No meeting in May- Next Meeting June 16th
  - F. Airport Commission-No meeting in May- Next Meeting June 28<sup>th</sup> -6:00 p.m.
  - G. Parks Commission- Meeting held on June 6<sup>th</sup>- Approve Grant submission to Bernick’s Family Foundation
  - H. MCAT
  - I. Safety Committee-Next Meeting is in July
12. **Unfinished Business**
13. **New Business**
  - A. Liquor License- Temporary Off Premise- Stones Throw Golf 7-27 thru 7-29-2017 MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
14. **ouncil Comments**

Adjourn \_\_\_\_\_ p.m. MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_



# Milaca Police

To Protect and Serve

MILACA POLICE DEPARTMENT

MILACA POLICE OFFICER

## OATH OF OFFICE

I, Nathan Taylor Fisher, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of Police Officer within and for the City of Milaca and State of Minnesota.

Officer

Subscribed and Sworn to before me this 18<sup>th</sup> day of April, 2017

Chief Todd C. Quaintance

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Mayor Harold Pedersen

Todd C. Quaintance  
Chief of Police



# Milaca Police

To Protect and Serve

MILACA POLICE DEPARTMENT

MILACA POLICE OFFICER

## OATH OF OFFICE

I, Michael James Barros, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of Police Officer within and for the City of Milaca and State of Minnesota.

Officer

Subscribed and Sworn to before me this 21<sup>nd</sup> day of March, 2017

Chief Todd C. Quaintance

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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

**Todd C. Quaintance**  
Chief of Police

**MILACA CITY COUNCIL MINUTES  
MAY 18, 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, Assistant City Clerk Deloris Katke, Administrative Assistant Patti Miller, Public Works Director Steve Burklund and Parks Director Greg Moyer.

Staff absent: City Treasurer Tracy Gann-Olehy, Police Chief Todd Quaintance.

Also Present: Al Gruba, Dan Hollenkamp, Wes Johnson, Ashley Jacobson, Tom Sauer, Jeff Hage, James and Roxanne Gerads, Mike Determan and Northland Securities Representative George Eilertson.

**Approval of the Agenda**

On a motion by Dillan, seconded by Muller, the agenda was amended to add under new business an application for a liquor license from Wendy Hoeck.

Motion carried unanimously.

**Consent Agenda**

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

- a) **Minutes of the April 20, 2017 City Council Meeting**
- b) **Bills for Payment**
- c) **Approval of Treasurer's Report**
- d) **Request for proposal 2017 Sanitary Sewer Cleaning and Inspection.**
- e) **Bid awarded to low bid for the 2017 Sanitary Sewer Lining Project.**
- f) **Approval to Refund the Library bonds with a savings of an estimated \$27,517.87, and approve services agreement not to exceed \$6,000 with Northland Securities as presented by George Eilertson.**
- g) **Resolution 17-16 Approving the unpaid water and sewer charges in the amount of \$271.41 for PID 21-041-0290 to be assessed.**
- h) **Resolution 17-17 Approving land purchase from Mille Lacs County-PID 21-265-0470 in the amount of \$175.65.**
- i) **Resolution 17-18 Approving for the removal of dead trees in the amount of \$205 for PID 21-046-0400 to be assessed.**
- j) **Resolution 17-19 Authorization of signature of the City Manager to be by rubber stamp.**

Motion carried unanimously.

**Citizens Forum**

The city council presented a certificate of appreciation to Collin Staup for the Eagle Scout project for the installation of the flag pole at Recreation Park.

**Public Hearing**

There were no public hearings.

**Requests and Communications**

Al Gruba was present to request from the city council permission to directional drill a sewer connection in the road right-of-way and connect to the sewer main. The council did not take action on the request, but referred the matter to the city engineer to generate an estimated cost of the project as they were designed in 2005, and to estimate the cost of directional drilling for water and sewer on 5<sup>th</sup> Street SW.

**Ordinances and Resolutions**

**Ordinance No. 424- Adopting a supplement to the code of Ordinances.**

A motion was made by Johnson, and seconded by Dillan, to adopt the supplement to the code of ordinances as read. Motion carried unanimously.

**Ordinance No. 425- Liquor Regulations- Sunday Sales-**

The Ordinance received the first reading and was referred to the city attorney for language revisions to be adopted at the June council meeting.

**Ordinance No. 426- Peddlers and Solicitors- Amending Ordinance.**

A motion was made by Dillan and seconded by Muller to adopt the amended ordinance as read. Motion carried unanimously.

**Reports of Boards and Commissions**

**Planning Commission-** Council reviewed the Planning Commission's recommendation to approve a Conditional Use Permit for Ashley Ray Jacobson to allow a home occupation in zoning district R-2. A motion was introduced by Johnson to approve the CUP, the motion was seconded by Dillan. Motion carried unanimously.

**Economic Development Commission-** The meeting was cancelled. Mayor Pedersen stated that we need to get the city manager involved with this committee.

**Airport Commission-** Mayor Pedersen stated that they need a chair and that a meeting should be set up in June with all the hangar owners and that we need to review minutes and that the City Manager attend the meeting.

**Parks Commission-** Minutes were reviewed. The Mayor stated the City Manager should be invited to attend the next meeting and that we may look to bond to finish the park improvements. The Mayor commented on the need to place an upgraded camera in the park and that we need to seek quotes. Moyer stated he has one quote and will seek another quote. The Mayor stated that after the staff meeting, Moyer, Pfaff and he will go to the park to discuss the park projects.

**Joint Powers Board with City of Braham; Re: Building Inspection Services-** no action at this time.

**MCAT-** no action at this time. Dillan informed the council that the committee is in limbo and that a grant was submitted for a Thriving Communities grant and that we should know by June 5<sup>th</sup> if we receive any funding.

**Safety Committee-** The council reviewed the minutes as presented.

**Unfinished Business**

**New Business**

**Appoint Budget and Personnel Committees**

The Mayor addressed the council with the appointments and it was determined that Johnson will be on the budget committee and Dillan will be on the personnel committee. Gahm will be placed on the Community Coalition committee.

**Approval of Off Premise On Sale Liquor License.** Milaca Golf Club, Stones Throw- requested an On-Sale temporary liquor license to be issued for June 15<sup>th</sup> to June 17<sup>th</sup>, 2017. A motion was introduced by Dillan to approve the liquor license. The motion was seconded by Muller. Motion carried unanimously.

**Council Comments**

Mayor Pedersen asked the council for comments:

- Muller commented that the chamber is seeking a new director and recommended that they tie this in with tourism. Mayor Pedersen stated that we will have a committee working on this to be comprised of the city manager, the four mayors, chamber director and the economic development.
- Dillan commented that we should give certificates to citizens who do good things in the community.
- Mayor Pedersen asked Moyer if we have an estimate of the vandalism done on the bridge and if we own it. Moyer stated we own it and that he will be securing the area with metal bars across so it can be blocked from being used and that we will have to look at the safety of the bridge. Mayor Pedersen stated that we will need to look at getting quotes for a new camera system. Moyer stated that he has one quote for a camera system and will get another one.
- Muller commented on the Park Closure at 10:00 p.m. Moyer stated he will order new signs for Rec Park, Reinke and Trimble.
- Mayor Pedersen stated he received a complaint in regards to the alley by the VFW and that there should be a stop sign located in the alley. Steve Burklund will go and look at this issue.
- Mayor Pedersen asked if the down town parking lot had been addressed. Steve Burklund stated that he has removed some lines from the parking lot.

**Adjourn**

With no other business, a motion to adjourn was made by Johnson, second by Muller, all present voted in favor and the meeting adjourned at 8:16 p.m.

Motion carried unanimously.

---

Mayor Harold Pedersen

ATTEST

---

Tammy Pfaff, Interim City Manager

CITY OF MILACA

06/09/17 2:46 PM

Page 1

**\*Check Detail Register©**

MAY 2017

		Check Amt	Invoice	Comment
<b>10100 General Bank</b>				
Paid Chk#	817099E	5/21/2017	<b>CENTERPOINT ENERGY</b>	
E 101-45200-381	Utilities	\$33.23	10551998	NATURAL GAS-COMM CTR
E 208-49010-381	Utilities	\$96.09	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities	\$143.71	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities	\$683.22	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities	\$172.57	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities	\$335.63	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities	\$280.21	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities	\$263.99	7142283	NATURAL GAS-LIBRARY
<b>Total CENTERPOINT ENERGY</b>		<b>\$2,008.65</b>		
Paid Chk#	817100E	5/7/2017	<b>EAST CENTRAL ENERGY</b>	
E 603-49450-381	Utilities	\$35.00	201875902	ELECTRIC
E 603-49450-381	Utilities	\$73.10	203981301	ELECTRIC
E 101-43000-380	Street Lights	\$3,020.93	204619700	ELECTRIC
E 101-45200-381	Utilities	\$30.32	205400900	ELECTRIC
E 602-49400-381	Utilities	\$1,161.40	206041500	ELECTRIC
E 101-45500-381	Utilities	\$678.04	206085200	ELECTRIC
E 602-49400-381	Utilities	\$509.50	206734200	ELECTRIC
E 101-45200-381	Utilities	\$30.00	5379600	ELECTRIC
E 101-49810-381	Utilities	\$179.96	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$59.63	6302100	ELECTRIC
E 603-49450-381	Utilities	\$84.23	6678100	ELECTRIC
E 101-42280-381	Utilities	\$579.02	6751501	ELECTRIC
E 101-42280-381	Utilities	\$481.45	7546001	ELECTRIC
E 101-41940-381	Utilities	\$770.57	8145502	ELECTRIC
E 101-49810-381	Utilities	\$57.12	830700	ELECTRIC
E 101-49810-381	Utilities	\$64.98	831000	ELECTRIC
E 101-43000-380	Street Lights	\$75.15	831300	ELECTRIC
E 101-43000-381	Utilities	\$649.04	831500	ELECTRIC
E 603-49450-381	Utilities	\$628.75	832000	ELECTRIC
E 602-49400-381	Utilities	\$134.36	832100	ELECTRIC
E 101-45600-381	Utilities	\$133.52	832400	ELECTRIC
E 603-49450-381	Utilities	\$79.57	832500	ELECTRIC
E 603-49450-381	Utilities	\$97.37	832600	ELECTRIC
E 602-49400-381	Utilities	\$254.72	833100	ELECTRIC
E 602-49400-381	Utilities	\$134.73	833300	ELECTRIC
E 101-45200-381	Utilities	\$30.00	833400	ELECTRIC
E 101-45200-381	Utilities	\$50.77	833600	ELECTRIC
E 208-49010-381	Utilities	\$99.75	9084202	ELECTRIC
E 602-49400-381	Utilities	\$389.72	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$33.92	97017300	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>		<b>\$10,606.62</b>		
Paid Chk#	817101E	5/20/2017	<b>MILACA LOCAL LINK</b>	
E 619-49900-321	Telephone	\$111.47	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone	\$44.25	320-982-1549	ALARM LINE - LIBRARY
E 101-45200-321	Telephone	\$49.24	320-982-1549	INTERNET-REC PARK
E 101-42280-321	Telephone	\$89.32	320-982-3465	PHONE SERVICE-FIRE
<b>Total MILACA LOCAL LINK</b>		<b>\$294.28</b>		
Paid Chk#	817102E	5/5/2017	<b>UNION SECURITY INSURANCE CO.</b>	
G 101-21707	Disability	\$451.30	4022335-0-1	LTD-MAY 2017
<b>Total UNION SECURITY INSURANCE CO.</b>		<b>\$451.30</b>		
Paid Chk#	817103E	5/31/2017	<b>INCONTACT INC</b>	
E 101-42280-321	Telephone	\$9.01	4020342	LONG DISTANCE SERVICE-FIRE

CITY OF MILACA

**\*Check Detail Register©**

MAY 2017

		Check Amt	Invoice	Comment
E 101-41940-321	Telephone	\$34.47	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321	Telephone	\$7.30	4020375	LONG DISTANCE SERVICE-PW
E 101-42110-321	Telephone	\$16.97	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321	Telephone	\$9.64	4021396	LONG DISTANCE SERVICE-DEP REG
E 602-49400-321	Telephone	\$3.18	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321	Telephone	\$10.95	4580547	LONG DISTANCE SERVICE-PARKS
<b>Total INCONTACT INC</b>		<b>\$91.52</b>		
<hr/>				
Paid Chk# 817104E	5/6/2017	<b>MIDCONTINENT COMMUNICATIONS</b>		
E 101-42110-321	Telephone	\$65.00	147990801	INTERNET-MAY
<b>Total MIDCONTINENT COMMUNICATIONS</b>		<b>\$65.00</b>		
<hr/>				
Paid Chk# 817105E	5/10/2017	<b>SELECT ACCOUNT-HSA</b>		
G 101-21705	Health Saving Account	\$500.00		ISAACSON-MAY/JUNE 2017
G 101-21705	Health Saving Account	\$900.00		FISHER-MAY/JUNE 2017
G 101-21705	Health Saving Account	\$500.00		PFAFF-MAY/JUNE 2017
<b>Total SELECT ACCOUNT-HSA</b>		<b>\$1,900.00</b>		
<hr/>				
Paid Chk# 817122E	5/24/2017	<b>ENDICIA ACCOUNTING</b>		
E 101-41940-322	Postage	\$250.00		POSTAGE FOR METER
E 619-49900-322	Postage	\$250.00		POSTAGE FOR METER
<b>Total ENDICIA ACCOUNTING</b>		<b>\$500.00</b>		
<b>10100 General Bank</b>		<b>\$15,917.37</b>		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$11,484.58
208 CHARITABLE GAMBLING FUND	\$195.84
602 WATER FUND	\$2,867.82
603 SEWER FUND	\$998.02
619 DEPUTY REGISTRAR FUND	\$371.11
	<b>\$15,917.37</b>

## CITY OF MILACA

06/09/17 2:41 PM

Page 1

**\*Check Detail Register©**

JUNE 2017

Check Amt Invoice Comment

**10100 General Bank**

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk# 043324	6/14/2017	<b>AMERICAN SOLUTIONS FR BUSINESS</b>			
E 101-41940-201		Accessories (paper, pens, etc)	\$308.87	3048175	GEN A/P CHECKS
E 602-49400-201		Accessories (paper, pens, etc)	\$264.99	3060347	UTILITY BILLS
E 603-49450-201		Accessories (paper, pens, etc)	\$264.99	3060347	UTILITY BILLS
		<b>otal AMERICAN SOLUTIONS FR BUSINESS</b>	<b>\$838.85</b>		
Paid Chk# 043325	6/14/2017	<b>AMERIPRIDE</b>			
E 101-45500-310		Other Professional Services	\$35.51	2200915752	RUGS-LIBRARY
E 101-41940-310		Other Professional Services	\$10.42	2200915753	RUGS-CITY HALL
E 619-49900-310		Other Professional Services	\$20.42	2200915753	RUGS-DEP REG
E 101-45500-310		Other Professional Services	\$35.51	2200920886	RUGS-LIBRARY
E 101-41940-310		Other Professional Services	\$10.42	2200920887	RUGS-CITY HALL
E 619-49900-310		Other Professional Services	\$20.42	2200920887	RUGS-DEP REG
		<b>Total AMERIPRIDE</b>	<b>\$132.70</b>		
Paid Chk# 043326	6/14/2017	<b>AW RESEARCH LABORATORIES</b>			
E 603-49450-310		Other Professional Services	\$89.00	16648	TESTING-SEWER
E 602-49400-310		Other Professional Services	\$63.00	16771	TESTING-WATER
E 603-49450-310		Other Professional Services	\$89.00	16837	TESTING-SEWER
		<b>Total AW RESEARCH LABORATORIES</b>	<b>\$241.00</b>		
Paid Chk# 043327	6/14/2017	<b>BILLINGS SERVICE</b>			
E 101-45200-212		Auto Expense (Fuel/Repair)	\$485.31		GAS-PARKS
E 101-42280-212		Auto Expense (Fuel/Repair)	\$290.87		GAS-FIRE
E 101-49810-212		Auto Expense (Fuel/Repair)	\$133.75		GAS-AIRPORT
E 101-43000-212		Auto Expense (Fuel/Repair)	\$161.31		GAS-PW
		<b>Total BILLINGS SERVICE</b>	<b>\$1,071.24</b>		
Paid Chk# 043328	6/14/2017	<b>BILLINGS, CRAIG</b>			
E 101-42280-208		Training and Travel	\$85.46		REIMB-KITCHEN FIRE TRNG-5/17/16
		<b>Total BILLINGS, CRAIG</b>	<b>\$85.46</b>		
Paid Chk# 043329	6/14/2017	<b>CORNER MART</b>			
E 101-43000-212		Auto Expense (Fuel/Repair)	\$269.80		GAS-PW
E 101-45200-212		Auto Expense (Fuel/Repair)	\$271.60		GAS-PARKS
E 603-49450-212		Auto Expense (Fuel/Repair)	\$27.40		GAS-SEWER
E 700-50000-212		Auto Expense (Fuel/Repair)	\$155.00		GAS-JP
E 101-42110-212		Auto Expense (Fuel/Repair)	\$529.24		GAS-POLICE
E 602-49400-212		Auto Expense (Fuel/Repair)	\$111.94		GAS-WATER
		<b>Total CORNER MART</b>	<b>\$1,364.98</b>		
Paid Chk# 043330	6/14/2017	<b>DAVES EXCAVATING</b>			
E 101-43000-217		Other Operating Supplies	\$280.00		BLACK DIRT-PW
		<b>Total DAVES EXCAVATING</b>	<b>\$280.00</b>		
Paid Chk# 043331	6/14/2017	<b>DIAMOND VOGEL PAINTS (2)</b>			
E 101-43000-403		Repairs/Maint Streets	\$986.20	101569430	STREET PAINT-PW
		<b>Total DIAMOND VOGEL PAINTS (2)</b>	<b>\$986.20</b>		
Paid Chk# 043332	6/14/2017	<b>DOVE FRET LAND PLLP</b>			
E 101-41610-304		Legal Fees	\$1,121.00	74382	CIVIL RETAINER-MAY
E 101-41610-304		Legal Fees	\$2,500.00	74383	CRIMINAL RETAINER-MAY
		<b>Total DOVE FRET LAND PLLP</b>	<b>\$3,621.00</b>		
Paid Chk# 043333	6/14/2017	<b>E.C.M. PUBLISHERS, INC.</b>			
E 101-49200-455		Farmer s Market	\$50.70	489954	FARMERS MKT AD
E 101-49200-455		Farmer s Market	\$49.26	489955	FARMERS MKT AD

**\*Check Detail Register©**

JUNE 2017

			Check Amt	Invoice	Comment
E 602-49400-343	Other Advertising		\$441.35	491491	CONSUMER CONFIDENCE AD
E 101-49200-455	Farmer s Market		\$99.96	492003	FARMERS MKT AD
E 101-43000-310	Other Professional Services		\$45.40	492004	HELP WANTED AD-PW
E 101-41110-351	Legal Notices Publishing		\$82.45	493936	ORDINANCE 424 AD
E 101-41110-351	Legal Notices Publishing		\$121.25	493937	ORDINANCE 426 AD
<b>Total E.C.M. PUBLISHERS, INC.</b>			\$890.37		
Paid Chk# 043334	6/14/2017	<b>FIRE EQUIPMENT SPECIALTIES INC</b>			
E 101-42280-241	Reserve Purchase		\$6,817.95	9675	COATS-PANTS-SUSPENDERS
E 101-42280-240	Small Tools and Minor Equip		\$388.82	9680	RESCUE TECH QUICKFIT EQUIP
<b>Total FIRE EQUIPMENT SPECIALTIES INC</b>			\$7,206.77		
Paid Chk# 043335	6/14/2017	<b>FIRE INSTRUCTION &amp; RESCUE ED.</b>			
E 101-42280-208	Training and Travel		\$600.00	2543	ELEVATED RESCUE TRNG-5/22
<b>Total FIRE INSTRUCTION &amp; RESCUE ED.</b>			\$600.00		
Paid Chk# 043336	6/14/2017	<b>GENERATOR POWER SYSTEMS</b>			
E 101-41940-310	Other Professional Services		\$625.00	21844	GENERATOR MAINT-CITY
E 602-49400-310	Other Professional Services		\$640.00	21845	GENERATOR MAINT-WATER
<b>Total GENERATOR POWER SYSTEMS</b>			\$1,265.00		
Paid Chk# 043337	6/14/2017	<b>GK CONSULTING LLC</b>			
E 101-41940-309	EDP, Software and Design		\$650.00	1560	NETWORK-JUNE
<b>Total GK CONSULTING LLC</b>			\$650.00		
Paid Chk# 043338	6/14/2017	<b>GOPHER STATE ONE CALL</b>			
E 602-49400-310	Other Professional Services		\$107.45	7050563	MAY LOCATES
<b>Total GOPHER STATE ONE CALL</b>			\$107.45		
Paid Chk# 043339	6/14/2017	<b>GRANITE ELECTRONICS</b>			
E 101-42280-226	Radio Repair		\$29.00	153004280-1	RADIO REPIR-FIRE
<b>Total GRANITE ELECTRONICS</b>			\$29.00		
Paid Chk# 043340	6/14/2017	<b>HABERMAN, DIONNE</b>			
E 101-49910-208	Training and Travel		\$198.90		MAY 2017 OGILVIE MILEAGE
<b>Total HABERMAN, DIONNE</b>			\$198.90		
Paid Chk# 043341	6/14/2017	<b>HOTSY EQUIPMENT OF MN</b>			
E 101-43000-217	Other Operating Supplies		\$196.90	55743	HOSE-PW
<b>Total HOTSY EQUIPMENT OF MN</b>			\$196.90		
Paid Chk# 043342	6/14/2017	<b>JOHNSON OIL CO.</b>			
E 700-50000-212	Auto Expense (Fuel/Repair)		\$244.89	1707	BRAKE REPAIR-JP
<b>Total JOHNSON OIL CO.</b>			\$244.89		
Paid Chk# 043343	6/14/2017	<b>K.E.E.P.R.S.</b>			
E 101-42110-434	Uniforms		\$1,072.99	341409	VEST-FISHER
E 101-42110-240	Small Tools and Minor Equip		\$139.99	342729-01	FLASHLIGHT
E 101-42110-434	Uniforms		\$150.00	342729-02	UNIFORM-ISAACSON
E 101-42110-434	Uniforms		\$119.53	343458	UNIFORMS
E 101-42110-240	Small Tools and Minor Equip		\$24.60	344736	HANDCUFFS
<b>Total K.E.E.P.R.S.</b>			\$1,507.11		
Paid Chk# 043344	6/14/2017	<b>KNIFE RIVER CORP. - NORTH CENT</b>			
E 101-43000-403	Repairs/Maint Streets		\$195.16	482291	CLASS 5 AGGREGATE
E 101-43000-403	Repairs/Maint Streets		\$199.61	482932	CLASS 5 AGGREGATE
E 101-43000-403	Repairs/Maint Streets		\$199.61	484362	CLASS 5 AGGREGATE
E 101-43000-403	Repairs/Maint Streets		\$199.61	484676	CLASS 5 AGGREGATE

CITY OF MILACA

**\*Check Detail Register©**

JUNE 2017

		Check Amt	Invoice	Comment
<b>Total KNIFE RIVER CORP. - NORTH CENT</b>		\$793.99		
Paid Chk#	6/14/2017	<b>KOCHS HARDWARE HANK</b>		
E 101-43000-240	Small Tools and Minor Equip	\$179.99	3181	ANGLE GRINDER-PW
E 101-43000-215	Shop Supplies	\$167.70	3181	SHOP SUPPLIES-PW
E 101-42280-217	Other Operating Supplies	\$104.94	3181	SUPPLIES-FIRE
E 101-41940-217	Other Operating Supplies	\$61.55	3181	SUPPLIES-CITY
E 101-45200-215	Shop Supplies	\$502.22	3181	SHOP SUPPLIES-PARKS
E 101-45200-437	Other Miscellaneous	\$124.42	3181	GRAFFITI CLEANUP-PARKS
E 602-49400-322	Postage	\$75.52	3181	POSTAGE-WATER
E 602-49400-217	Other Operating Supplies	\$4.49	3181	SUPPLIES-WATER
E 101-42110-437	Other Miscellaneous	\$72.94	3181	SUPPLIES-POLICE
<b>Total KOCHS HARDWARE HANK</b>		\$1,293.77		
Paid Chk#	6/14/2017	<b>MEYERS MILACA PARTS CITY</b>		
E 101-45200-221	Equipment Parts/Repairs	\$89.53	2071	PARTS-PARKS
<b>Total MEYERS MILACA PARTS CITY</b>		\$89.53		
Paid Chk#	6/14/2017	<b>MILACA AUTO VALUE</b>		
E 101-43000-221	Equipment Parts/Repairs	\$120.60	1302823	PARTS-PW
<b>Total MILACA AUTO VALUE</b>		\$120.60		
Paid Chk#	6/14/2017	<b>MILACA GENERAL RENTAL CENTER</b>		
E 101-45200-437	Other Miscellaneous	\$121.50	1-41641	CONCRETE MIXER-EAGLE SCOUT-FLAG POLE
<b>Total MILACA GENERAL RENTAL CENTER</b>		\$121.50		
Paid Chk#	6/14/2017	<b>MILLE LACS COUNTY DAC</b>		
E 101-41940-310	Other Professional Services	\$320.22	115381	CLEANING SVCS - APRIL
<b>Total MILLE LACS COUNTY DAC</b>		\$320.22		
Paid Chk#	6/14/2017	<b>MILLE LACS VETERINARY CLINIC</b>		
E 101-42110-310	Other Professional Services	\$128.00	17000978	ANIMAL DISPOSAL
<b>Total MILLE LACS VETERINARY CLINIC</b>		\$128.00		
Paid Chk#	6/14/2017	<b>MILLER, PATTI</b>		
E 101-49910-208	Training and Travel	\$119.33		JAN-MAY 17 OGILVIE MILEAGE
E 101-41940-217	Other Operating Supplies	\$18.46		CITY MGR OPEN HOUSE SUPPLIES
<b>Total MILLER, PATTI</b>		\$137.79		
Paid Chk#	6/14/2017	<b>MINKS, MARY J.</b>		
E 101-42110-310	Other Professional Services	\$56.92		COURT TIME - 5/17/17
<b>Total MINKS, MARY J.</b>		\$56.92		
Paid Chk#	6/14/2017	<b>MINNESOTA EQUIPMENT</b>		
E 101-45200-221	Equipment Parts/Repairs	\$25.84	P37482	CHIPPER PARTS-PARKS
<b>Total MINNESOTA EQUIPMENT</b>		\$25.84		
Paid Chk#	6/14/2017	<b>MN CHIEFS OF POLICE ASSOC.</b>		
E 101-42110-208	Training and Travel	\$430.00	5019	ETI CONFERENCE-QUAINTANCE
<b>Total MN CHIEFS OF POLICE ASSOC.</b>		\$430.00		
Paid Chk#	6/14/2017	<b>MN COMPUTER SYSTEMS INC</b>		
E 619-49900-310	Other Professional Services	\$37.56	215832	COPIER MAINTENANCE-DEP REG
<b>Total MN COMPUTER SYSTEMS INC</b>		\$37.56		
Paid Chk#	6/14/2017	<b>MN DEPT MANAGEMENT &amp; BUDGET</b>		
R 101-35105	Administrative Fines	\$40.00		ADMINISTRATIVE FINES-MAY 2017
<b>Total MN DEPT MANAGEMENT &amp; BUDGET</b>		\$40.00		

CITY OF MILACA

06/09/17 2:41 PM

Page 4

**\*Check Detail Register©**

JUNE 2017

		Check Amt	Invoice	Comment
<b>Paid Chk# 043357 6/14/2017 MN DEPT OF HEALTH</b>				
G 602-20810	Water Test Fee Payable	\$1,590.00	1480002 MILA	2ND QTR TEST FEE
<b>Total MN DEPT OF HEALTH</b>		\$1,590.00		
<b>Paid Chk# 043358 6/14/2017 MN POLLUTION CONTROL AGENCY</b>				
E 603-49450-433	Dues and Subscriptions	\$23.00	C-4332	BURKLUND CLASS C
<b>Total MN POLLUTION CONTROL AGENCY</b>		\$23.00		
<b>Paid Chk# 043359 6/14/2017 MNDRIVERSMANUALS.COM</b>				
E 619-49900-217	Other Operating Supplies	\$264.96	2873	DRIVERS MANUALS
<b>Total MNDRIVERSMANUALS.COM</b>		\$264.96		
<b>Paid Chk# 043360 6/14/2017 MTI DISTRIBUTING</b>				
E 101-45200-221	Equipment Parts/Repairs	\$31.79	1118219	TORO REPAIRS-PARKS
<b>Total MTI DISTRIBUTING</b>		\$31.79		
<b>Paid Chk# 043361 6/14/2017 QUILL CORPORATION</b>				
E 101-41940-201	Accessories (paper, pens, etc)	\$25.98	6560332	SIGNATURE STAMP
<b>Total QUILL CORPORATION</b>		\$25.98		
<b>Paid Chk# 043362 6/14/2017 RIVERSIDE NURSERY</b>				
E 101-45200-437	Other Miscellaneous	\$18.00	2318	FLOWERS FOR SIGN-PARKS
<b>Total RIVERSIDE NURSERY</b>		\$18.00		
<b>Paid Chk# 043363 6/14/2017 SAFEGUARD LOCKSMITH</b>				
E 101-41940-401	Repairs/Maint Buildings	\$905.00	5353	ALARM LOCK-CITY HALL
<b>Total SAFEGUARD LOCKSMITH</b>		\$905.00		
<b>Paid Chk# 043364 6/14/2017 SELECT ACCOUNT</b>				
E 101-41940-310	Other Professional Services	\$57.50	1190188	HSA ACCT FEES-NEW HIRES
<b>Total SELECT ACCOUNT</b>		\$57.50		
<b>Paid Chk# 043365 6/14/2017 SUPER X POWER</b>				
E 101-45200-221	Equipment Parts/Repairs	\$80.90	666346	DISC GOLF PARTS-PARKS
E 101-45200-221	Equipment Parts/Repairs	\$204.15	666416	PARTS-PARKS
E 101-45200-221	Equipment Parts/Repairs	\$19.95	666667	PARTS-PARKS
<b>Total SUPER X POWER</b>		\$305.00		
<b>Paid Chk# 043366 6/14/2017 TEALS MARKET</b>				
E 101-41940-217	Other Operating Supplies	\$53.48	3141018	CITY MGR OPEN HOUSE SUPPLIES
<b>Total TEALS MARKET</b>		\$53.48		
<b>Paid Chk# 043367 6/14/2017 TOTAL CONTROL SYSTEMS, INC.</b>				
E 602-49400-310	Other Professional Services	\$800.12	7917	WATER TOWER REPAIR
<b>Total TOTAL CONTROL SYSTEMS, INC.</b>		\$800.12		
<b>Paid Chk# 043368 6/14/2017 VESCO INC</b>				
E 602-49400-310	Other Professional Services	\$1,668.10	69496	GAS DETECTION SYSTEM REPAIR-WATER
<b>Total VESCO INC</b>		\$1,668.10		
<b>10100 General Bank</b>		\$30,856.47		

**\*Check Detail Register©**

JUNE 2017

Check Amt Invoice Comment

**Fund Summary**

**10100 General Bank**

101 GENERAL FUND	\$23,852.87
602 WATER FUND	\$5,766.96
603 SEWER FUND	\$493.39
619 DEPUTY REGISTRAR FUND	\$343.36
700 BRAHAM-MILACA JOINT POWERS	\$399.89
	<hr/>
	\$30,856.47

CITY OF MILACA

\*Check Detail Register©

MAY 2017

Check Amt Invoice Comment

10100 General Bank

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043249	5/5/2017	<b>FRONTIER</b>			
E 602-49400-321	Telephone		\$1.80	320-983-0121	PHONE SVC-WATER
E 101-49810-321	Telephone		\$53.20	320-983-2648	PHONE SVC-AIRPORT
E 101-41940-321	Telephone		\$207.65	320-983-3141	PHONE SVC-CITY HALL
E 101-45500-321	Telephone		\$16.20	320-983-3141	PHONE SVC-LIBRARY
E 101-41940-321	Telephone		\$52.35	320-983-3142	PHONE SVC-CITY HALL
E 619-49900-321	Telephone		\$99.90	320-983-3143	PHONE SVC-DEP REG
E 101-42280-321	Telephone		\$51.45	320-983-3465	PHONE SVC-FIRE
E 101-45200-321	Telephone		\$49.35	320-983-5729	PHONE SVC-PARKS
E 602-49400-321	Telephone		\$147.89	320-983-6134	PHONE SVC-WATER
E 101-42110-321	Telephone		\$103.85	320-983-6166	PHONE SVC-POLICE
E 101-43000-321	Telephone		\$107.85	320-983-6547	PHONE SVC-PW
<b>Total FRONTIER</b>			<b>\$891.49</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043250	5/5/2017	<b>JIMS MILLE LACS DISPOSAL</b>			
E 101-43000-310	Other Professional Services		\$700.00	1832413	STREET SWEEPING - APRIL
E 101-42280-384	Refuse/Garbage Disposal		\$25.00	211948	GARBAGE-FIRE
E 101-43000-384	Refuse/Garbage Disposal		\$155.55	211948	GARBAGE-CITY
E 101-45200-384	Refuse/Garbage Disposal		\$87.49	211948	GARBAGE-PARKS
E 101-43000-312	Compost		\$300.00	211948	COMPOST-APRIL
<b>Total JIMS MILLE LACS DISPOSAL</b>			<b>\$1,268.04</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043251	5/5/2017	<b>MILACA BLDG CENTER</b>			
E 101-41940-217	Other Operating Supplies		\$78.08	3141	PAINT SUPPLIES-CITY MGR OFC
E 101-45200-215	Shop Supplies		\$15.17	3141	SHOP SUPPLIES-PARKS
E 101-49810-217	Other Operating Supplies		\$24.84	3141	SUPPLIES-AIRPORT
<b>Total MILACA BLDG CENTER</b>			<b>\$118.09</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043305	5/26/2017	<b>AMAZON</b>			
E 101-42110-226	Radio Repair		\$173.90	003471127601	RADIO PARTS-POLICE
E 101-42110-240	Small Tools and Minor Equip		\$306.99	073463910594	COMPUTER EQUIP-POLICE
E 101-42110-240	Small Tools and Minor Equip		\$205.58	099237891095	TOURNIQUETS-POLICE
E 101-41940-201	Accessories (paper, pens, etc)		\$16.32	193584479186	ADDRESS LABELS-CITY
E 101-45200-215	Shop Supplies		\$21.99	193584479186	WIRELESS KEYBOARD-PARKS
E 101-42280-240	Small Tools and Minor Equip		\$149.95	202826138763	STEREO RECEIVER-FIRE
<b>Total AMAZON</b>			<b>\$874.73</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043306	5/26/2017	<b>BLUE CROSS BLUE SHIELD OF MINN</b>			
G 101-21706	Medical Insur.		\$12,198.07	170502431423	MEDICAL INSUR-JUNE 2017
<b>Total BLUE CROSS BLUE SHIELD OF MINN</b>			<b>\$12,198.07</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043307	5/26/2017	<b>BURKLUND, STEVEN</b>			
E 101-43000-434	Uniforms		\$179.95		SAFETY BOOTS
<b>Total BURKLUND, STEVEN</b>			<b>\$179.95</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043308	5/26/2017	<b>CORNER MART</b>			
E 101-43000-212	Auto Expense (Fuel/Repair)		\$363.75		GAS-PW
E 101-45200-212	Auto Expense (Fuel/Repair)		\$215.38		GAS-PARKS
E 603-49450-212	Auto Expense (Fuel/Repair)		\$67.18		GAS-SEWER
E 700-50000-212	Auto Expense (Fuel/Repair)		\$72.01		GAS-JP
E 101-42110-212	Auto Expense (Fuel/Repair)		\$592.43		GAS-POLICE
E 602-49400-212	Auto Expense (Fuel/Repair)		\$296.17		GAS-WATER
E 101-49810-212	Auto Expense (Fuel/Repair)		\$21.44		GAS-AIRPORT
<b>Total CORNER MART</b>			<b>\$1,628.36</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 043309	5/26/2017	<b>DELTA DENTAL OF MN</b>			
G 101-21712	Dental		\$26.20	6896031	PED DENTAL-JUNE 2017

CITY OF MILACA

06/09/17 2:45 PM

Page 2

\*Check Detail Register©

MAY 2017

		Check Amt	Invoice	Comment
<b>Total DELTA DENTAL OF MN</b>		\$26.20		
Paid Chk# 043310	5/26/2017 FAMILY HERITAGE			
G 101-21707	Disability	\$135.00	633418	SUPL LIFE INS - MAY 2017
<b>Total FAMILY HERITAGE</b>		\$135.00		
Paid Chk# 043311	5/26/2017 L.E.L.S.			
G 101-21710	Union Dues	\$245.00	LOCAL #238	POLICE UNION DUES-JUNE 2017
<b>Total L.E.L.S.</b>		\$245.00		
Paid Chk# 043312	5/26/2017 MN BENEFITS			
G 101-21712	Dental	\$115.73		LIFE/DENTAL-JUNE 2017
G 101-21709	Life Insur.	\$434.81		LIFE/DENTAL-JUNE 2017
<b>Total MN BENEFITS</b>		\$550.54		
Paid Chk# 043313	5/26/2017 MN PCA			
E 603-49450-433	Dues and Subscriptions	\$1,450.00	10000025687	ANNUAL PERMIT FEE
<b>Total MN PCA</b>		\$1,450.00		
Paid Chk# 043314	5/26/2017 USABLE LIFE			
G 101-21707	Disability	\$246.70	101408001G	DISABILITY/LIFE-JUNE 2017
<b>Total USABLE LIFE</b>		\$246.70		
Paid Chk# 043315	5/26/2017 VERIZON WIRELESS			
E 602-49400-321	Telephone	\$35.01	9785386754	MAY WIRELESS ROUTER SVC
E 101-42110-321	Telephone	\$231.27	9785386754	MAY WIRELESS ROUTER/PHONE SVC
E 101-43000-321	Telephone	\$75.60	9785527765	CELL PHONE SVC-MAY
E 101-45200-321	Telephone	\$63.55	9785527765	CELL PHONE SVC-MAY
E 101-42280-321	Telephone	\$44.32	9785527765	CELL PHONE SVC-MAY
<b>Total VERIZON WIRELESS</b>		\$449.75		
Paid Chk# 043316	5/26/2017 VISA			
E 101-42110-437	Other Miscellaneous	\$92.24		POST LICENSE - FISHER
E 101-42110-437	Other Miscellaneous	\$230.00		MN CHIEFS OF POLICE DUES
E 101-42110-240	Small Tools and Minor Equip	\$307.00		LASER LABS-METERS-POLICE
<b>Total VISA</b>		\$629.24		
Paid Chk# 043317	5/31/2017 MILLE LACS CO. AUDITOR			
E 101-49200-450	Unallocated	\$175.65		PURCHASE-OUTLOT A FIELDSTONE GREEN
<b>Total MILLE LACS CO. AUDITOR</b>		\$175.65		
Paid Chk# 043318	5/31/2017 U.S. POSTMASTER			
E 602-49400-322	Postage	\$107.28		MAY BILLINGS
E 603-49450-322	Postage	\$107.28		MAY BILLINGS
<b>Total U.S. POSTMASTER</b>		\$214.56		
<b>10100 General Bank</b>		\$21,281.37		

Fund Summary

<b>10100 General Bank</b>	
101 GENERAL FUND	\$18,896.85
602 WATER FUND	\$588.15
603 SEWER FUND	\$1,624.46
619 DEPUTY REGISTRAR FUND	\$99.90
700 BRAHAM-MILACA JOINT POWERS	\$72.01
	<b>\$21,281.37</b>

CITY OF MILACA

06/09/17 2:44 PM

Page 1

**\*Check Detail Register©**

MAY 2017

		Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>				
Paid Chk#	917017E	5/7/2017	<b>EAST CENTRAL ENERGY</b>	
E 609-49750-381	Utilities	\$1,542.98	7115200	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>		\$1,542.98		
Paid Chk#	917018E	5/10/2017	<b>CENTERPOINT ENERGY</b>	
E 609-49750-381	Utilities	\$298.32	128-000-782-1	NATURAL GAS
<b>Total CENTERPOINT ENERGY</b>		\$298.32		
Paid Chk#	917019E	5/19/2017	<b>MN DEPT OF REVENUE</b>	
G 609-20800	Sales Tax Payable	\$15,897.00	9576201	LIQUOR SALES TAX
<b>Total MN DEPT OF REVENUE</b>		\$15,897.00		
Paid Chk#	917020E	5/15/2017	<b>MILACA, CITY OF (WATER/SEWER)</b>	
E 609-49750-381	Utilities	\$27.40	01-00015990	WATER/SEWER
<b>Total MILACA, CITY OF (WATER/SEWER)</b>		\$27.40		
<b>10900 Liquor Bank</b>		\$17,765.70		
<b>Fund Summary</b>				
<b>10900 Liquor Bank</b>				
609 MUNICIPAL LIQUOR FUND		\$17,765.70		
		\$17,765.70		

## CITY OF MILACA

06/09/17 2:42 PM

Page 1

**\*Check Detail Register©**

JUNE 2017

			Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>					
Paid Chk#	024096	6/14/2017	<b>AMERICAN BOTTLING CO.</b>		
E 609-49750-254	Mix/Non Alcoholic		\$109.46	8269728417	NA
<b>Total AMERICAN BOTTLING CO.</b>			\$109.46		
Paid Chk#	024097	6/14/2017	<b>AMERIPRIDE</b>		
E 609-49750-310	Other Professional Services		\$91.63	2200919369	RUGS
E 609-49750-310	Other Professional Services		\$29.56	2200923288	RUGS
<b>Total AMERIPRIDE</b>			\$121.19		
Paid Chk#	024098	6/14/2017	<b>CRYSTAL SPRINGS ICE</b>		
E 609-49750-259	Other For Resale		\$175.76	003.B003780	ICE
E 609-49750-259	Other For Resale		\$98.86	003.B003836	ICE
E 609-49750-259	Other For Resale		\$213.58	2171	ICE
E 609-49750-259	Other For Resale		\$167.96	2694	ICE
<b>Total CRYSTAL SPRINGS ICE</b>			\$656.16		
Paid Chk#	024099	6/14/2017	<b>EAST SIDE GLASS CO.</b>		
E 609-49750-401	Repairs/Maint Buildings		\$684.00	133249	WINDOW/DOOR REPAIR
<b>Total EAST SIDE GLASS CO.</b>			\$684.00		
Paid Chk#	024100	6/14/2017	<b>GRANITE CITY JOBBING</b>		
E 609-49750-217	Other Operating Supplies		\$15.45	46712	PARADE CANDY
E 609-49750-217	Other Operating Supplies		(\$26.53)	47132	SUPPLIES-CREDIT
E 609-49750-256	Tobacco Products For Resale		\$810.54	47459	TOBACCO
E 609-49750-259	Other For Resale		\$191.22	47459	MISC
E 609-49750-254	Mix/Non Alcoholic		\$22.80	47459	NA
E 609-49750-259	Other For Resale		\$78.16	48383	MISC
E 609-49750-254	Mix/Non Alcoholic		\$15.25	48383	NA
E 609-49750-256	Tobacco Products For Resale		\$326.97	48383	TOBACCO
E 609-49750-333	Freight and Express		\$4.25	48383	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$791.35	49211	TOBACCO
E 609-49750-259	Other For Resale		\$275.60	49211	MISC
E 609-49750-254	Mix/Non Alcoholic		\$7.38	49211	NA
E 609-49750-217	Other Operating Supplies		\$102.21	49211	SUPPLIES
E 609-49750-333	Freight and Express		\$4.25	49211	DELIVERY
E 609-49750-256	Tobacco Products For Resale		\$525.72	50008	TOBACCO
E 609-49750-259	Other For Resale		\$169.16	50008	MISC
E 609-49750-254	Mix/Non Alcoholic		\$5.40	50008	NA
E 609-49750-333	Freight and Express		\$4.25	50008	DELIVERY
<b>Total GRANITE CITY JOBBING</b>			\$3,323.43		
Paid Chk#	024101	6/14/2017	<b>HOMETOWN PRODUCTIONS</b>		
E 609-49750-343	Other Advertising		\$509.95	612489	ADVERTISING
<b>Total HOMETOWN PRODUCTIONS</b>			\$509.95		
Paid Chk#	024102	6/14/2017	<b>JIMS MILLE LACS DISPOSAL</b>		
E 609-49750-384	Refuse/Garbage Disposal		\$77.22	219225	REFUSE COLLECTION
<b>Total JIMS MILLE LACS DISPOSAL</b>			\$77.22		
Paid Chk#	024103	6/14/2017	<b>KOCHS HARDWARE HANK</b>		
E 609-49750-217	Other Operating Supplies		\$65.47	3752	SUPPLIES
<b>Total KOCHS HARDWARE HANK</b>			\$65.47		
Paid Chk#	024104	6/14/2017	<b>M. AMUNDSON LLP</b>		
E 609-49750-256	Tobacco Products For Resale		\$828.06	237024	TOBACCO
E 609-49750-259	Other For Resale		\$49.50	237024	MISC
E 609-49750-256	Tobacco Products For Resale		\$1,036.27	237191	TOBACCO

CITY OF MILACA

**\*Check Detail Register©**

JUNE 2017

			Check Amt	Invoice	Comment
E 609-49750-259	Other For Resale		\$179.30	237191	MISC
E 609-49750-256	Tobacco Products For Resale		\$1,411.56	238042	TOBACCO
E 609-49750-259	Other For Resale		\$234.00	238042	MISC
E 609-49750-256	Tobacco Products For Resale		\$1,150.29	238631	TOBACCO
E 609-49750-259	Other For Resale		\$49.50	238631	MISC
E 609-49750-217	Other Operating Supplies		\$66.55	238631	SUPPLIES
<b>Total M. AMUNDSON LLP</b>			<b>\$5,005.03</b>		
<hr/>					
Paid Chk# 024105	6/14/2017	<b>MENU PROS</b>			
E 609-49750-343	Other Advertising		\$159.00	J1016-02-10	ADVERTISING
<b>Total MENU PROS</b>			<b>\$159.00</b>		
<hr/>					
Paid Chk# 024106	6/14/2017	<b>MILACA UNCLAIMED FREIGHT</b>			
E 609-49750-217	Other Operating Supplies		\$19.25		SUPPLIES
<b>Total MILACA UNCLAIMED FREIGHT</b>			<b>\$19.25</b>		
<hr/>					
Paid Chk# 024107	6/14/2017	<b>MILLER TRUCKING</b>			
E 609-49750-333	Freight and Express		\$92.80	4962	DELIVERY
<b>Total MILLER TRUCKING</b>			<b>\$92.80</b>		
<hr/>					
Paid Chk# 024108	6/14/2017	<b>NELSON INK</b>			
E 609-49750-343	Other Advertising		\$746.64	11874	ADVERTISING
<b>Total NELSON INK</b>			<b>\$746.64</b>		
<hr/>					
Paid Chk# 024109	6/14/2017	<b>RED BULL DISTRIBUTION CO INC</b>			
E 609-49750-254	Mix/Non Alcoholic		\$329.20	K-25025651	NA
<b>Total RED BULL DISTRIBUTION CO INC</b>			<b>\$329.20</b>		
<hr/>					
Paid Chk# 024110	6/14/2017	<b>VIKING BOTTLING CO.</b>			
E 609-49750-254	Mix/Non Alcoholic		\$155.80	1947725	NA
E 609-49750-254	Mix/Non Alcoholic		\$246.54	1953664	NA
E 609-49750-254	Mix/Non Alcoholic		\$69.78	1959014	NA
<b>Total VIKING BOTTLING CO.</b>			<b>\$472.12</b>		
<b>10900 Liquor Bank</b>			<b>\$12,370.92</b>		

Fund Summary

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$12,370.92
	<b>\$12,370.92</b>

**\*Check Detail Register©**

MAY 2017

			Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>					
Paid Chk#	024051	5/3/2017	<b>ARTISAN BEER COMPANY</b>		
E 609-49750-252	Beer For Resale		\$41.50		BEER
<b>Total ARTISAN BEER COMPANY</b>			\$41.50		
Paid Chk#	024052	5/3/2017	<b>BELLBOY CORP.</b>		
E 609-49750-251	Liquor For Resale		\$2,676.00	58396800	LIQUOR
<b>Total BELLBOY CORP.</b>			\$2,676.00		
Paid Chk#	024053	5/3/2017	<b>BERNICKS</b>		
E 609-49750-254	Mix/Non Alcoholic		\$90.50	32566	NA
E 609-49750-252	Beer For Resale		\$848.25	32567	BEER
E 609-49750-253	Wine For Resale		\$31.80	32567	WINE
E 609-49750-254	Mix/Non Alcoholic		\$39.50	36276	NA
E 609-49750-254	Mix/Non Alcoholic		\$22.73	36277	NA
E 609-49750-252	Beer For Resale		\$1,009.77	36277	BEER
E 609-49750-254	Mix/Non Alcoholic		\$55.70	39804	NA
E 609-49750-253	Wine For Resale		\$48.00	39805	WINE
E 609-49750-252	Beer For Resale		\$497.95	39805	BEER
E 609-49750-254	Mix/Non Alcoholic		\$55.70	42860	NA
E 609-49750-252	Beer For Resale		\$537.30	42861	BEER
<b>Total BERNICKS</b>			\$3,237.20		
Paid Chk#	024054	5/3/2017	<b>BREAKTHRU BEVERAGE MN</b>		
E 609-49750-333	Freight and Express		\$39.45	1080617510	DELIVERY
E 609-49750-251	Liquor For Resale		\$3,109.96	1080617510	LIQUOR
E 609-49750-253	Wine For Resale		\$56.00	1080617510	WINE
E 609-49750-254	Mix/Non Alcoholic		\$28.59	1080617510	NA
E 609-49750-251	Liquor For Resale		\$4,219.98	1080620178	LIQUOR
E 609-49750-253	Wine For Resale		\$216.00	1080620178	WINE
E 609-49750-333	Freight and Express		\$111.00	1080620178	DELIVERY
E 609-49750-253	Wine For Resale		\$816.00	1080626775	WINE
E 609-49750-251	Liquor For Resale		\$913.79	1080626775	LIQUOR
E 609-49750-254	Mix/Non Alcoholic		\$58.00	1080626775	NA
E 609-49750-333	Freight and Express		\$23.13	1080626775	DELIVERY
E 609-49750-251	Liquor For Resale		(\$50.00)	2080166258	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$15.73)	2080168296	LIQUOR-CREDIT
<b>Total BREAKTHRU BEVERAGE MN</b>			\$9,526.17		
Paid Chk#	024055	5/3/2017	<b>C &amp; L DISTRIBUTING CO.</b>		
E 609-49750-252	Beer For Resale		(\$91.20)	355-553	BEER-CREDIT
E 609-49750-252	Beer For Resale		(\$16.15)	355-567	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$20.45	698607	NA
E 609-49750-252	Beer For Resale		\$5,974.20	698607	BEER
E 609-49750-252	Beer For Resale		\$7,825.50	701358	BEER
E 609-49750-253	Wine For Resale		\$93.55	701358	WINE
E 609-49750-253	Wine For Resale		\$211.05	704093	WINE
E 609-49750-254	Mix/Non Alcoholic		\$76.25	704093	NA
E 609-49750-252	Beer For Resale		\$4,322.55	704093	BEER
E 609-49750-252	Beer For Resale		\$754.25	705711	BEER
E 609-49750-254	Mix/Non Alcoholic		\$71.81	706802	NA
E 609-49750-252	Beer For Resale		\$10,663.30	706802	BEER
<b>Total C &amp; L DISTRIBUTING CO.</b>			\$29,905.56		
Paid Chk#	024056	5/3/2017	<b>DAHLHEIMER DISTRIBUTING CO.</b>		
E 609-49750-252	Beer For Resale		\$232.40	1272254	BEER
E 609-49750-252	Beer For Resale		\$7,685.88	144447	BEER
E 609-49750-253	Wine For Resale		\$347.25	144447	WINE

CITY OF MILACA

\*Check Detail Register©

MAY 2017

		Check Amt	Invoice	Comment
E 609-49750-254	Mix/Non Alcoholic	\$31.00	144681	NA
E 609-49750-252	Beer For Resale	\$7,917.18	144681	BEER
E 609-49750-252	Beer For Resale	\$285.90	144851	BEER
E 609-49750-254	Mix/Non Alcoholic	\$67.10	145212	NA
E 609-49750-252	Beer For Resale	\$8,801.04	145212	BEER
E 609-49750-252	Beer For Resale	\$4,159.40	146026	BEER
E 609-49750-253	Wine For Resale	(\$12.05)	146026	WINE
<b>Total DAHLHEIMER DISTRIBUTING CO.</b>		\$29,515.10		
<hr/>				
Paid Chk# 024057	5/3/2017	<b>FRONTIER</b>		
E 609-49750-321	Telephone	\$114.81	320983625511	MAY PHONE SVC
<b>Total FRONTIER</b>		\$114.81		
<hr/>				
Paid Chk# 024058	5/3/2017	<b>J.J. TAYLOR DIST OF MN</b>		
E 609-49750-252	Beer For Resale	\$165.90	2641079	BEER
E 609-49750-333	Freight and Express	\$3.00	2641079	DELIVERY
E 609-49750-252	Beer For Resale	\$172.10	2645041	BEER
E 609-49750-333	Freight and Express	\$3.00	2645041	DELIVERY
<b>Total J.J. TAYLOR DIST OF MN</b>		\$344.00		
<hr/>				
Paid Chk# 024059	5/3/2017	<b>JOHNSON BROTHERS LIQUOR CO.</b>		
E 609-49750-251	Liquor For Resale	\$1,773.01	5693605	LIQUOR
E 609-49750-253	Wine For Resale	\$489.94	5693605	WINE
E 609-49750-254	Mix/Non Alcoholic	\$32.00	5693605	NA
E 609-49750-333	Freight and Express	\$50.23	5693605	DELIVERY
E 609-49750-251	Liquor For Resale	\$108.00	5693606	LIQUOR
E 609-49750-333	Freight and Express	\$1.62	5693606	DELIVERY
E 609-49750-253	Wine For Resale	\$730.95	5698925	WINE
E 609-49750-251	Liquor For Resale	\$1,925.85	5698925	LIQUOR
E 609-49750-254	Mix/Non Alcoholic	\$37.00	5698925	NA
E 609-49750-333	Freight and Express	\$83.37	5698925	DELIVERY
E 609-49750-251	Liquor For Resale	\$673.76	5698926	LIQUOR
E 609-49750-333	Freight and Express	\$9.72	5698926	DELIVERY
E 609-49750-253	Wine For Resale	\$621.25	5704373	WINE
E 609-49750-251	Liquor For Resale	\$870.00	5704373	LIQUOR
E 609-49750-333	Freight and Express	\$38.07	5704373	DELIVERY
E 609-49750-251	Liquor For Resale	\$325.00	5704374	LIQUOR
E 609-49750-333	Freight and Express	\$4.86	5704374	DELIVERY
E 609-49750-253	Wine For Resale	\$3,552.24	5710252	WINE
E 609-49750-251	Liquor For Resale	\$2,191.56	5710252	LIQUOR
E 609-49750-333	Freight and Express	\$180.89	5710252	DELIVERY
E 609-49750-252	Beer For Resale	\$41.99	5710253	BEER
E 609-49750-251	Liquor For Resale	\$2,498.00	5710254	LIQUOR
E 609-49750-333	Freight and Express	\$35.64	5710254	DELIVERY
E 609-49750-333	Freight and Express	(\$0.34)	621033	DELIVERY-CREDIT
E 609-49750-253	Wine For Resale	(\$9.65)	623487	WINE-CREDIT
E 609-49750-253	Wine For Resale	(\$52.60)	623488	WINE-CREDIT
E 609-49750-333	Freight and Express	(\$1.62)	623488	DELIVERY-CREDIT
<b>Total JOHNSON BROTHERS LIQUOR CO.</b>		\$16,210.74		
<hr/>				
Paid Chk# 024060	5/3/2017	<b>MID CENTRAL DOOR</b>		
E 609-49750-401	Repairs/Maint Buildings	\$1,503.00	0033493-IN	REPAIR PARTS-DOOR-LIQUOR STORE
<b>Total MID CENTRAL DOOR</b>		\$1,503.00		
<hr/>				
Paid Chk# 024061	5/3/2017	<b>PHILLIPS WINE AND SPIRITS</b>		
E 609-49750-251	Liquor For Resale	\$3,764.96	2146270	LIQUOR
E 609-49750-253	Wine For Resale	\$40.00	2146270	WINE
E 609-49750-254	Mix/Non Alcoholic	\$18.00	2146270	NA

**\*Check Detail Register©**

MAY 2017

	Check Amt	Invoice	Comment
E 609-49750-333 Freight and Express	\$84.65	2146270	DELIVERY
E 609-49750-254 Mix/Non Alcoholic	\$297.50	2149824	NA
E 609-49750-251 Liquor For Resale	\$1,115.65	2149824	LIQUOR
E 609-49750-253 Wine For Resale	\$281.50	2149824	WINE
E 609-49750-333 Freight and Express	\$63.18	2149824	DELIVERY
E 609-49750-251 Liquor For Resale	\$6,245.37	2157308	LIQUOR
E 609-49750-253 Wine For Resale	\$471.01	2157308	WINE
E 609-49750-333 Freight and Express	\$153.89	2157308	DELIVERY
E 609-49750-251 Liquor For Resale	(\$3.10)	263114	LIQUOR-CREDIT
E 609-49750-251 Liquor For Resale	(\$99.15)	263115	LIQUOR-CREDIT
E 609-49750-333 Freight and Express	(\$1.62)	263115	DELIVERY-CREDIT
E 609-49750-251 Liquor For Resale	(\$9.00)	263307	LIQUOR-CREDIT
<b>Total PHILLIPS WINE AND SPIRITS</b>	<b>\$12,422.84</b>		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
024062	5/3/2017	<b>SOUTHERN GLAZERS OF MN</b>			
E 609-49750-251	Liquor For Resale	\$54.05	1528730	LIQUOR	
E 609-49750-333	Freight and Express	\$1.55	1528730	DELIVERY	
E 609-49750-253	Wine For Resale	\$252.00	1528731	WINE	
E 609-49750-333	Freight and Express	\$9.30	1528731	DELIVERY	
E 609-49750-251	Liquor For Resale	\$4,334.91	1531486	LIQUOR	
E 609-49750-333	Freight and Express	\$47.02	1531486	DELIVERY	
E 609-49750-254	Mix/Non Alcoholic	\$40.00	1531487	NA	
E 609-49750-333	Freight and Express	\$1.55	1531487	DELIVERY	
E 609-49750-253	Wine For Resale	\$88.00	1531488	WINE	
E 609-49750-333	Freight and Express	\$1.55	1531488	DELIVERY	
E 609-49750-251	Liquor For Resale	\$2,376.71	1537040	LIQUOR	
E 609-49750-333	Freight and Express	\$37.33	1537040	DELIVERY	
E 609-49750-253	Wine For Resale	\$210.00	1537041	WINE	
E 609-49750-333	Freight and Express	\$7.75	1537041	DELIVERY	
<b>Total SOUTHERN GLAZERS OF MN</b>		<b>\$7,461.72</b>			

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
024077	5/26/2017	<b>AMAZON</b>			
E 609-49750-201	Accessories (paper, pens, etc)	\$403.88	287686224033	PRINTER TONER	
<b>Total AMAZON</b>		<b>\$403.88</b>			

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
024078	5/26/2017	<b>VERIZON WIRELESS</b>			
E 609-49750-309	EDP, Software and Design	\$41.52	9785386754	MAY DIGITAL SIGN	
<b>Total VERIZON WIRELESS</b>		<b>\$41.52</b>			

**10900 Liquor Bank \$113,404.04**

**Fund Summary**

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$113,404.04
	<b>\$113,404.04</b>

# CITY OF MILACA

## Council Monthly Budget Report

May 2017

DEPT Descr	2017 YTD Budget	2017 YTD Amt	Balance	2017 % of Budget Remain
Airport	\$89,925.00	\$27,058.13	\$62,866.87	69.91%
Assessing	\$12,000.00	\$0.00	\$12,000.00	100.00%
Auditing	\$6,000.00	\$6,250.00	(\$250.00)	-4.17%
Building Inspection	\$52,495.00	\$47,357.90	\$5,137.10	9.79%
City Attorney	\$49,000.00	\$19,523.20	\$29,476.80	60.16%
City Hall	\$280,865.00	\$93,871.62	\$186,993.38	66.58%
City Manager	\$28,115.00	\$15,591.21	\$12,523.79	44.54%
Council	\$12,750.00	\$3,682.05	\$9,067.95	71.12%
Elections	\$0.00	\$0.00	\$0.00	0.00%
Fire Dept.	\$124,620.00	\$45,850.44	\$78,769.56	63.21%
Historical Society	\$13,000.00	\$1,637.18	\$11,362.82	87.41%
Liaison Officer	\$73,515.00	\$4,211.91	\$69,303.09	94.27%
Libraries	\$25,950.00	\$8,227.28	\$17,722.72	68.30%
Ogilvie	\$49,475.00	\$24,656.66	\$24,818.34	50.16%
Parks	\$258,055.00	\$62,120.44	\$195,934.56	75.93%
Planning Comm.	\$1,500.00	\$422.60	\$1,077.40	71.83%
Police Dept.	\$471,975.00	\$204,509.71	\$267,465.29	56.67%
Public Works	\$260,150.00	\$76,412.47	\$183,737.53	70.63%
Rec Fest	\$0.00	\$0.00	\$0.00	0.00%
Recreation	\$2,500.00	\$2,702.75	(\$202.75)	-8.11%
Treasurer	\$28,555.00	\$11,679.05	\$16,875.95	59.10%
Unallocated	\$11,045.00	\$6,776.11	\$4,268.89	38.65%
	\$1,851,490.00	\$662,540.71	\$1,188,949.29	64.22%

**CITY OF MILACA**  
**\*Budget YTD Rev-Exp©**

06/12/17 9:42 AM

Page 1

Current Period: MAY 2017

		2017	2017	MAY	2017	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>WATER FUND</b>						
<b>Revenues</b>		\$562,750.00	\$228,717.47	\$48,675.47	\$334,032.53	40.64%
<b>Expenditures</b>		\$676,870.00	\$94,532.95	\$16,432.97	\$582,337.05	13.97%
<b>Gain/(Loss)</b>		<u>(\$114,120.00)</u>	<u>\$134,184.52</u>	<u>\$32,242.50</u>	<u>(\$248,304.52)</u>	<u>-117.58%</u>
<b>Revenue</b>						
Active	R 602-33160 Other Grants/Gifts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-36200 Miscellaneous Revenu	\$0.00	\$6,556.35	\$1,311.27	-\$6,556.35	0.00%
Active	R 602-36210 Interest Earnings	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 602-37100 Water Sales	\$535,000.00	\$217,258.77	\$45,552.49	\$317,741.23	40.61%
Active	R 602-37110 Customer Charges	\$2,750.00	\$1,242.00	\$293.00	\$1,508.00	45.16%
Active	R 602-37120 Sale of Water Parts	\$2,000.00	\$428.03	\$104.83	\$1,571.97	21.40%
Active	R 602-37150 Water Connect/Recon	\$12,000.00	\$1,000.00	\$1,000.00	\$11,000.00	8.33%
Active	R 602-37160 Water Penalty	\$6,000.00	\$2,232.32	\$413.88	\$3,767.68	37.21%
Active	R 602-37170 Assessed Repairs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39101 Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39202 Contribution-Enterpris	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39203 Transfer from Other F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39300 Proceeds-Gen Long-te	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>		<u>\$562,750.00</u>	<u>\$228,717.47</u>	<u>\$48,675.47</u>	<u>\$334,032.53</u>	<u>40.64%</u>
<b>Expenditure</b>						
Active	E 602-49400-101 Full-Time Regular	\$55,100.00	\$21,328.25	\$4,277.40	\$33,771.75	38.71%
Active	E 602-49400-102 Overtime	\$4,000.00	\$540.53	\$257.25	\$3,459.47	13.51%
Active	E 602-49400-104 Temp-Summer H	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 602-49400-106 Admin	\$39,840.00	\$12,673.36	\$2,787.30	\$27,166.64	31.81%
Active	E 602-49400-121 PERA	\$7,720.00	\$2,590.70	\$549.15	\$5,129.30	33.56%
Active	E 602-49400-122 FICA	\$7,575.00	\$2,489.33	\$529.45	\$5,085.67	32.86%
Active	E 602-49400-131 Employer Paid He	\$12,365.00	\$4,529.86	\$965.42	\$7,835.14	36.63%
Active	E 602-49400-132 Employer Paid He	\$7,800.00	\$3,206.00	\$663.74	\$4,594.00	41.10%
Active	E 602-49400-134 Employer Paid Di	\$870.00	\$317.00	\$63.60	\$553.00	36.44%
Active	E 602-49400-151 Worker s Comp In	\$3,200.00	\$0.00	\$0.00	\$3,200.00	0.00%
Active	E 602-49400-201 Accessories (pap	\$1,000.00	\$161.32	\$42.93	\$838.68	16.13%
Active	E 602-49400-208 Training and Trav	\$1,000.00	\$475.00	\$0.00	\$525.00	47.50%
Active	E 602-49400-212 Auto Expense (Fu	\$5,500.00	\$355.00	\$296.17	\$5,145.00	6.45%
Active	E 602-49400-216 Chemicals and Ch	\$25,000.00	\$6,005.18	\$0.00	\$18,994.82	24.02%
Active	E 602-49400-217 Other Operating S	\$5,000.00	\$961.09	\$859.20	\$4,038.91	19.22%
Active	E 602-49400-218 Parts - Water Dep	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 602-49400-221 Equipment Parts/	\$5,000.00	\$23.98	\$0.00	\$4,976.02	0.48%
Active	E 602-49400-226 Radio Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49400-240 Small Tools and	\$10,000.00	\$45.57	\$0.00	\$9,954.43	0.46%
Active	E 602-49400-301 Auditing and Acct	\$2,100.00	\$2,500.00	\$0.00	-\$400.00	119.05%
Active	E 602-49400-303 Engineering Fees	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
Active	E 602-49400-306 Bank Fees/Charg	\$100.00	\$53.98	\$11.09	\$46.02	53.98%
Active	E 602-49400-307 Bonding Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-309 EDP, Software an	\$2,000.00	\$832.99	\$0.00	\$1,167.01	41.65%
Active	E 602-49400-310 Other Professiona	\$35,000.00	\$4,690.31	\$634.75	\$30,309.69	13.40%
Active	E 602-49400-321 Telephone	\$2,000.00	\$926.16	\$187.88	\$1,073.84	46.31%
Active	E 602-49400-322 Postage	\$1,750.00	\$662.95	\$122.40	\$1,087.05	37.88%
Active	E 602-49400-343 Other Advertising	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49400-361 Liability/Property	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	E 602-49400-363 Automotive Ins	\$400.00	\$0.00	\$0.00	\$400.00	0.00%

**CITY OF MILACA**  
**\*Budget YTD Rev-Exp©**

06/12/17 9:42 AM  
Page 2

Current Period: MAY 2017

		2017 YTD Budget	2017 YTD Amt	MAY MTD Amt	2017 YTD Balance	% of Budget
Active	E 602-49400-381 Utilities	\$38,000.00	\$13,014.37	\$2,864.64	\$24,985.63	34.25%
Active	E 602-49400-401 Repairs/Maint Buil	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 602-49400-405 Depreciaton	\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.00%
Active	E 602-49400-433 Dues and Subscri	\$3,000.00	\$1,865.92	\$1,320.60	\$1,134.08	62.20%
Active	E 602-49400-434 Uniforms	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 602-49400-437 Other Miscellaneo	\$2,000.00	\$139.45	\$0.00	\$1,860.55	6.97%
Active	E 602-49400-472 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-520 Buildings and Stru	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-530 Improv Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-601 Debt Srv Bond Pri	\$162,000.00	\$5,000.00	\$0.00	\$157,000.00	3.09%
Active	E 602-49400-611 Bond Interest	\$18,250.00	\$9,144.65	\$0.00	\$9,105.35	50.11%
Active	E 602-49400-614 Unamortized Disc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-620 Fiscal Agent s Fe	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49400-700 Transfer to Gener	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49400-730 Transfer to Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Expenditure</b>	<b>-\$676,870.00</b>	<b>-\$94,532.95</b>	<b>-\$16,432.97</b>	<b>-\$582,337.05</b>	<b>13.97%</b>
	<b>Total WATER FUND</b>	<b>-\$114,120.00</b>	<b>\$134,184.52</b>	<b>\$32,242.50</b>	<b>-\$248,304.52</b>	<b>-117.58%</b>

**SEWER FUND**

<b>Revenues</b>	\$356,500.00	\$135,496.95	\$30,057.24	\$221,003.05	38.01%
<b>Expenditures</b>	\$383,810.00	\$108,101.38	\$18,759.74	\$275,708.62	28.17%
<b>Gain/(Loss)</b>	<b>(\$27,310.00)</b>	<b>\$27,395.57</b>	<b>\$11,297.50</b>	<b>(\$54,705.57)</b>	<b>-100.31%</b>

**Revenue**

Active	R 603-36200 Miscellaneous Revenu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 603-36206 Gain on Sale of Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 603-36210 Interest Earnings	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 603-37200 Sewer Sales	\$315,000.00	\$124,018.24	\$26,583.37	\$190,981.76	39.37%
Active	R 603-37240 Reserve	\$21,000.00	\$8,750.00	\$1,750.00	\$12,250.00	41.67%
Active	R 603-37250 Sewer Connect/Recon	\$12,000.00	\$1,500.00	\$1,500.00	\$10,500.00	12.50%
Active	R 603-37260 Sewer Penalty	\$3,500.00	\$1,228.71	\$223.87	\$2,271.29	35.11%
Active	R 603-39101 Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 603-39202 Contribution-Enterpris	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Revenue</b>	<b>\$356,500.00</b>	<b>\$135,496.95</b>	<b>\$30,057.24</b>	<b>\$221,003.05</b>	<b>38.01%</b>

**Expenditure**

Active	E 603-49450-101 Full-Time Regular	\$55,100.00	\$21,328.28	\$4,277.41	\$33,771.72	38.71%
Active	E 603-49450-102 Overtime	\$2,000.00	\$264.16	\$0.00	\$1,735.84	13.21%
Active	E 603-49450-104 Temp-Summer H	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 603-49450-106 Admin	\$42,685.00	\$13,588.40	\$2,965.26	\$29,096.60	31.83%
Active	E 603-49450-121 PERA	\$7,785.00	\$2,638.49	\$543.17	\$5,146.51	33.89%
Active	E 603-49450-122 FICA	\$7,940.00	\$2,528.13	\$521.32	\$5,411.87	31.84%
Active	E 603-49450-131 Employer Paid He	\$12,825.00	\$4,682.14	\$972.18	\$8,142.86	36.51%
Active	E 603-49450-132 Employer Paid He	\$8,250.00	\$3,378.79	\$690.54	\$4,871.21	40.96%
Active	E 603-49450-134 Employer Paid Di	\$905.00	\$330.59	\$66.71	\$574.41	36.53%
Active	E 603-49450-151 Worker s Comp In	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
Active	E 603-49450-201 Accessories (pap	\$750.00	\$161.31	\$42.92	\$588.69	21.51%
Active	E 603-49450-208 Training and Trav	\$1,500.00	\$370.00	\$0.00	\$1,130.00	24.67%
Active	E 603-49450-212 Auto Expense (Fu	\$6,000.00	\$244.68	\$67.18	\$5,755.32	4.08%
Active	E 603-49450-217 Other Operating S	\$2,000.00	\$473.35	\$213.35	\$1,526.65	23.67%
Active	E 603-49450-221 Equipment Parts/	\$3,000.00	\$270.42	\$0.00	\$2,729.58	9.01%
Active	E 603-49450-226 Radio Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

**CITY OF MILACA**  
**\*Budget YTD Rev-Exp©**

06/12/17 9:42 AM  
Page 3

Current Period: MAY 2017

		2017 YTD Budget	2017 YTD Amt	MAY MTD Amt	2017 YTD Balance	% of Budget
Active	E 603-49450-240 Small Tools and	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 603-49450-301 Auditing and Acct	\$750.00	\$1,000.00	\$0.00	-\$250.00	133.33%
Active	E 603-49450-303 Engineering Fees	\$5,000.00	\$4,139.25	\$3,503.25	\$860.75	82.79%
Active	E 603-49450-305 Medical and Dent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-307 Bonding Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-309 EDP, Software an	\$2,000.00	\$832.99	\$0.00	\$1,167.01	41.65%
Active	E 603-49450-310 Other Professiona	\$30,000.00	\$13,346.25	\$2,167.25	\$16,653.75	44.49%
Active	E 603-49450-321 Telephone	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 603-49450-322 Postage	\$2,250.00	\$647.85	\$107.28	\$1,602.15	28.79%
Active	E 603-49450-343 Other Advertising	\$250.00	\$173.90	\$173.90	\$76.10	69.56%
Active	E 603-49450-361 Liability/Property	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 603-49450-363 Automotive Ins	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 603-49450-381 Utilities	\$14,000.00	\$3,905.45	\$998.02	\$10,094.55	27.90%
Active	E 603-49450-401 Repairs/Maint Bull	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 603-49450-405 Depreciation	\$110,000.00	\$0.00	\$0.00	\$110,000.00	0.00%
Active	E 603-49450-409 Storm Sewer Rep	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 603-49450-433 Dues and Subscri	\$2,500.00	\$1,450.00	\$1,450.00	\$1,050.00	58.00%
Active	E 603-49450-434 Uniforms	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 603-49450-437 Other Miscellaneo	\$2,000.00	\$89.45	\$0.00	\$1,910.55	4.47%
Active	E 603-49450-472 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-520 Buildings and Stru	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-530 Improv Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-601 Debt Srv Bond Pri	\$30,000.00	\$30,000.00	\$0.00	\$0.00	100.00%
Active	E 603-49450-611 Bond Interest	\$3,720.00	\$2,010.00	\$0.00	\$1,710.00	54.03%
Active	E 603-49450-614 Unamortized Disc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-620 Fiscal Agent s Fe	\$250.00	\$247.50	\$0.00	\$2.50	99.00%
Active	E 603-49450-700 Transfer to Gener	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-49450-730 Transfer to Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Expenditure</b>	<b>-\$383,810.00</b>	<b>-\$108,101.38</b>	<b>-\$18,759.74</b>	<b>-\$275,708.62</b>	<b>28.17%</b>
	<b>Total SEWER FUND</b>	<b>-\$27,310.00</b>	<b>\$27,395.57</b>	<b>\$11,297.50</b>	<b>-\$54,705.57</b>	<b>-100.31%</b>
<b>MUNICIPAL LIQUOR FUND</b>						
	<b>Revenues</b>	<b>\$2,136,500.00</b>	<b>\$847,578.32</b>	<b>\$191,708.94</b>	<b>\$1,288,921.68</b>	<b>39.67%</b>
	<b>Expenditures</b>	<b>\$2,179,445.00</b>	<b>\$639,359.12</b>	<b>\$178,952.20</b>	<b>\$1,540,085.88</b>	<b>29.34%</b>
	<b>Gain/(Loss)</b>	<b>(\$42,945.00)</b>	<b>\$208,219.20</b>	<b>\$12,756.74</b>	<b>(\$251,164.20)</b>	<b>-484.85%</b>
<b>Revenue</b>						
Active	R 609-36200 Miscellaneous Revenu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 609-36210 Interest Earnings	\$4,000.00	\$194.41	\$41.59	\$3,805.59	4.86%
Active	R 609-37710 Wine Cost of Goods S	\$0.00	\$2,701.42	(\$178.99)	-\$2,701.42	0.00%
Active	R 609-37711 Liquor Cost of Goods	\$0.00	\$8,960.88	(\$673.29)	-\$8,960.88	0.00%
Active	R 609-37712 Beer Cost of Goods S	\$0.00	\$19,693.79	\$1,565.95	-\$19,693.79	0.00%
Active	R 609-37715 Mix Cost of Goods Sol	\$0.00	\$5,304.25	\$739.75	-\$5,304.25	0.00%
Active	R 609-37716 Cigarette Cost of Goo	\$0.00	-\$733.91	(\$1,419.84)	\$733.91	0.00%
Active	R 609-37717 Misc. Cost of Goods S	\$0.00	-\$358.41	(\$211.15)	\$358.41	0.00%
Active	R 609-37800 Gift Certificates	\$0.00	-\$35.60	(\$83.93)	\$35.60	0.00%
Active	R 609-37811 Liquor Sales	\$610,000.00	\$245,303.60	\$53,315.99	\$364,696.40	40.21%
Active	R 609-37812 Beer Sales	\$1,085,000.00	\$405,178.99	\$103,003.01	\$679,821.01	37.34%
Active	R 609-37813 Wine Sales	\$230,000.00	\$83,136.39	\$17,162.41	\$146,863.61	36.15%
Active	R 609-37815 Mix/NA Sales	\$37,500.00	\$13,910.98	\$3,416.67	\$23,589.02	37.10%
Active	R 609-37816 Cigarette Sales	\$122,500.00	\$47,493.38	\$10,508.20	\$75,006.62	38.77%

**CITY OF MILACA**  
**\*Budget YTD Rev-Exp©**

06/12/17 9:42 AM  
Page 4

Current Period: MAY 2017

		2017	2017	MAY	2017	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 609-37817 Other Misc. Sales	\$47,500.00	\$16,828.15	\$4,522.57	\$30,671.85	35.43%
Active	R 609-39300 Proceeds-Gen Long-te	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>		<b>\$2,136,500.00</b>	<b>\$847,578.32</b>	<b>\$191,708.94</b>	<b>\$1,288,921.68</b>	<b>39.67%</b>
<b>Expenditure</b>						
Active	E 609-49750-101 Full-Time Regular	\$48,205.00	\$18,759.55	\$3,760.00	\$29,445.45	38.92%
Active	E 609-49750-102 Overtime	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 609-49750-103 Part-Time Employ	\$103,150.00	\$41,235.92	\$8,457.64	\$61,914.08	39.98%
Active	E 609-49750-106 Admin	\$28,610.00	\$6,201.78	\$1,567.00	\$22,408.22	21.68%
Active	E 609-49750-121 PERA	\$13,575.00	\$4,642.68	\$986.20	\$8,932.32	34.20%
Active	E 609-49750-122 FICA	\$13,850.00	\$5,042.90	\$1,050.34	\$8,807.10	36.41%
Active	E 609-49750-131 Employer Paid He	\$8,160.00	\$2,969.32	\$646.40	\$5,190.68	36.39%
Active	E 609-49750-132 Employer Paid He	\$5,400.00	\$1,775.00	\$375.00	\$3,625.00	32.87%
Active	E 609-49750-134 Employer Paid Di	\$715.00	\$250.28	\$50.05	\$464.72	35.00%
Active	E 609-49750-151 Worker s Comp In	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	E 609-49750-201 Accessories (pap	\$2,000.00	\$1,051.91	\$403.88	\$948.09	52.60%
Active	E 609-49750-208 Training and Trav	\$1,500.00	\$1,083.47	\$107.10	\$416.53	72.23%
Active	E 609-49750-214 Liquor Store Pape	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-217 Other Operating S	\$6,000.00	\$2,224.27	\$487.01	\$3,775.73	37.07%
Active	E 609-49750-221 Equipment Parts/	\$1,000.00	\$1,000.49	\$827.39	-\$0.49	100.05%
Active	E 609-49750-240 Small Tools and	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 609-49750-251 Liquor For Resale	\$470,000.00	\$148,560.88	\$38,999.58	\$321,439.12	31.61%
Active	E 609-49750-252 Beer For Resale	\$855,000.00	\$240,098.36	\$61,829.01	\$614,901.64	28.08%
Active	E 609-49750-253 Wine For Resale	\$182,500.00	\$47,018.31	\$8,482.24	\$135,481.69	25.76%
Active	E 609-49750-254 Mix/Non Alcoholic	\$30,000.00	\$8,802.05	\$2,105.73	\$21,197.95	29.34%
Active	E 609-49750-256 Tobacco Products	\$105,000.00	\$29,264.70	\$5,724.08	\$75,735.30	27.87%
Active	E 609-49750-259 Other For Resale	\$37,500.00	\$9,337.54	\$2,398.16	\$28,162.46	24.90%
Active	E 609-49750-260 Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-301 Auditing and Acct	\$2,000.00	\$2,150.00	\$0.00	-\$150.00	107.50%
Active	E 609-49750-309 EDP, Software an	\$2,500.00	\$511.73	\$41.52	\$1,988.27	20.47%
Active	E 609-49750-310 Other Professiona	\$6,000.00	\$4,816.40	\$954.78	\$1,183.60	80.27%
Active	E 609-49750-321 Telephone	\$2,250.00	\$565.50	\$114.81	\$1,684.50	25.13%
Active	E 609-49750-322 Postage	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 609-49750-333 Freight and Expre	\$12,000.00	\$4,092.11	\$1,053.12	\$7,907.89	34.10%
Active	E 609-49750-343 Other Advertising	\$2,000.00	\$812.45	\$0.00	\$1,187.55	40.62%
Active	E 609-49750-361 Liability/Property	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
Active	E 609-49750-364 Dram Shop	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 609-49750-381 Utilities	\$27,000.00	\$8,321.42	\$1,868.70	\$18,678.58	30.82%
Active	E 609-49750-384 Refuse/Garbage	\$1,500.00	\$248.04	\$58.50	\$1,251.96	16.54%
Active	E 609-49750-401 Repairs/Maint Bull	\$500.00	\$3,918.00	\$1,503.00	-\$3,418.00	783.60%
Active	E 609-49750-405 Depreciation	\$44,000.00	\$0.00	\$0.00	\$44,000.00	0.00%
Active	E 609-49750-421 Credit Card/Bank	\$25,000.00	\$10,234.47	\$2,203.79	\$14,765.53	40.94%
Active	E 609-49750-431 Cash Short	\$0.00	-\$41.94	(\$14.36)	\$41.94	0.00%
Active	E 609-49750-432 Uncollectable Che	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-433 Dues and Subscri	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
Active	E 609-49750-434 Uniforms	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 609-49750-437 Other Miscellaneo	\$2,500.00	\$1,500.00	\$0.00	\$1,000.00	60.00%
Active	E 609-49750-450 Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-472 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-520 Buildings and Stru	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-530 Improv Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-601 Debt Srv Bond Pri	\$52,650.00	\$26,013.39	\$26,013.39	\$26,636.61	49.41%

**CITY OF MILACA**  
**\*Budget YTD Rev-Exp©**

06/12/17 9:42 AM  
Page 5

Current Period: MAY 2017

		2017	2017	MAY	2017	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 609-49750-611 Bond Interest	\$13,200.00	\$6,898.14	\$6,898.14	\$6,301.86	52.26%
Active	E 609-49750-620 Fiscal Agent s Fe	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49750-700 Transfer to Gener	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 609-49750-730 Transfer to Other	\$22,230.00	\$0.00	\$0.00	\$22,230.00	0.00%
<b>Total Expenditure</b>		<b>-\$2,179,445.00</b>	<b>-\$639,359.12</b>	<b>-\$178,952.20</b>	<b>-\$1,540,085.88</b>	<b>29.34%</b>
<b>Total MUNICIPAL LIQUOR FUND</b>		<b>-\$42,945.00</b>	<b>\$208,219.20</b>	<b>\$12,756.74</b>	<b>-\$251,164.20</b>	<b>-484.85%</b>
<b>DEPUTY REGISTRAR FUND</b>						
<b>Revenues</b>		<b>\$163,850.00</b>	<b>\$78,464.60</b>	<b>\$28,146.82</b>	<b>\$85,385.40</b>	<b>47.89%</b>
<b>Expenditures</b>		<b>\$172,805.00</b>	<b>\$61,905.59</b>	<b>\$12,914.14</b>	<b>\$110,899.41</b>	<b>35.82%</b>
<b>Gain/(Loss)</b>		<b>(\$8,955.00)</b>	<b>\$16,559.01</b>	<b>\$15,232.68</b>	<b>(\$25,514.01)</b>	<b>-184.91%</b>
<b>Revenue</b>						
Active	R 619-36200 Miscellaneous Revenu	\$2,000.00	\$895.00	\$334.75	\$1,105.00	44.75%
Active	R 619-36210 Interest Earnings	\$100.00	\$53.35	\$11.64	\$46.65	53.35%
Active	R 619-37900 Motor Vehicle License	\$110,000.00	\$53,568.75	\$22,432.43	\$56,431.25	48.70%
Active	R 619-37911 Driver License	\$45,000.00	\$20,031.50	\$4,336.00	\$24,968.50	44.51%
Active	R 619-37912 D.N.R.	\$6,750.00	\$3,916.00	\$1,032.00	\$2,834.00	58.01%
Active	R 619-37913 Game License	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>		<b>\$163,850.00</b>	<b>\$78,464.60</b>	<b>\$28,146.82</b>	<b>\$85,385.40</b>	<b>47.89%</b>
<b>Expenditure</b>						
Active	E 619-49900-101 Full-Time Regular	\$45,000.00	\$17,556.25	\$3,520.00	\$27,443.75	39.01%
Active	E 619-49900-102 Overtime	\$0.00	\$321.75	\$321.75	-\$321.75	0.00%
Active	E 619-49900-103 Part-Time Employ	\$63,875.00	\$23,154.44	\$4,854.69	\$40,720.56	36.25%
Active	E 619-49900-106 Admin	\$10,405.00	\$2,939.40	\$657.45	\$7,465.60	28.25%
Active	E 619-49900-121 PERA	\$8,950.00	\$3,297.94	\$701.54	\$5,652.06	36.85%
Active	E 619-49900-122 FICA	\$9,125.00	\$3,310.18	\$704.82	\$5,814.82	36.28%
Active	E 619-49900-131 Employer Paid He	\$10,475.00	\$4,587.72	\$930.68	\$5,887.28	43.80%
Active	E 619-49900-132 Employer Paid He	\$3,900.00	\$1,506.25	\$306.25	\$2,393.75	38.62%
Active	E 619-49900-134 Employer Paid Di	\$575.00	\$220.35	\$44.07	\$354.65	38.32%
Active	E 619-49900-151 Worker s Comp In	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 619-49900-201 Accessories (pap	\$1,200.00	\$658.89	\$123.99	\$541.11	54.91%
Active	E 619-49900-208 Training and Trav	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 619-49900-217 Other Operating S	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 619-49900-240 Small Tools and	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 619-49900-301 Auditing and Acct	\$400.00	\$400.00	\$0.00	\$0.00	100.00%
Active	E 619-49900-309 EDP, Software an	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00%
Active	E 619-49900-310 Other Professiona	\$1,300.00	\$1,454.44	\$277.89	-\$154.44	111.88%
Active	E 619-49900-321 Telephone	\$2,500.00	\$1,104.23	\$221.01	\$1,395.77	44.17%
Active	E 619-49900-322 Postage	\$1,300.00	\$1,000.00	\$250.00	\$300.00	76.92%
Active	E 619-49900-343 Other Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 619-49900-410 Rentals (GENERA	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	E 619-49900-421 Credit Card/Bank	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 619-49900-432 Uncollectable Che	\$0.00	\$115.75	\$0.00	-\$115.75	0.00%
Active	E 619-49900-433 Dues and Subscri	\$550.00	\$278.00	\$0.00	\$272.00	50.55%
<b>Total Expenditure</b>		<b>-\$172,805.00</b>	<b>-\$61,905.59</b>	<b>-\$12,914.14</b>	<b>-\$110,899.41</b>	<b>35.82%</b>
<b>Total DEPUTY REGISTRAR FUND</b>		<b>-\$8,955.00</b>	<b>\$16,559.01</b>	<b>\$15,232.68</b>	<b>-\$25,514.01</b>	<b>-184.91%</b>
<b>Report Total</b>		<b>-\$193,330.00</b>	<b>\$386,358.30</b>	<b>\$71,529.42</b>	<b>-\$579,688.30</b>	<b>-199.84%</b>

CITY OF MILACA

RESOLUTION NO. 17 – 20

RESOLUTION FOR SUBMISSION OF STATE CAPITAL PROJECTS GRANTS-IN-AID

WHEREAS the City passed Resolution No. 17 – 20 on June 14, 2017; and,

WHEREAS the city council supports historic preservation of our publicly owned museum and,

WHEREAS it is the city council's intention to be dependent on legislative funding for the preservation of our public owned museum and therefore seeks to submit a grant to the State Capital Projects Grants-in-Aid in the amount of \$3,500 and understands funds must be matched by cash, in-kind and/or donated services or materials contributed to the project; and,

WHEREAS the eligible work will meet the conditions of the grant and will be used for restoration of the historic skylight and roof repair; and,

NOW THEREFORE BE IT RESOLVED by the Milaca City Council to proceed with the grant application submission to the Minnesota Historical Society.

Adopted this 14th day of June, 2017.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager



[Membership](#) | [Shop](#) | [Calendar](#) | [Donate](#)

MENU

## State Capital Project Grants-in-Aid: Overview

**Purpose:** To support historic preservation construction projects for publicly owned buildings.

**Availability of Funding:** Dependent on legislative funding. There is typically one funding opportunity each fiscal year in the summer/fall. **Fiscal 2018 Year Deadlines**

**Grant Range:** The minimum grant is \$10,000. There currently is no request cap. The largest grant to date is \$385,000.

**Match Requirement:** Funds must be matched at least 1 to 1. Matching funds may be cash, in-kind and/or donated services or materials contributed to the project. State funds may not be used as a match.

**Eligible Applicants:** Applicants are local or county governmental units eligible to receive state bond funds as defined in Minnesota Statutes 16A.695. State agencies or organizations primarily funded by the State of Minnesota are not eligible.

**Eligible Properties:** The property for which funds are being requested must be publicly owned and must be listed in the National Register of Historic Places, or have been determined to be eligible for listing in the National Register by the State Historic Preservation Office.

**Eligible Projects Categories:** 1. Restoration and/or Preservation, and  
2. Building Systems and Accessibility

**Eligible Work:** The work must meet the following conditions:

- the expenditure funded must be for a public purpose;
- the project expenditures funded must be for land, buildings, or other improvements of a capital nature;
- the work must fall within one of the prescribed categories;
- the project must correspond with the purpose for which funding was issued, as set forth in the bill citation on page one (Laws of Minnesota, 2014, Chapter 295, Section 12); and
- the work must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

**For More Information:** Contact Mandy Skypala, Grants Office  
Phone: 651-259-3458  
E-mail: [mandy.skypala@mnhs.org](mailto:mandy.skypala@mnhs.org)

### **Minnesota Historical Society**

345 W. Kellogg Blvd.  
St. Paul, MN 55102  
651-259-3000 • 1-800-657-3773

Box office:  
651-259-3015 • 844-667-8679

**Contact MNHS • Locations & Hours**

---

### **Resources**

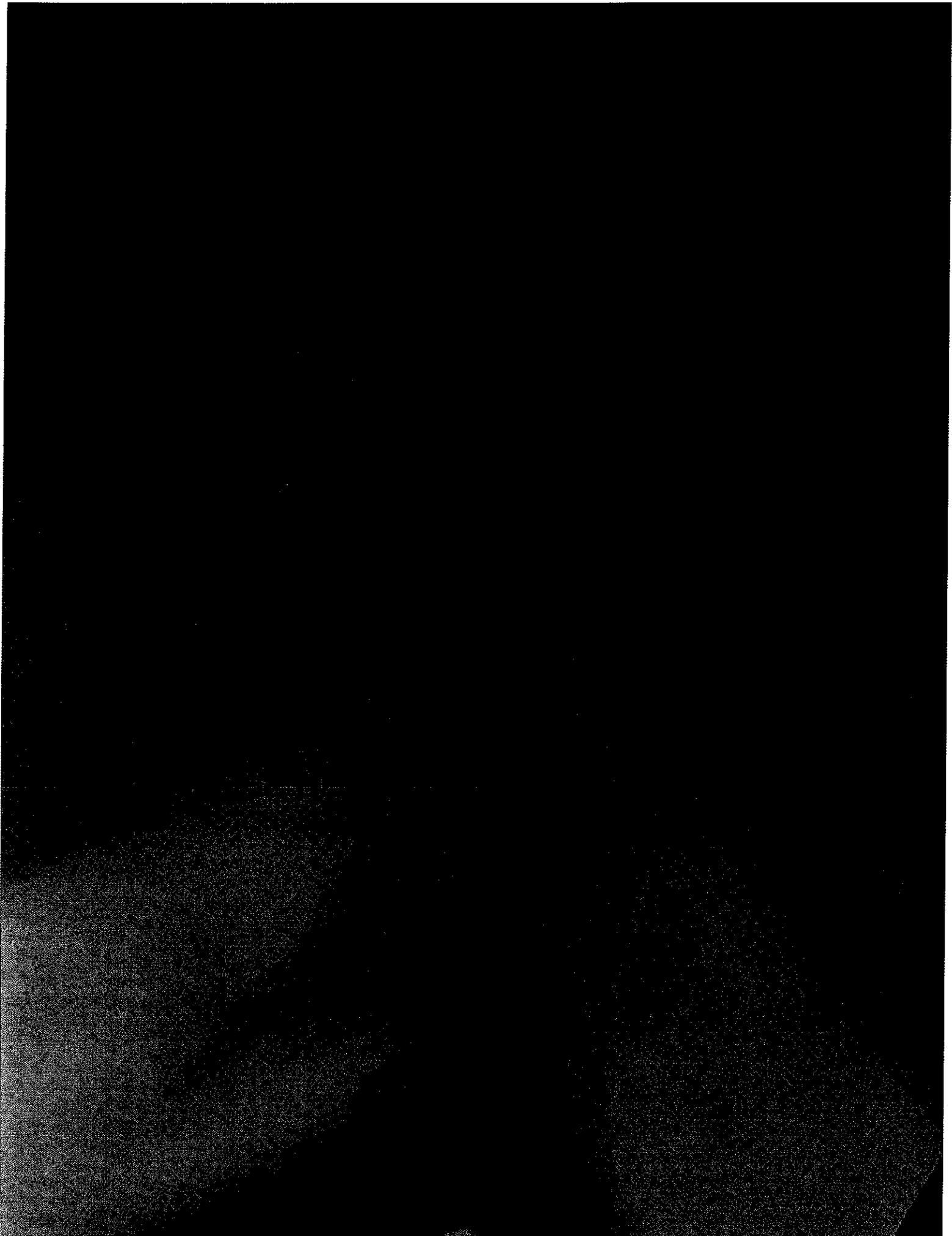
**Media Room**

**Shop**

**Blogs**

**Events**





RESOLUTION NO. 17 – 21

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
<b>Additional Cost of 2 Full-Time Officer Positions from Part-Time</b>					
E	101-42110-101	Full-Time Regular	196,450.00	73,115.00	
E	101-42110-110	Part-Time Police Officer	96,750.00		73,115.00
E	101-42110-101	Full-Time Regular	196,450.00	10,000.00	
E	101-42110-123	Police Pension Contributions	46,250.00	1,530.00	
E	101-41940-122	FICA	28,860.00	150.00	
E	101-41940-131	Employer Paid Health	51,870.00	9,360.00	
E	101-41940-132	Employer Paid Health Savings	32,340.00	8,160.00	
E	101-41940-134	Employer Paid Disability	3,770.00	800.00	
E	101-42110-242	PD Reserve Prgm Supplies	7,500.00		7,000.00
R	101-39203	Transfer from Other Fund	7,500.00	23,000.00	
E	208-49030-700	Transfer to General Fund	-	23,000.00	
<b>Additional Full-Time Parks Worker</b>					
E	101-45200-101	Full-Time Regular	57,850.00	29,120.00	
E	101-45200-103	Part-Time Employees	16,725.00		7,355.00
E	101-45200-109	Temp-Trail Maintenance	4,650.00	3,080.00	
E	101-41940-121	PERA	20,975.00	2,185.00	
E	101-41940-122	FICA	28,860.00	1,890.00	
E	101-41940-131	Employer Paid Health	51,870.00	6,000.00	
E	101-41940-132	Employer Paid Health Savings	32,340.00	2,000.00	
E	101-41940-134	Employer Paid Disability	3,770.00	500.00	
E	101-41310-101	Full-Time Regular	25,515.00		4,935.00
E	101-41940-121	PERA	20,975.00		1,050.00
E	101-41940-122	FICA	28,860.00		1,065.00
E	101-41940-131	Employer Paid Health	51,870.00		1,200.00
E	101-41940-132	Employer Paid Health Savings	32,340.00		1,400.00
E	101-41610-304	Legal Fees	49,000.00		3,450.00
E	101-41940-309	EDP, Software and Design	6,300.00		1,300.00
E	101-41940-570	Office Equip and Furnishings	8,500.00		8,500.00
E	101-42110-242	PD Reserve Prgm Supplies	7,500.00		500.00
E	101-45200-221	Equipment Parts/Repairs	10,000.00		2,000.00

<b>Act Type</b>	<b>Account</b>		<b>Original Budget</b>	<b>Increase</b>	<b>Decrease</b>
E	101-45200-225	Landscaping Materials	6,200.00		4,000.00
E	101-45200-240	Small Tools and Minor Equip	3,500.00		420.00
E	101-45200-530	Improv Other Than Bldgs	5,000.00		5,000.00
R	101-36210	Interest Earnings	2,000.00	2,600.00	

Adopted this 14<sup>th</sup> day of June, 2017.

---

Mayor Harold Pedersen

ATTEST

---

Tammy Pfaff, City Manager

RESOLUTION NO. 17 – 22

RESOLUTION ASSESSING UNPAID WATER/SEWER BILLS

BE IT RESOLVED that the following unpaid water and sewer bill be levied against the described property for 2018 property taxes, for 1 (one) year, at a rate of 7 (seven) percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-036-2400	Arrowood, Robert	545 3 <sup>rd</sup> Ave SE	\$77.94
21-041-0290	Habeck LLC	110 Central Ave S	\$317.33

Adopted this 14<sup>th</sup> day of June, 2017.

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

ATTEST

\_\_\_\_\_  
Tammy Pfaff, City Manager

RESOLUTION 17-23 LEASE PURCHASE FINANCING  
EXTRACT OF MINUTES OF A MEETING  
CITY COUNCIL OF THE  
CITY OF MILACA, MINNESOTA

HELD: June 14, 2017

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 June 14, 2017, 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 LEASE PURCHASE FINANCING  
AND ENTERING INTO A LEASE-PURCHASE AGREEMENT AND  
GROUND LEASE AGREEMENT

WHEREAS, Minnesota Statutes, Section 465.71, authorizes a public corporation to lease real or personal property with an option to purchase under a lease purchase agreement; and

WHEREAS, the City of Milaca, Minnesota (the "City") proposes to secure lease purchase financing for the acquisition of the library (the "Facility") from the Milaca Economic Development Authority (the "Authority"), located in the City, in an aggregate amount not to exceed \$653,000; and

WHEREAS, a form of a Lease-Purchase Agreement (the "Lease") between the City and First National Bank of Milaca (the "Lessor"), a form of Ground Lease Agreement between the City and the Lessor (the "Ground Lease") and other financing documents for said transaction (together, the "Lease Purchase Financing Documents") are on file with the City; and

WHEREAS, it is proposed Lessor will serve as the lessor corporation under the Lease and as lessee under the Ground Lease.

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 Lease Purchase Financing Documents in substantially the form submitted, subject to change as hereinafter provided, and accepts on behalf of the City the proposal of Lessor to serve as lessor corporation in the transaction and to enter into with the City the Lease Purchase Financing Documents; and

2. The Mayor and the Manager of the City are hereby authorized and directed to negotiate the terms of and execute the Lease Purchase Financing Documents 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 Lease Purchase Financing Documents 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 and Briggs and Morgan, Professional Association, acting as Bond Counsel, 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.

3. The Lease is not a general obligation of the City but rather is payable from amounts to be annually appropriated by the City, and the full faith, credit and taxing powers of the City shall not be and are not pledged.

4. The City shall not knowingly take, nor fail to take, any action the effect of which would be to impair the tax exempt status of the interest portion of the payments under the Lease. In order to qualify the Lease as a "qualified tax exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Lease is issued after August 7, 1986;
- (b) the Lease is not treated as a "private activity bond" as defined in Section 265(b)(3) of the Code, treating "qualified 501(c)(3) bonds as not being private activity bonds;
- (c) the City hereby designates the Lease as a "qualified tax exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax exempt obligations (other than obligations described in clause (ii) of Section 265(b)(3) of the Code) which will be issued by the City (and all entities whose obligations will be aggregated with those of the City) during this calendar year 2017 will not exceed \$10,000,000; and
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2017 have been designated for purposes of Section 265(b)(3) of the Code.

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.

5. Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Lease, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Lease, and (iii) the rebate of excess investment earnings to the United States. The City expects to satisfy the six month expenditure exemption from gross proceeds of the Lease as provided in Section 1.148-7(c) of the Regulations. The Mayor and or Manager are hereby authorized and directed to make such elections as to arbitrage and rebate matters relating to the Lease as they

deem necessary, appropriate or desirable in connection with the Lease, and all such elections shall be, and shall be deemed and treated as, elections of the City.

6. Termination of Lease and Ground Lease Agreement. The City hereby elects to exercise its option under Section 10.2 of the Lease With Option to Purchase Project Agreement between the City and the Authority, dated as of November 1, 2006 (the "Original Lease") to purchase the Authority's interest in the Facility. As provided in Section 10.3 of the Original Lease, the City hereby determines and declares that upon payment of the Purchase Option Price (as defined in the Original Lease), the Original Lease and Ground Lease Agreement shall be terminated and the EDA shall have no further right, title or interest in and to the Facility.

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 June 14, 2017.

---

Manager

(SEAL)

# SALE RESULTS

FOR THE  
CITY OF MILACA, MINNESOTA

\$653,000  
LEASE PURCHASE AGREEMENT

---



45 South 7<sup>th</sup> Street  
Suite 2000  
Minneapolis, MN 55402  
612-851-5900 800-851-2920

June 15, 2017



**City of Milaca, Minnesota**  
**Current Refunding of the Milaca Economic Development Authority's**  
**\$1,670,000 Public Project Revenue Bonds, Series 2006A**  
**(Final Information)**

**\$653,000 Lease Purchase Agreement (based upon final interest rates)**

- The lease purchase agreement will current refund the 2018-2022 maturities of the Authority's Public Project Revenue Bonds, Series 2006 on August 1, 2017.

*Refunding Analysis*

<i>Lease Size</i>	\$ 653,000
<i>Final Maturity 2006A Bonds</i>	2022
<i>Final Payment of Lease Purchase Agreement</i>	2022
<i>Average Coupon 2006A Bonds</i>	4.74%
<i>Interest Rate of Lease Purchase Agreement</i>	2.30%
<i>Total Net Lease Payment Reduction</i>	\$ 29,280
<i>Total Net Present Value Savings</i>	\$ 24,343
<i>Average Annual Lease Payment Savings</i>	\$ 5,856
<i>Net Present Value Savings %</i>	3.30%

**George Eilertson, Sr. Vice President**  
 800-851-2920 612-851-5906  
[geilertson@northlandsecurities.com](mailto:geilertson@northlandsecurities.com)

## EXHIBIT A - SOURCES & USES

---

### Sources Of Funds

Lease Size	\$653,000.00
Transfers from Prior Issue Debt Service Funds	60,000.00

<b>Total Sources</b>	<b>\$713,000.00</b>
----------------------	---------------------

### Uses Of Funds

Deposit to Current Refunding Fund	701,705.90
Costs of Issuance	11,275.00
Rounding Amount	19.10

<b>Total Uses</b>	<b>\$713,000.00</b>
-------------------	---------------------

## EXHIBIT B - FINAL LEASE SCHEDULE

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
08/01/2017	-	-	-	-	-
02/01/2018	118,000.00	2.300%	7,509.50	125,509.50	125,509.50
08/01/2018	-	-	6,152.50	6,152.50	-
02/01/2019	129,000.00	2.300%	6,152.50	135,152.50	141,305.00
08/01/2019	-	-	4,669.00	4,669.00	-
02/01/2020	132,000.00	2.300%	4,669.00	136,669.00	141,338.00
08/01/2020	-	-	3,151.00	3,151.00	-
02/01/2021	135,000.00	2.300%	3,151.00	138,151.00	141,302.00
08/01/2021	-	-	1,598.50	1,598.50	-
02/01/2022	139,000.00	2.300%	1,598.50	140,598.50	142,197.00
<b>Total</b>	<b>\$653,000.00</b>	<b>-</b>	<b>\$38,651.50</b>	<b>\$691,651.50</b>	<b>-</b>

### **Date And Term Structure**

<b>Dated</b>	<b>8/01/2017</b>
<b>Delivery Date</b>	<b>8/01/2017</b>
<b>First available call date</b>	<b>Any Date</b>
<b>Call Price</b>	<b>100.000%</b>
<b>Net Interest Cost (NIC)</b>	<b>2.3000000%</b>
<b>True Interest Cost (TIC)</b>	<b>2.3000000%</b>

## EXHIBIT C - SAVINGS

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2018	125,509.50	16,471.50	141,961.90	97,943.00	(44,018.90)
02/01/2019	141,305.00	-	141,305.00	157,018.00	15,713.00
02/01/2020	141,338.00	-	141,338.00	160,856.00	19,518.00
02/01/2021	141,302.00	-	141,302.00	159,220.00	17,918.00
02/01/2022	142,197.00	-	142,197.00	162,347.00	20,150.00
<b>Total</b>	<b>\$691,651.50</b>	<b>\$16,471.50</b>	<b>\$708,103.90</b>	<b>\$737,384.00</b>	<b>\$29,280.10</b>

### **PV Analysis Summary (Net to Net)**

Gross PV Debt Service Savings.....	84,324.16
Net PV Cashflow Savings @ 2.300%(Bond Yield).....	84,324.16
Transfers from Prior Issue Debt Service Fund.....	(60,000.00)
Contingency or Rounding Amount.....	19.10
Net Present Value Benefit	\$24,343.26
Net PV Benefit / \$737,324.16 PV Refunded Debt Service	3.302%
Net PV Benefit / \$695,000 Refunded Principal..	3.503%
Net PV Benefit / \$653,000 Refunding Principal..	3.728%

RESOLUTION 17-24 EDA  
EXTRACT OF MINUTES OF A MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
CITY OF MILACA ECONOMIC DEVELOPMENT AUTHORITY

HELD: June 14, 2017

Pursuant to due call, a regular or special meeting of the Board of Commissioners of the City of Milaca Economic Development Authority, was duly held at the City Hall on June 14, 2017, at \_\_\_\_\_ P.M.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING TERMINATION OF LEASE AND  
GROUND LEASE AND CALLING FOR REDEMPTION OF THE PRIOR BOND

WHEREAS, the City of Milaca Economic Development Authority (the "Authority") issued its \$1,670,000 Public Project Revenue Bond, Series 2006 (City of Milaca Lease with Option to Purchase Agreement) (the "Prior Bond"), issued to finance the construction of a library (the "Facility") located in the City of Milaca, Minnesota (the "City"); and

WHEREAS, the City proposes to secure a lease purchase financing for the acquisition of the Facility from the Authority in an aggregate amount not to exceed \$653,000 pursuant to the terms of a Lease-Purchase Agreement between the City and the First National Bank of Milaca (the "Lease-Purchase Agreement"); and

WHEREAS, the City, as lessee, and the Authority, as lessor, entered into that certain Lease with Option to Purchase Agreement dated as of November 1, 2006 (the "Lease"); and

WHEREAS, the City, as lessor, and the Authority, as lessee, entered into that certain Ground Lease Agreement (the "Ground Lease"); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Milaca Economic Development Authority, as follows:

1. Pursuant to the terms of the Lease, the Prior Bond shall be redeemed and prepaid on August 1, 2017, in accordance with the terms and conditions set forth in the Notice of Call for Redemption attached as Exhibit A hereto, which terms and conditions are hereby approved and incorporated herein by reference.

2. As provided in Section 10.2 of the Lease and upon payment of the Purchase Option Price (as defined in the Lease) and the receipt of funds sufficient to prepay the outstanding Prior Bond, the Authority hereby determines and declares the Lease and Ground

Lease shall be terminated as of August 1, 2017 and the Authority shall have no further right, title or interest in and to the Facility.

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.

STATE OF MINNESOTA  
COUNTY OF MILLE LACS

I, the undersigned, being the duly qualified and acting Secretary of the City of Milaca Economic Development Authority, 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 Board of Commissioners, duly called and held on the date therein indicated insofar as such minutes relate to the Resolution Authorizing Termination of Lease and Ground Lease and Calling for Redemption of the Prior Bond.

WITNESS my hand on June 14, 2017.

---

Secretary

EXHIBIT A

NOTICE OF CALL FOR REDEMPTION

\$1,670,000 PUBLIC PROJECT REVENUE BOND, SERIES 2006  
(CITY OF MILACA LEASE WITH OPTION TO PURCHASE AGREEMENT)  
CITY OF MILACA ECONOMIC DEVELOPMENT AUTHORITY  
MILLE LACS COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that by order of the Board of Commissioners of the City of Milaca Economic Development Authority, Mille Lacs County, Minnesota (the "Authority"), there have been called for redemption and prepayment on

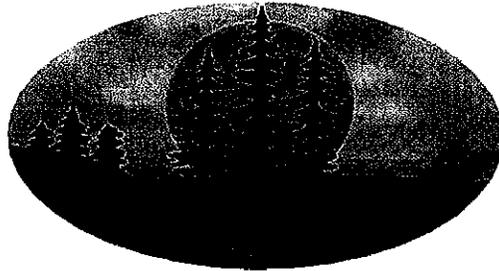
August 1, 2017

the outstanding bond of the Authority designated \$1,670,000 Public Project Revenue Bond, Series 2006 (City of Milaca Lease With Option To Purchase Agreement), dated November 1, 2006, having a stated final maturity date of February 1, 2022 and totaling \$695,000 in principal amount.

The bond is being called at a price of par plus accrued interest and a premium to August 1, 2017, on which date all interest on the bond will cease to accrue.

Dated: June 19, 2017

BY ORDER OF THE BOARD OF COMMISSIONERS,  
CITY OF MILACA ECONOMIC DEVELOPMENT  
AUTHORITY



**CITY OF MILACA  
PUBIC NOTICE  
PUBLIC HEARING  
ALLEY VACATION**  
Wednesday, June 14, 2017  
6:30 p.m.  
Milaca City Hall

NOTICE IS HEREBY GIVEN that the Milaca City Council will call a meeting on Wednesday, June 14th, 2017, at 6:30 p.m., to conduct a PUBLIC HEARING on a portion of an alley vacation located between 4<sup>th</sup> Street NE and 5<sup>th</sup> Street NE. All persons interested are invited to attend said hearing and be heard. Written comments may be submitted to the City Manager's office. Please contact the City Manager's office if you have any questions.

Tammy Pfaff  
City Manager  
City of Milaca

RESOLUTION NO. 17 – 25

RESOLUTION VACATING ALLEY

WHEREAS the City passed Resolution No. 17 – 25 on June 14, 2017; and,

WHEREAS it was discovered following the adoption of Resolution that the description of the request to vacate a portion of the alley located between 4<sup>th</sup> Street NE and 5<sup>th</sup> Street NE a 16.5 foot width and 162 feet in length of the alley between PID 21-042-0230 and PID 21-042-0240 platted Second Addition to Milaca, Block 12, within the City of Milaca and,

WHEREAS it was the petitioner's request that the entire alley be vacated between the petitioner's property located at 430 2<sup>nd</sup> Ave NE and property address 440 2<sup>nd</sup> Ave NE and,

WHEREAS it was the petitioner's request to vacate the alley due to encroachment and,

WHEREAS the public hearing was duly called for the 14<sup>th</sup> day of June, 2017 at 6:30 p.m.; and,

WHEREAS said hearing was held and all persons therein interested were given an opportunity to be heard,

NOW THEREFORE BE IT RESOLVED by the Milaca City Council:

1. That the City Council hereby approves the following right-of way alley vacation a portion of the alley located between 4<sup>th</sup> Street NE and 5<sup>th</sup> Street NE a 16.5 foot width and 162 feet in length of the alley between PID 21-042-0230 and PID 21-042-0240 platted Second Addition to Milaca, Block 12, within the City of Milaca.
2. That none of the aforesaid premises are held in trust by the City of Milaca for any purpose, public or otherwise, nor are any of the same dedicated as a City alley.
3. That it is in the public interest that said alley be vacated, subject to reservation unto the City of Milaca, Minnesota, of a permanent and perpetual easement for a water main, sanitary sewer main, drainage, and public/private utility purposes; that any and all right, title, estate, claim or interest in the said portion of the said alley, except for the reservation of permanent utility duly reserved by the City of Milaca, Minnesota, is hereby relinquished and surrendered.

Adopted this 14th day of June, 2017.

---

Mayor Harold Pedersen

ATTEST

---

Tammy Pfaff, City Manager

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City Council of Milaca at a meeting thereof held in the City of Milaca, Minnesota on the 14th day of June, 2017, as disclosed by the records of said City in my possession.

---

Tammy Pfaff, City Manager  
City of Milaca

May 16, 2017

Tammy Pfaff  
City Manager  
255 First Street East  
Milaca, MN 56353

Tammy,

We are currently in the process of selling our home in Milaca at 430 2<sup>nd</sup> Avenue Northeast and will be closing on May 26, 2017. We have an issue with the title because of an encroachment within the city alley located on 2<sup>nd</sup> avenue.

We bought the house in 1980. The house was already built, we did not build it. At that time, there was no alley located on the north side of the house.

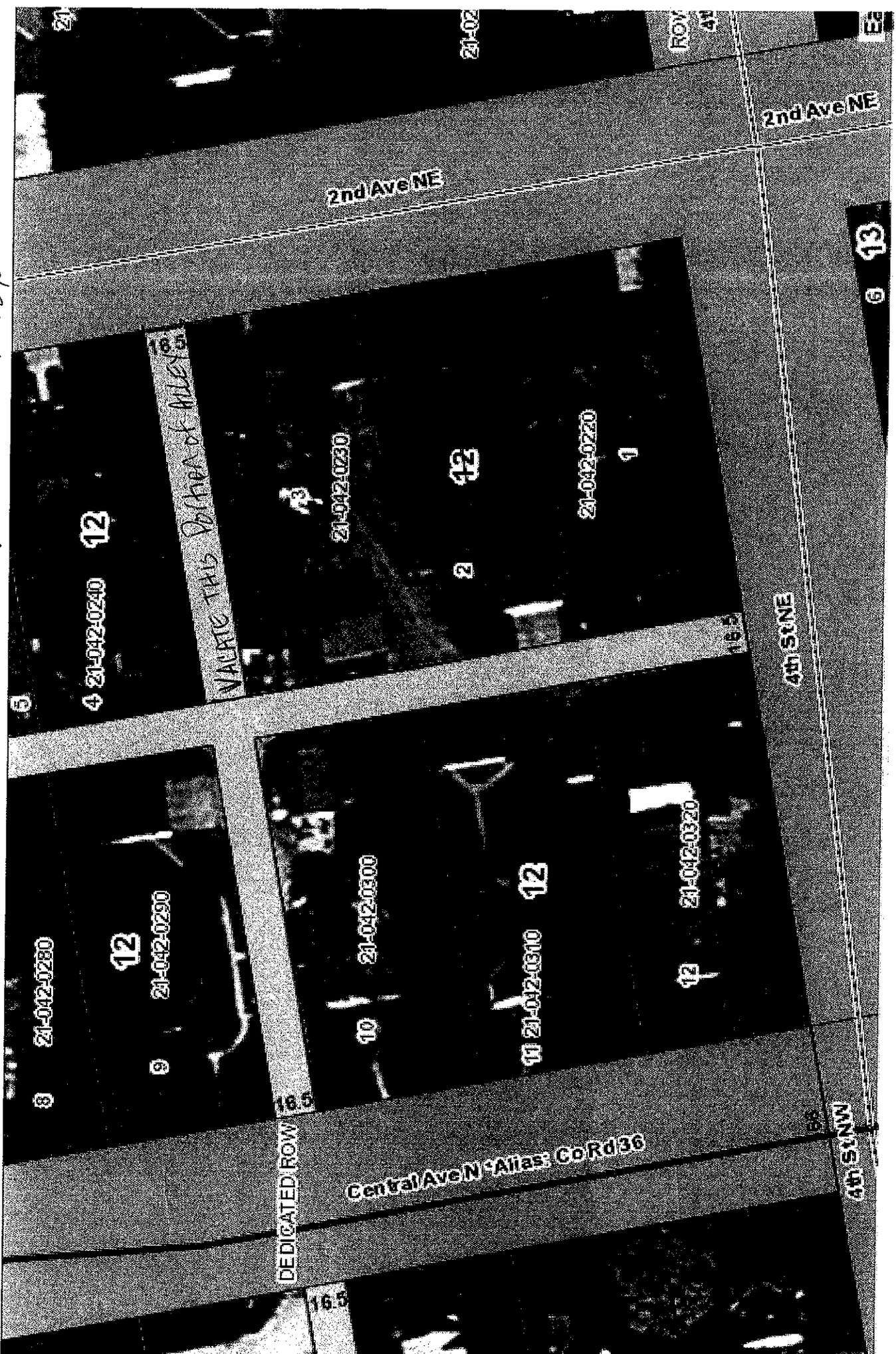
Please add this matter to the next Board meeting on June 14, 2017, requesting that the city vacate the alley

Thank you,

Steve and Vicki Fox

*Request received by email; 5-16-17*

21-042-0230  
Vicki + Scott Fox



4 21-042-0240 12

VACATE THIS PORTION OF PLOT 5

21-042-0230

2 12

21-042-0220

1

8 21-042-0280

12

9 21-042-0290

10 21-042-0300

11 21-042-0310 12

12 21-042-0320

DEDICATED ROW 16.5

Central Ave N (Alias: Co Rd 36)

16.5

2nd Ave NE

4th St NE

4th St NW

ROY 41

6 13

66

16.5

24

201-02

67

N-S ALLEY

ALLEY

0

0

0

162'

→ Z

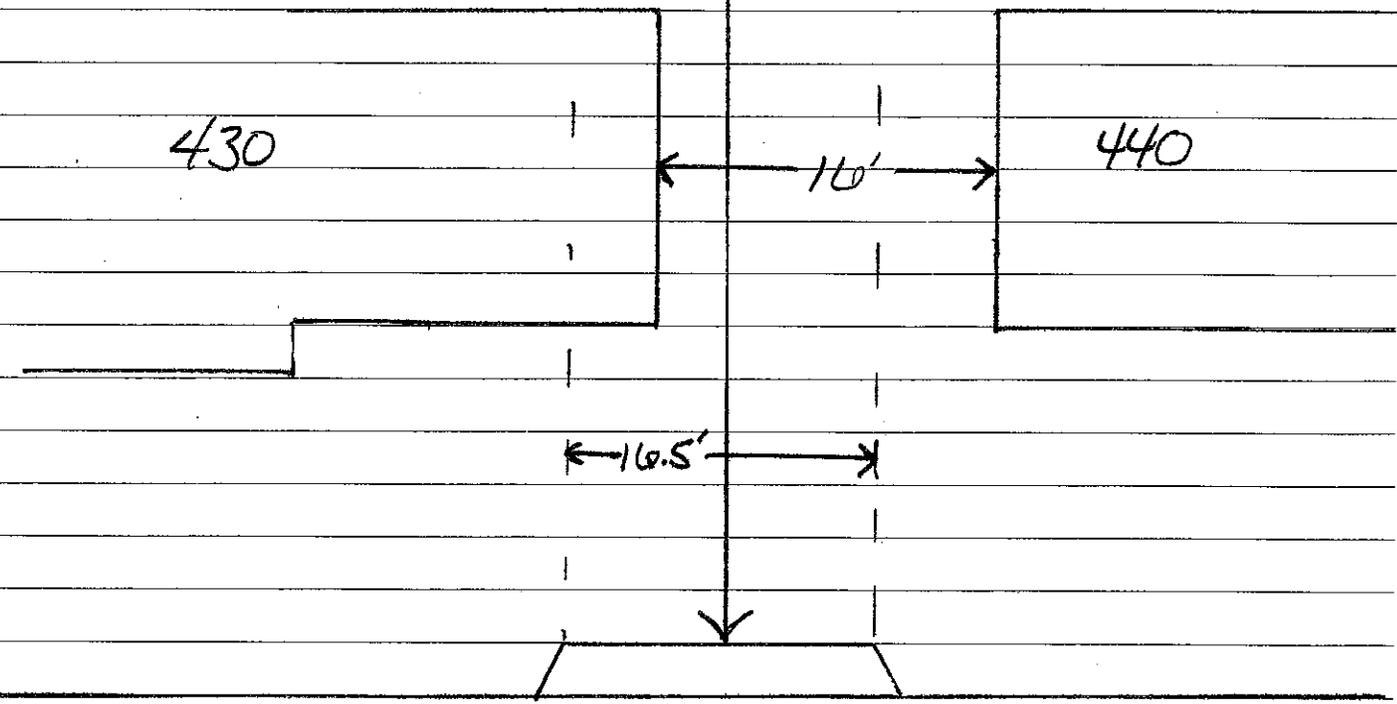
430

16'

440

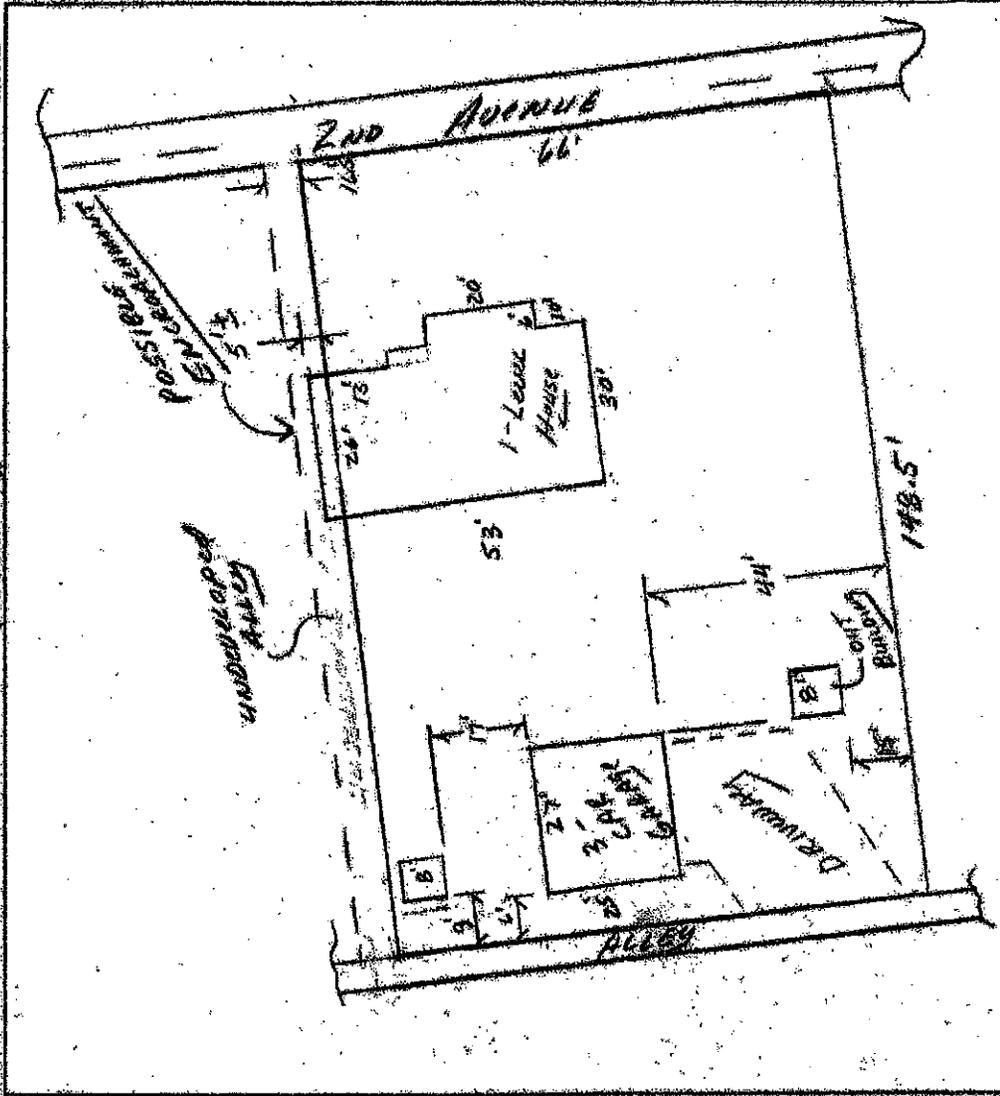
16.5'

2<sup>nd</sup> AVE N.E.



TAMMY PAFF

Plot Drawing  
(This is not a survey)



Buyer/Owner: FOX, V.  
 File # M 4502  
 PROPERTY ADDRESS 430 2ND AVENUE, N.E., WILACA, MO.  
 Legal Description NORTH 1/2 OF LOT 2 AND NW 1/4 OF LOT 3 BLOCK 12  
 SECOND ADDITION TO WILACA  
 Date: 4/26/17  
 By: Bill Schmecker

The location of the improvements shown on this drawing are approximate and are based on a visual inspection of the premises. The lot dimensions are taken from the recorded plat and/or county records. This drawing is for informational purposes and should not be used as a survey. This information does not constitute a liability of the MapInfo Company and/or Bill Schmecker, and is intended for mortgage purposes only.



**Stantec**

**Stantec Consulting Services Inc.**  
2335 Highway 36 West, St. Paul MN 55113-3819

June 7, 2017

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

**Reference: Fifth Street SW – Possible Utility Improvements**

Dear Tammy,

As requested, we have completed a preliminary review of possible utility improvements for the Fifth Street SW area of the city. This review is the result of an inquiry from residents in the area and subsequent direction from the City Council.

Our review includes two specific options for providing municipal utility service to the project area:

- **Option 1 - Gravity Sewer and Water Main** includes traditional gravity sewer and water main.
- **Option 2 – Pressure Sewer only** includes a small diameter pressure system only without municipal water service.

Further information regarding the two options is presented below. Hand sketches of the two options and a preliminary cost estimate of each option are attached to this letter.

**BACKGROUND.**

The area along Fifth Street SW presently does not have municipal sanitary sewer or water works service. In 2005, the City considered extending municipal sewer and water to the area in conjunction with a street improvement project. Installation of sewer and water in the area was not completed in 2005 due mainly to cost considerations.

Since 2005, the Dollar General site has been developed and the new building has been connected to city sewer.

There are nine identified homes and businesses in the project area that do not have municipal sewer. For this review, it has been assumed that the westernmost house (#485 Fifth Street SW, Johnson) will remain unsewered. The remaining eight homes and businesses included in the project area are:

- #315 Fifth Street SW (Evans)
- #325 Fifth Street SW (Gruba)



*We will have  
 a new home  
 built between  
 addresses 355 + 455  
 in 2018 - They want  
 water and sewer*

**Reference: Fifth Street SW – Possible Utility Improvements**

- #335 Fifth Street SW (Fransen)
- #355 Fifth Street SW (Klumper)
- #445 Fifth Street SW (Miller)
- #465 Fifth Street SW (Bremer)
- #450 Third Ave SW (Nelson)
- #400 Third Ave SW (Credit Union)

In addition to the homes/businesses listed above, there are one or two possible undeveloped lots in the project area.

**OPTIONS CONSIDERED FOR PROVIDING MUNICIPAL SEWER SERVICE.**

Two service options were considered for this review.

**Option 1 - Gravity Sewer and Water Main.** This option includes standard municipal gravity sanitary sewer service. Service would be provided by constructing a small municipal lift station at the east end of the project area and extending gravity sewer from the lift station. The lift station would pump the sewer into the existing sanitary sewer system.

Gravity sewer would be extended westward from the lift station. Since the road surface of Fifth Street SW is in good condition, it is proposed to install the gravity sewer using the trenchless technology method of directional drilling. Sewer segments between manholes would be installed by drilling the pipe without excavation. Excavation would be required at each manhole location and where sewer service lateral connections need to be made. To limit the street disruption, it is proposed to locate several of the proposed manholes outside of the existing street surface. Locating the manholes outside of the existing road surface is proposed with the assumption that the impacted property owners would grant utility easements for the work.

Option 1 would also include extending municipal water service westward down Fifth Street SW. It is proposed to install the water main using the trenchless technology method of directional drilling. To limit disturbance of the existing street surface, it is proposed to locate the water main outside of the street surface where possible. Spot excavations will be required for the water main construction to install house services, fire hydrants, and valves.

Under this option, sanitary sewer and water service stubs would be install for the homes and business. The stubs would be extended approximately to the property line and plugged. Property owners would connect to the sewer and water stubs using their own plumbing contractor. The attached cost estimates do not reflect the cost for connecting between the home/business and the service stubs.

**Option 2 – Pressure Sewer only** includes a small diameter pressure system only without municipal water service.



**Reference: Fifth Street SW – Possible Utility Improvements**

Small diameter pressure sewer is a technology often used for smaller clusters of homes where traditional gravity sewer isn't practical. This technology is frequently used when new sewer is added around lakes.

Under this option, the city would install a small diameter (1 1/2 – inch diameter) pressure main in the street right of way and provide a stub with a shut-off valve for each property. The small diameter pressure main would be installed by directional drilling. Excavations would be required where the individual service stubs would be located. It is assumed for this option that the pressure main could mostly be located outside of the existing roadway to minimize disruption of the road surface.

Property owners would be required to install their own grinder pump system and service line to connect to the provided stub.

The private individual grinder pump stations would need to meet certain city specifications. The private pumping stations would be similar to the systems manufactured by Environment One Corporation (E/One). Individual grinder pump stations like the E/One model do not require a septic tank. A copy of an Owners Guide for a standard E/One pumping station is attached to this letter.

**APPROXIMATE COSTS.**

A preliminary Opinion of Estimated Construction Costs has been prepared for each option. A copy of the detailed estimates is attached to this letter. A summary is presented below. These amounts should be used for planning and discussion purposes. More detailed estimates for financing and possible assessments can be prepared once initial discussions of the options have been held and a final alternative is determined.

**Option 1 - Gravity Sewer and Water Main.** An approximate cost for this option based on the layout on the attached sketch is \$535,200. In addition to this amount, there would be a cost for each property owner to connect to the city provided sewer and water stubs. There may also be septic system abandonment costs for property owners.

**Option 2 – Pressure Sewer only.** An approximate cost for this option based on the layout on the attached sketch is \$98,300. In addition to this amount, there would be a cost for each property owner to provide and individual grinder pump station and to connect to the city provided sewer stub. There may also be septic system abandonment costs for property owners.

A planning level cost estimate for furnishing and installing a typical individual grinder pump station is \$5,500 to \$6,500 plus connection piping and septic system abandonment costs. For discussion purposes, a homeowner cost of \$7,000 to \$11,000 for the pumping station and connection could be assumed.



June 7, 2017  
City of Milaca  
Page 4 of 4

**Reference: Fifth Street SW – Possible Utility Improvements**

### **CONCLUSIONS AND RECOMMENDATIONS.**

The information contained herein is based on available information and our understanding of the issues wishing to be addressed. We offer the following suggestions.

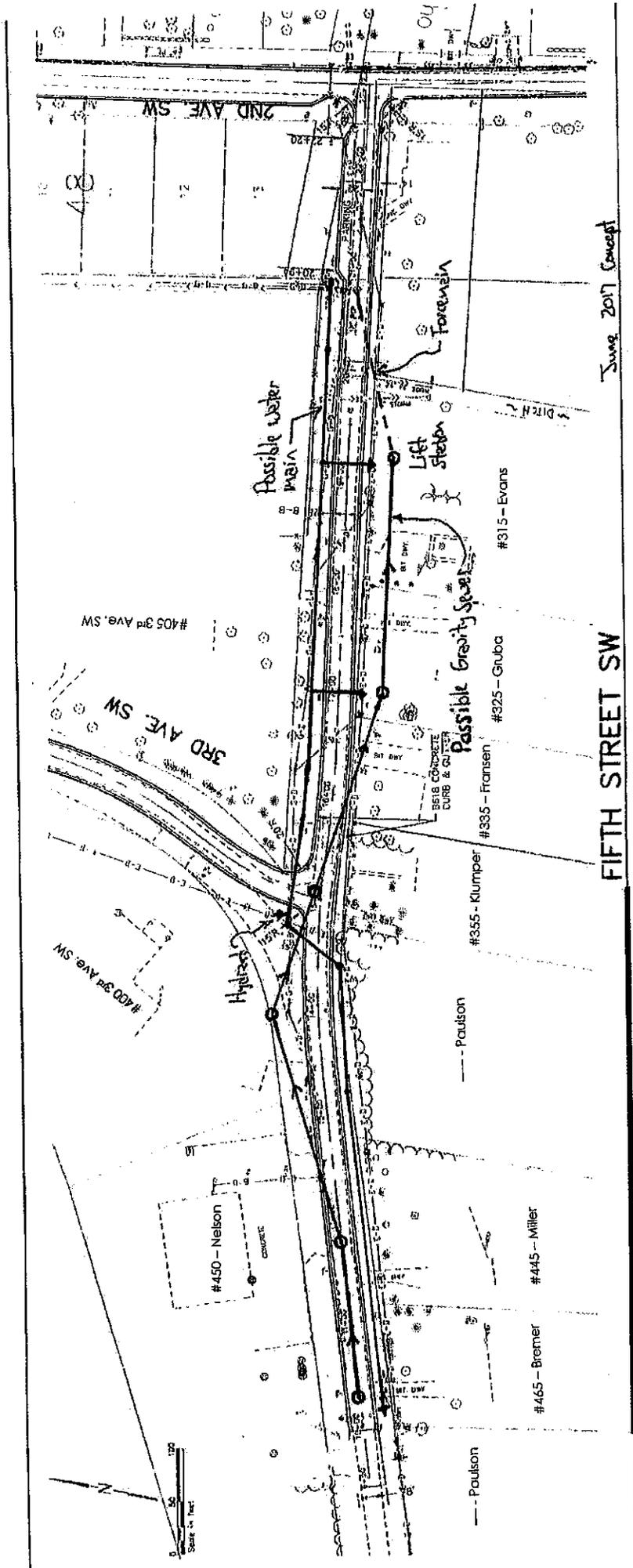
1. City Council and Staff review the information and provide comments.
2. Conduct an informal neighborhood meeting to present the information and obtain feedback from the property owners.
3. Update the information presented herein based on feedback from the property owners and city council.
4. If a project is to proceed, discuss financing and assessment options.
5. If a project is to proceed, discuss ongoing user charge options (i.e. if a project proceeds without water service how will the city estimate sewer usage for billing).
6. If a project proceeds, discuss ongoing maintenance issues.

We'd be please to meet to discuss this matter further. Feel free to contact me if you have any questions or require any additional information.

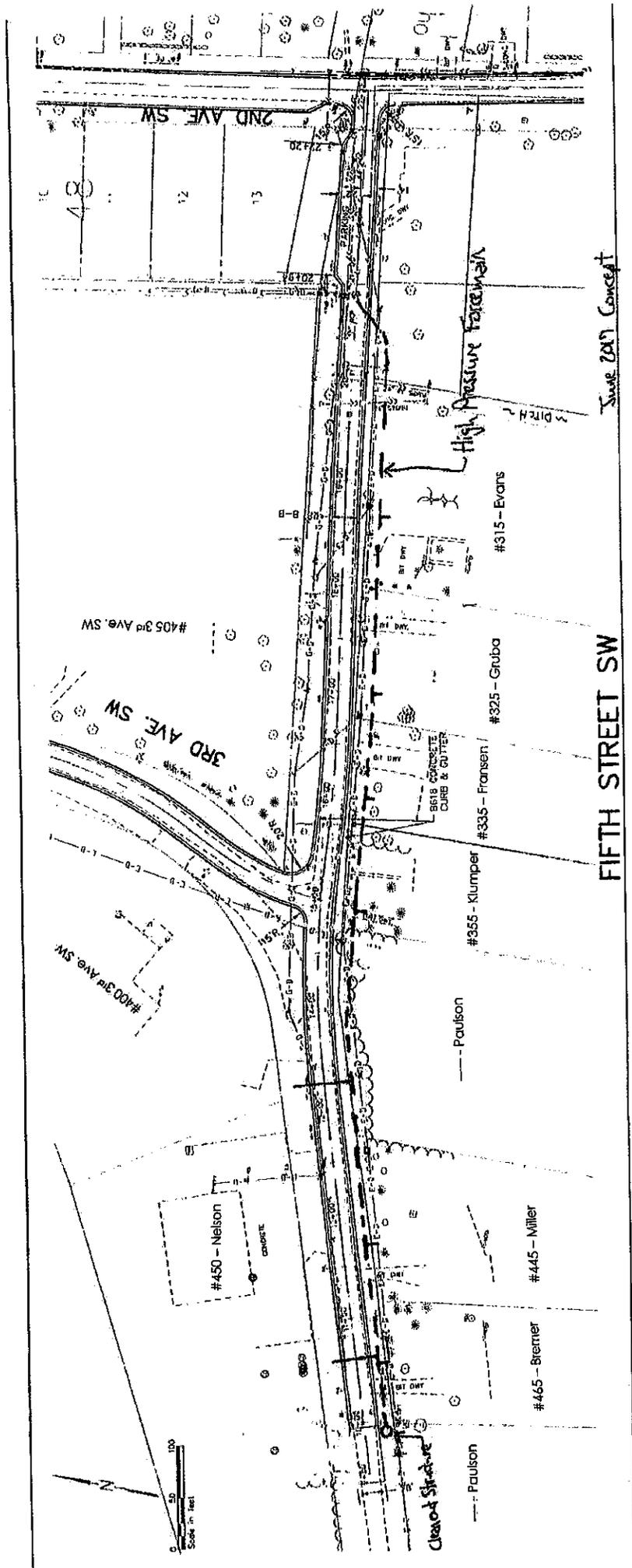
Sincerely,  
**Stantec**

Phil Gravel, City Engineer

cc: Steve Burklund, Public Works Director



Option 1 - Gravity Sewer and Water Main



Option 2 - Pressure Sewer only

June 2017 Estimate.

Item Num	Item	Units	Estim. Quantity	Unit Price	Total
<b>OPTION NO. 1 - WATER MAIN AND GRAVITY SANITARY SEWER WITH LIFT STATION:</b>					
1	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2	TRAFFIC CONTROL	LS	1	\$3,994.50	\$3,994.50
3	REMOVE BITUMINOUS PAVEMENT	SY	1180	\$1.50	\$1,770.00
4	REMOVE BITUMINOUS DRIVEWAY	SY	25	\$3.50	\$87.50
5	AGGREGATE BASE, CLASS 5	TN	850	\$9.00	\$7,650.00
6	4" CONCRETE SIDEWALK	SF	25	\$5.00	\$125.00
7	REMOVE AND INSTALL NEW CONCRETE CURB AND GUTTER	LF	350	\$25.00	\$8,750.00
8	TYPE LV 3 NON WEARING COURSE MIXTURE (B)	TN	150	\$60.00	\$9,000.00
9	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	145	\$65.00	\$9,425.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GAL	65	\$2.00	\$130.00
11	BITUMINOUS PARKING LOT OR DRIVEWAY	SY	400	\$15.00	\$6,000.00
12	SILT FENCE, REGULAR	LF	500	\$2.00	\$1,000.00
13	EROSION CONTROL BLANKET	SY	2000	\$1.50	\$3,000.00
14	SEEDING, INCL SEED, FERTILIZER, MULCH AND DISK ANCHOR	AC	1	\$1,300.00	\$1,300.00
15	SODDING, LAWN TYPE	SY	1500	\$2.50	\$3,750.00
	<b>TOTAL PART 1 - STREETS</b>				<b>\$70,982.00</b>
<b>PART 2 - WATER MAIN:</b>					
16	CONNECT TO EXISTING WATER MAIN	EA	1	\$1,100.00	\$1,100.00
17	6" PVC WATER MAIN	LF	1270	\$60.00	\$76,200.00
18	8" PVC WATER MAIN	LF	0	\$65.00	\$0.00
19	INSULATION, 3" THICK	SY	20	\$24.00	\$480.00
20	INSTALL HYDRANT	EA	5	\$2,700.00	\$13,500.00
21	8" GATE VALVE AND BOX	EA	7	\$1,200.00	\$8,400.00
22	8" GATE VALVE AND BOX	EA	0	\$1,600.00	\$0.00
23	VALVE ADAPTOR	EA	7	\$100.00	\$700.00
24	6" BEND	EA	2	\$240.00	\$480.00
25	6" PLUG	EA	1	\$100.00	\$100.00
26	6" X 6" TEE	EA	5	\$340.00	\$1,700.00
27	6" PIPE RESTRAINT	EA	38	\$21.00	\$798.00
28	8" PIPE RESTRAINT	EA	0	\$30.00	\$0.00
29	1" CORPORATION STOP	EA	9	\$210.00	\$1,890.00
30	1" CURB STOP AND BOX	EA	9	\$220.00	\$1,980.00
31	1" TYPE "K" COPPER WATER SERVICE	LF	240	\$25.00	\$6,000.00
	<b>TOTAL PART 2 - WATER MAIN</b>				<b>\$113,328.00</b>
<b>GRAVITY SANITARY SEWER AND LIFT STATION:</b>					
32	LUMP SUM LIFT STATION BID PRICE	LS	1	\$120,000.00	\$120,000.00
33	YARD HYDRANT	EA	1	\$800.00	\$800.00
34	1-1/2" TYPE "K" COPPER WATER SERVICE	LF	50	\$22.00	\$1,100.00
35	1-1/2" CURB STOP AND BOX	EA	1	\$330.00	\$330.00
36	4" DIRECTIONAL DRILL HDPE FORCEMAIN	LF	160	\$50.00	\$8,000.00
37	CONNECT TO EXISTING MANHOLE	EA	1	\$1,500.00	\$1,500.00
38	4' DIAMETER SANITARY MANHOLES	EA	6	\$2,600.00	\$15,600.00
39	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	35	\$80.00	\$2,800.00
40	8" DIRECTIONAL DRILL SANITARY SEWER, HDPE	LF	960	\$105.00	\$100,800.00

June 2017 Estimate.

Item Num	Item	Units	Estim. Quantity	Unit Price	Total
41	8" DIP SANITARY SEWER	LF	10	\$124.00	\$1,240.00
42	CLOSED CIRCUIT TV INSPECTION	LF	960	\$1.50	\$1,440.00
43	8" X 4" FUSED WYE	EA	4	\$100.00	\$400.00
44	4" PVC, SDR 26 SERVICE PIPE	LF	240	\$32.00	\$7,680.00
	<b>TOTAL GRAVITY SANITARY SEWER AND LIFT STATION</b>				<b>\$261,690.00</b>
	<b>TOTAL EST. OPTION 1 CONST.</b>				<b>\$446,000.00</b>
	<b>ADMIN AND ENGINEERING</b>				<b>\$89,200.00</b>
	<b>TOTAL OPTION NO. 1 -WATER MAIN AND GRAVITY SANITARY SEWER WITH LIFT STATION:</b>				<b>\$535,200.00</b>

**OPTION NO. 2 -PRESSURE SANITARY SEWER:**

1	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2	TRAFFIC CONTROL	LS	1	\$3,959.50	\$3,959.50
3	REMOVE BITUMINOUS PAVEMENT	SY	250	\$1.50	\$375.00
4	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	10	\$8.00	\$80.00
5	REMOVE BITUMINOUS DRIVEWAY	SY	25	\$2.00	\$50.00
6	AGGREGATE BASE, CLASS 5	TN	180	\$9.00	\$1,620.00
7	4" CONCRETE SIDEWALK	SF	40	\$5.00	\$200.00
8	REMOVE AND INSTALL NEW CONCRETE CURB AND GUTTER	LF	120	\$25.00	\$3,000.00
9	TYPE LV 3 NON WEARING COURSE MIXTURE (B)	TN	35	\$80.00	\$2,800.00
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	30	\$85.00	\$2,550.00
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	30	\$2.00	\$60.00
12	6" CONCRETE DRIVEWAY PAVEMENT	SF	10	\$3.05	\$30.50
13	BITUMINOUS DRIVEWAY OR LOT	SY	25	\$15.00	\$375.00
14	SILT FENCE, REGULAR	LF	500	\$2.00	\$1,000.00
15	EROSION CONTROL BLANKET	SY	500	\$2.00	\$1,000.00
16	SEEDING, INCL SEED, FERTILIZER, MULCH AND DISK ANCHOR	AC	1	\$1,300.00	\$1,300.00
17	SODDING, LAWN TYPE	SY	1000	\$2.50	\$2,500.00
18	1 1/2" PRESSURE MAIN (DRILLED)	LF	1130	\$20.00	\$22,600.00
19	1 1/4" PRESSURE SEWER SERVICE PIPE	LF	200	\$30.00	\$6,000.00
20	TERMINATION FLUSHING MANHOLE	EA	1	\$3,000.00	\$3,000.00
21	SEWER SERVICE CONNECTION	EA	10	\$100.00	\$1,000.00
22	1-1/4" CURB STOP AND BOX	EA	10	\$500.00	\$5,000.00
23	1 1/4" HDPE PLUG	EA	10	\$100.00	\$1,000.00
24	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	1	\$1,100.00	\$1,100.00
	<b>TOTAL ESTIMATED OPTION NO. 2 CONSTRUCTION</b>				<b>\$75,600.00</b>
	<b>ADMIN AND ENGINEERING</b>				<b>\$22,700.00</b>
	<b>TOTAL OPTION NO. 2 - PRESSURE SANITARY SEWER</b>				<b>\$98,300.00</b>

R:\client\municipal\millaca\_ci\_mn\472GEN\6th St SW Utilities Study - 2017

# The Pressure Sewer System

## **A pressure sewer system is installed in areas because of the topography of the area. A conventional sewer system is not suitable for these areas.**

The pressure sewer system consists of a grinder pump station installed on your property which is connected to a network of pipes from other pumping units in your area.

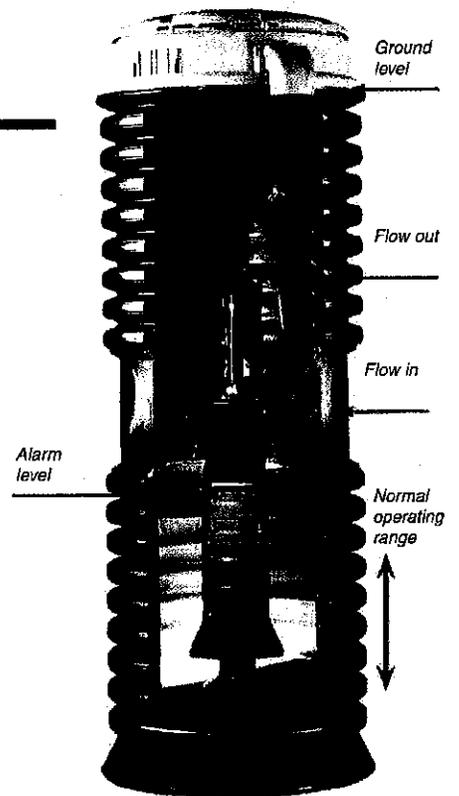
These pipes transfer wastewater to the sewer treatment plant that processes the wastewater into clean water suitable for re-use or recycling.

The systems installed are EPOne and EPOtwo. They are very reliable and robust.

There is not much you need to do to maintain the system. If anything goes wrong, the diagram opposite shows how to check the system.

You have approximately 24 hours to report any problems with your water usage.

*\* Your grinder pump station may be different than model shown.*



The Pressure Sewer System

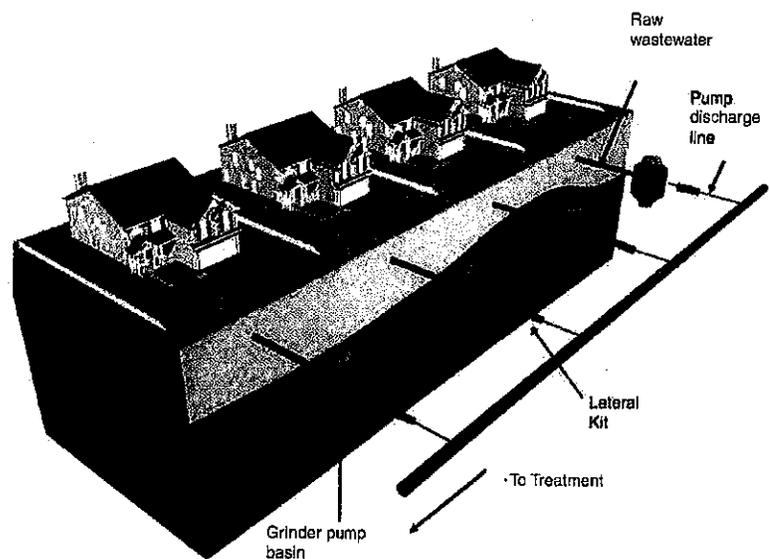
## Using the System

There are a few things you need to know to ensure the system runs smoothly.

The system operates like a normal sewer system, taking waste liquids from your toilet, sink, shower, bath, dishwasher and washing machine and transferring it to the sewer system or treatment plant.

*To avoid blockages and damage to the pump, the following items should NOT be placed into the system:*

- Glass
- Metal
- Gravel, sand (including aquarium stone), and coffee grinds
- Seafood shells
- Socks, rags or cloths
- Plastic
- Sanitary napkins or tampons
- Disposable diapers
- Kitty litter
- Explosives
- Flammable materials
- Lubricating oil, grease, cooking oil, paint
- Strong chemicals
- Gasoline or diesel
- Stormwater runoff



Using the System

**ORDINANCE NO. 425**

AN ORDINANCE AMENDING ORDINANCE NO. 114.10 (SECTION B OF ORDINANCE NO. 114), ADOPTED ON 06-20-97, AND TITLED "AN ORDINANCE RELATING TO LIQUOR REGULATIONS."

The City Council of Milaca ordains:

Section 1. Ordinance NO. 114.10 ( Section B of Ordinance No. 114) adopted on 06-20-1997 and titled "An ordinance relating to Liquor Regulations" is amended to read:

Section 2. Ordinance NO. 114.10, Section (B) *Off-sale*. No sale of off-sale intoxicating liquor shall be made before 8:00 a.m. or after 10:00 p.m. Monday through Saturday, Sundays before 11:00 a.m. or after 4:00 p.m., nor on Easter, Thanksgiving Day, Christmas Day (December 25), nor after 8:00 p.m. on Christmas Eve (December 24).

Section 3. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Milaca on June 14<sup>th</sup>, 2017.

Approved:

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

Attested:

\_\_\_\_\_  
City Manager-Tammy Pfaff

1<sup>st</sup> Reading: 05-18-17

2<sup>nd</sup> Reading: 06-14-17

Published: \_\_\_\_\_

**ORDINANCE NO. 425**

AN ORDINANCE AMENDING ORDINANCE NO. 114.10 (SECTION B OF ORDINANCE NO. 114), ADOPTED ON 06-20-97, AND TITLED "AN ORDINANCE RELATING TO LIQUOR REGULATIONS."

The City Council of Milaca ordains:

Section 1. Ordinance NO. 114.10 ( Section B of Ordinance No. 114) adopted on 06-20-1997 and titled "An ordinance relating to Liquor Regulations" is amended to read:

Section 2. Ordinance NO. 114.10, Section (B) *Off-sale*. No ~~sale of~~ *off-sale* of intoxicating liquor shall be made ~~for the removal from off of the licensed premises~~ before 8:00 a.m. or after 10:00 p.m. Monday through Saturday, Sundays before 11:00 a.m. or after 4:00 p.m., nor on Easter, Thanksgiving Day, Christmas Day (December 25), nor after 8:00 p.m. on Christmas Eve (December 24).

Section 3. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Milaca on June 14<sup>th</sup>, 2017.

Approved:

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

Attested:

\_\_\_\_\_  
City Manager-Tammy Pfaff

1<sup>st</sup> Reading: 05-18-17

2<sup>nd</sup> Reading: 06-14-17

Published: \_\_\_\_\_

**ORDINANCE NO. 427**  
**AN ORDINANCE AMENDING TITLE IX (GENERAL REGULATIONS) CHAPTER 90**  
**(RECREATION) SECTION 90.03 OVERNIGHT CAMPING RESTRICTED OF THE**  
**CITY OF MILACA CODE OF ORDINANCES**

THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA DOES ORDAIN AS FOLLOWS:

It is the intent of this ordinance to amend Title IX (General Regulations) of Chapter 90 (Recreation) Section 90.03 Overnight Camping Restricted of the City of Milaca Code of Ordinances to allow for an exception therefrom.

**§90.03 AMENDMENT. TITLE IX (GENERAL REGULATIONS) CHAPTER 90 (RECREATION) SECTION 90.03 (OVERNIGHT CAMPING RESTRICTED) OF THE CITY OF MILACA CODE OF ORDINANCES IS HEREBY AMENDED TO READ:**

**§90.03 OVERNIGHT CAMPING ALLOWED BY PERMIT.**

Overnight camping in municipal parks shall be allowed in designated areas set forth by the city. All campers shall abide by any of the conditions set forth by the city and must register and receive a permit from the city. Persons who have obtained a camping permit are allowed access to the park outside the hours specified in §90.01 for the purpose of going to or from their campsite. Under no circumstances shall persons be permitted to camp in the park for more than two consecutive nights and days. If campers violate any conditions, laws, or ordinances, they shall immediately lose their camping privileges. The city reserves the right to cancel camping privileges at any time without notice.

Adopted by the City Council of the City of Milaca this 14 day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Tammy Pfaff, City Manager

1<sup>st</sup> Reading: 06-14-17

2<sup>nd</sup> Reading: 06-14-17

Published: \_\_\_\_\_

Milaca, MN Code of Ordinances

**TITLE IX: GENERAL REGULATIONS / CHAPTER 90: RECREATION / § 90.01  
PARK HOURS.**

**§ 90.01 PARK HOURS.**

Except as provided in §§ 90.02 and 90.03, all public parks located in the city shall be closed to the public, including vehicular traffic, between the hours of 11:00 p.m. and through 6:00 a.m.

(Ord. 320, passed 8-17-00)

**TITLE IX: GENERAL REGULATIONS / CHAPTER 90: RECREATION / § 90.02  
SPECIAL EVENTS.**

**§ 90.02 SPECIAL EVENTS.**

When the Council determines a valid public interest exists for expanding the hours when one or more public parks should be open to the public because of special events or athletic activities, to provide for a special event or athletic activity to be completed after the closing hour, the Council may, by resolution, so expand the hours when a park shall be open. The resolution shall specify the new hours, the dates during which the new hours are applicable, and the park or parks subject to the change in hours.

(Ord. 320, passed 8-17-00)

**TITLE IX: GENERAL REGULATIONS / CHAPTER 90: RECREATION / § 90.03  
OVERNIGHT CAMPING RESTRICTED.**

**§ 90.03 OVERNIGHT CAMPING RESTRICTED.**

*ALLOWED by Permit*  
*Allowed in designated Area Set forth by the city.*  
Overnight camping in municipal parks shall be prohibited except with registration and a permit from the city. All campers shall abide by any of the conditions set forth by the city. Persons who have obtained a camping permit are allowed access to the park outside the hours specified in § 90.01 for the purpose of going to or from their campsite. Under no circumstances shall persons be permitted to camp in the park for more than two consecutive nights and days. If campers violate any conditions, laws, or ordinances, they shall immediately lose their camping privileges. The city reserves the right to cancel camping privileges at any time without notice.

Milaca, MN Code of Ordinances

(Ord. 320, passed 8-17-00) Penalty, see § 10.99

06.14.12

**TITLE IX: GENERAL REGULATIONS / CHAPTER 90: RECREATION / § 90.04  
UNLAWFUL ACTS.**

**§ 90.04 UNLAWFUL ACTS.**

A person or persons who gathers, congregates, loiters, or remains in, or drives any motorized vehicle, including bicycles, in a park during the hours when the park is closed shall be guilty of a petty misdemeanor.

(Ord. 320, passed 8-17-00) Penalty, see § 10.99

***FOREST PRESERVE***

# Milaca Police Department

## MAY EVENTS

### Incident Type

911 Hangups	2
Accident	2
Agency Assist	15
Alarm	4
Animal	6
Assault	1
Burglary	1
CDTP	13
Child Abuse	1
Child Custody	5
Child Neglect	1
Civil Issue	3
Community Contact	5
Disturbance	4
Driving Complaint	5
Family Services Referral	8
Fire	2
Found Property	1
Fraud-Forgery-Scam	1
Funeral Escort	2
Harassment Complaint	2
Icr Misc	3
Juvenile Complaint	12
Lockout	3
Medical	24
Motorist Assist	2
OFP Violation	3
Parking Complaint	3
Public Assist	12
Suicidal Party	2
Suspicious Activity	15
Theft	3
Threats Complaint	3
Traffic	14
Vulnerable Adult Report	2
Welfare Check	9

Training Hrs:	5
School Incidents:	12
Park Incidents:	15
Officer Qualifications:	-
Community Events Attended:	-
Citations Issued:	17
Cases submitted for Review:	9

# MEMO

March 1, 2017

To: City Council

From: Todd Quaintance, Police Chief

RE: Rental Property Inspection Program/Maintenance Code

## **Proactive Rental Property Inspection Program**

Nuisance property ordinance and inspections proposal is in response to a correlation between crime and rentals. A successful revision of our ordinances would essentially hold rental property managers/owners accountable for violations/nuisances and potentially suspend a rental permit, thereby not allowing the property to be rented.

Many rental properties are inhabited by tenants who may only live in the residence for a few years and leave. These tenants may not establish ties to the community and may therefore disregard the expectations of neighboring owner occupied residents in regards to daily lifestyle. Unfortunately, nuisance offenses which may occur at a property and are handled by law enforcement are usually lower level offenses and the penalties for those offenses are largely unsuccessful in deterring nuisance behavior. With regard to more serious offenses the traditional methods of policing largely only have a specific deterrent impact. While it is important for police to continue with traditional policing methods such as investigations and enforcement, there is a need for an added and more immediate supervision of these tenants who created nuisance properties. This additional and immediate supervision could be achieved by the rental property manager. The relationship between the rental property manager and the tenant is civil in nature. It may seem ironic that civil avenues are being sought for solutions to criminal issues; however the practice of civil remedies for crime prevention has a long history in our country and abroad.

Proactive rental property inspection programs can ensure safe and healthy housing, protect vulnerable tenants and maintain neighborhood property values. The systematic inspection process could relieve the burden of a tenant to force an absentee landlord to make needed changes and repairs.

It is my belief that a proactive rental property inspection program could assist in reducing many types of crime within the City of Milaca and also help improve the quality of life for some rental property tenants and owner occupied properties.

# MEMO

March 1, 2017

To: City Council

From: Marshall Lind, Zoning Administrator

RE: Rental Property Inspection Program/Maintenance Code

The City of Milaca has 938 residential structures that water bills are sent to. Within the 938 residential structures, there are 178 residential rental properties with 640 residential rental units. The City has adopted the building code, not a rental property or maintenance code. So when a renter calls the City to complain about an issue with the property they are renting, the City legally cannot go into that home because the renter is not the owner of the property. When paying rent, a renter should have reasonable expectations that the property is safe to live in.

A rental property inspection program or a property maintenance code would be a model code that regulates the minimum maintenance requirements for existing buildings. The code is a maintenance document intended to establish minimum requirements and standards for premises, structures, equipment and facilities. Standards for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance. Meeting these standards would be the responsibility of owner or the owner's authorized agent for administration and enforcement.

Should the Council want to adopt a rental property inspection program or a maintenance code for the City, I would recommend that the City notify the owners of the rental properties, give them the inspection guidelines of what the City would be looking for in the rental property inspection program, and give them a time (a year or what Council deems appropriate) to bring their properties into compliance.



## Applications and Permits

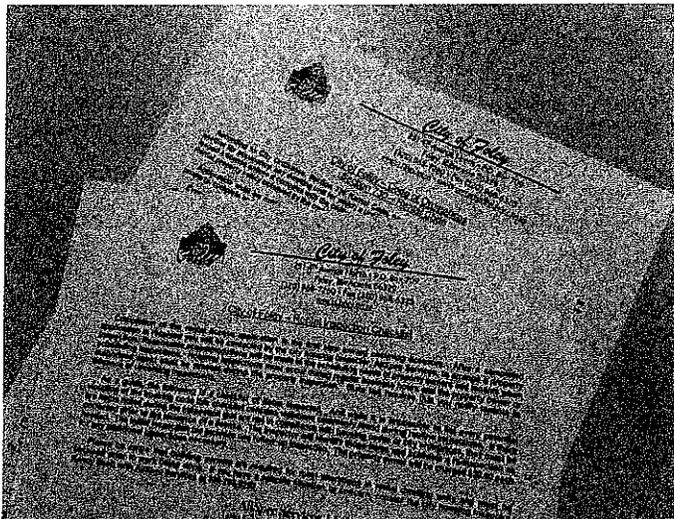
### Building Permit

- Building Permit (PDF)
- Mechanical Permit
- Plumbing Permit
- MN Department of Labor & Industry Construction Code Brochures

### Rental Property Licensing

According to the City of Foley Rental Ordinance Section 730, no person shall occupy, allow to be occupied, or let to another for occupancy any dwelling unit in the City of Foley for which a license has not been properly issued. All rental properties are required to have a rental license which includes successfully completing a bi-annual inspection.

No property may be rented without first having obtained the license. A completed application should be submitted to the City along with the required



According to Rental Ordinance 730, no property may be rented without first having obtained the license.

### Upcoming Events

Foley Pool Opens  
June 7

Police Activities  
League (PAL)  
June 8

Planning  
Commission  
June 12

Thriving  
Communities -  
Steering Committee  
June 13

Police Activities  
League (PAL)  
June 15

Foley Library Book  
Sale  
June 16 - 17

Foley Ambassador  
Coronation  
June 17

Bicycle Safety  
Rodeo  
June 17

licensing and inspection fees. Upon receipt of the completed application and required fees, the City Housing Inspector will contact the applicant to arrange a time for inspection of the property.

Additionally, per City Ordinance Section 735 – Crime Free Rental Housing Program, at least one operator of each rental property shall obtain certification in the Crime Free Multi-Housing Program, administered by any Minnesota law enforcement agency certified by the ICFA. “Phase 1 of the Crime Free Multi-Housing program” (a full-day program offered by several law enforcement agencies statewide) class schedules can be found at [www.mncpa.net](http://www.mncpa.net).

### **2017 Rental License Packet:**

- Rental License Application
- Rental Inspection Checklist
- Section 735 Crime Free Rental Housing Program
- Section 730 Rental Fees
- Section 730 Rental Code
- Section 706 Fire Code

### **Contact Us**

**City Hall:** 320-968-7260

**Email City Hall:**  
[contactus@ci.foley.mn.us](mailto:contactus@ci.foley.mn.us)

**City Administrator:**  
[sbrunn@ci.foley.mn.us](mailto:sbrunn@ci.foley.mn.us)

**Foley Mayor:**  
[mayor@ci.foley.mn.us](mailto:mayor@ci.foley.mn.us)

**FAX:** 320-968-6325

Monday - Friday:  
7:30 a.m. to 4:00  
p.m.

**Public Works:** 320-968-4082

**Public Works**  
**Email:**  
[foleypwks@cloudnet.com](mailto:foleypwks@cloudnet.com)

**Police Department:**  
320-968-0800

**Connect with the  
Foley PD on  
Facebook!**

**Public Library:**  
320-968-6612

**Fire Department  
(non-emergency):**  
320-968-7260



# City of Foley

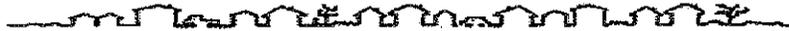
251 4<sup>th</sup> Avenue North • P.O. Box 709  
Foley, Minnesota 56329  
(320) 968-7260 • Fax (320) 968-6325  
[www.ci.foley.mn.us](http://www.ci.foley.mn.us) • email: [contactus@ci.foley.mn.us](mailto:contactus@ci.foley.mn.us)

## City of Foley – Code of Ordinances Section 730 – Rental Code

According to City Ordinance, Section 730 Rental Code, no person shall occupy, allow to be occupied, or let to another for occupancy, any dwelling unit for which a license has not been properly issued. No rental dwelling shall be issued a license unless it complies with the ordinances of the City and State Statutes, which pertain to such properties. Rental property solely occupied by the owner or a familial relation is exempt.

Application shall be made by the Owner/Partner/Corporate Officer or Operator with a contract to manage the property, complete and accompanied by the appropriate fee as a prerequisite to the issuance of the required license.

Every new owner of a rental property (*whether as fee owner, contract purchaser, lessee subletting the entire dwelling, or otherwise entitled to possession*) shall apply for license transfer before taking possession.



## Application for Rental License

### Rental Property Location:

Property/Complex: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Parcel I.D. Number: \_\_\_\_\_

**Rental Property Owner:** Government data practices act – Tennesen Warning: The data you supply will be used to process the rental property license. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted. The information you provide may be used by city staff to notify you of a police or fire emergency. Property owners or their authorized agents are responsible for keeping contact information up-to-date.

### **Owner/Partner/Corporate Officer of Rental Property:**

Full Name: First	Middle	Last	Date of Birth
Address	City	State	Zip Code
Phone #1	Phone #2	Fax	
email	Driver's License Number	County	

### **Property Management:**

**Caretaker/Manager for Rental Property** (agent actively managing the property or person authorized to make or order repairs and/or service to the rental property, to provide required services necessary to protect health, safety, and welfare of occupants, or is able to contact the person so authorized)

Full Name: First	Middle	Last	Date of Birth
Address	City	State	Zip Code
Phone #1	Phone #2	Fax	
email	Driver's License Number	County	

### **Property Description:**

Type of dwelling:     One Family (single family home)     Two Family (i.e. Duplex)     Multiple Family (apartment complex)     Mobile Home

**Number of apartment/sleeping rooms located in the basement of the rental property?**

\_\_\_\_\_ Basement Apartment \_\_\_\_\_ Basement Sleeping Rooms

Off-street parking provided?  Yes  No \_\_\_\_\_ Number of Spaces Provided

Number / Description of dwelling units at the rental property: (Attach second sheet if needed)

# of Units	Total Square Footage per Unit	# of Occupants per Unit	# of Sleeping Rooms per Unit

**Crime Free Multi-Housing Program:** Section 735 of the City of Foley Code of Ordinances, requires at least one owner or operating management of rental property obtain certification in the Crime Free Multi-Housing Program.

Yes, copy of Certification attached  No, not certified  Currently enrolled in program/training

**Lock Box and Building Entry Keys:** All commercial buildings and rental properties shall have at least one Fire Department lock box, as approved by the Fire Marshall or Fire Chief. Owners are required to purchase, install, maintain, and provide keys for entry into each structure. Newly constructed buildings shall have an approved lock box installed and keys secured to the Fire Department prior to issuance of the Certificate of Occupancy. Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, are exempt.

Approved Lock Box Installed  Exempt / No Lock Box Required

**Fees:** Rental property license and inspection fees shall be paid in full at the time application is made as shown in and according to the City's fee schedule below.

Dwelling License Fees:	\$ _____	\$30.00 for 1 <sup>st</sup> dwelling unit <b>PLUS</b> \$10.00 per each additional unit per rental property
Dwelling Inspection Fees:	\$ _____	\$50.00 per unit / \$100.00 min fee (includes 1 follow-up insp) <b>PLUS</b> \$50.00 additional inspection fee per inspection
Background Check	_____	As determined by Law Enforcement
Penalty Fees:	_____	\$25.00 late fee and/or penalty
Reinstatement Fees:	_____	\$100.00 for 1 <sup>st</sup> dwelling unit reinstatement fee <b>PLUS</b> \$20.00 per each additional unit reinstated within dwelling
<b>Total Number of Units:</b>	_____	
<b>Total Amt Due / Paid:</b>	\$ _____	<b>Date:</b> _____

**Application:** The undersigned applying for a rental dwelling license as required by City Ordinance No. 376, acknowledges that provisions of the Rental Code have been reviewed and attests the premises will be operated and maintained according to requirements, subject to applicable sanctions and penalties. Further, the premises may be inspected by the compliance official. Applicant certifies all statements and facts are true and authorize the City to investigate any or all statements herein; acknowledging the misrepresentation or the omission of facts will be just course for the disqualification or repeal of this registration.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND UNDERSTAND ALL MAILINGS SHALL BE SENT TO THE APPOINTED AGENT/CONTACT PERSON UNLESS THE CITY IS NOTIFIED OF ANY CHANGES IN WRITING.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Manager\* (if other than owner)

\_\_\_\_\_  
Date

\* **NOTE:** Your signature on this form makes you responsible for the maintenance and management of this rental property.



## City of Foley

251 4<sup>th</sup> Avenue North • P.O. Box 709  
Foley, Minnesota 56329  
(320) 968-7260 • Fax (320) 968-6325  
[www.ci.foley.mn.us](http://www.ci.foley.mn.us)

### City of Foley – Rental Inspection Checklist

Completion of the rental license application is the first step toward obtaining licensure. After a completed application is received you will be contacted by the city housing inspector, AllSpec Services, to arrange a property inspection. Reasonable accommodations will be made to the scheduling needs of property owners and tenants when scheduling inspections. However inspections must occur during regular business hours and the property owner or authorized agent shall be present during the property inspection. State law requires that you notify tenants in advance of upcoming inspections.

As a guide, the following is a checklist of items inspected. And while it is impossible to list every potential violation of the housing code this checklist contains violations commonly found during routine inspections. If there are items noted during the inspection that are not in compliance with housing codes or city ordinances, they must be corrected prior to the issuance of a license. The inspector will identify those items and schedule a re-inspection as needed. The initial inspection fee includes one follow-up inspection. The property owner will be charged \$50.00 each for any additional inspections necessary.

Please be aware that building permits are required for most alterations in rental dwelling units and must be obtained prior to work being done. If you have a specific situation or concern, contact the city housing inspector Nancy Scott with AllSpec Services at 320-293-5298.

### AllSpec Services, LLC

14562 Ronneby Road NE, Foley, MN 56329  
(320) 293.5298 • Fax (320) 387.2703  
Nancy J. Scott, Certified Building Official



### Inspection Checklist

#### Outside:

- Are the street numbers visible from the road?
- Is the siding and paint in good condition?
- Is the garage in good condition?
- Are the steps, decks, and landings in good condition and safe to use?
- How about the handrails and guardrails? If replacing rails the height must be 42 inches, with spindles spaced at 4 inches.
- Is there garbage or junk in the yard?
- Are the green areas trimmed and clear of noxious weeds?
- Are the electrical service wires in good shape and not hanging below 10 feet above grade?
- What is the general condition of the roof?
- Are the doors in good working order with deadbolt locks that are capable of being easily opened from the inside?
- No open flame or burning charcoal is allowed on any rental property balcony or rental property garage or on the ground within fifteen (15) feet of the perimeter of any rental property building.
- Is charcoal stored in an enclosed airtight metal container with tight fitting lids?

#### Throughout the house:

##### Windows:

- Any cracked or broken windows panes?
- All windows within 12 feet of the ground must have operable latching hardware.
- All window putty in good condition?
- All operable windows have screens? (No rips, tears, or holes)
- All window frames, sashes and sills in good condition and weatherproof?

### Doors:

- All apartment doors have single cylinder deadbolt locks? Are they self closing? Doors must be substantially secured from illegal entry. If doors need replacement they must be replaced per code.
- All exterior doors tight against the weather?
- Screen and storm doors in good condition, with adequate hardware?
- In a multi family apartment – do the fire doors self-close to latching?
- In an older home – are the skeleton key locks removed or disabled? (on *All doors throughout the house*)

### Lock Boxes:

- Approved fire department lock box installed?
- Are the lock box keys secured to the Foley Fire Department? (*Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, shall not be required to provide a fire department lock box.*)

### Surface Coverings:

- Are all the walls and ceilings free from peeling paint and loose plaster?
- Any holes in the walls, ceilings, or floors?
- Are the floor coverings in good condition?
- Is the carpet ripped or torn, or otherwise causing a possible tripping hazard?

### Exit Hallways:

- A second means of exiting must be provided from the second floor when the occupancy load exceeds 10 (*2000 square feet*). Third floors and above must always have a means of exiting to the outside.
- All exits to the building must be unobstructed at all times. No storage is allowed in the stairwells, corridors, or in front of the doors.
- Are the exit and emergency lighting (*if applicable*) functioning?

### Electrical system:

- Are all cover plates in good condition and easy to clean?
- Do closet light fixtures hang down on wires? They will need to be updated or removed.
- The inspector will check to see that electrical rewiring has been done under a permit by a licensed electrical contractor.
- Switched light fixtures are required in kitchens and baths. Pull chains as the only light source is prohibited in bedrooms.
- Fuses properly sized? (*look for 15 amp ratings and type S fuses or a 100 amp service*)
- Bare, exposed, obsolete or worn wiring; splices or fixtures installed without a junction box will not be permitted.
- Cover plate on the panel box must identify all circuits.
- Is there 36" of clearance in front of the panel?
- Incandescent light bulbs must have a 12" clearance to combustibles.
- Use of extension cords in place of permanent wiring is not permitted.
- Outlet boxes in walls are loose?
- Are the outlets wired properly (*improper polarity, neutral connected*)?
- Many other conditions require electrical repairs or upgrade. Please call if you have any questions, or contact a licensed electrician. In older homes, it may pay to have an electrical contractor evaluate the electrical system to determine if it is in a safe and adequate condition.

### Plumbing:

- The most common problems found in plumbing are a cross connection of contaminated water with the potable/drinking water. This can occur through improperly installed or obsolete ballcocks in toilets (*lack of a one inch air gap between the critical water level of the ballcocks and the top of the overflow tube*), or unapproved non-anti-siphon ballcock, or through hoses left connected to faucets.
- Fixtures need to have proper venting to the outside.
- Are traps leaking or corroded?
- Are cleanout covers loose or missing?
- Are toilets loose?
- Is the plumbing properly installed? Flexible piping is not permitted. ABS (*black*) and PVC (*white*) cannot be glued together.

### In the Basement:

- Stair safety? Broken treads, loose runners, even sizes and heights?
- Handrails in place?

- Is there an open side of the stairs? It must have a 42 inch tall guardrail with spindles spaced no more than 4 inches apart if installing a new guardrail.
- Plumbing leaks? Pipes supported?
- Check the water heater for a T & P valve and metal drip leg? Are the cold water supply and gas shut off valves functioning? Is the vent installed properly?
- Does the hot water heater supply adequate water at a minimum of 120 degrees Fahrenheit and a maximum of 130 degrees Fahrenheit?
- Dryer vent installed to the outside and made of metal?
- Washer properly hooked up and drained?
- Please note that in older homes, it may pay to have a plumbing contractor evaluate the plumbing system to determine if it is safe and in adequate condition.
- Date of last service to the furnace? Filter reasonably clean?
- Openings in the furnace, venting, and chimney which allow exhaust fumes to escape into the household environment are very serious. Exhaust leaks are difficult to detect and often go unnoticed until harm is done to the occupants. A visual inspection of the equipment is conducted by the inspector. The inspector may require a licensed contractor to certify the equipment.
- Check the clearances on the flues. Six (6) inches normal minimum.
- Gas lines and shut off valves in good condition?
- Smoke detector working?
- Sleeping in the basement is prohibited except as permitted by code.
- Are the basement walls wet or damp? Is there evidence of mold?
- Are the walls plumb?

#### In the Kitchen:

- Sink dripping?
- Trap leaking?
- Drains open and clear?
- Adequate outlets and circuits? *(At least one outlet over every counter surface, and GFI protection within 6 ft. of the sink.)*
- Switched light fixtures?
- Proper sanitation?
- Smoke detector working?
- Are the kitchen cabinets in good condition and installed properly?

#### In the Bathroom:

- Toilet working properly? Not loose?
- Shower, tub, or lavatory dripping faucets?
- Proper traps and drains flow easily?
- Vent fan to the outside or an operable window?
- GFI outlet present? Working?
- Door closes and latches to provide privacy?
- Is the porcelain in good shape?
- Are the tiles or tub enclosure in good shape?
- Is the floor covering impervious to water?

#### In the Living Room:

- At least one outlet on each wall? Two on walls over 14 feet in length.
- Update pull chain lights to wall switch controlled.
- Seven feet six inch (7'-6") minimum ceiling height?

#### In the Bedrooms:

- Update pull chains to wall switch controlled.
- At least two walls with outlets?
- Smoke detector outside each bedroom? Batteries fresh? Properly located? Replace hardwired detectors only with hardwired detectors. Replace battery type with hardwired or battery type.
- Ceiling heights must be seven feet six inches (7'-6") minimum.
- Every bedroom shall be a minimum of 70 square feet in size, with the minimum dimension of 7 feet for any wall length. If the room houses more than two people there must be 50 square feet per person.
- Every sleeping room must have two means of escape in case of fire, such as a door and a properly sized window *(5.7 square foot clear opening)*. All basement sleeping rooms must have a door directly to the outside or a legal egress window. All egress corridors must provide reasonable egress and resistance to fire.

Other:

- Does each room (*particularly bedrooms and bathrooms*) have adequate heat? Electric portable heaters are not permitted.
- Are there too many people living in a unit? There must be at least 50 square feet of area in a bedroom per person (*including babies*) if there are more than two in a room.
- Every apartment must have at least one room with 120 square feet of area.
- Are there adequate containers for the disposal of trash? Is there an appropriate place for storage of the containers?
- Rental license certificate conspicuously displayed, easily viewed and readable by occupants at or near the front entrance of the building. Is it reasonably protected from wear by a plastic or similar protective covering?
- Proof of Crime Free Rental Housing Program Certification. (*Per City Ordinance, at least one operator of each rental property shall be certified in Crime Free Multi-Housing Program administered by any Minnesota law enforcement agency certified by the ICFA and approved by the Foley City Council.*)
- Mice and rodents need extermination?

Rooming Unit Rental – Additional Requirements:

- Tenants may not cook or have eating facilities within their rooms.
- A bathroom containing a hand sink, toilet, and tub or shower must be available within the structure directly accessible without going outside and must also be on the same floor or a floor adjacent to the rental room. One bathroom must be available for each eight persons.
- Each sleeping room must have a minimum of 70 square feet of floor area or 50 square feet per person for more than 2 people.
- Owners are responsible for weekly changes of supplied linens and towels.
- Owners are responsible for sanitary maintenance of walls, floors, ceilings, and for maintenance of all supplied equipment in common areas and shared bathrooms.

Fire Systems / Equipment:

- Automatic detection fire alarm systems are required for apartment buildings of 15 or more units or three stories above grade.
- Fire alarm tests must be done yearly by a qualified contractor.
- Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documented.
- Fire Extinguishers – A 2A10BC fire extinguisher must be available in the hall within 50 feet of any apartment door on the same level or a 1A10BC fire extinguisher in each apartment. Laundry rooms and furnace / boiler rooms require 2A10BC extinguishers.

Permits:

- Electrical permits are required for all work other than minor maintenance issues. Electrical contractors are required to perform all work in a rental property. Contact the Benton County electrical inspector at 320-692-4104 for more information.
- Plumbing permits are required for all work other than minor maintenance issues. Licensed plumbing contractors are required to perform all work in a rental property.
- Mechanical (*heating and cooling*) permits are required for all work other than routine maintenance on these systems. Mechanical contractors are required to perform all work in a rental property.
- Building permits are required for just about anything beyond decorating. Most permits will only be issued to a licensed contractor or to the property owner.
- Plumbing, Mechanical, and Building permits may be obtained through the offices of AllSpec Services, LLC at 320-293-5298.

**Note:** After the property is inspected and determined to be in compliance with City Ordinances, a license will be issued and sent to the appropriate property owner or agent.

**Dwellings not licensed by March 31 of the licensing year may be subject to penalty.**

Section 730 – Rental Code

Section 730:00. Purpose and Intent.

Subd 1. Purpose: The purpose of this Ordinance is to protect the public health, safety and welfare of the residents of the City of Foley who have, as their place of abode, a dwelling unit, manufactured home, lot or room furnished to them for the payment of a rental charge to another.

Subd 2. Intent: The intent of this Ordinance is to provide a permanent mode of protecting and regulating the living conditions of these residents by providing minimum standards for cooking, heating, and sanitary equipment necessary to the health and safety of occupants of rental property by providing minimum standards for light and ventilation necessary for the health and safety, and minimum standards for the maintenance of existing private and rental residential buildings.

Subd 3. Savings Clause: With respect to rental disputes, and except as otherwise specifically provided by the terms of this Ordinance, it is not the intention of the City to intrude upon the fair and accepted contractual relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, nor to act as an arbiter, nor to be receptive to complaints from tenant or landlord that are not specifically and clearly relevant to the provisions of this Ordinance. In the absence of such relevancy with regard to rental disputes, it is intended that the contracting parties exercise such legal sanctions as are available to them without the intervention of City Government. Neither, in enacting this Ordinance, is it the intention of the City Council to interfere or permit interference with legal rights to personal privacy.

Section 730:01. Definitions. The following words and phrases shall have the meanings given them in this ordinance:

- A. Building: Shall mean any structure used or intended for supporting or sheltering any use or occupancy.
- B. Dwelling Unit: Consists of one (1) or more rooms that are arranged, designed, or used as living quarters. Each room or group of rooms shall be a separate dwelling unit. A rooming house shall be considered a single dwelling unit, but may charge a fee based on the number of sleeping rooms. A structure that is self-enclosed and arranged, designed and used as living quarters to a single family or group of persons under a single lease or agreement shall be considered a single dwelling unit.
- C. Familial Relation: Shall mean a legally recognized son, daughter, father, mother, grandfather, grandmother, grandson, granddaughter, sister, or brother.
- D. Housing Inspector: Shall mean a designee appointed by the Foley City Council authorized to administer and enforce this Ordinance.

- E. License: Shall mean a provisional license, which is issued after receipt of fees and may be revoked if such rental property is found not to be in compliance with ordinances, codes or statutes.
- F. Lot: Shall mean an area within a manufactured home park or otherwise maintained and made available for occupancy by a manufactured home.
- G. Manufactured Home: Shall mean as provided in Ordinance 319, Zoning Ordinance, Section 4, Subd. 2 (65).
- H. Manufactured Home Park: Shall mean any site, lot, field or tract of land upon which two (2) or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.
- I. Maximum Occupancy: Shall mean that for each occupant in a dwelling unit, 100 square feet of space must be provided.
- J. Occupant: Shall mean any person (including the owner or operator) living, sleeping, cooking, and eating in a dwelling unit.
- K. Operator: Shall mean the owner or agent who has charge, care, control or management of a building or manufactured home park or part hereof, in which dwelling units, manufactured homes, lots or rooming units are let.
- L. Owner: Shall mean any person who, alone or jointly or severally with others, shall be in actual possession of, or have charge, care or control of any dwelling unit, manufactured home, lot, rooming house or sleeping unit within the City.
- M. Person: Shall mean any natural person his/her heirs, executors, administrators or assigns, and also includes a firm, partnership, and limited liability company, cooperative or corporation, its or their successors or assigns, or the agent of any of the aforementioned.
- N. Rental Property: Shall mean a dwelling unit offered for rent or occupied by a person or persons in the status of tenant, but does not include motels. This term shall not include property in which the dwelling unit or manufactured home is owned by the occupant, but the land or lot is rented or leased.

- O. Rooming House: Shall mean a building or structure providing a room or rooms intended for living and sleeping for persons in the status of tenant in which the toilet and kitchen facilities are shared, and the common or shared areas of the structure are actively maintained by the operator. This term shall include boarding houses, day cares, lodging houses, Bed and Breakfasts, fraternity and sorority houses, but does not include hotels, motels, or hospitals.
- P. Sleeping Rooms: Shall mean a room or enclosed floor space in a rooming house or dwelling unit, as defined herein, used or intended to be used primarily for sleeping purposes.
- Q. Tenant: Shall mean one who has as his/her place of abode a dwelling unit, manufactured home, lot, rooming house or sleeping room furnished to him/her for payment of a rental charge to another.

Section 730:02. International Property Maintenance Code Adopted by Reference: The International Property Maintenance Code, 2012 edition, and subsequent updates, as published by the International Code Council, and the Minnesota State Building Code, as adopted by the Commissioner of the Department of Labor and Industry pursuant to Minnesota Statutes Chapter 16B.59 to 16B.75, is hereby adopted by reference, so far as it applies to rental property, and is made a part of this Ordinance as if fully set out in length.

Section 730:03. License Required. No person shall occupy, allow to be occupied, or let to another for occupancy any dwelling unit in the City of Foley for which a license has not been properly issued by the Housing Inspector. No rental dwelling shall be issued a license by the City unless it complies with the ordinances of the City of Foley and the statutes of the State of Minnesota, which pertain to such properties. A rental property solely occupied by the owner or a familial relation of the owner is exempt from this requirement.

Subd 1. License Fee. The City Council may establish a licensing fee schedule for each dwelling unit or sleeping room in each rental property. The schedule may include a separate fee for licenses, inspections, crime prevention program participation and delinquencies. Said license fees shall be payable at the time of application for licensing or renewal of a license and shall be a prerequisite to the issuance of the required license. Once issued, a licensee shall not be entitled to a refund on any license fee upon suspension or revocation.

- a. Rental property which is licensed as a "Curing Home" (Nursing Home) or a "Boarding Care Home" by the State of Minnesota Department of Health pursuant to Minnesota Statutes Chapter 157 shall be exempt from the registration fee required under this Section. This exception shall not apply if no services are provided to the tenants, or the services are incidental to, or independent of, the landlord/tenant relationship.

- b. If the license fee required hereunder is paid after March 31 for the next license year, penalties shall be imposed as established by the licensing fee schedule.
- c. All licenses shall expire March 31, two calendar years following the year it was issued. Application for any license in which an inspection is required shall be 30 days prior to expiration. For cause, the Housing Inspector may waive the application deadline for an applicant.
- d. A delinquency fee shall be charged to the owner of rental property operated without a valid license. The imposition of this fee by the Housing Inspector may be appealed to the City Council by submitting a request to the City within twenty (20) days of the mailing or posting of the notice of the fee.

Subd 2. License Application. The application for license shall be made and filed on a form furnished by the Housing Inspector for such purpose and shall set forth the following information:

- a. Name, residence address and phone number of the owner of any rental property, or property manager authorized by the owner to accept service of process and to receive and give receipt for notices. In cases where the owner of any rental property lives outside the City of Foley, the license application shall be made by an agent who shall be legally responsible for compliance with this and other City Ordinances. Such agent shall live within Minnesota;
- b. Name, address and phone number of any agent actively managing the rental property;
- c. Street address of the rental property;
- d. Tax parcel number of the rental property or manufactured home park in which the rental property is located;
- e. Number and description of units within the rental property (dwelling units, manufactured homes, or sleeping rooms), including square footage of each room in unit;
- f. Name, address and phone number of the person authorized to make or order repairs and/or service to the rental property, to provide required services necessary to protect the health, safety, and welfare of the occupants, or are able to contact the person so authorized;
- g. Maximum number of people permitted per dwelling unit, manufactured home, lot, rooming house, or sleeping room;

- h. Certification of completion of Crime Free Rental Program, as provided in Section 735 of an owner or an operator with a contract to manage the property.

Subd 3. Manner of Application: The license application shall be made by the owner, if such owner is a natural person; if the owner is a corporation, cooperative or limited liability company, by an officer thereof; if a partnership, by one of the partners; and if an unincorporated association, by the manager or managing officer thereof, on the appropriate form available from the Housing Inspector.

Subd 4. Inspection: All rental units will be subject to a bi-annual inspection conducted by the Housing Inspector, or his/her authorized representative, prior to issuance of the license. The Housing Inspector may grant a license contingent on an inspection being completed within thirty (30) days, if all other requirements, including payment of the license fees, are met. After thirty (30) days, the license shall expire unless the Housing Inspector has certified the required inspection.

Subd 5. License Before Occupancy: All rental property required to be licensed pursuant to the provisions of this Ordinance shall be licensed prior to occupancy or the letting to another for occupancy, and thereafter all licenses of such rental property shall be renewed pursuant to 730:03, Subd. 1(c).

Subd 6. Transfers. Every new owner of a rental property (whether as fee owner, contract purchaser, or otherwise entitled to possession) shall apply for and obtain a license under this Ordinance before taking possession.

Section 730:04. Display of License. Every licensee of a rental property shall conspicuously display at all times on the premises a copy of the current license. This license shall be located on the premises so as to be easily viewed and readable by the occupants of the rental property at or near the front entrance of the building for which it was issued and shall be reasonably protected from wear by a plastic cover or similar protective device.

Section 730:05. Inspection: Right of Entry. In order to insure compliance with this Ordinance's requirements, or upon receiving a written, signed complaint, the Housing Inspector shall have the authority to enter any building or manufactured home park at reasonable times upon notice to the landlord and tenant, to determine if the building or manufactured home park is operated as a "rental property" as defined in this Ordinance or to enforce the Minnesota State Building Code, or both.

Section 730:06. Health Department Inspection. The Benton County Health Department and/or the City Health Official shall have the right to inspect any dwelling, whether rental or owner-occupied, to enforce sanitation requirements.

Section 730:07. Housing Advisory and Appeals Board. The City Council shall appoint a Housing Advisory and Appeals Board ("Housing Board") as provided below. In addition to the responsibilities enumerated in the Minnesota State Building Code, the Housing Board shall serve in an advisory capacity in making recommendations concerning the housing and rental programs. It shall be the duty of the Housing Advisory and Appeals Board to study City Ordinances and Codes concerning housing from time to time and to make recommendations for new ordinances. Said Board shall consist of five (5) members of the public not employed by the City. The term of the members shall each be for three (3) years, with a maximum of three full three-year terms. Except in the event of a vacancy, appointments shall be effective January 1 of each year. Appointments shall be effective January 1 of each year and provide for staggered, overlapping terms. The initial appointments shall be made such that two (2) members appointed shall serve for three years, two (2) shall serve for two years, and one (1) shall serve for one year. Any vacancy shall be filled for the remainder of the term in the same manner as an original appointment. If a Board member shall no longer serve in the capacity under which they qualified for appointment, the City Council shall declare a vacancy. The Board members shall continue until their successor has been appointed.

Section 730:08. Excessive Law Enforcement Calls: Notwithstanding any finding of the Housing Inspector for other violations, any rental property whose property receives more than one (1) law enforcement call per dwelling unit within a twelve (12) month period, or receives twenty-four (24) law enforcement calls or complaints within a twelve (12) month period, whichever number is less, shall appear before the Foley City Council, upon notice, to review the continuation of the rental license. This review is not an exclusive remedy.

Section 730:09. Criminal Background Checks.

Subd 1. Purpose. The Foley City Council has determined that there are persons residing in rental property in the City of Foley engaging in disorderly conduct which results in a hostile environment for other Foley citizens living near or close to the rental property. It is the declared purpose and intent of this section to protect and preserve the City's neighborhoods and the public health, safety, and welfare of its citizens by providing a system at the local level for criminal history/background investigation of prospective tenants.

Subd 2. Background Investigations. Each Operator shall conduct criminal history/background investigations on prospective tenants in rental property through the Benton County Sheriff's Department. No such investigation shall be conducted using the state Criminal Justice Data Communications Network (CJDN) and no information obtained from the CJDN shall be disseminated unless the Operator presents an Informed Consent/Waiver form signed by the prospective tenant. The Informed Consent/Waiver form must meet the requirements of Minnesota Statutes Section 13.05, Subd. 4 (d). Each request must be on a form approved or provided by the Benton County Sheriff's Office. The Operator shall pay a fee as established by Council resolution.

Section 730:10. Landlord Liability. The owner of a rental unit, manufactured home park, rooming house or sleeping room shall be responsible to cause persons occupying the rental unit to conduct themselves in such a manner as to not cause the premises to be in violation of the prohibition against noise as set forth in the City of Foley Noise Ordinance, nor to allow to exist on the premises a public nuisance.

Section 730:11. Applicable Laws. Licensees shall be subject to all of the Ordinances of the City of Foley and the applicable State and Federal laws relating to dwellings. In the event this Ordinance conflicts with any other applicable ordinance or law, the more restrictive shall apply.

Section 730:12. Enforcement. Enforcement of this Ordinance is accomplished by the Housing Inspector who is authorized to conduct inspections, issue licenses, investigate complaints, and seek penalties of property owner(s) found to be in violation.

Section 730:13. Penalty. Any person who operates rental property in violation of this Ordinance shall be guilty of a misdemeanor and subject to the maximum penalty permitted by law. Each violation of this Ordinance shall constitute a separate offense. As an alternative to criminal penalties, the City may seek the following corrective action. The Housing Advisory Board will consider such penalties and/or actions after providing written notice and an opportunity to be heard to the owner of the rental property.

Subd 1. Suspension or Revocation. Every operating license issued under this Ordinance is subject to suspension or revocation. If the City suspends or revokes an operating license, it shall be unlawful for the owner or the duly authorized agent to thereafter permit any new occupancy of vacant or thereafter vacated rental units until the operating license is restored. Current tenants will be allowed to remain until the end of their lease or one (1) year, whichever is less. In the case of revocation, restoration of the license shall occur only after the premises' owner has applied for a new license, paid a new application fee and complied with all sections of this or any applicable City Ordinance.

Subd 2. Hazardous Building Declaration. If a dwelling is unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with state law.

Section 730:14. Rental Code. This Ordinance shall be known as the City of Foley Rental Code.

Section 730:15. Severability. Every section, provision or part of this ordinance is declared severable from every other section, provision or part; and if any section, provision or part hereof shall be held invalid, it shall not affect any other section, provision or part.

Section 730:16. Effective Date. This Ordinance shall be effective immediately upon its passage and publication, except as follows:

- A. Existing rental properties (those operating as such on the Effective Date) will be required to apply for a Rental License by March 1, 2008, and obtain a license by March 31, 2008; and
- B. Dwelling units already constructed, or having obtained a building permit, but not used as a rental property on the Effective Date, is exempt from requirements of 730:03, Subd. 2(h) for any license obtained within ninety (90) days from the Effective Date.

Section 730 was added to the 1974 Code of Ordinances by Ordinance Number 376, adopted March 6, 2007 and published March 20, 2007.

Section 730:02 was amended by Ordinance Number 418 and Ordinance Number 419, adopted November 18, 2014, published and effective November 25, 2014.

Section 706 – Fire Code

Section 706:01. Fire Code Adopted. The International Fire Code, 2000 Edition, is hereby adopted and is made a part of this Ordinance.

Section 706:02. Open Flame. No person shall kindle, maintain, or cause any fire, open flame, or burning charcoal on any rental property balcony or rental property garage, or on the ground within fifteen (15) feet of the perimeter of any rental property building or rental property garage. Charcoal must be stored in an enclosed airtight metal container with tight fitting lids to prevent spontaneous combustion.

Section 706:03. Fire Department Lock Box(es) and Building Entry Keys. Pursuant to Section 506.1 of the International Fire Code, 2000 Edition, all commercial buildings and rental properties shall have at least one Fire Department lock box, as approved by the Fire Marshall or Fire Chief. Owners are required to purchase, install, maintain, and provide keys for entry into each structure. Newly constructed buildings shall have an approved lock box installed and keys secured to the Fire Department prior to issuance of the Certificate of Occupancy. Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, shall not be required to provide a Fire Department lock box.

Section 706:04. Fire Code. This Ordinance shall be known as the City of Foley Fire Code.

Section 706:05. Penalty. A violation of this section shall be a misdemeanor and subject to the maximum penalty permitted by law. Each day of violation, and each individual violation, shall constitute a separate offense.

Section 706:06. Severability. Every section, provision or part of this ordinance is declared severable from every other section, provision or part; and if any section, provision or part hereof shall be held invalid, it shall not affect any other section, provision or part.

Section 706:07. Effective Date. Section 706:03 shall be effective on June 1<sup>st</sup>, 2007. All other sections shall be effective upon adoption and publication.

Section 735 – Crime Free Rental Housing Program Certification

Section 735:01. Background. The Crime Free Rental Housing Program (Program) is a certification program for rental properties of all sizes, including single-family rental homes and multi-housing buildings. The Program is based on the program developed by the International Crime Free Association (ICFA) and is administered by the Benton County Sheriff's Department.

Section 735:02. Findings. The City Council finds that preventing crime in rental properties requires additional training, inspections and enforcement that is unique to rental properties, and different than crime prevention in commercial and industrial properties. The City Council further finds that Crime Free Housing has been demonstrated to have been successful in preventing criminal activity in rental housing.

Section 735:03. Definitions. The meanings provided in Section 730 shall apply to words and phrases used in this section.

Section 735:04. Certification. At least one operator of each rental property shall obtain Program certification by participating in a Program administered by the Benton County Sheriff's Office, or by participating in a Program administered by any other Minnesota law enforcement agency certified by the ICFA and approved by the City Council.

Section 735:05. Program Specifications. Any Program, whether administered by Benton County Sheriff's Office or another law enforcement agency shall include the following:

- A. Attendance at and successful completion of a management training component which shall require demonstration of an understanding of each of the following subject matter:
  - 1. The Program and Ordinance;
  - 2. Rental applications and housing discrimination;
  - 3. Screening and background checks;
  - 4. Lease and lease addendums;
  - 5. Unlawful detainer and eviction;
  - 6. Manager/Owner policies and roles;
  - 7. Data privacy;
  - 8. Narcotics and gangs;
  - 9. Section 8 housing;
  - 10. Rental licensing,

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

Section 735:06. Decertification. Operators who do not maintain compliance with the certification requirements will lose their certification

- A. Prior to decertification, an operator shall appear before the City Council to review compliance with the Program requirements. If the City Council finds the operator has not maintained compliance with the certification requirements, the City Council may either (1) decertify the owner or property manager, or (2) order full compliance within no more than ninety (90) days.

- B. An operator who is decertified shall not be eligible to reapply for Program certification for a period of two (2) years following the date of decertification. This prohibition may be waived by the City Council after finding extenuating circumstances related to the decertification and a likelihood that the operator will remain certified as required by Section 730.

Section 735:07. Fees. Fees for participation in this Program shall be determined by the City Council by resolution, as amended from time to time.



## City of Rice Rental Inspection Checklist

### AllSpec Services, LLC

14562 Ronneby Road NE, Foley, MN 56329  
(320)293-5298 – Nancy Scott  
(320)387-2703 – fax

*Rental property inspections are made on a routine basis, every other year. It may be more convenient to perform maintenance or make repairs prior to an inspection, or between tenants, when an inspection is not scheduled. To get a head start, use this checklist prior to an inspection. This may help you to avoid a lengthy inspection and potentially costly re-inspection fees. Please note that while it is impossible to list every violation of the housing code that may occur this list contains violations that are commonly found during a routine inspection. If you have a specific situation or concern, please contact the housing inspector at the above noted phone numbers. Be aware that most work must be performed by a licensed tradesperson under a permit.*



### Inspection Checklist

#### Outside:

- Are the street numbers visible from the road?
- Is the siding and paint in good condition?
- Is the garage in good condition?
- Are the steps, decks, and landings in good condition and safe to use?
- How about the handrails and guardrails? If replacing rails the height must be 42 inches, with spindles spaced at 4 inches.
- Is there garbage or junk in the yard?
- Are the green areas trimmed and clear of noxious weeds?
- Are the electrical service wires in good shape and not hanging below 10 feet above grade?
- What is the general condition of the roof?
- Are the doors in good working order with deadbolt locks that are capable of being easily opened from the inside?
- No open flame or burning charcoal is allowed on any rental property balcony or rental property garage or on the ground within fifteen (15) feet of the perimeter of any rental property building.
- Is charcoal stored in an enclosed airtight metal container with tight fitting lids?

## **Throughout the house:**

### **Windows:**

- Any cracked or broken windows panes?
- All windows within 12 feet of the ground must have operable latching hardware.
- All window putty in good condition?
- All operable windows have screens? *(No rips, tears, or holes)*
- All window frames, sashes and sills in good condition and weatherproof?

### **Doors:**

- All apartment doors have single cylinder deadbolt locks? Are they self closing? Doors must be substantially secured from illegal entry. If doors need replacement they must be replaced per code.
- All exterior doors tight against the weather?
- Screen and storm doors in good condition, with adequate hardware?
- In a multi family apartment – do the fire doors self-close to latching?
- In an older home – are the skeleton key locks removed or disabled? *(All doors throughout the house)*

### **Lock Boxes:**

- Approved fire department lock box installed?
- Are the lock box keys secured to the Rice Fire Department? *(Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, shall not be required to provide a fire department lock box.)*

### **Surface Coverings:**

- Are all the walls and ceilings free from peeling paint and loose plaster?
- Any holes in the walls, ceilings, or floors?
- Are the floor coverings in good condition?
- Is the carpet ripped or torn, or otherwise causing a possible tripping hazard?

### **Exit Hallways:**

- A second means of exiting must be provided from the second floor when the occupancy load exceeds 10 *(2000 square feet)*. Third floors and above must always have a means of exiting to the outside.
- All exits to the building must be unobstructed at all times. No storage is allowed in the stairwells, corridors, or in front of the doors.
- Are the exit and emergency lighting *(if applicable)* functioning?

### **Electrical system:**

- Are all cover plates in good condition and easy to clean?
- Do closet light fixtures hang down on wires? They will need to be updated or removed.
- The inspector will check to see that electrical rewiring has been done under a permit by a licensed electrical contractor.

### **Electrical System continued:**

- Switched light fixtures are required in kitchens and baths. Pull chains as the only light source is prohibited in bedrooms.
- Fuses properly sized? (look for 15 amp ratings and type S fuses or a 100 amp service)
- Bare, exposed, obsolete or worn wiring; splices or fixtures installed without a junction box will not be permitted.
- Cover plate on the panel box must identify all circuits.
- Is there 36" of clearance in front of the panel?
- Incandescent light bulbs must have a 12" clearance to combustibles.
- Use of extension cords in place of permanent wiring is not permitted.
- Outlet boxes in walls are loose?
- Are the outlets wired properly (improper polarity, neutral connected)?
- Many other conditions require electrical repairs or upgrade. Please call if you have any questions, or contact a licensed electrician. In older homes, it may pay to have an electrical contractor evaluate the electrical system to determine if it is in a safe and adequate condition.

### **Plumbing:**

- The most common problems found in plumbing are a cross connection of contaminated water with the potable/drinking water. This can occur through improperly installed or obsolete ball cocks in toilets (lack of a one inch air gap between the critical water level of the ball cocks and the top of the overflow tube), or unapproved non-anti-siphon bullock, or through hoses left connected to faucets.
- Fixtures need to have proper venting to the outside.
- Are traps leaking or corroded?
- Are cleanout covers loose or missing?
- Are toilets loose?
- Is the plumbing properly installed? Flexible piping is not permitted. ABS (black) and PVC (white) cannot be glued together.

### **In the Basement:**

- Stair safety? Broken treads, loose runners, even sizes and heights?
- Handrails in place?
- Is there an open side of the stairs? It must have a 42 inch tall guardrail with spindles spaced no more than 4 inches apart if installing a new guardrail.
- Plumbing leaks? Pipes supported?
- Check the water heater for a T & P valve and metal drip leg? Are the cold water supply and gas shut off valves functioning? Is the vent installed properly?
- Does the hot water heater supply adequate water at a minimum of 120 degrees Fahrenheit and a maximum of 130 degrees Fahrenheit?
- Dryer vent installed to the outside and made of metal?
- Washer properly hooked up and drained?
- Please note that in older homes, it may pay to have a plumbing contractor evaluate the plumbing system to determine if it is safe and in adequate condition.
- Date of last service to the furnace? Filter reasonably clean?
- Openings in the furnace, venting, and chimney which allow exhaust fumes to escape into the household environment are very serious. Exhaust leaks are difficult to detect and often go unnoticed until harm is done to the occupants. A visual inspection of the equipment is conducted by the inspector. The inspector may require a licensed contractor to certify the equipment.
- Check the clearances on the flues. Six (6) inches normal minimum.

***In the Basement continued:***

- Gas lines and shut off valves in good condition?
- Smoke detector working?
- Sleeping in the basement is prohibited except as permitted by code.
- Are the basement walls wet or damp? Is there evidence of mold?
- Are the walls plumb?

***In the Kitchen:***

- Sink dripping?
- Trap leaking?
- Drains open and clear?
- Adequate outlets and circuits? *(At least one outlet over every counter surface, and GFI protection within 6 feet of the sink.)*
- Switched light fixtures?
- Proper sanitation?
- Smoke detector working?
- Are the kitchen cabinets in good condition and installed properly?

***In the Bathroom:***

- Toilet working properly? Not loose?
- Shower, tub, or lavatory dripping faucets?
- Proper traps and drains flow easily?
- Vent fan to the outside or an operable window?
- GFI outlet present? Working?
- Door closes and latches to provide privacy?
- Is the porcelain in good shape?
- Are the tiles or tub enclosure in good shape?
- Is the floor covering impervious to water?

***In the Living Room:***

- At least one outlet on each wall? Two on walls over 14 feet in length.
- Update pull chain lights to wall switch controlled.
- Seven feet six inch (7'-6") minimum ceiling height?

***In the Bedrooms:***

- Update pull chains to wall switch controlled.
- At least two walls with outlets?
- Smoke detector outside each bedroom? Batteries fresh? Properly located? Replace hardwired detectors only with hardwired detectors. Replace battery type with hardwired or battery type.
- Ceiling heights must be seven feet six inches (7'-6") minimum.
- Every bedroom shall be a minimum of 70 square feet in size, with the minimum dimension of 7 feet for any wall length. If the room houses more than two people there must be 50 square feet per person.
- Every sleeping room must have two means of escape in case of fire, such as a door and a properly sized window *(5.7 square foot clear opening)*. All basement sleeping rooms must have a door directly to the outside or a legal egress window. All egress corridors must provide reasonable egress and resistance to fire.

**Other:**

- Does each room (*particularly bedrooms and bathrooms*) have adequate heat? Electric portable heaters are not permitted.
- Are there too many people living in a unit? There must be at least 50 square feet of area in a bedroom per person (*including babies*) if there are more than two in a room.
- Every apartment must have at least one room with 120 square feet of area.
- Are there adequate containers for the disposal of trash? Is there an appropriate place for storage of the containers?
- Rental license certificate conspicuously displayed, easily viewed and readable by occupants at or near the front entrance of the building. Is it reasonably protected from wear by a plastic or similar protective covering?
- Proof of Crime Free Rental Housing Program Certification. (*Per City Ordinance, at least one operator of each rental property shall obtain Program certification by participating in a Program administered by the Rice Police Dept., or by participating in a Program administered by any other Minnesota law enforcement agency certified by the ICFA and approved by the Rice City Council.*)
- Mice and rodents need extermination?

**Rooming Unit Rental – Additional Requirements:**

- Tenants may not cook or have eating facilities within their rooms.
- A bathroom containing a hand sink, toilet, and tub or shower must be available within the structure directly accessible without going outside and must also be on the same floor or a floor adjacent to the rental room. One bathroom must be available for each eight persons.
- Each sleeping room must have a minimum of 70 square feet of floor area or 50 square feet per person for more than 2 people.
- Owners are responsible for weekly changes of supplied linens and towels.
- Owners are responsible for sanitary maintenance of walls, floors, ceilings, and for maintenance of all supplied equipment in common areas and shared bathrooms.

**Fire Systems / Equipment:**

- Automatic detection fire alarm systems are required for apartment buildings of 15 or more units or three stories above grade.
- Fire alarm tests must be done yearly by a qualified contractor.
- Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documented.
- Fire Extinguishers – A 2A10BC fire extinguisher must be available in the hall within 50 feet of any apartment door on the same level or a 1A10BC fire extinguisher in each apartment. Laundry rooms and furnace / boiler rooms require 2A10BC extinguishers.

**Permits:**

- Electrical permits are required for all work other than minor maintenance issues. Electrical contractors are required to perform all work in a rental property. Contact the electrical inspector, Tim Emery at (320) 692-4104 for more information.
- Plumbing permits are required for all work other than minor maintenance issues. Licensed plumbing contractors are required to perform all work in a rental property.
- Mechanical (*heating and cooling*) permits are required for all work other than routine maintenance on these systems. Mechanical contractors are required to perform all work in a rental property.
- Building permits are required for just about anything beyond decorating. Most permits will only be issued to a licensed contractor or to the property owner.
- Plumbing, Mechanical, and Building permits may be obtained through the offices of AllSpec Services, LLC at 293-5298 or 333-2101.

## MEMO

Date: 6/7/17

To: Milaca City Council Members and City Manager Tammy Pfaff

RE: Milaca Park Trespass request:

On 5-8-17 four juveniles were involved in a Criminal Damage to Property that resulted in significant damage to City of Milaca property. The four juveniles have also been connected with Criminal Damage to Property associated with city properties (not just parks) and other private properties in Milaca.

All four juveniles have been given notice of trespass from Milaca Parks. This trespass only includes park property and does not pertain to other city properties. The initial trespass notice is only for a period of one year.

The four juvenile's initials are:

R.P.

R.P.

C.P.

D.E.

The four have received notification of this trespass and the opportunity to contest the trespass exists only at the June 14, 2017 Milaca City Council Meeting.

I recommend the City Council maintain the trespass, even if the parties contest the notice. I would also ask the City Council to decide if they wish to include all/any other city properties in the trespass. I can make notification about any additional stipulations.

Memo respectfully submitted to the Milaca City Council by Chief Todd C. Quaintance





# Bobcat

## Product Quotation

Quotation Number: HMM-03530

Date: 2017-05-23 14:23:38

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
<b>CITY OF MILACA PARK SERVICE Attn: GREG MOYER 255 1 ST E MILACA, MN 56353 Phone: (320) 983-5729</b>	<b>Charlie Crawford's Equipment, Inc., Cambridge, MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028</b>	<b>Clark Equipment Company dba Bobcat Company PO Box 6000, 250 E Beaton Dr West Fargo, ND 58078 Phone: 701-241-8719 Fax: 701-280-7860 Contact: Heather Messmer Heather.Messmer@doosan.com</b>

Description	Part No	Qty	Price Ea.	Total
<b>S595 T4 Bobcat Skid-Steer Loader</b> 74.0 HP Tier 4 Turbo Diesel Engine 2-Speed Travel Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights	<b>M0247</b>	<b>1</b>	<b>\$30,695.00</b>	<b>\$30,695.00</b>
	<b>Lift Arm Support Lift Path: Vertical Lights, Front &amp; Rear Operator Cab</b>			
	<ul style="list-style-type: none"> <li>Includes: Adjustable Suspension Seat, Top &amp; Rear Windows, Parking Brake, Seat Bar &amp; 3-Point Seat Belt</li> <li>Roll Over Protective Structure (ROPS) meets SAE-J1040 &amp; ISO 3471</li> <li>Falling Object Protective Structure (FOPS) meets SAE-J1043 &amp; ISO 3449, Level I; (Level II is available through Bobcat Parts)</li> </ul>			
	Spark Arrestor Exhaust System Tires: 31 x 12-16.5, 10 PR, Bobcat Heavy Duty Warranty: 12 Months, Unlimited Hours			
<b>A91 Option Package</b> Cab enclosure with Heat and AC High Flow Hydraulics Sound Reduction Hydraulic Bucket Positioning	<b>M0247-P01-A91</b>	<b>1</b>	<b>\$5,681.20</b>	<b>\$5,681.20</b>
	<b>Power Bob-Tach Deluxe Instrument Panel Keyless Start Attachment Control Kit Cab Accessories Package</b>			
<b>Selectable Joystick Controls (SJC)</b> Air Ride Suspension Seat 3pt Belt 10-16.5, 10 PR, Heavy Duty Tires NAGS Strobe Radio Automatic Ride Control	<b>M0247-R01-C04</b>	<b>1</b>	<b>\$1,060.50</b>	<b>\$1,060.50</b>
	<b>M0247-R05-C12</b>	<b>1</b>	<b>\$219.80</b>	<b>\$219.80</b>
	<b>M0247-R09-C02</b>	<b>1</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>M0247-R16-C03</b>	<b>1</b>	<b>\$218.00</b>	<b>\$218.00</b>
	<b>M0247-R26-C02</b>	<b>1</b>	<b>\$291.90</b>	<b>\$291.90</b>
	<b>M0247-R33-C02</b>	<b>1</b>	<b>\$416.50</b>	<b>\$416.50</b>
	<b>Total for this Machine</b>			<b>\$38,582.90</b>
<b>Description</b>	<b>Part No</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Total</b>
<b>Pallet Fork Frame</b>	<b>6712927</b>	<b>1</b>	<b>\$297.50</b>	<b>\$297.50</b>
--- <b>48" Pallet Fork Teeth</b>	<b>6540182</b>	<b>1</b>	<b>\$234.50</b>	<b>\$234.50</b>
<b>74" Low Profile Bucket</b>	<b>6731421</b>	<b>1</b>	<b>\$745.50</b>	<b>\$745.50</b>
--- <b>Bolt-On Cutting Edge, 74"</b>	<b>6718007</b>	<b>1</b>	<b>\$167.60</b>	<b>\$167.60</b>
<b>88" Snow &amp; Light Material Bucket</b>	<b>7184098</b>	<b>1</b>	<b>\$969.50</b>	<b>\$969.50</b>
--- <b>Bolt-On Cutting Edge, 88"</b>	<b>6727317</b>	<b>1</b>	<b>\$197.73</b>	<b>\$197.73</b>
	<b>Total for these items</b>			<b>\$2,612.33</b>
<b>Description</b>	<b>Part No</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Total</b>
<b>Parts Manual</b>		<b>1</b>	<b>\$125.00</b>	<b>\$125.00</b>

Total of Items Quoted	\$41,320.23
Dealer Assembly Charges	\$84.00
Trade-in JD 240 - 1999 - 141989	(\$10,000.00)
Quote Total - US dollars	\$31,404.23

Notes:

*\*Prices per the Minnesota Contract# 113009, T-631(5). Contract Period: 08-01-2016 thru 05-31-2017*  
*\*Must be a Coop Member to purchase off contract*  
*\*Terms Net 30 Days. Credit cards accepted.*  
*\*FOB Destination within the 48 Contiguous States.*  
*\*Delivery: 60 to 90 days from ARO.*  
*\*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.*  
*\*TID# 38-0425350*  
***\*ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.***

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

*Jammy PFAFF*  
 \_\_\_\_\_  
 SIGNATURE

*5-25-17*  
 \_\_\_\_\_  
 DATED

*JAMMY PFAFF*  
 \_\_\_\_\_  
 PRINT NAME/AND TITLE

*4025*  
 \_\_\_\_\_  
 PURCHASE ORDER #

SHIP TO ADDRESS: \_\_\_\_\_

BILL TO ADDRESS (if different than Ship To): \_\_\_\_\_

*2017 Capital Impor Budget*  
*= \$80,000.-*





**Bobcat**

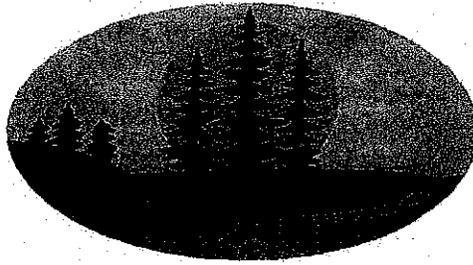
**Skid-Steer Loaders**



***One Tough Animal***

# CITY OF MILACA

255 1<sup>st</sup> Street East  
Milaca, MN 56353



320-983-3141  
320-983-3142 Fax

[www.cityofmilaca.org](http://www.cityofmilaca.org)

Date: May 30, 2017

To: Sewer Cleaning and Televising Contractors

From: Steve Burklund, City of Milaca  
steveburklund@aol.com  
(320) 983-6547

Re: Request for Quote/Proposal  
2017 Sanitary Sewer Cleaning and Inspection  
City of Milaca

Dear Contractor:

The City of Milaca is seeking qualified contractors interested in providing a quote/proposal for cleaning and televised inspection of sanitary sewer. The work will include cleaning and televised inspection of approximately 19,468 feet of gravity sewer located in the central area of the city.

## **Schedule**

The proposed work shall be completed by November 22, 2017. The project area is the city's "central zone" in the white area shown on the attached sewer system map.

## **Methods**

The cleaning and inspection shall be by generally accepted industry standards in accordance with the city's specifications (copy enclosed).

All distances recorded in the inspection and report shall be in actual lineal feet, rather than in videotape counter footage or real time.

Water for use in cleaning and televising shall be taken from the North Well in Rec Park on the west end of Second Street N. Coordinate access to the North Well with the Public Works Director.

Root cutting. As part of the proposal, an assumed bid quantity has been included for root cutting. The city is not aware of the extent, if any, of the root cutting that may be required. The contractor shall not complete any root cutting work without prior authorization from the Public Works Director.

Tap Removal. As part of the proposal, an assumed bid quantity has been included for removal or protruding//intruding taps. The city is not aware of the number of protruding/intruding taps, if any, in the project area.

### **Cost Proposal/Compensation**

We request your submission of a written quote/proposal on the enclosed form or on your company's standard form. Proposals shall include separate payment items for television inspection and for water jet cleaning. Costs are to be provided on a lineal foot basis for each item, with the appropriate totals calculated, based on the estimated footages listed in the proposal.

Compensation for the described work will be made at each unit price stated in the proposal, based on the total lineal feet of sewer actually cleaned and inspected. It is anticipated that the actual footages completed under the work will differ somewhat from the estimated quantities. Therefore, the total compensation provided for the work will likely differ somewhat from the total listed on the proposal. The estimated quantities for root removal and protruding tap removal are based on previous projects. No change in the unit price for any bid items will be made due to variations in final quantity.

City personnel help locate and expose manholes. Contractors are not allowed to interrupt sewer flows or plug sewer lines without permission from the Public Works Director for the City. Contractor will be responsible for any damage or clean-up costs as a result of sewer plugging in the course of your work. You are responsible to comply with all local, state and federal regulations/procedures for traffic control and confined space entry.

### **Proposal Submittal**

Quotes/Cost Proposals are due by 2:00 PM on Tuesday June 13<sup>th</sup>. Quotes/Proposals may be mailed or delivered to the address below (Milaca City Hall). Or, a PDF copy may be submitted via e-mail to: [steveburklund@aol.com](mailto:steveburklund@aol.com)

Mr. Steve Burklund, Director of Public Works  
City of Milaca  
1205 Central Avenue North  
Milaca, MN. 56353  
e-mail: [steveburklund@aol.com](mailto:steveburklund@aol.com)

Submittals shall either use the attached form or your company's standard quote form. The city reserves the right to request additional reference information from respondents as necessary.

### **Project Award**

The Milaca City Council will consider the award of this cleaning and inspection work at a forthcoming city council meeting. If awarded, award will be decided in the best interest of the City of Milaca after review all available information. Only one firm will be selected. The City of Milaca reserves the right to accept or reject any or all of the submitted Quotes/Proposals, and to waive any informalities.

Please contact me at (320) 983-6547, if you have any questions.



**Price Quote for: City of Milaca, MN**

(Quote Date: June 7<sup>th</sup>, 2017)

**Project:** 2017 Sanitary Sewer Cleaning & Inspection  
City of Milaca, MN

<b><u>Mobilization &amp; Traffic Control-</u></b>	(Lump)	= \$650.00
<b><u>Root Cutting -</u></b>	Sanitary Sewer approx. 100 ft. @ \$2.00/ft.	= \$200.00
<b><u>Trim Protruding Taps -</u></b>	Sanitary Sewer approx. 2 taps @ \$300/each	= \$600.00
<b><u>Jetting/Vacuum -</u></b>	Sanitary Sewer 6" to 10" approx. 13,190 ft. @ \$0.60/ft.	= \$7,914.00
<b><u>Jetting/Vacuum -</u></b>	Sanitary Sewer 12" to 15" approx. 5,935 ft. @ \$0.70/ft.	= \$4,154.50
<b><u>Jetting/Vacuum -</u></b>	Sanitary Sewer 18" approx. 343 ft. @ \$0.80/ft.	= \$274.40
<b><u>Televising -</u></b>	Sanitary Sewer 6" to 10" approx. 13,190 ft. @ \$0.55/ft.	= \$7,254.50
<b><u>Televising -</u></b>	Sanitary Sewer 12" to 15" approx. 5,935 ft. @ \$0.55/ft.	= \$3,264.25
<b><u>Televising -</u></b>	Sanitary Sewer 18" approx. 343 ft. @ \$0.55/ft.	= \$188.65
<b><u>Total Base Quote/Bid:</u></b>		<b>= \$24,500.30</b>

**Note:** Camera operator is NASSCO PACP Certified and will inspect the entire project by NASSCO guidelines. If the jetting takes over 4 full passes, heavy cleaning will be charged at the same unit price per foot (up to 3 more passes) until complete or **Directed by the Owner**. Same segment prices will be used if the Owner decides to add on additional lines. Additional services we can provide are: 3D panoramo mainline & manhole inspections, LETS (lateral evaluation television system) camera to launch from mainline into the service lateral up to 160 feet, 2 ft. & 4 ft. CIPP spot repairs, & maintenance programs. Mobilization can be split if work is scheduled with a surrounding town.

**Owner Obligations:** Provide solid access, locate, & expose manholes. Provide water, dump site, bond if needed, & sewer bypass pumping if necessary.

**Johnson Jet-Line, Inc.** We will furnish cleaning & televising reports (color with still pictures). Also, the televising video will be in a DVD, VHS, or USB flash drive format of your choice. Prices are only good for 30 days.

If using our Quote, Please **SIGN & FAX:** 320-965-2309 or **SIGN & EMAIL:** [chase@johnsonjet-line.com](mailto:chase@johnsonjet-line.com)

**SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

COMPANY NAME: Veit & Company, Inc.

**QUOTE/BID FORM**

2017 SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

PROJECT NO. 193804512

CITY OF MILACA

2017

**THIS BID IS SUBMITTED TO:**

City of Milaca - Attn Steve Burklund  
255 First Street East  
Milaca, MN 56353

1.01 The undersigned proposes and agrees, if this Quote/Bid is accepted, to enter into an Agreement with Owner to perform the Work as specified for the prices and within the times indicated in this Quote/Bid.

2.01 In submitting this Bid, Bidder represents that:

- A. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- B. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- C. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) Bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- D. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- E. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

3.01 Bidder further represents that:

- A. The prices in this Bid have been arrived at independently, without consultation, communication, or agreement as to any matters relating to such prices with any other Bidder or with any competitor for the purpose of restricting competition.
- B. The prices in this Bid have not or will not be knowingly disclosed to any other Bidder or competitor prior to opening of the Bids.
- C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

4.01 Bidder understands that the law may require the Owner, or Engineer at the Owner's direction, to undertake an investigation and submit an evaluation concerning Bidder's responsiveness, responsibility, and qualifications before awarding a contract. Bidder hereby waives any and all claims, of whatever nature, against Owner, Engineer and their employees and agents, which arise out of or relate to such investigation and evaluation, and statements made as a result thereof, except for statements that can be shown by clear and convincing evidence to be intentionally false and made with actual malice. Nothing in this paragraph is intended to restrict Bidder's rights to challenge a contract pursuant to law.

5.01 Bidder will complete the Work in accordance with the requirements for the following price(s):

No.	Item	Units	Qty.	Unit Price	Total Price
<b>BASE QUOTE/BID:</b>					
1	MOBILIZATION AND TRAFFIC CONTROL	LS	1	\$ 4,000.00	\$ 4,000.00
2	ROOT CLEANING, ANY DIAMETER	LF	100	\$ 2.00	\$ 200.00
3	TRIM PROTRUDING TAP, DIP or CIP	EA	1	\$ 800.00	\$ 800.00
3	TRIM PROTRUDING TAP, CLAY OR PVC	EA	1	\$ 250.00	\$ 250.00
3	SEWER CLEANING, 6-INCH DIAMETER	LF	178	\$ 1.35	\$ 240.00
3	SEWER CLEANING, 8 or 9-INCH DIAMETER	LF	12,031	\$ 1.35	\$ 16,241.85
4	SEWER CLEANING, 10-INCH DIAMETER	LF	981	\$ 1.35	\$ 1,324.35
5	SEWER CLEANING, 12-INCH DIAMETER	LF	2,675	\$ 1.35	\$ 3,611.25
6	SEWER CLEANING, 14 or 15-INCH DIAMETER	LF	3,260	\$ 1.35	\$ 4,401.00
7	SEWER CLEANING, 18-INCH DIAMETER	LF	343	\$ 1.35	\$ 463.05
8	SEWER TELEVISIONING, 6-INCH DIAMETER	LF	178	\$ 0.95	\$ 169.10
9	SEWER TELEVISIONING, 8 or 9-INCH DIAMETER	LF	12,031	\$ 0.95	\$ 11,429.45
10	SEWER TELEVISIONING, 10-INCH DIAMETER	LF	981	\$ 0.95	\$ 931.95
11	SEWER TELEVISIONING, 12-INCH DIAMETER	LF	2,675	\$ 0.95	\$ 2,541.25
12	SEWER TELEVISIONING, 14 or 15-INCH DIAMETER	LF	3,260	\$ 0.95	\$ 3,097.00
13	SEWER TELEVISIONING, 18-INCH DIAMETER	LF	343	\$ 0.95	\$ 325.85
<b>TOTAL BASE QUOTE/BID:</b>					<b>\$ 50,026.40</b>

Veit

6.01 Bidder agrees that the Work will be Substantially Completed and completed and ready for Final Payment on or before the date with the quote documents.

SUBMITTED on 6/13, 2017.

If Bidder Is:

A Corporation

Corporation Name: Veit & Company, Inc. (SEAL)

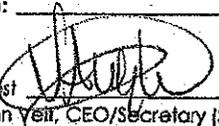
State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): Service

By:   
(Signature)

Name (typed or printed): Greg Boelke

Title: President

Attest  (CORPORATE SEAL)  
Vaughn Veit, CEO/Secretary (Signature of Corporate Secretary)

Business Street Address (No P.O. Box #'s):  
14000 Veit Place  
Rogers, MN 55374

Phone No.: 763-428-2242 Fax No.: 763-428-8348

Email: rfredrickson@veitusa.com

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
(Individual's signature)

Doing business as: \_\_\_\_\_

Business Street Address (No P.O. Box #'s):  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of general partner)

Name (typed or printed): \_\_\_\_\_

Business Street Address (No P.O. Box #'s):  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

END OF DOCUMENT

**Responsible Contractor Compliance Verification**  
**Minnesota Statute 16.C.285**

(Milaca Sewer Cleaning & Television)  
(Public Project Name and Number)

The Undersigned is an owner or officer of the company named below (the "Company") and signs this statement under oath verifying that at the time it responded to the solicitation document on the above-referenced project ("Project"), the Company was in compliance with each of the minimum criteria in Minn. Stat. 16C.285, subd. 3, with the exception of clause (7).

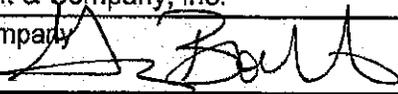
The first-tier subcontractors that the Company currently intends to engage for work on the Project are:

1. none
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Prior to the execution of the construction contract for the Project, the Company will submit to the contracting authority a supplemental verification confirming compliance with Minn. Stat. §16C.285 subd. 3, clause (7). If the Company retains additional subcontractors with which it will have a direct contractual relationship following contract award, the Company will submit any supplemental verifications confirming compliance with Minn. Stat. §16C.285, subd 3, clause (7) within 14 days after retaining any such additional subcontractors.

Pursuant to Minn. Stat. §16C.285, Subd. 4, the following signature under oath does not need to be notarized.

Date: 6/8/17

Veit & Company, Inc.  
Company  
By:   
Greg Boelke  
Its: President  
Owner/Officer

**Milaca Parks Commission Meeting**  
**June 6, 2017**

Meeting was called to order. Members Present: Joe Wildman, Dan Meyer, Cindy Biederman, Greg Moyer, Tammy Pfaff and Mayor Pete Pedersen

**Council Report** - Discussed were the following items:

- Bonding possibility for park improvements for parking, camping etc.
- Chamber meeting concerning Destination Milaca and a possible activity person.
- Tammy addressed the subject of directional road signs for parks on Highway 23 from the Minnesota Department of Transportation.
- Tammy will also be working on writing grants to Bernicks and Minnesota Department of Natural Resources for park improvements, as well as working on a Master Parks Plan.

**Parks Update**

Greg Moyer reported on the Disc Golf course and gave a camera update. Greg also spoke about the problem with the mowers and working on getting mowers repaired. They are working on brush removal and getting quotes for park improvements involving parking and curb and gutters.

Following the meeting there was a band shell tour and discussion ensued regarding final landscaping ideas.



# Bernick's Beverages and Vending Fund Grants

**Online Application Open:** July 1st, 2017

**Deadline:** Midnight September 1st - Decision: See "Application Process" Section

## BRIEF DESCRIPTION

The Bernick family started the Bernick Family Foundation to honor the legacy of its company founders by continuing the tradition of supporting organizations consistent with the family's core values, while providing leadership in responding to emerging community needs.



## WHAT WE FUND

- Capital projects
- New or expanded programs
- Strategic investments in operations (i.e. one-time investments that will help organizations increase efficiency and/or ongoing revenue).

The Bernick Family Foundation supports two key focus areas:

1. Youth and Education: Support of activities that help prepare students for future success in education and the workplace.
  - Favorable Considerations: Programs that develop leadership skills, community involvement, teamwork, and entrepreneurship.
2. Health and Fitness: Support of activities that address health and wellness.
  - Favorable Considerations: Programs/projects that promote fitness, nutrition, healthy living and responsible lifestyles.

**Eligible Organizations:** 501(c) (3) nonprofit organizations, schools and government entities.

**Eligible Geographic Area:** The organization must be based in or serve one of the regions in which Bernick's operates, including the areas in and around Alexandria, Bemidji, Brainerd, Duluth, St. Cloud, and Willmar, Minnesota and Dresser, Wisconsin. To find out if your area is included, please see [Bernick's Service Area Listing and Map](#).

**Funding Amount Range:** \$3,000 - \$50,000

To request gifts of product and other funding requests under \$3,000, please visit <http://www.bernicks.com/community/donation-requests/>

## WHAT WE DO NOT FUND

- Endowments
- Operating expenses for government agencies,
- Religious organizations for religious purposes,
- Projects that have already been completed or regranting to organizations not specifically named in the Bernick's application.

## APPLICATION PROCESS:

1. Submit letter of inquiry application online using the CommunityGiving Grant Management System between July 1 and September 1 at midnight.
2. Applicants will be notified of their status after October 15, then accepted organizations will be asked to submit a full application online by November 15 using the CommunityGiving Grant Management System.
3. Grants are awarded after February 15th.
4. The Grant Advisory Committee will recommend applications for funding to the Board of Directors.
5. The Board of Directors will make final funding decisions.

\*Note - Organizations may only submit one grant application per year.

All notification about this grant will be through emails.

Payout of Grants: upon recipient of electronically signed Grant Agreement.

Grantee Required Documents: Grant Agreement, Progress Report, Final Report. Required follow up documents will be submitted through the CommunityGiving Grant Management System.

For question about this grant or the online Grant Management System please call Jeanne at (320) 257-9715.

**CLICK HERE TO BEGIN THE APPLICATION PROCESS**

### FOUNDATIONS

- [Alexandria Area Community Foundation](#)
- [Brainerd Lakes Area Community Foundation](#)
- [Central Minnesota Community Foundation](#)
- [Willmar Area Community Foundation](#)
- [Minnesota Real Estate Foundation](#)

➤ [Home](#)

APPLICATION FOR PERMIT FOR  
OFF PREMISES SALES FOR EXISTING ON SALE  
INTOXICATING LIQUOR LICENSEE

State of Minnesota  
County of Mille Lacs  
City of Milaca

\$100.00 Application Fee

PLEASE CHECK ONE OF THE FOLLOWING:  Partnership  Corporation  Individual

I, Wendy Hoeck, hereby make application for the  
(Applicant's Name)

Milaca Golf Club DBA STONES for a Permit for Off Premises Sales of  
(Name of Business/Organization) Throw Golf

such liquor under and pursuant to an ordinance (resolution) passed by City of Milaca, County of Mille Lacs; and Chapter 340A, Minnesota Statutes, as amended, providing for licensing and regulating the sale of intoxicating liquor.

Business/Organization Address:

Street Address City State Zip

Business/Organization was incorporated in 1955 in the State of \_\_\_\_\_ and is authorized to do business in Minnesota.  
(Year)

This license is for sale the following dates: 7/27/17 to 7/29/17, in connection with the following event:

Rec Fest

Location of temporary sales: Rec Park

Time of sale: from 12 a.m. (p.m.) to 11 pm a.m. (p.m.)

Gambling or gambling devices will not be permitted.

Applicant has not had an application for license rejected.

Applicant has no intention or agreement to transfer the license to another person.

Applicant submits the following names of persons, including a bank for reference with which he/she has had business relations as follows:

Teals  
1<sup>st</sup> National Bank of Milaca

I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge and that I agree to comply with all the provisions of the ordinance under which this license is granted.

Wendy Hoeck  
Applicant Name (Printed)

Wendy Hoeck  
Applicant's Signature

5/18/17  
Date

NOTE: Licenses may be issued only to organizations who are organized in the United States and who have a local presence.

\*\*Please attach a certificate of insurance\*\*

CITY OF MILACA  
255 1<sup>ST</sup> STREET EAST  
MILACA MN 56353  
(320) 983-3141  
(320) 983-3142 FAX