

**CITY OF MILACA
PUBLIC NOTICE
CITY REGULAR COUNCIL MEETING
MEETING WILL BE CONDUCTED VIA ZOOM**

NOTICE IS HEREBY GIVEN that the Milaca City Council will hold the council meeting on;

Thursday May 21st, 2020, at 6:30 p.m.

Via -Zoom

Attest:
Tammy Pfaff
City Manager
City of Milaca

CITY OF MILACA
CITY COUNCIL MEETING-Via Zoom
COUNCIL AGENDA
May 21, 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 – April 16, 2020, May 11th, 2020, May 15th, 2020.
 - B. Approval of Bills
 - C. Treasurers-Quarterly Reports
 - D. Resolution 20-22 Donation Veterans Memorial
 - E. Resolution 20-23 Termination of Resolution Declaring a Hazardous Building Release of Real Estate 460 2nd Ave NE
 - F. Continuation of COVID-19 Paid Leave for employees of 14 days for an additional _____ days.(Council determine length)
6. **Citizen Open Forum-**
Requests and Communications-
7. **Ordinances and Resolutions-**
 - G. Ordinance No. 461 City Council Continuance of a Local Emergency MB__2nd__AIF__O__
 - H. Ordinance No. 462 Amending Sewer Section 53.076-First Reading MB__2nd__AIF__O__
 - I. Resolution20-24- Approving County Project within a Municipal Corporate Limits- CSAH 33 MB__2nd__AIF__O__
 - J. Resolution20-25- Approving County Project within a Municipal Corporate Limits-CSAH 37 MB__2nd__AIF__O__
 - K. Budget Committee- Recommendation to council for the city's share of the county project. MB__2nd__AIF__O__
 - L. Resolution 20-26 Summary Publication Ordinance No. 461 MB__2nd__AIF__O__
 - M. Resolution 20-27-Approving County Project within a Municipal Corporate Limits-2nd St SE & 3rd Ave SW MB__2nd__AIF__O__
8. **Reports of Departments, Boards and Commissions**
 - N. Police Department- Monthly Activity-
 - O. Parks Commission- No Meeting
 - P. Public Works Department- Activity Report- Contractor Final Pmt 8th & 6th Street project. \$9,913.28 MB__2nd__AIF__O__
 - Q. Planning Commission – No Meeting
 - R. Economic Development Commission-No May Meeting
 - S. Fire Department-
 - T. Joint Powers Board- No Activity
9. **Unfinished Business**
10. **New Business-**
11. Auditor-Schlenner, Wenner & Co. Engagement Letter for Professional auditing services MB__2nd__AIF__O__
12. LMC Tort Liability MB__2nd__AIF__O__
13. George and Michelle Czech- Request waiving the requirement to pave driveway due to Covid-19 impact MB__2nd__AIF__O__
14. ECE/RLF COVID 19 Emergency Relief Loan Program/Promissory Note MB__2nd__AIF__O__
15. City Admin Staff- One Time (1/2 of March, April and 1/2 of May) Phone Reimbursement \$25.00 per month MB__2nd__AIF__O__
16. Discuss Liquor License refunds to only the Bars & Restaurants impacted by closures due to Covid-19 MB__2nd__AIF__O__
17. **Council Comments**
18. **Adjourn _____ p.m. MB__2nd__AIF__O__**

MILACA CITY COUNCIL MINUTES

April 16, 2020

MEETING-Via Zoom

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 Chief Quinn Rasmussen, and May Mickelson.

Also Present:

Approval of the Agenda

Mayor Pedersen called for a motion to approve the agenda. City Manager requested to add Resolution 20-18 Summary Public of Ordinance No. 458. Motion by Johnson to approve the agenda, the motion was seconded by Larsen. Motion carried unanimously. Motion by Dillan and seconded by C. Pedersen to add Resolution 20-18 Summary Publication to the agenda. Motion carried unanimously.

Consent Agenda

Motion by Johnson, second by Dillan to approve the consent agenda. Motion carried unanimously.

- a) Minutes of the March 16, 2020 City Council Meeting.
- b) Approval of Bills
- c) **Resolution 20-16** Donation. Upon a motion by Larsen and seconded by Dillan, the resolution is extended for an additional 30 days. Motion carried unanimously.
- d) **Resolution 20-17** 3.2 Liquor License Coburn's-Holiday Stations.
Mayor Pedersen discussed with council that the 14 days of paid leave for the COVID-19 would expire within 30 days and placed the topic under old business on the agenda.

Citizens Forum

Requests and Communications

Ordinances and Resolutions

Ordinance No. 458-First Reading- City Council Continuance of a Local Emergency. First Reading upon a motion by C. Pederson and seconded by Dillan. Motion carried unanimously. First reading is suspended and the second reading adopted the ordinance as read, upon a motion by Johnson and seconded by Dillan. Motion carried unanimously.

Ordinance No. 459-Adopting the Supplement to the Code of Ordinances. Mayor Pedersen called for a motion to approve Ordinance No. 459. Upon a motion by Larsen and seconded by Johnson the ordinance is approved. Motion carried unanimously.

Resolution 20-18 Summary Publication of Ordinance No 458. Motion by Johnson and seconded by Larsen approving the publication. Motion carried unanimously.

Mayor Pedersen called for a special meeting to pass an additional ordinance to do a continuance of the local emergency as Ordinance No. 458 will expire before the next city council meeting. Mayor Pedersen placed this item under new business.

Reports of Departments, Boards and Commissions

Police Department — Council reviewed the monthly report. Oath of Officer Quinn Rasmussen.

Parks Commission — No Meeting.

Public Works Department — Activity report review. Council discussed if the playgrounds should stay open. It was the consensus of the council to keep them open and post signs for social distancing.

Planning and Zoning Commission – No meeting.

Economic Development Commission- No meeting on April 20th.

Fire Department

Liquor Store — Vicki requested hazard pay for the staff at the liquor store. Council discussed the adjustment the current wages to increase \$1.50 with the approval of the budget adjustment. Upon a motion by Dillan and seconded by Larsen. Motion carried unanimously.

RRCF- Rum River Community Foundation — Dillan announced the Rum River Community Foundation has set up an emergency response funds and so far they have given out \$12,000 and you can get to the web site at “GiveMinn.org”.

Old Business- Extension of the 14 day paid COVID-19 leave pay. Upon a motion by C. Pedersen to extend the leave until the May regular council meeting and revisit the leave at each council meeting. Motion was seconded by Johnson. Motion carried unanimously.

New Business- Call for Special Meeting- Mayor Pedersen called for a motion to set a special council meeting for May 11th at 4:00 p.m. to extend the emergency declaration, and to discuss the county project with the invite for the county to attend this meeting. Upon a motion by Dillan and seconded by Johnson the special meeting is set. Motion carried unanimously.

Mayor Pedersen call for a motion to discuss the water and sewer and review the proposal he prepared to forgive all bills for the upcoming month. Upon a motion by C. Pedersen and seconded by Johnson to discuss water and sewer bills. Mayor Pedersen went over his proposal with council and explained the revenues and expenditures and the plan would remove the depreciation and the loss would come from the donation funds. The city attorney explained that the waiving of the utility bills could have ramification that could affect bonding and it would be conceived as giving away public funds. The city attorney stated no other cities are doing this and would like to check with the bonding company and look into this further. Council discussed the matter and they were not ready to make a decision. Upon a motion by Johnson to table the matter. The motion was seconded by Larsen. Motion carried unanimously. Mayor Pedersen wanted all council members to come up with ideas for the next meeting.

Council Comments- Johnson- no comment.

C. Pedersen- thanked Quinn and thanks to the community for viewing the council meeting on Facebook.

Dillan- thanked Mary and Tammy for keeping the city website updated with the resources for businesses.

Announced the "Be the Light" program to turn on the lights on the football field for the seniors on Monday April 20th.

Larsen- no comment.

Adjourn

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn and a motion was made by Larsen and seconded by Johnson. Motion carried unanimously. Meeting adjourned at 7:50 p.m.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

MILACA CITY COUNCIL MINUTES

Special Meeting

May 11, 2020

MEETING-Via Zoom

Call to Order Roll Call

The special meeting of the Milaca City Council was called to order at 4:00 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, and Mary Mickelson.

Also present: Tim Hennagir

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 Larsen. Motion carried unanimously.

New Business-

County CSAH 2 Project- Council reviewed the summary of the bids for the project. The project estimates breakdown are:

Mobilization	\$ 29,744
Sanitary	\$107,124
Storm Sewer	\$133,735
Watermain	\$195,195
Street Lights	\$ 54,934
Estimate Total	\$520,731

Ordinance No. 460 Continuance of the Declaration of a Local Emergency: Mayor Pedersen called for a motion to approve the first reading. Motion by Larsen and seconded by Dillan. Motion carried unanimously. Mayor Pedersen called for the first reading to be suspended and called for a motion to approve Ordinance No. 460. Motion by Johnson and seconded by C. Pedersen. Motion carried unanimously.

Mayor Pedersen called for a motion to approve Resolution 20-20 Authorization to Summarize Ordinance No. 460 for publication. Motion by C. Pedersen and seconded by Larsen. Motion carried unanimously.

Water and sewer discussion regarding follow up from council meeting. Mayor Pedersen presented a new proposal that would use the donation funds and send \$15,000 to the Initiative Foundation for the Rum River Community Foundation Emergency Relief Fund for grants to businesses. The remaining amount from the donation will go into the EDA revolving loan fund. Mayor Pedersen called for a motion. Upon a motion by Johnson, seconded by C. Pedersen, the transaction was approved. Motion carried unanimously.

Discussion of local businesses and the possibility of outdoor seating. Council discussed the ideas to help out local businesses with providing some arrangements for people to sit and eat their pick-up orders outside the business.

ECE Business Assistance Loan Program Application: Council approved the application to be sent to ECE first for the program. Mayor Pedersen called for a motion. Upon a motion by Johnson, seconded by Larsen, the ECE application is approved. Motion carried unanimously.

Council Comments:

Johnson appreciates all the updates to keep informed

Larsen – no comments

C. Pedersen- no comments

Dillan-no comments

Adjourn Motion carried unanimously.

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn and a motion was made by Larsen and seconded by Johnson. Motion carried unanimously. Meeting adjourned at 6:07 p.m.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

MILACA CITY COUNCIL MINUTES

Special Meeting

May 15, 2020

MEETING-Via Zoom

Call to Order Roll Call

The special meeting of the Milaca City Council was called to order at 3:00 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, Mary Mickelson and Quinn Rasmussen.
Also Present: Tim Hennagir and Phil Gravel.

Approval of the Agenda

Mayor Pedersen called for a motion to approve the agenda, but would move the county project discuss under new business. Motion by C. Pedersen to approve the agenda as revised, the motion was seconded by Larsen. Motion carried unanimously.

New Business-

County CSAH 2 Project- Council reviewed the summary of the bids for the project as given to the city in an email from the county engineer Greg Andersen. The project bids received are:

Landwehr Construction	\$2,463,365.28
J.r. Ferche, Inc.	\$2,711,460.97
OMG Minnesota Paving	\$2,871,505.78
Aspen Const Company	\$2,900,000.00
C & L Excavating, Inc.	\$2,924,927.75
Veit & Company, Inc.	\$2,987,209.95

Mayor Pedersen asked what the engineers estimate was for the storm water cost for the county's share. The city manager stated it was \$229,662.90. City manager reviewed the breakdown from the county engineer. Mobilization- \$42,000.00 Sanitary- \$ 101,791, Storm Sewer- \$93,134.00, Watermain- \$184,540 and lighting- \$43, 82900. The city will meet with the county on May 19th to discuss the project costs.

New Business-

Letter to Governor Tim Walz and state representatives. The city manager reviewed with council the letter that will be sent to the governor. Mayor Pedersen also commented that the Chamber has sent a letter to the governor. Council reviewed the Governor's Executive Order 20-56. The city attorney commented on the follow up from the League of Minnesota cities regarding cities that would defy the governor's orders, would not have any LMCIT coverage for this type of litigation and would have to pay the cost of defending the city out of its own pocket. Council also reviewed the Department of Public Safety document and also discussed those that defy the order may also be investigated by the Alcohol and Gambling. The city manager informed the council of the impacts it would create with the bonding company, and that we could lose our AA rating and then we would pay higher interest on future bonds. The city manager also went over what the businesses that have a bar and restaurant would need to

increase their liquor liability and general liability insurance to \$1,000,000 and list the city as an additional insured should any business use city property. Liquor licenses would also have to be changed to allow liquor sales outside and have a written contract with the business agreeing to indemnify the city in the event of a loss. Council discussed that the council would not defy the governor's order, but would send a letter and pass the resolution supporting the businesses. Council discussed the possibility of putting picnic tables up at businesses and council was in favor of helping. Upon a motion by Johnson and seconded by Dillan to supply picnic tables to businesses. Motion carried unanimously.

Mayor Pedersen called for a motion to approve **Resolution 20-21 Declaring Milaca a Business Friendly Community**. A motion by Johnson to approve the resolution. The motion was seconded by Dillan. Cory commented on the fourth whereas and recommended the word catastrophe be replaced with the words executive order. Resolution amended upon a motion by C. Pedersen and seconded by Johnson. Motion carried unanimously.

Johnson commented on changing the language in the last paragraph one page one, that stated that our non-critical businesses be allowed to open immediately, instead of as soon as possible. Resolution amended upon a motion by Johnson and seconded by Larsen. Motion carried unanimously.

Adjourn Motion carried unanimously.

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 Dillan. Motion carried unanimously. Meeting adjourned at 4:17 p.m.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 General Bank					
46046	04/23/20	AMAZON			
E 101-42110-201		Office Supplies	\$199.98	44997366335	FAX MACHINE - PD
E 101-41310-201		Office Supplies	\$34.11	57757338876	EXPANDING FILE WALLET - CITY MGR
E 101-41940-217		Other Operating Supplies	\$31.96	57885966684	HAND SANITIZER - CITY HALL
E 101-41940-201		Office Supplies	\$25.01	59868963969	CLOCK/BATTERIES (CONF ROOM) - CITY HALL
E 101-42110-240		Small Tools and Minor Eq	\$191.99	74473997934	UNIFORM GEAR (BARROS) - PD
E 619-49900-217		Other Operating Supplies	\$14.45	94637953796	LABELS FOR MAILING - DEP REG
E 101-42110-240		Small Tools and Minor Eq	\$439.90	97867738653	FILTER RETAINERS - PD
		Total	\$937.40		
46047	04/23/20	BLUE CROSS BLUE SHIELD OF MINN			
G 101-21706		Medical Insur.	\$15,098.73		MEDICAL INSUR - MAY 2020
		Total	\$15,098.73		
46048	04/23/20	DELTA DENTAL OF MINNESOTA			
G 101-21712		Dental	\$33.50	0000453999	DENTAL INS - MAY 2020
		Total	\$33.50		
46049	04/23/20	EK, JOHN			
E 101-45200-437		Other Miscellaneous	\$633.99		REIMBURSE-DAMAGE TO RV
		Total	\$633.99		
46050	04/23/20	INITIATIVE FOUNDATION			
E 200-46500-437		Other Miscellaneous	\$3,000.00		MILACA AREA EMERGENCY RELIEF FUND
		Total	\$3,000.00		
46051	04/23/20	L.E.L.S.			
G 101-21710		Union Dues	\$372.00		POLICE UNION DUES - APR 2020
		Total	\$372.00		
46052	04/23/20	MN BENEFIT ASSOCIATION			
G 101-21712		Dental	\$311.85	2020-009043	DENTAL - MAY 2020
		Total	\$311.85		
46053	04/23/20	UNUM LIFE INSURANCE CO			
G 101-21707		Disability	\$693.18		LIFE, STD, LTD - MAY 2020
		Total	\$693.18		
46054	04/23/20	VERIZON WIRELESS			
E 101-42110-321		Telephone	\$442.89	9852144804	WIRELESS ROUTER/PHOHE SVC - PD
E 101-42280-321		Telephone	\$65.27	9852144804	CELL PHONE SVC - FIRE
E 101-43000-321		Telephone	\$91.04	9852144804	CELL PHONE SVC - PW
E 602-49400-321		Telephone	\$99.39	9852144804	WIRELESS ROUTER/PHONE SVC - WATER
		Total	\$698.59		
46055	04/23/20	VISA			
E 101-41940-322		Postage	\$8.32		ENDICIA POSTAGE FEE - CITY HALL
E 101-42110-309		EDP, Software and Desig	\$160.96	12937334	ZOOM VIDEO - PD
E 700-50000-208		Training and Travel	(\$85.00)	2000540300	REIMBURSE-MN DOL TRAINING - JP
E 101-43000-230		Safety	\$120.00	32600	SAFETY TRAINNG - PW

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-309		EDP, Software and Desig	\$482.11	ADB1034470	ADOBE ACROPRO - CITY HALL
E 619-49900-217		Other Operating Supplies	\$648.71	BAXT39105	ACRYLIC SHEET - DEP REG
E 101-42110-208		Training and Travel	(\$98.00)	R8CC11	REIMBURSE-LODGING FOR TRAINING - PD
E 619-49900-217		Other Operating Supplies	\$507.99	WA81301715	ACRYLIC SHEET - DEP REG
		Total	\$1,745.09		
46056	04/28/20	U.S. POSTAL SERVICE			
E 602-49400-322		Postage	\$127.00		APR WATER BILLS
E 603-49450-322		Postage	\$127.00		APR WATER BILLS
		Total	\$254.00		
46057	05/05/20	FAMILY HERITAGE LIFE INS CO			
G 101-21707		Disability	\$79.00	815429	SUPPL LIFE INS - MAY 2020
		Total	\$79.00		
46058	05/05/20	FRONTIER			
E 101-42110-321		Telephone	\$104.57		PHONE SVC-POLICE
E 101-42280-321		Telephone	\$51.81		PHONE SVC-FIRE
E 101-41940-321		Telephone	\$111.88		PHONE SVC-CITY HALL
E 101-41940-321		Telephone	\$52.71		PHONE SVC-CITY HALL
E 101-43000-321		Telephone	\$108.70		PHONE SVC-PW
E 101-49810-321		Telephone	\$94.14		PHONE SVC-AIRPORT
E 602-49400-321		Telephone	\$1.80		PHONE SVC-WATER
E 602-49400-321		Telephone	\$148.74		PHONE SVC-WATER
E 619-49900-321		Telephone	\$101.93		PHONE SVC-DEP REG
		Total	\$776.28		
46059	05/05/20	JIM'S MILLE LACS DISPOSAL			
E 101-43000-312		Compost	\$300.00		COMPOST
E 101-42280-384		Refuse/Garbage Disposal	\$25.00		GARBAGE-FIRE
E 101-43000-384		Refuse/Garbage Disposal	\$81.51		GARBAGE-CITY
E 101-45200-384		Refuse/Garbage Disposal	\$45.85		GARBAGE-PARKS
		Total	\$452.36		
46060	05/05/20	MILACA BLDG CENTER			
E 216-45200-520		Buildings and Structures	\$5,546.63		GORECKI CENTER ADDN
E 619-49900-217		Other Operating Supplies	\$283.49		DEP REG PARTITION - COVID19
E 101-41940-570		Office Equip and Furnishin	\$503.15		CITY HALL PARTITION - COVID19
E 101-41940-201		Office Supplies	\$36.05		RECORDS RETENTION WRAP
E 101-43000-240		Small Tools and Minor Eq	\$27.99		7/8 TRIM BIT
		Total	\$6,397.31		
46061	05/05/20	VERIZON WIRELESS			
E 602-49400-321		Telephone	\$189.23	9853470953	PHONE SVC-WATER TRMT PLANT
		Total	\$189.23		
46062	05/14/20	INITIATIVE FOUNDATION			
E 200-46500-437		Other Miscellaneous	\$15,000.00		MILACA AREA EMERGENCY RELIEF FUND
		Total	\$15,000.00		
46063	05/21/20	1ST CHOICE DOCUMENT DESTRUCTN			

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-310		Other Professional Servic	\$570.00	20-1818	DOCUMENT SHREDDING
		Total	\$570.00		
46064	05/21/20	ABI ATTACHMENTS, INC.			
E 101-45200-221		Equipment Parts/Repairs	\$375.78	38687	SCARIFIER SHANK & TIPS
		Total	\$375.78		
46065	05/21/20	ADAMS PEST CONTROL INC			
E 602-49400-310		Other Professional Servic	\$51.00	3124980	WATER TOWER WEED & FERTILIZER
		Total	\$51.00		
46066	05/21/20	AMAZON			
E 101-41940-217		Other Operating Supplies	\$43.89	44546766395	PAPER TOWELS
E 101-41940-201		Office Supplies	\$212.10	44596393747	KN95 MASKS - COVID19
E 101-41940-201		Office Supplies	\$83.97	46486874375	SOCIAL DISTANCING SIGNS - COVID19
E 101-41940-201		Office Supplies	\$17.60	63769948569	LEGAL TABLETS
E 101-45200-221		Equipment Parts/Repairs	\$139.99	66543545795	BIKE CARGO TRAILER
E 101-41940-201		Office Supplies	\$90.90	66795777989	KN95 MASKS - COVID19
E 101-41940-201		Office Supplies	\$29.97	74836395798	SIGN HERE FLAGS
E 101-41940-217		Other Operating Supplies	\$68.00	78589596638	KLEENEX
E 101-41940-201		Office Supplies	\$42.22	85695469494	OFFICE SUPPLIES
E 101-41940-217		Other Operating Supplies	\$41.84	94664454489	TP/CLEANING SUPPLIES
		Total	\$770.48		
46067	05/21/20	AMERICAN LEGAL PUBLISHING CORP			
E 101-41940-310		Other Professional Servic	\$1,740.00	0133423	ORDINANCE CODE BOOK UPDATE
E 101-41940-310		Other Professional Servic	\$195.00	0133526	CD OF CITY ORDINANCES
		Total	\$1,935.00		
46068	05/21/20	ANDERSON BROTHERS CONST			
E 101-43000-403		Repairs/Maint Streets	\$540.00	23952	COLD MIX
		Total	\$540.00		
46069	05/21/20	AW RESEARCH LABORATORIES			
E 602-49400-310		Other Professional Servic	\$66.00	32504	TESTING - WATER
E 603-49450-310		Other Professional Servic	\$89.00	32520	TESTING - SEWER
E 603-49450-310		Other Professional Servic	\$89.00	32591	TESTING - SEWER
E 603-49450-310		Other Professional Servic	\$135.00	32643	TESTNIG - SEWER
E 603-49450-310		Other Professional Servic	\$973.50	32792	TESTING - SEWER
		Total	\$1,352.50		
46070	05/21/20	AXON ENTERPRISE, INC.			
E 101-42110-240		Small Tools and Minor Eq	\$1,990.50	SI-1653206	TASER/CARTRIDGES/BATTERY
		Total	\$1,990.50		
46071	05/21/20	BAAS CONSTRUCTION, INC			
E 216-45200-520		Buildings and Structures	\$34,621.44	267	GORECKI ADDITION
		Total	\$34,621.44		
46072	05/21/20	BERG, SAMUEL			
E 101-43000-221		Equipment Parts/Repairs	\$31.72		CELL PHONE REIMB-2ND QTR 2020

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$31.72		
46073	05/21/20	BILLINGS SERVICE			
E 700-50000-212		Auto Expense (Fuel/Repai	\$133.03		GAS-JP
E 101-42280-212		Auto Expense (Fuel/Repai	\$169.66		GAS-FIRE
E 101-42110-212		Auto Expense (Fuel/Repai	\$702.00		GAS-POLICE
E 101-43000-212		Auto Expense (Fuel/Repai	\$1,090.34		GAS-PW
Total			\$2,095.03		
46074	05/21/20	BROTHERS FIRE & SECURITY			
E 101-49810-310		Other Professional Servic	\$161.00	113798	FIRE EXTINGUISHER-PW
E 101-42280-221		Equipment Parts/Repairs	\$161.00	113799	FIRE EXTINGUISHER CHARGED
Total			\$322.00		
46075	05/21/20	CRAWFORDS EQUIPMENT			
E 101-43000-221		Equipment Parts/Repairs	\$61.21	01-34642	COUPLER/HYD FITTING-PW
Total			\$61.21		
46076	05/21/20	CUSTOM STITCH AND DESIGN			
E 101-42280-434		Uniforms	\$50.00		NUMBERS ADDED ONTO FACE MASKS
Total			\$50.00		
46077	05/21/20	DEORRO PROPERTY MANAGEMENT LLC			
R 101-32210		Building Permits	\$13.86		PERMIT FEE OVERPAYMENT 20-029
Total			\$13.86		
46078	05/21/20	DONE RIGHT LAWN SERVICES LLC			
E 101-45200-310		Other Professional Servic	\$1,275.00	1013	WEED CONTROL-REINEKE, TRIMBLE, REC PARK
E 101-43000-310		Other Professional Servic	\$125.00	1019	WEED CONTROL-PW
E 101-42280-310		Other Professional Servic	\$115.00	1019	WEED CONTROL-FIRE
E 101-45500-310		Other Professional Servic	\$29.00	1019	WEED CONTROL-LIBRARY
E 101-41940-310		Other Professional Servic	\$29.00	1019	WEED CONTROL-CITY HALL
E 602-49400-216		Chemicals and Chem Pro	\$95.00	1021	STERILANT-WATER TOWER
E 603-49450-310		Other Professional Servic	\$1,650.00	1021	STERILANT-STAB PONDS
E 101-45200-216		Chemicals and Chem Pro	\$375.00	1021	STERILANT-BALL FIELDS
Total			\$3,693.00		
46079	05/21/20	DOVE FRETLAND PLLP			
E 101-41610-304		Legal Fees	\$1,075.00	81462	CIVIL RETAINER
E 101-41610-304		Legal Fees	\$2,502.65	81463	CRIMINAL RETAINER
Total			\$3,577.65		
46080	05/21/20	E.C.M. PUBLISHERS, INC.			
E 602-49400-437		Other Miscellaneous	\$579.60	769037	2019 DRINKING WATER REPORT
E 101-41110-351		Legal Notices Publishing	\$28.17	773429	SPECIAL MEETING NOTICE
E 101-41110-351		Legal Notices Publishing	\$68.42	773430	ORDINANCE 459
E 101-41110-351		Legal Notices Publishing	\$108.67	773431	ORDINANCE 458
Total			\$784.86		
46081	05/21/20	FAIRVIEW HEALTH SERVICES			
E 101-42280-305		Medical and Dental Fees	\$209.00	90013946	PHYSICAL-VEURINK, EMILY

CITY OF MILACA

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$209.00		
46082	05/21/20	FARMERS CO-OP CREAMERY CO			
E 101-45200-225		Landscaping Materials	\$68.50	364984	SEED/OATS
E 101-45200-437		Other Miscellaneous	\$466.56	365074	SEED/OATS
Total			\$535.06		
46083	05/21/20	FASTSIGNS			
E 101-45200-221		Equipment Parts/Repairs	\$165.96	282-84701	SOCIAL DISTANCING BANNER - COVID19
Total			\$165.96		
46084	05/21/20	FIRE EQUIPMENT SPECIALTIES INC			
E 101-42280-241		Reserve Purchase	\$2,517.45	10557	PID HOODS
Total			\$2,517.45		
46085	05/21/20	FIRST NATIONAL BANK OF MILACA			
E 386-47000-611		Bond Interest	\$5,545.00		2015 GO PARK BOND
Total			\$5,545.00		
46086	05/21/20	GENESIS WIRELESS			
E 700-50000-309		EDP, Software and Desig	\$225.00	97475	BRAHAM COMPUTER HOOKUP
Total			\$225.00		
46087	05/21/20	GK CONSULTING LLC			
E 101-41940-309		EDP, Software and Desig	\$292.50	2526	NETWORK-CITY
E 101-42280-309		EDP, Software and Desig	\$7.00	2526	CLOUD BACKUP-FIRE
E 101-43000-309		EDP, Software and Desig	\$45.00	2526	NETWORK-PW
E 101-42110-309		EDP, Software and Desig	\$60.00	2526	365 EMAIL-POLICE
E 602-49400-309		EDP, Software and Desig	\$142.50	2526	NETWORK-WATER
E 603-49450-309		EDP, Software and Desig	\$135.00	2526	NETWORK-SEWER
E 619-49900-309		EDP, Software and Desig	\$135.00	2526	NETWORK-DEP REG
E 101-41940-309		EDP, Software and Desig	\$75.00	2526	REMOTE ACCESS/365 EMAIL
Total			\$892.00		
46088	05/21/20	GOPHER STATE ONE-CALL, INC.			
E 101-43000-310		Other Professional Servic	\$74.25	0040586	LOCATES - APR 2020
Total			\$74.25		
46089	05/21/20	GRANITE ELECTRONICS			
E 101-42110-226		Radio Repair	\$191.60	150006883-1	RADIO PARTS-POLICE
Total			\$191.60		
46090	05/21/20	HOLIDAY COMPANIES			
E 101-42110-212		Auto Expense (Fuel/Repai	\$596.98	14000038072	GAS-POLICE
Total			\$596.98		
46091	05/21/20	HY-TECH AUTOMOTIVE			
E 101-42110-212		Auto Expense (Fuel/Repai	\$572.61	39941	532 OIL CHANGE-POLICE
E 101-42110-212		Auto Expense (Fuel/Repai	\$54.27	40009	531 OIL CHANGE-POLICE
Total			\$626.88		
46092	05/21/20	INT'L CODE COUNCIL			

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 700-50000-435		Books and Pamphlets	\$528.32	1001185316	CODE BOOKS
E 700-50000-435		Books and Pamphlets	\$228.00	1001190284	FIRE CODE BOOKS
		Total	\$756.32		
46093	05/21/20	IPRINT TECHNOLOGIES			
E 101-41940-201		Office Supplies	\$60.00	676143	TONER-MARY
E 101-41510-201		Office Supplies	\$65.00	679487	TONER-JACKIE
		Total	\$125.00		
46094	05/21/20	JINDRA'S RENTAL SERVICE			
E 603-49450-437		Other Miscellaneous	\$200.00	438	ROTO ROOTERED SEWER-140 6TH ST NW
		Total	\$200.00		
46095	05/21/20	JOHNSON, WARNE			
E 101-43000-221		Equipment Parts/Repairs	\$75.00		CELL PHONE REIMB-2ND QTR 2020
		Total	\$75.00		
46096	05/21/20	KOCH'S HARDWARE HANK			
E 101-49810-437		Other Miscellaneous	\$41.96		BULBS/GEL-FIRE
E 101-42110-437		Other Miscellaneous	\$31.81		WATER/MISC-POLICE
E 619-49900-217		Other Operating Supplies	\$63.69		SHIELD FOR COUNTER-DEP REG
E 101-41940-217		Other Operating Supplies	\$50.96		BULBS/LAMP-CITY
E 101-43000-215		Shop Supplies	\$9.18		POCKET HOLE-PW
E 602-49400-322		Postage	\$25.04		WATER SAMPLER-WATER
E 101-42280-434		Uniforms	\$68.97		SAFETY EYEWEAR-FIRE
E 101-42280-437		Other Miscellaneous	\$19.99		MAILBOX
		Total	\$311.60		
46097	05/21/20	LANO EQUIPMENT INC			
E 101-45200-530		Improv Other Than Bldgs	\$6,000.00	02-735008	RTV TRACK SYSTEM
E 101-43000-221		Equipment Parts/Repairs	\$2,830.00	02-735008	RTV TRACK SYSTEM
		Total	\$8,830.00		
46098	05/21/20	LIND, MARSHALL			
E 700-50000-208		Training and Travel	\$24.72		MILEAGE TO MORA FOR INSPECTIONS
		Total	\$24.72		
46099	05/21/20	MAYO CLINIC			
E 101-42280-305		Medical and Dental Fees	\$306.90	9626178	PHYSICAL-OSBORN, JOSH
		Total	\$306.90		
46100	05/21/20	MED-COMPASS, INC.			
E 101-43000-230		Safety	\$178.50	36313	HEARING TEST-PW
		Total	\$178.50		
46101	05/21/20	MIKE NELSON'S AUTO GLASS			
E 101-42280-212		Auto Expense (Fuel/Repai	\$280.76	I0003613	WINDOW FOR ENGINE 1-FIRE
		Total	\$280.76		
46102	05/21/20	MILACA AUTO VALUE			
E 101-43000-212		Auto Expense (Fuel/Repai	\$83.72		AUTO PARTS-PW

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$83.72		
46103	05/21/20	MILACA UNCLAIMED FREIGHT			
E 101-43000-580		Other Equipment	\$120.51		HITCHES FOR TRUCKS-PW
Total			\$120.51		
46104	05/21/20	MILLE LACS CO. ATTORNEY			
E 213-42110-316		Legal Fees-Drug Forfeitur	\$32.60	11001606	DRUG FORFEITURE FUND
E 213-42110-316		Legal Fees-Drug Forfeitur	\$883.40	14001284	DRUG FORFEITURE FUND
E 213-42110-316		Legal Fees-Drug Forfeitur	\$205.00	15003406	DRUG FORFEITURE FUND
E 213-42110-316		Legal Fees-Drug Forfeitur	\$119.60	18001750	DRUG FORFEITURE FUND
Total			\$1,240.60		
46105	05/21/20	MILLE LACS CO. SHERIFF			
E 101-42110-309		EDP, Software and Desig	\$1,061.00	9929	ALPR SOFTWARE-POLICE
Total			\$1,061.00		
46106	05/21/20	FARMERS CO-OP CRY CO			
E 101-45200-225		Landscaping Materials	\$60.09	171585	SEED
Total			\$60.09		
46107	05/21/20	MINNESOTA UI FUND			
E 619-49900-142		Unemployment Benefit Pa	\$218.00		UI PAYMENT-BRUNETTE 1ST QTR
E 101-42280-142		Unemployment Benefit Pa	\$107.25		UI PAYMENT-CARROLL 1ST QTR
Total			\$325.25		
46108	05/21/20	MINUTEMAN PRESS			
E 101-45200-310		Other Professional Servic	\$190.00	25393	BIKE TRAIL MAPS-PARKS
E 101-42110-201		Office Supplies	\$357.55	25397	LETTERHEAD/BUSINESS CARDS-POLICE
Total			\$547.55		
46109	05/21/20	MN COMPUTER SYSTEMS, INC.			
E 101-41940-310		Other Professional Servic	\$112.26	290460	COPIER MAINTENANCE-CITY
E 619-49900-310		Other Professional Servic	\$10.00	290461	COPIER MAINTENANCE-DEP REG
Total			\$122.26		
46110	05/21/20	MN SHERIFFS ASSOCIATION			
E 101-42110-208		Training and Travel	\$80.00	212240	ON-LINE TRAINING-POLICE
Total			\$80.00		
46111	05/21/20	MN STATE TREASURER			
E 213-42110-314		Prof Fees-Drug Forfeiture	\$16.30	11001606	DRUG FORFEITURE FUND
E 213-42110-314		Prof Fees-Drug Forfeiture	\$441.70	14001284	DRUG FORFEITURE FUND
E 213-42110-314		Prof Fees-Drug Forfeiture	\$102.50	15003406	DRUG FORFEITURE FUND
E 213-42110-314		Prof Fees-Drug Forfeiture	\$59.80	18001750	DRUG FORFEITURE FUND
Total			\$620.30		
46112	05/21/20	OLDENBURG, JOHN			
E 101-43000-221		Equipment Parts/Repairs	\$75.00		CELL PHONE REIMB-2ND QTR 2020
Total			\$75.00		
46113	05/21/20	STATE CHEMICAL SOLUTIONS			

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43000-212		Auto Expense (Fuel/Repai	\$466.52	901482237	CONCRETE PATCH
E 101-41940-201		Office Supplies	\$350.98	901482237	CONCRETE PATCH
E 101-43000-221		Equipment Parts/Repairs	\$550.45	901495627	GREASE/WASP SPRAY/DISINFECT - COVID19
		Total	\$1,367.95		
46114	05/21/20	STONEHEART GRANITE			
E 216-45200-437		Other Miscellaneous	\$685.00		REPAIR PAVERS-REC PARK
		Total	\$685.00		
46115	05/21/20	STONEHILL MASONRY			
E 216-45200-530		Improv Other Than Bldgs	\$8,232.00		SPLASHPAD SHELTER
E 216-45200-580		Other Equipment	\$1,890.00		SWINGS
		Total	\$10,122.00		
46116	05/21/20	TOTAL CONTROL SYSTEMS, INC.			
E 603-49450-407		Lift Station Repair	\$825.00	9293	TRANSDUCER
		Total	\$825.00		
46117	05/21/20	ULINE			
E 101-41940-217		Other Operating Supplies	\$104.74		ANTI-BACTERIAL SOAP - COVID19
		Total	\$104.74		
46118	05/21/20	VOSHELL, DEE			
E 101-45200-437		Other Miscellaneous	\$110.00		REFUND - GORECKI CENTER
		Total	\$110.00		
46119	05/21/20	WEINREICH, JACOB			
E 101-43000-221		Equipment Parts/Repairs	\$75.00		CELL PHONE REIMB-2ND QTR 2020
		Total	\$75.00		
46120	05/21/20	WUBBEN, MARK			
E 101-43000-221		Equipment Parts/Repairs	\$75.00		CELL PHONE REIMB-2ND QTR 2020
		Total	\$75.00		
46121	05/21/20	MINNESOTA PAVING AND MATERIALS			
E 500-43100-530		Improv Other Than Bldgs	\$9,913.28	FINAL	MILL/OVERLAY 8TH ST/6TH AVE
		Total	\$9,913.28		
		10100 General Bank	\$149,790.77		

***Check Detail Register©**

Batch: 042320 GEN PP,042820 USPS,050520 GEN PP,050620 GEN PP,051420 GEN IF,052120 GEN COUNCIL,052120 GEN COUNCIL2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 General Bank					
		101 GENERAL FUND	\$54,710.39		
		200 ECONOMIC DEV. FUND	\$18,000.00		
		213 DWI/DRUG FORFEITURE FUND	\$1,860.90		
		216 GORECKI IMPROVEMENTS FUND	\$50,975.07		
		386 2015 GO PARK BOND	\$5,545.00		
		500 CAPITAL PROJECT FUND	\$9,913.28		
		602 WATER FUND	\$1,525.30		
		603 SEWER FUND	\$4,223.50		
		619 DEPUTY REGISTRAR FUND	\$1,983.26		
		700 BRAHAM-MILACA JOINT POWERS	\$1,054.07		
			<u>\$149,790.77</u>		

CITY OF MILACA

05/18/20 5:03 PM

Page 1

***Check Summary Register©**

Batch: 042020 SUTAX,051420 GEN ACH,PAY01-09-20G,PAY01-10-20G,PAY08-20GSUP,PAY09-20GJP,PAY10-20GJP

	Name	Check Date	Check Amt	
10100	General Bank			
820054e	EFTPS-STATE TAXPAYMENT	4/24/2020	\$52.69	STATE W/H
820055e	MN DEPT OF REVENUE	4/20/2020	\$1,219.00	1ST QTR 2020 SALES TAX-W/S SALES
820056e	EFTPS-STATE TAXPAYMENT	4/27/2020	\$1,885.87	STATE W/H
820057e	EFTPS-STATE TAXPAYMENT	4/27/2020	\$147.55	STATE W/H
820058e	EFTPS-STATE TAXPAYMENT	5/13/2020	\$1,884.80	STATE W/H
820059e	EFTPS-STATE TAXPAYMENT	5/13/2020	\$147.55	STATE W/H
820060e	CENTERPOINT ENERGY	5/20/2020	\$1,665.18	NATURAL GAS
820061e	EAST CENTRAL ENERGY	5/7/2020	\$11,328.36	ELECTRIC
820062e	ENDICIA ACCOUNTING	5/5/2020	\$500.00	POSTAGE - CITY
820063e	FURTHER	5/6/2020	\$600.00	XXX QTR CONTRIBUTIONS
820064e	INCONTACT INC	5/1/2020	\$68.40	LONG DISTANCE SERVICE
820065e	MIDCONTINENT COMMUNICATI	5/6/2020	\$100.00	INTERNET - APR 2020
820066e	MILACA LOCAL LINK	5/20/2020	\$294.89	PHONE SERVICE
	Total Checks		\$19,894.29	

CITY OF MILACA

05/18/20 4:52 PM

Page 1

***Check Summary Register©**

Batch: 051820 LIQ ACH

	Name	Check Date	Check Amt	
10900	Liquor Bank			
920023e	CENTERPOINT ENERGY	5/18/2020	\$267.80	NATURAL GAS
920024e	EAST CENTRAL ENERGY	5/18/2020	\$1,828.55	ELECTRIC
920025e	HIBU	5/18/2020	\$129.99	WEB HOSTING-
920026e	MILACA, CITY OF (WATER/SEW	5/18/2020	\$28.95	WATER/SEWER
920027e	MN DEPT OF REVENUE	5/18/2020	\$20,251.00	LIQUOR SALES TAX
		Total Checks	\$22,506.29	

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10900 Liquor Bank					
25230	04/23/20	AMERIPRIDE			
E 609-49750-310		Other Professional Servic	\$64.65	2201323111	RUGS/GLOVES/TOWELS
		Total	\$64.65		
25231	04/23/20	BERNICKS			
E 609-49750-252		Beer For Resale	(\$85.76)	68200	BEER
E 609-49750-254		Mix/Non Alcoholic	\$11.64	68201	NA
E 609-49750-252		Beer For Resale	\$1,912.35	68202	BEER
		Total	\$1,838.23		
25232	04/23/20	BREAKTHRU BEVERAGE MN			
E 609-49750-253		Wine For Resale	\$88.00	1081121763	WINE
E 609-49750-251		Liquor For Resale	\$793.14	1081121763	LIQUOR
E 609-49750-333		Freight and Express	\$24.05	1081121763	DELIVERY
E 609-49750-252		Beer For Resale	\$122.75	1081121814	BEER
		Total	\$1,027.94		
25233	04/23/20	C & L DISTRIBUTING CO.			
E 609-49750-252		Beer For Resale	\$3,327.37	963005165	BEER
E 609-49750-254		Mix/Non Alcoholic	\$18.40	963005165	NA
E 609-49750-253		Wine For Resale	\$55.40	963005165	WINE
E 609-49750-252		Beer For Resale	(\$30.00)	963005166	BEER
E 609-49750-252		Beer For Resale	\$17.60	963005167	BEER
		Total	\$3,388.77		
25234	04/23/20	GRANITE CITY JOBBING			
E 609-49750-217		Other Operating Supplies	(\$2.92)	179746	SUPPLIES
E 609-49750-254		Mix/Non Alcoholic	\$7.80	179754	NA
E 609-49750-259		Other For Resale	\$194.12	179754	MISC
E 609-49750-256		Tobacco Products For Re	\$650.43	179754	TOBACCO
E 609-49750-333		Freight and Express	\$4.25	179754	DELIVERY
E 609-49750-217		Other Operating Supplies	\$39.99	179754	SUPPLIES
E 609-49750-217		Other Operating Supplies	\$24.12	179804	SUPPLIES
		Total	\$917.79		
25235	04/23/20	JOHNSON BROTHERS LIQUOR CO.			
E 609-49750-253		Wine For Resale	\$531.00	1539372	WINE
E 609-49750-251		Liquor For Resale	\$1,280.76	1539372	LIQUOR
E 609-49750-333		Freight and Express	\$39.60	1539372	DELIVERY
E 609-49750-251		Liquor For Resale	\$3,521.00	1539373	LIQUOR
E 609-49750-333		Freight and Express	\$24.75	1539373	DELIVERY
E 609-49750-251		Liquor For Resale	(\$108.00)	596885	LIQUOR
E 609-49750-333		Freight and Express	(\$1.65)	596885	DELIVERY
E 609-49750-256		Tobacco Products For Re	(\$108.00)	596886	TOBACCO
E 609-49750-333		Freight and Express	(\$1.65)	598886	DELIVERY
		Total	\$5,177.81		
25236	04/23/20	milaca, CITY OF			
E 609-49750-700		Transfer to General Fund	\$30,883.36		TRANSFER TO GEN - JAN-APR 2020

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$30,883.36		
25237	04/23/20	PHILLIPS WINE AND SPIRITS			
E 609-49750-253		Wine For Resale	\$227.50	6022952	WINE
E 609-49750-251		Liquor For Resale	\$1,816.50	6022952	LIQUOR
E 609-49750-333		Freight and Express	\$33.82	6022952	DELIVERY
Total			\$2,077.82		
25238	04/23/20	VERIZON WIRELESS			
E 609-49750-321		Telephone	\$40.01		DIGITAL SIGN
Total			\$40.01		
25239	04/23/20	VISA			
E 609-49750-530		Improv Other Than Bldgs	\$645.70		ACRYLIC SHEET
Total			\$645.70		
25240	05/05/20	BERNICKS			
E 609-49750-252		Beer For Resale	(\$18.66)	70385	BEER
E 609-49750-252		Beer For Resale	(\$161.54)	70386	BEER
E 609-49750-252		Beer For Resale	(\$67.50)	70387	BEER
E 609-49750-252		Beer For Resale	(\$9.88)	70388	BEER
E 609-49750-254		Mix/Non Alcoholic	\$125.93	70389	NA
E 609-49750-252		Beer For Resale	\$1,085.45	70390	BEER
E 609-49750-254		Mix/Non Alcoholic	\$78.87	72619	NA
E 609-49750-254		Mix/Non Alcoholic	\$31.00	72620	NA
E 609-49750-252		Beer For Resale	\$697.15	72620	BEER
E 609-49750-253		Wine For Resale	(\$20.00)	74977	WINE
E 609-49750-252		Beer For Resale	(\$6.00)	74977	BEER
E 609-49750-254		Mix/Non Alcoholic	\$23.28	74978	NA
E 609-49750-252		Beer For Resale	\$3,022.90	74979	BEER
Total			\$4,781.00		
25241	05/05/20	BREAKTHRU BEVERAGE MN			
E 609-49750-254		Mix/Non Alcoholic	\$30.00	1081126149	NA
E 609-49750-251		Liquor For Resale	\$956.60	1081126149	LIQUOR
E 609-49750-333		Freight and Express	\$20.35	1081126149	DELIVERY
E 609-49750-252		Beer For Resale	\$147.30	1081126150	BEER
E 609-49750-251		Liquor For Resale	\$2,372.05	1081128002	LIQUOR
E 609-49750-333		Freight and Express	\$26.21	1081128002	DELIVERY
Total			\$3,552.51		
25242	05/05/20	C & L DISTRIBUTING CO.			
E 609-49750-252		Beer For Resale	\$1,223.60	1052450	BEER
E 609-49750-252		Beer For Resale	(\$9.03)	1208000179	BEER
E 609-49750-252		Beer For Resale	(\$49.40)	1208000191	BEER
E 609-49750-254		Mix/Non Alcoholic	\$185.65	1383000054	NA
E 609-49750-253		Wine For Resale	\$30.75	1383000054	WINE
E 609-49750-252		Beer For Resale	\$7,016.05	1383000054	BEER
E 609-49750-253		Wine For Resale	\$147.20	1383000114	WINE
E 609-49750-252		Beer For Resale	\$19,421.15	1383000114	BEER
E 609-49750-254		Mix/Non Alcoholic	\$78.00	963005219	NA

CITY OF MILACA

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-252		Beer For Resale	\$9,627.30	963005219	BEER
		Total	\$37,671.27		
25243	05/05/20	DAHLHEIMER DISTRIBUTING CO.			
E 609-49750-254		Mix/Non Alcoholic	\$36.80	116-01488	NA
E 609-49750-253		Wine For Resale	\$601.00	116-01488	WINE
E 609-49750-252		Beer For Resale	\$6,505.02	116-01488	BEER
E 609-49750-254		Mix/Non Alcoholic	\$36.80	116-01498	NA
E 609-49750-252		Beer For Resale	\$160.00	116-01498	BEER
E 609-49750-252		Beer For Resale	\$120.40	116-01499	BEER
E 609-49750-253		Wine For Resale	\$113.25	116-01499	WINE
E 609-49750-254		Mix/Non Alcoholic	\$36.80	116-01528	NA
E 609-49750-253		Wine For Resale	\$33.70	116-01528	WINE
E 609-49750-252		Beer For Resale	\$9,038.35	116-01528	BEER
E 609-49750-253		Wine For Resale	\$279.32	116-01565	WINE
E 609-49750-254		Mix/Non Alcoholic	\$174.80	116-01565	NA
E 609-49750-252		Beer For Resale	\$15,570.50	116-01565	BEER
E 609-49750-252		Beer For Resale	\$204.00	116-01578	BEER
E 609-49750-252		Beer For Resale	(\$145.90)	1216762	BEER
E 609-49750-252		Beer For Resale	(\$225.75)	124370	BEER
		Total	\$32,539.09		
25244	05/05/20	FRONTIER			
E 609-49750-321		Telephone	\$146.16		PHONE SVC-LIQUOR
		Total	\$146.16		
25245	05/05/20	JIM'S MILLE LACS DISPOSAL			
E 609-49750-384		Refuse/Garbage Disposal	\$58.50		GARBAGE-LIQUOR
		Total	\$58.50		
25246	05/05/20	JOHNSON BROTHERS LIQUOR CO.			
E 609-49750-253		Wine For Resale	\$1,576.05	1542987	WINE
E 609-49750-251		Liquor For Resale	\$2,118.19	1542987	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$36.00	1542987	NA
E 609-49750-333		Freight and Express	\$110.93	1542987	DELIVERY
E 609-49750-251		Liquor For Resale	\$3,056.00	1542988	LIQUOR
E 609-49750-333		Freight and Express	\$39.60	1542988	DELIVERY
E 609-49750-253		Wine For Resale	\$174.84	1544350	WINE
E 609-49750-251		Liquor For Resale	\$131.76	1544350	LIQUOR
E 609-49750-333		Freight and Express	\$9.90	1544350	DELIVERY
E 609-49750-253		Wine For Resale	\$1,749.05	1546387	WINE
E 609-49750-251		Liquor For Resale	\$1,364.75	1546387	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$28.00	1546387	NA
E 609-49750-333		Freight and Express	\$94.06	1546387	DELIVERY
E 609-49750-251		Liquor For Resale	\$454.00	1546388	LIQUOR
E 609-49750-333		Freight and Express	\$4.95	1546388	DELIVERY
E 609-49750-251		Liquor For Resale	\$51.00	1546879	LIQUOR
E 609-49750-333		Freight and Express	\$1.65	1546879	DELIVERY
E 609-49750-253		Wine For Resale	\$2,688.40	1549961	WINE
E 609-49750-254		Mix/Non Alcoholic	\$28.00	1549961	NA

CITY OF MILACA

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-333		Freight and Express	\$70.12	1549961	DELIVERY
E 609-49750-251		Liquor For Resale	\$199.76	1549962	LIQUOR
E 609-49750-333		Freight and Express	\$3.30	1549962	DELIVERY
		Total	\$13,990.31		
25247	05/05/20	PAUSTIS WINE CO.			
E 609-49750-253		Wine For Resale	(\$40.00)	85309	WINE
E 609-49750-253		Wine For Resale	\$480.00	87009	WINE
E 609-49750-333		Freight and Express	\$8.75	87009	DELIVERY
E 609-49750-253		Wine For Resale	\$728.40	88182	WINE
E 609-49750-333		Freight and Express	\$8.75	88182	DELIVERY
		Total	\$1,185.90		
25248	05/05/20	PHILLIPS WINE AND SPIRITS			
E 609-49750-251		Liquor For Resale	\$109.00	6025244	LIQUOR
E 609-49750-333		Freight and Express	\$1.65	6025244	DELIVERY
E 609-49750-251		Liquor For Resale	\$1,630.00	6027285	LIQUOR
E 609-49750-333		Freight and Express	\$39.61	6027285	DELIVERY
E 609-49750-251		Liquor For Resale	\$95.00	6029488	LIQUOR
E 609-49750-253		Wine For Resale	\$400.00	6029488	WINE
E 609-49750-333		Freight and Express	\$18.15	6029488	DELIVERY
		Total	\$2,293.41		
25249	05/05/20	SOUTHERN GLAZERS OF MN			
E 609-49750-251		Liquor For Resale	\$3,832.33	1943248	LIQUOR
E 609-49750-333		Freight and Express	\$62.00	1943248	DELIVERY
E 609-49750-253		Wine For Resale	\$138.00	1943249	WINE
E 609-49750-333		Freight and Express	\$4.65	1943249	DELIVERY
E 609-49750-251		Liquor For Resale	\$11,216.90	1945093	LIQUOR
E 609-49750-253		Wine For Resale	(\$75.20)	1945093	WINE
E 609-49750-333		Freight and Express	\$133.30	1945093	DELIVERY
E 609-49750-254		Mix/Non Alcoholic	\$18.50	1945094	NA
E 609-49750-333		Freight and Express	\$1.55	1945094	DELIVERY
E 609-49750-253		Wine For Resale	\$92.00	1945095	WINE
E 609-49750-333		Freight and Express	\$3.10	1945095	DELIVERY
E 609-49750-251		Liquor For Resale	\$121.45	1946933	LIQUOR
E 609-49750-333		Freight and Express	\$1.55	1946933	DELIVERY
E 609-49750-251		Liquor For Resale	\$3,941.69	1946934	LIQUOR
E 609-49750-333		Freight and Express	\$58.90	1946934	DELIVERY
E 609-49750-253		Wine For Resale	\$138.00	1946935	WINE
E 609-49750-333		Freight and Express	\$4.65	1946935	DELIVERY
E 609-49750-251		Liquor For Resale	\$3,268.98	1948960	LIQUOR
E 609-49750-333		Freight and Express	\$27.90	1948960	DELIVERY
E 609-49750-251		Liquor For Resale	\$485.32	1948961	LIQUOR
E 609-49750-333		Freight and Express	\$7.75	1948961	DELIVERY
E 609-49750-253		Wine For Resale	\$336.00	1948962	WINE
E 609-49750-333		Freight and Express	\$12.40	1948962	DELIVERY
		Total	\$23,831.72		
25250	05/05/20	VINOCOPIA			

CITY OF MILACA

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-251		Liquor For Resale	\$1,035.00	0255727-IN	LIQUOR
E 609-49750-333		Freight and Express	\$12.50	0255727-IN	DELIVERY
		Total	\$1,047.50		
25251	05/05/20	WATSON COMPANY			
E 609-49750-256		Tobacco Products For Re	\$280.89	107981	TOBACCO
E 609-49750-259		Other For Resale	\$247.35	107981	MISC
E 609-49750-333		Freight and Express	\$6.00	107981	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$970.66	108062	TOBACCO
E 609-49750-333		Freight and Express	\$6.00	108062	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$318.60	108163	TOBACCO
E 609-49750-259		Other For Resale	\$230.78	108163	MISC
E 609-49750-333		Freight and Express	\$6.00	108163	DELIVERY
		Total	\$2,066.28		
25252	05/05/20	WINE MERCHANTS			
E 609-49750-253		Wine For Resale	\$600.00	7281415	WINE
E 609-49750-333		Freight and Express	\$19.80	7281415	DELIVERY
E 609-49750-253		Wine For Resale	\$600.00	7282061	WINE
E 609-49750-333		Freight and Express	\$19.80	7282061	DELIVERY
		Total	\$1,239.60		
25253	05/21/20	AMERICAN BOTTLING CO.			
E 609-49750-254		Mix/Non Alcoholic	\$126.24	3568308674	NA
		Total	\$126.24		
25254	05/21/20	AMERIPRIDE			
E 609-49750-310		Other Professional Servic	\$80.79	220523500	RUGS-LIQUOR
		Total	\$80.79		
25255	05/21/20	BELLBOY CORP.			
E 609-49750-251		Liquor For Resale	\$1,896.30	83920200	LIQUOR
		Total	\$1,896.30		
25256	05/21/20	BERNICKS			
E 609-49750-252		Beer For Resale	(\$103.56)	77329	BEER
E 609-49750-254		Mix/Non Alcoholic	\$37.93	77330	NA
E 609-49750-252		Beer For Resale	\$2,613.90	77331	BEER
		Total	\$2,548.27		
25257	05/21/20	BREAKTHRU BEVERAGE MN			
E 609-49750-253		Wine For Resale	\$80.00	1081130459	WINE
E 609-49750-251		Liquor For Resale	\$2,816.01	1081130459	LIQUOR
E 609-49750-333		Freight and Express	\$42.55	1081130459	DELIVERY
E 609-49750-252		Beer For Resale	\$232.00	1081130460	BEER
		Total	\$3,170.56		
25258	05/21/20	BRITZ STORE EQUIPMENT			
E 609-49750-580		Other Equipment	\$77.31	1003576	COOLER
		Total	\$77.31		

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25259	05/21/20	C & L DISTRIBUTING CO.			
E 609-49750-252		Beer For Resale	(\$84.83)	1208000203	BEER
E 609-49750-253		Wine For Resale	\$61.20	1383000164	WINE
E 609-49750-252		Beer For Resale	\$3,953.72	1383000164	BEER
E 609-49750-252		Beer For Resale	\$272.00	1383000182	BEER
		Total	\$4,202.09		
25260	05/21/20	CRYSTAL SPRINGS ICE			
E 609-49750-259		Other For Resale	\$386.85	002.B009384	MISC
E 609-49750-259		Other For Resale	\$77.76	003.B011070	MISC
		Total	\$464.61		
25261	05/21/20	DAHLHEIMER DISTRIBUTING CO.			
E 609-49750-253		Wine For Resale	\$280.50	116-01604	WINE
E 609-49750-252		Beer For Resale	\$10,439.97	116-01604	BEER
E 609-49750-252		Beer For Resale	(\$134.10)	1223973	BEER
		Total	\$10,586.37		
25262	05/21/20	GRANITE CITY JOBBING			
E 609-49750-256		Tobacco Products For Re	\$498.57	180383	TOBACCO
E 609-49750-259		Other For Resale	\$182.88	180383	MISC
E 609-49750-333		Freight and Express	\$4.25	180383	DELIVERY
E 609-49750-256		Tobacco Products For Re	\$1,685.01	181099	TOBACCO
E 609-49750-259		Other For Resale	\$191.13	181099	MISC
E 609-49750-333		Freight and Express	\$4.25	181099	DELIVERY
E 609-49750-259		Other For Resale	\$118.09	181776	MISC
E 609-49750-256		Tobacco Products For Re	\$555.92	181776	TOBACCO
E 609-49750-254		Mix/Non Alcoholic	\$5.94	181776	NA
E 609-49750-333		Freight and Express	\$4.25	181776	DELIVERY
E 609-49750-259		Other For Resale	\$215.55	182645	MISC
E 609-49750-254		Mix/Non Alcoholic	\$7.80	182645	NA
E 609-49750-256		Tobacco Products For Re	\$484.02	182645	TOBACCO
E 609-49750-333		Freight and Express	\$4.25	182645	DELIVERY
		Total	\$3,961.91		
25263	05/21/20	JEYS, VICTORIA			
E 609-49750-208		Training and Travel	\$25.88		TRAVEL
E 609-49750-217		Other Operating Supplies	\$18.58		MISC
		Total	\$44.46		
25264	05/21/20	JOHNSON BROTHERS LIQUOR CO.			
E 609-49750-251		Liquor For Resale	\$621.55	1547795	LIQUOR
E 609-49750-253		Wine For Resale	\$135.84	1547795	WINE
E 609-49750-333		Freight and Express	\$9.90	1547795	DELIVERY
E 609-49750-251		Liquor For Resale	\$147.60	1551639	LIQUOR
E 609-49750-333		Freight and Express	\$3.30	1551639	DELIVERY
E 609-49750-253		Wine For Resale	\$2,023.11	1553862	WINE
E 609-49750-251		Liquor For Resale	\$4,728.80	1553862	LIQUOR
E 609-49750-333		Freight and Express	\$158.40	1553862	DELIVERY
E 609-49750-251		Liquor For Resale	\$2,539.00	1553863	LIQUOR

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-333		Freight and Express	\$34.11	1553863	DELIVERY
E 609-49750-251		Liquor For Resale	\$2,058.00	1554425	LIQUOR
E 609-49750-333		Freight and Express	\$41.25	1554425	DELIVERY
		Total	\$12,500.86		
25265	05/21/20	KOCH'S HARDWARE HANK			
E 609-49750-217		Other Operating Supplies	\$21.44	793768	PACKAGING TAPE/GARBAGE BAGS
E 609-49750-217		Other Operating Supplies	\$27.34	807904	HAND SANITIZER/PACKAGING TAPE
		Total	\$48.78		
25266	05/21/20	M. AMUNDSON LLP			
E 609-49750-256		Tobacco Products For Re	\$659.30	299460	TOBACCO
E 609-49750-259		Other For Resale	\$49.50	299460	MISC
E 609-49750-256		Tobacco Products For Re	\$846.20	299860	TOBACCO
E 609-49750-259		Other For Resale	\$30.00	299860	MISC
E 609-49750-256		Tobacco Products For Re	\$1,868.40	300066	TOBACCO
E 609-49750-259		Other For Resale	\$109.26	300066	MISC
E 609-49750-217		Other Operating Supplies	\$99.17	300066	BAGS/THERMAL PAPER
E 609-49750-256		Tobacco Products For Re	\$1,334.68	300489	TOBACCO
E 609-49750-259		Other For Resale	\$104.22	300489	MISC
		Total	\$5,100.73		
25267	05/21/20	MINNESOTA UI FUND			
E 609-49750-142		Unemployment Benefit Pa	\$77.00		UI PAYMENT - ZIESMER Q1
		Total	\$77.00		
25268	05/21/20	PHILLIPS WINE AND SPIRITS			
E 609-49750-253		Wine For Resale	\$1,186.00	6031716	WINE
E 609-49750-254		Mix/Non Alcoholic	\$24.00	6031716	NA
E 609-49750-251		Liquor For Resale	\$1,921.30	6031716	LIQUOR
E 609-49750-333		Freight and Express	\$72.60	6031716	DELIVERY
		Total	\$3,203.90		
25269	05/21/20	SOUTHERN GLAZERS OF MN			
E 609-49750-251		Liquor For Resale	\$480.02	1951008	LIQUOR
E 609-49750-333		Freight and Express	\$7.75	1951008	DELIVERY
		Total	\$487.77		
25270	05/21/20	ST. CLOUD REFRIGERATION			
E 609-49750-221		Equipment Parts/Repairs	\$304.13	W54124	REPLACE FAN MOTOR
		Total	\$304.13		
25271	05/21/20	VIKING BOTTLING CO.			
E 609-49750-254		Mix/Non Alcoholic	\$176.30	2513708	NA
E 609-49750-254		Mix/Non Alcoholic	\$205.35	2519100	NA
E 609-49750-254		Mix/Non Alcoholic	\$203.35	2519197	NA
		Total	\$585.00		
25272	05/21/20	WATSON COMPANY			
E 609-49750-259		Other For Resale	\$954.00	108302	MISC
E 609-49750-434		Uniforms	\$317.00	108302	UNIFORMS

***Check Detail Register©**

Batch: 042320 LIQ PP,050520 LIQ PP,052120 LIQ COUNCIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-49750-259		Other For Resale	\$377.10	108303	MISC
E 609-49750-256		Tobacco Products For Re	\$222.36	108303	TOBACCO
		Total	\$1,870.46		
25273	05/21/20	WINE MERCHANTS			
E 609-49750-253		Wine For Resale	\$779.00	7283395	WINE
E 609-49750-333		Freight and Express	\$11.55	7283395	DELIVERY
		Total	\$790.55		
		10900 Liquor Bank	\$222,593.42		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$222,593.42
	\$222,593.42

CITY OF MILACA
Council Monthly Budget Report
 March 2020

DEPT Descr	2020 YTD Budget	2020 YTD Amt	Balance	2020 % of Budget Remain
Airport	\$74,940.00	\$9,027.71	\$59,836.30	79.85%
Assessing	\$10,600.00	\$0.00	\$10,600.00	100.00%
Auditing	\$8,800.00	\$0.00	\$8,800.00	100.00%
Building Inspection	\$53,130.00	\$51,814.79	\$1,315.21	2.48%
City Attorney	\$45,000.00	\$7,212.04	\$30,617.71	68.04%
City Hall	\$311,530.00	\$61,267.51	\$212,647.25	68.26%
City Manager	\$41,150.00	\$8,126.95	\$26,788.30	65.10%
Council	\$19,200.00	\$4,095.25	\$13,469.45	70.15%
Elections	\$2,500.00	\$84.32	\$2,415.68	96.63%
Events Coordinator	\$20,720.00	\$0.00	\$20,720.00	100.00%
Fire Dept.	\$172,765.00	\$14,767.63	\$146,462.40	84.78%
Historical Society	\$0.00	\$0.00	(\$32.99)	0.00%
Liaison Officer	\$89,180.00	\$18,914.17	\$62,372.95	69.94%
Libraries	\$28,810.00	\$6,827.95	\$19,529.24	67.79%
Ogilvie	\$0.00	\$1,111.88	(\$1,254.06)	0.00%
Parks	\$129,425.00	\$18,942.05	\$89,663.79	69.28%
Planning Comm.	\$1,000.00	\$247.44	\$752.56	75.26%
Police Dept.	\$571,505.00	\$110,884.35	\$360,319.36	63.05%
Public Works	\$338,725.00	\$62,738.24	\$245,760.86	72.55%
Recreation	\$3,500.00	\$2,039.75	\$1,460.25	41.72%
Senior Center	\$8,200.00	\$640.41	\$7,101.80	86.61%
Treasurer	\$41,160.00	\$14,463.52	\$22,179.48	53.89%
Unallocated	\$6,500.00	\$3,100.00	\$3,353.26	51.59%
	\$1,978,340.00	\$396,305.96	\$1,344,878.80	67.98%

CITY OF MILACA

Water Fund Profit/Loss

January - March

2020

REVENUES:

Sales	\$122,822
Miscellaneous Charges	8,351
Penalties	1,423
	<hr/>
	\$132,596

EXPENSES:

Salaries	\$37,846
Utilities	8,063
Supplies	6,947
Insurance	0
Professional/Contracted Services	14,936
Repairs/Maintenance	2,247
Depreciation	41,250
Miscellaneous	2,533
	<hr/>
	\$113,822

NET PROFIT/LOSS \$18,774

NON OPERATING REV/EXP

Connections	\$1,749
Assessed Repairs	0
Interest	0
Interest Expense/Fiscal Agent Fees	(6,418)
Bond Discount Amortization	0
	<hr/>
	<u>\$14,105</u>

Bond Principal	\$5,000
Capital Expenditures	6,692

CITY OF MILACA

Sewer Fund Profit/Loss

January - March

2020

REVENUES:

Sales	\$78,618
Penalty	850
Reserve	0
	<hr/>
	\$79,468

EXPENSES:

Salaries	\$38,708
Utilities	2,131
Supplies	706
Insurance	0
Professional/Contracted Services	3,827
Repairs/Maintenance	0
Depreciation	27,500
Miscellaneous	1,102
	<hr/>
	\$73,974

NET PROFIT/LOSS \$5,494

NON OPERATING REV/EXP

Connections	\$2,000
Interest	0
Interest Expense/Fiscal Agent Fees	(1,208)
Bond Discount Amortization	0
	<hr/>
	<u>\$6,286</u>

Bond Principal	\$30,000
Capital Expenditures	0

CITY OF MILACA

Liquor Fund Profit/Loss

January - March

2020

REVENUES:

Sales:

Liquor Sales	\$190,537		
Cost of Goods	116,349	74,188	39%
Wine Sales	55,517		
Cost of Goods	32,714	22,803	41%
Beer Sales	263,816		
Cost of Goods	121,375	142,441	54%
Tobacco	26,848		
Cost of Goods	13,458	13,390	50%
Mix-NonAlcoholic	9,122		
Cost of Goods	4,684	4,438	49%
Miscellaneous	9,567		
Cost of Goods	4,870	4,697	49%

Miscellaneous Revenue (gift certificates, etc.)		(218)	
		\$261,739	

EXPENSES:

Salaries	\$64,098	
Utilities	5,823	
Supplies	1,123	
Insurance	0	
Professional Services	2,948	
Repairs/Minor Equipment	3,671	
Depreciation	11,000	
Miscellaneous	855	
Freight	2,641	
Credit Card Fees	8,068	
Unallocated	0	
		\$100,227

NET PROFIT/LOSS	\$161,512
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NON OPERATING REV/EXP

Interest	\$116	
Interest Expense/Fiscal Agent Fees	\$0	
Transfer to General Fund	\$0	
		\$161,628

Bond Principal	\$0
Capital Expenditures	9,400

CITY OF MILACA

Deputy Registrar Profit/Loss

January - March

2020

REVENUES:

Vehicle License	\$35,890
Drivers License	15,576
DNR	3,103
Miscellaneous	76
	<hr/>
	\$54,645

EXPENSES:

Salaries	\$57,645
Utilities	671
Supplies	647
Professional/Contracted Service	530
Depreciation	0
Miscellaneous	937
Repairs/Maintenance	0
Rent Expense	0
	<hr/>
	\$60,430

NET PROFIT/LOSS (\$5,785)

NON OPERATING REV/EXP

Interest \$37

(\$5,748)

**MARCH 2020
GENERAL BANK**

	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	269,609.96	123,025.65	266,571.50	126,064.11
Checks - Current Month Outstanding	0.00	0.00	10,078.37	(10,078.37)
Checks - Last Month Outstanding	(48,649.91)	0.00	(48,649.91)	0.00
ACH Fees	-	(40.47)	(40.47)	-
Bank Charges	-	(30.00)	(30.00)	-
Credit Card Fees (Global Pay)	-	(64.23)	(64.23)	-
Deposit in Transit	-	0.00	0.00	-
Deposit Correction (Stop Payment Check 45869)	-	(518.40)	(518.40)	-
Deposit Not Recorded	-	(2,082.16)	0.00	-
Credit Cards Received (Feb)	-	305.45	0.00	-
Credit Cards in Transit (Apr)	-	1,646.86	0.00	-
Credit Card Fee Adjustment	-	0.00	0.00	-
NSF Checks				
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Balance	220,960.05	122,242.70	227,346.86	115,985.74
Checkbook Balance	-	122,242.70	103,296.46	-
Due from Deputy Registrar (Mot/Gen)	-	0.00	664.47	-
Payroll Expense (transfers to Payroll Bank)	-	0.00	123,385.93	-
Total	-	122,242.70	227,346.86	-
Difference	-	0.00	0.00	-

**MARCH 2020
LIQUOR BANK**

	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	480,768.06	255,385.26	245,000.81	491,152.51
Checks - Current Month Outstanding	0.00	0.00	1,350.48	(1,350.48)
Checks - Last Month Outstanding	(25,957.71)	0.00	(25,957.71)	0.00
Deposits - Current Month in Transit	0.00	0.00	0.00	0.00
Deposits - Last Month in Transit	5,804.26	(5,804.26)	0.00	0.00
Bank Charges	-	(60.89)	(60.89)	-
Deposit Correction	-	0.00	0.00	-
Credit Card Fees	-	(2,561.55)	(2,561.55)	-
Balance	460,614.61	246,958.56	217,771.14	489,802.03
Checkbook Balance	-	246,958.56	186,175.89	-
Payroll Expense (transfers to Payroll Bank)	-	-	31,595.25	-
Total	-	-	217,771.14	-
Difference	-	0.00	0.00	-

**MARCH 2020
MOTOR BANK**

	Previous Balance	Receipts	Disburse	Ending Balance
Bank Balance	155,048.08	348,483.07	366,782.17	136,748.98
Checks - Last Month Outstanding	(39,041.50)	0.00	(39,041.50)	0.00
Checks - Current Month Outstanding	0.00	0.00	0.00	0.00
Deposits - Last Month in Transit	42,522.75	(42,522.75)	0.00	0.00
Deposits - Current Month in Transit	0.00	0.00	0.00	0.00
ACH TRANSACTIONS	-	0.00	0.00	-
Bank Charges	-	0.00	0.00	-
Deposit in Transit	-	0.00	0.00	-
Payroll Adjustment Transfer	-	(858.27)	0.00	-
Payroll Expense in Transit	-	0.00	(5,974.50)	-
NSF Checks				
	64.75	0.00	0.00	64.75
	0.00	0.00	(92.00)	0.00
	0.00	0.00	(32.00)	32.00
	0.00	0.00	(557.75)	557.75
Balance	158,594.08	305,102.05	321,084.42	137,403.48
Checkbook Balance	-	305,102.05	292,340.36	-
Payroll Expense (transfers to Payroll Bank)	-	0.00	29,408.53	-
Due to General Bank (Mot/Gen)	-	0.00	(664.47)	-
Total	-	305,102.05	321,084.42	-
Difference	-	0.00	0.00	-

4M FUND Monthly Activity Statement

(35272-101) GENERAL FUND

Statement Period
 Mar 1, 2020 to Mar 31, 2020

Statement for the Account of:
 CITY OF MILACA

ACTIVITY SUMMARY	4M	4MP
INVESTMENT POOL SUMMARY		
Beginning Balance	\$2,068,304.26	\$0.00
Dividends	\$2,017.63	\$0.00
Credits	\$1,314.28	\$0.00
Checks Paid	\$0.00	\$0.00
Other Debits	\$0.00	\$0.00
Ending Balance	\$2,071,636.17	\$0.00
Average Monthly Rate	1.15%	1.27%
TOTAL 4M AND 4M PLUS		
		\$2,071,636.17

PLEASE NOTE: THE FUND WILL BE CLOSED APRIL 10TH IN OBSERVANCE OF GOOD FRIDAY

CITY OF MILACA
 Tammy Pfaff
 255 First Street East
 Milaca, MN 56353



**Wealth
Management**

A division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC

0089373 02 FP 0.460 02 TR 00405 01CDDA07 000000
 CITY OF MILACA
 ATTN: FINANCE DEPARTMENT
 255 FIRST STREET EAST
 MILACA MN 56353-1609



**YOUR INFORMATION
Government Account**

Your Financial Advisor

Richard Knowlton
 RBC Wealth Management
 60 South Sixth Street, P10
 Minneapolis MN 55402
 Telephone: (612) 371-2811 or (800) 678-3246
 Fax: (612) 371-2722
 E-mail: richard.knowlton@rbc.com
 Web: www.rbcwm.com

Branch Director: Tom Schuilenberg
 Telephone: (612) 371-7765

Complex Director

Tom Schuilenberg
 60 South Sixth Street, P10
 Minneapolis MN 55402
 Telephone: (612) 371-7765

Non-deposit investment and insurance products offered through RBC Wealth Management are not insured by the FDIC or any other federal government agency, are not deposits or other obligations of, or guaranteed by, a bank or any bank affiliate, and are subject to investment risks, including possible loss of the principal amount invested.

S 0689373 01CDDA07 006803

Go paperless! Get this statement and other account documents online. Learn more on page two.



ACCOUNT STATEMENT

MARCH 1, 2020 - MARCH 31, 2020

Account number:
320-70440
Page 1 of 12

ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$3,455,522.82	\$3,433,167.54
Taxable income	12,758.67	23,324.10
Change in asset value	1,853.96	13,643.81
Ending account value	\$3,470,135.45	\$3,470,135.45
TOTAL PORTFOLIO VALUE		
Ending account value	\$3,470,135.45	\$3,470,135.45
Estimated accrued interest	12,391.00	12,391.00
Total portfolio value	\$3,482,526.45	\$3,482,526.45
Estimated annualized income		\$73,295.00

Please see "About Your Statement" on page 2 for further information.

YOUR PREMIER CLIENT MESSAGE BOARD

Please disregard a previous message that provided a deadline for using Authorization to Accept Verbal Instructions for wire transfers. Authorization to Accept Verbal Instructions for wire transfers are still effective.

Important cost basis regulations remain effective as part of the overall Form 1099 reporting changes that began in 2011. For more information about these regulation changes, please visit www.rbcwm-usa.com and click the "Legal/Disclosures" link at the bottom of the home page followed by "Cost Basis Updates." Check back regularly for updates.

Whether you want to build, preserve, enjoy, or share your hard-earned wealth, we're here to help. For questions about your account, please contact your financial advisor, who will be happy to assist you.

RESOLUTION NO. 20-22

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Milaca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of its citizens in accordance with the term prescribed by the donor to be used for the Veterans Memorial Project; and

WHEREAS, The following persons and entities have offered to contribute the cash in the actual amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Jim's Mille Lacs Disposal	\$5,000.00
Sherie Billings	100.00
Mary Kiel	200.00
Gretchen Totzke	100.00
Mary Stimmler	100.00
Brandi Katke	100.00
Charles & Laurie Gahm	100.00
Darwin and Jeannie Manthie	300.00
Susan Larson	200.00
Brian and Barb Packard	200.00

WHEREAS, All such donations have been contributed to assist the city in the establishment as allowed by law; and

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

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

1. The donations described above are accepted and shall be used to fund the Veteran's Memorial Project either alone or in cooperation with others, as allowed by law.
2. The city manager is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 21st day of May, 2020.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

CITY OF MILACA

RESOLUTION NO. 20-23

**TERMINATION OF RESOLUTION DECLARING
A HAZARDOUS BUILDING AND RELEASE OF REAL ESTATE**

WHEREAS, by Resolution 16-18 Declaring a Hazardous Building Located at 460 2nd Ave. NE, Milaca, MN 56353, which Resolution was filed January 25, 2017 in the office of the Mille Lacs County Recorder as Document No. A399055 affected real property located in Mille Lacs County, described as: Lot 6, Block 12, Second Addition to Milaca, excepting therefrom the South 3 feet thereof, according to the plat thereof on file and of record in the office of the County Recorder, Mille Lacs County, Minnesota; and

WHEREAS, the declared hazardous building has been dismantled and all of said building has been removed from the property described herein; and

WHEREAS, the cost of said dismantlement and removal of debris has not been paid by the City of Milaca but paid by the former Owner through its Lender.

NOW, THEREFORE, THE CITY OF MILACA HEREBY:

1. Releases the above described property from any claims of a hazardous building, unsafe building, public nuisance or any other such claim;

2. Confirms that it has not incurred any cost with regard to the dismantlement and removal of the building and that it has not assessed the property described herein with regard to any costs related to the removal of the former building.

Passed this 21st day of May, 2020.

Harold Pedersen, Mayor

ATTEST:

Tammy Pfaff, City Manager

Drafted by: Paul D. Dove
Dove Fretland, P.L.L.P.
5881 Cedar Lake Road
Minneapolis, MN 55416
(952) 545-9000

ORDINANCE NO. 461

**CITY COUNCIL CONTINUANCE OF THE DECLARATION OF
A LOCAL EMERGENCY
CITY OF MILACA, MINNESOTA**

WHEREAS, the Mayor of the City of Milaca, Minnesota (“Mayor”) declared an Emergency to exist in the City of Milaca, Minnesota (“City”) effective on March 19, 2020 upon signing the Declaration (“Declaration”); and

WHEREAS, Minnesota Statutes Section 12.29 authorizes the Mayor to declare the existence of the Emergency, invoke necessary portions of the Emergency Management Plan, and authorize aid and services in accordance with interjurisdictional agreements. In order for the Declaration of the Emergency to continue beyond three days the City Council of the City of Milaca, Minnesota (“City Council”) must consent to the Declaration; and

WHEREAS, the Milaca City Council Passed Ordinance No. 458 Consenting to the Mayoral Declaration of a Local Emergency with sunset provisions of either 30 days or the date of the end of the local emergency, whichever is the first to occur; and

WHEREAS, the Milaca City, within Mille Lacs County Passed Ordinance No. 459 Continuing the Declaration of a Local Emergency; and

WHEREAS, the Milaca City, within Mille Lacs County Passed Ordinance No. 460 Continuing the Declaration of a Local Emergency; and

WHEREAS, the City Council has determined the local emergency continues; and

WHEREAS, the City Council is the official governing body of the City; and

WHEREAS, Minnesota Statutes Section 12.37 authorizes the City, acting through its governing body, to:

“(1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

(2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to:

- (i) the performance of public work;
- (ii) entering into contracts;
- (iii) incurring of obligations;
- (iv) employment of temporary workers;
- (v) rental of equipment;
- (vi) purchase of supplies and materials;

- (vii) limitations upon tax levies;
- (viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets”

WHEREAS, City Code of Ordinances, Section 215.01 provides for emergency regulations: “Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this city will be adequate to deal with those disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this city, it is hereby found and declared to be necessary:

(A) To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters;

(B) To provide for the exercise of necessary powers during emergencies and disasters;

(C) To provide for the rendering of mutual aid between this city and other political subdivisions of this state and of other states with respect to the carrying out of emergency preparedness functions; and

(D) To comply with the provisions of M.S. 12.25, as it may be amended from time to time, which requires that each political subdivision of the state shall establish a local organization for emergency management.”; and

WHEREAS, City Code of Ordinances, Section 32.03 provides for the establishment of an emergency management organization, the terms of which are incorporated herein by reference; and,

WHEREAS, City Code of Ordinances, Section 32.04 enumerates the powers and duties, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 32.05 enumerates the manner in which a local emergency, the terms of which are hereby incorporated by reference; and,

WHEREAS, City Code of Ordinances, Section 32.06 enumerates the regulation of declared emergencies; the terms of which are hereby incorporated by reference; and,

WHEREAS, the City Council finds that the Emergency is sudden and unforeseen and could not have been anticipated; and

WHEREAS, the City Council finds that conditions in Minnesota and the threat to the visitors to and inhabitants of the City has worsened considerably as a result of the Emergency; and

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community and threatens the provision and delivery of city services as a result of the Emergency; and

WHEREAS, the City Council finds that the Emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and

WHEREAS, the City Council finds that traditional sources of relief are not able to repair or prevent the injury and loss.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.

Section 2. The Governor of Minnesota issued Emergency Executive Order 20-01 declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19 on March 13, 2020.

Section 3. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease.

Section 4. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

Section 5. The City Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Milaca are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.

Section 6. This Ordinance hereby continues the declaration of a local emergency.

Section 7. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Manager, Emergency Management Team, and their designees are hereby authorized to suspend compliance with those laws, policies, and procedures as authorized by Emergency Executive Order 20-01 and by Minnesota Statutes, Sections 12.32 and 12.37, and to take those actions necessary to protect the public health, safety, and welfare.

Section 8. This Ordinance shall take effect immediately upon passage as permitted by the City Council.

Section 9. This Ordinance shall be in effect for 30 days, or until the termination of the local emergency, whichever occurs first, as permitted by Section 215.06 (C) of the City Code.

Section 10. The City Manager is authorized and directed to file and to post notice of this Ordinance and any emergency regulations as authorized and required by State law and City Code.

Passed and adopted this 21ST day of May, 2020 at 6:30 p.m.

Mayor Harold Pedersen

ATTEST:

City Manager Tammy Pfaff

1ST Reading: 05-21-20

2nd Reading: 05-21-20

Published: _____

ORDINANCE NO. 462

FIRST READING

AN ORDINANCE AMENDING TITLE V (PUBLIC WORKS) CHAPTER 53 (SEWERS) SECTION 53.076 (OPERATION, MAINTENANCE, AND REPLACEMENT FUNDS) OF THE CITY OF MILACA CODE OF ORDINANCES

~~Strikethrough~~ represents deleted language. Underline represents new language.

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

Section

___ .01 Intent

___ .02 Amendment

___ .03 Reaffirmation

§ ___ .01 INTENT.

It is the intent of this ordinance to amend Title V (Public Works) Chapter 53 (Sewers) Section 53.076 (Operation, Maintenance, and Replacement Funds) of the City of Milaca Code of Ordinances to allow for the payment of operation, maintenance, replacement and debt service sewer service funds to be paid from one account and to allow for the payment of operation, maintenance, replacement and debt service wastewater funds to be paid from one account.

§ ___ .02 TITLE IX (GENERAL REGULATIONS) CHAPTER 53 (SEWERS) SECTION 53.076 (OPERATION, MAINTENANCE, AND REPLACEMENT FUNDS) OF THE CITY OF MILACA CODE OF ORDINANCES IS HEREBY AMENDED TO READ:

§ 53.076 OPERATION, MAINTENANCE, ~~AND~~ REPLACEMENT, AND DEBT SERVICE FUNDS.

(A) ~~All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs as defined in § 53.001. All sewer service charge revenues collected for other operation and maintenance expenses and debt service costs shall also be deposited in two additional separate and distinct funds. All revenues collected for the replacement fund, and for operation and maintenance and debt service, of the sewer service must be used solely for the replacement fund, operation and maintenance and debt service of the sewer service.~~

(B) All revenues collected for the replacement fund, ~~and for operation and maintenance and debt service,~~ of the wastewater collection and treatment facilities must be used solely for the replacement fund, ~~and operation and maintenance and debt service~~ of the wastewater collection and treatment facilities.

§____.03 REAFFIRMATION.

Any provisions of the chapter not amended herein remain in full force and effect.

Adopted by the City Council of the City of Milaca this ____ day of _____, 2020.

Harold Pedersen, Mayor

ATTEST:

Tammy Pfaff, City Manager

Tammy Pfaff

From: Gary Kirkeby
Sent: Tuesday, May 19, 2020 10:11 AM
To: Gravel, Phil; Tammy Pfaff
Subject: RE: municipal consent for CSAH 33 (AKA 10th Street NE) and CSAH 37 (AKA 1st Street SE)

I agree, looks good. This will be a great improvement for two of the most used streets in Milaca.
Gary

From: Gravel, Phil <Phil.Gravel@stantec.com>
Sent: Friday, May 15, 2020 4:29 PM
To: Tammy Pfaff <tpfaff@milacacity.com>
Cc: Gary Kirkeby <gkirkeby@milacacity.com>
Subject: municipal consent for CSAH 33 (AKA 10th Street NE) and CSAH 37 (AKA 1st Street SE)

Hi Tammy,
The two plans are for CSAH 33 (AKA 10th Street NE) and CSAH 37 (AKA 1st Street SE). Both plans call for a simple mill and overlay with some curb replacement and sidewalk replacement for ADA purposes. I don't see any problem with either of them (it'd be nice to get those streets done).
I'd suggest you add the local street names to the sample resolutions provided by adding (AKA 10th Street NE) and (AKA 1st Street SE).
Please let me now if you have any questions or if you need anything else.
Phil

Phil Gravel
Principal
Direct: 612-712-2053
Stantec



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

From: Tammy Pfaff <tpfaff@milacacity.com>
Sent: Thursday, May 14, 2020 5:02 PM
To: Gary Kirkeby <gkirkeby@milacacity.com>; Gravel, Phil <Phil.Gravel@stantec.com>
Subject: FW: municipal consent for other projects

Please review.

Thanks

Have a great day!

Tammy Pfaff

**City Manager
City of Milaca
320-983-3141**

From: Greg Anderson [<mailto:ganderson@sehinc.com>]
Sent: Thursday, May 14, 2020 4:55 PM
To: Tammy Pfaff <tpfaff@milacacity.com>
Cc: Gary Kirkeby <gkirkeby@milacacity.com>
Subject: municipal consent for other projects

Tammy,

The County is doing a mill & overlay project on CSAH 33 and 37 in the city limits. The project is currently out for bid and will open on June 1. There is some curb replacement and sidewalk work on CSAH 37. The sidewalk work is mostly new ped ramps at the side streets, including the one near city hall. I have attached the plans and municipal consent resolution for the city council approval.

Feel free to contact me with any questions. I will have the CSAH 2 & 32 breakout of the low bid for you tomorrow. Did Bruce send a similar resolution for that project?
Greg

Greg Anderson, PE | Project Manager
SEH
3535 Vadnais Center Drive, St. Paul, MN 55110
651.490.2172 direct
888.908.8166 fax
sehinc.com
Building a Better World for All of Us®



STATE AID FOR LOCAL TRANSPORTATION
 RESOLUTION – Approving County Project within Municipal Corporate Limits

April 2007

CITY OF MILACA

RESOLUTION 20-24 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

10th St NE

WHEREAS, plans for Project No. SAP 048-633-006 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 33 within the limits of the City as a (Federal) (State) Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 21st day of May, 2020.

CERTIFICATION

State of Minnesota

County of Mille Lacs

City of Milaca

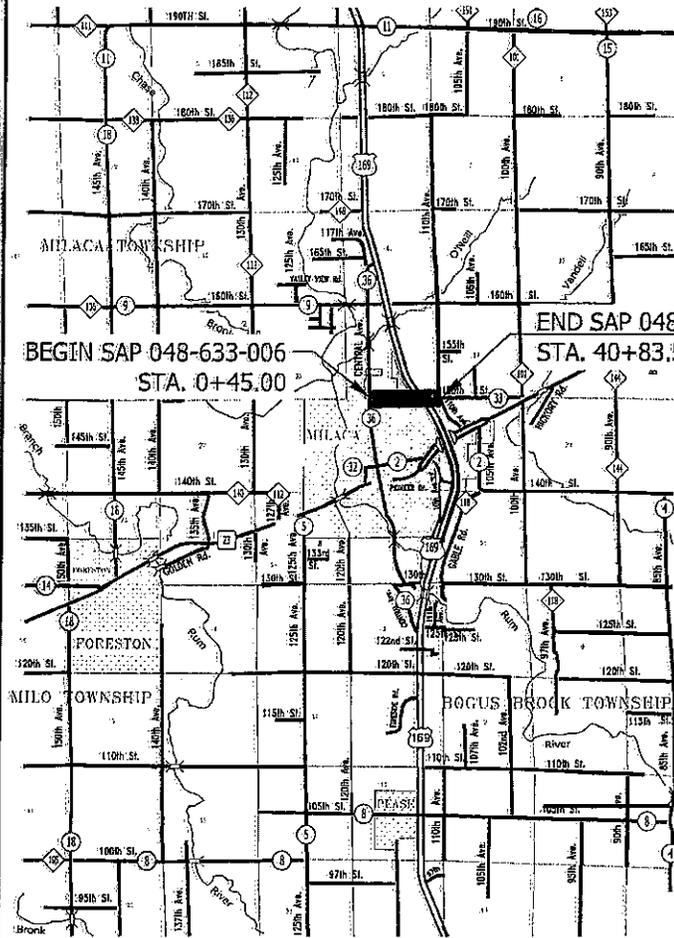
I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Milaca at a meeting therefor held in the City of Milaca, Minnesota, on the 21st day of MAY, 2020, as disclosed by the records of said City in my possession.

 City Clerk

(Seal)

MINNESOTA DEPARTMENT OF
TRANSPORTATION
MILLE LACS COUNTY
CONSTRUCTION PLAN FOR
BITUMINOUS OVERLAY

LOCATED ON COUNTY STATE AID HIGHWAY
NO.33 FROM CSAH 36 TO THE INTERSECTION
OF 110TH AVE IN MILACA. FROM SE COR OF SW
1/4 OF SW 1/4 SEC. 21, T38N, R27W, TO THE
SE COR OF SE 1/4 OF SEC. 28, T38N, R27W.



END SAP 048-633-006

BEGIN SAP 048-633-006
STA. 0+45.00

STA. 40+83.59

MUNICIPAL LENGTH 4,038.59 FEET 0.765 MILES
GROSS LENGTH 4,038.59 FEET 0.765 MILES
EXCEPTIONS LENGTH _____ FEET _____ MILES
NET LENGTH 4,038.59 FEET 0.765 MILES

STATE AID DESIGN STANDARDS
#8820.9946 FOR RESURFACING USED.
CSAH 33 IS A MINOR COLLECTOR.

INDEX

- SHEET 1 - TITLE SHEET
 - SHEET 2-3 - ESTIMATED QUANTITIES
 - SHEET 4-5 - TYPICAL SECTION
 - SHEET 6 - STORM SEWER PLAN
 - SHEET 7 - CONSTRUCTION DETAILS
- THIS PLAN CONTAINS 7 SHEETS

ADT (2020) = 1250
Proj. ADT (2040) = 1250
Proj. HCADT (2040) = 100
Soil Factor 100
Total Width 44 FT
Traffic Lane 2-12 FT
Parking Lane 2-10 FT
Ton Design 10
Design Speed _____
Design Speed not achieved:
STA: _____ to STA: _____ MPH

APPROVED: *Greg F. Anderson*

TYPED OR PRINTED NAME: GREG F. ANDERSON

MILLE LACS COUNTY ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 04/15/2020

LICENSE NUMBER 26859

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE-AID RULES/POLICY
John Anderson DATE: 4/21/20

FOR STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING
John Anderson DATE: 4/21/20

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY D, THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIVASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.



STATE AID FOR LOCAL TRANSPORTATION
RESOLUTION – Approving County Project within Municipal Corporate Limits

April 2007

CITY OF MILACA

RESOLUTION 20-25 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

1st St E

WHEREAS, plans for Project No. SAP 048-637-003 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 37 within the limits of the City as a (Federal) (State) Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 21st day of MAY, 2020.

CERTIFICATION

State of Minnesota

County of Mille Lacs

City of Milaca

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Milaca at a meeting therefor held in the City of Milaca, Minnesota, on the 21st day of MAY, 2020, as disclosed by the records of said City in my possession.

City Clerk

(Seal)

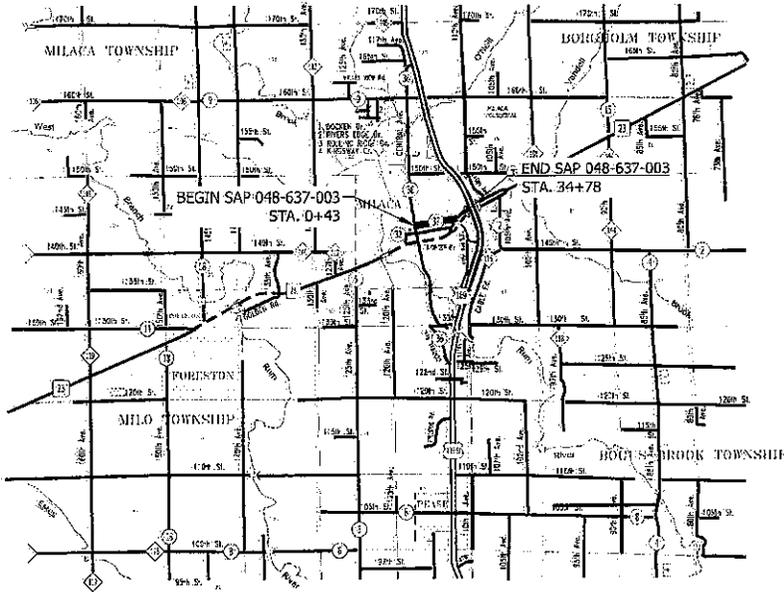
MINNESOTA DEPARTMENT OF TRANSPORTATION
MILLE LACS COUNTY

CONSTRUCTION PLAN FOR BITUMINOUS OVERLAY AND CONCRETE SIDEWALK

LOCATED ON U.S.A. 11, BETWEEN U.S.A. 11, 36 AND MN STATE HWY 37 IN MILLE LACS (Geographic Description)
FROM 34+78 TO 36+43 (Legal Description)

STATE PROJ. NO. 048-637-003

MUNICIPAL LENGTH 0.331 FEET 0.651 MILES
BRIDGES-LENGTH FEET MILES
EXCEPTIONS-LENGTH FEET MILES
NET LENGTH 0.295 FEET 0.621 MILES



MINN. PROJ. NO. _____
MINN. PROJ. NO. _____

GOVERNING SPECIFICATIONS
THE 2008 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
STANDARD SPECIFICATIONS FOR CONSTRUCTION, SHALL GOVERN

- INDEX
- SHEET 1 - TITLE SHEET
 - SHEET 2 - ESTIMATED QUANTITIES
 - SHEET 3 - TYPICAL SECTION
 - SHEET 4-5 - CONSTRUCTION PLAN
 - SHEET 6-11 - PEDESTRIAN CURB RAMP DETAILS

THIS PLAN CONTAINS 11 SHEETS

DESIGN DESIGNATION

ADT (2020) = 1250
Proj ADT (2040) = 1750
Proj KCADT (2040) = 120
Soil Factor 100
Total Width 44 FT.
Traffic Lanes 2-12 FT.
Parking Lanes 2-10 FT.
Top Design 10
Design Speed _____
Design Speed not achieved:
STA. _____ to STA. _____ MPH

THIS PLAN MEETS THE MINIMUM GEOMETRIC
DESIGN STANDARD #8820.9946
CSA 37 IS CLASSIFIED A LOCAL ROAD.

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE
STATE OF MINNESOTA.

APPROVED _____ CREDIT ANDERSON
COUNTY ENGINEER

DATE 06/20/2020 REG. NUMBER 20893

DATE 6/20/2020
DISTRICT STATE AID ENGINEER

REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE 6/20/2020
FOR STATE AID ENGINEER APPROVED FOR STATE AID FUNDING

STATE PROJ. NO. 048-637-003
MINN. PROJ. NO. SHEET 1 OF 11



STATE AID FOR LOCAL TRANSPORTATION
 RESOLUTION – Approving County Project within Municipal Corporate Limits

April 2007

CITY OF MILACA

RESOLUTION #20-27

2ND St SE and 3rd Ave SW

WHEREAS, plans for Project No. SAP 048-602-018 & SAP 048-632-001 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 2 & 32 within the limits of the City as a (Federal) (State) Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 21st day of May, 2020.

CERTIFICATION

State of Minnesota

County of Mille Lacs

City of Milaca

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Milaca at a meeting therefor held in the City of Milaca, Minnesota, on the 21st day of May, 2020, as disclosed by the records of said City in my possession.

 City Clerk

(Seal)

Tammy Pfaff

From: Greg Anderson <ganderson@sehinc.com>
Sent: Tuesday, May 19, 2020 10:48 AM
To: Tammy Pfaff
Cc: Pete Pedersen; Holly Wilson
Subject: RE: Questions

Tammy,

The County Board directed staff to move ahead with the project pending city council approval of the City of Milaca paying \$423,294 towards the project to cover your sanitary sewer, water main and lighting improvements as well as the City's share of the storm sewer improvements. The board will officially award the project at their June 2nd meeting.

As far as the County costs, their State Aid funds cover the County's costs for the project. We believe State Aid funds can also cover the \$42,000 of traffic control, mobilization and field office costs attributed to the City work. We will verify that.

I am still willing to attend a meeting this afternoon if needed. Let me know if you need any additional information for Thursday's council meeting.

Thank you for your efforts to move this project forward,
Greg

Greg Anderson, PE | Project Manager
SEH
3535 Vadnais Center Drive, St. Paul, MN 55110
651.490.2172 direct
888.908.8166 fax
sehinc.com
Building a Better World for All of Us®

CSAH 2 & 32 Comparison				
	ENGINEERS ESTIMATE		LOWEST BID BREAKDOWN	Increase/(Decrease)
	City Share			
Total Street Costs	29,744.00		42,000.00	12,256.00
Total Sanitary Costs	107,124.00		101,791.00	(5,333.00)
Total Storm Sewer Costs	133,735.00		93,134.00	(40,601.00)
Total Watermain Costs	195,195.00		184,540.00	(10,655.00)
Total Lighting Costs	54,934.00		43,829.00	(11,105.00)
Total Project Costs	\$ 520,732.00		\$ 465,294.00	
REMOVE MOBILIZATION			(42,000.00)	(42,000.00)
				Total Reduction
Project cost for City Share			\$ 423,294.00	(97,438.00)

Milaca CSAH 32 & 2
 Milie Lacs, MN
 May 15, 2020

		CSAH 2 (2ND STREET)			CSAH 32 (3RD AVE)					
		NON PARTICIPATING			NON PARTICIPATING					
		CITY OF MILACA			CITY OF MILACA					
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	TOTAL CITY QUANTITY	TOTAL CITY COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST
1	2022	MOBILIZATION	LS	\$ 170,000	0.20	34000	0.12	\$ 20,400	0.08	\$ 13,600
2	2032	FIELD OFFICE, TYPE D	EA	\$ 18,000	0.20	3600	0.12	\$ 2,160	0.08	\$ 1,440
96	2564	TRAFFIC CONTROL	LS	\$ 22,000	0.20	4400	0	\$ 2,640	0	\$ 1,760
				TOTAL STREET COSTS		\$ 42,000		\$ 25,200		\$ 16,800
5	2105	REMOVE MANHOLE	EA	\$ 240.00	10	\$ 2,400	4	\$ 960	6	\$ 1,440
51	2504	CONNECT TO EXISTING SANITARY SEWER	EA	\$ 1,500.00	10	\$ 15,000	8	\$ 12,000	2	\$ 3,000
52	2504	8"x4" PVC WYE	EA	\$ 505.00	2	\$ 1,010	2	\$ 1,010	2	\$ 1,010
53	2504	8"x6" PVC WYE	EA	\$ 520.00	1	\$ 520	1	\$ 520	1	\$ 520
54	2504	4" PVC SANITARY SERVICE PIPE	LF	\$ 294.40	100	\$ 29,440	100	\$ 29,440	100	\$ 29,440
55	2504	6" PVC SANITARY SERVICE PIPE	LF	\$ 300.95	50	\$ 15,047.50	50	\$ 15,047.50	50	\$ 15,047.50
56	2504	8" PVC PIPE SEWER (SANITARY, SDR 35)	LF	\$ 64.40	801	\$ 51,584.40	801	\$ 51,584.40	801	\$ 51,584.40
74	2507	CASTING/ASSEMBLY - SANITARY	EA	\$ 802.00	7	\$ 5,614.00	5	\$ 4,010.00	2	\$ 1,604.00
80	2507	CONSTRUCT SANITARY MANHOLE	EA	\$ 3,225.00	7	\$ 22,575.00	5	\$ 16,125.00	2	\$ 6,450.00
				TOTAL SANITARY COSTS		\$ 101,791		\$ 89,697		\$ 12,094
6	2105	REMOVE CATCH BASIN	EA	\$ 215.00	12	\$ 2,580	9	\$ 1,935	3	\$ 645
18	2105	REMOVE SEWER PIPE (STORM)	LF	\$ 10.70	868	\$ 9,288	677	\$ 7,244	191	\$ 2,044
37	2502	12" CS PIPE APRON	EA	\$ 290.00	2	\$ 580	2	\$ 580	2	\$ 580
38	2502	18" CS PIPE APRON	EA	\$ 305.00	1	\$ 305	1	\$ 305	1	\$ 305
39	2502	18" CS PIPE APRON	EA	\$ 330.00	1	\$ 330	1	\$ 330	1	\$ 330
41	2502	12" CS PIPE CULVERT	LF	\$ 25.00	32	\$ 800	32	\$ 800	32	\$ 800
42	2502	15" GS PIPE CULVERT	LF	\$ 28.00	20	\$ 560	20	\$ 560	20	\$ 560
43	2502	18" GS PIPE CULVERT	LF	\$ 28.60	33	\$ 944	33	\$ 944	33	\$ 944
44	2503	12" PVC PIPE DRAIN	LF	\$ 57.78	7	\$ 404	5	\$ 289	2	\$ 115
45	2504	12" RC PIPE SEWER CL V	LF	\$ 39.50	684	\$ 27,018	665	\$ 26,268	19	\$ 751
46	2504	15" RC PIPE SEWER CL V	LF	\$ 43.55	138	\$ 5,910	71	\$ 3,092	67	\$ 2,918
47	2504	18" RC PIPE SEWER CL V	LF	\$ 46.55	105	\$ 4,888	8	\$ 372	97	\$ 4,515
48	2504	24" RC PIPE SEWER CL V	LF	\$ 75.80	39	\$ 2,956	25	\$ 1,895	14	\$ 1,061
49	2504	30" RC PIPE SEWER CL V	LF	\$ 138.00	1	\$ 138	1	\$ 138	1	\$ 138
50	2504	CONNECT TO EXISTING STORM SEWER	EA	\$ 665.00	4	\$ 2,660	3	\$ 1,995	1	\$ 665
57	2505	18" PVC PIPE DRAIN	LF	\$ 110.00	1	\$ 110	1	\$ 110	1	\$ 110
73	2507	CASTING/ASSEMBLY - STORM	EA	\$ 625.00	18	\$ 11,250	13	\$ 8,125	5	\$ 3,125
77	2507	CONSTRUCT DRAINAGE STRUCTURE DESIGN K	EA	\$ 1,265.00	6	\$ 7,590	5	\$ 6,325	1	\$ 1,265
78	2507	CONSTRUCT DRAINAGE STRUCTURE DES. 48-4020	EA	\$ 1,842.50	9	\$ 16,583	6	\$ 11,055	3	\$ 5,528
				TOTAL STORM COSTS		\$ 93,134		\$ 70,754		\$ 22,380
7	2105	REMOVE GATE VALVE & BOX	EA	\$ 145.00	4	\$ 580	3	\$ 435	1	\$ 145
8	2105	REMOVE HYDRANT	EA	\$ 185.00	3	\$ 555	2	\$ 370	1	\$ 185
17	2105	REMOVE WATER MAIN	LF	\$ 1.00	640	\$ 640	640	\$ 640	640	\$ 640
58	2505	ADJUST VALVE BOX	EA	\$ 230.00	1	\$ 230	1	\$ 230	1	\$ 230
59	2505	1" COPPER SERVICE, TYPE K	LF	\$ 28.15	100	\$ 2,815	100	\$ 2,815	100	\$ 2,815
60	2505	1" CORPORATION STOP	EA	\$ 437.00	2	\$ 874	2	\$ 874	2	\$ 874
61	2505	1" CURB STOP & BOX	EA	\$ 645.00	2	\$ 1,290	2	\$ 1,290	2	\$ 1,290
62	2505	2" COPPER SERVICE, TYPE K	LF	\$ 38.90	100	\$ 3,890	100	\$ 3,890	100	\$ 3,890
63	2505	2" CORPORATION STOP	EA	\$ 794.00	2	\$ 1,588	2	\$ 1,588	2	\$ 1,588
64	2505	2" CURB STOP & BOX	EA	\$ 888.00	2	\$ 1,776	2	\$ 1,776	2	\$ 1,776
65	2505	6" GATE VALVE & BOX	EA	\$ 1,371.00	7	\$ 9,597	5	\$ 6,855	2	\$ 2,742

66	2505	8" GATE VALVE & BOX	EA	\$1,904.00	14	\$	26,656	8	\$	15,232	6	\$	11,424
67	2505	CONNECT TO EXISTING WATER MAIN	EA	\$1,415.00	10	\$	14,150	6	\$	8,460	4	\$	5,660
68	2505	CONNECT TO EXISTING WATER SERVICE	EA	\$779.00	1	\$	779	1	\$	-	1	\$	779
69	2505	FURNISH & INSTALL HYDRANT	EA	\$3,870.00	7	\$	27,090	5	\$	19,350	2	\$	7,740
70	2505	6" DIP WATER MAIN, CL 52	LF	\$98.00	210	\$	14,480	150	\$	10,350	60	\$	4,140
71	2505	6" DIP WATER MAIN, CL 52	LF	\$57.00	1080	\$	60,420	280	\$	15,960	780	\$	44,460
72	2505	DIP FITTINGS	LB	\$9.75	1800	\$	17,550	1150	\$	11,213	650	\$	6,338
				TOTAL WATERMAIN COSTS				\$ 184,540		\$ 88,895		\$ 95,646	
10	2105	REMOVE SIGN TYPE SPECIAL	EA	\$85.00	6	\$	498		\$	-	6	\$	498
11	2105	REMOVE HANDHOLE	EA	\$265.00	1	\$	265		\$	-	1	\$	265
12	2105	REMOVE LIGHT FOUNDATION	EA	\$525.00	10	\$	5,250	1	\$	525	9	\$	4,725
13	2105	SALVAGE LIGHTING UNIT	EA	\$264.00	10	\$	2,640	1	\$	264	9	\$	2,376
20	2105	REMOVE UNDERGROUND WIRE	LF	\$0.40	1050	\$	420		\$	-	1050	\$	420
89	2546	LIGHT FOUNDATION DESIGN E MODIFIED	EA	\$1,022.00	10	\$	10,220	1	\$	1,022	9	\$	9,198
90	2546	HANDHOLE	EA	\$1,140.00	1	\$	1,140		\$	-	1	\$	1,140
91	2546	2" NON-METALLIC CONDUIT	LF	\$7.00	1100	\$	7,700		\$	-	1100	\$	7,700
92	2546	UNDERGROUND WIRE 1/2 6 AWG	LF	\$1.55	3525	\$	5,464		\$	-	3525	\$	5,464
93	2546	UNDERGROUND WIRE 1/2 8 AWG	LF	\$1.20	1175	\$	1,410		\$	-	1175	\$	1,410
94	2546	UNDERGROUND WIRE 1/2 12 AWG	LF	\$0.85	1250	\$	1,063		\$	-	1250	\$	1,063
95	2546	INSTALL LIGHTING UNIT	EA	\$776.00	10	\$	7,760	1	\$	776	9	\$	6,984
				TOTAL LIGHTING COSTS				\$ 43,829		\$ 2,587		\$ 41,242	
				TOTAL CITY PORTION OF WORK				\$ 455,294		\$ 277,133		\$ 188,161	

680/119

Tammy Pfaff

From: Greg Anderson <ganderson@sehinc.com>
Sent: Friday, May 15, 2020 11:19 AM
To: Tammy Pfaff
Cc: Holly Wilson
Subject: Re: Bid results from yesterday
Attachments: city breakout per bid.pdf

Tammy,

I have attached the updated spreadsheet of city costs. I took out the contingency line for each subtotal. So it is strictly the estimated quantities multiplied by the unit price of the low bidder. It may be a good idea to include a little contingency when discussing your budget, especially with the water main and sanitary sewer subtotals. A reconstruction project in the downtown area could provide some "surprises" when we start digging. It's not uncommon to find some extra services or public works may want to replace an extra gate valve or hydrant since the street is tore up. Just a suggestion.

The County's share of the storm sewer based on the low bid is \$229,662.90.

Below is the summary of bids:

Contractor	Total Bid
1 Landwehr Construction, Inc.	\$2,463,365.28
2 J.R. Ferche, Inc.	\$2,711,460.97
3 OMG Midwest Inc. dba Minnesota Paving & Materials	\$2,871,505.78
4 Aspen Construction Company	\$2,900,000.00
5 C&L Excavating, Inc	\$2,924,927.75
6 Veit & Company, Inc.	\$2,987,209.95
Engineer's Estimate	\$2,996,662.00

Let me know if you have any questions,
Greg

Greg Anderson, PE | Project Manager
SEH
3535 Vadnais Center Drive, St. Paul, MN 55110
651.490.2172 direct
888.908.8166 fax
sehinc.com
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From: Tammy Pfaff <tpfaff@milacacity.com>
To: Greg Anderson <ganderson@sehinc.com>
Date: 05/14/2020 10:34 AM
Subject: Bid

Greg,

Can you send me the numbers of all bids.

Also can you send me the breakdown of the \$2,462,365.28 with the county portion and the city portion on Monday morning. We have a budget meeting set up and need the project breakdown.

Thanks

Have a great day!

Tammy Pfaff

City Manager

City of Milaca

320-983-3141

Tammy Pfaff

From: Tammy Pfaff
Sent: Monday, May 18, 2020 4:13 PM
To: Greg Anderson
Cc: Holly Wilson; Pete Pedersen
Subject: RE: Questions

Greg and Holly,

From our budget meeting today;

This is the recommendation of the city budget committee and must be approved by council this Thursday. Once approved then you can select the bidder. The budget committee will propose that the city will pay \$423,294 for this project. This excludes mobilization of \$42,000. We may have to bond for the project.

Greg, from your previous email with the bid breakdown, you stated that the county's share of the storm sewer is \$229,662.90. Our Council still needs to know what the county is paying out of pocket for the entire project that state aid will not cover. The council also would like to know what the county is getting for state aid for this project.

If you or Holly can get me this information, we will not need to have a meeting tomorrow and you can take our proposal to your commissioners of what the city will pay on this project.

Thanks

Have a great day!

Tammy Pfaff

City Manager
City of Milaca
320-983-3141

From: Greg Anderson [mailto:ganderson@sehinc.com]
Sent: Monday, May 18, 2020 2:40 PM
To: Tammy Pfaff <tpfaff@milacacity.com>
Cc: Holly Wilson <Holly.Wilson@millelacs.mn.gov>
Subject: Fw: Questions

Tammy,

I will give you the answers I can.

1. The County Board will review the bids at tomorrow's work session. After discussion with the City (your 2 pm meeting tomorrow), the Board will consider awarding the project at their regular meeting on June 2nd. Providing the City agrees to the cost split.
2. Yes, the school area (3rd Ave SW) and all of CSAH 32 will be done first. The project is broken into 4 phases. Only two phases are to be under construction at a time. Central Avenue is the break point of Phase 2 and Phase 3. If #1 above is true, I'd anticipate construction to start by late June on 3rd Avenue SW.

3. and #4 I unfortunately do not have those answers at this time. Bruce was handling all the county cost discussion while he was here. I'm sure it's a large portion of the County share. Since being named Interim County Engineer, I have yet to be in the Court House due to the virus issues. So I'm still playing catch-up on some items.

Greg

Greg Anderson, PE | Project Manager
SEH
3535 Vadnais Center Drive, St. Paul, MN 55110
651.490.2172 direct
888.908.8166 fax
sehinc.com

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----- Forwarded by Greg Anderson/seh on 05/18/2020 02:27 PM -----

From: Holly Wilson <Holly.Wilson@millelacs.mn.gov>
To: "ganderson@sehinc.com" <ganderson@sehinc.com>
Date: 05/18/2020 02:18 PM
Subject: Fwd: Questions

I'm assuming you can provide most of these answers

Sent from my iPhone

Begin forwarded message:

From: Tammy Pfaff <tpfaff@milacacity.com<mailto:tpfaff@milacacity.com>>
Date: May 18, 2020 at 2:03:58 PM CDT
To: Holly Wilson <Holly.Wilson@millelacs.mn.gov<mailto:Holly.Wilson@millelacs.mn.gov>>
Subject: Questions

Holly,
When will the county accepts the bids?

Will the school portion of the project be done first?

How much state aid is the county receiving for this project?

What is the county paying for the project that is not covered by state aid?

If you could please get these answers back by 3:00 today as we are meeting to discuss our costs of the project.

Thanks
Have a great day!
Tammy Pfaff
City Manager
City of Milaca
320-983-3141

City of Milaca, Minnesota
2020 Mille Lacs County CSAH 32 & 2
Overview of Financing Options / Issuance of General Obligation Bonds
(based upon private placement interest rates as of 5/14/20)

	Scenario 1	Scenario 2	Scenario 3
	10-Year Term	12-Year Term	15-Year Term
BOND OVERVIEW			
Net Project Fund Amount	\$ 464,754	\$ 464,754	\$ 464,754
Add Costs of Issuance and Rounding	\$ 12,246	\$ 12,246	\$ 12,246
Bond Amount	\$ 477,000	\$ 477,000	\$ 477,000
Bond term (Years)	10	12	15
Avg. Interest Rate	2.40%	2.50%	2.65%
Total Net Debt Service	\$ 547,908	\$ 562,763	\$ 587,783
Avg. Annual Debt Service	\$ 54,791	\$ 46,897	\$ 39,186
0.05% Statutory Annual Debt Service	\$ 57,530	\$ 49,242	\$ 41,145
UTILITY REVENUE			
Water Utility Revenue	\$ 24,144	\$ 20,717	\$ 17,380
Storm Utility Revenue	\$ 12,316	\$ 10,555	\$ 8,851
Sewer Utility Revenue	\$ 13,340	\$ 11,446	\$ 9,587
TAX IMPACT			
Annual Levy Required (New Bonds)	\$ 7,730	\$ 6,524	\$ 5,327
Tax Impact Information			
Net Tax Capacity Value (Pay 2019)	\$ 1,424,442	\$ 1,424,442	\$ 1,424,442
Estimated Net Tax Rate Increase	0.5427%	0.4580%	0.3740%
Market Value of Residential Property			
100,000	\$ 3.89	\$ 3.29	\$ 2.68
150,000	\$ 6.85	\$ 5.78	\$ 4.72
200,000	\$ 9.81	\$ 8.28	\$ 6.76
250,000	\$ 12.77	\$ 10.77	\$ 8.80
300,000	\$ 15.72	\$ 13.27	\$ 10.84
350,000	\$ 18.68	\$ 15.77	\$ 12.87
Mkt Value of Commercial-Industrial Property			
100,000	\$ 8.14	\$ 6.87	\$ 5.61
250,000	\$ 23.06	\$ 19.46	\$ 15.89
400,000	\$ 39.34	\$ 33.20	\$ 27.11
600,000	\$ 61.05	\$ 51.52	\$ 42.07

Note: \$42,000 in mobilization costs were allocated to the utility costs based on the following percentages - sanitary sewer (27%), storm sewer (25%), and water 48%.

City of Milaca, Minnesota
2020 Mille Lacs County CSAH 32 & 2
Overview of Financing Options / Issuance of General Obligation Bonds
(based upon private placement interest rates as of 5/14/20)

	Scenario 1	Scenario 2	Scenario 3
	10-Year Term	12-Year Term	15-Year Term
BOND OVERVIEW			
Net Project Fund Amount	\$ 464,754	\$ 464,754	\$ 464,754
Add Costs of Issuance and Rounding	\$ 12,246	\$ 12,246	\$ 12,246
Bond Amount	\$ 477,000	\$ 477,000	\$ 477,000
Bond term (Years)	10	12	15
Avg. Interest Rate	2.40%	2.50%	2.65%
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Avg. Annual Debt Service	\$ 54,791	\$ 46,897	\$ 39,186
105% Statutory Annual Debt Service	\$ 57,530	\$ 49,242	\$ 41,145

UTILITY REVENUE			
Water Utility Revenue	\$ 24,144	\$ 20,717	\$ 17,380
Storm Utility Revenue	\$ 12,316	\$ 10,555	\$ 8,851
Sewer Utility Revenue	\$ 13,340	\$ 11,446	\$ 9,587

TAX IMPACT			
Annual Levy Required (New Bonds)	\$ 7,730	\$ 6,524	\$ 5,327
Tax Impact Information			
Net Tax Capacity Value (Pay 2019)	\$ 1,424,442	\$ 1,424,442	\$ 1,424,442
Estimated Net Tax Rate Increase	0.5427%	0.4580%	0.3740%
Market Value of Residential Property			
100,000	\$ 3.89	\$ 3.29	\$ 2.68
150,000	\$ 6.85	\$ 5.78	\$ 4.72
200,000	\$ 9.81	\$ 8.28	\$ 6.76
250,000	\$ 12.77	\$ 10.77	\$ 8.80
300,000	\$ 15.72	\$ 13.27	\$ 10.84
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100,000	\$ 8.14	\$ 6.87	\$ 5.61
250,000	\$ 23.06	\$ 19.46	\$ 15.89
400,000	\$ 39.34	\$ 33.20	\$ 27.11
600,000	\$ 61.05	\$ 51.52	\$ 42.07

Note: \$42,000 in mobilization costs were allocated to the utility costs based on the following percentages - sanitary sewer (27%), storm sewer (25%), and water 48%.

RESOLUTION NO. 20-26

RESOLUTION TO APPROVE AUTHORIZATION TO SUMMARIZE ORDINANCE #461
FOR PUBLICATION PURPOSES

WHEREAS per MN Statute #331A.01 Subd 10, the City of Milaca City Council Ordinance #461 entitled Ordinance City Council Continuance of a Local Emergency may be summarized due to the length of this Ordinance. Summary of publication attached.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA that upon four-fifths approval, Ordinance #460 will be published as a summary as per attached.

Passed by the City Council of Milaca, Minnesota this 21st day of May, 2020.

Mayor Harold Pedersen

Attest:

Tammy Pfaff, City Manager

City of Milaca
Ordinance No. 461
CITY COUNCIL CONTINUANCE OF A LOCAL EMERGENCY

This is a summary of the Ordinance changes passed on May 21, 2020. The full text of the Ordinance is available for inspection during regular city hall hours, or at the city's website www.cityofmilaca.org under Ordinances.

ORDINANCE NO. 461
AN ORDINANCE REFERENCING TITLE III CHAPTER 32 OF THE CITY OF MILACA
CODE OF ORDINANCES

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.

Section 2. The Governor of Minnesota issued Emergency Executive Order 20-01 declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19 on March 13, 2020.

Section 3. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease.

Section 4. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

Section 5. The City Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Milaca are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.

Section 6. This Ordinance hereby continues the declaration of a local emergency.

Section 7. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Manager, Emergency Management Team, and their designees are hereby authorized to suspend compliance with those laws, policies, and procedures as authorized by Emergency Executive Order 20-01 and by Minnesota Statutes, Sections 12.32 and 12.37, and to take those actions necessary to protect the public health, safety, and welfare.

Section 8. This Ordinance shall take effect immediately upon passage as permitted by the City Council.

Section 9. This Ordinance shall be in effect for 30 days, or until the termination of the local emergency, whichever occurs first, as permitted by Section 215.06 (C) of the City Code.

Section 10. The City Manager is authorized and directed to file and to post notice of this Ordinance and any emergency regulations as authorized and required by State law and City Code.

Passed this 21st day of May, 2020.

Mayor Harold Pedersen

ATTEST:

Tammy Pfaff, City Manager

Incident Summary by Incident Type

Date Range: 4/1/2020 to 4/30/2020

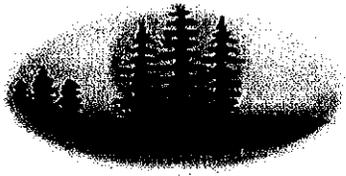
Incident Type	# of Incidents
911 Hang Up	4
Accident	3
Agency Assist	12
Alarm	6
Animal	8
Assault	1
Burglary	1
Cdtp	5
Child Custody	2
Community Contact	2
Community Contact	2
Disturbance	5
Driving Complaint	4
Drugs	3
Family Services Referral	3
Found Property	5
Fraud-forgery-scam	2
Funeral Escort	2
Garbage Dumping	2
Gas Drive Off	5
Harassment Complaint	5
Icr Misc	23
Juvenile Complaint	2
Lockout	4
Medical	18
Missing Juvenile	1
Motorist Assist	2

Incident Summary by Incident Type

Date Range: 4/1/2020 to 4/30/2020

Noise Complaint	3
Parking Complaint	4
Property Exchange	4
Public Assist	18
Remove Unwanted	1
Suicidal Party	3
Suspicious Activity	20
Theft	8
Threats Complaint	1
Traffic	6
Welfare Check	8
Zoning Violation	1

Page 2 of 2



Milaca Public Works

Supervisor's Report for April – May

Public Works:

- Changed out the city banners with the schools.
- Liquor store pavement completed.
- Currently grading alleys.
- Framed plexiglass barriers made for dep reg, city hall, and police.
- Water main road patches being paved this week.
- Water main repair on 10th St NE. 10" pipe under county road was broken, we slid a 6" pipe inside to save costs digging up the road or boring in a new line.
- Generator maintenance completed on 5 city generators.
- Finished final wastewater discharge from ponds.

Parks:

- Gorecki addition nearing completion, concrete sidewalks are being poured this week.
- Asphalt in Rec park walking trail and parking lot to be paved Thursday.
- Park bathrooms open with extra cleaning throughout the day.
- Pickleball courts are set up and open.
- Pressure washed all park buildings.
- Splash pad being turned on Friday.
- Black dirt and grass seed spread in Trimble and Rec park.
- Skate park concrete pad poured.
- Skate park installation scheduled to begin June 8th.
- Asphalt and remaining concrete work in Rec Park to be completed in June.



Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

April 23, 2020

Tammy Pfaff, Manager
City of Milaca
255 1st Street E
Milaca, MN 56353

Re: 8th Street NE and 6th Avenue NE Improvements Project
Project No. 193804693
Contractor's Request for Payment No. 4-FINAL

Dear Tammy:

Attached for city approval is Contractor's Request for Payment No. 4-FINAL for the 2019 8th Street NE and 6th Avenue NE Improvements Project. Included with the payment request are lien waivers and IC-134 proof of tax withholding forms. The prime Contractor on this project was Minnesota Paving and Materials.

This request includes release of the project retainage. Approval of this payment assumes acceptance of the project subject to the one-year warranty conditions in the construction contract.

The original contract amount for the project was \$462,761.00 (based on the low bid). The contract amount was increased to \$484,146.35 by change order (additional storm sewer). The final total construction cost is \$455,824.48. The final amount is under the contract amount because some of the contingency items included in the bid turned out to be not necessary.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. Gary Kirkeby has confirmed that he is okay with making the final payment. **If the City wishes to approve this final payment request, then payment should be made to Minnesota Paving and Materials in the amount of \$9,913.28.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to Minnesota Paving and Materials, and return one copy to me. Feel free to contact Chuck Boser or me if you have any questions.

Regards,
Stantec Consulting Services Inc.

Phil Gravel
City Engineer

Enclosures

cc: Gary Kirkeby, Public Works Department

WARD 2 COPY TO
CHUCK BOSER
BOSER@MIS



Owner: City of Milaca, 255 1st Street East., Milaca, MN 56353	Date: January 28, 2020
For Period: 11/2/2019 thru 1/28/2020	Request No: FINAL
Contractor: Minnesota Paving and Materials, 14475 Quiram Drive, Rogers, MN 55374	

CONTRACTOR'S REQUEST FOR PAYMENT
2019 STREET PROJECT
STANTEC PROJECT NO. 193804693

SUMMARY

1	Original Contract Amount		\$	462,761.00
2	Change Order - Addition	\$	21,385.35	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	484,146.35
5	Value Completed to Date		\$	455,737.76
6	Material on Hand		\$	0.00
7	Amount Earned		\$	455,737.76
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	455,737.76
10	Less Amount Paid Previously		\$	445,824.48
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	<u>FINAL</u>	\$	<u>9,913.28</u>

Recommended for Approval by:
STANTEC

Clark 4-15-2020

Approved by Contractor:
MINNESOTA PAVING AND MATERIALS

Paul

Approved by Owner:
CITY OF MILACA

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
2019 STREET PROJECT BASE BID:							
1	MOBILIZATION	LS	1	25000.00	0.1	1	\$25,000.00
2	TEMPORARY TRAFFIC CONTROL	LS	1	10500.00	0.1	1	\$10,500.00
3	INLET PROTECTION	EACH	3	150.00		6	\$900.00
4	FILTER LOGS	LIN FT	100	6.00		63	\$378.00
5	SALVAGE, REINSTALL & ADJUST EXISTING CASTINC	EACH	12	850.00		16	\$13,600.00
6	ADJUST EXISTING GATE VALVE BOX	EACH	7	500.00		7	\$3,500.00
7	BITUMINOUS STREET PATCH	SQ YD	2140	18.00		358.33	\$6,449.94
8	5" MILL	SQ YD	14780	1.70		14775	\$25,117.50
9	SP 12.5 NON-WEARING COURSE MIXTURE, (3,C)	TON	2550	66.10		2350.95	\$155,397.80
10	SP 9.5 WEARING COURSE MIXTURE, (3,C)	TON	2030	69.00		2028.63	\$139,975.47
11	TACK COAT	GAL	1280	2.70		1280	\$3,456.00
12	CONCRETE CURB AND GUTTER REPLACEMENT	LIN FT	540	38.60		774.5	\$29,895.70
13	8" CONCRETE DRIVEWAY APRON REPLACEMENT	SQ FT	700	14.80		714	\$10,567.20
14	TOPSOIL, SEED & HYDROMULCH	SQ YD	300	18.60	100	578	\$10,750.80
TOTAL BASE BID							\$435,488.41
CHANGE ORDER NO 1 - 6TH STREET STORM SEWER							
1	REMOVE STORM SEWER PIPE	LIN FT	100	9.00		100	\$900.00
2	22"X36" ARCH RC PIPE SEWER DESIGN 3014 J CLASS V	LIN FT	48	142.00		40	\$5,680.00
3	22"X36" ARCH RC PIPE APRON	EACH	1	1650.00		1	\$1,650.00
4	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-402C	EACH	2	4188.00		2	\$8,376.00
5	CONNECT TO EXISTING STORM SEWER	EACH	1	1200.00		1	\$1,200.00
6	RANDOM RIP RAP, CLASS III	CU YD	15	65.00		15	\$975.00
7	AGGREGATE BASE, RECLAIM	CU YD	30	15.00		30	\$450.00
8	5% CONTRACTOR MARK UP FEE	LS	1	1018.35		1	\$1,018.35
TOTAL CHANGE ORDER NO 1							\$20,249.35
TOTAL BASE BID							\$435,488.41
TOTAL CHANGE ORDER NO 1							\$20,249.35
TOTAL WORK COMPLETED TO DATE							\$455,737.76

\$500.00
\$3,680.00
\$1,650.00

\$500.00
\$3,680.00
\$1,650.00

PROJECT PAYMENT STATUS

OWNER CITY OF MILACA

STANTEC PROJECT NO. 193804693

CONTRACTOR MINNESOTA PAVING AND MATERIALS

CHANGE ORDERS

No.	Date	Description	Amount
1	8/19/2019	6TH STREET STORM SEWER ADDITION	\$21,385.35
Total Change Orders			\$21,385.35

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	07/19/2019	08/28/2019	234,823.66	12,359.14	247,182.80
2	08/29/2019	10/02/2019	186,308.45	22,164.85	443,296.96
3	10/03/2019	11/01/2019	24,692.37	4,503.28	450,327.76
FINAL	11/02/2019	01/28/2020	9,913.28		455,737.76

Material on Hand

Total Payment to Date		\$455,737.76	Original Contract	\$462,761.00
Retainage Pay No. FINAL			Change Orders	\$21,385.35
Total Amount Earned		\$455,737.76	Revised Contract	\$484,146.35

\$462,761.00
\$484,146.35

May 1, 2020

Honorable Mayor and City Council
City of Milaca
Milaca, MN

Attention: City Council

The Objective and Scope of the Audits of the Financial Statements

You have requested that we audit the City of Milaca's (the City) governmental activities, business-type activities, each major fund and aggregate remaining fund information as of and for the year ended December 31, 2019, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States (GAS). Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audits of the financial statements that we have identified during the audits.

An Independently Owned Member, RSM US Alliance

www.swcocpas.com

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

St. Cloud
320.251.0286

Little Falls
320.632.6311

Albany
320.845.2940

Maple Lake
320.963.5414

Monticello
763.295.5070

We will also communicate to the City Council (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audits (unless they are clearly inconsequential).

The funds that you have told us are maintained by the City and that are to be included as part of our audit are listed here:

- General Fund
- Nonmajor Capital Projects Fund
- Nonmajor Debt Service Funds
- Nonmajor Special Revenue Funds
- Water Fund
- Sewer Fund
- Liquor Fund
- Motor Vehicle Fund

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audits will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and

6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence;

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audits, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the City involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the City received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The City Council is responsible for informing us of its views about the risks of fraud or abuse within the City, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the City.

Our association with an official statement is a matter for which separate arrangements will be necessary. The City of Milaca agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the City of Milaca seeks such consent, we will be under no obligation to grant such consent or approval.

The City of Milaca agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City of Milaca agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

Records and Assistance

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data which should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Tammy Pfaff, City Manager. The timely and accurate completion of this work is an essential condition to our completion of the audits and issuance of our audit reports.

In connection with our audits, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including:

- Drafting the financial statements
- Various year-end bookkeeping adjustments
- Maintaining capital asset and depreciation schedules (as requested)
- Annual State report preparation (including TIF as requested)

The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the City of Milaca, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. The City of Milaca has agreed that Tammy Pfaff, City Manager, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services listed above to be performed sufficiently to oversee them. Accordingly, the management of the City of Milaca agrees to the following:

1. The City of Milaca has designated Tammy Pfaff, City Manager, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Tammy Pfaff, City Manager, will assume all management responsibilities for subject matter and scope of the non-audit services listed above;
3. The City of Milaca will evaluate the adequacy and results of the services performed; and
4. The City of Milaca accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the City of Milaca's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the City's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

Other Relevant Information

Schlenner Wenner & Co. may mention the City's name and provide a general description of the engagement in Schlenner Wenner & Co.'s client lists and marketing materials.

From time to time and depending upon the circumstances, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by Schlenner Wenner & Co. professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria:

- 1. Anticipated cooperation from City personnel
- 2. Timely responses to our inquiries
- 3. Timely completion and delivery of client assistance requests
- 4. Timely communication of all significant accounting and financial reporting matters
- 5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Our estimated fees for the audit services described in this letter are as follows:

<u>Year Ended December 31,</u>	<u>Amount</u>
2019	\$20,000

In the event you terminate this engagement, you will pay Schlenner Wenner & Co. for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by Schlenner Wenner & Co. through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, Schlenner Wenner & Co. may, at its sole discretion, terminate this arrangement letter without further obligation to the City of Milaca. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Schlenner Wenner & Co. to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate Schlenner Wenner & Co. for any additional costs incurred as a result of the City's employment of a partner or professional employee of Schlenner Wenner & Co.

The audit documentation for this engagement is the property of Schlenner Wenner & Co. and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by the City of Milaca or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City of Milaca, the City of Milaca will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Schlenner Wenner & Co. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Schlenner Wenner & Co. audit personnel and at a location designated by our Firm.

Indemnification and Claim Resolution

Because Schlenner Wenner & Co. will rely on the City of Milaca and its management and City Council to discharge the foregoing responsibilities, the City of Milaca holds harmless and releases Schlenner Wenner & Co. and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City of Milaca's management that has caused, in any respect, Schlenner Wenner & Co.'s breach of contract or negligence.

The City of Milaca and Schlenner Wenner & Co. agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by Schlenner Wenner & Co. or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Schlenner Wenner & Co.'s liability for all claims, damages and costs of the City of Milaca arising from this engagement is limited to the amount of fees paid by the City of Milaca to Schlenner Wenner & Co. for the services rendered under this arrangement letter.

These provisions shall survive the termination of this arrangement for services.

Miscellaneous Terms

Schlenner Wenner & Co. may terminate this relationship immediately in its sole discretion if Schlenner Wenner & Co. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Schlenner Wenner & Co.'s client acceptance or retention standards, or if the City of Milaca is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the City of Milaca or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the City of Milaca's financial statements. Our report will be addressed to the City Council of the City of Milaca. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

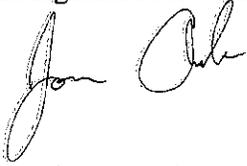
We will also issue a report as to whether anything came to our attention in relation to City of Milaca's compliance with Minnesota Legal Compliance.

This letter constitutes the complete and exclusive statement of agreement between Schlenner Wenner & Co. and the City of Milaca, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.



Jonathan S. Archer, CPA

SCHLENNER WENNER & CO.
St. Cloud, Minnesota

Confirmed on behalf of the City of Milaca:

Harold Pedersen, Mayor

Tammy Pfaff, City Manager

Report on the Firm's System of Quality Control

October 9, 2019

To the Partners of Schlenner Wenner & Co. and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Schlenner Wenner & Co. has received a peer review rating of *pass*.



Olsen Thielen & Co., Ltd.



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

City of Milaca

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

May 5, 2020

To: City Council and Administration:

We are writing today regarding the paving of our driveway at 425 5th ST SW.

When we started our building project in May of 2018 we did not have paving our driveway as part of our initial project as it wasn't part of the requirement. We were made aware of the new requirement during the process of getting our Certificate of Occupancy. We are currently on a temporary certificate with the understanding that the paving of our driveway would be completed by the end of June.

We also own a local business in town and are very conscious that Covid19 is impacting small businesses throughout our country from closing businesses for social distancing and requiring new FMLA rules for employees impacted by Covid19 through December of this year which requires businesses to pay additional sick leave etc. We are taking steps to be prepared to handle those costs should we need to, but are hoping you will consider assisting us by waiving the requirement to pave our entire driveway at this time. We are very willing to look at a compromise as we understand that sand and dirt coming from driveways impacts our City storm system. We are suggesting that we surface the first 46 feet from 5th street. We feel that this would minimize how much sand/dirt leeches onto 5th street from our yard and help us be prepared to deal with Covid19.

We thank you for your consideration and thank you for all you do.

Sincerely

George & Michelle Czech

ECE RLF COVID 19 EMERGENCY RELIEF LOAN AGREEMENT

THIS LOAN AGREEMENT made this 22 day of May, 2020 by and between East Central Energy, a Minnesota cooperative corporation, with its principal offices located in Braham, Isanti County, Minnesota (hereinafter referred to as "Lender") and The City of Milaca (hereinafter referred to as "Borrower").

RECITALS

WHEREAS, the Borrower wishes to borrow from the Lender, and the lender wishes to lend to the Borrower the sum of Twenty Thousand Dollars (U.S. \$ 20,000.00).

WHEREAS, the Purpose of the loan is for: Setting up and emergency loan fund program for the City of Milaca businesses.

WHEREAS, the Borrower and the Lender wish to memorialize the terms of such loan and set forth their mutual understanding with respect to how the repayment of such amounts shall be accomplished.

NOW, THEREFORE, the parties hereby set forth their understanding as follows:

1. **Amount of Loan.** The Lender hereby agrees to lend the sum of \$20,000.00 to the Borrower on the terms set out hereunder.
2. **Period of Loan.** This loan shall be for a period of thirty-six (36) months, to begin after an initial deferral period of six (6) months. The capital sum shall be paid in equal monthly payments over the term of the loan. The first of the monthly payments shall be due on November 1, 2020.
3. **Interest.** The Borrower shall be obliged to pay interest at the rate of zero percent. However, interest shall accrue at the prime rate if the loan becomes delinquent.
4. **Loan Payments.** The loan payments are required to be set up by Borrower on monthly direct deposit into the lender's account.
5. **In Event of Late Payment.** If any installment under this Agreement is not paid when due and remains unpaid after a date specified by a Notice to the Borrower, the entire principal amount outstanding shall at once become due and payable at the option of the Lender. The Lender may exercise its option to accelerate during any default or action brought to collect the Loan. The Lender shall be entitled to collect all reasonable costs and expenses of suit, including, but not limited to, reasonable attorney's fees.

6. **50/50 Risk Sharing.** This loan is being made to the Borrower who is a City, County, EDA, or similar entity, and the Borrower in turn is lending the funds to local businesses/entities which have been negatively impacted by the pandemic crisis. A list of the businesses/entities who are the recipients of the funds from the Borrower will be provided to the Lender and updated, if any changes are made. The loan funds must be used for this specific purpose, and if so, the Lender and the Borrower will share equal (50%/50%) in any risk in event there is a default by any of the ultimate recipients of the funds. If the Borrower uses the funds for any other purpose than what is described herein, and in other documents related to this loan and application, the Borrower will be responsible for 100% of any default.

7. **Promissory Note.** All borrowings hereunder shall be evidenced by a promissory note to the order of the Lender and executed on May 22, 2020 by the Borrower.

8. **Further Assurances:** To protect Lender, Borrower gives what is known as further security, a security interest or mortgage in (Describe):

EAST CENTRAL ENERGY
(Lender)

By: _____
Officer of ECE

Dated: _____, 2020

and;

(Borrower/City, County, EDA Entity)

By: _____
Print Name/Position of Authority

Signature: _____

Dated: _____, 2020

PROMISSORY NOTE

US \$20,000.00

Braham, Minnesota

May 22, 2020

FOR VALUE RECEIVED, the undersigned ("Borrower") promises to pay East Central Energy the principal sum of Twenty Thousand and no/100ths Dollars (US \$20,000.00). Principal shall be payable at 412 Main Avenue North, Braham, MN 55006, or such other place as the Note holder may designate, in **36** installments of **\$555.56 / 100th Dollars (US \$)** payable on **1st** of each month (**final 36th payment of \$555.40**) during the term hereof, which includes interest at the rate of zero percent (0%) per annum on the outstanding principal balance (the "Interest"). The first payment shall be due and payable on November 1, 2020, and the unpaid balance of principal and interest, if not sooner paid, shall be due and payable on October 1, 2023. Borrower further promises to pay an annual servicing fee at a rate of zero percent (0%) of the unpaid loan balance, payable on the 1st day of the 12th month of each year of the 3-year loan term. The first servicing fee payment shall be due and payable on November 1, 2021.

If any installment under the Note is not paid when due and remains unpaid after a date specified by a Notice to Borrower, the entire principal amount outstanding together with the unpaid Interest thereon shall at once become due and payable at the option of the Note holder. The date specified shall not be less than thirty (30) days from the date which notice is mailed. The Note holder may exercise this option to accelerate during any default or action brought to collect this Note. The Note holder shall be entitled to collect all reasonable costs and expenses of suit, including, but not limited to, reasonable attorney's fees.

Borrower may prepay the principal amount outstanding in whole or in part, provided that the Note holder may require that any partial prepayment (i) be made on the date monthly installments are due and (ii) be in the amount of that part of one or more monthly installments which would be applicable to principal. Any partial prepayment shall be applied against the principal amount outstanding and shall not postpone the due date of any subsequent monthly installments or change the amount of such installments, unless the Note holder shall otherwise agree in writing.

Presentment, notice of dishonor and protest are hereby waived by the maker hereof. This Note is an obligation of the maker and shall be binding upon it and its successors and assigns.

Any notice to Borrower provided for in this Note shall be given by mail such notice by certified mail addressed to Borrower at Borrower's address stated below, or to such other address as Borrower may designate by notice to the Note holder. Any notice to the Note holder shall be given by mailing such notice by certified mail, return receipt requested, to the Note holder at the address stated in the first paragraph of this Note, or at such other address as may have been designated by notice to Borrower.

City of Milaca

(Borrower's Address)

By: _____

Its: _____

By: _____

Its: _____

LIC TYPE CODE	LIC NUM	LEGAL NAME	MN ID	FEIN	SSN or ITIN	DATE
3.2OFSL	2020-01-3.2OFSL	Kwik Trip, Inc. dbs Kwik Trip #1026	7356595	39-1036365	399-32-1927	12/31/2020
3.2ONSS	2020-01-3.2ONSS	Back Alley Bowl, LLC dba Back Alley Bowl	5328239	82-3233497	471-80-4774	12/31/2020 C
MCLONSS	2020-01-MCLONSS	Hansen-Hayes Post American Legion 178	8258431	41-0661557		12/31/2020 C
MCLONSS	2020-02-MCLONSS	Siemers-Hakes VFW Post 10794	2705113	41-1724172		12/31/2020 C
MOOFSL	2020-01-MOOFSL	Milaca Municipal Liquor Store dba Milaca Off Sale	9576201	41-6005370		12/31/2020
ONSS	2020-01-ONSS	The Fifth Inc. dba Blue Moon Saloon	1458211	41-1773882		12/31/2020 C
ONSS	2020-02-ONSS	BS Inc. dba Jiggers Grill & Bar	6386048	37-1460394		12/31/2020 C
ONSS	2020-03-ONSS	Kathy Tykwinski dba Phoenix Hotel			470-60-2395	12/31/2020
ONSS	2020-04-ONSS	Timber Valley Grille Inc. dba Timber Valley Grille	5446110	82-4309484	472-94-5512	12/31/2020 C
CDPBL	2020-01-CDPBL	Back Alley Bowl, LLC dba Back Alley Bowl	5328239	82-3233497	471-80-4774	3/31/2021 C
3.2OFSL	2020-02-3.2OFSL	Coborn's Inc., dba Holiday Stationstore #4064	8058647	41-0824910		12/31/2020