CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
March 19, 2020

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Pete Pedersen__Council Members; Dave Dillan__ Lindsee Larson__Norris Johnson__Cory Pedersen__ Absent;_____
4. **Approval of Agenda** MB___2nd___AIF___O__
5. **Consent Agenda** MB___2nd___AIF___O__
   A. Approval of the Minutes – February 16, 2020
   B. Approval of Bills
   C. Resolution 20-08 Renewal Consumption and Display Liquor License Back Alley Bowl
   D. Resolution 20-09 Assess unpaid water and sewer bill.
   E. Resolution 20-10 Part-Time Police Officer Declaration for PERA
6. **Citizen Open Forum-**
7. **Requests and Communications-** Eagle Project- Aiden Staup request to install fire pit in Rec Park. MB___2nd___AIF___O__
8. **Ordinances and Resolutions-**
   F.
9. **Reports of Departments, Boards and Commissions**
   G. Police Department- Monthly Activity- Trespass
   H. Parks Commission- Review activity
   I. Public Works Department- Activity Report- Sealcoat Project- Review quotes. MB___2nd___AIF___O__
   J. Planning Commission – Variance-John and Gwen Geithman Resolution 20-11 MB___2nd___AIF___O__
   K. Economic Development Commission-Cancel March 23rd Meeting MB___2nd___AIF___O__
   L. Fire Department- Resolution 20-12 FEMA Grant
   M. Liquor Store MB___2nd___AIF___O__
   N. MCAT-IF
   O. Joint Powers Board- No Activity
   P. Safety Committee-
   Q. Museum Agreement MB___2nd___AIF___O__
10. **Unfinished Business**
11. **New Business-**
12. Emergency Operations Plan-Pandemic-Resolution 20-13 MB___2nd___AIF___O__
13. Emergency Personnel Planning Policy- Resolution 20-14 MB___2nd___AIF___O__
14. Remote Computer Access Policy MB___2nd___AIF___O__
15. Peddler Application- Ice Cream Machine- May thru October MB___2nd___AIF___O__
16. **Council Comments**
17. **Adjourn** _____p.m. MB___2nd___AIF___O__

MILACA CITY COUNCIL MINUTES
February 20, 2020
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: Norris Johnson, Dave Dillan, Lindsee Larsen, and Cory Pedersen. Councilors Absent:

Staff Present: City Manager Tammy Pfaff, Damien Toven, Police Officer Henry Harris, Gary Kirkeby and Marshall Lind.
Also Present: Tim Hennagir, Phil Gravel, Roxanne and Jim Gerads, Carter Brooks, Jamison McCurry, Tom Christensen.

Approval of the Agenda
Mayor Pedersen called for a motion to approve the agenda. Motion by Johnson to approve the agenda, the motion was seconded by Dillan. Motion carried unanimously.

Consent Agenda
Motion by C. Pedersen, second by Johnson to approve the consent agenda. Motion carried unanimously.

a) Minutes of the January 16, 2020 City Council Meeting.
b) Approval of Bills
c) Resolution 20-06 Accepting donations.
d) Resolution 20-07 City Treasurer Signatories and Authorization on Bank Accounts.

Citizens Forum — School Board Recognition week.

Requests and Communications — Carter Brooks – Eagle Project — Request to install four metal campfire rings in Rec Park. Upon a motion by Johnson and seconded by C. Pedersen the project is approved. Motion carried unanimously.

Ordinances and Resolutions

Ordinance No. 456-First Reading-Amending Section 156 of the Zoning Ordinance by making changes to the zoning map. First Reading suspended upon a motion by Johnson and seconded by Larsen. Motion carried unanimously. Second Reading adopted the ordinance as read, upon a motion by Dillan and seconded by Larsen. Motion carried unanimously.

Reports of Departments, Boards and Commissions

Police Department — Council reviewed the monthly report.

Parks Commission — Gary reviewed with council the Park Commission meeting discussion.

Public Works Department — Activity report review. Gary informed the council that he will be receiving quotes for the street sealcoating project. Council discussed the County project for 2nd Street SE. Phil Gravel recommended to the council that they should let the county go out for bids and that council would reject the bids if they are high. Council directed the City Manager to send the county engineer the information that the council agrees to have the county go out for bids, and the city has the right to refuse any or all bids. The city also reserves the right to negotiate with the county for the final costs of the project. Mayor Pedersen called for a motion. Upon a motion by Johnson and seconded by Dillan for the project to go out for bids. Motion carried unanimously.

Planning and Zoning Commission — Hazardous property at 355 3rd Ave SE. The individuals that are in the process of purchasing the property were at the council meeting and requested an extension as they plan to start in the spring with the roof and siding. Damien stated that the council may want to put a deadline on the issue and allow them to get the property recorded by setting a date, and to also set a date for them to get the building permit. Council discussed the matter and gave the deadline date of March 20th, 2020 to get the property recorded in the new owner's name, and to set the deadline date of April 16th,

2020 for the owners to get a building permit. If these dates are not met the council can begin the process for the demolition of the hazardous building. Mayor Pedersen called for a motion. Upon a motion by Johnson to allow the deadline dates for the property, the motion was seconded by Larsen. Motion carried unanimously.

Economic Development Commission — Council discussed the city owned industrial park property and will look into the possibility of splitting the property prior to setting a price. The City Manager and the Mayor will look at the options available for this property with the interested party.

Fire Department —

Liquor Store — Approval of quotes for Carpet replacement. Two quotes were received. The Carpet Guy with a quote of $9,600 and Empire Today with a quote of $10,827.62. The council selected the lower quote with the Carpet Guy at $9,600. Mayor Pedersen called for a motion. Upon a motion by Dillan to accept the lowest quote from the Carpet Guy at $9,600, the motion was seconded by Johnson. Motion carried unanimously.

RRCF- Rum River Community Foundation — Dillan announced the indoor fishing event will be held on April 19th from 2:00 p.m. to 5:00 p.m.

Joint Powers Board —

Veterans Memorial — Professional Service agreement with engineers Short-Elliot Hendrickson, Inc. for the project. Upon a motion by Johnson and seconded by Dillan the engineers are approved for the project. Motion carried unanimously.

Unfinished Business —

New Business: Special Event Permit — Mille Lacs SWCD for Conservation day in Rec Park. Upon a motion by Johnson and seconded by Larsen the permit is approved. Motion carried unanimously.

Council Comments — Dillan commented that there was not any Sno Daze this year and would like to see the Medallion Hunt continue.

Adjourn

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn and a motion was made by Johnson and seconded by Larsen. Motion carried unanimously. Meeting adjourned at 7:39 p.m.

_____
Mayor Harold Pedersen

ATTEST:

_____
City Manager Tammy Pfaff

CITY OF MILACA

*Check Summary Register©

Batch: 022720 GEN P,030620 GEN P,031320 GEN C

	Name	Check Date	Check Amt	
10100 General Bank				
45921	AMAZON	2/27/2020	$798.09	CALCULATOR INK-DEP REG
45922	BLUE CROSS BLUE SHIELD OF	2/27/2020	$13,758.92	MEDICAL INS-MAR 2020
45923	DELTA DENTAL OF MN	2/27/2020	$33.50	PED DENTAL-MAR 2020
45924	FAMILY HERITAGE	2/27/2020	$79.00	SUPPLLIFE INS-MAR 2020
45925	L.E.L.S.	2/27/2020	$279.72	LOCAL #238 POLICE UNION DUES-FEB 202
45926	MN BENEFITS	2/27/2020	$572.08	LIFE/DENTAL-MAR 2020
45927	MN DEPT OF HEALTH	2/27/2020	$32.00	WATER SUPPLY OPERATOR D EXAM-BER
45928	U.S. POSTMASTER	2/27/2020	$253.17	FEB BILLINGS-WATER
45929	UNUM	2/27/2020	$801.34	LIFE/STD/LTD-MAR 2020
45930	VERIZON WIRELESS	2/27/2020	$640.54	FEB CELL PHONE-FIRE
45931	VISA	2/27/2020	$1,500.00	BCA TRAINING-POLICE
45932	FRONTIER	3/6/2020	$778.75	PHONE SVC-POLICE
45933	JIMS MILLE LACS DISPOSAL	3/6/2020	$157.04	GARBAGE-FIRE
45934	MILACA BLDG CENTER	3/6/2020	$4,521.87	PARK BENCHES
45935	ADAMS PEST CONTROL INC	3/19/2020	$1,935.15	LAWN SERVICE
45936	AMERIPRIDE	3/19/2020	$150.35	RUGS-LIBRARY
45937	ASPEN MILLS	3/19/2020	$142.25	WEYER DRESS UNIFORM-FD
45938	AUTO BODY TECHNICIANS	3/19/2020	$54.57	THROTTLE CABLE-PARKS
45939	AW RESEARCH LABORATORIES	3/19/2020	$66.00	TESTING-WATER
45940	BAAS CONSTRUCTION, INC	3/19/2020	$10,016.00	CONCRETE FLOOR-GORECKI BUILDING
45941	BILLINGS SERVICE	3/19/2020	$2,146.57	GAS-JP
45942	BILLINGS, SHERIE	3/19/2020	$25.00	PC MEETING - MAR
45943	BROTHERS FIRE & SECURITY	3/19/2020	$963.00	EXTINGUISHER INSPECTION-SR CENTER
45944	CORE & MAIN LP	3/19/2020	$2,752.58	12" T-HANDLE WRENCHES
45945	DIGITAL INK	3/19/2020	$1,023.80	SIGNS-TRAILS
45946	DOVE FRETLAND PLLP	3/19/2020	$3,637.04	CIVIL RETAINER
45947	E.C.M. PUBLISHERS, INC.	3/19/2020	$305.24	WINTER EQUIP BIDS-PW
45948	FAIRVIEW HEALTH SERVICES	3/19/2020	$146.00	RINGGAARD/HALL EXAMS
45949	FRED PRYOR SEMINARS	3/19/2020	$149.00	PAYROLL LAW SEMINAR-NESS
45950	FURTHER	3/19/2020	$544.80	HSA PARTICIPANT FEES
45951	GANN-OLEHY, TRACY	3/19/2020	$20.88	TRAVEL
45952	GERADS, JESSE	3/19/2020	$155.60	MIRRORS FOR RESCUE 4
45953	GK CONSULTING LLC	3/19/2020	$6,917.00	NETWORK & OFFICE 365-CITY
45954	GOPHER STATE ONE CALL	3/19/2020	$6.75	LOCATES - FEB 2020
45955	GRANITE ELECTRONICS	3/19/2020	$812.50	PAGER BATTERY-FD
45956	HOLIDAY COMPANIES	3/19/2020	$965.76	GAS-POLICE
45957	IPRINT TECHNOLOGIES	3/19/2020	$330.00	TONER
45958	JENSEN - ANDERSEN	3/19/2020	$1,138.70	LIBRARY RESTROOM
45959	JOHNSON, ARLA	3/19/2020	$25.00	PC MEETING - MAR
45960	KARIN ANDERSON GRANT WRIT	3/19/2020	$1,200.00	FEMA GRANT FOR SCBA'S
45961	KOCHS HARDWARE HANK	3/19/2020	$545.15	FAUCET-SR CENTER
45962	MILACA AUTO VALUE	3/19/2020	$92.08	PARTS-TRAILS
45963	MILACA CHAMBER OF COMMER	3/19/2020	$370.99	LODGING TAX - JAN 2020
45964	MILACA GENERAL RENTAL CEN	3/19/2020	$22.82	SHOP PROPANE
45965	MILACA UNCLAIMED FREIGHT	3/19/2020	$80.18	BREAKROOM SUPPLIES
45966	MILLAM, JOEL	3/19/2020	$25.00	PC MEETING - MAR
45967	MILLE LACS COUNTY DAC	3/19/2020	$1,861.53	CLEANING SVCS - CITY DEC 2019
45968	MN COMPUTER SYSTEMS INC	3/19/2020	$167.16	COPIER MAINTENANCE-DEP REG
45969	MN DEPT OF HEALTH	3/19/2020	$2,430.00	1ST QTR TEST FEE
45970	MN DEPT OF HEALTH -	3/19/2020	$23.00	OLDENBURG CLASS D RENEWAL
45971	MN DEPT OF PUBLIC SAFETY (2)	3/19/2020	$100.00	HAZARDOUS CHEMICAL REPORT FEES
45972	MN GFOA	3/19/2020	$70.00	ANNUAL MEMBERSHIP RENEWAL
45973	MN POLLUTION CONTROL AGEN	3/19/2020	$2,195.00	WATER PERMIT-AIRPORT
45974	MOTOROLA	3/19/2020	$440.00	RADIO BATTERIES

CITY OF MILACA

*Check Summary Register©

Batch: 022720 GEN P,030620 GEN P,031320 GEN C

	Name	Check Date	Check Amt	
45975	NORTHLAND BUSINESS SYSTE	3/19/2020	$469.00	RECORDER-PD
45976	NOVAK, PAM	3/19/2020	$25.00	PC MEETING - MAR
45977	POORKER, TIM	3/19/2020	$68.87	VETERAN MEMORIAL BROCHURES
45978	PORTER, REBECCA	3/19/2020	$49.30	MILEAGE TO DATA PRACTICES-ANOKA
45979	PRO HYDRO-TESTING LLC	3/19/2020	$128.00	CYLINDER TESTING
45980	QUILL CORPORATION	3/19/2020	$221.34	OFFICE SUPPLIES
45981	ROCKART, INC	3/19/2020	$2,528.60	TRAIL MARKERS-GORECKI DONATION-PAR
45982	RUGGED FLEET SERVICE LLC	3/19/2020	$1,109.81	PARTS FOR PLOW/DUMP
45983	SEPTIC CHECK	3/19/2020	$235.00	SEPTIC TANK PUMPED
45984	ST. CLOUD REFRIGERATION	3/19/2020	$2,205.71	REPAIRS-LIBRARY
45985	TEALS MARKET	3/19/2020	$7.48	BREAKROOM SUPPLIES
45986	USA BLUEBOOK	3/19/2020	$311.80	PIPE LOCATOR & TIPS FOR CURB BOXES
45987	ZIEGLER INC.	3/19/2020	$89.04	PARTS-PW
		Total Checks	$75,707.42	

CITY OF MILACA

*Check Summary Register©

Batch: 031220 GEN ACH,PAY01-04-20G,PAY01-05-20G,PAY01-05-20GX,PAY02-04-20GJP,PAY05-20GJP

	Name	Check Date	Check Amt	
10100 General Bank				
820024e	EFTPS-STATE TAXPAYMENT	2/20/2020	$1,994.07	STATE W/H
820025e	EFTPS-STATE TAXPAYMENT	2/20/2020	$147.55	STATE W/H
820027e	EFTPS-STATE TAXPAYMENT	3/3/2020	$0.00	STATE W/H
820028e	EFTPS-STATE TAXPAYMENT	3/3/2020	$147.55	STATE W/H
820029e	EFTPS-STATE TAXPAYMENT	3/4/2020	$2,056.09	STATE W/H
820031e	CENTERPOINT ENERGY	3/12/2020	$2,852.55	NATURAL GAS
820032e	EAST CENTRAL ENERGY	3/12/2020	$13,148.06	ELECTRIC
820033e	ENDICIA ACCOUNTING	3/12/2020	$500.00	POSTAGE - CITY
820034e	FURTHER	3/12/2020	$580.00	XXX QTR CONTRIBUTIONS
820035e	INCONTACT INC	3/12/2020	$57.56	LONG DISTANCE SERVICE
820036e	MIDCONTINENT COMMUNICATI	3/12/2020	$100.00	INTERNET-
820037e	MILACA LOCAL LINK	3/12/2020	$298.42	PHONE SERVICE
		Total Checks	$21,881.85	

CITY OF MILACA

*Check Summary Register©

	Name	Check Date	Check Amt	
10900	**Liquor Bank**			
25144	AMAZON	2/27/2020	$220.94	EPSON CARTRIDGES
25145	DAHLHEIMER DISTRIBUTING CO	2/27/2020	$25,193.72	CREDIT BEER
25146	VERIZON WIRELESS	2/27/2020	$40.01	DIGITAL SIGN-FEB
25147	BERNICKS	3/3/2020	$4,304.53	BEER
25148	BREAKTHRU BEVERAGE MN	3/3/2020	$4,952.75	LIQUOR
25149	C & L DISTRIBUTING CO.	3/3/2020	$27,297.95	BEER
25150	CARLOS CREEK WINERY	3/3/2020	$441.00	WINE
25151	FORESTEDGE WINERY	3/3/2020	$252.00	WINE
25152	FRONTIER	3/3/2020	$146.62	MARCH PHONE
25153	JOHNSON BROTHERS LIQUOR	3/3/2020	$33,054.20	LIQUOR
25154	PAUSTIS WINE COMPANY	3/3/2020	$1,239.50	LIQUOR
25155	PHILLIPS WINE AND SPIRITS	3/3/2020	$4,353.81	LIQUOR
25156	SOUTHERN GLAZERS OF MN	3/3/2020	$14,194.53	LIQUOR
25157	WATSON COMPANY	3/3/2020	$2,191.98	TOBACCO
25158	WINE MERCHANTS	3/3/2020	$147.30	WINE
25159	JIMS MILLE LACS DISPOSAL	3/6/2020	$86.58	GARBAGE-LIQUOR
25160	AMERICAN BOTTLING CO.	3/19/2020	$188.70	NA
25161	AMERIPRIDE	3/19/2020	$274.01	MAT SCRAPER/LOGO
25162	BERNICKS	3/19/2020	$488.16	BEER
25163	BROTHERS FIRE & SECURITY	3/19/2020	$145.16	EXTINGUISHER INSPECTIONS
25164	C & L DISTRIBUTING CO.	3/19/2020	$2,874.87	BEER
25165	CARPETGUY.BIZ LLC	3/19/2020	$11,100.00	CARPET/INSTALL
25166	CRYSTAL SPRINGS ICE	3/19/2020	$197.64	ICE
25167	DAHLHEIMER DISTRIBUTING CO	3/19/2020	$12,699.07	BEER
25168	GRANITE CITY JOBBING	3/19/2020	$3,207.08	TOBACCO
25169	HANSEN, MARI	3/19/2020	$30.07	HANGARS FOR CLOTHING RACK
25170	IPRINT TECHNOLOGIES	3/19/2020	$345.00	TONER
25171	JEYS, VICTORIA	3/19/2020	$102.35	PAYNESVILLE LIQUOR STORE
25172	JOHNSON BROTHERS LIQUOR	3/19/2020	$8,868.58	LIQUOR
25173	KOCHS HARDWARE HANK	3/19/2020	$800.09	PAINT SUPPLIES
25174	M. AMUNDSON LLP	3/19/2020	$3,298.23	TOBACCO
25175	MILACA GENERAL RENTAL CEN	3/19/2020	$12.90	DOLLY RENTAL
25176	MILACA UNCLAIMED FREIGHT	3/19/2020	$44.39	CLEANING SUPPLIES
25177	MINNESTALGIA WINERY	3/19/2020	$600.00	WINE
25178	PAUSTIS WINE COMPANY	3/19/2020	$348.25	WINE
25179	PHILLIPS WINE AND SPIRITS	3/19/2020	$1,569.30	LIQUOR
25180	RED BULL DISTRIBUTION CO IN	3/19/2020	$149.50	NA
25181	TAPES PLUS ADVERTISING	3/19/2020	$275.00	RECEIPT ADS
25182	THE WINE COMPANY	3/19/2020	$223.00	WINE
25183	VIKING BOTTLING CO.	3/19/2020	$762.70	NA
25184	VINOCOPIA	3/19/2020	$2,047.90	LIQUOR
25185	WATSON COMPANY	3/19/2020	$560.97	TOBACCO
25186	WIL-KIL PEST CONTROL	3/19/2020	$47.92	INSECT CONTROL
		Total Checks	$169,378.26	

CITY OF MILACA

*Check Summary Register©

Batch: 031220 LIQ ACH

	Name	Check Date	Check Amt	
10900 Liquor Bank				
920013e	CENTERPOINT ENERGY	3/12/2020	$524.72	NATURAL GAS
920014e	EAST CENTRAL ENERGY	3/12/2020	$1,973.83	ELECTRIC
920015e	HIBU	3/12/2020	$129.99	WEB HOSTING-
920016e	MILACA, CITY OF (WATER/SEW	3/12/2020	$28.95	WATER/SEWER
920017e	MN DEPT OF REVENUE	3/12/2020	$15,880.00	LIQUOR SALES TAX
		Total Checks	$18,537.49	

RESOLUTION NO. 20-08

RESOLUTION APPROVING THE RENEWAL OF A CONSUMPTION AND DISPLAY (SET UP) LICENSE FOR BACK ALLEY BOWL, LLC

WHEREAS, Chad Wedell has applied for the renewal of a Consumption and Display (Set Up) license for the Back Alley Bowl, LLC for the time frame of April 1, 2020 through March 31, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca hereby approves renewal of the Consumption and Display (Set Up) license for Back Alley Bowl, LLC for the time frame of April 1, 2020 through March 31, 2021.

Adopted this 19th day of March, 2020.

_____
Mayor Harold Pedersen

ATTEST

_____
Tammy Pfaff, City Manager

$300.00

No. 2020-01-CDPBL

Consumption & Display

LICENSE IS HEREBY GRANTED

TO

Back Alley Bowl, LLC dba Back Alley Bowl

TO SELL AT RETAIL

CONSUMPTION & DISPLAY (SET-UP)

FOR CONSUMPTION **ON** THE PREMISES LOCATED AT

130 7th Street NE

IN THE City of Milaca, County of Mille Lacs, State of Minnesota, FOR THE PERIOD COMMENCING April 1, 2020 AND TERMINATING March 31, 2021 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for the violation thereof. Not transferable.

WITNESS THE GOVERNING BODY OF THE MUNICIPALITY OF Milaca and the seal thereof this 19th day of March 2020.

The City Council of the City of Milaca

Attest: _____
City Manager

By _____
Mayor

RESOLUTION NO. 20 - 09

RESOLUTION ASSESSING UNPAID WATER/SEWER BILLS

BE IT RESOLVED that the following unpaid water and sewer bill be levied against the described property for 2021 property taxes, for 1 (one) year, at a rate of 7 (seven) percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-025-3801	Wahlstrom, Jolynne	505 4th Ave NW	$123.73

Adopted this 19th day of March 2020.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 20-10

POLICE OFFICER DECLARATION

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

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

BE IT RESOLVED that the Milaca City Council hereby declares that the position titled Casual Part-time Police Officer, currently held by Brandon Armstrong, Nathan Fisher and Jeff Schafer, meets all of the following Police and Fire membership requirements:

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

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employees be accepted as members of the Public Employees Police and Fire Plan effective on the date of the employee's part-time status.

Adopted this 19th day of March, 2020.

_____
Mayor Harold Pedersen

ATTEST

_____
Tammy Pfaff City Manager

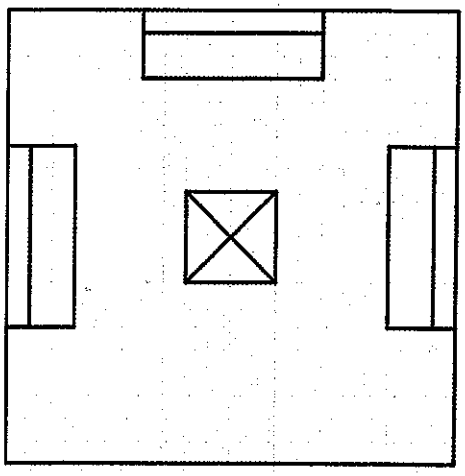
STATE OF MINNESOTA
COUNTY OF MILLE LACS

I, Tammy Pfaff, manager of the City of Milaca, do hereby certify that this is a true and correct transcript of the Resolution that was adopted at a meeting held on the 19th day of March 2020; the original of which is on file in this office. I further certify that ___ members voted in favor of this Resolution, and that ____ members were present and voting.

Signed: _____ Date: _____

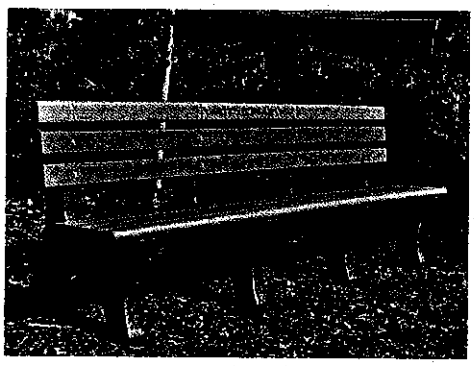
Aiden Staup Eagle Project Proposal – March 2020

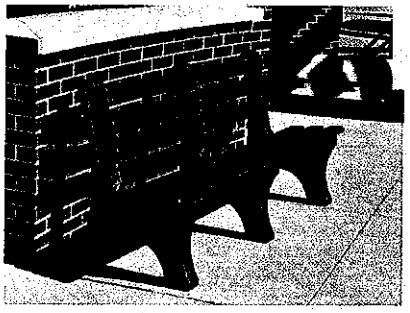
Due to further research and the fact that I want something that will last, I have switched the bench and fire pit option. My original plans were to get the project approved, do the fundraising in April and May and start the project in June 2020 and finish by the end of July or August 2020. Due to the Corona virus and possiblity of places closing and money being tight I may have to do fundraising only this year and do the project next year. It will depend on my ability to fundraise and if the City is able to help with the Cement work.



I would like to place a fire pit in front of the Band Shell so people can watch the bands play and have a camp fire. The Parks Department will make the final call on the placement.

I would like to put three 6' or 8' benches in a U shape to encourage an open and inviting feeling.



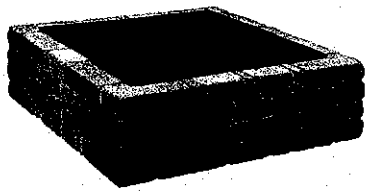


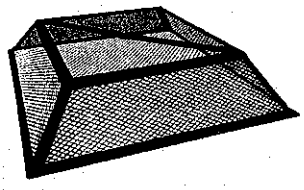
https://www.aaastateofplay.com/recycled-plastic-comfort-park-avenue-bench/

The Recycled Plastic Comfort Park Avenue Bench is a great sitting area for a street or park.

8' Cedar **$575.00** 6' Cedar **$485.00**

Incindio Fire Pit 1' 2" x 4' 2-3/4" x 4' 2-3/4" **$295.60**





Pricing:

Cement Pad $1200.00 – possibly done by the parks department.

Fire pit 295.60, Cover 69.99, Sand 15.00 = 380.59
Bench Anchors 100.00
3 6' Benches @ 485.00 = 1,455.00
3 8' Benches @ 575.00 = 1,725.00

6' Bench Option = 1,935.59 With Cement 3,135.59
8' Bench Option = 2,205.59 With Cement 3,405.59

Milaca Police

To Protect and Serve

TRESPASS ADVISORY

Dear Maynard Schwartz,

You are hereby advised that Milaca Police Department revokes and withdraws any permission or license which you may have had to enter onto City of Milaca City Hall Property located at 255 1st Street East, Milaca and City of Milaca City Fire Hall located at 1005 Central Ave N, Milaca.

You no longer have permission, given or implied, to enter onto said property for any purpose. Any entry upon said property by you shall constitute a trespass.

Willful trespass is a misdemeanor offense punishable in Minnesota by up to 90 days in jail and a $1,000 fine or both.

This trespass notice is valid for one calendar year. This trespass notice shall be reviewed and considered for formal approval by the Milaca City Council at the next meeting on March 19, 2020 at 6:30 p.m. If you wish to contest this trespass notice, you will be required to attend the above mentioned City Council meeting with prior notice provided to the City Manager.

You may not return to this property for any purpose unless the Milaca City Council has reviewed your written request to be removed from the trespass and has found it permissible. Such notice would be made in writing and no verbal permission will be issued or valid.

This advisory will be hand delivered or mailed to above mentioned, or their parent/guardian.

A copy of this notice will be maintained by the Milaca Police Department.

Chief Todd Quaintance

3/11/2020
Date

○ Hand Delivered ✓ Mailed

Todd C. Quaintance
Chief of Police

255 First Street East Milaca, MN 56353 (320) 983-6166 (320) 983-6166 Fax

Tammy Pfaff

From: Gary Kirkeby
Sent: Tuesday, March 17, 2020 10:50 AM
To: Tammy Pfaff
Subject: Seal coating
Attachments: Allied 2020.pdf; Astech 2020.pdf; Pearson 2020.xlsx

My word is locked, Greg is going to try and fix it but I cant type anything there for now...

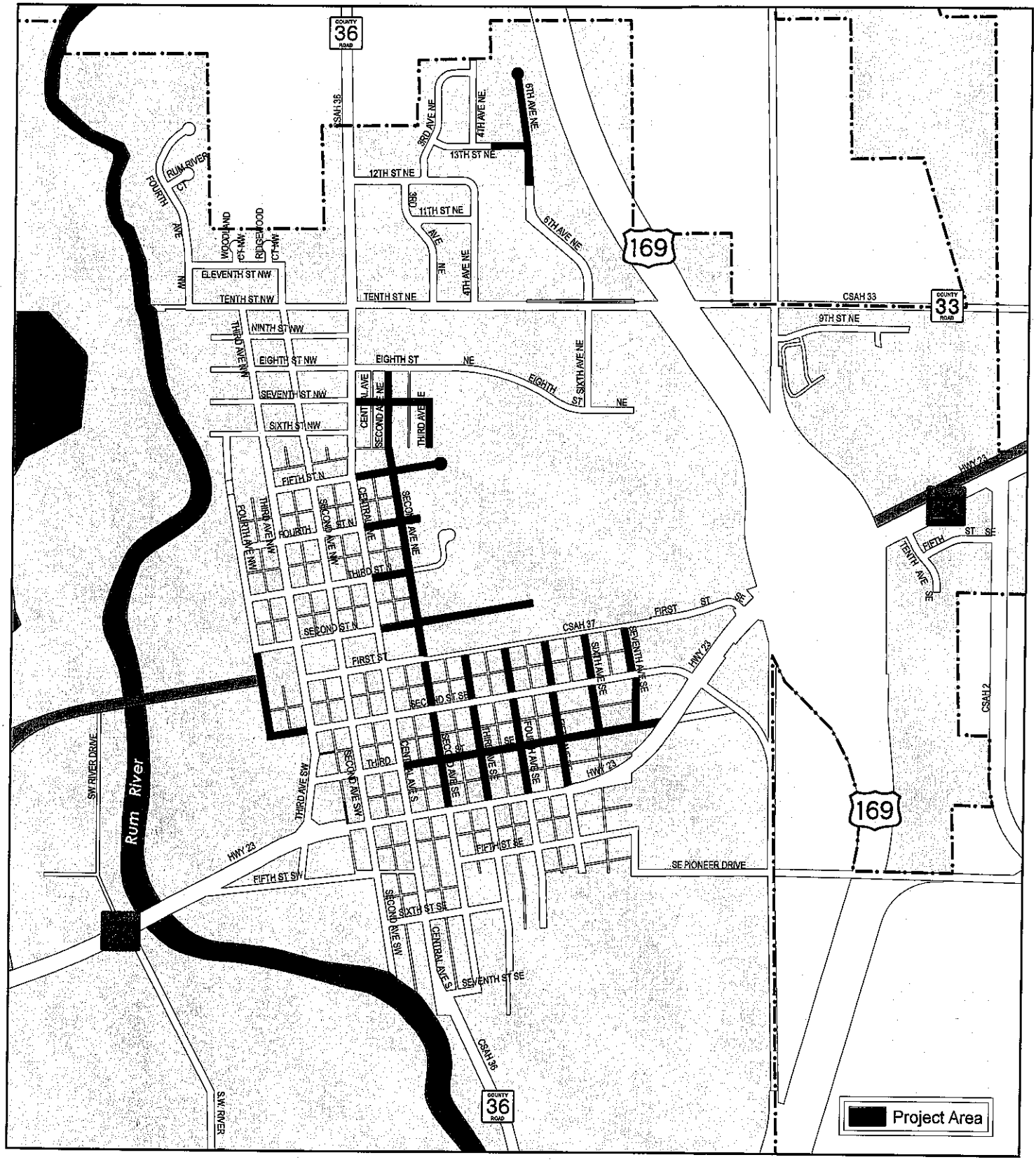
Seal coating based off of 67,000 square yards:

Allied $1.249/sy = $83,683

Pearson $1.38/sy = $92,460

Astech $1.34/sy = $89,780

My recommendation is to make a budget adjustment and have Allied do the project.
If council wants to stick to the budgeted amount of $75,000 we would take out 6th ave SE & 7th ave SE.



0 250 500 1,000 Feet

733 Marquette Ave. Ste 1000
Minneapolis, MN 55402

Stantec

City of Milaca, MN

City of Milaca

2020 Seal Coat and Crack Repair Project

Project Location Map

Date	Job No.	Scale
08/01/2019	193800515	See Above

Allied Blacktop Company
10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Phone: 763.425.0575
Fax: 763.424.6791
Cell: 612-834-0167
Email: m.dolecki@alliedblacktopmn.com

Proposal

Company Name: City of Milaca
Billing Address: 225 1st St E
Milaca, Mn 56353
Contact Person: Gary Kirkeby

Date: February 26, 2020

Phone: 320-362-4055
Email: gkirkeby@milacacity.com
Project: City of Milaca 2020 Seal Coat Project

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	App. Quantity	Price	INT
Chip Seal (FA-2 Granite and CRS-2P): Apply chip seal per city supplied specifications	**S.Y.**	**67,500**	**$1.249/ SY**	

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Blacktop Company Warranty Terms, Qualifications, and Construction Specifications.

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:

ADD 1% Bonding if Necessary

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.
Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.
Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature: *Matt Dolecki*
Matthew Dolecki

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

"(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

Asphalt Surface Technologies Corporation
P.O. Box 1025
St Cloud, MN 56302
Phone: 320-363-8500
Fax 320-363-8700
AN EQUAL OPPORTUNITY EMPLOYER

PROPOSAL SUBMITTED TO: CITY OF MILACA, MN	DATE: 2/26/2020
CITY, STATE, ZIP CODE: 255 1st St. E Milaca, MN 56353	JOB NAME: Bituminous Seal Coat
ATTENTION: GARY KIRKEBY	JOB LOCATION: CITY WIDE
PHONE: 320-983-6547	Email: gkirkeby@milacacity.com

We hereby submit specifications and estimates for:

SEE BELOW Square Yards of Bituminous Seal Coating

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	BITUMINOUS SEAL COAT CRS-2P AND FA-2 GRANITE	SY	64,570.00	$ 1.340	$ 86,523.80
				TOTAL	**$ 86,523.80**

All work completed to City of Milaca specifications.

We Propose herby to furnish materials and labor to complete in accordance with above specifications, for the sum of:

$ see above

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature:
Proposal may be withdrawn if not accepted within 10 days.

Dale R. Strandberg

Date of Acceptance:

Signature:

Pearson Bros., Inc.
11079 Lamont Avenue N.E. ~ Hanover, MN 55341
Phone: (763) 391-6622 ~~ Fax: (763) 391-6627

Pearson

ATTENTION: GARY KIRKEBY

PHONE #: 320-362-4055 **FAX #:**

JOB LOCATION: CITY OF MILACA
ADDRESS: 255 1ST STREET EAST
MILACA, MN 56353

DATE: 2/25/2019

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: APPROX. 64,015 SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at .26 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install FA-2 Granite at 22 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK- UP SWEEP: Excess rock shall be picked up by and disposed of by the PBI.

START DATE: No earlier than: May 15, 2020 COMPLETION DATE: No later than: Sep 15th, 2020

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of: Approximately 64,015 s.y. at $1.38 per square yard = $88,340.70 for Seal Coat Roads.

AUTHORIZED SIGNATURE: Jack E Pearson *ment Due Upon Completion*

JACK E. PEARSON
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE: _____

Proposal good for 30 days.

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 9th DAY OF MARCH 2020, AT 255 1st ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Scott Harlicker Joel Millam X Sherie BillingsX Arla Johnson X
Pam Novak X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning Administrator **X**

Cory Pedersen, City Council Liaison X

Others Present: Scott Minks representing John and Gwen Geithman

Chairperson Novak opened the public hearing for a variance request from John & Gwen Geithman, the applicant is asking for a variance to have an accessory structure closer to the rear property line than what is required when a garage is designed to be entered directly from the alley.

Mr. Minks stated that they were asking for a variance to have the garage door face the alley way so they can access the garage, the property owners to the North are no longer granting permission to have access along the shared driveway from the West. He stated that moving the garage door to the South would be more costly because it is not on a gable end of the garage and the driveway would take up a great amount of the back yard.

There were questions about the existing garage door. Mr. Minks stated that the existing garage door would stay for lawn mower access.

Commissioner Novak asked if there were any other questions, hearing none, he closed the public hearing.

The Regular Planning Commission was called to order and roll call was taken.

Motion was made by Commissioner Johnson to approve the minutes of the January 13, 2020 planning commission meeting. Motion was second by Commissioner Billings.

Motion **passed** unanimously

Commissioner Novak stated the next thing on the agenda was the variance request from John & Gwen Geithman, the applicant is asking for a variance to have an accessory structure closer to the rear property line than what is required when a garage is designed to be entered directly from the alley.

Lind stated that the applicant is asking to have variance to have an accessory structure closer to the rear property line than what is required when the accessory structure is designed to be entered directly form the alley. The property is located at 555 Central Dr. N.

City Ordinance 156.057 Accessory Buildings, Structures, and Uses (B) states: Whenever a garage is so designed that it is to be entered directly from a side street or alley, the distance between the doors and the lot line shall be 18 feet or more. Not knowing exactly where the property line is, when staff measured, it appears the garage is set back approximately 9-10 ft. from the rear property line.

Lind stated that included in the Commissioners packets is City Ordinance 156.167 Conditions for granting a variance.

Lind stated that the City has received two letters, both were in favor of granting the variance request. (Both letters were given to the Commissioners at the meeting)

Commissioner Billings made the motion to approve the request from John & Gwen Geithman for a variance to allow an accessory structure closer to the rear property line when the structure is to be entered directly from the alley because the hardship created to be able to use the structure was not created by the owner and with the condition that there is no parking of vehicles between the garage and the alley.

Commissioner Millam seconded the motion.

Motion **passed** unanimously.

With no other business a motion to adjourn was made by Commissioner Millam, second by Commissioner Johnson.

Motion **passed** unanimously

Minutes respectfully submitted by,

Marshall Lind

Marshall Lind
Zoning Administrator

Full minutes can be heard on tape on file

3/5/20

City of Milaca
255-1st ST. East
Milaca, MN 56353

Dear Marshall Lind,

We just received your letter regarding the request for variance at 555 Central Ave, North in Milaca on Public Hearing scheduled for March 9, 2020.

It is our hope that this will pass as that is the only way for access to and from this property, or parking on it.

We appreciate your understanding of our situation.

Sincerely,

John & Gwen Geithman
(320) 304-4568
24335 Island Lk. Rd, Emily, MN 56447

Gwen Geithman

MAR - 9 2020

03/05/2020

Re:

555 Central Avenue North

Milaca MN 56353

City of Milaca,

I am the owner of 635 N Central Avenue Milaca 56353. You mention closer not did not provide data as too how close? Regardless, Im in favor of allowing them to place the garage as close as they need. IF you have any questions please let me know 612 227 2185.

Respectfully

James Seton Foster

Foster investments LLC.

MILACA PLANNING COMMISSION

STAFF REPORT

Subject: 20-02 Variance request

Applicant: John & Gwen Geithman

Location: 555 Central Ave N

Zoning: B-2 General Business District

Request: To deviate from Ord. 156.057 (B), asking to have an accessory structure closer to the rear property line than what is required when garage is designed to be entered directly from alley

Date of Public Hearing: March 9, 2020

Reported By: Marshall Lind

Application Submitted:

The application for a variance, a statement of why he needs the variance.

Comments:

The applicant is asking for a variance to have an accessory structure closer to the rear property line than what is required when a garage is designed to be entered directly from the alley.

The garage is now entered from the West, at this time, 555 Central Ave N and 625 Central Ave. N. share a drive. Mr. Geithman is stating that the neighbor to the North no longer wants to share the driveway. They are asking to move their garage door to the East side of the garage and enter the garage from the alley. After measuring the alley width, it appears that the garage is set back from the rear lot line approximately 9 – 10 feet. This is only an approximation because I do not know exactly where the rear property line is. I cannot determine how far the garage is set back from the side property line or if it would be feasible to enter the garage from the North.

City Ordinance 156.057 Accessory Buildings, Structures, and Uses (B) states: Whenever a garage is so designed that it is to be entered directly from a side street or alley, the distance between the doors and the lot line shall be 18 feet or more.

The property is located in the B-2 Zoning District, but as a residential unit in a B-2 Zoning District, they must follow the R-2 Zoning requirements.

Sec. 156.167 Conditions for granting variances.

(A) (2) A variance may be granted when it is demonstrated that this action will be in keeping with the spirit and intent of this chapter and when the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his or her property and not created by the landowner, and the variance, if granted, will not alter the essential character of the locality.

(B) Economic consideration alone shall not constitute an undue hardship if reasonable use of the property exists under the terms of the chapter. Undue hardship also includes, but is not limited to, inadequate access to direct sunlight for solar energy systems. A non-economic hardship shall exist by reason of one or more of the following:

(1) Narrowness, shallowness, or shape of a specific parcel of property or a lot existing and of record upon the effective date of this chapter;

(2) Exceptional topographic or water conditions of a specific parcel of land or lot; or

(3) Inadequate access to direct sunlight for solar energy systems.

(C) A variance may be granted for the above reasons when the strict application of the provisions of this chapter would result in exceptional difficulties in developing the property in a legally permissible manner. The City Council may impose conditions in granting the variance to insure compliance and to protect adjacent properties.

Staff Recommendation:

The closing of the shared driveway is the plight of the landowner and is due to circumstances unique to his property and not created by the landowner. By using the driveway to get to their garage in the first place was their doing, but the closing of the driveway is not. If Planning Commission recommends allowing this variance, one condition is that they might recommend is that a vehicle cannot sit outside of the garage between the garage and the alley.

CITY OF MILACA

FEB 10 2020

255 1st ST E
MILACA MN 56353
(320) 983-3141
(320) 983-3142 FAX
www.cityofmilaca.org

APPLICATION FOR VARIANCE

Application is hereby made for a Variance from (description of variance)

The adjacent property owner will no longer allow access to 555 Central Ave. No. We are asking for access to come from alley way into our garage.

Address of Property: 555 Central Ave. N., Milaca, MN 56353

Owner Name: John/Gwen Geithman

Owner Address: 24335 Island Lake Rd.
Street Address

Emily, MN 56447
City State Zip Code

Telephone: (320) 304-4568

Applicant's Name: John/Gwen Geithman

Applicant's Address: 24335 Island Lk. Rd
Street Address

Emily, MN 56447
City State Zip Code

Applicant Telephone: (320) 304-4568

Legal Description: S/T/R 25-38-28 Jenson's Addition

LOT 8 BLK 1 JENSON'S ADDITION

The following information is submitted in support of the application as described on the attached "Variance Procedures":

- [x] Completed Application for Variance
- [x] Fee of $200
- [ ] Legal Description of property attached
- [ ] Depending on the variance requested, the following may be required:

  _____ 16 copies of a Site Plan

  _____ 16 copies of a Sign Plan

  _____ 16 copies of any other appropriate plans or drawings

- [x] A narrative explaining the purpose of the request, the exact nature of the Variance, and the justification of the request.
- [ ] Other

****

I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature Gwen Geithman

Date 2/4/20

Comments/Revisions _____

_____

_____

****

Received By:

City Agent's Signature _____

Date 2/12/20

Updated: March 2005

RESOLUTION NO. 20 – 11

A RESOLUTION APPROVING A VARIANCE REQUEST TO HAVE AN ACCESSORY STRUCTURE CLOSER TO THE REAR PROPERTY LINE WHEN THE STRUCTURE IS TO BE ENTERED DIRECTLY FROM AN ALLEY

WHEREAS, John and Gwen Geitman are requesting a variance to have a garage door installed on the East side of the accessory structure making the structure to close to the rear property line than what is required by City Ordinance 156.057 at 555 Central Ave. N. in the City of Milaca; and

WHEREAS, City Ordinance 156.057 Accessory Buildings, Structures, and Uses (B) states: Whenever a garage is so designed that it is to be entered directly from a side street or alley, the distance between the doors and the lot line shall be 18 feet or more; and

WHEREAS, the Milaca Planning Commission held a public meeting on March 9, 2020, to allow for public input regarding the variance request; and

WHEREAS, on the basis of the public hearing, the Planning Commission herby makes the following findings of fact:

1. The accessory structure is already existing.
2. The vacation of the existing access to the structure would result in not being able to use the structure.
3. The hardship to use the structure was not created by the owner of the property.
4. The variance request has demonstrated that this action will be in keeping with the spirit and intent of this chapter and when the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his or her property and not created by the landowner, and the variance, if granted, will not alter the essential character of the locality.

WHEREAS, the Planning Commission has recommended approving the application; and

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council based on the above-findings of fact, hereby *grants* the variance to allow an accessory structure to be less than the required 18 feet from the rear property line when the structure is to be accessed directly from the alley located at 555 Central Ave. N. with the conditions of:

1. There will be no parking of vehicles between the accessory structure and the alley
2. No additions to the structure would be allowed to the East, reducing the distance to the rear property line
3. If the structure was to be destroyed, damaged beyond repair or removed, any new structure would have to meet the current zoning requirements

Adopted this 19th day of March, 2020.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

THIS INSTRUMENT DRAFTED BY MARSHALL LIND, CITY OF MILACA BUILDING & ZONING OFFICIAL.

RESOLUTION 20-12
FEMA Grant Program

BE IT RESOLVED that CITY OF MILACA act as legal sponsor for the project contained in the FEMA grant application to be submitted on behalf of the city.

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

BE IT FURTHER RESOLVED that, upon approval of its application by the FEMA, CITY OF MILACA may enter into an agreement with the FEMA for the above-referenced purchase, and that CITY OF MILACA certifies that it will comply with all applicable laws and regulations as stated in the grant agreement.
BE IT FURTHER RESOLVED that,

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

I CERTIFY THAT the above resolution was adopted by the City Council, of the CITY OF MILACA on this 19th day of March 2019.

SIGNED:

_____
(Signature)

_____
(Mayor Pete Pedersen) (Date)

WITNESSED:

_____
(Signature)

_____
(City Manager Tammy Pfaff) (Date)

City of Milaca and the Milaca Area Historical Society Management Agreement

Whereas; the City of Milaca, 255 1st St. SE, Milaca, MN (Owner) wishes to delegate the responsibilities for the operation of the Milaca Museum, 145 S. Central Ave., Milaca, MN (Site) with the Milaca Area Historical Society, P.O. Box 144, Milaca, MN (Manager); and,

Whereas; the Manager wishes to assume these responsibilities; and,

Whereas, the Owner and Manager agree this Agreement with mutually benefit both the Owner and Manager as well as the Site including, but not limited to, the following: (1) increasing local interest in and support for the Site; (2) reducing duplication and cost of services and programs; and (3) improving and/or expanding the Site's preservation, visitation, interpretation, promotion, security and operations.

Therefore, this Agreement is entering into by and between the Owner and the Manager in consideration of the mutual promises and obligations set forth herein; the parties hereby agree as follows:

1. The Manager shall manage, preserve, use, and otherwise utilize the Site for historical, educational, and other compatible purposes for a period of five (5) years from the date of the entry into this agreement.

2. The authorized agent of the Manager for the purposes of this Agreement is the President of the Milaca Area Historical Society. Any and all notices, reports or other communications to the Manager shall be made to this individual or his/her successor in office at the following address:

Milaca Area Historical Society; P.O. Bo 144, Milaca, MN 56353.

The authorized agent of the Owner for the purposes of this Agreement is the City Manager. Any and all notices, reports or other communications to the Owner shall be made to him/her, or his/her successor, and any Owner approvals shall come from this individual or his/her success at the following address:

City Manager, City of Milaca, 255 1st St. SE, Milaca, MN 56353.

3. The Owner shall be responsible for ensuring the proper operation of mechanical controls for the Site. Maintenance staff shall mow the grounds, remove snow to ensure public access, and provide the Site electricity, heat, water and sewer access.

4. The Manger shall be responsible for the following:
- Maintaining consistent hours of operation
- Collecting and preserving the City of Milaca's history
- Interpretation of the City of Milaca's history
- Basic repairs and maintenance of the interior of the building

- Annual inspection of the Site, and submission of an annual inspection report to the Owner

5. The Owner and the Manager shall work together to identify building improvements, timelines for improvements, as well as funding sources for the improvements. The final decision to proceed with improvements shall rest solely with the Owner. The Manager may seek funds for restoration and preservation of the Site on condition that all work on Site meets the Secretary of the Interior's Standards for the Treatment of Historical Properties. The Owner and the Manager shall work together to oversee improvement projects.

6. The Manager shall use of the facility rent free and shall assume daily operational responsibilities for the Site, including, but no limited to the following:

- Procuring any additional funds to operate the Site
- Recruiting, training and supervising Site staff
- Keep the Site building open to the public for at least 100 days per calendar year
- Maintain an interpretive program that is of a quality commensurate with the resources available to the Site
- Promote the Site in a manner that acknowledges and honors the Owner
- Maintain and make minor repairs to the Site in accordance with this Agreement
- Maintain and property care for the Site's historic interiors, collections, furnishings, artifacts and objects, whether on display or in storage at the Site
- Maintain accurate records, and prepare and make reports to the Owner as needed
- Supply all labor and materials for daily maintenance and minor repairs

7. In general, the Manager shall administer, develop and maintain the Site with reference to this Agreement.

8. The Owner shall maintain its general public liability insurance for the benefit of the Site pursuant to the Agreement.

9. Any and all amendments to this Agreement shall be in writing and executed by the same parties who executed the original Agreement, or their respective successors in office.

10. This agreement may be terminated by either party upon 90-days prior written notice to the other party.

IN WITNESS WHEREOF, the parties have entered into this Agreement by mutual agreement and made effective on the _____ day of _____, 2020.

City of Milaca (Owner)

Date: _____

_____
Mayor

_____
City Manager

Milaca Area Historical Society (Manager)

Date: _____

_____
President

RESOLUTION 20-13

A RESOLUTION APPROVING AND ADOPTING THE EMERGENCY OPERATIONS PLAN - PANDEMIC INFLUENZA AND PUBLIC HEALTH EMERGENCY

Whereas, over the last one-hundred years there has been several outbreaks of human influenza ranging from isolated events to large-scale widespread 'pandemic' episodes causing significant social disruption, and;

Whereas, all public and private agencies, including cities, must be legitimately prepared to deal with the possible impacts of a large-scale pandemic influenza episode, and;

Whereas, the City of Milaca has invested significant staff time and resources to consider its facilities and legitimate capacities to potentially manage and continue core service operations in the event of a pandemic situation impacting the local community, and;

Whereas, the City has also informed the public through its quarterly newsletters, public events and press releases to also "Be Prepared" at home and in their place of business to similarly respond to a pandemic situation, and;

Whereas, additional City planning efforts included extensive meetings and discussions with local stakeholders including Administration, Public Works, Police Department and Milaca Fire Department and,

Whereas, such discussions brought forth significant understandings of possible issues that may arise during a pandemic episode including what resources may or may not be available; and,

Whereas, as a result of such planning and outreach efforts, the City has prepared a specific emergency response plan that is anticipated to guide the City's operations and response should a pandemic episode, or other similar public health emergency arise.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of Milaca does hereby adopt the EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR PANDEMIC INFLUENZA AND PUBLIC HEALTH EMERGENCIES and authorizes the implementation of such parameters when deemed necessary and as outlined.

Passed by the City Council of the City of Milaca this 19th day of March, 2020.

_____

Harold Pedersen, Mayor

ATTEST

_____

Tammy Pfaff, City Manager

I. Preface

Pandemics are remarkable events in that they affect all parts of the world, regardless of socio-economic status or standards of health care, hygiene, and sanitation. This pandemic will place extraordinary and sustained demands on local public health and medical care systems, as well as providers of essential services in communities.

The City of Milaca, in response to information from the World Health Organization, State of Minnesota, and the City has developed the COVID19 Pandemic Supplement to the City of Milaca Emergency Operations Plan. Emergency preparation is a continuum and planning efforts will always be evolving. As new information arises and lessons are learned through tests/exercises, this annex will be will be updated as necessary.

The Minnesota Department of Health Plan

http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/mdh.html

It is divided into three sections:
Part 1— **The Base Plan**: An overview of MDH planning and response to a pandemic. This component gives background information, cites legal authority, explains general concepts of operation, and outlines overall functions for the MDH.

Part 2— **Technical Sections**: Additional detailed information organized into 11 technical sections specific to an influenza pandemic:

A. Communications
B. Epidemiological Surveillance
C. Community Disease Containment
D. Infection Control
E. Clinical Issues
F. Healthcare Planning
G. Antivirals and Vaccines
H. Laboratory
I. Poultry Worker Health
J. Care of the Deceased
K. Environmental Public Health

Primary Objectives

The City of Milaca Pandemic Supplement has five (5) primary objectives:

1. Maximize the protection of life and property in Milaca.
2. Ensure that the response effort be organized under the directives and guidelines of the Governor, Minnesota Department of Health and the CDC-Centers of Disease Control and Mille Lacs County.

3. Delineate roles and responsibilities for other local governmental and non-governmental agencies participating in the response.
4. Assure that the City of Milaca Pandemic Influenza Supplement is coordinated and consistent with the Mille Lacs County Public Health Department, MDH Pandemic Influenza Plan, and the plans of other local public health departments in the state.
5. Assure that the City of Milaca Pandemic Influenza Supplement is coordinated with the Mille Lacs County Public Health Department and their pandemic influenza response activities identified in the Mille Lacs County Emergency Operations Plan.

III. Responsibilities

The pandemic influenza supplement is organized into three key components:

1. **The Pandemic Influenza Plan**: An overview of planning and response to a pandemic. This component gives background information, cites legal authority, explains general concepts of operation, and outlines overall functions for the Mille Lacs County Public Health Department.

2. **Technical Sections**: These sections list specific roles and responsibilities of the Mille Lacs County Public Health Department in a pandemic influenza response.
   A. Communications
   B. Epidemiological Surveillance
   C. Community Disease Containment
   D. Infection Control
   E. Clinical Issues
   F. Healthcare Planning
   G. Antivirals and Vaccines
   H. Laboratory
   I. Poultry Worker Health
   J. Care of the Deceased
   K. Environmental Public Health

BACKGROUND

According to the Centers for Disease Control:

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a

growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have ongoing community spread with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed. Learn what is known about the spread of this newly emerged coronaviruses.

How COVID-19 Spreads
Person-to-person spread

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas.

COVID-19 cases in the U.S.
Severity

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, a

reportexternal icon out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe chronic medical conditions — like heart disease, lung disease and diabetes, for example — seem to be at higher risk of developing serious COVID-19 illness.

Learn more about the symptoms associated with COVID-19.

COVID-19 Now a Pandemic

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries. On March 11, the COVID-19 outbreak was characterized as a pandemic by the WHOexternal icon.

This is the first pandemic known to be caused by the emergence of a new coronavirus. In the past century, there have been four pandemics caused by the emergence of novel influenza viruses. As a result, most research and guidance around pandemics is specific to influenza, but the same premises can be applied to the current COVID-19 pandemic. Pandemics of respiratory disease follow a certain progression outlined in a "Pandemic Intervals Framework." Pandemics begin with an investigation phase, followed by recognition, initiation, and acceleration phases. The peak of illnesses occurs at the end of the acceleration phase, which is followed by a deceleration phase, during which there is a decrease in illnesses. Different countries can be in

SCOPE

The Mille Lacs County Public Health Department (ICPHD) is the lead public health agency for emergency response in Mille Lacs County. The mission of the Mille Lacs County Public Health Department is to promote and protect the health of residents through education, prevention services, regulation and advocacy. The department fosters a partnership with many organizations and community groups to address and resolve health issues and concerns.

The MDH is the lead public health agency in the state and is responsible for protecting, maintaining, and improving the health of all Minnesotans. There is a strong state-local partnership, where the MDH provides leadership to local public health departments and private healthcare entities.

AUTHORITY

Chapter 12 of Minnesota Statutes grants the Governor and Homeland Security Emergency Management (HSEM) overall responsibility of preparing for and responding to emergencies and disasters. Chapter 12 directs the Governor and HSEM to develop and maintain a comprehensive state emergency operations plan, known as the Minnesota Emergency Operations Plan (MEOP).

Furthermore, Minnesota Statutes, including Minnesota Chapter 12 (Minnesota Emergency Management Act), Minnesota Chapter 144 (General Duties of the Commissioner of Health), and Minnesota Chapter 145A (Powers and Duties of a Community Health Boards), outline the authorities of local public health departments and grant the Commissioner of Health broad authority to protect, maintain, and improve the health of the public.

CONCEPT OF OPERATIONS

The City of Milaca COVID19 Pandemic Annex is a supplement of the City of Milaca Emergency Operations Plan.

This plan will establish the organizational framework for the activation and management of City of Milaca operations that may be implemented in response to COVID19 and directives issued by the State of Minnesota and the Centers for Disease Control.

PLANNING ASSUMPTIONS

For planning purposes, the worst-case scenario for a pandemic is projected. The response to the pandemic will be adjusted if the situation does not fully warrant worst-case scenario projections.

The following assumptions are made:

A. General Preparedness

The City of Milaca will use the Governor's, CDC and Minnesota Department of Health directives and guidelines as a basis for supporting, responding to, and managing plan response activities.

1. Events may:
   a. Occur at any time.
   b. Require significant communications and information sharing across jurisdictions and between the public and private sectors.
   c. Involve multiple geographic areas.
   d. Impact critical infrastructures.
   e. Overwhelm the capabilities of local governments.
   f. Require short-notice asset coordination and response timelines.
   g. Require prolonged, sustained incident management operations and support activities.

2. The City has planned and prepared for emergencies locally and is prepared to take proactive steps to address this pandemic and the continuity of operations for City services.

Pandemic Specific Preparedness

The World Health Organization and Center for Disease Control has identified COVID19 as a pandemic. Basic assumptions about this pandemic are:

1. Has the potential to impact everyone involved, including responders.

2. Emergency response systems will not be able to assist all individuals during this pandemic event.
3. Preparedness is essential for a successful response.
4. Assistance from outside organizations will be limited if the outbreak is nationwide.
5. A percentage of the workforce will be too sick to come to work at some point during the pandemic. Rates of absenteeism will likely occur during the weeks before and after a pandemic when employees may stay home to care for ill family members or out of fear of infection at work.
6. Critical functions have been identified and staff will need to be cross-trained to maintain critical functions.
7. The City will follow the medical guidelines for isolation and quarantine of individuals.
8. Hospitals and clinics may be overwhelmed by the number of individuals requiring care and may require first responders to change their current protocol for bringing in patients.
9. Families will need to assume responsibility for the care of family members (with mild to moderate pandemic influenza) in their homes due to a limited availability of hospital beds. This will impact the available workforce.
10. Closing schools and child care centers in the area may have a significant impact on the availability of the workforce. As of March 16, 2020, the Governor has provided directives to school districts on managing education for K-12. The State of Minnesota is encouraging day care providers to remain open as long as children are healthy.
11. As of March 17, 2020 the Governor has provided directives for closures to Bars and Restaurants.
12. Alternatives methods may be needed for staff to continue to work, such as doing this at home via remote access to the city network system.
13. The City encourages sick employees to stay home.
14. All businesses in Milaca has the responsibility to evaluate and implement procedures (such as shifts, spacing, personal protective equipment (PPE)) to protect employees from increased exposure risk.

Plan Components

Critical services that must continue are:

1. Protection of life and property (emergency response)
2. Continuation of water distribution and sewage treatment without disruption
3. Plowing of city streets for first responders
4. City Council meetings (Minn. Stat. § 13D.021 permit these meetings to happen via telephone or other electronic means if it is "not practical or prudent because of a health pandemic" to meet in person)
5. Elections unless suspended by the State of Minnesota
6. Staffing of an Emergency personnel to ensure ability to respond to incidents.

Important Services to continue are:

1. Preparation, mailing and collection of utility bills (this includes remote meter reading)
2. Building Inspection Services
3. Issuing Building Permits
4. Continued operation of Milaca Liquor Store, unless the Governor invokes a shutdown.

5. Payroll and Accounts Payable and Administrative services.

All other functions are non-essential and will only be delivered if staffing levels permit it.

Employee Illness: If an employee is ill or has been exposed to the COVID19 virus they must stay home. If an employee has been in contact with someone who is suspected of having the virus they should report this information to their supervisor and stay home until the pandemic virus has been ruled out for the original contact person or them.

The current recommendation for self-isolation is currently 14 days. If an employee has no vacation, comp time, floating holiday, or sick leave balance, they will be able to run a deficient sick leave balance until the pandemic has been declared over or a healthcare professional has cleared them to return to work.

Employees may be permitted to work at home depending upon technology availability and a safe, secure connection to the City's server as determined by GK Consulting. When working at home, the City Remote Access policy will apply during the employee's work at home hours. Employees shall email begin and end times to their supervisor for inclusion on their electronic timecard.

If an employee is out of leave time, the City will continue to pay the City's share of the health insurance premium and the employee will be responsible for their share of the premium. Payment arrangements can be made if necessary if an employee has an extended, unpaid absence from work.

As always, a supervisor has the authority to require an ill employee to leave the workplace as a safety consideration for the health of other employees. With respect to COVID19, symptoms are respiratory in nature and may include fever, cough, and shortness of breath.

Change in Operations
Employees are expected to follow the basic guidelines issued by the Minnesota Department of Health:

- Use social distancing (maintain a distance from those who are ill)
- Wash your hands for 20 seconds after using the restroom, before punching in and punching out, before eating and after blowing your nose
- Use disinfectants to wipe down common area work surfaces at least twice per day.
    - At City Hall, the DAC will clean all common area work surfaces in the on regular schedules days and staff should clean the common area surfaces in the daily.
    - At the Milaca Liquor store, staff has been directed to wipe down shopping cart handles, cooler door handles, register counters, and bathrooms at least twice per day. They are also reducing hours to help with the disinfecting of all surfaces multiple times a day.
- Police and Fire will increase the use of PPE (gloves, mask, face shield) when needed (e.g. extrication, arrests or other close contact). The gym at the fire hall is closed to all staff until the pandemic has passed.

- Public Works offices will be closed to the public until further notice. Appointments will required for the purchase of water meters and sewage dumping.
- The Senior Center, Library and Museum will be closed to the public for the duration of the pandemic.

Potential Change in Operations

- Gloves and face masks will be made available to staff.
- If the pandemic worsens, City Hall will be closed to the public. The vestibule doors will be locked. Residents would be encouraged to pay utility bills or building permits on-line or use the payment box outside of City Hall. If this happens, the City will temporarily suspend the service fee associated with processing credit cards until City Hall is reopen for business. City staff will also help any resident that does not have internet, fill out forms over the phone.
- City staff may need to mail or deliver permits instead of having contractors come to City Hall to pick them up.
- Suspension of rental property complaint inspections.
- Cancellation of Parks, Recreation, and Trails Commission meetings.
- Cancellation of Planning Commission meetings or handling them via telephone if an application needs action within the 60 day timeline.
- Milaca Liquor may need to be closed for an undetermined amount of time. If this occurs, the City Council will need to discuss compensation of part-time employees that have no leave available to take.
- Due to the significant number of people that could be financially impacted by the effects of the COVID19 pandemic, the city will not shut-off accounts for nonpayment of utility bills, penalties will be applied. If the account holder was laid off from work or had reduced income due to the virus. Payment plans would be encouraged.
- If this pandemic continues into the summer, the Council will need to address events in which large gatherings take place.

Adopted this 19th day of March, 2020

_____
Mayor Harold Pedersen

Attest;

_____
City Manager Tammy Pfaff

RESOLUTION 20-14

EMERGENCY PERSONNEL PLANNING POLICY

WHEREAS, during an emergency management situation as defined by the Governor or Emergency Management Director, the City will follow the Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Mille Lacs County Public Health guidelines and recommended/ suggested emergency planning and risk mitigation steps; and,

WHEREAS, there may be times during an emergency management situation, such as a pandemic, where Alternative Work Arrangements (AWA) may be a necessity to keep business operations functioning and employees and the public safe; and,

WHEREAS, AWA may be considered during times of Local, State or Federal recommended guidelines during community mitigation or emergency management strategies; and,

WHEREAS, AWA may include working remotely, flexible work options, paid administrative leave; and,

WHEREAS, the City Manager, or their designee, will determine which AWA best fits the needs of the City to keep employees and the public safe; and,

WHEREAS, in emergency situations, requiring risk mitigation and management planning, the City Manager, or their designee, will determine: 1) if employee leave banks must be exhausted prior to requested absence; 2) if employees will be allowed to go into deficit in their leave banks; 3) if paid or unpaid leave is authorized; and,

WHEREAS, the basis for such determination will be to not provide employees a financial incentive to risk the public's heath, safety and/ or well-being;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Milaca, Minnesota to approve the Emergency Personnel Policy as outlined per this Resolution.

This resolution was duly adopted by the Milaca City Council this 19th day of March, 2020.

_____
Mayor Harold Pedersen

Attest:

_____
Tammy Pfaff
City Manager

City of Milaca

Remote Computer Access Policy

1. Overview. Remote access to our network is essential to maintain our team's productivity in an unforeseen situation. In many cases this remote access originates from networks that may already be compromised or are at a significantly lower security posture than our network. While these remote networks are beyond the control of City policy, we must mitigate these external risks the best of our ability. Remote access to our network would only be used in emergency situations in which the employee is unable to be at their physical workstation due to a prolonged illness or emergency.

2. Purpose. The purpose of this policy is to define rules and requirements for connecting to the city network from any host. These rules and requirements are designed to minimize the potential exposure from damages which may result from unauthorized use of resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical internal systems, and fines or other financial liabilities incurred as a result of those losses.

3. Scope. This policy provides guidelines for the identification and use of "Essential Personnel" during unforeseen emergencies, including those that dictate suspension of services and/or closure of facilities and operations. During and emergency, Essential Personnel provide services that relate to the health, safety and welfare of the city to ensure continuity of key operations, and to maintain and protect city properties. This policy applies to essential employees with city owned or personally-owned computer or workstation used to connect to the network. Essential Personnel are defined as an employee who may be required to continue operations when the city is faced with an emergency. This policy applies to remote access connections used to do work on behalf of, including reading or sending email, entering data into Banyon software to process accounts payable, payroll and utility billing, and viewing intranet web resources to keep the city continuity of processes and functionality of operations. This policy covers any and all technical implementations of remote access used to connect to networks.

4. Policy. It is the responsibility of employees with remote access privileges to the cities network to ensure that their remote access connection is given the same consideration as the user's on-site connection. (hereafter referred to as "Authorized Users"). When accessing the network from a personal computer, Authorized Users are responsible for preventing access to any computer resources or data by non-Authorized Users. Performance of illegal activities through the network by any user (Authorized or otherwise) is prohibited. The Authorized User bears responsibility for and consequences of misuse of the Authorized User's access. Authorized Users will not use networks to access the Internet for outside business interests.

4.1 Requirements

4.1.1 Secure remote access must be strictly controlled with encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases.

4.1.2 Authorized Users shall protect their login and password, even from family members.

4.1.3 While using a computer to remotely connect to the city network, Authorized Users shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control or under the complete control of an Authorized User or Third Party.

4.1.4 Use of external resources to conduct city business must be approved in advance by the City Manager.

4.1.5 All hosts that are connected to internal networks via remote access technologies must use the most up-to-date anti-virus software and have a computer or laptop with Windows 10 software.

4.1.6 Personal equipment used to connect to the city networks must meet the requirements of owned equipment for remote access.

5. Policy Compliance

5.1 Compliance Measurement. The City of Milaca uses an IT Professional and will verify compliance to this policy through various methods, including but not limited to, periodic video monitoring, business tool reports, internal and external audits, and inspection, and will provide feedback to the city manager.

5.2 Exceptions. Any exception to the policy must be approved by the City Manager in advance.

5.3 Non-Compliance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted by the Milaca City Council this 19th day of March, 2020.

_____

Mayor Harold Pedersen

ATTEST:

_____

City Manager Tammy Pfaff

SCANNED
20-0667

CITY OF MILACA
255 1st St E
MILACA MN 56353

320-983-3141
320-983-3142 FAX
www.cityofmilaca.org

PLEASE CHECK **ONE** OF THE FOLLOWING THAT BEST DESCRIBES YOUR APPLICATION:

☒ **Peddler Application:** A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise or other personal property that the person is carrying or otherwise transporting. The term *PEDDLER* shall mean the same as the term *HAWKER*. **Fee of $50.00 per applicant**

☐ **Solicitor Application:** A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term shall mean the same as the term *CANVASSER*. **Fee of $50.00 per applicant**

☐ **Transient Merchant Application:** A person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty storefront for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering, goods, wares, products, merchandise, or other personal property and who does not remain or intend to remain in any one location for more than 14 consecutive days. **Fee of $50.00 per applicant**

NAME OF APPLICANT: Sara (FIRST) Beth (FULL MIDDLE) Liebeck (LAST)

OTHER OFFICIAL NAMES USED BY APPLICANT: _____

PERMANENT ADDRESS: 20654 217th Ave NW Big Lake (CITY) MN (STATE) 55309 (ZIP)

APPLICANT HOME PHONE: [redacted] APPLICANT CELL PHONE: [redacted]

APPLICANT IS: ☒ Individual ☐ Partnership ☐ Corporation ☐ Other Organization

FULL NAME OF BUSINESS OR ORGANIZATION: The Ice Cream Machine

BUSINESS ADDRESS: Same (CITY) (STATE) (ZIP)

BUSINESS TELEPHONE: Same BUSINESS CELL PHONE: _____

Are you a U.S. citizen? X Yes ____ No

If employed, name of employer: _____

Address of employer: _____

If you checked Partnership, Corporation, or Other Organization, please complete the following.

Is Partnership, Corporation or Other Organization organized under Minnesota Law? ____ Yes ____ No

a) If no, State in which organized: _____

b) Is Organization authorized to do business in Minnesota: ____ Yes ____ No

c) Attach a copy of Certificate of Authority to transact business in Minnesota.

Address of registered office agent in State of Minnesota:

_____ City State Zip

Type of business to be conducted: selling prepackaged frozen treats

Have goods to be sold been grown or produced by you? _____ Yes X No

Location where business will be conducted: (Please list streets or describe precise area). If business is to be conducted from one location, please give street address: City of Milaca

Length of time license is desired:

(14 Consecutive Days maximum) _____ Days from _____ to _____

(6 month maximum) _____ Months from May to October

Describe vehicle(s) to be used, if any:

VIN #	Year	Make	Color	License #
[redacted]	1993	Chev	Multi	[redacted]

Please list last 3 cities you have been in: Buffalo, Foley, Rice

Please attach a copy of Permit for retail sales issued by the State of Minnesota, pursuant to MN Statutes #297A.

Dana Siebeck — Applicant's Signature

3/10/2020 — Date

****

INCLUDE THE FOLLOWING WITH APPLICATION:

- [x] PERMIT FOR RETAIL SALES (If applicable)
- [x] BACKGROUND CONSENT FORM
- [x] COPY OF DRIVER'S LICENSE
- [x] $50.00 (Check, Cash, Debit or Credit Card)
- [x] Certificate of Authority to transact business in Minnesota

If paying by Debit or Credit Card, there is a minimum $3.00 Convenience Fee or 2.95%.

****

Date Paid: MAR 13 2020 Cash Check # 802 Debit or Credit Card

Approved/Denied by: [signature] Date 3/16/20

UPDATED: August 2017