



CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
JULY 17, 2025

1. Call Meeting to Order 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Dave Dillan____ Council Members; Norris Johnson____ Lindsee Larsen____
Ken Muller____ Tim Poorker____ Absent;_____
4. **Approval of Agenda** MB__2nd__AIF__O__
5. **Consent Agenda** MB__2nd__AIF__O__
 - a. Approval of Minutes-June 18, 2025
 - b. Approval of Bills
 - c. Quarterly Financial Reports
 - d. **Resolution #25-21** Resolution Accepting Donation
6. **Open Forum**
7. **Public Hearing**
8. **Requests and Communications**
 - a.
9. **Ordinances and Resolutions**
 - a. **Ordinance #544** Solar Energy Systems-Second Reading MB__2nd__AIF__O__
 - b. **Ordinance #545** Ordinance Adopting Supplement to the Code of Ordinances
(Waive 2nd Reading) MB__2nd__AIF__O__
 - c. **Ordinance #546** Amending Chapter 50.04 (D) Licensed Collector; Duties and Obligations
(Waive second reading) MB__2nd__AIF__O__
 - d. Resolution #25-22 Resolution for Authorization to Summarize Ordinance #544 for
Publication Purposes MB__2nd__AIF__O__
 - e. Resolution #25-XX Accepting Preliminary Plat and Final Plat for Milaca Junction
Addition (Handout) MB__2nd__AIF__O__
10. **Reports of Departments, Boards and Commissions**
 - a. City Manager-
 - b. Police-Incident Summary (Info only – no action needed)
 - c. Parks –
 - d. Public Works- Engineer's Report (Info only-no action needed)

- e. Public Works – Contractor’s Request for Payment No. 7 to Northern Lines Contracting, Inc for
\$153,294.37 MB__2nd__AIF__O__
- f. Bid Approval for 1st St Sidewalk 2025 Project MB__2nd__AIF__O__
- g. Liquor Store-
- h. Fire Department-
- i. Planning and Zoning –
- j. Airport-
- 11. **Committees**
 - a. Budget –
 - b. EDC
- 12. **Unfinished Business**
- 13. **New Business**
 - a. Special Event Application for Airport Fly-In Breakfast & Car Show MB__2nd__AIF__O__
 - b. Special Event Application for Night to Unite/Kids Hands-On Event MB__2nd__AIF__O__
 - c. Internal Control Policy MB__2nd__AIF__O__
- 14. **Miscellaneous**
- 15. **Council Comments**
- 16. **Adjournment** Time_____ MB__2nd__AIF__O__

§ 30.19 ORDER OF BUSINESS; AGENDA

(C) Unless the Council, in its discretion, votes to consider matters not appearing on the agenda, no item of business shall be considered unless it appears on the agenda for the meeting.

**CITY OF MILACA
COUNCIL MINUTES
June 18, 2025**

Call to Order Roll Call

Mayor Dillan called the meeting of the Milaca City Council to order at 6:00 p.m.

Pledge of Allegiance

Upon roll call, the following council members were present: Mayor Dave Dillan, Councilors: Norris Johnson, Lindsee Larsen and Ken Muller. Absent: Tim Poorker.

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, City Attorney Damien Toven, Milaca Off Sale Manager Vicki Jeys and Fire Chiefs Jesse Gerads and Chris Ehlen.

Others present: Ryan Schmidt (Schlenner Wenner), Kasner Sturm (Circle K), Jesse Hadraua, Jesse Latterell

Approval of Agenda

Mayor Dillan called for a motion to approve the agenda. Larsen made a motion for approval, seconded by Muller. With no further discussion, all in favor of the approval of the agenda; motion passes.

Approval of Consent Agenda

Mayor Dillan called for a motion to approve the Consent Agenda.

- a. Approval of Minutes-May 15, 2025
- b. Approval of Bills
- d. Resolution #25-16 Lawnmowing

Larsen made a motion for approval of Consent Agenda, seconded by Johnson. No further discussion. All in favor of the Consent Agenda; motion passes.

Citizen Open Forum

Mayor Dillan asked if anybody present wanted to address anything not on the agenda. No one came forward.

Public Hearing:

Requests and Communications

Auditors Presentation of the 2024 Audited Financial Statements: Ryan Schmidt of Schlenner Wenner & Co. was present and gave a presentation. Audit went smoothly. As part of the process, we look at the processes and procedures and the controls that are in place. There are 3 that we need to address. First is Audit Adjustments. When we get the numbers from you, we have to make a few adjustments to get them to the accrual basis of accounting and because we assist with that, we have to mention that. Next is the segregation of duties. You only have one or two people that do the accounting and because you don't have a whole team that does accounting, there is a heightened risk that only a certain few people have access to your accounting system. Finally, as a third party we do prepare your financial statements and

whenever you have someone outside the city that prepares them, there is a risk of missing disclosure or errors.

There were no compliance issues with MN Statutes.

New this year was a Federal Grant from HUD for the airport road. Because this amount was over \$700,000, we needed to perform a Federal Program Compliance Audit. Everything was clean and was recorded as it was supposed to be.

General Fund: Revenues exceeded budgeted amounts by \$189,935. Expenditures were below budgeted amounts by \$412,766. The 2024 budget was budgeted for a decrease of \$23,246 but the actual increase in the general fund was about \$349,510.

The City has a policy in place to have a minimum of 5 months or about 42% of your annual operating expenditures set aside. Your percentage was 82% last year and 85% this year so well in excess of your minimum fund policy.

Debt Service Fund: Pretty standard here. Overall, an increase of \$125,000 basically because of the transfer of other funds. You closed out a capital project fund and transferred some money.

Airport Road Project Fund: This is where that Federal Grand fund is. Over a little more than 1 million revenues and then of course the expenditures. Ended with a slight deficit of \$36,055. The Nonmajor Governmental Funds are you EDA, misc. capital projects, TIF, etc. Overall, a decrease of a little over \$250,000.

Water Enterprise Fund: Operating revenues were up about \$73,000 from the previous year and operating expenses were down about \$32,000 so you had an operating income of about \$25,000. Overall, with that nonoperating activity factored in, you had an increase of about \$64,000.

Sewer Enterprise Fund: Operating revenues were up about \$27,000. Expenses held pretty steady – down about \$7,000 so overall a loss of about \$73,000 and with the nonoperating activity factored in, the overall decrease was about \$44,000.

Liquor Enterprise Fund: Net sales were down about \$17,000 for the year and then the operating expenses were also down about \$8,700. Overall operating income of about \$149,000. There was a transfer of about \$300,000 to the General Fund and because of that, there was a decrease overall of about \$139,000.

No further comments or questions. Mayor Dillan called for a motion to accept the 2024 Financial Audit as presented. Motion by Muller, seconded by Johnson. No further discussion. All in favor of the 2024 Audit. Motion passes.

Ordinances and Resolutions

- a. **Resolution #25-17 Resolution Adopting Policies for the Delegation of Authority for Payment of Certain Claims for the City of Milaca:** Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Johnson. City Manager Pfaff stated this comes from a suggestion from the auditors that the bills we pay after the council meeting need to have this policy in place. This would include health insurance, liquor bills and other bills that need to be paid before the first of the month. No further discussion. All in favor of Resolution #25-17. Motion passes.
- b. **Resolution #25-18 to Transfer Funds:** Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Larsen. City Manager stated the airport fund is in a negative balance. Pfaff

explained that within this project there were water and sewer expenses and now that this project is nearing completion, we can transfer monies to the funds. No further discussion. All in favor of Resolution #25-18. Motion passes.

- c. **Ordinance #544 Solar Energy Systems-First Reading:** Mayor Dillan called for a motion to approve. Motion by Larsen, seconded by Johnson. Mayor Dillan stated this Ordinance was to get something in place. No further discussion. All in favor of Ordinance #544 First Reading. Motion passes.

Reports of Departments, Boards and Commissions

City Manager – Nothing

Police –

Parks –

Public Works – Contractor's Request for Payment No. 6 to Northern Lines Contracting in the Amount of \$418,167.14 (110th Avenue Project-Airport Road): Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. Mayor Dillan asked if this comes close to closing this out and Pfaff stated that there will be a final payment yet. No further discussion. All in favor of the Contractor's Request for Payment No. 6 to Northern Lines Contracting in the Amount of \$418,167.14 (110th Avenue Project-Airport Road). Motion passes.

Liquor Store – Vicki stated they have moved their ice machine one outside and one in the entryway to create more room for displaying some bigger buys.

Fire Department – Fire Chief Jesse Gerads stated the new engine is in service. Soon they will have the sale of their fire truck – Engine 2. All the new recruits passed their classes and training. Golf tournament is July 12 and they are full for golfers but looking for donations and volunteers.

Planning and Zoning – **Resolution #25-19 Approving a Conditional Use Permit to Have a Multiple Family Dwelling in a B-1 Zoning District:** Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. Jesse Latterell was present and stated the only difference is that they will be moving the balconies even with the lot lines. Mayor Dillan asked if the first level was housing and Jesse explained that there would be one unit but most would be community space. Then there are only 2 units per level – total of 5 units. Mayor Dillan asked if people would be living in them and Jesse stated they would be. Johnson stated that the main concern that came up at Planning Commission was off-street parking and that was addressed that the residents wouldn't drive. Jesse stated that part of the approval process was that it was geared toward a system living for autism that would not be able to drive. Basically putting some language in there to keep the facility like that to where it doesn't become apartments so parking won't be an issue. Mayor Dillan asked when he hopes to start this and Jesse stated he hopes to start in the fall. Mayor Dillan asked if there were some issues with water and sewer and Jesse stated yes and that he has talked with Gary and the engineer. Johnson stated the main concern was access to the alley for trucks for the food shelf but it shouldn't obstruct the alley at all. Larsen stated the only designated parking would be adjacent to the alley as there is nothing designated in front of the building. Johnson stated there was a curb cut for a driveway but that will go away when the sidewalk is done and that would be eliminated so that would increase off-street parking may be about 4 spots (on 1st Street). Larsen asked if they would be related to the apartment? Pfaff stated no. They would be public parking. Johnson stated that right now there is no designated parking where the building would go so it could turn into 4-5 spots, maybe 6.

No further discussion. All in favor of Resolution #25-19 Approving a Conditional Use Permit to Have a Multiple Family Dwelling in a B-1 Zoning District. Motion passes.

Resolution #25-20 Approving a Conditional Use Permit to Allow High Speed Diesel Fuel Tanks in a B-2 General Business District: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Larsen. Pfaff stated that their intentions are to start this summer to late summer. Mayor Dillan asked where this canopy sits, is there additional land to the south? Pfaff stated not a lot because that turn is there and there is an easement on the very south end where the water and sewer lines went in. No further discussion. All in favor of Resolution #25-20. Motion passes.

Airport -

Committees

Budget:

EDC:

Unfinished Business

New Business

- a. Approve plans and specs for 2025 1st St Sidewalk Improvement Project: Mayor Dillan called for a motion to approve. Motion by Larsen, seconded by Johnson. Pfaff stated there will be issues with the water and sewer lines in that area. Mayor Dillan asked what the timeline was and Pfaff stated September. No further discussion. All in favor of the Plans and Specs for 2025 1st St Sidewalk Improvement Project. Motion Passes.
- b. Initiative Foundation Request: Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Johnson. Mayor Dillan stated the contacted him today and stated in the fall there would be a little bit about Milaca in their IQ magazine. Larsen asked if this was for \$3,100 and Pfaff stated yes. No further discussion. All in favor of the Initiative Foundation Request. Motion passes.
- c. Lot Split for Jesse Latterell-Mid-MN Investments: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. No further discussion. All in favor of Lot Split for Jesse Latterell. Motion passes.

Miscellaneous

Council Comments

Johnson mentioned that he had the opportunity to look at some rental properties to a town to the west and Sounds like there are a lot of infrastructure costs that would be passed on to the owners and I was thinking we don't do that. The property that I was looking at had a street assessment improvement of \$100,000. I was able to say we don't do that in Milaca. Their water and sewer rates are astronomical too. They also said in summer time if they water their lawns, they get soaked for both water and sewer and I said we don't do that in Milaca. Jesse Gerads stated yes you do. Johnson stated you pay for the water but not the sewer. Pfaff stated we do charge for whatever goes through the meter and the sewer gets the same. Mayor Dillan stated you used to put down June, July and August. Pfaff stated we haven't done that for quite a few years. Johnson stated he remembers passing a cap on sewer usage. Pfaff stated we'd go broke in the sewer fund if we continued to do that.

Mayor Dillan commented that they have started on the apartments on Hwy. 23. Also want to mention the Kiddie Parade on Monday, parade on Tuesday, and Music in the Park on Thursday and Abbie Lingle has an open house. And Big Rigs out at Milaca Meats and Legion on Sunday.

Adjourn:

Mayor Dillan called for a motion to adjourn. Motion made by Johnson, seconded by Muller to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 6:39 p.m.

Mayor Dave Dillan

Attest:

Tammy Pfaff, City Manager

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52700	06/23/25	NORTHERN LINES CONTRACTI	193806178-6	06/10/2025	1	501-43100-405	418,167.14	110TH AVE PAY REQUEST #6 AIRPORT ROAD
Total 52700:							418,167.14	
52701	06/25/25	BERNICKS	10363489	06/04/2025	1	609-49750-251	176.00	LIQUOR
52701	06/25/25	BERNICKS	10363489	06/04/2025	2	609-49750-252	2,350.85	BEER
52701	06/25/25	BERNICKS	10363489	06/04/2025	3	609-49750-254	82.60	NA
52701	06/25/25	BERNICKS	10363490	06/04/2025	1	609-49750-254	86.76	NA
52701	06/25/25	BERNICKS	10363491	06/04/2025	1	609-49750-251	115.20-	CREDIT LIQUOR
Total 52701:							2,581.01	
52702	06/25/25	BREAKTHRU BEVERAGE MN W	121803584	06/06/2025	1	609-49750-253	96.00	WINE
52702	06/25/25	BREAKTHRU BEVERAGE MN W	121803584	06/06/2025	2	609-49750-251	2,164.61	LIQUOR
52702	06/25/25	BREAKTHRU BEVERAGE MN W	121803584	06/06/2025	3	609-49750-333	38.85	DELIVERY
Total 52702:							2,299.46	
52703	06/25/25	C & L DISTRIBUTING CO.	2113454	06/04/2025	1	609-49750-259	52.00	OTHER FOR RESALE
52703	06/25/25	C & L DISTRIBUTING CO.	2113455	06/04/2025	1	609-49750-251	2,845.20	LIQUOR
52703	06/25/25	C & L DISTRIBUTING CO.	2113455	06/04/2025	2	609-49750-252	27,722.93	BEER
52703	06/25/25	C & L DISTRIBUTING CO.	2113455	06/04/2025	3	609-49750-253	359.80	WINE
52703	06/25/25	C & L DISTRIBUTING CO.	2113455	06/04/2025	4	609-49750-254	278.40	NA
52703	06/25/25	C & L DISTRIBUTING CO.	2117470	06/11/2025	1	609-49750-251	624.70	LIQUOR
52703	06/25/25	C & L DISTRIBUTING CO.	2117470	06/11/2025	2	609-49750-252	1,987.25	BEER
52703	06/25/25	C & L DISTRIBUTING CO.	2117470	06/11/2025	3	609-49750-253	163.80	WINE
52703	06/25/25	C & L DISTRIBUTING CO.	2117470	06/11/2025	4	609-49750-254	55.00	NA
52703	06/25/25	C & L DISTRIBUTING CO.	2117471	06/11/2025	1	609-49750-259	775.00	OTHER FOR RESALE
52703	06/25/25	C & L DISTRIBUTING CO.	2692000927	06/04/2025	1	609-49750-252	40.60-	CREDIT BEER
52703	06/25/25	C & L DISTRIBUTING CO.	2692000937	06/11/2025	1	609-49750-252	33.95-	CREDIT BEER
Total 52703:							34,789.53	
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2485242	06/03/2025	1	609-49750-251	267.20	LIQUOR
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2485242	06/03/2025	2	609-49750-252	17,365.52	BEER
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2485242	06/03/2025	3	609-49750-253	95.55	WINE
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2485242	06/03/2025	4	609-49750-254	112.50	NA
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2485242	06/03/2025	5	609-49750-259	67.00	OTHER FOR RESALE
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492128	06/10/2025	1	609-49750-251	877.85	LIQUOR
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492128	06/10/2025	2	609-49750-252	22,115.27	BEER
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492128	06/10/2025	3	609-49750-253	54.00	WINE
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492128	06/10/2025	4	609-49750-254	238.10	NA
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492128	06/10/2025	5	609-49750-259	185.92	OTHER FOR RESALE
52704	06/25/25	DAHLHEIMER DISTRIBUTING C	2492772	06/09/2025	1	609-49750-252	96.10-	CREDIT BEER
Total 52704:							41,282.81	
52705	06/25/25	GLOBAL RESERVE LLC	17428	06/04/2025	1	609-49750-259	362.00	OTHER FOR RESALE
Total 52705:							362.00	
52706	06/25/25	GRANITE CITY JOBBING	459338	06/06/2025	1	609-49750-217	119.84	OTHER OPERATING SUPPLIES
52706	06/25/25	GRANITE CITY JOBBING	459338	06/06/2025	2	609-49750-254	250.00	NA
52706	06/25/25	GRANITE CITY JOBBING	459338	06/06/2025	3	609-49750-256	587.07	TOBACCO
52706	06/25/25	GRANITE CITY JOBBING	459338	06/06/2025	4	609-49750-259	1,554.60	OTHER FOR RESALE
52706	06/25/25	GRANITE CITY JOBBING	459338	06/06/2025	5	609-49750-333	10.00	DELIVERY
52706	06/25/25	GRANITE CITY JOBBING	460411	06/06/2025	1	609-49750-217	87.95-	CREDIT OTHER OPERATING SUPPLIES
52706	06/25/25	GRANITE CITY JOBBING	460411	06/06/2025	2	609-49750-256	59.50-	CREDIT TOBACCO

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52706	06/25/25	GRANITE CITY JOBBING	460411	06/06/2025	3	609-49750-259	156.90-	CREDIT OTHER FOR RESALE
52706	06/25/25	GRANITE CITY JOBBING	460626	06/06/2025	1	609-49750-254	365.00	NA
52706	06/25/25	GRANITE CITY JOBBING	460626	06/06/2025	2	609-49750-256	160.45	TOBACCO
52706	06/25/25	GRANITE CITY JOBBING	460626	06/06/2025	3	609-49750-259	387.54	OTHER FOR RESALE
Total 52706:							3,130.15	
52707	06/25/25	JOHNSON BROTHERS LIQUOR	136946	06/04/2025	1	609-49750-251	38.07-	CREDIT LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802413	06/03/2025	1	609-49750-251	1,552.10	LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802413	06/03/2025	2	609-49750-253	453.50	WINE
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802413	06/03/2025	3	609-49750-254	44.00	NA
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802413	06/03/2025	4	609-49750-259	80.60-	CREDIT OTHER FOR RESALE
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802413	06/03/2025	5	609-49750-333	38.84	DELIVERY
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802414	06/03/2025	1	609-49750-251	4,035.16	LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2802414	06/03/2025	2	609-49750-333	54.51	DELIVERY
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2805669	06/05/2025	1	609-49750-251	918.00	LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2807233	06/10/2025	1	609-49750-251	1,637.50	LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2807233	06/10/2025	2	609-49750-333	67.90	DELIVERY
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2807234	06/10/2025	1	609-49750-251	2,214.08	LIQUOR
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2807234	06/10/2025	2	609-49750-253	150.85	WINE
52707	06/25/25	JOHNSON BROTHERS LIQUOR	2807234	06/10/2025	3	609-49750-333	75.98	DELIVERY
Total 52707:							11,123.75	
52708	06/25/25	NELSON, KATHY	11-5230-01	06/16/2025	1	001-10005	9.39	CREDIT ON FINAL WATER BILL
Total 52708:							9.39	
52709	06/25/25	PHILLIPS WINE AND SPIRITS	6986788	06/03/2025	1	609-49750-251	554.89	LIQUOR
52709	06/25/25	PHILLIPS WINE AND SPIRITS	6986788	06/03/2025	2	609-49750-333	11.64	DELIVERY
52709	06/25/25	PHILLIPS WINE AND SPIRITS	6990636	06/10/2025	1	609-49750-251	963.00	LIQUOR
52709	06/25/25	PHILLIPS WINE AND SPIRITS	6990636	06/10/2025	2	609-49750-253	440.00	WINE
52709	06/25/25	PHILLIPS WINE AND SPIRITS	6990636	06/10/2025	3	609-49750-333	37.83	DELIVERY
Total 52709:							2,007.36	
52710	06/25/25	RAMOS, DAVID	11-1610-00	06/12/2025	1	001-10005	12.07	CREDIT ON FINAL WATER BILL
Total 52710:							12.07	
52711	06/25/25	SOUTHERN GLAZERS OF MN	2633020	06/06/2025	1	609-49750-251	3,420.17	LIQUOR
52711	06/25/25	SOUTHERN GLAZERS OF MN	2633020	06/06/2025	2	609-49750-333	51.15	DELIVERY
52711	06/25/25	SOUTHERN GLAZERS OF MN	2633021	06/02/2025	1	609-49750-253	509.44	WINE
52711	06/25/25	SOUTHERN GLAZERS OF MN	2633021	06/02/2025	2	609-49750-333	15.50	DELIVERY
Total 52711:							3,996.26	
52712	06/25/25	TREANOR, LYNDA	11-7390-00	06/16/2025	1	001-10005	6.23	CREDIT ON FINAL WATER BILL
Total 52712:							6.23	
52713	06/25/25	UNGER, KENNETH & JUDY	31-7880-01	06/13/2025	1	001-10005	11.40	CREDIT ON FINAL WATER BILL
Total 52713:							11.40	
52714	06/25/25	VIKING BOTTLING CO.	3690947	06/06/2025	1	609-49750-254	206.65	NA

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52714:							206.65	
52715	06/25/25	VISA	8948061225	06/12/2025	1	101-45200-437	52.00	RESERVATION KEY-PARKS
52715	06/25/25	VISA	8948061225	06/12/2025	3	101-45200-530	60.30	MENARDS-PVC TRIM-PARKS
52715	06/25/25	VISA	8948061225	06/12/2025	4	101-41940-322	9.68	USPS-CITY
52715	06/25/25	VISA	8948061225	06/12/2025	5	101-41940-437	16.99	ZOOM-CITY
52715	06/25/25	VISA	8948061225	06/12/2025	6	101-45200-437	9.09	TELEMETRYTV-PARKS
52715	06/25/25	VISA	8948061225	06/12/2025	7	603-49450-208	115.00	CEU PLAN TRAINING-SEWER
Total 52715:							263.06	
52716	06/25/25	WATSON COMPANY	149993	06/03/2025	1	609-49750-256	291.96	TOBACCO
52716	06/25/25	WATSON COMPANY	149993	06/03/2025	2	609-49750-333	6.00	DELIVERY
Total 52716:							297.96	
52717	06/30/25	FIRST NATIONAL BANK MILACA	060125	06/01/2025	1	386-47000-611	3,685.00	2015 GO PARK BOND INTEREST
Total 52717:							3,685.00	
52718	07/02/25	BELLBOY CORP.	0109914400	06/10/2025	1	609-49750-259	71.50	OTHER FOR RESALE
52718	07/02/25	BELLBOY CORP.	0208008200	06/11/2025	1	609-49750-251	2,883.00	LIQUOR
Total 52718:							2,954.50	
52719	07/02/25	BERNICKS	10366272	06/11/2025	1	609-49750-259	615.94	OTHER FOR RESALE
52719	07/02/25	BERNICKS	10366273	06/11/2025	1	609-49750-251	83.00	LIQUOR
52719	07/02/25	BERNICKS	10366273	06/11/2025	2	609-49750-252	1,491.60	BEER
52719	07/02/25	BERNICKS	10366274	06/11/2025	1	609-49750-254	56.96	NA
Total 52719:							2,247.50	
52720	07/02/25	BREAKTHRU BEVERAGE MN W	121917483	06/13/2025	1	609-49750-254	24.00	NA
52720	07/02/25	BREAKTHRU BEVERAGE MN W	121917483	06/13/2025	2	609-49750-251	8,973.80	LIQUOR
52720	07/02/25	BREAKTHRU BEVERAGE MN W	121917483	06/13/2025	3	609-49750-333	209.05	DELIVERY
52720	07/02/25	BREAKTHRU BEVERAGE MN W	413642637	06/11/2025	1	609-49750-251	269.96-	CREDIT LIQUOR
52720	07/02/25	BREAKTHRU BEVERAGE MN W	413642637	06/11/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
Total 52720:							8,935.04	
52721	07/02/25	BROOKVIEW WINERY	KISS-0145	06/10/2025	1	609-49750-253	114.00	WINE
Total 52721:							114.00	
52722	07/02/25	PAUSTIS WINE COMPANY	267854	06/12/2025	1	609-49750-253	265.00	WINE
52722	07/02/25	PAUSTIS WINE COMPANY	267854	06/12/2025	2	609-49750-259	160.00	OTHER FOR RESALE
52722	07/02/25	PAUSTIS WINE COMPANY	267854	06/12/2025	3	609-49750-333	10.50	DELIVERY
Total 52722:							435.50	
52723	07/02/25	SOUTHERN GLAZERS OF MN	2635753	06/13/2025	1	609-49750-251	1,821.74	LIQUOR
52723	07/02/25	SOUTHERN GLAZERS OF MN	2635753	06/13/2025	2	609-49750-333	23.51	DELIVERY
52723	07/02/25	SOUTHERN GLAZERS OF MN	2635754	06/13/2025	1	609-49750-253	572.12	WINE
52723	07/02/25	SOUTHERN GLAZERS OF MN	2635754	06/13/2025	2	609-49750-333	15.50	DELIVERY
Total 52723:							2,432.87	

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52724	07/02/25	VIKING BOTTLING CO.	3705634	06/13/2025	1	609-49750-254	194.25	NA
Total 52724:							194.25	
52725	07/02/25	WATSON COMPANY	150195	06/10/2025	1	609-49750-256	480.47	TOBACCO
52725	07/02/25	WATSON COMPANY	150195	06/10/2025	2	609-49750-259	197.00	OTHER FOR RESALE
52725	07/02/25	WATSON COMPANY	150195	06/10/2025	3	609-49750-333	6.00	DELIVERY
Total 52725:							683.47	
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	1	101-41940-201	43.21	OFFICE SUPPLIES-CITY
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	2	101-41940-217	138.68	CLEANING SUPPLIES-CITY
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	3	101-42110-201	22.55	OFFICE SUPPLIES-PD
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	4	101-42110-437	25.00	BADGE HOLDER-PD
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	5	101-43000-217	11.59	COAX CABLE-PW
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	6	101-43000-221	76.00	SKID SHOE-PW
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	7	101-43000-230	91.26	FIRST AID KITS-PW
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	8	101-43000-240	199.99	BOLT REMOVER-PW
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	9	101-43000-401	450.00	CENTURY LOCKS-PW
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	10	101-45200-221	98.98	REPLACEMENT BELT-PARKS
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	11	101-45500-401	696.12	LIGHT BULBS-LIBRARY
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	12	101-49010-401	22.99	ASBESTOS INSPECTOR KIT-SR CTR
52726	07/11/25	AMAZON CAPITAL SERVICES IN	17KR-PHCH-	07/01/2025	13	609-49750-217	69.16	TP/GARBAGE BAGS-LIQUOR
52726	07/11/25	AMAZON CAPITAL SERVICES IN	19KK-HJ11-	07/01/2025	1	101-45500-401	396.36-	CREDIT LIGHT BULBS-LIBRARY
Total 52726:							1,549.17	
52727	07/11/25	AT&T MOBILITY	2873260566	06/25/2025	1	101-42280-321	38.23	FIRE TABLET
52727	07/11/25	AT&T MOBILITY	2873260566	06/25/2025	2	101-42110-321	482.90	POLICE-12 LINES
Total 52727:							521.13	
52728	07/11/25	AT&T MOBILITY	2873260586	06/25/2025	1	602-49400-321	158.92	WATER-4 LINES
52728	07/11/25	AT&T MOBILITY	2873260586	06/25/2025	2	101-43000-321	134.64	PUBLIC WORKS-3 LINES
52728	07/11/25	AT&T MOBILITY	2873260586	06/25/2025	3	101-41940-321	86.11	ADMINISTRATION-2 LINES
52728	07/11/25	AT&T MOBILITY	2873260586	06/25/2025	4	609-49750-343	41.23	LIQUOR STORE DIGITAL SIGN
Total 52728:							420.90	
52729	07/11/25	AW RESEARCH LABORATORIE	69870-1	06/25/2025	1	603-49450-310	559.00	MERCURY TESTING
52729	07/11/25	AW RESEARCH LABORATORIE	71085	06/20/2025	1	603-49450-310	108.00	SEWER TESTNG
52729	07/11/25	AW RESEARCH LABORATORIE	71109	06/20/2025	1	602-49400-310	105.00	COLIFORM BACTERIA/E.COLI TESTING
Total 52729:							772.00	
52730	07/11/25	BERNICKS	10369034	06/18/2025	1	609-49750-252	1,050.55	BEER
52730	07/11/25	BERNICKS	10369034	06/18/2025	2	609-49750-253	58.60	WINE
52730	07/11/25	BERNICKS	10369035	06/18/2025	1	609-49750-254	110.88	NA
52730	07/11/25	BERNICKS	10371300	06/25/2025	1	609-49750-252	3,889.70	BEER
52730	07/11/25	BERNICKS	10371301	06/25/2025	1	609-49750-254	36.96	NA
52730	07/11/25	BERNICKS	70369033	06/18/2025	1	609-49750-259	468.00	OTHER FOR RESALE
Total 52730:							5,614.69	
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	1	101-45200-212	643.20	GAS-PARKS
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	2	101-42280-212	564.87	GAS-FIRE
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	3	602-49400-212	434.98	GAS-WATER
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	4	603-49450-212	434.98	GAS-SEWER

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	5	101-43000-212	507.31	GAS-PW
52731	07/11/25	BIG J'S SERVICE STATION	0002915	07/01/2025	6	101-49810-212	228.19	GAS-AIRPORT
Total 52731:							2,813.53	
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122018076	06/20/2025	1	609-49750-251	3,496.90	LIQUOR
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122018076	06/20/2025	2	609-49750-253	568.00	WINE
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122018076	06/20/2025	3	609-49750-254	97.25	NA
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122018076	06/20/2025	4	609-49750-333	48.10	DELIVERY
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122129556	06/27/2025	1	609-49750-251	3,101.68	LIQUOR
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122129556	06/27/2025	2	609-49750-253	96.00	WINE
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122129556	06/27/2025	3	609-49750-254	272.56	NA
52732	07/11/25	BREAKTHRU BEVERAGE MN W	122129556	06/27/2025	4	609-49750-333	74.94	DELIVERY
52732	07/11/25	BREAKTHRU BEVERAGE MN W	413702743	06/27/2025	1	609-49750-253	240.00-	CREDIT WINE
52732	07/11/25	BREAKTHRU BEVERAGE MN W	413702743	06/27/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
Total 52732:							7,513.58	
52733	07/11/25	C & L DISTRIBUTING CO.	2121567	06/18/2025	1	609-49750-252	7,956.85	BEER
52733	07/11/25	C & L DISTRIBUTING CO.	2121567	06/18/2025	2	609-49750-253	54.72-	CREDIT WINE
52733	07/11/25	C & L DISTRIBUTING CO.	2125530	06/25/2025	1	609-49750-251	389.10	LIQUOR
52733	07/11/25	C & L DISTRIBUTING CO.	2125530	06/25/2025	2	609-49750-252	6,842.20	BEER
52733	07/11/25	C & L DISTRIBUTING CO.	2125530	06/25/2025	3	609-49750-253	316.75	WINE
52733	07/11/25	C & L DISTRIBUTING CO.	2125530	06/25/2025	4	609-49750-254	63.00	NA
52733	07/11/25	C & L DISTRIBUTING CO.	2125530	06/25/2025	5	609-49750-259	13.75-	CREDIT OTHER FOR RESALE
52733	07/11/25	C & L DISTRIBUTING CO.	2692000948	06/18/2025	1	609-49750-252	106.00-	CREDIT BEER
52733	07/11/25	C & L DISTRIBUTING CO.	2692000955	06/25/2025	1	609-49750-252	145.20-	CREDIT BEER
Total 52733:							15,248.23	
52734	07/11/25	CINTAS	4232360806	06/02/2025	1	101-43000-434	104.65	UNIFORMS-PW
52734	07/11/25	CINTAS	4232360843	06/02/2025	1	101-45200-310	31.05	RUGS-GCC
52734	07/11/25	CINTAS	4232361169	06/02/2025	1	101-41940-310	19.99	RUGS - CITY HALL
52734	07/11/25	CINTAS	4232361227	06/02/2025	1	101-45500-310	26.01	RUGS-LIBRARY
52734	07/11/25	CINTAS	4233087373	06/09/2025	1	101-43000-434	102.84	UNIFORMS-PW
52734	07/11/25	CINTAS	4233819996	06/16/2025	1	101-45200-310	31.05	RUGS-GCC
52734	07/11/25	CINTAS	4233820032	06/16/2025	1	101-43000-434	102.84	UNIFORMS-PW
52734	07/11/25	CINTAS	4233820298	06/16/2025	1	101-41940-310	29.87	RUGS - CITY HALL
52734	07/11/25	CINTAS	4233820363	06/16/2025	1	101-45500-310	26.01	RUGS-LIBRARY
52734	07/11/25	CINTAS	4234540479	06/23/2025	1	101-43000-434	111.30	UNIFORMS-PW
52734	07/11/25	CINTAS	4235354701	06/30/2025	1	101-43000-434	104.65	UNIFORMS-PW
52734	07/11/25	CINTAS	4235354718	06/30/2025	1	101-45200-310	31.05	RUGS-GCC
52734	07/11/25	CINTAS	4235355058	06/30/2025	1	101-41940-310	19.99	RUGS - CITY HALL
52734	07/11/25	CINTAS	4235355095	06/30/2025	1	101-45500-310	26.01	RUGS-LIBRARY
Total 52734:							767.31	
52735	07/11/25	CINTAS	4233087424	06/09/2025	1	609-49750-310	97.21	RUGS - LIQUOR STORE
52735	07/11/25	CINTAS	4234540537	06/23/2025	1	609-49750-310	107.82	RUGS - LIQUOR STORE
Total 52735:							205.03	
52736	07/11/25	CIVIC SYSTEMS LLC	INV-07590	07/01/2025	1	101-41940-309	3,055.50	ANNUAL SUPPORT-CITY
52736	07/11/25	CIVIC SYSTEMS LLC	INV-07590	07/01/2025	2	602-49400-309	763.88	ANNUAL SUPPORT-WATER
52736	07/11/25	CIVIC SYSTEMS LLC	INV-07590	07/01/2025	3	603-49450-309	763.88	ANNUAL SUPPORT-SEWER
52736	07/11/25	CIVIC SYSTEMS LLC	INV-07590	07/01/2025	4	609-49750-309	763.88	ANNUAL SUPPORT-LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52736:							5,347.14	
52737	07/11/25	CORE AND MAIN LP	X219872	06/25/2025	1	602-49400-408	5,056.49	HYDRANT REPAIR-WATER
Total 52737:							5,056.49	
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500492	06/04/2025	1	609-49750-259	164.48	OTHER FOR RESALE - ICE
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500568	06/11/2025	1	609-49750-259	322.16	OTHER FOR RESALE - ICE
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500568	06/11/2025	2	609-49750-333	4.00	DELIVERY
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500640	06/18/2025	1	609-49750-259	249.04	OTHER FOR RESALE - ICE
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500640	06/18/2025	2	609-49750-333	4.00	DELIVERY
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500720	06/25/2025	1	609-49750-259	393.60	OTHER FOR RESALE - ICE
52738	07/11/25	CRYSTAL SPRINGS ICE	01-500720	06/25/2025	2	609-49750-333	4.00	DELIVERY
Total 52738:							1,141.28	
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2497525	06/17/2025	1	609-49750-252	713.00	BEER
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2497525	06/17/2025	2	609-49750-254	283.80	NA
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2503706	06/24/2025	1	609-49750-251	6,233.80	LIQUOR
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2503706	06/24/2025	2	609-49750-252	21,008.72	BEER
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2503706	06/24/2025	3	609-49750-253	210.00	WINE
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2503706	06/24/2025	4	609-49750-254	32.00	NA
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2503706	06/24/2025	5	609-49750-259	141.00	OTHER FOR RESALE
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2504539	06/23/2025	1	609-49750-253	16.37-	CREDIT WINE
52739	07/11/25	DAHLHEIMER DISTRIBUTING C	2504539	06/23/2025	2	609-49750-252	42.00-	CREDIT BEER
Total 52739:							28,563.95	
52740	07/11/25	Damien F. Toven & Associates, LL	1582	07/07/2025	1	101-41610-304	4,513.66	CRIMINAL RETAINER-JUNE
52740	07/11/25	Damien F. Toven & Associates, LL	1583	07/07/2025	1	101-41610-304	1,137.50	CIVIL-BILLABLE
52740	07/11/25	Damien F. Toven & Associates, LL	1584	07/07/2025	1	101-41610-304	1,500.00	CIVIL RETAINER-JUNE
Total 52740:							7,151.16	
52741	07/11/25	E.C.M. PUBLISHERS, INC.	1052697	06/12/2025	1	101-41110-351	84.52	PH FOR PRELIM AND FINAL PLAT-MJA
52741	07/11/25	E.C.M. PUBLISHERS, INC.	1054622	06/26/2025	1	101-41110-351	301.74	1ST ST SIDEWALK BIDS
Total 52741:							386.26	
52742	07/11/25	EARL F. ANDERSEN, INC.	0139782-IN	06/11/2025	1	101-43000-403	86.95	MILACA MEATS SIGN
Total 52742:							86.95	
52743	07/11/25	ELECTRO WATCHMAN	443497	07/01/2025	1	101-41940-310	140.00	PANIC MONITORING - CITY
52743	07/11/25	ELECTRO WATCHMAN	443497	07/01/2025	2	101-42110-310	140.00	PANIC MONITORING - PD
Total 52743:							280.00	
52744	07/11/25	FAIRVIEW HEALTH SERVICES	2025002-005	06/25/2025	1	101-41940-437	2,000.00	REFUND AMBULANCE GARAGE PMTS
Total 52744:							2,000.00	
52745	07/11/25	FES, INC	21519	06/04/2025	1	101-42280-221	53.00	REPLACEMENT NOZZLE KIT-FIRE
Total 52745:							53.00	
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA19A-	06/05/2025	1	388-47000-611	4,500.00	2019A STREEET BOND INT

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA19A-	06/05/2025	2	388-47000-620	495.00	2019A AGENT FEE
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA21A-	06/05/2025	1	303-47000-611	5,073.75	2021A STREET BOND INT
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA21A-	06/05/2025	2	303-47000-620	495.00	2021A AGENT FEE
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA22A-	06/05/2025	1	350-47000-611	9,061.25	2022A STREET BOND INT
52746	07/11/25	FIRST NATIONAL BANK OF OMA	MILACA22A-	06/05/2025	2	350-47000-620	495.00	2022A AGENT FEE
Total 52746:							20,120.00	
52747	07/11/25	GLOBAL RESERVE LLC	ORD-17672	06/16/2025	1	609-49750-259	70.00	OTHER FOR RESALE
Total 52747:							70.00	
52748	07/11/25	GOPHER STATE ONE CALL	5060597	06/30/2025	1	602-49400-310	71.55	JUNE LOCATES
Total 52748:							71.55	
52749	07/11/25	GRANITE CITY JOBBING	460770	06/13/2025	1	609-49750-259	161.00	OTHER FOR RESALE
52749	07/11/25	GRANITE CITY JOBBING	460770	06/13/2025	2	609-49750-333	10.00	DELIVERY
52749	07/11/25	GRANITE CITY JOBBING	462076	06/13/2025	1	609-49750-254	8.76	NA
52749	07/11/25	GRANITE CITY JOBBING	462076	06/13/2025	2	609-49750-256	909.92	TOBACCO
52749	07/11/25	GRANITE CITY JOBBING	462076	06/13/2025	3	609-49750-259	85.20	OTHER FOR RESALE
52749	07/11/25	GRANITE CITY JOBBING	462449	06/20/2025	1	609-49750-259	95.00	CREDIT OTHER FOR RESALE
52749	07/11/25	GRANITE CITY JOBBING	462751	06/20/2025	1	609-49750-256	71.21	TOBACCO
52749	07/11/25	GRANITE CITY JOBBING	462751	06/20/2025	2	609-49750-333	10.00	DELIVERY
52749	07/11/25	GRANITE CITY JOBBING	462752	06/20/2025	1	609-49750-217	27.08	OTHER OPERATING SUPPLIES
52749	07/11/25	GRANITE CITY JOBBING	463459	06/20/2025	1	609-49750-256	679.73	TOBACCO
52749	07/11/25	GRANITE CITY JOBBING	464968	06/27/2025	1	609-49750-256	576.23	TOBACCO
52749	07/11/25	GRANITE CITY JOBBING	464968	06/27/2025	2	609-49750-254	17.52	NA
52749	07/11/25	GRANITE CITY JOBBING	464968	06/27/2025	3	609-49750-333	10.00	DELIVERY
Total 52749:							2,471.65	
52750	07/11/25	HARRINGTON INDUSTRIAL PLA	04122140	06/17/2025	1	602-49400-221	347.26	SEAL KIT-WATER
Total 52750:							347.26	
52751	07/11/25	HAWKINS, INC.	7096942	06/12/2025	1	602-49400-216	2,769.53	CHEMICALS
52751	07/11/25	HAWKINS, INC.	7099090	06/15/2025	1	602-49400-216	10.00	CHLORINE CYLINDER-PW
Total 52751:							2,779.53	
52752	07/11/25	HEALTHEQUITY	TUMC9JT	07/04/2025	1	101-41940-310	40.50	JULY MONTHLY PARTICIPATION FEES
Total 52752:							40.50	
52753	07/11/25	INDEPENDENT TESTING TECH	45483	06/30/2025	1	501-43100-437	7,787.50	110TH AVE FEDERAL GRANT
Total 52753:							7,787.50	
52754	07/11/25	JAYSEN S FERN	10123	06/11/2025	1	609-49750-259	48.60	OTHER FOR RESALE
52754	07/11/25	JAYSEN S FERN	10124	06/15/2025	1	609-49750-343	50.00	ADVERTISING FIRE GOLF TOURNAMENT-LIQUOR
Total 52754:							98.60	
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	211948-0701	07/01/2025	1	101-42280-384	25.00	GARBAGE-FIRE
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	211948-0701	07/01/2025	2	101-43000-312	300.00	COMPOST
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	211948-0701	07/01/2025	3	101-41940-381	81.63	GARBAGE-CITY
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	211948-0701	07/01/2025	4	101-45200-384	45.91	GARBAGE-PARKS

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	212276-0701	07/01/2025	1	101-45200-384	132.66	GARBAGE-PARKS
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	219225-0701	07/01/2025	1	609-49750-384	77.22	GARBAGE - LIQUOR
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	3249517-070	07/01/2025	1	101-45200-415	148.39	CHANGING SHELTER
52755	07/11/25	JIMS MILLE LACS DISPOSAL IN	3280373-070	07/01/2025	1	101-45200-415	95.12	PORTA-POTTY REC PARK
Total 52755:							905.93	
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812084	06/17/2025	1	609-49750-251	4,250.09	LIQUOR
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812084	06/17/2025	2	609-49750-253	1,217.13	WINE
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812084	06/17/2025	3	609-49750-254	160.67	NA
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812084	06/17/2025	4	609-49750-333	133.76	DELIVERY
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812085	06/17/2025	1	609-49750-251	5,533.50	LIQUOR
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2812085	06/17/2025	2	609-49750-333	87.30	DELIVERY
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2815943	06/20/2025	1	609-49750-251	468.00	LIQUOR
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2815943	06/20/2025	2	609-49750-333	6.79	DELIVERY
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2818028	06/24/2025	1	609-49750-251	277.66	LIQUOR
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2818028	06/24/2025	2	609-49750-253	1,876.68	WINE
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2818028	06/24/2025	3	609-49750-333	61.43	DELIVERY
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2818029	06/24/2025	1	609-49750-251	4,321.16	LIQUOR
52756	07/11/25	JOHNSON BROTHERS LIQUOR	2818029	06/24/2025	2	609-49750-333	40.74	DELIVERY
Total 52756:							18,434.91	
52757	07/11/25	KNIFE RIVER CORP. - NORTH C	1111097	06/02/2025	1	609-49750-530	1,160.50	BLACK DIRT--LIQUOR STORE
52757	07/11/25	KNIFE RIVER CORP. - NORTH C	1114631	06/16/2025	1	101-45200-225	580.50	BLACK DIRT-PARKS
52757	07/11/25	KNIFE RIVER CORP. - NORTH C	1114730	06/16/2025	1	101-45200-225	149.21	SEWER SAND-PARKS
Total 52757:							1,890.21	
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	1	101-41940-401	55.46	BALLAST/FUSES-CITY
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	2	101-42110-437	6.49	ARMOR ALL-PD
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	3	101-42280-240	334.95	GAS CAN/WRENCHES/FORK/SHOVEL-FIRE
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	4	101-42280-437	52.71	WALL SAFE/LOCK BOX/ETC-FIRE
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	5	101-43000-217	122.21	BATTERY/NUTS/TRASH BAGS/SPRAY PAINT/ETC-P
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	6	101-43000-240	367.96	WIRE CUTTER/TRIMMER/ETC-PW
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	7	101-43000-403	84.96	TRAFFIC PAINT-PW
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	8	101-45200-437	56.22	NUTS/BOLTS/SILICONE/ETC-PARKS
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	9	101-49810-437	99.99	WET/DRY VAC-AIRPORT
52758	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	10	602-49400-322	14.40	POSTAGE-WATER
Total 52758:							1,195.35	
52759	07/11/25	KOCHS HARDWARE HANK	3181-063025	06/30/2025	11	609-49750-437	42.94	PADLOCK-LIQUOR
Total 52759:							42.94	
52760	07/11/25	L.E.L.S.	238-0725	07/01/2025	1	101-21710	292.00	JULY UNION DUES-PD
Total 52760:							292.00	
52761	07/11/25	LATCHAM-LIND LUMBER, INC	36419	06/11/2025	1	101-43000-403	94.20	SACRETE-PW
Total 52761:							94.20	
52762	07/11/25	LOCATORS & SUPPLIES INC	0321323-IN	06/09/2025	1	101-43000-403	148.96	WHITE MARKING PAINT
Total 52762:							148.96	

City of Milaca			Check Register - Council Bill List					Page: 9
			Check Issue Dates: 6/8/2025 - 7/17/2025					Jul 11, 2025 08:01AM
Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52763	07/11/25	LON SAILOR TRUCKING	1939	06/06/2025	1	101-42280-212	13,367.40	REPAIR-FIRE
Total 52763:							13,367.40	
52764	07/11/25	M. AMUNDSON LLP	404533	06/11/2025	1	609-49750-256	954.59	TOBACCO
52764	07/11/25	M. AMUNDSON LLP	404533	06/11/2025	2	609-49750-259	147.28	OTHER FOR RESALE
52764	07/11/25	M. AMUNDSON LLP	405458	06/25/2025	1	609-49750-256	589.95	TOBACCO
52764	07/11/25	M. AMUNDSON LLP	405458	06/25/2025	2	609-49750-254	37.60	NA
52764	07/11/25	M. AMUNDSON LLP	405458	06/25/2025	3	609-49750-217	204.38	OTHER OPERATING SUPPLIES
Total 52764:							1,933.80	
52765	07/11/25	MEYERS MILACA PARTS CITY	2071-063025	06/30/2025	1	101-43000-221	219.58	PARTS-PW
Total 52765:							219.58	
52766	07/11/25	MID-MN INSPECTIONS LLC	1189	06/14/2025	1	101-42400-300	5,966.46	CONTRACTED BLDG OFFICIAL-MAY BILLING
Total 52766:							5,966.46	
52767	07/11/25	MILACA AREA TOURISM BUREA	MAY RECEIP	06/30/2025	1	101-31410	895.61	LODGING TAX-JUNE
Total 52767:							895.61	
52768	07/11/25	MILACA AUTO VALUE	1302823-062	06/25/2025	1	101-42110-437	8.98	OIL-PD
Total 52768:							8.98	
52769	07/11/25	MILACA GENERAL RENTAL CEN	1-67488	06/03/2025	1	101-43000-403	24.68	PROPANE TANK
Total 52769:							24.68	
52770	07/11/25	MILACA REC FEST & ACTIVITIE	070125	07/01/2025	1	217-45200-437	1,000.00	MONIES DISBURSED PER MOU
Total 52770:							1,000.00	
52771	07/11/25	MILLE LACS CO. RECORDER	25-19	06/18/2025	1	101-49200-450	46.00	#25-19 CUP FOR MID MIN INVESTMENTS-MULTIPL
52771	07/11/25	MILLE LACS CO. RECORDER	25-20	06/18/2025	1	101-49200-450	46.00	#25-20 CUP FOR HOLIDAY FOR HSD FUEL
Total 52771:							92.00	
52772	07/11/25	MILLE LACS COUNTY DAC	41811	06/26/2025	1	602-49400-310	46.48	UTILITY BILLING PROCESSING FOR JULY-WATER
52772	07/11/25	MILLE LACS COUNTY DAC	41811	06/26/2025	2	603-49450-310	46.48	UTILITY BILLING PROCESSING FOR JULY-SEWER
52772	07/11/25	MILLE LACS COUNTY DAC	41815	07/08/2025	1	101-41940-310	456.12	CLEANING SVCS-CITY HALL
52772	07/11/25	MILLE LACS COUNTY DAC	41815	07/08/2025	2	101-45500-310	389.88	CLEANING SVCS - LIBRARY
52772	07/11/25	MILLE LACS COUNTY DAC	41815	07/08/2025	3	101-42280-310	46.98	CLEANING SVCS - FIRE
52772	07/11/25	MILLE LACS COUNTY DAC	41815	07/08/2025	4	101-45200-310	117.18	CLEANING SVCS - GORECKI CENTER
Total 52772:							1,103.12	
52773	07/11/25	MILLER TRUCKING	7465	06/30/2025	1	609-49750-333	55.90	DELIVERY
Total 52773:							55.90	
52774	07/11/25	MN COMPUTER SYSTEMS INC	429688	07/08/2025	1	101-41940-310	71.89	COPIER CONTRACT-CITY
Total 52774:							71.89	

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52775	07/11/25	MN MUNICIPAL BEVERAGE ASS	070125	07/01/2025	1	609-49750-433	2,700.00	MMBA ANNUAL MEMBERSHIP DUES
Total 52775:							2,700.00	
52776	07/11/25	MN PEIP	1535119	07/10/2025	1	101-21706	29,848.46	MEDICAL INS-AUG
Total 52776:							29,848.46	
52777	07/11/25	MOOSE LAKE BREWING CO. LL	WB26-001	06/17/2025	1	609-49750-252	108.00	BEER
Total 52777:							108.00	
52778	07/11/25	MOTOROLA	8282141596	06/01/2025	1	101-42110-226	532.50	RADIO BATTERIES-PD
Total 52778:							532.50	
52779	07/11/25	NAPA CENTRAL MN	14381-06302	06/30/2025	1	101-43000-221	351.98	BATTERY-PW
52779	07/11/25	NAPA CENTRAL MN	14381-06302	06/30/2025	2	101-43000-215	13.04	SHOP SUPPLIES-PW
Total 52779:							365.02	
52780	07/11/25	NUTRITION EXCELLENCE LLC	INV-0001	06/17/2025	1	609-49750-259	100.00	OTHER FOR RESALE
52780	07/11/25	NUTRITION EXCELLENCE LLC	INV-0001	06/17/2025	2	609-49750-333	15.00	DELIVERY
52780	07/11/25	NUTRITION EXCELLENCE LLC	INV-0001-1	06/27/2025	1	609-49750-259	30.00	OTHER FOR RESALE
52780	07/11/25	NUTRITION EXCELLENCE LLC	INV-0001-1	06/27/2025	2	609-49750-333	9.99	DELIVERY
Total 52780:							154.99	
52781	07/11/25	OLDENBURG, JOHN	070125	07/01/2025	1	101-43000-321	75.00	3RD QTR CELL PHONE REIMBURSEMENT
Total 52781:							75.00	
52782	07/11/25	OMANN BROTHERS INC	18692	06/10/2025	1	101-43000-403	270.90	AC FINES MIX
52782	07/11/25	OMANN BROTHERS INC	18697	06/11/2025	1	101-43000-403	270.90	AC FINES MIX
52782	07/11/25	OMANN BROTHERS INC	18717	06/17/2025	1	101-43000-403	271.80	AC FINES MIX
Total 52782:							813.60	
52783	07/11/25	PELARSKI, ZACH	070125	07/01/2025	1	101-43000-321	75.00	3RD QUARTER CELL PHONE REIMB
Total 52783:							75.00	
52784	07/11/25	PFAFF, TAMMY	070125	07/01/2025	1	101-41310-321	150.00	3RD QTR CELL PHONE REIMB
52784	07/11/25	PFAFF, TAMMY	070125	07/01/2025	2	101-41310-208	176.30	MILEAGE AND PARKING REIMBURSEMENT
Total 52784:							326.30	
52785	07/11/25	PHILLIPS WINE AND SPIRITS	5002611	06/29/2025	1	609-49750-251	3,594.22	LIQUOR
52785	07/11/25	PHILLIPS WINE AND SPIRITS	5002611	06/29/2025	2	609-49750-253	710.75	WINE
52785	07/11/25	PHILLIPS WINE AND SPIRITS	5002611	06/29/2025	3	609-49750-254	61.04	NA
52785	07/11/25	PHILLIPS WINE AND SPIRITS	5002611	06/29/2025	4	609-49750-333	129.01	DELIVERY
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6994444	06/17/2025	1	609-49750-251	1,478.92	LIQUOR
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6994444	06/17/2025	2	609-49750-253	790.78	WINE
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6994444	06/17/2025	3	609-49750-333	61.11	DELIVERY
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6997593	06/20/2025	1	609-49750-251	482.00	LIQUOR
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6997593	06/20/2025	2	609-49750-253	288.00	WINE
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6997593	06/20/2025	3	609-49750-333	14.22	DELIVERY
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6998461	06/24/2025	1	609-49750-251	2,854.55	LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6998461	06/24/2025	2	609-49750-253	152.00	WINE
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6998461	06/24/2025	3	609-49750-254	59.75	NA
52785	07/11/25	PHILLIPS WINE AND SPIRITS	6998461	06/24/2025	4	609-49750-333	67.90	DELIVERY
Total 52785:							10,744.25	
52786	07/11/25	PRINCETON, CITY OF	445	06/01/2025	1	101-42110-208	300.00	EMR TRAINING FEES-BARROS
Total 52786:							300.00	
52787	07/11/25	QUADIENT LEASING USA, INC.	Q1905078	06/18/2025	1	101-41940-240	233.70	POSTAGE MACHINE 3 MTH LEASE
Total 52787:							233.70	
52788	07/11/25	QUILL CORPORATION	44356871	06/02/2025	1	101-41940-201	83.98	COPIER PAPER-CITY
52788	07/11/25	QUILL CORPORATION	44732063	07/01/2025	2	101-41940-201	82.48	COPIER PAPER-CITY
52788	07/11/25	QUILL CORPORATION	44732063	07/01/2025	3	101-42280-201	41.24	COPIER PAPER-FIRE
Total 52788:							207.70	
52789	07/11/25	RED BULL DISTRIBUTION CO IN	2026765341	06/17/2025	1	609-49750-254	8.75-	CREDIT NA
52789	07/11/25	RED BULL DISTRIBUTION CO IN	5017348534	06/17/2025	1	609-49750-254	84.00	NA
Total 52789:							75.25	
52790	07/11/25	ROELOFS, TROY	070125	07/01/2025	1	101-43000-321	75.00	3RD QTR CELL PHONE REIMBURSEMENT
Total 52790:							75.00	
52791	07/11/25	RUSSELL, MICHELLE A.	25-1065	06/01/2025	1	101-42110-310	114.00	ICR #25-1065
Total 52791:							114.00	
52792	07/11/25	SOUTHERN GLAZERS OF MN	2638452	06/20/2025	1	609-49750-333	1.55	DELIVERY
52792	07/11/25	SOUTHERN GLAZERS OF MN	2638453	06/20/2025	1	609-49750-251	6,112.80	LIQUOR
52792	07/11/25	SOUTHERN GLAZERS OF MN	2638453	06/20/2025	2	609-49750-333	70.01	DELIVERY
52792	07/11/25	SOUTHERN GLAZERS OF MN	2638454	06/20/2025	1	609-49750-253	110.28	WINE
52792	07/11/25	SOUTHERN GLAZERS OF MN	2638454	06/20/2025	2	609-49750-333	3.10	DELIVERY
52792	07/11/25	SOUTHERN GLAZERS OF MN	2641165	06/27/2025	1	609-49750-251	5,758.19	LIQUOR
52792	07/11/25	SOUTHERN GLAZERS OF MN	2641165	06/27/2025	2	609-49750-333	74.14	DELIVERY
52792	07/11/25	SOUTHERN GLAZERS OF MN	2641166	06/27/2025	1	609-49750-253	862.12	WINE
52792	07/11/25	SOUTHERN GLAZERS OF MN	2641166	06/27/2025	2	609-49750-333	26.35	DELIVERY
52792	07/11/25	SOUTHERN GLAZERS OF MN	5126971	06/27/2025	1	609-49750-333	6.20	DELIVERY
Total 52792:							13,024.74	
52793	07/11/25	ST. CLOUD REFRIGERATION IN	AW22099	06/20/2025	1	609-49750-401	667.00	MAINTENANCE-LIQUOR
Total 52793:							667.00	
52794	07/11/25	STANTEC	2403239	06/02/2025	1	101-41120-310	1,083.75	CUP FOR 225 1ST ST W
52794	07/11/25	STANTEC	2403239	06/02/2025	2	602-49400-303	1,632.00	LSL REPLACEMENT PPL APP
52794	07/11/25	STANTEC	2403239	06/02/2025	3	101-41940-310	213.00	AUDIT INFORMATION
52794	07/11/25	STANTEC	2403239	06/02/2025	4	602-49400-310	213.00	RUM RIVER SP ED UTILITY EST
52794	07/11/25	STANTEC	2403239	06/02/2025	5	602-49400-303	72.00	GALVANIZED PIPE/GRANT
52794	07/11/25	STANTEC	2403239	06/02/2025	6	101-41120-310	802.06	CIRCLE K CUP-PLANNER CONSULTANT
52794	07/11/25	STANTEC	2403244	06/02/2025	1	200-46500-530	1,038.00	MILACA JUNCTION ADDITION
52794	07/11/25	STANTEC	2403246	06/02/2025	1	602-49400-303	2,361.00	WELLHEAD PROTECTION PLAN

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52794	07/11/25	STANTEC	2403247	06/02/2025	1	500-43100-303	497.25	HWY 23 PROJECT WATER ENGINEER
52794	07/11/25	STANTEC	2403249	06/02/2025	1	101-43000-303	2,542.00	1ST ST SIDEWALK PROJECT
52794	07/11/25	STANTEC	2420704	07/08/2025	1	101-43000-303	213.00	GENERAL ENGINEERING
52794	07/11/25	STANTEC	2420704	07/08/2025	2	101-41120-310	3,457.30	PLANNER CONSULTANT
52794	07/11/25	STANTEC	2420706	07/08/2025	1	200-46500-310	1,760.50	MILACA JUNCTION ADDITION SURVEYS
52794	07/11/25	STANTEC	2420709	07/08/2025	1	602-49400-303	1,968.00	WELLHEAD PROTECTION PLAN
52794	07/11/25	STANTEC	2420710	07/08/2025	1	602-49400-303	1,105.00	HWY 23 PROJECT WATER ENGINEER
52794	07/11/25	STANTEC	2420712	07/08/2025	1	101-43000-303	14,634.50	1ST ST SIDEWALK PROJECT
Total 52794:							33,592.36	
52795	07/11/25	STANTEC	2403243	06/02/2025	1	501-43100-303	4,173.00	110TH AVE AIRPORT ROAD GRANT
52795	07/11/25	STANTEC	2420705	07/08/2025	1	501-43100-303	6,579.25	110TH AVE AIRPORT ROAD GRANT
Total 52795:							10,752.25	
52796	07/11/25	STAR PUBLICATIONS	233104	06/30/2025	1	609-49750-343	190.00	ADVERTISING
Total 52796:							190.00	
52797	07/11/25	VIKING BOTTLING CO.	3705725	06/20/2025	1	609-49750-254	256.95	NA
52797	07/11/25	VIKING BOTTLING CO.	3718609	06/27/2025	1	609-49750-254	324.25	NA
Total 52797:							581.20	
52798	07/11/25	VINOCOPIA	0375746-IN	06/20/2025	1	609-49750-251	1,126.75	LIQUOR
52798	07/11/25	VINOCOPIA	0375746-IN	06/20/2025	2	609-49750-253	128.00	WINE
52798	07/11/25	VINOCOPIA	0375746-IN	06/20/2025	3	609-49750-333	20.00	DELIVERY
Total 52798:							1,274.75	
52799	07/11/25	WATSON COMPANY	150320	06/17/2025	1	609-49750-256	735.74	TOBACCO
52799	07/11/25	WATSON COMPANY	150320	06/17/2025	2	609-49750-333	6.00	DELIVERY
52799	07/11/25	WATSON COMPANY	150526	06/24/2025	1	609-49750-256	56.04	TOBACCO
52799	07/11/25	WATSON COMPANY	150526	06/24/2025	2	609-49750-259	126.85	OTHER FOR RESALE
52799	07/11/25	WATSON COMPANY	150526	06/24/2025	3	609-49750-333	6.00	DELIVERY
Total 52799:							930.63	
52800	07/11/25	WEX BANK	105996446	07/07/2025	1	101-42110-212	1,490.60	GAS - POLICE
52800	07/11/25	WEX BANK	105996446	07/07/2025	2	101-43000-212	156.66	GAS-PW
Total 52800:							1,647.26	
52801	07/11/25	WILLS LAWN CARE LLC	1570	06/01/2025	1	101-49200-450	65.00	530 3RD AVE NW LAWN MOWING
Total 52801:							65.00	
52802	07/11/25	WINE MERCHANTS	7523703	06/20/2025	1	609-49750-253	1,364.00	WINE
52802	07/11/25	WINE MERCHANTS	7523703	06/20/2025	2	609-49750-333	23.28	DELIVERY
Total 52802:							1,387.28	
52803	07/11/25	WOODEN HILL BREWING COMP	E-1381	06/20/2025	1	609-49750-252	645.90	BEER
Total 52803:							645.90	
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	1	101-41940-309	125.00	IT SERVICES-CITY

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	2	101-42280-309	125.00	IT SERVICES-FIRE
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	3	101-43000-309	125.00	IT SERVICES-PW
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	4	602-49400-309	62.50	IT SERVICES-WATER
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	5	603-49450-309	62.50	IT SERVICES-SEWER
52804	07/11/25	YOST, EDWARD T	INV220	07/08/2025	6	101-42110-310	125.00	IT SERVICES-PD
Total 52804:							625.00	
821726	06/26/25	MN DEPT OF REVENUE	JUN LIQ AST	06/30/2025	1	609-20800	6,000.00	LIQUOR ACCELERATED SALES TAX-JUNE
Total 821726:							6,000.00	
821727	06/26/25	U.S. POSTMASTER	06262025	06/26/2025	1	603-49450-322	218.64	JUNE WATER BILLS-SEWER
821727	06/26/25	U.S. POSTMASTER	06262025	06/26/2025	2	602-49400-322	218.64	JUNE WATER BILLS-WATER
Total 821727:							437.28	
821728	07/11/25	BENTON COMMUNICATIONS	0238009623-	07/01/2025	1	101-42280-321	88.38	PHONE SERVICE - FIRE
Total 821728:							88.38	
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	1	101-45500-321	88.44	PHONE SERVICE - LIBRARY
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	2	101-42110-321	178.74	PHONE SERVICE - POLICE
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	3	101-41940-321	233.55	PHONE SERVICE - CITY HALL
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	4	101-43000-321	149.81	PHONE SERVICE - PW
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	5	619-49900-321	77.04	PHONE SERVICE - DEP REG
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	6	101-45200-321	64.95	PHONE SERVICE - PARKS
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	7	101-49810-321	88.38	PHONE SERVICE - AIRPORT
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	8	602-49400-321	93.44	PHONE SERVICE - WATER
821729	07/11/25	BENTON COMMUNICATIONS	0238009658-	07/01/2025	9	609-49750-321	161.06	PHONE SERVICE - LIQUOR STORE
Total 821729:							1,135.41	
821730	07/11/25	CENTERPOINT ENERGY	5826769-1-0	06/13/2025	1	609-49750-381	88.67	LIQUOR STORE
Total 821730:							88.67	
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	1	101-42280-381	37.24	FIRE HALL
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	2	208-45600-381	60.38	HISTORICAL SOCIETY
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	3	101-43000-381	360.57	PUBLIC WORKS
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	4	101-49010-381	48.22	SENIOR CENTER
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	5	101-41940-381	90.32	CITY HALL
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	6	602-49400-381	296.97	WATER PLANT
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	7	101-45500-381	374.21	LIBRARY
821731	07/11/25	CENTERPOINT ENERGY	8000014099-	06/24/2025	8	101-45200-381	37.35	GORECKI BLDG
Total 821731:							1,305.26	
821732	07/11/25	CITY HIVE INC	6863EFC45A	06/30/2025	1	609-49750-310	56.69	LIQUOR WEBSITE-JUNE
Total 821732:							56.69	
821733	07/11/25	DELTA DENTAL OF MN	CNS0001878	07/01/2025	1	101-21712	1,604.18	DENTAL INS-JULY
Total 821733:							1,604.18	
821734	07/11/25	EAST CENTRAL ENERGY	92490	07/01/2025	1	356-47000-611	1,375.00	LOAN ADMIN FEE

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 821734:							1,375.00	
821735	07/11/25	EAST CENTRAL ENERGY	92491	07/01/2025	1	356-47000-601	13,142.54	REVOLVING LOAN PRINCIPAL
821735	07/11/25	EAST CENTRAL ENERGY	92491	07/01/2025	2	356-47000-611	1,375.00	REVOLVING LOAN INTEREST
Total 821735:							14,517.54	
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	1	101-43000-381	460.86	PUBLIC WORKS
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	2	101-49010-381	62.08	SENIOR CENTER
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	3	101-49810-381	245.16	AIRPORT
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	4	101-45200-381	224.20	PARKS
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	5	101-43000-380	3,008.38	STREET LIGHTS
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	6	101-42110-437	137.34	PUBLIC SAFETY
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	7	208-45600-381	209.92	HISTORICAL SOCIETY
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	8	101-45500-381	831.81	LIBRARY
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	9	602-49400-381	2,775.13	WATER DEPT
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	10	603-49450-381	1,024.24	SEWER DEPT
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	11	101-42280-381	798.09	FIRE HALL
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	12	101-41940-381	597.61	CITY HALL
821736	07/11/25	EAST CENTRAL ENERGY	832400-0725	06/09/2025	13	609-49750-381	2,523.19	LIQUOR STORE
Total 821736:							12,898.01	
821737	07/11/25	HEALTHEQUITY	070125	07/01/2025	1	101-21705	8,195.00	JULY HSA CONTRIBUTIONS
Total 821737:							8,195.00	
821738	07/11/25	MIDCONTINENT COMMUNICATI	14799080114	06/18/2025	1	101-42110-321	145.39	INTERNET- POLICE
Total 821738:							145.39	
821739	07/11/25	NCPERS GROUP LIFE INS	6272000720	06/01/2025	1	101-21709	144.00	GROUP LIFE INS-JULY
Total 821739:							144.00	
821740	07/11/25	UNUM	0691590-001	07/01/2025	1	101-21707	1,009.04	LIFE, STD, LTD-JULY
Total 821740:							1,009.04	
992506181	06/16/25	AMERICAN FDS	PR0615251	06/16/2025	1	101-21708	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Period: 6/15/2025
Total 992506181:							325.00	
992506182	06/16/25	EFTPS-FED TAXPAYMENT	PR0615251	06/16/2025	1	101-21703	3,092.17	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 6/15/2025
992506182	06/16/25	EFTPS-FED TAXPAYMENT	PR0615251	06/16/2025	2	101-21701	5,312.83	FED/SSI/MEDICARE FEDERAL WITHHOLDING TAX Pay Period: 6/15/2025
992506182	06/16/25	EFTPS-FED TAXPAYMENT	PR0615251	06/16/2025	3	101-21703	3,092.17	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 6/15/2025
992506182	06/16/25	EFTPS-FED TAXPAYMENT	PR0615251	06/16/2025	4	101-21703	1,030.92	FED/SSI/MEDICARE MEDICARE Pay Period: 6/15/2025
992506182	06/16/25	EFTPS-FED TAXPAYMENT	PR0615251	06/16/2025	5	101-21703	1,030.92	FED/SSI/MEDICARE MEDICARE Pay Period: 6/15/2025
Total 992506182:							13,559.01	
992506183	06/16/25	GOVONE SOLUTIONS	PR0615251	06/16/2025	1	101-21704	3,822.76	PERA PERA PROTECTIVE Pay Period: 6/15/2025
992506183	06/16/25	GOVONE SOLUTIONS	PR0615251	06/16/2025	2	101-21704	3,000.06	PERA PERA COORDINATED Pay Period: 6/15/2025
992506183	06/16/25	GOVONE SOLUTIONS	PR0615251	06/16/2025	3	101-21704	3,461.64	PERA PERA COORDINATED Pay Period: 6/15/2025
992506183	06/16/25	GOVONE SOLUTIONS	PR0615251	06/16/2025	4	101-21704	2,548.51	PERA PERA PROTECTIVE Pay Period: 6/15/2025

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 992506183:							12,832.97	
992506184	06/16/25	MN-STATE TAXPAYMENT	PR0615251	06/16/2025	1	101-21702	2,740.16	SWT STATE WITHHOLDING TAX Pay Period: 6/15/2
Total 992506184:							2,740.16	
992507025	07/03/25	EFTPS-FED TAXPAYMENT	PR0629251	07/01/2025	6	101-21703	12.82	FED/SSI/MEDICARE
Total 992507025:							12.82	
992507026	07/03/25	GOVONE SOLUTIONS	PR0629251	07/01/2025	5	101-21704	130.38	PERA
Total 992507026:							130.38	
Grand Totals:							899,983.00	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	39.09	.00	39.09
001-20200	.00	39.09-	39.09-
101-20200	396.36	150,489.64-	150,093.28-
101-21701	5,312.83	.00	5,312.83
101-21702	2,740.16	.00	2,740.16
101-21703	8,259.00	.00	8,259.00
101-21704	12,963.35	.00	12,963.35
101-21705	8,195.00	.00	8,195.00
101-21706	29,848.46	.00	29,848.46
101-21707	1,009.04	.00	1,009.04
101-21708	325.00	.00	325.00
101-21709	144.00	.00	144.00
101-21710	292.00	.00	292.00
101-21712	1,604.18	.00	1,604.18
101-31410	895.61	.00	895.61
101-41110-351	386.26	.00	386.26
101-41120-310	5,343.11	.00	5,343.11
101-41310-208	176.30	.00	176.30
101-41310-321	150.00	.00	150.00
101-41610-304	7,151.16	.00	7,151.16
101-41940-201	209.67	.00	209.67
101-41940-217	138.68	.00	138.68
101-41940-240	233.70	.00	233.70
101-41940-309	3,180.50	.00	3,180.50
101-41940-310	991.36	.00	991.36
101-41940-321	319.66	.00	319.66
101-41940-322	9.68	.00	9.68
101-41940-381	769.56	.00	769.56
101-41940-401	55.46	.00	55.46
101-41940-437	2,016.99	.00	2,016.99
101-42110-201	22.55	.00	22.55
101-42110-208	300.00	.00	300.00
101-42110-212	1,490.60	.00	1,490.60
101-42110-226	532.50	.00	532.50
101-42110-310	379.00	.00	379.00
101-42110-321	807.03	.00	807.03
101-42110-437	177.81	.00	177.81
101-42280-201	41.24	.00	41.24
101-42280-212	13,932.27	.00	13,932.27
101-42280-221	53.00	.00	53.00
101-42280-240	334.95	.00	334.95
101-42280-309	125.00	.00	125.00
101-42280-310	46.98	.00	46.98
101-42280-321	126.61	.00	126.61
101-42280-381	835.33	.00	835.33
101-42280-384	25.00	.00	25.00
101-42280-437	52.71	.00	52.71
101-42400-300	5,966.46	.00	5,966.46
101-43000-212	663.97	.00	663.97
101-43000-215	13.04	.00	13.04
101-43000-217	133.80	.00	133.80
101-43000-221	647.56	.00	647.56
101-43000-230	91.26	.00	91.26
101-43000-240	567.95	.00	567.95
101-43000-303	17,389.50	.00	17,389.50
101-43000-309	125.00	.00	125.00
101-43000-312	300.00	.00	300.00

GL Account	Debit	Credit	Proof
101-43000-321	509.45	.00	509.45
101-43000-380	3,008.38	.00	3,008.38
101-43000-381	821.43	.00	821.43
101-43000-401	450.00	.00	450.00
101-43000-403	1,253.35	.00	1,253.35
101-43000-434	526.28	.00	526.28
101-45200-212	643.20	.00	643.20
101-45200-221	98.98	.00	98.98
101-45200-225	729.71	.00	729.71
101-45200-310	210.33	.00	210.33
101-45200-321	64.95	.00	64.95
101-45200-381	261.55	.00	261.55
101-45200-384	178.57	.00	178.57
101-45200-415	243.51	.00	243.51
101-45200-437	117.31	.00	117.31
101-45200-530	60.30	.00	60.30
101-45500-310	467.91	.00	467.91
101-45500-321	88.44	.00	88.44
101-45500-381	1,206.02	.00	1,206.02
101-45500-401	696.12	396.36-	299.76
101-49010-381	110.30	.00	110.30
101-49010-401	22.99	.00	22.99
101-49200-450	157.00	.00	157.00
101-49810-212	228.19	.00	228.19
101-49810-321	88.38	.00	88.38
101-49810-381	245.16	.00	245.16
101-49810-437	99.99	.00	99.99
200-20200	.00	2,798.50-	2,798.50-
200-46500-310	1,760.50	.00	1,760.50
200-46500-530	1,038.00	.00	1,038.00
208-20200	.00	270.30-	270.30-
208-45600-381	270.30	.00	270.30
217-20200	.00	1,000.00-	1,000.00-
217-45200-437	1,000.00	.00	1,000.00
303-20200	.00	5,568.75-	5,568.75-
303-47000-611	5,073.75	.00	5,073.75
303-47000-620	495.00	.00	495.00
350-20200	.00	9,556.25-	9,556.25-
350-47000-611	9,061.25	.00	9,061.25
350-47000-620	495.00	.00	495.00
356-20200	.00	15,892.54-	15,892.54-
356-47000-601	13,142.54	.00	13,142.54
356-47000-611	2,750.00	.00	2,750.00
386-20200	.00	3,685.00-	3,685.00-
386-47000-611	3,685.00	.00	3,685.00
388-20200	.00	4,995.00-	4,995.00-
388-47000-611	4,500.00	.00	4,500.00
388-47000-620	495.00	.00	495.00
500-20200	.00	497.25-	497.25-
500-43100-303	497.25	.00	497.25
501-20200	.00	436,706.89-	436,706.89-
501-43100-303	10,752.25	.00	10,752.25
501-43100-405	418,167.14	.00	418,167.14
501-43100-437	7,787.50	.00	7,787.50
602-20200	.00	20,576.17-	20,576.17-
602-49400-212	434.98	.00	434.98
602-49400-216	2,779.53	.00	2,779.53
602-49400-221	347.26	.00	347.26
602-49400-303	7,138.00	.00	7,138.00

GL Account	Debit	Credit	Proof
602-49400-309	826.38	.00	826.38
602-49400-310	436.03	.00	436.03
602-49400-321	252.36	.00	252.36
602-49400-322	233.04	.00	233.04
602-49400-381	3,072.10	.00	3,072.10
602-49400-408	5,056.49	.00	5,056.49
603-20200	.00	3,332.72-	3,332.72-
603-49450-208	115.00	.00	115.00
603-49450-212	434.98	.00	434.98
603-49450-309	826.38	.00	826.38
603-49450-310	713.48	.00	713.48
603-49450-322	218.64	.00	218.64
603-49450-381	1,024.24	.00	1,024.24
609-20200	1,704.32	246,598.54-	244,894.22-
609-20800	6,000.00	.00	6,000.00
609-49750-217	420.46	87.95-	332.51
609-49750-251	85,491.32	423.23-	85,068.09
609-49750-252	115,248.34	463.85-	114,784.49
609-49750-253	12,023.15	311.09-	11,712.06
609-49750-254	3,901.21	8.75-	3,892.46
609-49750-256	6,093.36	59.50-	6,033.86
609-49750-259	6,935.71	346.25-	6,589.46
609-49750-309	763.88	.00	763.88
609-49750-310	261.72	.00	261.72
609-49750-321	161.06	.00	161.06
609-49750-333	1,757.58	3.70-	1,753.88
609-49750-343	281.23	.00	281.23
609-49750-381	2,611.86	.00	2,611.86
609-49750-384	77.22	.00	77.22
609-49750-401	667.00	.00	667.00
609-49750-433	2,700.00	.00	2,700.00
609-49750-437	42.94	.00	42.94
609-49750-530	1,160.50	.00	1,160.50
619-20200	.00	77.04-	77.04-
619-49900-321	77.04	.00	77.04
Grand Totals:	904,184.36	904,184.36-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF MILACA
COMBINED CASH INVESTMENT
JUNE 30, 2025

COMBINED CASH ACCOUNTS

001-10100	GENERAL CHECKING	145,910.84
001-10101	4M FUND	44,518.41
001-10102	RBC WEALTH MANAGEMENT	3,510,043.70
	TOTAL COMBINED CASH	3,700,472.95
001-10000	CASH ALLOCATED TO OTHER FUNDS	(3,700,472.95)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	684,251.83
200	ALLOCATION TO ECONOMIC DEV. FUND	(98,539.55)
205	ALLOCATION TO MCDONALDS DEVELOPMENT	(1,518.75)
207	ALLOCATION TO YOUTH SAFETY PROGRAMS	2,154.28
208	ALLOCATION TO CHARITABLE GAMBLING FUND	59,297.85
209	ALLOCATION TO H.O.F. FUND	4,395.54
210	ALLOCATION TO FIRE DEPT RESERVE FUND	194,674.64
212	ALLOCATION TO REVOLVING LOAN FUND	62,967.33
213	ALLOCATION TO DRUG FORFEITURE FUND	3,720.00
215	ALLOCATION TO CITY EVENTS FUND	11,407.80
216	ALLOCATION TO ALL PARKS IMPROVEMENT FUND	182,702.44
217	ALLOCATION TO REC PARK IMPROVEMENTS FUND	125,144.25
218	ALLOCATION TO VETERANS MEMORIAL FUND	2,853.23
219	ALLOCATION TO DWI FORFEITURE FUND	3,557.48
220	ALLOCATION TO FLEEING FORFEITURE FUND	1,525.79
303	ALLOCATION TO 2021 G.O. STREET PROJECT BOND	67,660.13
350	ALLOCATION TO 2022 G.O. STREET PROJECT BOND	25,193.39
355	ALLOCATION TO 2024A G.O. BOND STREET CONST	(30,431.90)
382	ALLOCATION TO 2010 G.O. BOND	(35,174.70)
383	ALLOCATION TO 2012 G.O. BOND	192,305.67
384	ALLOCATION TO 2012 EQUIP CERTIFICATE	1,033.97
385	ALLOCATION TO 2014 FIRE HALL IMPR LOAN	44,389.47
386	ALLOCATION TO 2015 GO PARK BOND	27,819.60
387	ALLOCATION TO 2017 LIBRARY LEASE REV REFUND	143,386.05
388	ALLOCATION TO 2019 G.O. BOND	58,075.17
389	ALLOCATION TO LOADER EQUIPMENT LEASE	(31,315.92)
404	ALLOCATION TO TIF# 1-10 DOWNTOWN	(88,183.86)
407	ALLOCATION TO TIF# 2-10 - 8 UNIT APTS	(500.00)
501	ALLOCATION TO AIRPORT RD PROJECT CPF GRANT	(596,608.07)
602	ALLOCATION TO WATER FUND	1,005,266.22
603	ALLOCATION TO SEWER FUND	1,130,961.35
609	ALLOCATION TO MUNICIPAL LIQUOR FUND	548,002.22
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,700,472.95
	ALLOCATION FROM COMBINED CASH FUND - 001-10000	(3,700,472.95)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	10,236.53	712,870.00	702,633.47	1.4
LODGING TAX	1,001.02	1,059.90	500.00	(559.90)	212.0
PENALTIES AND INTEREST	.00	26.26	600.00	573.74	4.4
OTHER PERMITS	550.00	700.00	1,500.00	800.00	46.7
LICENSES	90.00	136.00	15,300.00	15,164.00	.9
PERMITS	8,197.75	16,630.00	52,000.00	35,370.00	32.0
GRANTS/GIFTS	2,000.00	2,000.00	.00	(2,000.00)	.0
STATE GRANTS AND AIDS	17,024.00	141,031.94	1,286,863.00	1,145,831.06	11.0
CHARGES FOR SERVICES	8,123.01	26,742.98	57,650.00	30,907.02	46.4
PUBLIC SAFETY	2,460.00	106,390.00	154,012.00	47,622.00	69.1
CULTURE - RECREATION	5,709.58	15,062.58	33,000.00	17,937.42	45.6
OTHER CHARGES	855.37	2,965.52	19,000.00	16,034.48	15.6
FINES AND FORFEITS	5,950.35	10,153.32	16,010.00	5,856.68	63.4
SPECIAL ASSESSMENTS	.00	.00	3,275.00	3,275.00	.0
MISCELLANEOUS REVENUES	22,515.77	39,266.51	391,125.00	351,858.49	10.0
OTHER PROPRIETARY FUND REVENUE	2,192.62	4,328.73	8,825.00	4,496.27	49.1
OTHER FINANCING SOURCES	.00	4,118.00	.00	(4,118.00)	.0
TRANSFER FROM OTHER FUNDS	75,000.00	150,000.00	408,000.00	258,000.00	36.8
	151,669.47	530,848.27	3,160,530.00	2,629,681.73	16.8
<u>EXPENDITURES</u>					
COUNCIL	3,765.33	7,894.70	19,900.00	12,005.30	39.7
PLANNING COMM.	1,489.50	5,956.06	22,100.00	16,143.94	27.0
CITY MANAGER	19,161.15	36,815.48	80,547.00	43,731.52	45.7
TREASURER	24,867.43	45,555.37	100,274.00	54,718.63	45.4
AUDITING	9,000.00	9,000.00	20,500.00	11,500.00	43.9
ASSESSING	.00	14,506.00	14,000.00	(506.00)	103.6
CITY ATTORNEY	18,015.00	32,399.39	72,000.00	39,600.61	45.0
CITY HALL	148,983.28	202,394.58	394,250.00	191,855.42	51.3
POLICE DEPT.	269,258.32	468,474.92	1,029,462.00	560,987.08	45.5
FIRE DEPT.	82,739.48	858,290.51	958,831.00	100,540.49	89.5
BUILDING INSPECTION	2,412.95	3,645.57	48,400.00	44,754.43	7.5
PUBLIC WORKS	62,087.16	140,187.54	734,843.00	594,655.46	19.1
PARKS	43,823.17	80,783.91	178,793.00	98,009.09	45.2
RECREATION	.00	3,089.55	4,000.00	910.45	77.2
LIBRARIES	3,863.90	14,298.09	27,200.00	12,901.91	52.6
HISTORICAL SOCIETY	.00	275.00	.00	(275.00)	.0
SENIOR CENTER	2,208.90	3,606.62	13,100.00	9,493.38	27.5
UNALLOCATED	5.26	3,197.26	34,416.00	31,218.74	9.3
AIRPORT	26,136.19	69,385.32	143,055.00	73,669.68	48.5
	717,817.02	1,999,755.87	3,895,671.00	1,895,915.13	51.3
	(566,147.55)	(1,468,907.60)	(735,141.00)	733,766.60	(199.8)

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

ECONOMIC DEV. FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	.00	10,000.00	1,000.00	(9,000.00)	1000.0
	.00	10,000.00	1,000.00	(9,000.00)	1000.0
<u>EXPENDITURES</u>					
ECONOMIC DEVEL. & ASSISTANCE	1,128.75	2,917.19	1,000.00	(1,917.19)	291.7
	1,128.75	2,917.19	1,000.00	(1,917.19)	291.7
	(1,128.75)	7,082.81	.00	(7,082.81)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

YOUTH SAFETY PROGRAMS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	14.49	26.89	.00	(26.89)	.0
	14.49	26.89	.00	(26.89)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	14.49	26.89	.00	(26.89)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

CHARITABLE GAMBLING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	16,525.45	20,137.17	28,000.00	7,862.83	71.9
	16,525.45	20,137.17	28,000.00	7,862.83	71.9
<u>EXPENDITURES</u>					
HISTORICAL SOCIETY	834.73	2,972.05	12,750.00	9,777.95	23.3
RECREATION	.00	.00	15,250.00	15,250.00	.0
	834.73	2,972.05	28,000.00	25,027.95	10.6
	15,690.72	17,165.12	.00	(17,165.12)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

H.O.F. FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	29.58	54.88	.00	(54.88)	.0
	29.58	54.88	.00	(54.88)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	29.58	54.88	.00	(54.88)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

FIRE DEPT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	85,645.76	180,040.79	100,000.00	(80,040.79)	180.0
	85,645.76	180,040.79	100,000.00	(80,040.79)	180.0
<u>EXPENDITURES</u>					
FIRE DEPARTMENT	.00	.00	100,000.00	100,000.00	.0
	.00	.00	100,000.00	100,000.00	.0
	85,645.76	180,040.79	.00	(180,040.79)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

REVOLVING LOAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	423.74	786.24	900.00	113.76	87.4
	423.74	786.24	900.00	113.76	87.4
<u>EXPENDITURES</u>					
REVOLVING LOAN FUND - OTHER	.00	.00	900.00	900.00	.0
	.00	.00	900.00	900.00	.0
	423.74	786.24	.00	(786.24)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

DRUG FORFEITURE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	25.03	46.45	.00	(46.45)	.0
	25.03	46.45	.00	(46.45)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	25.03	46.45	.00	(46.45)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

CITY EVENTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	77.32	154.80	175.00	20.20	88.5
INTERFUND TRANSFERS	.00	.00	11,500.00	11,500.00	.0
	<u>77.32</u>	<u>154.80</u>	<u>11,675.00</u>	<u>11,520.20</u>	<u>1.3</u>
<u>EXPENDITURES</u>					
CITY EVENTS - OTHER	96.60	2,666.60	11,675.00	9,008.40	22.8
	<u>96.60</u>	<u>2,666.60</u>	<u>11,675.00</u>	<u>9,008.40</u>	<u>22.8</u>
	<u>(19.28)</u>	<u>(2,511.80)</u>	<u>.00</u>	<u>2,511.80</u>	<u>.0</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

ALL PARKS IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	1,229.49	2,298.40	3,000.00	701.60	76.6
	1,229.49	2,298.40	3,000.00	701.60	76.6
<u>EXPENDITURES</u>					
PARKS - OTHER	.00	.00	3,000.00	3,000.00	.0
	.00	.00	3,000.00	3,000.00	.0
	1,229.49	2,298.40	.00	(2,298.40)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

REC PARK IMPROVEMENTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	842.15	1,562.58	2,000.00	437.42	78.1
	842.15	1,562.58	2,000.00	437.42	78.1
<u>EXPENDITURES</u>					
PARKS - OTHER	.00	.00	11,500.00	11,500.00	.0
	.00	.00	11,500.00	11,500.00	.0
	842.15	1,562.58	(9,500.00)	(11,062.58)	16.5

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

VETERANS MEMORIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	119.21	731.96	1,100.00	368.04	66.5
	119.21	731.96	1,100.00	368.04	66.5
<u>EXPENDITURES</u>					
OTHER MISCELLANEOUS	.00	.00	1,100.00	1,100.00	.0
	.00	.00	1,100.00	1,100.00	.0
	119.21	731.96	.00	(731.96)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

DWI FORFEITURE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	23.95	45.20	.00	(45.20)	.0
	23.95	45.20	.00	(45.20)	.0
<u>EXPENDITURES</u>					
POLICE DEPT.	.00	198.00	.00	(198.00)	.0
	.00	198.00	.00	(198.00)	.0
	23.95	(152.80)	.00	152.80	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

FLEEING FORFEITURE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	10.28	19.06	.00	(19.06)	.0
	10.28	19.06	.00	(19.06)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	10.28	19.06	.00	(19.06)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2021 G.O. STREET PROJECT BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	785.22	57,905.00	57,119.78	1.4
MISCELLANEOUS REVENUE	453.56	916.22	.00	(916.22)	.0
	<u>453.56</u>	<u>1,701.44</u>	<u>57,905.00</u>	<u>56,203.56</u>	<u>2.9</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	50,265.00	55,339.00	5,074.00	90.8
	<u>.00</u>	<u>50,265.00</u>	<u>55,339.00</u>	<u>5,074.00</u>	<u>90.8</u>
	<u>453.56</u>	<u>(48,563.56)</u>	<u>2,566.00</u>	<u>51,129.56</u>	<u>(1892.</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2022 G.O. STREET PROJECT BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	691.01	50,529.00	49,837.99	1.4
MISCELLANEOUS REVENUES	167.48	367.93	.00	(367.93)	.0
	<u>167.48</u>	<u>1,058.94</u>	<u>50,529.00</u>	<u>49,470.06</u>	<u>2.1</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	39,563.75	48,775.00	9,211.25	81.1
	<u>.00</u>	<u>39,563.75</u>	<u>48,775.00</u>	<u>9,211.25</u>	<u>81.1</u>
	<u>167.48</u>	<u>(38,504.81)</u>	<u>1,754.00</u>	<u>40,258.81</u>	<u>(2195.</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2024A G.O. BOND STREET CONST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	.00	62,738.00	62,738.00	.0
	.00	.00	62,738.00	62,738.00	.0
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	30,245.01	30,245.01	59,750.00	29,504.99	50.6
	30,245.01	30,245.01	59,750.00	29,504.99	50.6
	(30,245.01)	(30,245.01)	2,988.00	33,233.01	(1012.

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2024 GO TAX ABATEMENT BOND ECE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	.00	24,633.00	24,633.00	.0
	.00	.00	24,633.00	24,633.00	.0
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	15,893.00	15,893.00	.0
	.00	.00	15,893.00	15,893.00	.0
	.00	.00	8,740.00	8,740.00	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2012 G.O. BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	9.14	.00	(9.14)	.0
	.00	9.14	.00	(9.14)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	.00	9.14	.00	(9.14)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2014 FIRE HALL IMPR LOAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	1,500.00	4,500.00	.00	(4,500.00)	.0
	1,500.00	4,500.00	.00	(4,500.00)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	1,500.00	4,500.00	.00	(4,500.00)	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2015 GO PARK BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	543.50	44,489.00	43,945.50	1.2
SOURCE 362	208.68	389.16	.00	(389.16)	.0
	<u>208.68</u>	<u>932.66</u>	<u>44,489.00</u>	<u>43,556.34</u>	<u>2.1</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	3,685.00	3,685.00	42,370.00	38,685.00	8.7
	<u>3,685.00</u>	<u>3,685.00</u>	<u>42,370.00</u>	<u>38,685.00</u>	<u>8.7</u>
	<u>(3,476.32)</u>	<u>(2,752.34)</u>	<u>2,119.00</u>	<u>4,871.34</u>	<u>(129.9)</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

2019 G.O. BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	854.38	61,950.00	61,095.62	1.4
MISCELLANEOUS REVENUES	390.33	808.85	.00	(808.85)	.0
	<u>390.33</u>	<u>1,663.23</u>	<u>61,950.00</u>	<u>60,286.77</u>	<u>2.7</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	55,025.00	60,025.00	5,000.00	91.7
	<u>.00</u>	<u>55,025.00</u>	<u>60,025.00</u>	<u>5,000.00</u>	<u>91.7</u>
	<u>390.33</u>	<u>(53,361.77)</u>	<u>1,925.00</u>	<u>55,286.77</u>	<u>(2772.</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

LOADER EQUIPMENT LEASE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TRANSFER FROM OTHER FUNDS	.00	.00	31,316.00	31,316.00	.0
	.00	.00	31,316.00	31,316.00	.0
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	31,315.98	31,316.00	.02	100.0
	.00	31,315.98	31,316.00	.02	100.0
	.00	(31,315.98)	.00	31,315.98	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

TIF# 1-10 DOWNTOWN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	(22,466.83)	(22,466.83)	42,000.00	64,466.83	(53.5)
	(22,466.83)	(22,466.83)	42,000.00	64,466.83	(53.5)
<u>EXPENDITURES</u>					
OTHER MISCELLANEOUS	.00	.00	42,000.00	42,000.00	.0
	.00	.00	42,000.00	42,000.00	.0
	(22,466.83)	(22,466.83)	.00	22,466.83	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

AIRPORT RD PROJECT CPF GRANT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
SOURCE 331	322,338.14	351,778.51	.00	(351,778.51)	.0
SOURCE 392	(462,200.00)	(462,200.00)	.00	462,200.00	.0
	(139,861.86)	(110,421.49)	.00	110,421.49	.0
<u>EXPENDITURES</u>					
EXPENDITURE	419,667.14	420,691.64	.00	(420,691.64)	.0
	419,667.14	420,691.64	.00	(420,691.64)	.0
	(559,529.00)	(531,113.13)	.00	531,113.13	.0

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
SPECIAL ASSESSMENTS	.00	.00	4,600.00	4,600.00	.0
MISCELLANEOUS REVENUES	13,296.46	24,058.26	51,000.00	26,941.74	47.2
WATER SALES	197,974.73	383,022.37	704,177.00	321,154.63	54.4
	<u>211,271.19</u>	<u>407,080.63</u>	<u>759,777.00</u>	<u>352,696.37</u>	<u>53.6</u>
<u>EXPENDITURES</u>					
WATER OPERATION EXPENSE	(36,454.35)	188,428.89	1,076,653.00	888,224.11	17.5
	<u>(36,454.35)</u>	<u>188,428.89</u>	<u>1,076,653.00</u>	<u>888,224.11</u>	<u>17.5</u>
	<u>247,725.54</u>	<u>218,651.74</u>	<u>(316,876.00)</u>	<u>(535,527.74)</u>	<u>69.0</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	6,292.60	11,463.96	17,500.00	6,036.04	65.5
OTHER CHARGES	450.00	675.00	.00	(675.00)	.0
SEWER SALES	85,104.00	164,191.03	386,065.00	221,873.97	42.5
	<u>91,846.60</u>	<u>176,329.99</u>	<u>403,565.00</u>	<u>227,235.01</u>	<u>43.7</u>
<u>EXPENDITURES</u>					
SEWER OPERATION EXPENSE	(145,940.71)	(68,561.81)	730,001.00	798,562.81	(9.4)
	<u>(145,940.71)</u>	<u>(68,561.81)</u>	<u>730,001.00</u>	<u>798,562.81</u>	<u>(9.4)</u>
	<u>237,787.31</u>	<u>244,891.80</u>	<u>(326,436.00)</u>	<u>(571,327.80)</u>	<u>75.0</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

MUNICIPAL LIQUOR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	3,553.75	6,754.89	9,000.00	2,245.11	75.1
LIQUOR COST OF GOODS SOLD	23,256.76	39,367.52	.00	(39,367.52)	.0
LIQUOR STORE SALES	787,356.22	1,391,203.36	3,391,511.00	2,000,307.64	41.0
	<u>814,166.73</u>	<u>1,437,325.77</u>	<u>3,400,511.00</u>	<u>1,963,185.23</u>	<u>42.3</u>
<u>EXPENDITURES</u>					
LIQUOR STORE OPERATION EXPENS	725,326.27	1,394,806.05	3,400,511.00	2,005,704.95	41.0
	<u>725,326.27</u>	<u>1,394,806.05</u>	<u>3,400,511.00</u>	<u>2,005,704.95</u>	<u>41.0</u>
	<u>88,840.46</u>	<u>42,519.72</u>	<u>.00</u>	<u>(42,519.72)</u>	<u>.0</u>

CITY OF MILACA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2025

DEPUTY REGISTRAR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	56.18	105.19	2,185.00	2,079.81	4.8
MOTOR VEHICLE SALES	84,245.17	158,146.82	271,650.00	113,503.18	58.2
	84,301.35	158,252.01	273,835.00	115,582.99	57.8
<u>EXPENDITURES</u>					
MOTOR VEHICLE EXPENSES	61,521.79	112,201.74	273,835.00	161,633.26	41.0
	61,521.79	112,201.74	273,835.00	161,633.26	41.0
	22,779.56	46,050.27	.00	(46,050.27)	.0

RESOLUTION NO. 25-21

RESOLUTION ACCEPTING DONATION

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 recreational pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following individual has offered to contribute the cash amount set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>	<u>Committed To</u>
Richard Oleen	\$200.00	Veterans Memorial

WHEREAS, said 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 donation offered.

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

1. The donation described above is accepted and shall be used to the funds as indicated either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipt to the donor acknowledging the city's receipt of the donor's donation.

Adopted this 17th day of July, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

ORDINANCE NO. 544

AN ORDINANCE AMENDING TITLE XV (LAND USAGE) CHAPTER 156 (ZONING) OF THE CITY OF MILACA CODE OF ORDINANCES AND ADDING SECTION 156.064 SOLAR ENERGY SYSTEMS

THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA ORDAINS AS FOLLOWS:

Section

____.01 Intent

____.02 Amendment

____.03 Penalty

Section 1: Intent.

A City initiated zoning ordinance text amendment to amend sections 156.006 Definitions; 156.035 R-1, Single Family Residential Low Density District; 156.036 R-2, One and two family residential medium density district; 156.037 R-3, Multiple family residential high density district; 156.038 B-1, Central business district; 156.039 B-2, General business district; 156.040 B-4, Business district; 156.041 HG-1, Health care and government building district; 156.042 I-1, Light industrial district and creating section 156.064 Solar energy systems of the City of Milaca Code of Ordinances relating to solar energy systems including associated definitions, zoning district allowed uses, and use requirements.

Section 2: Amendment.

Sections 156.006 Definitions; 156.035 R-1, Single Family Residential Low Density District; 156.036 R-2, One and two family residential medium density district; 156.037 R-3, Multiple family residential high density district; 156.038 B-1, Central business district; 156.039 B-2, General business district; 156.040 B-4, Business district; 156.041 HG-1, Health care and government building district; 156.042 I-1, Light industrial district and creating Section 156.064 Solar energy system of the City of Milaca Code of Ordinance is hereby amended to read as follows:

CHAPTER 156: ZONING

§ 156.006 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

SOLAR ACCESS. Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

SOLAR CARPORT – A solar energy system of any size that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

SOLAR COLLECTOR – The panel or device in a solar energy system that collects solar radiant energy and transforms it into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports, or mounting hardware.

SOLAR ENERGY SYSTEM. A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating.

SOLAR ENERGY SYSTEM, BUILDING-INTEGRATED. A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED. A solar energy system mounted on a rack or pole that rests or is attached to the ground excluding community-scale solar energy systems. Ground-mounted systems are accessory to the principal use.

SOLAR ENERGY SYSTEM, ROOF-MOUNTED. A solar energy system mounted on a rack that is fastened to or ballasted on a structure roof. Roof-mounted systems are accessory to the principal use.

SOLAR ENERGY SYSTEM, COMMUNITY-SCALE. A commercial solar energy system that converts sunlight into electricity for the primary purpose of serving electric demands off-site from the facility, either retail or wholesale. Community-scale systems are principal uses and projects typically cover less than 20 acres.

(Ord. 134/94, passed 3-24-94; Am. Ord. 483, passed 6-16-21; Am. Ord. 544, passed 07-17-25)

DISTRICT REGULATIONS; USE REQUIREMENTS AND RESTRICTIONS

§ 156.035 R-1, SINGLE FAMILY RESIDENTIAL LOW DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 332, passed 1-16-03; Am. Ord. 483, passed 6-16-21; Am. Ord. 544, passed 07-17-25)

§ 156.036 R-2, ONE AND TWO FAMILY RESIDENTIAL MEDIUM DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 99-2, passed 7-15-99; Am. Ord. 332, passed 1-16-03; Am. Ord. 453, passed 7-18-19; Am. Ord. 483, passed 6-16-21; Am. Ord. 519, passed 12-21-23; Am. Ord. 544, passed 07-17-25)

§ 156.037 R-3, MULTIPLE FAMILY RESIDENTIAL HIGH DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 332, passed 1-16-03; Am. Ord. 453, passed 7-18-19; Am. Ord. 516, passed 9-21-23; Am. Ord. 544, passed 07-17-25)

§ 156.038 B-1, CENTRAL BUSINESS DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. passed 9-15-94; Am. Ord. 375, passed 6-12-08; Am. Ord. 390, passed 6-10-10; Am. Ord. 402, passed 6-13-13; Am. Ord. 453, passed 7-18-19; Am. Ord. 511, passed 6-20-23; Am. Ord. 544, passed 07-17-25)

§ 156.039 B-2, GENERAL BUSINESS DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(F) Uses requiring a conditional use permit.

(13) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord. 544, passed 07-17-25)

§ 156.040 B-4, BUSINESS DISTRICT.

(E) Permitted accessory uses.

(6) Solar energy systems which are building-integrated, ground-mounted, or roof - mount.

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord. 544, passed 07-17-25)

§ 156.041 HG-1, HEALTH CARE AND GOVERNMENT BUILDING DISTRICT.

(D) Permitted accessory uses.

(6) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord. 544, passed 07-17-25)

§ 156.042 I-1, LIGHT INDUSTRIAL DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof -mounted.

(F) Uses requiring a conditional use permit.

(6) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord. 492, passed 4-21-22; Am. Ord. 544, passed 07-17-25)

GENERAL REQUIREMENTS

§ 156.064 SOLAR ENERGY SYSTEMS

(A) Purpose and Applicability. It is the purpose of this section to provide standards and requirements for the operation, siting, design, appearance, construction and use of solar energy systems in order to encourage solar energy systems in the city while protecting the general welfare of the public. Standards for the regulation of solar energy systems are based on the following two types:

(1) Accessory solar energy systems refer to solar collection systems that capture energy from the sun and convert it into electrical or thermal power primarily for on-site use. These systems can serve as a primary or additional power source for residential, commercial, or industrial structures, and any excess energy can be fed back into the electric grid. Accessory solar energy systems include building-integrated, ground-mounted, and roof-mounted solar energy systems as defined in Section 156.006

(2) Community-scale solar energy systems are designed to generate electricity on a larger scale, often for commercial or community-wide purposes as defined in Section 156.006.

(B) General standards for all solar energy systems.

(1) Exterior electrical and communication lines shall be buried below the surface of the ground when possible.

(2) All systems shall comply with all City and state building and electrical codes and permitting requirements.

(3) The property owner shall notify the electrical utility where the solar system is connected to the electrical utility system.

(4) Lot Coverage – Ground-mounted and community-scale solar energy systems are exempt from lot coverage requirements if the soil under the system is maintained in vegetation and not compacted.

(5) If the solar collector system ceases to perform its originally intended function for more than 12 consecutive months, the property owner shall remove the collector, mount and associated equipment and facilities by no later than 90 days after the end of the 12-month period.

(6) Solar access easements may be filed consistent with Minnesota State Code 500.30. Any property owner may purchase an easement across nearby properties to protect access to sunlight. The easement is purchased or granted by owners of nearby properties and can apply to buildings, trees, or other structures that would diminish solar access.

(C) Accessory solar energy systems.

(1) Permitted accessory use – Building-integrated, ground-mounted and roof-mount solar energy systems are a permitted accessory use in all zoning districts where structures of any sort are allowed, subject to certain requirements as set forth below.

(2) Height – Accessory Solar energy systems must meet the following height requirements:

(a) Building- or roof- mounted solar energy systems shall not exceed the maximum allowed height in any zoning district. For purposes for height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to the zoning district's height standards in the district in which the system is located as building-mounted mechanical devices or equipment. In the district in which the system is located.

(b) Ground- or pole-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

(3) Property line setback – Solar energy systems must meet the principle structure setback for the zoning district with the lot on which the system is located, except as allowed below.

(a) Roof- or building-mounted solar energy systems – The collector surface and mounting devices for roof-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built, unless the collector and mounting system has been explicitly engineered to safely extend beyond the edge, and setback standards are not violated. Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side-yard exposure. Solar collectors mounted on the sides of buildings and serving as awnings are considered to be building-integrated systems and are regulated as awnings. Under no circumstance may the solar energy system or any appurtenances extend past the property line or into public right of way.

(b) Ground-mounted Solar Energy Systems – Ground-mounted solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt, except as otherwise allowed for building mechanical systems. Under no circumstance may the solar energy system or any appurtenances extend past the property line or into public right of way.

(D) Community scale solar energy systems.

(1) Conditional Use Permit Requirement. A community-scale solar energy system may be a permitted use in the B-2 General Business District and I-1 Light Industrial zoning districts upon approval and issuance of a conditional use permit subject to certain requirements as set forth here within.

(2) Height – Community scale solar energy systems shall not exceed 15 feet in height.

(3) Setbacks – Community-scale solar arrays must meet the property line setback for the principle buildings or structures in the district in which the system is located.

(4) Off-site Glare Impact Reduction – Measures to minimize nuisance glare include selective placement of the system, screening on the north side of the solar array, modifying the orientation of the system, reducing use of the reflector system, or other remedies that limit glare.

(5) Site plan required. A site plan of existing and proposed site conditions and other information necessary demonstrate compliance with the applicable provisions of this section is a required submittal for the application of a conditional use permit.

(E) Only 50% of lot/land may be occupied with solar panels, where permitted.

Adopted by the City Council of the City of Milaca this 17th day of July, 2025.

Mayor Dave Dillan

ATTEST:

Tammy Pfaff, City Manager

First Reading 06-18-2025

Second Reading 07-17-2025

Published _____

ORDINANCE NO. 545

AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF
ORDINANCES FOR THE CITY OF MILACA, MN

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the S-21 Supplement to the Code of Ordinances of the Political Subdivision, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of this Political Subdivision; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the Minnesota code; and

WHEREAS, it is the intent of the city council to accept these updated sections in accordance with the changes of the law of the State of Minnesota; and

WHEREAS, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF
MILACA:

Section 1. That the 2025 S-21 Supplement to the Code of Ordinance of the City of Milaca as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, be and the same is hereby adopted by reference as if set out in its entirety.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the Milaca City Council, and the City Manager is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the City Manager.

Section 3. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

Passed this 17th day of July, 2025.

ATTEST

Mayor Dave Dillan

Tammy Pfaff, City Manager

1st reading: July 17, 2025
2nd reading: July 17, 2025
Published:

ORDINANCE NO. 546

AN ORDINANCE AMENDING TITLE V (PUBLIC WORKS) CHAPTER 50 (GARBAGE) SECTION 50.04 (LICENSED COLLECTOR; DUTIES AND OBLIGATIONS) SUBDIVISION (D) OF THE CITY OF MILACA CODE OF ORDINANCES

Additions are indicated by underline. Deletions are indicated by ~~striketrough~~.

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

§ 50.04 LICENSED COLLECTOR; DUTIES AND OBLIGATIONS.

(D) No collection of mixed municipal solid waste shall be made except between the hours of ~~8:00 a.m.~~ **7:00 a.m.** and 6:00 p.m. on the day or days as the City Council shall from time to time designate by resolution, except under extenuating circumstances including poor weather conditions or natural disasters. ~~No collection shall be made on New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, or Christmas Day.~~

Passed this _____ day of _____, 2025.

Mayor Dave Dillan

ATTEST:

Tammy Pfaff, City Manager

First Reading-
Second Reading-
Published-

RESOLUTION #25-22

RESOLUTION TO APPROVE AUTHORIZATION TO SUMMARIZE ORDINANCE #544
FOR PUBLICATION PURPOSES

WHEREAS per MN Statute #412.191 Subd 4, the City of Milaca City Council Ordinance #544 entitled An Ordinance adding Section 156.064 to Chapter 156 Solar Energy Systems 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 #544 will be published as a summary as per attached.

Passed by the City Council of Milaca, Minnesota this 17th day of July, 2025.

Mayor Dave Dillan

Attest:

Tammy Pfaff, City Manager

ORDINANCE #544

City of Milaca

AN ORDINANCE AMENDING TITLE XV (LAND USAGE) CHAPTER 156
(ZONING) ADDING SECTION 156.064 SOLAR ENERGY SYSTEMS OF THE CITY OF
MILACA CODE OF ORDINANCES

This is a summary of the Ordinance changes passed on July 17, 2025. The full text of the Ordinance is available for inspection at City of Milaca, 255 1st St E, Milaca MN 56353 during regular city hall hours, or at the city's website www.cityofmilaca.org under Ordinances. A copy may also be mailed or emailed by calling city hall 320-983-3141.

City of Milaca is adding Section 156.064 Solar Energy Systems to regulate the use of Solar Energy Systems.

Passed this 17th day of July, 2025.

Mayor Dave Dillan

ATTEST: City Manager Tammy Pfaff



Incident Summary by Incident Type

Date Range: 6/1/2025 to 6/30/2025

Incident Type	# of Incidents
911 Hang Up	2
Accident	5
Agency Assist	18
Alarm	12
Animal	7
Assault	1
Burglary	1
Cdtp	3
Civil Issue	2
Community Contact	3
Community Contact	2
Danco Violation	1
Debris	4
Disturbance	8
Domestic	2
Driving Complaint	6
Family Services Referral	8
Firearms Complaint	1
Funeral Escort	2
Gas Drive Off	1
Harassment Complaint	5
Icr Misc	28
Lockout	7
Lost Property	1
Medical	37
Motorist Assist	1
Noise Complaint	2



Incident Summary by Incident Type

Date Range: 6/1/2025 to 6/30/2025

Parking Complaint	2
Property Exchange	2
Public Assist	21
Remove Unwanted	1
Suspicious Activity	11
Theft	9
Threats Complaint	4
Traffic	47
Trespass Complaint	1
Welfare Check	17
Total: 285	

City of Milaca

Engineer's Report – 06/30/2025

Information in italics is new since previous report.

General Planning Assistance. Milaca - General (193800515 Task 102). General on-going assistance with planning reviews (*Evan Monson*). *Currently working on miscellaneous issues including report for Milaca Junction plat.*

Wastewater Treatment Plant Assistance. Milaca - General (193800515 Task 107). Peter Daniels is working with Gary Kirkeby on wastewater plan issues. Annual Compliance Summary was received from MPCA on 4/15/2025.

The NPDES Permit reissuance application has been submitted. On 1/6/25, the MPCA confirmed that the WWTP Permit reissuance information was received and is complete enough for processing. On 4/16/2025, Gary reminded MPCA that the application has been submitted. *No new information.*

Mercury Minimization Plan (MMP). The MMP was submitted to the MPCA on 12/30/2024 and is complete pending MPCA review.

2027 Water Tower Painting Project. Milaca - General (193800515 Task 106). Project Priority List (PPL) application was submitted by Gary Kirkeby on 2/4/2025. In early 2026, we will need to start the Intended Use Plan (IUP) application process and work with KLM to get interior and exterior inspections completed. *No new information.*

Milaca 110th Ave. (HUD grant project). (193806178). Contractor Payment No. 6 in June and No. 7 in July. *Final paving has been completed. Project close-out process will begin in July and be completed in 2025.*

Milaca Junction Addition Development (plat). (193806178). Dan Roeber prepared three concept plan options. *Preliminary Plat can be processed at July PC meeting.*

Part 2 Wellhead Protection Plan. (193807329). Mark Janovec is working with Gary Kirkeby on this. *A draft management plan was delivered in May; initial comments have been received. A revised draft plan will be distributed for local government and agency reviews (60-day review period).* A Public Hearing will be necessary in +/- August 2025). The goal is to submit the final plan to MDH in September or October.

City Utilities for MnDOT project SP4801-26(TH23). (193807341). This is the project to produce plans for the sanitary sewer and water main improvements associated with the MnDOT Highway 23 project. *Need to discuss if the city wants sewer extensions for developable parcels east of Highway 169.*

Milaca 2025 Street Project (1st St.). (193807360). This project will replace curb and sidewalk on the south side of 1st Street between 3rd and Central. *Construction plans and specifications have been prepared. Bids are due on July 10th for Council Meeting on July 17th.*

Milaca Lead and Galvanized Water Service Replacement Project (19380xxxx). A water service line inventory in 2024 identified several lead and galvanized lines. *We worked with the Public Works Supt. to submit a PPL application for possible funding to replace some of the identified lead and galvanized service lines. The next step is to submit an IUP application.*

July 9, 2025

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

Reference: B-23-CP-MN-0884, City of Milaca
110th Avenue (airport road) Improvements Project (193806178)
Contractor's Request for Payment No 7.

Dear Tammy:

Attached for city approval is Contractor's Request for Payment No. 7 for the 110th Avenue Improvements Project. The Contractor is Northern Lines Contracting, Inc.

This partial payment request includes payment for the final bituminous wear course paving, gravel shouldering, and pavement markings. The project construction is nearly complete. The construction budget and total project cost appear to be tracking well as compared to the May 2024 estimates based on the bids.

This contractor's request for payment includes a retainage in the amount of 5% of the completed value. We have reviewed the 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 Northern Lines Contracting, Inc. **in the amount of \$153,294.37.**

Please execute the payment request document. Keep a signed copy for your records. Forward a signed copy to Northern Lines Contracting, Inc. (Brady Enright, Brady@nl-contracting.com). Send a scanned copy to Stantec.

Should you have any questions, please feel free to contact Chuck Boser or me.

Sincerely,
Stantec



Phil Gravel, City Engineer



Owner: City of Milaca, 255 1st St. E., Milaca, MN 56353	Date: July 8, 2025
For Period: 6/11/2025 to 7/8/2025	Request No: 7
Contractor: Northern Lines Contracting	

CONTRACTOR'S REQUEST FOR PAYMENT
2024-2025 _ 110th AVENUE IMPROVEMENTS PROJECT
STANTEC PROJECT NO. 193806178

SUMMARY

1	Original Contract Amount		\$	1,575,256.20
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	1,575,256.20
5	Value Completed to Date		\$	1,510,173.28
6	Material on Hand		\$	0.00
7	Amount Earned		\$	1,510,173.28
8	Less Retainage 5%		\$	75,508.66
9	Subtotal		\$	1,434,664.62
10	Less Amount Paid Previously		\$	1,281,370.25
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 7		\$	153,294.37

Recommended for Approval by:
STANTEC



7/9/2025

Approved by Contractor:
NORTHERN LINES CONTRACTING

Approved by email.

Approved by Owner:
CITY OF MILACA

Specified Contract Completion Date:
July 11, 2025

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID							
1	MOBILIZATION	LS	1	40000.00	0.1	1	\$40,000.00
2	CLEARING	ACRE	0.11	38000.00		0.08	\$3,040.00
3	GRUBBING	ACRE	0.11	38000.00		0.08	\$3,040.00
4	SALVAGE SIGN TYPE C	EACH	4	55.00		2	\$110.00
5	SALVAGE SIGN TYPE SPECIAL	EACH	14	45.00		7	\$315.00
6	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	21	4.00		21	\$84.00
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	233	5.00		167	\$835.00
8	REMOVE PIPE CULVERTS	LIN FT	585	18.00		585	\$10,530.00
9	REMOVE BITUMINOUS PAVEMENT	SQ YD	1124	3.50		1040	\$3,640.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ FT	461	1.15		400	\$460.00
11	SALVAGE MAIL BOX ASSEMBLY	EACH	13	80.00		13	\$1,040.00
12	EXCAVATION - COMMON (EV) (P)	CU YD	16609	10.30		16609	\$171,072.70
13	EXCAVATION - SUBGRADE (EV)	CU YD	500	20.00		174.34	\$3,486.80
14	SELECT GRANULAR BORROW (MODIFIED) (CV)	CU YD	6417	30.50		6713.46	\$204,760.53
15	COMMON BORROW (CV)	CU YD	500	10.30			\$0.00
16	GEOTEXTILE NONWOVEN FABRIC, TYPE 5 (MODIFIED)	SQ YD	18330	1.75		18330	\$32,077.50
17	AGGREGATE SURFACING (CV) CLASS 2 (P)	CU YD	336	35.00	277	277	\$9,695.00
18	AGGREGATE BASE CLASS 5	TON	14800	14.65		14916.69	\$218,529.50
19	BITUMINOUS PATCH SPECIAL	SQ FT	450	4.60		369	\$1,697.40
20	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1688	4.05	900	900	\$3,645.00
21	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) (2025)	TON	1710	93.25	1530	1530	\$142,672.50
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	3355	87.15		3216	\$280,274.40
23	12" CS PIPE APRON	EACH	20	350.00		22	\$7,700.00
24	15" CS PIPE APRON	EACH	16	395.00		14	\$5,530.00
25	18" RC PIPE APRON	EACH	2	1070.00		2	\$2,140.00
26	24" RC PIPE APRON	EACH	2	1295.00		2	\$2,590.00
27	12" CS PIPE CULVERT	LIN FT	405	47.00		444	\$20,868.00
28	15" CS PIPE CULVERT	LIN FT	265	51.00		225	\$11,475.00
29	18-INCH RC Pipe CULVERT DESIGN 3006 CLASS V	LIN FT	56	75.00		56	\$4,200.00
30	24-INCH RC Pipe CULVERT DESIGN 3006 CLASS V	LIN FT	59	115.00		59	\$6,785.00
31	8-INCH PVC SDR26 SANITARY SEWER	LIN FT	508	230.00		491	\$112,930.00
32	CONNECT TO EXISTING SANITARY SEWER	EACH	1	21000.00		1	\$21,000.00
33	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	1	1500.00		1	\$1,500.00
34	CONSTRUCT SANITARY MANHOLE	EACH	3	9600.00		3	\$28,800.00
35	BULKHEAD SANITARY SERVICE	EACH	2	375.00		2	\$750.00
36	8" PIPE PLUG	EACH	2	250.00		2	\$500.00
37	8x4 PVC WYE	EACH	1	750.00		1	\$750.00
38	4-INCH PVC SDR26 SEWER SERVICE	LIN FT	52	60.00		64	\$3,840.00
39	CONNECT TO EXISTING WATER MAIN	EACH	1	2700.00		1	\$2,700.00
40	CONNECT TO EXISTING WATER SERVICE	EACH	1	1500.00		1	\$1,500.00
41	5" HYDRANT	EACH	2	6350.00		1	\$6,350.00
42	1.5" CORPORATION STOP	EACH	1	930.00		1	\$930.00
43	8" GATE VALVE AND BOX	EACH	3	3635.00		3	\$10,905.00
44	10"X8" WET TAP	EACH	1	6500.00		1	\$6,500.00
45	1.5" TYPE K COPPER PIPE	LIN FT	60	75.00		58	\$4,350.00
46	6" PVC WATERMAIN	LIN FT	10	89.00		6.5	\$578.50
47	8" PVC WATERMAIN	LIN FT	610	68.00		610	\$41,480.00
48	DUCTILE IRON FITTINGS	POUND	300	14.00		300.00	\$4,200.00
49	TEMPORARY MAIL BOX	EACH	13	69.00		13	\$897.00
50	INSTALL MAIL BOX	EACH	13	185.00		13	\$2,405.00
51	TRAFFIC CONTROL	LS	1	13500.00		1	\$13,500.00
52	INSTALL SIGN TYPE C	EACH	4	265.00			\$0.00
53	INSTALL SIGN TYPE SPECIAL	EACH	14	135.00			\$0.00
54	CULVERT END CONTROLS	EACH	21	175.00		20	\$3,500.00
55	SILT FENCE, TYPE MS	LIN FT	9257	1.95		7101	\$13,846.95
56	LOAM TOPSOIL BORROW (LV)	CU YD	50	45.00		50	\$2,250.00
57	FERTILIZER TYPE 1	POUND	1790	1.25		1790	\$2,237.50
58	SEEDING	ACRE	5.2	400.00		5.2	\$2,080.00
59	SEED MIXTURE 25-141	POUND	410	9.00		410	\$3,690.00

No.	Item	Unit	Contract	Unit	Current	Quantity	Amount
			Quantity	Price	Quantity	to Date	to Date
60	SEED MIXTURE 25-151	POUND	410	7.00		410	\$2,870.00
61	HYDRAULIC MULCH MATRIX	POUND	12800	1.15		12800	\$14,720.00
62	4" SOLID LINE MULTI-COMPONENT	LIN FT	10500	0.45	1000	1000	\$450.00
63	24" SOLID LINE MULTI-COMPONENT	LIN FT	28	26.25			\$0.00
64	4" BROKEN LINE MULTI-COMPONENT	LIN FT	7	0.45			\$0.00
65	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	10526	0.90	1000	1000	\$900.00
66	DITCH AND CULVERT ADJUSTMENTS	LS	1	4970.00		1	\$4,970.00
	TOTAL BASE BID						\$1,510,173.28
	TOTAL BASE BID						\$1,510,173.28
	WORK COMPLETED TO DATE:						\$1,510,173.28

PROJECT PAYMENT STATUS

OWNER CITY OF MILACA

STANTEC PROJECT NO. 193806178

CONTRACTOR NORTHERN LINES CONTRACTING

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	06/01/2024	07/09/2024	13,376.00	704.00	14,080.00
2	07/10/2024	08/06/2024	200,703.37	11,267.33	225,346.70
3	08/07/2024	09/11/2024	312,465.69	27,712.89	554,257.95
4	09/12/2024	10/07/2024	307,217.68	43,882.24	877,644.98
5	10/08/2024	12/05/2024	29,440.37	45,431.74	908,634.85
6	12/06/2024	06/10/2025	418,168.14	67,440.53	1,348,810.78
7	06/11/2025	07/08/2025	153,294.37	75,508.66	1,510,173.28

Material on Hand

Total Payment to Date		\$1,434,665.62	Original Contract	\$1,575,256.20
Retainage Pay No. 7		75,508.66	Change Orders	
Total Amount Earned		\$1,510,174.28	Revised Contract	\$1,575,256.20

June 9, 2025

Attention: Tammy Pfaff, City Manager

City of Milaca
255 1st Street East
Milaca, MN 56353

Dear Tammy,

Reference: 2025 1st Street Sidewalk Improvement Project – Approve Plans and Specs

In December 2024 the City Council authorized preparation of construction plans for the replacement of the concrete curb and sidewalk along the north side of First Street East between Centrall Avenue and 3rd Avenue NW. Since then, we have been working with the Public Works staff to confirm the locations of underground utilities in the project area and the condition of some of the utilities.

Construction plans and specifications have been prepared for replacing the sidewalk from Central Avenue westward to about 60-feet from Third Ave. SW.

The proposed curb and sidewalk replacement will include:

- Removal of the existing curb and sidewalk,
- Removal of the existing street for a distance of about 4-feet from the curb. It was discovered that the existing street consists of bituminous over concrete. The presence of the underlaying concrete increases the removal costs.
- Removal of the existing storm water inlets (catch basins).
- New storm catch basins and new storm sewer piping.
- New concrete curb and sidewalk.
- New pedestrian ramps on the SE and SW corners of the intersection of 1st Street and 2nd Avenue.
- Street patching.
- No sanitary sewer or water main construction.

Some of the existing newer sidewalk by the VFW and Hewitt Jackson will remain undisturbed. There is no new sidewalk proposed at Chapman's Auto Repair.

The current estimated project costs at this time are:

Construction	\$ 284,800
Soft costs	<u>\$ 60,000</u>
Total project	\$ 344,800

A plan set and a detailed Opinion of Probable Construction Costs are attached.

At this time, we request that the city approve the plans and specification and authorize bidding for the 2025 1st Street Sidewalk Improvements project.

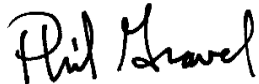
A proposed project schedule is:

Approved Plans	June 18, 2025
Open Bids	July 10, 2025
Award Bids	July 17, 2025
Complete Construction	September 30, 2025

Should you have any questions, please feel free to contact Chuck Boser or me.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Phil Gravel

cc: Gary Kirkeby



opinion of probable project costs
 MILACA 1st Street E SIDEWALK IMPROVEMENTS
 PROJECT NO. 19380
 MILACA, MINNESOTA
 June 2025

No.	Item	Units	Qty	Unit Price	Total Price
BASE BID					
1	MOBILIZATION	LS	1 \$	3,000.00 \$	3,000.00
2	TRAFFIC CONTROL	LS	1 \$	2,033.00 \$	2,033.00
3	EROSION AND SEDIMENT CONTROL	LS	1 \$	1,000.00 \$	1,000.00
4	REMOVE STRUCTURE (STORM)	EACH	4 \$	400.00 \$	1,600.00
5	REMOVE CURB AND GUTTER	LIN FT	535 \$	15.00 \$	8,025.00
6	REMOVE CONCRETE SIDEWALK	SQ FT	4360 \$	4.00 \$	17,440.00
7	REMOVE STREET PAVEMENT (CONC. & BIT.) (P)	SQ FT	6460 \$	1.70 \$	10,982.00
8	SAWCUT BIT. & CONC. PAVEMENT	LIN FT	3500 \$	3.00 \$	10,500.00
9	ADJUST CATCHBASIN FRAME AND CASTING	EACH	2 \$	800.00 \$	1,600.00
9.5	ADJUST VALVE BOX	EACH	2 \$	800.00 \$	1,600.00
10	BITUMINOUS STREET PATCH (4-inch)	SQ FT	5560 \$	2.50 \$	13,900.00
11	AGGREGATE BASE (CV) CLASS 5 (8" under street patch)	CU YD	300 \$	50.00 \$	15,000.00
12	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	570 \$	35.00 \$	19,950.00
13	CONCRETE SIDEWALK with base	SQ FT	5320 \$	25.00 \$	133,000.00
14	CONCRETE PEDESTRIAN RAMP	EACH	2 \$	2,500.00 \$	5,000.00
15	REPLACE WATER SERVICE	EACH	0 \$	4,000.00 \$	-

No.	Item	Units	Qty	Unit Price	Total Price
16	CONSTRUCT DRAINAGE STRUCTURE	EACH	4	\$ 2,000.00	\$ 8,000.00
17	CONNECT TO EXISTING STORM SEWER	EACH	4	\$ 190.00	\$ 760.00
18	12-inch RCP STORM SEWER	LIN FT	150	\$ 40.00	\$ 6,000.00
19	4" PVC PERFORATED DRAINTILE W/ SOCK	LIN FT	50	\$ 8.20	\$ 410.00
20	CONSTRUCTION -OTHER	LS	1	\$ 25,000.00	\$ 25,000.00
TOTAL ESTIMATED CONSTRUCTION					\$ 284,800.00
Legal, Administration & Engineering					\$ 60,000.00
TOTAL INITIAL OPINION OF PROBABLE COSTS					\$ 344,800.00

<U>2025 1st STREET SIDEWALK IMPROVEMENTS PROJECT â€“ MILACA</U> (#9742370)

Owner: City of Milaca
Solicitor: Stantec - Minneapolis
07/10/2025 11:30 AM CDT

Sec Line	Iter	Item Description	Molitor Excavating Inc.			New Look Contracting, Inc.			W. Gohman Construction Co. ACM LLC		
			UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price
BASE BID											
1		MOBILIZATION	LS	1	\$25,000.00	\$209,869.00	\$219,785.50	#####	\$227,740.47	#####	\$229,011.06
2		TRAFFIC CONTROL	LS	1	\$4,400.00	\$25,000.00	\$17,750.00	#####	\$23,958.00	#####	\$7,700.00
3		EROSION AND SEDIMENT CONTROL	LS	1	\$2,000.00	\$4,400.00	\$3,975.00	#####	\$7,650.00	#####	\$6,792.22
4		REMOVE CONCRETE CURB & GUTTER	LIN FT	535	\$13.00	\$6,955.00	\$7.50	\$4,012.50	\$14.90	\$7,971.50	\$4,338.85
5		REMOVE SIDEWALK PAVEMENT (CONCRETE)	SQ FT	4400.0000	\$1.45	\$6,380.00	\$1.25	\$5,500.00	\$1.66	\$7,304.00	\$9,460.00
6		REMOVE STREET PAVEMENT (BITUMINOUS or CONCRETE)	SQ FT	6500.0000	\$1.40	\$9,100.00	\$1.50	\$9,750.00	\$1.56	\$10,140.00	\$16,705.00
7		REMOVE CONCRETE STRUCTURE (STORM)	EACH	4	\$750.00	\$3,000.00	#####	\$4,200.00	\$907.50	#####	\$4,226.92
8		REMOVE STORM PIPE	LIN FT	150	\$20.00	\$3,000.00	\$36.00	\$5,400.00	\$24.20	\$3,630.00	\$2,959.50
9		SAW CUT BITUMINOUS or CONCRETE PAVEMENT	LIN FT	1050.0000	\$5.70	\$5,985.00	\$5.00	\$5,250.00	\$6.66	\$6,993.00	\$2,142.00
10		ADJUST EXIST. FRAME & RING CASTING	EACH	3	\$875.00	\$2,625.00	#####	\$5,100.00	#####	\$3,176.25	\$1,414.26
11		ADJUST EXISTING VALVE BOX	EACH	1	\$650.00	\$650.00	\$925.00	\$925.00	\$786.50	\$786.50	\$325.47
12		REPLACE SAN. SEWER FRAME RINGS, FRAME, & CASTING	EACH	1	\$1,090.00	\$1,090.00	#####	\$2,725.00	#####	\$1,318.90	\$2,463.35
13		BITUMINOUS PATCH SPECIAL (2 to 3-INCHES BIT.)	SQ FT	70	\$15.00	\$1,050.00	\$21.00	\$1,470.00	\$38.07	\$2,664.90	\$475.30
14		BITUMINOUS STREET-ALLEY PATCH (4-INCH BIT. & 8-INCH AGG.)	SQ FT	4400.0000	\$6.20	\$27,280.00	\$7.00	\$30,800.00	\$7.09	\$31,196.00	\$58,388.00
15		4-INCH CONCRETE WALK WITH BASE	SQ FT	5020.0000	\$8.35	\$41,917.00	\$8.50	\$42,670.00	\$8.11	\$40,712.20	\$44,527.40
16		6-INCH CONCRETE WALK WITH BASE	SQ FT	400	\$15.50	\$6,200.00	\$16.00	\$6,400.00	\$15.45	\$6,180.00	\$5,404.00
17		8-INCH CONCRETE PAVEMENT WITH BASE	SQ FT	30	\$44.30	\$1,329.00	\$32.00	\$960.00	\$47.99	\$1,439.70	\$734.70
18		TRUNCATED DOMES	SQ FT	32	\$65.00	\$2,080.00	\$86.50	\$2,768.00	\$62.32	\$1,994.24	\$2,173.44
19		CONCRETE CURB & GUTTER DESIGN B418	LIN FT	640	\$41.00	\$26,240.00	\$36.75	\$23,520.00	\$38.72	\$24,780.80	\$25,504.00
20		CONNECT TO EXISTING STORM PIPE	EACH	2	\$1,500.00	\$3,000.00	#####	\$2,990.00	#####	\$3,630.00	\$2,037.70
21		CONNECT TO EXISTING STORM MANHOLE	EACH	2	\$2,750.00	\$5,500.00	#####	\$6,070.00	#####	\$6,655.00	\$2,154.04
22		CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' X 3'	EACH	4	\$3,750.00	\$15,000.00	#####	\$18,600.00	#####	\$18,150.00	\$15,825.52
23		12-INCH RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	143	\$66.00	\$9,438.00	\$100.00	\$14,300.00	\$79.86	\$11,419.98	\$8,857.42
24		12-INCH SCR 26 PVC PIPE - STORM SEWER	LIN FT	6	\$50.00	\$300.00	\$125.00	\$750.00	\$60.50	\$363.00	\$589.62
25		12-INCH SDR 26 PVC PIPE 11.5-DEGREE BEND	EACH	1	\$350.00	\$350.00	\$400.00	\$400.00	\$423.50	\$423.50	\$558.18
Base Bid Total:						\$209,869.00	\$219,785.50		\$227,740.47		\$229,011.06



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

www.cityofmilaca.org

CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

PERMIT FEE: \$50

Application must be received at least 60 days prior to event

Date Received at City Hall 07/02/2025

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: 2025 Milaca Airport Fly-In Breakfast & Car Show

TYPE OF SPECIAL EVENT: Parade _____ Runs/Walks _____ Concert or Movie _____ Other: Fly-In

Applicant's or Organization's Name: City of Milaca

Name of Contact Person: Mary Mickelson

Daytime Phone: (320) 982-1099

Address: 255 1st Street East

Evening Phone: _____

Milaca, MN 56353

Fax Number: _____

Email Address: mmickelson@milacacity.com

Start Date & Time 08/02/2025 6 pm

End Date & Time 08/03/2025 noon

Estimated Number of Participants Attending the Event 200

Number of Sanitary Facilities 2 **Sanitary Locations** Near City Hangar

Where will Individuals Park Airport Parking Lot and along the driveway

Will Security Be Needed? Explain Arrangements: no

If using a public address system, give the location of speakers n/a

Will electricity be required, and if so, how will it be provided Yes - City Hangar

How will refuse be disposed of _____

Will the Special Event require the use of a park/shelter ☐ Yes ☒ No **(A park/shelter reservation must be made separately)**

Will alcohol be served ☐ Yes ☒ No **(Police presence may be required; rate is \$100/hr)**

FOOD

Will food or beverage be sold ☒ Yes ☐ No

Milaca Legion #178

Name of vendor / serving team _____

Licensed with State of MN (enclose copy) ☐

Liability Insurance (enclose copy) ☐

Type of Service

☐ Food Truck

☐ Food Stand

☒ Other On-Site Preparation

Name of vendor / serving team _____

Licensed with State of MN (enclose copy) ☐

Liability Insurance (enclose copy) ☐

Type of Service

☐ Food Truck

☐ Food Stand

☐ Other _____

REQUEST FOR CITY OF MILACA POLICE COVERAGE

Request is made for the Milaca Police Department to provide security for the following times:

Date: _____ Time _____ to _____
(Beginning) (End)

Date: _____ Time _____ to _____
(Beginning) (End)

Date: _____ Time _____ to _____
(Beginning) (End)

DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight these borders. This will establish sole authority and responsibility for all activities within this area.

Milaca Airport:

>Fly-In

>Hot Air Balloon

Rides

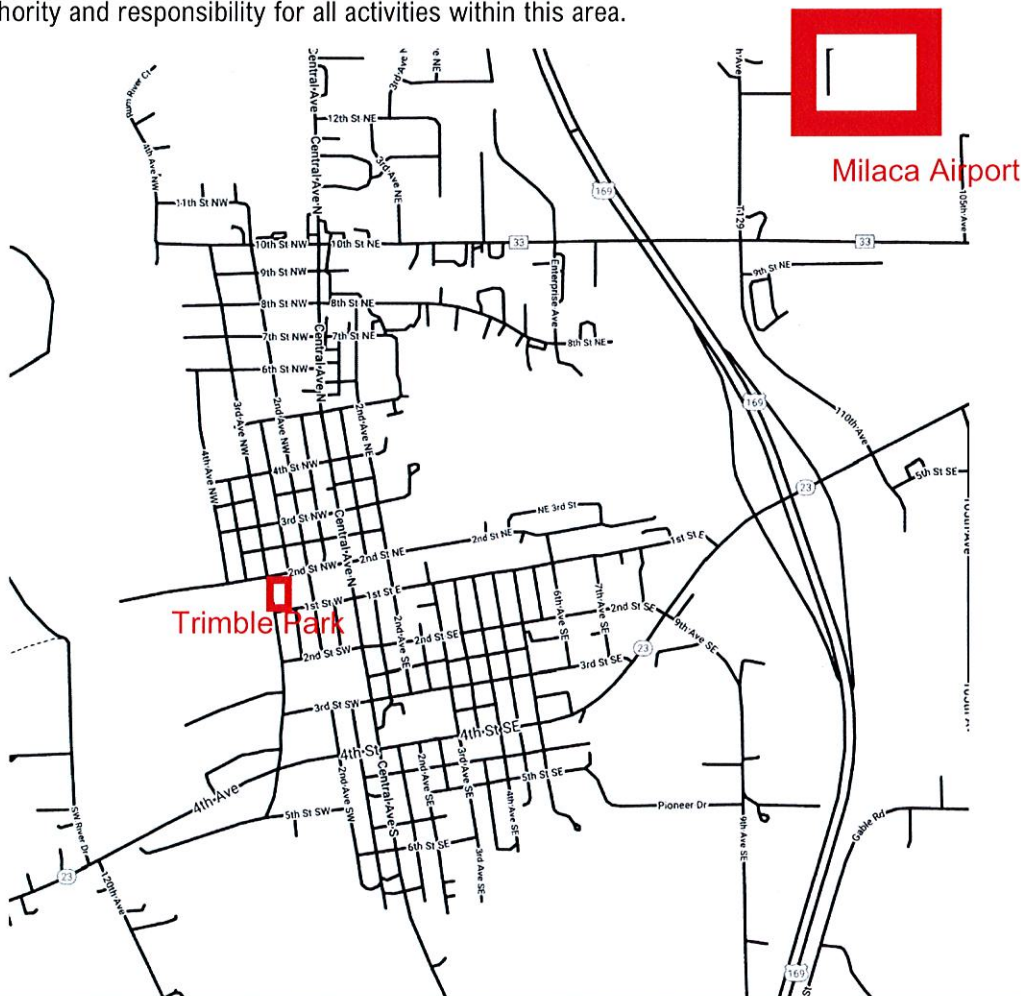
>Legion Breakfast

>Car Show

Trimble Park:

>Flag Retirement

08/02/25 6 pm

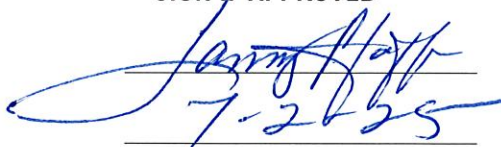


*****FOR CITY STAFF USE ONLY****
SPECIAL EVENT PERMIT ROUTING


SIGN IF APPROVED

COMMENTS


City Administration


7-2-25
(date)

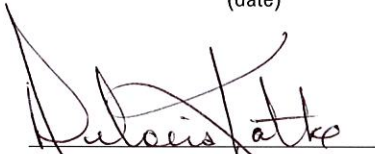
Milaca Police Dept.


7-7-2025
(date)


Public Works


7-8-2025
(date)

Building/Zoning Admin.


07.07.2025
(date)

Fire Chief


7/10/25
(date)

**RETURN SHEET WITH YOUR SIGNATURE AND
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**



CITY OF
MILACA *Minnesota*

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CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

PERMIT FEE: \$50

Application must be received at least 60 days prior to event

Date Received at City Hall 07/02/2025

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: Night to Unite / Kids Hands-On Event

TYPE OF SPECIAL EVENT: Parade _____ Runs/Walks _____ Concert or Movie _____ Other: Community Event

Applicant's or Organization's Name: Milaca Police Department / City of Milaca

Name of Contact Person: Mary Mickelson

Daytime Phone: 320/982-1099

Address: 255 1st St E

Evening Phone: _____

Milaca, MN 56353

Fax Number: _____

Email Address: mmickelson@milacacity.com

Start Date & Time 08/05/2025 5 pm

End Date & Time 08/05/2025 9 pm

Estimated Number of Participants Attending the Event 200 kids + parent/guardian(s)

Number of Sanitary Facilities 4 **Sanitary Locations** Gorecki Building, Campsites, 2 Porta-Potties

Where will Individuals Park Rec Park Parking Lot

Will Security Be Needed? Explain Arrangements: no

If using a public address system, give the location of speakers _____

Will electricity be required, and if so, how will it be provided _____

How will refuse be disposed of dumpster

Will the Special Event require the use of a park/shelter ☒ Yes ☐ No **(A park/shelter reservation must be made separately)**

Will alcohol be served ☐ Yes ☒ No **(Police presence may be required; rate is \$100/hr)**

FOOD

Will food or beverage be sold ☒ Yes ☐ No
Name of vendor / serving team Milaca Lions Club
Licensed with State of MN (enclose copy) ☐
Liability Insurance (enclose copy) ☐
Type of Service ☐ Food Truck ☒ Food Stand ☐ Other at Lions Shelter

Name of vendor / serving team _____
Licensed with State of MN (enclose copy) ☐
Liability Insurance (enclose copy) ☐
Type of Service ☐ Food Truck ☐ Food Stand ☐ Other _____

REQUEST FOR CITY OF MILACA POLICE COVERAGE

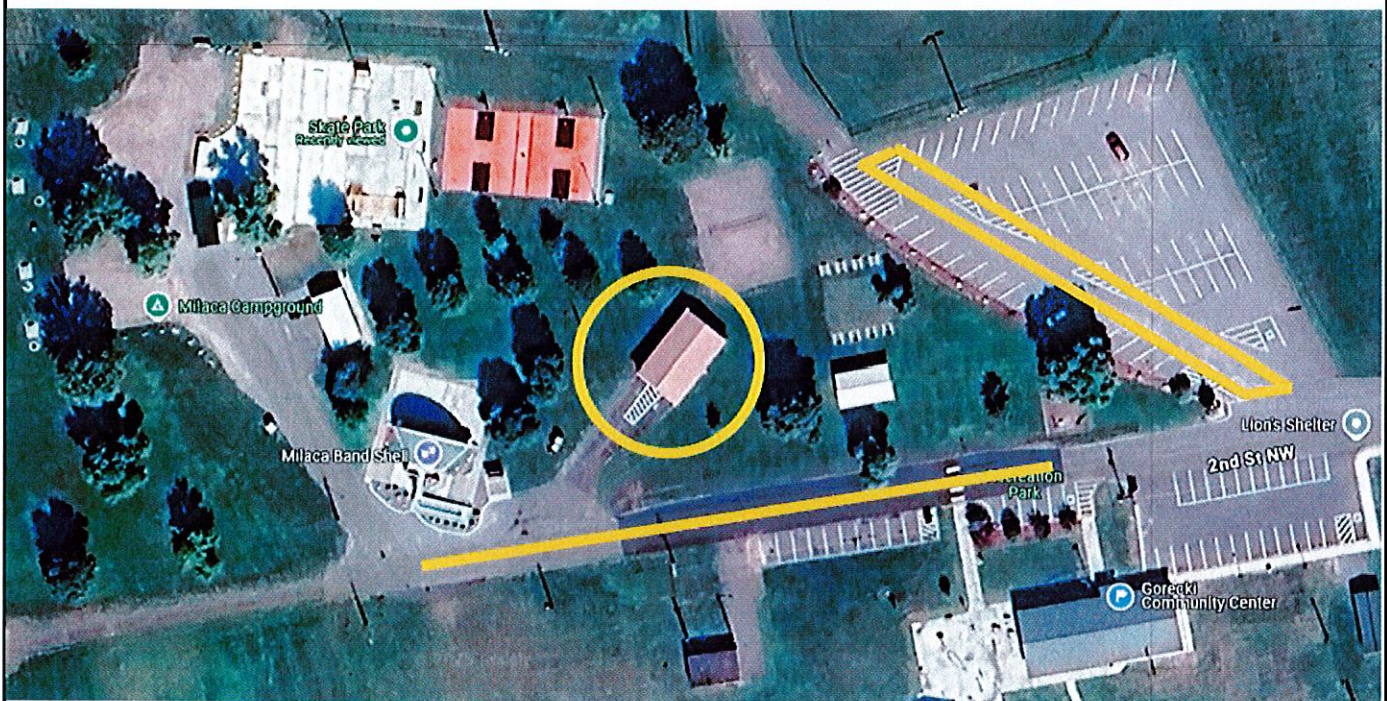
Request is made for the Milaca Police Department to provide security for the following times:

Date: _____ Time _____ to _____
(Beginning) (End)
Date: _____ Time _____ to _____
(Beginning) (End)
Date: _____ Time _____ to _____
(Beginning) (End)




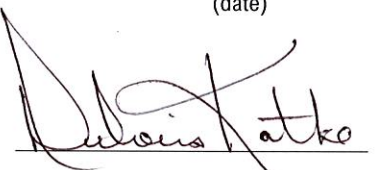
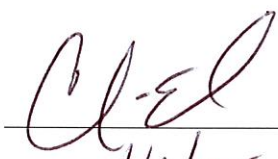
DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight these borders. This will establish sole authority and responsibility for all activities within this area.

Law enforcement and fire department vehicles will be parked in the yellow area in the parking lot, leaving the remainder free for attendees. The Lions Club will serve food in the Lions Shelter. The yellow line indicates tentative placement of the bicycle obstacle course. Location of the dunk tank tbd.



*****FOR CITY STAFF USE ONLY****
SPECIAL EVENT PERMIT ROUTING

	SIGN IF APPROVED	COMMENTS
City Administration	 _____ (date)	_____ _____ _____ _____ _____
Milaca Police Dept.	 _____ 7-7-2025 (date)	_____ _____ _____ _____ _____
Public Works	 _____ 7-8-2025 (date)	_____ _____ _____ _____ _____
Building/Zoning Admin.	 _____ 07.07.2025 (date)	_____ _____ _____ _____ _____
Fire Chief	 _____ 7/10/25 (date)	_____ _____ _____ _____ _____

**RETURN SHEET WITH YOUR SIGNATURE AND
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**



INTERNAL CONTROLS PROCEDURES

ADOPTED:

Internal Controls Procedures

Goal

The City of Milaca seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

CASH DISBURSEMENTS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Payment of all claims shall be authorized by the appropriate department supervisor, the City Manager, and the City Council.
- b. Checks shall be signed by the City Manager and the Mayor. All checks shall require two signatures. Rubber stamp signatures are acceptable.
- c. Signature stamps are kept locked in City Treasurer's office. City Manager and City Treasurer have access to signature stamps.
- d. Payments shall be coded by the department head and recorded by the Accounts Payable Clerk. In the absence of the Accounts Payable Clerk, City Treasurer may record payments.
- e. Financial reports and bank reconciliations shall be prepared by the City Treasurer and reviewed monthly by City Manager. Quarterly cash balance statements and fund summary reports are prepared by City Treasurer, reviewed by City Manager, and presented to the city council.
- f. Checks shall be properly verified for authorization, signature, and prepared for mailing by the Accounts Payable Clerk or the City Treasurer.

2. Accounting Controls

The following common internal controls relate to paying bills:

- a. All disbursements will be made by pre-numbered check or ACH. EFT disbursements will also be permitted.
- b. It is not permissible to draw checks payable to Cash.
- c. Under no circumstances will blank checks be signed in advance.
- d. Expenditures must be approved in advance by authorized persons
- e. All signed checks will be mailed promptly by the Accounts Payable Clerk or Receptionist/Utility Billing Clerk after council or city manager approval.
- f. The individuals authorized to sign the checks shall review each cash disbursement

voucher for the proper approval authorization and supporting documentation of expense.

- g. Invoices will be paid by check, ACH, or EFT
- h. Invoices and requests for reimbursement will be checked for accuracy and reasonableness before approval.
- i. A monthly cash disbursement journal will be prepared that details the date of the check, check number, amount of check, and description of expense account to be charged.
- j. Unpaid invoices shall be maintained in an unpaid invoice file by the Accounts Payable Clerk
- k. Purchase orders shall be pre-numbered when vendors require it.
- l. Expense reports for travel related expenses shall be submitted on a timely basis.
- m. Checks by which claims are paid shall have printed on the reverse side, above the space for endorsement:

"I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. "

- n. In accordance with M.S. 471.425, subd. 2, claims of the City shall be paid within 35 days from the date of receipt, or as otherwise stipulated by the terms of a contract. Claims not paid within this time frame will be subject to penalty and interest charges assessed by the vendor, as provided for in M.S. 471.425, subd. 4.
- o. Disallowed claims shall be so marked and kept in a file for an appropriate time period.
- p. Credit card purchases shall not be allowed except as legally provided for under M.S. 471.382 and by authorization of the City Manager.
- q. Credit cards are to be signed out on the credit card log in the city managers office.

LIQUOR STORE INVENTORY

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

a. Supplies shall be ordered on a monthly basis, or sooner if needed, by the following authorized departments:

► Liquor Store Manager

b. Supply orders shall be inventoried, upon receipt, by the following authorized departments:

► Liquor Store Manager

c. In the absence of the person authorized to take inventory, the following individuals are authorized to perform occasional inventory:

► Liquor Store Manager

► Assistant Manager

- a. Liquor Store Manager and Assistant Liquor Store Manager to enter invoice numbers into computer.
- b. Liquor Store Manager examines and updates prices. Computer calculates price of inventory based on average cost.
- c. Point of entry deducts sales from inventory.
- d. All liquor store employees are authorized to override cash register by voiding the sale, saving the receipts, write reason for void on receipt, attach correct receipt if redone, and put all voids in with closing paperwork.
- e. City Treasurer to review daily paperwork.

2. Accounting Controls

- a. All employees must check deliveries against invoice for correct type, size, quantity, and damages.
- b. Items must be completely checked in before driver leaves.
- c. Do not sign invoice until everything is checked in and credits are taken care of, if any.
- d. Inventory spot checks must be conducted by liquor store manager every month.
- e. Total liquor store inventory done every 12 months – physical inventory in all departments.
- f. Cigarette inventory at liquor store to be done 2 times a year.
- g. Inventory on single size drinks at liquor store, pop/energy drinks, completed every 4 months

ORDERING SUPPLIES

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Supplies shall be ordered on a monthly basis, or sooner if needed, by the following authorized departments:

- Administration Department
- Public Works Department

- Utility Billing Clerk
- Parks Department

- ▶ Building & Planning Department
- ▶ Police Department

- ▶ Fire Department
- ▶ Deputy Registrar

b. Supply orders will be received by the following:

- ▶ Administration Department
- ▶ Public Works Department
- ▶ Fire Department
- ▶ Police Department

c. In the absence of the person authorized to take inventory for a specific department of the city, the following individuals are authorized to perform occasional inventory:

- | | |
|----------------------------------|-----------------------------------|
| ▶ Administration Department | City Manager |
| ▶ Public Works Department | Designated Employee |
| ▶ Building & Planning Department | Designated Employee |
| ▶ Police Department | Administration/Records Technician |
| ▶ Parks Department | Designated Employee |
| ▶ Fire Department | Asst. Fire Chief |
| ▶ Deputy Registrar Department | Designated Employee |

- a. Requested items should be sent for order to Receptionist/Utility Billing Clerk
- b. Purchase order will be printed after purchase is complete
- c. Receptionist/Utility Billing Clerk to date stamp purchase order after items are received and filed for Accounts Payable
- d. Receptionist/Utility Billing Clerk to notify party that items have arrived
- e. Accounts Payable to reconcile purchase orders to invoice

2. Accounting Controls

- a. Employees must check deliveries for damage, correctness, and pricing

PAYROLL

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

Payroll checks should be written in keeping with the procedures for all other cash disbursements as noted above. Additional requirements related to the payroll function to be performed by persons who are not payroll check signers are as follows:

- a. City Treasurer imports time into payroll system from miPay online
- b. City Treasurer reviews Pay by exception report for accuracy
- c. City Treasurer verifies all employee time imported by comparing against employee timesheet
- d. City Manager reviews imported timesheets
- e. City Treasurer calculates payroll
- f. City Treasurer runs supporting reports
- g. City Treasurer uploads pay advice of deposit-to miPay online
- h. City Treasurer posts payroll transactions to fund accounting program
- i. City Treasurer creates ACH file for direct deposit file that goes to bank
- j. City Treasurer runs reports for payroll liabilities
- k. City Treasurer initiates EFT for payroll liabilities
- l. City Manager compares total on timecard report to total on payroll summary
- m. City Manager reviews payroll reports prior to submittal
- n. City Manager compares ACH transfer report total to total on monthly and bi-weekly payroll summary reports
- o. City Treasurer prepares monthly/quarterly/annual payroll reports
- p. The City Manager shall review the payroll register and the City Treasurer will post payroll to the general ledger.
- q. The City Treasurer will review payroll-related tax withholding, deposits, reporting, and prepare reports of same for the City Manager.
- r. The City Treasurer shall prepare year-end W-2's and 1099's and respond to inquiries regarding the same.

2. Accounting Controls

The following common internal controls relate to payroll:

- a. Time sheets are required to document employee hours, including overtime, and leave time.
- b. Time sheets must be signed by the employee's immediate supervisor authorizing payment for work via miPay Online.
- c. Time sheets will be entered into the payroll system
- d. Payroll will be verified and processed by the City Treasurer
- e. All payroll checks will be issued by direct deposit.
- f. Employment records will be maintained for each employee that detail wage rates, benefits, taxes withholdings, and any changes in employment status.
- g. Payroll-related taxes, including employer share, shall be withheld and paid to the appropriate government agency on a timely basis.

- h. The City Treasurer will review and sign all payroll tax returns.
- i. Written personnel policies shall dictate the accounting for vacations, holidays, sick leave and other benefits.
- j. A list of payroll checks (direct deposits) written, with appropriate taxes withheld, will be maintained in a separate payroll register that has been signed by the City Manager and City Treasurer.
- k. Generally, overtime must be authorized by the appropriate department head before it is worked. Emergency exceptions may be authorized retroactively by the City Manager.

PETTY CASH/CASH DRAWER

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Each department shall be the custodian of the Petty Cash/Cash Drawer and will be the only person to have access to the cash.

The following departments have a Petty Cash/Cash Drawer:

- ✓ Liquor Store
 - ✓ Deputy Registrar
 - ✓ City Hall
 - ✓ Police Department
- b. The Police Admin/Records Tech will be the custodian of the Police Petty Cash/Cash Drawer and will be the only person to have access to the cash.
 - c. The custodian of the Petty Cash/Cash Drawer for Dep Reg and Liquor Store shall be responsible for reconciling the fund on a daily basis.
 - d. The Police Admin/Records Tech shall be responsible for reconciling the fund on a monthly basis.
 - e. The Utility Billing Clerk shall be responsible for reconciling the petty cash/cash drawer after each deposit.

2. Accounting Controls

The following guidelines will govern the use and keeping of the Petty Cash Fund.

- a. The City Manager will determine the appropriate amount the petty cash/cash drawer should contain.

- b. Unannounced counts of petty cash/cash drawer at the Liquor Store will be made on occasion by the City Manager
- c. Unannounced counts of petty cash/cash drawer for Utility Billing, Deputy Registrar, and Police Department by the Treasurer.
- d. No staff member shall be allowed to cash personal checks, including pay checks, in the petty cash/cash drawer.
- e. Under no circumstances shall staff members be permitted to borrow from petty cash/cash drawer for personal use.

CASH RECEIPTING

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Each department will be responsible for receiving their departments' cash payments to the city, whether by mail or in person. In the absence of department, other authorized administrative staff may receive cash or credit card payments.
- b. The Utility Billing Clerk or City Treasurer will be responsible for coding cash receipts. The Utility Billing Clerk or City Treasurer will be responsible for recording cash receipts in general ledger accounts.
- c. The Utility Billing Clerk or City Treasurer will be responsible for preparing cash deposits.
- d. The City Manager or other designee will be responsible for bringing the deposits to the bank.
- e. Departmental Cash: The following individuals are authorized to receive cash payments in the individual departments of the city:

- | | |
|----------------------------------|---------------------|
| ▶ Administration | ▶ Deputy Registrar |
| ▶ Building & Planning Department | ▶ Liquor Store |
| ▶ Utility Billing | ▶ Police Department |
| ▶ Communication Specialist | |

All other departments of the city typically do not receive cash.

The following individuals shall record the receipt of the cash payment and provide to the Utility Billing Clerk or City Treasurer for the transmittal of the funds:

- | | |
|----------------------------------|----------------------------|
| ▶ Building & Planning Department | ▶ Utility Billing |
| ▶ Police Department | ▶ Communication Specialist |
| ▶ Accounts Receivable | |

In the absence of the person authorized to record and transmit cash payments, an employee will be designated by the department head to perform the duties.

2. Accounting Controls

- a. Payments to the City shall be accompanied by a pre-numbered cash receipt, containing the date of transaction, the amount of money received, payment method, and a description of the item or service.
- b. The receipt of cash payment will indicate that the payment is a cash payment and will contain the signature of staff person.
- c. For payments made by check, the check number will be included on the receipt.
- d. Each department is responsible for issuing a receipt
- e. All donations received by the city will have a receipt issued
- f. The pre-numbered receipt shall be three-part. The first part will be given to the payer, the second part will be retained with the payment for recording and filing and third part will remain in the receipt book.
- g. All cash receipts will contain the signature, or at least the initials of the staff member receiving the payment.
- h. Cash shall be deposited in the City's bank account on a weekly basis, or when the amount received exceeds \$500, or requested by City Manager or another designee.
- i. Under no circumstances shall payments, whether by cash or other instrument, be kept longer than one week.
- j. Cash receipts shall be reconciled upon deposit by the City Treasurer.
- k. Each time a deposit is generated for accounts receivable a General Ledger Reconciliation report will be run for the City Manager's review. It shall contain the payment date, GL account that money was coded to, and the bank deposit amount.
- l. Shortages or overages shall be reported immediately to the City Manager.

ACCOUNTS RECEIVABLE

- a. Invoices for various city goods and services shall be prepared by the Communication Specialist.
 - ▶ Fire Calls
 - ▶ Water & Sewer Parts
 - ▶ Bulk Water
 - ▶ Airport Lot Lease
 - ▶ NSF
 - ▶ Miscellaneous
- b. Fees for park structure and council room rental will be tracked in Reservation Key by the Communication Specialist.
- c. Liquor licensing fees will be held by the Communications Specialist until licenses are approved by City Council, and then given to the Utility Billing Clerk.
- d. Accounts receivable will be applied in cash receipting in Caselle Accounting Software

- e. Utility Billing Clerk or City Treasurer applies payment to AR customer record in Caselle Systems
- f. Utility Billing Clerk or City Treasurer reviews various reports prior to processing
- g. City Manager or other designee will bring the deposits to the bank.
- h. City Treasurer will verify bank deposit when reconciling month end.

SERVICE REVENUE/RECEIVABLES (PROPRIETARY FUNDS)

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

Building Permits

- a. Building permits prepared by Assistant City Clerk/Building Inspector
- b. Assistant City Clerk/Building Inspector records permit in spreadsheet
- c. Building permits filed by Assistant City Clerk /Building Inspector by property address
- d. Fees for building permits are received by Assistant City Clerk or other authorized staff
- e. Receipts are entered into building permit spreadsheet by Assistant City Clerk
- f. In the absence of Assistant City Clerk, Receptionist/Utility Billing Clerk will be permitted to accept building permits and fulfill the duties.

Utility Billing

- a. Water/Sewer bills for utility services shall be prepared by the Receptionist/Utility Billing Clerk or other trained and authorized staff.
- b. The Utility Billing Clerk will receive and record utility billing payments.
- c. Receptionist/Utility Billing Clerk will prepare utility billing cash deposits.
- d. Over the air meter readings will be generated monthly
- e. Receptionist/Utility Billing Clerk reviews various meter-reading reports prior to calculation
- f. Receptionist/Utility Billing Clerk calculates and prints bills monthly
- g. Water payments will be received over the counter, by mail, placed in drop box, and online
- h. Payment remittance stubs are date stamped; cash payments will have a receipt printed through the receipt printer
- i. City Manager or other designee will bring the deposits to the bank.
- j. City Manager will verify bank deposit slip and various reconciliation reports with date and initials
- k. Folding, inserting, and sealing will be out sourced to Milaca DAC
- l. Customer accounts will contain an attachment of their bill that was mailed or emailed

- m. Receptionist/Utility Billing Clerk calculates penalties and mails shut off notices
- n. Police Admin/Records Tech will verify \$50 change balance in cash drawer once monthly

Liquor Sales

- a. Liquor deposit prepared by liquor store staff accompanied by daily report, credit card report, and cash register tape from each till.
- b. Receptionist/Utility Billing Clerk recounts cash on liquor deposit
- c. City Manager or other designee takes deposit to the bank.

2. Accounting Controls

- a. Quarterly reports are presented to council as part of treasurer report
- b. Assistant City Clerk checks receipts against amount due on building permit
- c. City Treasurer prepares daily report for liquor sales (attaches all daily reports)
- d. City Treasurer prepares receipt batch from daily report summary
- e. City Treasurer enters receipt batch in computer
- f. City Treasurer records the daily sales report into Civic using daily miExcel spreadsheet and records as a CRJE (cash receipt journal entry)
- g. Revenue is recorded by City Treasurer as part of weekly receipt batch in Caselle Accounting
- h. Revenue recorded is reviewed by City Manager
- i. Various reports, deposit tickets, and receipt batch reports complied.
- j. Receptionist/Utility Billing Clerk places reconciliation reports in bank reconciliation folder located in City Treasurer's office
- k. City Treasurer reconciles receipt batches based on Caselle Reports each month
- l. City Manager reviews all reconciled reports

EXPENDITURES/EXPENSES-ACCOUNTS PAYABLE

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Accounts Payable/Assistant City Clerk will give invoices to appropriate department for authorizing signature
- b. Signed invoices given to Accounts Payable/Assistant City Clerk
- c. Accounts Payable/Assistant City Clerk sorts invoices alphabetically and as to timeframe for payment
- d. Accounts Payable/Assistant City Clerk verifies invoice to statement
- e. Accounts Payable/Assistant City Clerk prepares vendor slip

- f. Accounts Payable/Assistant City Clerk, City Treasurer or Department Supervisor codes vendor slip and/or invoices.
- g. Accounts Payable/Assistant City Clerk enters invoices into the system
- h. City Manager signs invoice register – approves payments
- i. Accounts Payable/Assistant City Clerk prints check register
- j. Accounts Payable/Assistant City Clerk verifies check register to vendor slip
- k. Blank checks are kept in City Manager's office
- l. Blank checks are signed out on log sheet
- m. Accounts Payable/Assistant City Clerk prints checks
- n. Accounts Payable/Assistant City Clerk matches the checks to the invoice
- o. Mayor's/City Manager's signature prints on check from Caselle
- p. Receptionist/Utility Billing Clerk or Accounts Payable/Assistant City Clerk mails checks
- q. Accounts Payable/Assistant City Clerk matches the check stubs to invoices and files

2. Accounting Controls

- a. City Treasurer prepares monthly expenditure report for department heads
- b. Department heads can request detail for accounts in question
- c. Budget to actual report included in monthly treasurer report
- d. City Treasurer reconciles monthly bank statements
- e. City Treasurer gives City Manager the bank reconciliation for review

CAPITAL ASSETS AND EXPENDITURES

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Requests initiated by department head
- b. Request is reviewed and discussed between department head and City Manager
- c. Expenditures that exceed \$25,000 need two quotes to go before council for approval
- d. The City Council authorizes the payment of debt service invoices in the same manner as for all other accounts payable. In accordance with the League of MN Cities Public Purpose Expenditure Policy, debt service invoices may be paid without the approval of the City Council if it is necessary to meet the payment deadline - provided that a list of the paid invoices is submitted for approval at a subsequent meeting of the City Council.
- e. City Manager and City Treasurer prepare the capital assets and expenditures for budget
- f. Preliminary and Final Budget authorized by Council
- g. City Manager authorizes actual purchase to compare to budget and asset list
- h. Expenditures over the budget must be placed on the agenda and go before council for approval

- i. Fixed asset policy approved by Council
- j. Expenditures that are \$175,00 or more require the competitive bidding process and go before city council.

2. Accounting Controls

- a. Department head signs invoice to acknowledge purchase and codes invoices
- b. City Manager, City Treasurer, or Accounts Payable codes invoice to capital asset code
- c. Department head provides info regarding disposal of city property
- d. Disposal of assets are done by sealed bid process
- e. Fixed assets list of purchased or sold assets prepared by City Treasurer or City Manager
- f. Fixed assets are managed by Schlenner & Wenner
- g. City Treasurer inputs depreciation journal entries
- h. City Treasurer complete all required year end transactions
- i. City Treasurer prepares year end reports and posts journal entries into Caselle
- j. City Treasurer inputs year end journal entries from auditors

DEBT AND DEBT SERVICE

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The City Council authorizes the issuance of debt, in accordance with Minnesota Statutes and the City's debt policies.
- b. The bond documents/schedule are prepared by the bond council and reviewed by the attorney.
- c. The City Council approves the terms of the debt and sets the dates and times of the bond sale and the award of the bid.
- d. The City Manager receives and tabulates the bid results to determine bond amounts needed.
- e. The City Council awards the bid and authorizes the issuance of the bonds at a public meeting.
- f. Bond proceeds are wired to the City's bank account on the appropriate date.
- g. Accounts Receivable Clerk creates bank deposit and reports; provided to City Manager for review.
- h. When applicable, the City Treasurer prepares any new funds for debt service and journal entries necessary to recognize gross bond proceeds, including bond issuance costs, bond discount, etc.
- i. The City Treasurer records and posts the journal entries to the general ledger.

- j. The City Treasurer updates the City's schedule of long-term debt and maintains an overall issuance and payment schedule.
- k. The City Treasurer reconciles the general ledger with the City's bank statements.
- l. Bond principal and interest payment invoices are reviewed by the City Manager, compared against the City's overall debt schedule for accuracy and completeness, and coded with the appropriate general ledger account number.
- m. The City Manager approves all debt service invoices for payment.
- n. The Accounts Payable Clerk enters the invoice into the City's accounts payable system for payment and processes the payment in the same manner as for other City invoices.
- o. Liquor invoices are to be paid two times a month to provide continuous flow of needed inventory.

2. Accounting Controls

The following common internal controls relate to debt:

- a. The City Treasurer (City Manager) is the official custodian of the bond transcripts, which are electronically registered with the depository trust.
- b. A written system that properly records all debt liabilities and their terms and conditions will be maintained.
- c. Liability records shall be reconciled to the general ledger on a timely basis, with review by the City Manager.
- d. All debt service liabilities will be paid on a timely basis.
- e. The City's statutory debt limit will be analyzed prior to the issuance of any new debt.
- f. The Bond Council or Bonding Company shall prepare a debt limit analysis report for the City Council on a periodic basis.
- g. City Manager or City Treasurer prepares Outstanding Indebtedness Certificate and submits to Mille Lacs County Auditor.

JOURNAL ENTRIES AND TRANSFERS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The City Treasurer prepares all regular, recurring and adjusted journal entries and attaches proper supporting documentation
- b. The City Manager approves all journal entries.
- c. The City Treasurer enters, numbers and posts to the general ledger all prepared journal entries. Journal entries will be sequentially numbered.

- d. The City Treasurer reconciles the general ledger and prepares the monthly trial balance, revenue and expenditure reports.
- e. The City Council approves by motion or resolution all transfers of cash between funds.

2. Accounting Controls

- a. The name or initials of the preparer of the journal entry must be indicated on the journal entry form.
- b. Sufficient documentation to support the entry must be attached to all journal entry forms.
- c. All journal entries must be approved prior to posting to the general ledger.
- d. The signature or initials of the person authorized to approve the entries must be indicated on the journal entry form.
- e. Journal entries must be sequentially numbered. Journal entries shall be checked to ensure that each recurring entry is prepared monthly.
- f. A common description shall be used for routine journal entries, such as interest allocation, to ensure that the entry is prepared on a timely basis.
- g. Incorrect journal entries shall be reversed at the batch level and should be properly supported and approved in the same manner as a regular journal entry.

PROPERTY TAXES AND SPECIAL ASSESSMENTS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The City Council adopts the property tax levy each year, in accordance with State statutes.
- b. The City Manager annually certifies the property tax levy to the County Auditor, in accordance with State statutes.
- c. Upon receipt of the tax settlements, the City Treasurer prepares the tax settlement reports and allocates the proceeds to the appropriate funds and accounts.
- d. The City Treasurer prepares a cash receipt in the amount of the tax settlement and enters it into the City's cash receipting system.
- e. The City Manager reviews the cash receipt for accuracy and completeness.
- f. The City Treasurer reconciles the tax settlements to the general ledger and the certified tax levy and prepares monthly reports.
- g. The City Council periodically adopts an assessment roll, in accordance with State statutes and City policies.
- h. The assessment roll calculation is prepared by the City Engineer if a project is assessed.

- i. The assessment roll is reviewed by the City Manager for accuracy and completeness and verification of the correct property identification number.
- j. The assessment roll is certified to the County Auditor by the City Manager on or before the statutory deadline date.
- k. Upon receipt of the assessment settlement collection, the City Treasurer prepares an assessment settlement report and allocates the collections to the appropriate funds and accounts.
- l. The City Treasurer reconciles the assessment settlement collection to the general ledger and the original adopted assessment roll and prepares quarterly budget reports for the Council.
- m. Utility Billing Clerk initiates utility assessments
- n. City Manager initiates public works assessments, fire calls, etc.
- o. Council approves special assessment levy by resolution

2. Accounting Controls

- a. A written system shall be maintained that properly records all special assessment and property tax revenue that is delinquent or receivable.
- b. The City's property tax and special assessment receivable records shall be compared and reconciled with the County Auditor's records on an annual basis.
- c. Future assessment payments accepted at city hall (prepaids)
- d. Property tax levy certified to county by resolution at December council meeting
- e. County Auditor collects taxes and disburses to city in three installments
- f. County Auditor provides coding breakdown for taxes (special assessment/tax increment/bond/general revenue)

GRANT AND ENTITLEMENT PROGRAMS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The appropriate department head or consultant will prepare the grant request forms.
- b. The grant request is approved by the City Manager and the City Council.
- c. The City Treasurer receives a copy of the original grant agreement and each subsequent grant request.
- d. The City Treasurer will record the grant revenue receivable in the appropriate general ledger account.
- e. Upon receipt of the grant revenue, the Utility Billing Clerk or City Treasurer will prepare a cash receipt and enter it into the City's cash receipting system.

- f. The City Treasurer will reconcile the general ledger accounts and prepare monthly budget reports for the City Council.

2. Accounting Controls

- a. A written system shall be maintained that properly records all grants receivable and the corresponding grant revenue.
- b. Grant requests shall be properly supported and requested on a timely basis.
- c. When possible, expected grant revenues and associated expenditures should be included in the annual budget.
- d. The City Manager shall maintain a file of all grant agreements and grant requests.
- e. Expenditures relating to grant programs must be properly recorded and supported with appropriate invoices.
- f. In-kind expenditures for supplies and inventory must be documented in writing by the department head and supported with cost records.

ELECTRONIC PAYMENTS AND RECEIPTS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The City Treasurer will monitor bank activity to determine when cash is electronically received or disbursed.
- b. Remittance advice for electronic deposits will be printed by Utility Billing Clerk or City Treasurer, who will code the receipt with the appropriate general ledger account number. The Utility Billing Clerk or City Treasurer will record the receipt in the same manner as for all other cash receipts of the city.
- c. Payment advice for electronic payments will be processed by Utility Billing Clerk or City Treasurer, who will code the payment and process the same as other cash payments.
- d. The City Treasurer reconciles the monthly bank statement and general ledger accounts and provides a monthly report to the City Council.

2. Accounting Control

- a. Electronic receipts and disbursements shall be documented, supported and accounted for in the same manner as all other receipts and disbursements.

INVESTMENTS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. The City Manager is responsible for the investing of all funds in the custody of the City.
- b. Investments will be purchased by the City Manager or Treasurer and approved by the City Manager.
- c. Interest revenue will be processed as a cash receipt by the Treasurer, in the same manner as for all other cash receipts.
- d. The City Treasurer reconciles the monthly bank statement and general ledger accounts and provides a quarterly investment report to the City Council.

2. Accounting Controls

- a. The City Manager will review and approve the monthly investment report, including a report of earned interest income.
- b. The City Treasurer will reconcile investments from the cash basis to market value on an annual basis, and calculate any gain or loss from investment activity.
- c. The City Manager will approve the journal entries and the City Treasurer will enter the journal entries into the general ledger in the same manner as all other journal entries.
- d. The City Treasurer will prepare a quarterly report for the City Council showing investments, earnings, and gain or loss on the City's portfolio.
- e. The City Manager may transfer investment funds in the money market to the General Fund when needed for operational purposes.

CONTRACTUAL (DEVELOPER) AGREEMENTS

Procedures

1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Developer's agreements will be drafted by the City Attorney, at the direction of the City Manager or City Council.
- b. Building related charges will be calculated by the Building Official.
- c. Park fees will follow city ordinance
- d. Water, sewer, transportation area charges, and engineering escrow estimates will be calculated by the City Engineer.
- e. The City Manager will schedule a closing for each developer's agreement, at which time

the developer will appear in person, all fees will be paid, and the agreement will be signed. The following staff members will be present at the closing: City Manager or designee, City Treasurer or designee, and Mayor or designee.

- f. The agreement will be signed by the developer, the City Manager, and the mayor.

2. Accounting Controls

- a. Fees and other remuneration to be collected from the developer will be shown on a schedule, which will become part of the developer's agreement.
- b. All fees due in accordance with the developer's agreement will be collected on or before the closing date. City officials will not sign the developer's agreement until all fees and charges are collected.
- c. The engineering escrow will be kept in an account with the city, and will be properly reduced as engineering and attorney charges accrue. Developers may request and obtain copies of all bills related to the developer's agreement. The city will collect additional escrow from the developer if, at any time, it appears that the original escrow amount will not be adequate.
- d. Streets, trails and other capital assets acquired by the city through the development process will become the responsibility of the city at the time the City Council finally approves the project.

POLICE DEPARTMENT

Procedures

1. Limiting Purchases

Operating and training supplies are purchased on a, as needed, yearly basis, unless minimum quantities are set by the vendor.

2. Controlled Access

Surplus supplies are held in locked storage that is only accessible to the Chief of Police or their designee in times of an extended absence.

Adopted by the City Council of the City of Milaca this _____ day of _____, 202__.

Mayor Dave Dillan

City Manager Tammy Pfaff