MILACA CITY COUNCIL MINUTES
SEPTEMBER 19, 2019 MEETING

Call to Order Roll Call
The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Pedersen. Upon roll call the following council members were present: Mayor Pedersen, Councilors: Dave Dillan, Norris Johnson, Cory Pedersen, and Lindsee Larsen. Councilors Absent:

Staff Present: City Manager Tammy Pfaff, Police Officer Craig Elgin, Building Official Marshall Lind and Public Works Supervisor Gary Kirkeby

Also Present: Leah Staup, Aiden Staup and Tim Hennagir

Approval of the Agenda
Mayor Pedersen called for a motion to approve the agenda with the addition to discuss the MnDOT Meeting under new business. Johnson introduced a motion to approve the agenda as revised. The motion was seconded by Dillan. Motion carried unanimously.

Consent Agenda
Motion by Johnson, seconded by C. Pedersen, to approve the consent agenda with the changes to remove a repetitive sentence from the August 15th minutes. Motion carried unanimously.

a) Minutes of the August 15th and August 29th, 2019 City Council Meetings
b) Bills for Payment and Treasurer's Report
c) Resolution 19-42 Accepting Donations
d) Resolution 19-43 Assessing Lawn Mowing
e) Resolution 19-44 Assessing Fire Call
f) Resolution 19-45 MnDOT Airport Maintenance and Operation Grant Agreement.

Citizens Forum/ Requests and Communications

Ordinances and Resolutions

Resolution 19-46 Approving the 2020 Preliminary Budget and Tax Levy. Mayor Pedersen called for a motion to approve the 2020 Preliminary Budget and Tax Levy. Johnson motioned to approve the 2020 budget and levy. The motion was seconded by C. Pedersen. Motion carried unanimously.

Reports of Departments, Boards and Commissions
Police Department – Council reviewed the monthly report.

Parks Commission – Mayor Pedersen reviewed with council the Park Commission minutes with the items to be approved for purchase. Mayor Pedersen also stated that the shelter should have rain gutters. Items presented before council to be purchased from the donation funds were as follows:
Pavers around the band shell and a new shelter. Council reviewed the shelter quotes and selected the lowest quote for $24,900 from AJW Contracting.

Mayor Pedersen called for a motion to approve the items to be purchased with the donation funds.
A motion by Dillan to approve the purchases. The motion was seconded by Larsen. Motion carried unanimously.

BAAS Construction Agreement- Mayor Pedersen called for a motion to approve the construction contract with the amount not to exceed $173,551.00. Upon a motion by Johnson and a second to the motion by Larsen the construction contract is approved. Motion carried unanimously.

The City Manager asked the council to approve the rain gutters to be taken out of the donation funds. Mayor Pedersen called for a motion to approve the items to be purchased with the donation funds. Upon a motion by C. Pedersen and seconded by Dillan the rain gutters are approved. Motion carried unanimously.

Public Works Department – Activity report review. The council reviewed the contractor's request for payment on the 8th Street NE and 6th Avenue NE improvement project in the amount of $234,823.66. Mayor Pedersen called for a motion. Motion introduced by Dillan to approve the payment request and the motion was seconded by Johnson. Motion carried unanimously.

Council reviewed the change order on 6th Avenue NE for the removal and replacement of the storm sewer culverts. Upon a motion by Larsen to approve the change order, the motion was seconded by Dillan. Motion carried unanimously.

Planning and Zoning Commission –

Economic Development Commission – Council reviewed the minutes.

Fire Department –

Airport Commission – Council member Larsen stated she has attended three meetings this year and we have not had a quorum at each of those meetings, and asked if we even need an airport commission. The council discussed the matter and instructed the city attorney to proceed to dissolve the airport commission and bring it back to the next city council meeting. Mayor Pedersen asked for a motion to proceed to remove the airport commission due to lack of quorums. Larsen introduced a motion to proceed with the process to remove the airport commission. The motion was seconded by C. Pedersen. Motion carried unanimously.

MCAT-IF – Dillan updated the council on the Brew Fest on October 25th, 2019. Mayor Pedersen called for a motion to approve the donation money that has been designated for the Veterans Memorial of $25,000 be sent to the Initiative Foundation and the RRCF will work on the Veterans Memorial. Upon a motion by Dillan and seconded by Larsen the donation dollars will be sent to the Initiative Foundation. Motion carried unanimously.

Joint Powers Board –

Museum – Genesis Wireless is requesting to construct a 6' x 6' building for electrical equipment. Council reviewed the Museum's email request that it be built to match the exterior of the museum. Mayor Pedersen called for a motion to approve the building and placed the condition that the building must be of the same stone as the museum. Larsen introduced a motion to approve the building and the motion was seconded by Dillan. Motion carried unanimously.

New Business – Mayor Pedersen discussed with council the upcoming meeting with MnDOT in regards to long range planning and traffic issues within the city and requested that it be a special meeting so any council members that wish to may attend this meeting. Dillan introduced a motion to call a special meeting on October 3, at 10:00 a.m. to discuss long range plans. The motion was seconded by Johnson. Motion carried unanimously.

The City Manager requested approval to purchase a new server and explained that we have been down multiple times and Greg Kramer informed us that the server is in need of replacement. The City Manager did inform the council that this purchase would go over the budget amount. Upon a motion by Johnson and seconded by Larsen the new server in the amount of $9,600 is approved. Motion carried unanimously.

Special Event Permit – "Hocus Pocus" movie in Rec Park. Upon a motion by Larsen and seconded by C. Pedersen the event permit is approved. Motion carried unanimously.

Daytime Trick or Treating event – The City Manager asked if the council would like to proceed with the event or refund the money to those that have registered. Council chose to proceed with the event. Council also discussed the lighting contest and would like to have the Chamber help with this event. Council Comments – Larsen commented that she was glad to see they were starting on the alley behind the bank. Dillan commented that the sidewalk in front of city hall looks good and that the old water tower looks good.

Mayor Pedersen commented that we need to advertise for the event coordinator position again and the position will need to be year round. The City Manager stated that we would post it at $15.00 per hour and would place the ad to be at 20 to 32 hours per week. Mayor Pedersen stated that it could be contracted position. The City Attorney talked about the legalities of a contracted position and that the person cannot be in or work at city hall and that the city would have to do the Request for Proposal advertisement process.

Adjourn
With no other business presented before the council, Mayor Pedersen called for a motion to adjourn. A motion was made by Johnson and seconded by Larsen. Motion carried unanimously. Meeting adjourned at 7:06 p.m.

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Mayor Harold Pedersen

ATTEST:

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City Manager Tammy Pfaff

MILACA CITY COUNCIL MINUTES
SPECIAL MEETING - 10:00 a.m.
Meeting with MnDOT - Traffic Concerns and Long Range Plans
October 3, 2019

The special meeting of the Council and Minnesota Department of Transportation began at 10:00 a.m.
Council members were present: Mayor Pedersen, Councilors Dillan and Larsen.
Councilors Absent: Johnson and C. Pedersen
Staff Present: City Manager Tammy Pfaff, Public Works Supervisor Gary Kirkeby, City Engineer Phil Gravel and Building Official Marshall Lind.
Others Present: Minnesota Department of Transportation Staff: Steven Voss-District Planning Director, Russell Fellbaum-Senior Engineer, Stephanie Castellanos-Public Engagement Coordinator and Jon Mason-Senior Transportation Planner.
The discussion focused on Highway 23 intersections and the 169 bypass.
Areas identified:
MnDOT did a Pre-Scoping Assessment Interview with multiple questions.
MnDOT representatives stated that in 2022 the improvements from Foley to the Milaca Bridge will be completed and the Milaca area projects will be completed in 2025.
Roundabouts were discussed and there are areas that would be in need of roundabouts at County Road 2 and potentially at Hwy 23 and 10th street as the traffic is stalled at this intersection.
MnDOT asked about the need for Bike or Pedestrian walk ways. The city would like to see them included in the project as council member Dillan pointed out that a lot of runners use Hwy 23. Also discussed was the need to incorporate a bike trail in the area. The current Comp plan was reviewed and is need of revision to include a bike trail.
Stop Lights on Central- MnDOT will be doing some modifications to the lights to help traffic move through this intersection by adding turn signals. 3rd Street and Hwy 23 school traffic was discussed and the need to have a pedestrian light in this area. MnDOT suggested the TA program and that it could help with area.
Phil suggested that a separate study be done for the bypass area. MnDOT stated they will take this back to the office to talk about it.
MnDOT will take the next steps to compile their notes and will send the city a detailed outline of all items discussed. They will also look at traffic control.
MnDOT stated they are having an Open House the Mille Lacs County Courthouse on November 13th from 4:00 p.m. to 6:00 p.m. regarding "Reduced Conflict Intersections."

Meeting ended at 11:45 a.m.

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Mayor Harold Pedersen

ATTEST

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City Manager Tammy Pfaff

CITY OF MILACA
Check Summary Register
10100 General Bank - ACH

Check #	Name	Check Date	Check Amt	Description
819190e	FURTHER	9/20/2019	$580.00	BERG-MAY/JUNE CONTRIBUTION
819191e	EFTPS-STATE TAXPAYMENT	9/30/2019	$2,153.24	STATE W/H
819192e	EFTPS-STATE TAXPAYMENT	9/30/2019	$149.53	STATE W/H
819193e	ENDICIA ACCOUNTING	9/26/2019	$500.00	POSTAGE FOR METER
819194e	CENTERPOINT ENERGY	10/22/2019	$301.36	NATURAL GAS
819195e	EAST CENTRAL ENERGY	10/7/2019	$9,536.19	ELECTRIC
819196e	MILACA LOCAL LINK	10/20/2019	$295.80	PHONE SERVICE
819197e	MN DEPT OF REVENUE	10/18/2019	$2,080.00	W/S SALES TAX
819198e	INCONTACT INC	10/30/2019	$61.96	LONG DISTANCE SERVICE
819199e	MN DEPT OF LABOR & INDUSTRY	10/18/2019	$636.96	3RD QTR SURCHARGE
819200e	MIDCONTINENT COMMUNICATIONS	10/6/2019	$65.00	INTERNET-
819201e	FURTHER	10/1/2019	$19,200.00	4TH QTR CONTRIBUTIONS
	Total Checks		**$35,560.04**	

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

Check #	Name	Check Date	Check Amt	Description
45548	AMAZON	9/24/2019	$1,729.56	TACTICAL FLASHLIGHTS-POLICE
45549	BLUE CROSS BLUE SHIELD OF MINN	9/24/2019	$13,269.01	MEDICAL INSUR-OCT 2019
45550	DELTA DENTAL OF MN	9/24/2019	$33.50	PED DENTAL-OCT 2019
45551	ENGRAVING AWARDS & GIFTS	9/24/2019	$614.50	SERVICE AWARDS-FIRE DEPT
45552	FAMILY HERITAGE	9/24/2019	$79.00	SUPPL LIFE INS - OCT 2019
45553	L.E.L.S.	9/24/2019	$234.05	POLICE UNION DUES-SEP 2019
45554	MIDWEST FIRE EQUIP & REPAIR CO	9/24/2019	$82,363.00	TANKER PUMPER CHASSIS
45555	MN BENEFITS	9/24/2019	$572.08	LIFE/DENTAL-OCT 2019
45556	MN SECRETARY OF STATE	9/24/2019	$120.00	NOTARY APPLICATION-A CAIN
45557	STONEHEART GRANITE	9/24/2019	$756.43	REPLACE BROKEN PAVERS
45558	STONEYHILL MASONRY	9/24/2019	$20,908.00	CITY HALL SIDEWALK-CONCRETE
45559	UNUM	9/24/2019	$623.94	LIFE, STD, LTD-OCT 2019
45560	VERIZON WIRELESS	9/24/2019	$701.09	SEP WIRELESS ROUTER SVC
45561	VISA	9/24/2019	$1,231.52	NOTARY RENEWAL-D KATKE-MN SECR OF STATE
45562	U.S. POSTAL SERVICE	9/27/2019	$251.32	SEPT BILLINGS
45563	MILLE LACS COUNTY RECORDER	10/2/2019	$46.00	RECORD ANNEXATION-RES# 19-19
45564	MILLE LACS COUNTY RECORDER	10/2/2019	$276.00	RECORD COND USE-RES#
45565	FRONTIER	10/7/2019	$774.86	PHONE SVC-POLICE
45566	JIMS MILLE LACS DISPOSAL	10/7/2019	$847.85	COMPOST-SEPT
45567	MILACA BLDG CENTER	10/7/2019	$268.00	CONCRETE-TRIMBLE PARK PLAYGROUND
45568	RASMUSSEN, JIM	10/7/2019	$940.10	REIMB REPAIRS CAMPER-DAMAGED REC PARK
45569	ALERT ALL CORPORATION	10/11/2019	$632.50	FIRE PREVENTION SUPPLIES
45570	ALEX AIR APPARATUS, INC.	10/11/2019	$613.70	REPAIR HOSE LEAKING FILL STATION
45571	AMERIPRIDE	10/11/2019	$147.81	RUGS-LIBRARY
45572	AW RESEARCH LABORATORIES	10/11/2019	$510.00	TESTING-WATER
45573	BANYON DATA SYSTEMS, INC.	10/11/2019	$765.00	PERMITS/PROP MGMT SUPPORT
45574	BATTERY PRODUCTS INC	10/11/2019	$139.23	PARTS-FIRE
45575	BEECHWOOD PROPERTIES LLC	10/11/2019	$19.81	OVERPMT-1135 WOODLAND CT NW
45576	BERG, SAMUEL	10/11/2019	$75.00	CELL PHONE REIMB-4TH QTR 2019
45577	BILLINGS SERVICE	10/11/2019	$2,039.83	GAS-PARKS
45578	BOLTON & MENK INC	10/11/2019	$3,720.00	2018 ALP UPDATE
45579	BROTHERS FIRE & SECURITY	10/11/2019	$587.00	FIRE EXTINGUISHER-POLICE
45580	DAHLSTROM, JAMES	10/11/2019	$26.28	OVERPMT-435 2ND AVE NW
45581	DOVE FRETLAND PLLP	10/11/2019	$3,599.15	CIVIL RETAINER
45582	E.C.M. PUBLISHERS, INC.	10/11/2019	$493.62	PT ADMIN ASSISTANT AD
45583	EARL F. ANDERSEN, INC.	10/11/2019	$4,830.46	BLACK ARCH/SWINGS-GORECKI UNASSIGNED
45584	GK CONSULTING LLC	10/11/2019	$5,762.00	OCT NETWORK
45585	GOPHER STATE ONE CALL	10/11/2019	$89.10	SEPT LOCATES
45586	GRANITE LEDGE ELECTRIC	10/11/2019	$2,269.00	TRENCH POWER TO CITY SIGN
45587	HARTMAN, PAMELA	10/11/2019	$60.96	REIMB MLG/PRKG-MDRA ANNL MTG-9/20
45588	HOLIDAY COMPANIES	10/11/2019	$1,444.80	GAS-POLICE
45589	HY-TECH AUTOMOTIVE	10/11/2019	$312.24	SQUAD 12 REPAIR HEADLIGHT
45590	INDEPENDENT TESTING TECH INC	10/11/2019	$1,300.00	2019 STREET PROJ-BITUMINIOUS/CONCRETE TEST
45591	J.P. COOKE CO.	10/11/2019	$119.20	2020-2021 DOG TAGS
45592	JOHNSON JET-LINE INC	10/11/2019	$22,696.24	SEWER TELEVISING/CLEANING
45593	JOHNSON, WARNE	10/11/2019	$75.00	CELL PHONE REIMB-4TH QTR 2019
45594	KIRKEBY, GARY	10/11/2019	$209.99	REIMB BOILER LICENSE
45595	KOCHS HARDWARE HANK	10/11/2019	$236.00	SUPPLIES-POLICE
45596	LOCATORS & SUPPLIES INC	10/11/2019	$50.80	RED MARKING PAINT-PW

CITY OF MILACA
Check Summary Register
10100 General Bank - Checks

Check #	Name	Check Date	Check Amt	Description
45597	M.C.F.O.A. REGION III	10/11/2019	$10.00	REGION III TRNG-T PFAFF-11/20
45598	MAGNA-MATIC	10/11/2019	$74.48	GRINDING WHEELS-PARKS
45599	MID STATE TREE SERVICE	10/11/2019	$4,800.00	TREE REMOVAL-PARKS
45600	MID-AMERICAN RESEARCH CHEMIC/	10/11/2019	$954.57	WEED KILLER/GREASE
45601	MILACA AUTO VALUE	10/11/2019	$112.00	PARTS-TRAILS
45602	MILACA CHAMBER OF COMMERCE	10/11/2019	$1,890.72	AUG 19 LODGING TAX
45603	MILLE LACS CO. RECORDER	10/11/2019	$92.00	RECORD COND USE-RES#17-57
45604	MILLER, PATTI	10/11/2019	$44.02	REIMB TRICK OR TREAT PAILS/DECORATIONS
45605	MN COMPUTER SYSTEMS INC	10/11/2019	$47.21	COPIER MAINTENANCE-DEP REG
45606	MN STATE AUDITOR	10/11/2019	$160.00	ANNUAL CONF-T GANN-OLEHY
45607	MN STATE FIRE CHIEFS ASSOC (2)	10/11/2019	$365.00	ANNL CONFERENCE- C BILLINGS
45608	OLDENBURG, JOHN	10/11/2019	$75.00	CELL PHONE REIMB-4TH QTR 2019
45609	PFAFF, TAMMY	10/11/2019	$202.78	CELL PHONE REIMB - 4TH QTR
45610	POWERPLAN	10/11/2019	$1,666.38	MOWER REPAIR-PW
45611	QUALITY FLOW SYSTEMS	10/11/2019	$1,588.90	LIFT PUMP REPAIR
45612	QUILL CORPORATION	10/11/2019	$47.88	SUPPLIES-DEP REG
45613	RESTORATION & CONSTRUCTION S\	10/11/2019	$6,662.50	REC PARK PARKING LOT
45614	RUGGED FLEET SERVICE LLC	10/11/2019	$227.34	DOTTRUCK INSPECTION-2006 FORD F550
45615	SCHWEISS DISTRIBUTING INC	10/11/2019	$1,454.79	DOOR REPAIR-AIRPORT
45616	ST. CLOUD REFRIGERATION	10/11/2019	$284.49	FURNACE REPAIR-CITY HALL
45617	STANTEC	10/11/2019	$11,690.47	WW POND-CONDITION RPT-MPCA WARNING LETTE
45618	SUPER X POWER	10/11/2019	$51.99	CHAIN SHARPENING-PW
45619	TEALS MARKET	10/11/2019	$10.98	SAFETY TRAINING-PW
45620	USA BLUEBOOK	10/11/2019	$646.56	MICRO INSPECTION CAMERA-WATER
45621	WEINREICH, JACOB	10/11/2019	$75.00	CELL PHONE REIMB-4TH QTR 2019
45622	WOLCYN TREE FARMS & NURSERY	10/11/2019	$150.00	TREE
45623	WUBBEN, MARK	10/11/2019	$275.00	REIMB CELL PHONE-4TH QTR 2019
	Total Checks		**$213,124.59**	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - ACH

Check #	Name	Check Date	Check Amt	Description
919046e	EAST CENTRAL ENERGY	10/7/2019	$1,846.72	ELECTRIC
919047e	CENTERPOINT ENERGY	10/14/2019	$28.68	NATURAL GAS
919048e	MN DEPT OF REVENUE	10/18/2019	$17,493.00	LIQUOR SALES TAX
919049e	MILACA, CITY OF (WATER/SEWER)	10/15/2019	$32.70	WATER/SEWER
919050e	HIBU	10/1/2019	$129.99	WEB HOSTING-
	Total Checks		**$19,531.09**	

CITY OF MILACA
Check Summary Register
10900 Liquor Bank - Checks

Check #	Name	Check Date	Check Amt	Description
24977	AMAZON	9/24/2019	$89.90	LABEL MAKER/FILE FOLDER SYSTEM FOR BIL
24978	VERIZON WIRELESS	9/24/2019	$40.01	SEPT DIGITAL SIGN
24979	BELLBOY CORP.	10/1/2019	$1,691.06	LIQUOR
24980	BERNICKS	10/1/2019	$4,107.65	BEER
24981	BREAKTHRU BEVERAGE MN	10/1/2019	$7,423.80	LIQUOR
24982	BROOKVIEW WINERY	10/1/2019	$144.00	WINE
24983	C & L DISTRIBUTING CO.	10/1/2019	$32,013.59	WINE
24984	DAHLHEIMER DISTRIBUTING CO.	10/1/2019	$36,313.35	WINE
24985	FRONTIER	10/1/2019	$151.34	OCT SERVICE
24986	JOHNSON BROTHERS LIQUOR CO.	10/1/2019	$17,273.95	LIQUOR
24987	MN MUNICIPAL BEVERAGE ASSOC.	10/1/2019	$20.00	REGIONAL MMBA MTG-V JEYS-10/9
24988	PAUSTIS WINE COMPANY	10/1/2019	$568.75	WINE
24989	PHILLIPS WINE AND SPIRITS	10/1/2019	$8,493.12	LIQUOR
24990	REPLENISHMENT SOLUTIONS	10/1/2019	$71.75	BEER
24991	SOUTHERN GLAZERS OF MN	10/1/2019	$15,099.63	LIQUOR
24992	WATSON COMPANY	10/1/2019	$1,356.91	TOBACCO
24993	JIM'S MILLE LACS DISPOSAL	10/10/2019	$77.22	REFUSE COLLECTION
24994	AMERICAN BOTTLING CO.	10/10/2019	$207.60	NA
24995	AMERIPRIDE	10/10/2019	$84.22	RUGS
24996	BROTHERS FIRE & SECURITY	10/10/2019	$10.50	FIRE EXTINGUISHER SVC
24997	CRYSTAL SPRINGS ICE	10/10/2019	$727.25	ICE
24998	GRANITE CITY JOBBING	10/10/2019	$2,851.10	SUPPLIES
24999	GRANITE LEDGE ELECTRIC	10/10/2019	$138.99	BALLAST REPAIR
25000	IPRINT TECHNOLOGIES	10/10/2019	$70.00	PRINTER TONER
25001	JEYS, VICTORIA	10/10/2019	$186.76	PAUSTIS HOLIDAY SHOW-9/18
25002	KOCHS HARDWARE HANK	10/10/2019	$66.56	SUPPLIES
25003	M. AMUNDSON LLP	10/10/2019	$2,468.69	TOBACCO
25004	MILACA UNCLAIMED FREIGHT	10/10/2019	$12.76	SUPPLIES
25005	MILLER TRUCKING	10/10/2019	$56.00	DELIVERY
25006	RED BULL DISTRIBUTION CO INC	10/10/2019	$140.50	MISC
25007	ST. CLOUD REFRIGERATION	10/10/2019	$515.99	COOLER REPAIR
25008	VIKING BOTTLING CO.	10/10/2019	$412.25	NA
	Total Checks		**$132,885.20**	

Sewer Fund Profit/Loss

January - September
2019

REVENUES:		
Sales		$218,546
Penalty		2,851
Reserve		15,750
		$237,147
EXPENSES:		
Salaries		$104,177
Utilities		10,368
Supplies		2,024
Insurance		3,850
Professional/Contracted Services		36,784
Repairs/Maintenance		3,145
Depreciation		82,500
Miscellaneous		2,684
		$245,531
NET PROFIT/LOSS		($8,383)
NON OPERATING REV/EXP		
Connections	$28,044	
Interest	19,611	
Interest Expense/Fiscal Agent Fees	(2,565)	
Bond Discount Amortization	0	
		$36,707
Bond Principal	$30,000	
Capital Expenditures	21,278	

Water Fund Profit/Loss

January - September
2019

REVENUES:		
Sales		$374,286
Miscellaneous Charges		23,580
Penalties		4,883
		$402,750
EXPENSES:		
Salaries		$101,635
Utilities		29,576
Supplies		27,531
Insurance		5,235
Professional/Contracted Services		17,762
Repairs/Maintenance		1,669
Depreciation		123,750
Miscellaneous		5,519
		$312,677
NET PROFIT/LOSS		$90,072
NON OPERATING REV/EXP		
Connections	$21,033	
Assessed Repairs	3,060	
Interest	16,171	
Interest Expense/Fiscal Agent Fees	(14,624)	
Bond Discount Amortization	0	
		$115,712
Bond Principal	$166,000	
Capital Expenditures	75,188	

Deputy Registrar Profit/Loss

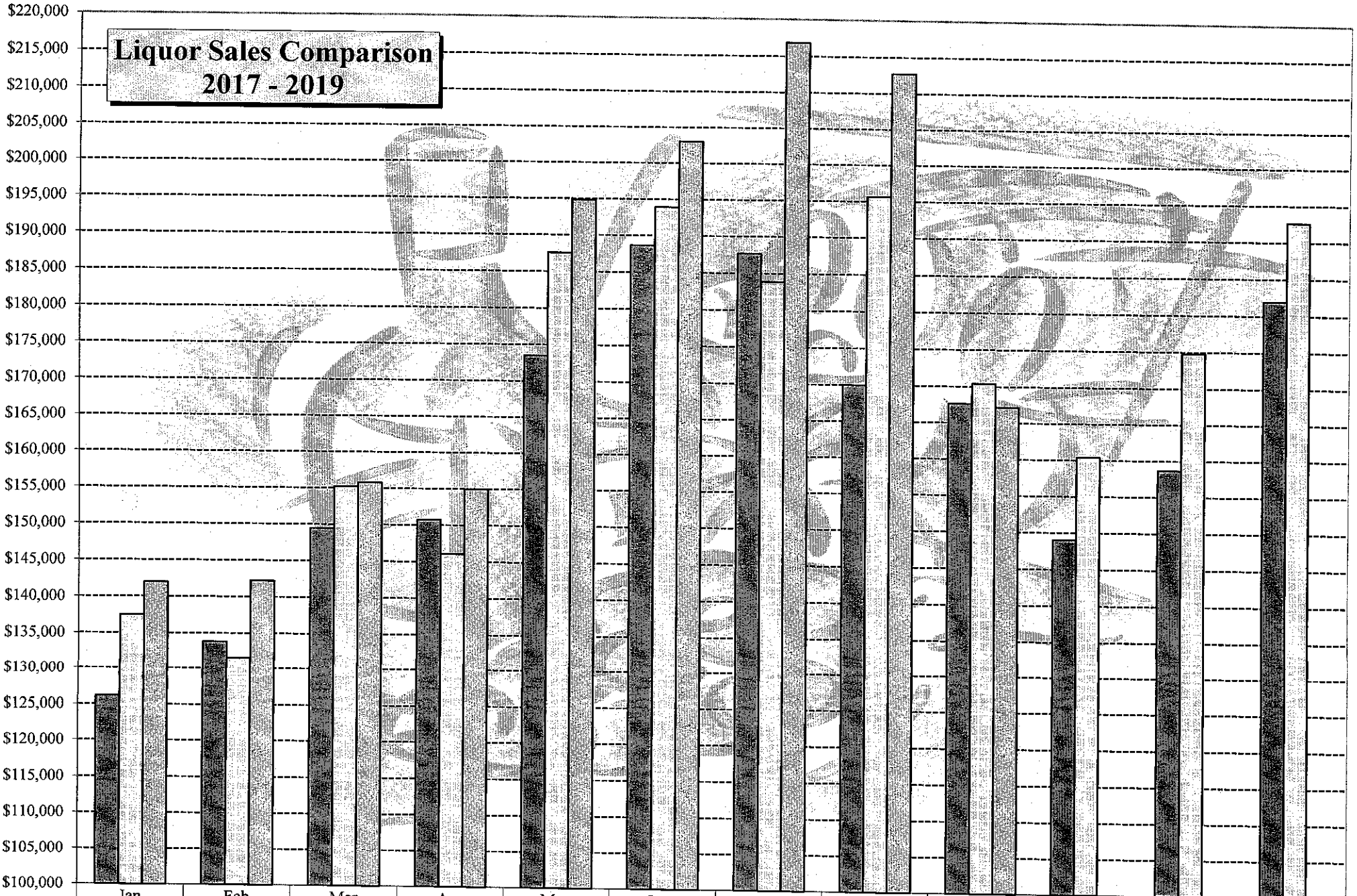
January - September
2019

REVENUES:		
Vehicle License		$100,759
Drivers License		38,437
DNR		7,491
Miscellaneous		43,977
		$190,664
EXPENSES:		
Salaries		$131,980
Utilities		2,238
Supplies		1,805
Professional/Contracted Service		1,471
Depreciation		0
Miscellaneous		2,919
Repairs/Maintenance		0
Rent Expense		6,000
		$146,414
NET PROFIT/LOSS		$44,250
NON OPERATING REV/EXP		
Interest	$91	
		$44,341

Liquor Profit/Loss
January - September
2019

REVENUES:			
Sales:			
Liquor Sales	$538,886		
Cost of Goods	400,813	138,073	**26%**
Wine Sales	156,051		
Cost of Goods	106,033	50,018	**32%**
Beer Sales	894,675		
Cost of Goods	682,280	212,395	**24%**
Tobacco	87,702		
Cost of Goods	62,733	24,970	**28%**
Mix-NonAlcoholic	32,254		
Cost of Goods	22,359	9,895	**31%**
Miscellaneous	41,162		
Cost of Goods	23,888	17,274	**42%**
Miscellaneous Revenue		193	
		$452,817	
EXPENSES:			
Salaries	$196,290		
Utilities	20,212		
Supplies	7,708		
Insurance	8,304		
Professional Services	6,246		
Repairs/Minor Equipment	2,979		
Depreciation	33,000		
Miscellaneous	27,790		
Freight	9,654		
Credit Card Fees	27,476		
Unallocated	0		
		$339,658	
NET PROFIT/LOSS		**$113,158**	
NON OPERATING REV/EXP			
Interest	$5,773		
Interest Expense/Fiscal Agent Fees	$0		
Transfer to General Fund	$0		
		$118,931	
Bond Principal	$0		
Capital Expenditures	6,938		

Liquor Sales Comparison 2017 - 2019



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2017	$126,126	$133,825	$149,460	$150,726	$173,481	$188,656	$187,681	$169,999	$167,652	$149,041	$158,696	$181,955
2018	$137,523	$131,569	$155,205	$146,080	$187,566	$193,906	$183,886	$195,639	$170,413	$160,437	$174,834	$192,614
2019	$142,005	$142,219	$155,781	$154,967	$194,847	$203,003	$216,877	$212,740	$167,172			

CITY OF MILACA

Council Monthly Budget Report

September 2019

DEPT Descr	2019 YTD Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
Airport	$129,115.00	$115,154.65	$13,960.35	10.81%
Assessing	$10,600.00	$27.00	$10,573.00	99.75%
Auditing	$7,250.00	$7,250.00	$0.00	0.00%
Building Inspection	$48,960.00	$47,777.21	$1,182.79	2.42%
City Attorney	$45,000.00	$32,299.36	$12,700.64	28.22%
City Hall	$341,685.00	$314,545.65	$27,139.35	7.94%
City Manager	$30,800.00	$23,296.13	$7,503.87	24.36%
Council	$19,200.00	$15,193.75	$4,006.25	20.87%
Elections	$0.00	$0.00	$0.00	0.00%
Liaison Officer	$84,850.00	$46,253.10	$38,596.90	45.49%
Libraries	$26,810.00	$21,342.04	$5,467.96	20.40%
Ogilvie	$63,805.00	$48,239.91	$15,565.09	24.39%
Parks	$154,930.00	$93,958.92	$60,971.08	39.35%
Planning Comm.	$1,000.00	$771.37	$228.63	22.86%
Police Dept.	$545,285.00	$449,986.70	$95,298.30	17.48%
Public Works	$319,235.00	$241,318.55	$77,916.45	24.41%
Recreation	$2,500.00	$3,193.88	($693.88)	-27.76%
Senior Center	$6,700.00	$1,861.37	$4,838.63	72.22%
Treasurer	$29,720.00	$22,835.42	$6,884.58	23.16%
Unallocated	$7,200.00	$10,707.17	($3,507.17)	-48.71%
	$2,270,715.00	$1,711,194.17	$559,520.83	24.64%

2019 INVESTMENT

September	Purch Date	Maturity Date	Int. Rt	Balance 12/31/18	Purchase	Cost	Maturities	Book Balance 12/31/19	Market Value	Interest Received	Interest Paid	Cash Balance
RBC WEALTH MANAGEMENT												1,459,466.06
Ally Bank	3/18/17	3/18/19	1.50%	85,000.00		85,000.00	85,000.00	-	-	639.25		54,845.53
Oriental Bank	3/18/17	3/18/19	1.50%	15,000.00		15,000.00	15,000.00	-	-	112.19		(1,518.75)
American Express	7/29/15	7/29/19	2.05%	100,000.00		100,000.00	100,000.00	-	-	2,050.00		1,466.49
Capital One - Mclean	8/12/15	8/12/19	2.00%	100,000.00		100,000.00	100,000.00	-	-	2,000.00		50,732.66
Capital One - Glen Allen	8/19/15	8/19/19	2.10%	120,000.00		120,000.00	120,000.00	-	-	2,520.00		3,942.14
Capital One - Glen Allen	9/30/15	9/30/19	2.00%	110,000.00		110,000.00	110,000.00	-	-	2,200.00		85,942.24
Morgan Stanley Bank	1/18/18	1/21/20	2.20%	110,000.00		110,000.00		110,000.00	110,108.90	2,420.00		-
Synchrony	1/23/15	1/23/20	1.85%	120,000.00		120,000.00		120,000.00	120,114.00	2,220.00		56,599.15
Key Bank	3/16/17	3/16/20	1.75%	100,000.00		100,000.00		100,000.00	99,955.00	1,750.00		677.75
First Bank PR Santurce	4/7/17	4/7/20	1.70%	30,000.00		35,000.00		30,000.00	29,979.00	382.88		1,850.83
Sallie Mae Bank	6/22/17	6/22/20	1.90%	60,000.00		60,000.00		60,000.00	60,040.80	568.44		(905.70)
Capital One - Mclean	9/16/15	9/16/20	2.20%	100,000.00		100,000.00		100,000.00	100,429.00	2,200.00		677,182.46
Goldman Sachs	9/30/15	9/30/20	2.25%	45,000.00		45,000.00		45,000.00	45,071.10	1,012.50		250,000.00
BMW Bank	3/17/17	3/17/21	2.05%	25,000.00		25,000.00		25,000.00	25,090.25	512.50		117,896.90
American Express Centurion	3/30/17	4/5/21	2.30%	95,000.00		95,000.00		95,000.00	95,399.00	1,089.51		223,474.87
Wells Fargo Bank	3/28/17	4/12/21	2.25%	45,000.00		45,000.00		45,000.00	45,306.00	760.05		22,907.80
Discover	9/7/18	9/7/21	3.00%	150,000.00		150,000.00		150,000.00	153,418.50	4,500.00		14,138.00
American Express	9/20/17	9/20/21	2.10%	100,000.00		100,000.00		100,000.00	100,297.00	2,100.00		30,095.42
Morgan Stanley Bank	9/27/18	9/27/21	3.05%	115,000.00		115,000.00		115,000.00	117,807.15	3,507.50		140,966.77
Hawthorn Bank	11/22/18	11/22/21	3.20%	175,000.00		175,000.00	175,000.00	-	-	2,316.72		1,221.75
JP Morgan Chase	12/31/18	12/31/21	3.00%	100,000.00		100,000.00		100,000.00	100,271.00	2,243.84		(107,950.97)
State Bank of India NY	3/14/17	3/14/22	2.25%	75,000.00		75,000.00		75,000.00	75,798.75	1,687.50		53,625.25
Sallie Mae Bank	3/21/19	3/21/22	2.75%	-	120,000.00	120,000.00		120,000.00	122,736.00	1,663.56		251,365.43
Synchrony	3/30/17	4/7/22	2.40%	125,000.00		125,000.00		125,000.00	126,823.75	1,495.89		897,455.69
Goldman Sachs	6/21/17	6/21/22	2.35%	100,000.00		100,000.00		100,000.00	101,433.00	1,171.78		1,197,113.46
Sallie Mae	7/18/19	7/18/22	2.10%	-	60,000.00	60,000.00		60,000.00	60,474.00			767,473.54
TIAA FSB	7/29/19	7/29/22	2.10%	-	100,000.00	100,000.00		100,000.00	100,797.00			157,110.43
Capital One - Mclean	8/15/19	8/15/22	2.05%	-	100,000.00	100,000.00		100,000.00	100,669.00			103,164.40
Ally Bank	8/22/19	8/22/22	1.90%	-	160,000.00	160,000.00		160,000.00	160,401.60			
Capital One Bk USA	8/22/19	8/22/22	1.90%	-	120,000.00	120,000.00		120,000.00	120,301.20			
Bank Baroda	12/28/18	12/28/22	3.40%	120,000.00		120,000.00		120,000.00	125,944.80	2,034.41		**6,510,339.60**
UBS Bank USA	5/30/18	5/30/23	3.15%	100,000.00		100,000.00		100,000.00	104,655.00	2,364.62		
Silver Gate	7/17/19	7/17/23	2.20%	-	75,000.00	75,000.00		75,000.00	75,075.00	280.28		
Morgan Stanley Bank	10/3/19	10/3/23	1.90%	-	110,000.00	110,000.00		110,000.00	110,128.70			
BMO Harris	4/5/19	10/5/23	2.75%	-	205,000.00	205,000.00		205,000.00	205,459.20	1,405.51		-
FHLM	10/27/16	10/27/23	1.30%	200,000.00		200,000.00		200,000.00	199,974.00	1,500.00		
FNMA	3/23/16	4/19/24	1.50%	115,000.00		115,000.00		115,000.00	115,034.50	1,150.00		
State Bank of India NY	5/30/19	5/30/24	2.75%		170,000.00	170,000.00		170,000.00	170,202.30			
Federal Farm Credit Bank	10/31/17	8/28/24	2.50%	160,000.00		160,000.00	160,000.00	-	-	3,911.11		
FHLM	9/30/16	9/30/24	1.25%	115,000.00		115,000.00		115,000.00	114,895.35	2,012.50		
JP Morgan Chase	4/17/18	4/17/25	3.00%	115,000.00		115,000.00	115,000.00	-	-	2,580.41		
MONEY MARKET				7,486.66				24,860.15	24,860.15	197.09		
MORGAN STANLEY												
Comenity Bank	6/14/17	6/14/22	2.40%	200,000.00		200,000.00	200,000.00	-	-	1,578.08		
4-M FUND												
MONEY MARKET				1,546,105.86	2,145,905.52		1,175,000.00	2,517,011.38	2,517,011.38	30,065.29		
				-		**Payroll**		-	-			
				333,768.23		**Gen Chking**		101,582.99	101,582.99	155.03		
				317,136.73		**Liq Chking**		344,774.65	344,774.65	254.76		
				111,384.16		**Motor**		157,110.43	157,110.43	91.34		
				5,640,881.64				**6,510,339.60**	**6,539,429.45**	**92,704.54**		

General Bank Reconciliation
September 2019

	Balance	Receipts	Disburse	Balance
Balance	130,247.19	577,270.24	477,083.97	230,433.46
Current Month Outstanding			128,850.47	(128,850.47)
Last Month Outstanding	(5,680.79)		(5,680.79)	
ACH Fees		(35.68)	(35.68)	
Bank Charges		0.00	0.00	
Credit Card Fees		(245.03)	(245.03)	
Deposit in transit				
Deposit correction		0.00	0.00	
Deposit not recorded				

NSF Check

Balance	124,566.40	576,989.53	599,972.94	101,582.99
Book Balance		576,989.53	518,326.39	
Motor			541.15	
Payroll			81,105.40	
		576,989.53	599,972.94	
		0.00	0.00	

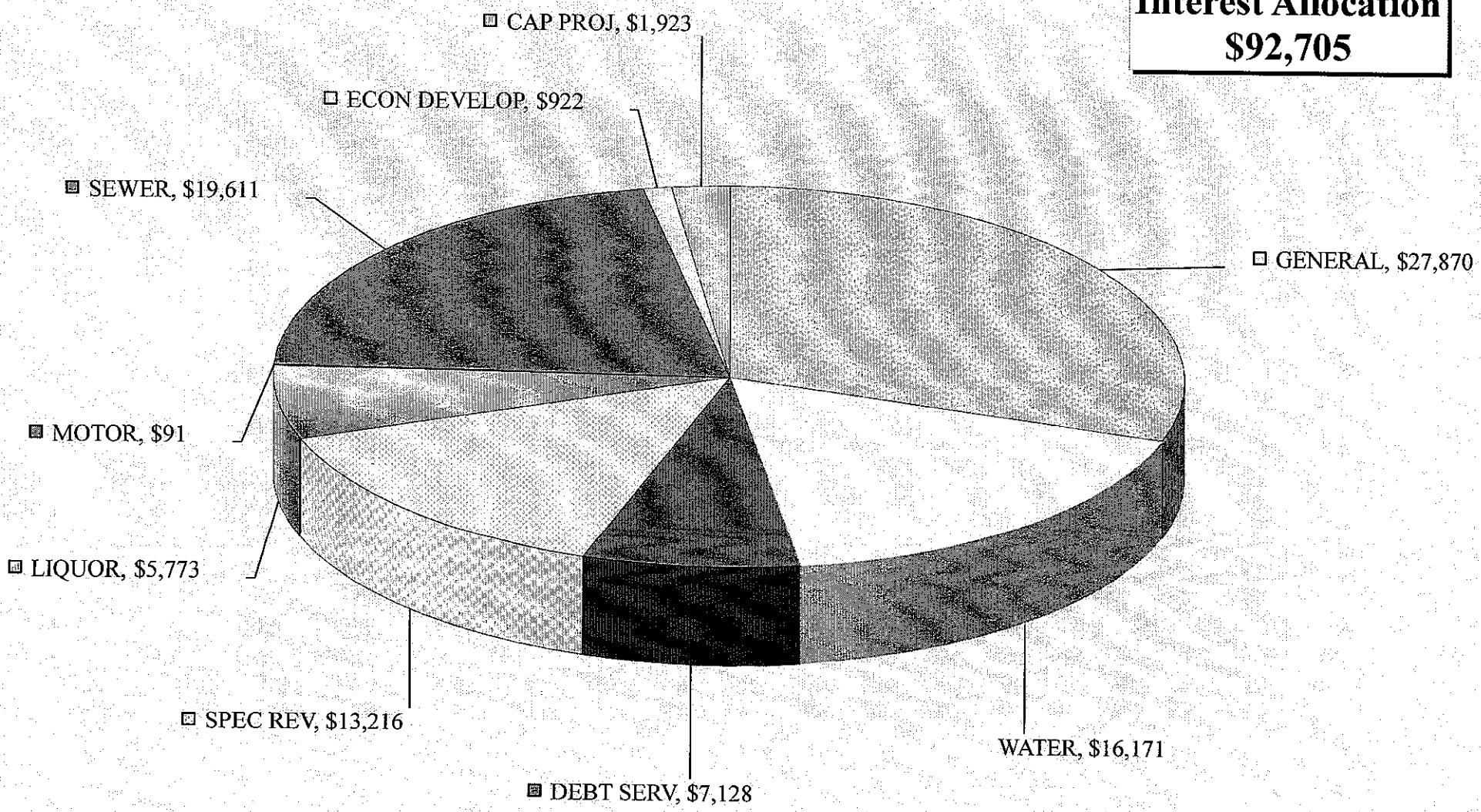
Liquor Bank Reconciliation
September 2019

	Balance	Receipts	Disburse	Balance
Balance	427,202.42	230,654.30	188,540.73	469,315.99
Current Mnth Outstanding			126,586.81	(126,586.81)
Last Mnth Outstanding	(126,869.34)		(126,869.34)	
Deposit in Transit		2,045.47		2,045.47
Last Mnth Deposit in Transit	10,079.68	(10,079.68)		
Bank Charges		(599.27)	(599.27)	
Deposit Correction		0.00	0.00	
Credit Card Fees		(3,440.15)	(3,440.15)	
Balance	310,412.76	218,580.67	184,218.78	344,774.65
Book Balance		218,580.67	164,811.94	
Payroll			19,406.84	
			184,218.78	
		0.00	0.00	

Deputy Registrar Bank Reconciliation
September 2019

		Balance	Receipts	Disburse	Balance
Balance		153,845.90	362,285.25	360,525.47	155,605.68
Last Month Outstanding		(7,318.87)		(7,318.87)	
Current Month Outstand				28,352.57	(28,352.57)
Last Mnth Dep in Transit		8,977.87	(8,977.87)		
Current Deposit in Transit			29,716.57		29,716.57
ACH TRANSACTION			(2,085.70)	(2,085.70)	
Bank Charges			0.00	0.00	
Deposit in transit			0.00	0.00	
Deposit correction			0.00	0.00	
NSF Check					
Schumacher	6/19	140.75	0.00	0.00	140.75
Book Balance		155,645.65	380,938.25	379,473.47	157,110.43
Book Balance			380,938.25	365,652.29	
Payroll				14,362.33	
Gen Exp				(541.15)	
			380,938.25	379,473.47	
			0.00	0.00	

2019 Third Quarter Interest Allocation $92,705



RESOLUTION NO. 19 – 47

RESOLUTION ASSESSING TREE REMOVAL

BE IT RESOLVED that the following TREE REMOVAL be levied against the described property for 2020 property taxes, for 1 (one) year, at a rate of 7 (seven) percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-360-0750	Kintgen, Stephen	920 2nd Ave NW	$405.00

Adopted this 17th day of October, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19-48

A RESOLUTION ASSESSING UNPAID FIRE DEPARTMENT CHARGES FOR SERVICE

WHEREAS the Milaca Fire Department responded to a call at 16263 100th Avenue, Milaca, MN on June 30, 2019 and,

WHEREAS the invoice for the service has not been paid,

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

$250.00
Justin Paschke
16263 100th Avenue
Milaca, MN 56353
PID #02-018-1203

Adopted this 17th day of October, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19–49

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 services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute as set forth below to the city:

Name of Donor	Amount
Kwik Trip	$1,000.00 for Body Cameras

WHEREAS, All such donations have been contributed to assist the city in the establishment and operations of facilities and programs, 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 establish and operate the facilities and programs either alone or in cooperation with others, as allowed by law.

2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 17th day of October, 2019.

_____
Mayor Harold Pedersen

ATTEST

_____
Tammy Pfaff, City Manager

RESOLUTION NO. 19 - 50

RESOLUTION ASSESSING MOWING COSTS

BE IT RESOLVED by the Milaca City Council that the council hereby assess the following cost of a nuisance abatement for a period of 1 (one) year at the rate of 7 (seven) percent payable for 2020 taxes:

PID #	OWNER	ADDRESS	DATE OF MOWING	ASSESSED
21-040-0220	Gustafson, Jennifer	245 3rd Ave NW	09/22/19	$60.00

Adopted this 17th day of October, 2019.

Mayor Harold Pedersen

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 19-51

RESOLUTION DECLARING A HAZAROUS BUILDING LOCTED AT 355 3RD AVE SE, MILACA, MN 56353

WHEREAS, the legal description for the property located at 355 3rd Ave SE, Milaca, MN 56353 is: THIRD ADDITION TO MILACA, S 1/3 OF LOT 3 BLK 24 EX S'LY 10 FT TO HWY 23, according to the plat thereof on file and of record in the office of the County Recorder, Mille Lacs County, Minnesota.

WHEREAS, Laurence & Carol Vogel are the record owner of the Subject Property in a recorded conveyance of said Subject Property, filed May 13, 2010

WHEREAS, Minnesota Statute 463.15 Subd. 3 defines a hazardous building or hazardous property as any building or property, which because of in adequate maintenance, dilapidation, physical damage, unsanitary conditions, or abandonment constitutes a fire hazard or hazard to public safety or health; and

WHEREAS, Minnesota Statue 463.16 states [T]he governing body of any municipality may order the owner of a hazardous building or property within the municipality to correct or remove the hazardous condition of the building or the property or to raze or remove the building; and

WHEREAS, Minnesota State Building Code 1300.0180 states a building or structure regulated by the Code is unsafe if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life. The Code further states that all unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections 463.15 to 463.26 (Hazardous and Substandard Buildings); and

WHEREAS, on or about June 9, 2019, an inspection was done on the Subject Property; and

WHEREAS, said inspection revealed substantial building code violations and unsanitary conditions, including the following: numerous building code violations, unsanitary conditions, fire hazards and general instability of the structure.

WHEREAS, the numerous building code violations, unsanitary conditions, fire hazards, and structural instability of the Subject Property, requires the city take action to abate the hazardous condition; and

WHEREAS, on June 10, 2019, the city mailed to Laurence & Carol Vogel, Owners, Notice of Hazardous Building and/or Hazardous Property and Nuisance or Blight Violation, and allowed Laurence & Carol Vogel until July 11, 2019 to correct said deficiencies; and

WHEREAS, as of September 25, 2019, all deficiencies described above have not been corrected to the satisfaction of city officials; and

WHEREAS, the Subject Property is in violation of laws of the State of Minnesota and the City of Milaca, to-wit:

Minnesota Statute 463.15-463.261 (Hazardous and Substandard Buildings); Minnesota State Building Code 1300.0180 (Unsafe Buildings or Structures); and Milaca City Ordinance 366 (Milaca Ordinance adopting the Minnesota State Building Code);

UPON THE FOREGOING FINDINGS, IT IS HEREBY RESOLVED by the City Council of the City of Milaca as follows:

1) The Subject Property, located at 355 3rd Ave. SE, Milaca, MN 56353 is hereby declared a hazardous building, unsafe building and public nuisance as defined in Minnesota Statute 463.15 Subd. 3, Minnesota State Building Code 1300.0180, and Milaca City Ordinance 336, by virtue of its numerous building code violations, unsanitary conditions, fire hazards and general instability of the structure.

2) The conditions of the Subject Property pose such a public hazard that the City must take all necessary action to abate the hazard.

3) The City Council of the City of Milaca hereby orders the owners of record of the described hazardous buildings, or their representatives, to correct the hazardous conditions on the Subject Property, within twenty (20) days of the service of this Order upon them;

4) The City Council of the City of Milaca further orders that unless such corrective action is taken, or an answer is filed in the office of the Court Administrator of the District Court of Mille Lacs County, Minnesota, within twenty (20) days from the date of the service of this Order, a Motion for Default Summary Enforcement of this Order will be made to the District Court of Mille Lacs County;

5) The City Council of the City of Milaca further orders that in the event the City elects, pursuant to the statute, to take the corrective action, all necessary costs expended by the City will be assessed against the Subject Property and collected in accordance with the applicable statutes;

6) The City Council of the City of Milaca hereby authorizes and directs the Mayor and City Administrator, the City Engineer, the City Attorney, and any other necessary officers and employees of the City to prepare, sign and serve any papers, and to take any actions which are necessary to execute this Order and to assess the costs thereof against the Subject Property to be collected along with the ad valorem taxes in accordance with the statute in such case made and provided.

Approved by the City Council of the City of Milaca this 17th day of October, 2019.

Mayor Harold Pedersen

ATTEST:

Tammy Pfaff, City Manager

City of Milaca

255 First Street East
Milaca, MN 56353

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

www.cityofmilaca.org

September 30, 2019

Laurence and Carol Vogel
19675 Keystone Rd
Milaca, MN 56353

RE: PROPERTY AT 355 3RD AVE SE, MILACA MN

Laurence and Carol,

The property listed above is being declared a hazardous building and will go before the city council on October 17th at 6:30 p.m. You have the opportunity to attend this meeting to address the hazardous property.

Enclosed is the resolution that will go before the city council.

Sincerely,

Tammy Pfaff
City Manager
City of Milaca

ORDINANCE NO. 454
FIRST READING
AN ORDINANCE REPEALING ORDINANCE 30.01 through 31.05
OF THE CITY OF MILACA

Section I: REPEALER

The ordinances of the City of Milaca are hereby amended by repealing the following provisions:

31.01 COMPOSITION.

Pursuant to M.S. Chapter 360, as it may be amended from time to time, there has been created a city Airport Commission, which Commission is hereby continued as heretofore established, and it shall consist of five members appointed by the Council. No more than one member shall be chosen from the Council membership. Each member shall serve for a term of three years and until his or her successor is appointed and qualified. Residence within this municipality need not be a qualification for membership. A vacancy shall be filled by the Council for the unexpired term. The Manager-Clerk of this municipality shall be the Executive Secretary of the Airport Commission but shall not be a member of the Commission. The Airport Commission shall be advisory to the City Council.

31.02 ABSENCE OF MEMBERS.

Absence from three regular meetings without the formal consent of the Commission shall be deemed to constitute a resignation of a member; and the vacancy thus created shall be filled thereafter by appointment by the City Council for the remainder of the term of the member so deemed to have resigned.
(Ord. passed 3-24-94

31.03 RULES; OFFICERS; SALARY.

The Commission shall adopt rules for its own proceedings. It shall annually choose a President from among its own members. No member of the Commission or the Executive Secretary thereof shall receive a salary except as fixed by the Council.

31.04 JURISDICTION; POWERS AND DUTIES.

(A) All powers set forth in M.S. § 360.038, as amended from time to time, and laws amendatory and supplementary thereof, are hereby granted to and vested in the City Council which shall exercise them after receiving advice from the city Airport Commission, except as hereinafter specifically qualified or restricted, as set forth in the divisions which follow.

(B) The Commission shall have, and is hereby granted, authority and power to negotiate executory agreements with all persons, firms, corporations, municipalities, and state and

federal governments; provided, however, that the Commission shall thereupon refer these negotiated agreements to the Council of this municipality, which this body shall act upon; further provided, however, that all these agreements shall be made in the name of this municipality and shall not have legal force or effect until entered into by the Council.

(C) The Commission shall have and hereby is granted power to negotiate all necessary agreements to provide for the construction, enlargement, improvement, maintenance, equipment, operation, and regulation of the Municipal Airport; provided, however, that the Commission shall thereupon refer these negotiated agreements to the Council of this municipality, which this body shall act upon; further provided, however, that all these agreements shall be made in the name of this municipality and shall not have legal force or effect until entered into by the Council.

(D) The Commission shall recommend to the Council concerning employment of all necessary help for the management and operation of the Municipal Airport, which help shall be employed by the Council, and the Commission may prescribe the duties of all officers and employees. However, these rules and regulations shall have no force and effect until approved by the City Council.

(E) The Commission is hereby further granted power to adopt and amend all needful rules and regulations, for the management, government, and use of the Municipal Airport whether within or without the territorial limits of this municipality; to provide for full municipal police and fire regulation and protection; to adopt and enact rules and regulations designed to safeguard the public upon or beyond the limits of the airport; and to provide how these rules and regulations shall be published or otherwise made available to the public.

(F) The Commission is hereby further granted all necessary power to negotiate leases of airport properties and/or facilities in accordance with M.S. § 360.038(4), as amended from time to time, and laws amendatory and supplementary thereof. The Commission is further empowered to determine the charges of rental for the use of any properties under its control and the charges for any services or accommodations and the terms and conditions under which the property may be used; provided that in all cases the public is not deprived of its rightful, equal, and uniform use of the property. Charges shall be reasonable and uniform for the same class of service and established with due regard to the property and improvements used and the expense of operation to this municipality. This municipality shall have and may enforce liens, as provided by law for liens and enforcement thereof, for repairs to or improvement or storage or care of any personal property, to enforce the payment of any charges. However, the Commission shall thereupon refer these negotiated agreements to the Council of this municipality, which this body shall act upon; further provided, however, that all these agreements shall be made in the name of this municipality and shall not have legal force or effect until entered into by the Council.

(G) The Commission shall further determine what types of hazard and liability insurance protections and coverage shall be carried by this municipality on all properties

under its control and shall see that these insurance coverages are obtained in the name of this municipality and kept in full force and effect. However, these insurance protections and coverages shall not be obtained until they are approved by the Council.

31.05 REPORTS.

The Executive Secretary of the Commission shall make a monthly or other statement of operation to the Council as the Council may require. An annual financial report shall be made and a copy filed with the City Manager-Clerk at the close of the calendar year, and the same shall be included as a part of the annual financial statement of the City Manager-Clerk in conformity with M.S. § 412.281, as amended from time to time.

Section II: EFFECTIVE DATE

This ordinance shall become effective the ____ day of _____ 2019.

Adopted by the City Council of the City of Milaca this _____ day of _____, 2019.

_____
Harold Pederson, Mayor

ATTEST:

_____
Tammy Pfaff, City Clerk

Calls for Service By Type

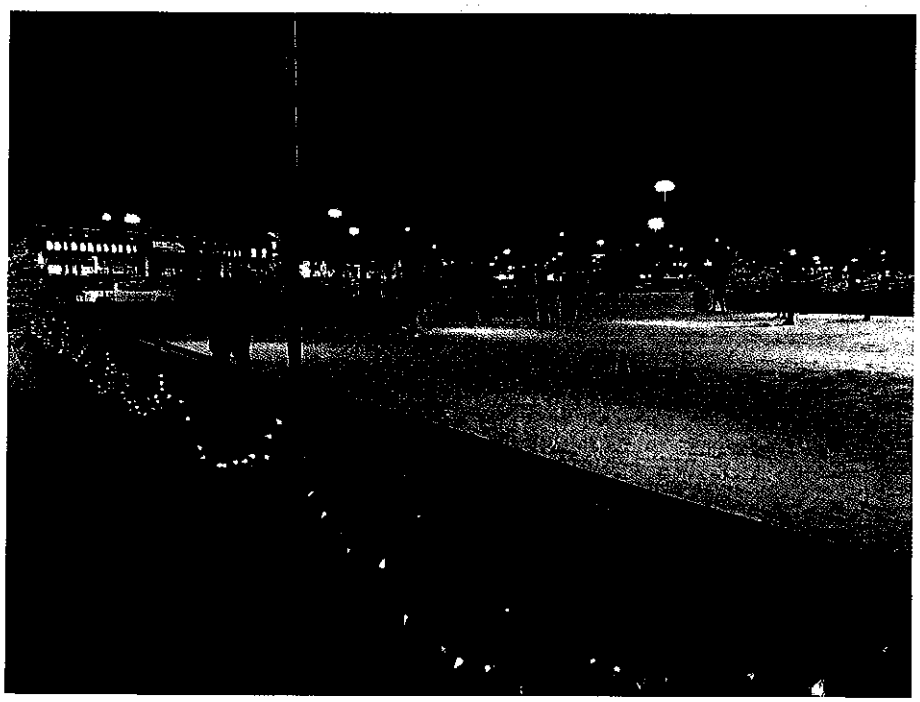
9/1/2019 to 9/30/2019

Type	Sub Type	Total
911 Hang Up		2
Accident		6
Agency Assist		21
Alarm		9
Animal		10
Assault		3
Burglary		1
CDTP		3
Child Abuse		1
Child Custody		1
Civil Issue		1
Community Contact		4
CSC		3
Debris		4
Disturbance		13
Domestic		3
Drugs		2
Family Services Referral		7
Fire		2
Found Property		4
Fraud-Forgery-Scam		1
Funeral Escort		1
Gas Drive Off		1
Harassment Complaint		10
Hospice		1
Icr Misc		23
Juvenile Complaint		5
Lockout		12
Medical		22
Missing Juvenile		1
Motorist Assist		3
Noise Complaint		3
OFP Violation		1
Parking Complaint		11
Property Exchange		2
Public Assist		27
Recovered Property		2
Remove Unwanted		3
Suicidal Party		4
Suspicious Activity		19
Theft		10
Threats Complaint		6
Traffic		21
Trespass Complaint		2
Vulnerable Adult Report		1
Welfare Check		5
Grand Total		**297**

Parks

Looking for approval of $62,000 for a new hockey rink and installation. It will be permanently mounted to the new concrete slab in Rec Park. Pickleball courts will be inside the rink for summer use and removed in winter.

The rink will be steel, with white powder coated chain fencing on the ends and corners.



Milaca Public Works

Supervisor's Report for September – October

Public Works:

- Submitted/completed corrective actions to Minnesota Pollution Control.
- Finished hydrant flushing.
- Sweeping daily.
- All alleys graded early October.
- Transferring waste water at ponds – discharging soon.
- Exterior sign installed at Dep Reg.
- Salt and sand ordered, mixed, and stored for winter.
- City hall handrail installed.
- Asphalt for liquor store and First National alley – hoping they are paved by the time you read this, delayed because of weather.

Parks:

- Sites prepped and ready for concrete in Rec Park, (basketball court, shelter pad, pickleball courts.
- Asphalt in Rec Park – Prep work is done, too wet to pave right now.
- Playground equipment continuing to be installed in Trimble - keeps getting delayed due to weather and ground saturation.
- Campsites were winterized 10/11/19.
- Mowing where possible with how wet it is.
- Gorecki addition will begin this month.

Airport:

- Mowing where possible.

Stantec

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

October 7, 2019

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. 2

Dear Tammy:

Attached for city approval is Contractor's Request for Payment No. 2 for the 2019 8th Street NE and 6th Avenue NE Improvements Project. The prime Contractor on this project is Minnesota Paving and Materials.

This request generally includes storm sewer work and paving. Construction is now substantially complete.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Minnesota Paving and Materials in the amount of $186,308.45.**

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

Phil Gravel
City Engineer

Enclosures

cc: Gary Kirkeby, Public Works Department

Stantec

Owner:	City of Milaca, 255 1st Street East., Milaca, MN 56353	Date:	October 3, 2019
For Period:	8/24/2019 thru 10/2/2019	Request No:	2
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			$ 443,296.96
6	Material on Hand			$ 0.00
7	Amount Earned			$ 443,296.96
8	Less Retainage 5%			$ 22,164.85
9	Subtotal			$ 421,132.11
10	Less Amount Paid Previously			$ 234,823.66
11	Liquidated damages -			$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	2		$ 186,308.45

Recommended for Approval by:
STANTEC

10-7-19

Approved by Contractor:
MINNESOTA PAVING AND MATERIALS

10-4-19

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	0.4	0.9	$22,500.00
2	TEMPORARY TRAFFIC CONTROL	LS	1	10500.00	0.4	0.9	$9,450.00
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	8	16	$13,600.00
6	ADJUST EXISTING GATE VALVE BO>	EACH	7	500.00	2	7	$3,500.00
7	BITUMINOUS STREET PATCH	SQ YD	2140	18.00	358.33	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	2028.63	$139,975.47
11	TACK COAT	GAL	1280	2.70	1080	1280	$3,456.00
12	CONCRETE CURB AND GUTTER REPLACEMENT	LIN FT	540	38.60	69	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	100	$1,860.00
	TOTAL BASE BID						$423,047.61
	CHANGE ORDER NO 1 - 6TH STREET STORM SEWER						
1	REMOVE STORM SEWER PIPE	LIN FT	100	9.00	100	100	$900.00
2	22"X36" ARCH RC PIPE SEWER DESIGN 3014 J CLASS V	LIN FT	48	142.00	40	40	$5,680.00
3	22"X36" ARCH RC PIPE APRON	EACH	1	1650.00	1	1	$1,650.00
4	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-402(	EACH	2	4188.00	2	2	$8,376.00
5	CONNECT TO EXISTING STORM SEWER	EACH	1	1200.00	1	1	$1,200.00
6	RANDOM RIP RAP, CLASS III	CU YD	15	65.00	15	15	$975.00
7	AGGREGATE BASE, RECLAIM	CU YD	30	15.00	30	30	$450.00
8	5% CONTRACTOR MARK UP FEE	LS	1	1018.35	1	1	$1,018.35
	TOTAL CHANGE ORDER NO 1						$20,249.35
	TOTAL BASE BID						$423,047.61
	TOTAL CHANGE ORDER NO 1						$20,249.35
	TOTAL WORK COMPLETED TO DATE						**$443,296.96**

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
2	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

Material on Hand

Total Payment to Date	$421,132.11	Original Contract	$462,761.00
Retainage Pay No. 2	22,164.85	Change Orders	$21,385.35
Total Amount Earned	$443,296.96	Revised Contract	$484,146.35

Milaca Economic Development Commission

September 23, 2019 meeting 7:30 AM City Hall

Present: Joe, Tim, Jeff Dotseth, Jeff, Brad, Andrea, Mike, Matt, Marshal, Tammy

Call Meeting to order – 7:33

Secretary's Report – Tim read the minutes

Old Business

Cointainer Industrial Park - Tammy explained the some of millings are being used in the parks as well as a base coat for road construction and alleys.

Kwik Trip – Grand opening will be at 5:00AM on Sept. 26. There will be a Grand Opening ceremony on Oct. 9 at 10:30.

Brew Pub – No knew news on this from Marshal. Andrea explained that the chamber has been working with the owner to help connect with contractors.

New Business

Jeff Dotseth Guest – Discussion ensued regarding the property. Jeff explained that he is interested in having discussions around the sale of the property. Tammy asked Brad to do some research around comparables to the property. Further discussion occurred around the cost/price of the property. Jeff explained the he wants to consider selling it now. Tammy explained that the city is interested – but it all depends on the price of the lot. Marshal explained that it makes sense that the industrial park be extended to this property. The city is interested in attracting manufacturing companies to the business. Joe explained the history of the "Nelson Farm" acreage. Discussion ensued around this history. Jeff again explained that he is open to healthy dialogue around this topic. Tammy again explained that the city is interested in helping provide exposure to this property. The plan would be to more aggressively promote this expansion possibility. Mike then spoke about general overview of the workforce and the efforts that are being made to expand our workforce. Jeff explained that it is important to not only incentivize new businesses, but to all existing businesses to allow for expansion and growth.

Independent School District 912 Referendum – Tim shared the information about upcoming election.

Industrial Park Street Improvements - Tammy updated the group on the progress on this area.

Industrial Park Surveys – Tammy and Mike visited the businesses. Nortec reported having a difficult time finding a workforce. Global industries is also struggling to find workers, but wants to expand. In addition, it appears as though

Hobnettis will be opening again in the future. Tammy handed out the survey's for us to hand out as a group. She requested that the group reaches out to these businesses on behalf of the EDC. She asked that we return them by the next meeting.

Heggies Pizza and Vikings Partnership – Joe referenced the recent success and the newspaper article with more info.

Hobnettis Pizza –

Oct. 3 – Lunch and Learn for Chamber – King Sparrow –
ECE Customer appreciation
Jeff's Birthday
MNDOT meeting at the city council area