

**CITY OF MILACA  
COUNCIL MINUTES**

August 15, 2024

**Pledge of Allegiance**

**Call to Order Roll Call**

Mayor Dillan called the meeting of the Milaca City Council to order at 6:30 p.m.

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

Staff present: City Manager Tammy Pfaff, Public Works Superintendent Gary Kirkeby, Communications Specialist Mary Mickelson, Assistant City Clerk Deloris Katke, Fire Chief Jesse Gerads, City Attorney Damien Toven

Others present: Chloe Smith, Dan Hollenkamp, Chris Carlson of Borgholm Township, Don Stob, Jerry Jacobson, Griffin Nelson-Eagle Scout and Jen Nelson (mother)

**Approval of Agenda**

Mayor Dillan called for a motion to approve the agenda. Johnson made a motion for approval, seconded by Larsen. Mayor Dillan stated he had a couple of additions: under 13 New Business add agenda item d. Donation Request from Cody Nelson for Eagle Scout Project; add agenda item e. Griffin Nelson Eagle Scout Update; and add agenda item f. Closed Meeting-Personnel Issue. 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 of the following items:

- a. Approval of the Minutes –July 18, 2024
- b. Approval of Bills
- c. Resolution #24-26 Voting Operations, Technology & Election Resources (VOTER) Account Agreement

Gahm made a motion for approval of Consent Agenda, seconded by Muller. 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:** None

**Requests and Communications:**

Mayor Dillan read a Proclamation for Don Stob and declared August 15, 2024 Don Stob Recognition Day.

City Manager Pfaff presented city employees with Certificates of Appreciation to Mary Mickelson for 5 years. Anthony Vanthof was not present also for 5 years.

### **Ordinances and Resolutions**

### **Reports of Departments, Boards and Commissions**

*City Manager* – Nothing to report

*Police* - Police Incident Summary Report – nothing more

*Parks* –

*Public Works* - Pay Request #2 to Northern Lines Contracting in the amount of \$200,703.37 for 110<sup>th</sup> Avenue Improvements Project: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. No further discussion. All in favor of Pay Request #2 to Northern Lines Contracting in the amount of \$200,703.37 for 110<sup>th</sup> Avenue Improvements Project. Motion passes.

*Public Works* - Pay Request #1 to OMG Midwest, dba Minnesota Paving & Materials in the amount of \$72,316.60 for 2024 Street Improvements Project. Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Gahm. No further discussion. All in favor of Pay Request #1 to OMG Midwest, dba Minnesota Paving & Materials in the amount of \$72,316.60 for 2024 Street Improvements Project. Motion passes.

*Liquor Store* –

*Fire Department* – Fire Chief Jesse Gerads stated their engine chassis is in and could be another 9-12 months before fire engine is ready. First Responders class will start in October for new members.

Township and city heads from Pease, Bock and Milaca will be on October 14 and our pumpkin open house is October 12.

*Planning and Zoning* – *Ordinance #530 Permitted Accessory Uses in B-1 Central Business District-Tarp-Like Structures-First Reading.* Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Larsen. Mayor Dillan asked Johnson for an update. Johnson stated they are not allowed at all and this new ordinance would just be seasonal for flower growers and greenhouses that would fall into this. Johnson questioned if there was a discussion on the maximum size of 144 square feet. He questioned if that should be increased slightly to accommodate. City Manager Pfaff stated we did discuss this but you have to take into consideration of the impervious coverage and they decided on 144 square feet. Mayor Dillan asked if they had enough surface, they could increase the size if they stayed within zoning. Johnson stated most of the structures are 10 feet wide and a 10x16 would be a basic size or 10x20. If we could maybe look at that increase that up to 200 square feet. City Manager Pfaff then asked if Johnson would like to table this and bring it back to Planning and Zoning. Johnson stated it was past the season now so it wouldn't affect anything so we could table it until next Planning Commission. Johnson made a motion to table Ordinance #530 Permitted Accessory Uses in B-1 Central Business District-Tarp-Like Structures, seconded by Gahm. No further discussion. All in favor of tabling Permitted Accessory Uses in B-1 Central Business District-Tarp-Like Structures. Motion passes.

*Planning and Zoning – Ordinance #531 Permitted Accessory Uses in B-2 General Business District-Tarp-Like Structures-First Reading.* Johnson made a motion to table this Ordinance as well and send back to Planning and Zoning and review them at the same time, seconded by Larsen. No further discussion. All in favor of tabling Permitted Accessory Uses in B-2 General Business District-Tarp-Like Structures. Motion passes.

*Airport-Pay Request #2 to OMG-MN Paving & Material \$58,784.81 for Airport Entrance Road & Parking Lot Paving.* Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Johnson. No further discussion. All in favor of Pay Request #2 to OMG-MN Paving & Material \$58,784.81 for Airport Entrance Road & Parking Lot Paving. Motion passes.

### **Committees**

*Budget:* Met on Monday on the budget

*EDC:*

### **New Business**

*First Amendment to Lease between City of Milaca and Fairview Health Services-Motion by Gahm,* seconded by Johnson. City Manager Pfaff stated that this would now be North Memorial so this current lease would term. No further discussion. All in favor. First Amendment to Lease between City of Milaca and Fairview Health Services passes.

*Milaca Rec Fest & Activities Sponsorship Request-Mayor Dillan* stated that we can't make a sponsorship but we can make a donation to the music that is being provided in the bandshell so we can make a donation to Milaca Rec Fest and Activities for their Milaca Country Fest and Jam that is being held in September. Gahm asked if this was from the Gambling Fund and Mayor Dillan stated yes and that it fits in the music community event category. Motion by Gahm, seconded by Johnson to make a donation to Milaca Rec Fest and Activities for their Milaca Country Fest and Jam . Larsen asked what amount would be donated. Mayor Dillan stated they were asking for \$500 or \$800. Gahm stated \$500. All in favor of donating \$500 to Milaca Rec Fest and Activities. Motion passes.

*Letter of Support for ECE's Grid Resilience Formula Grant Program – Motion by Muller,* seconded by Johnson. No further discussion. All in favor of the letter of support passes.

*Donation for Cody Nelson – Eagle Scout project – Mayor Dillan* stated Cody was asking for any donation. He has the support from Gary and this was for grills that would be going in Rec Park. City Manager Pfaff stated last time we picked up the offset of whatever he couldn't raise in donations. Larsen asked if we needed to set an amount to donate or what we need to do. City Manager suggested we make a recommendation that if he doesn't come up with enough that the city would purchase the grill. Mayor Dillan stated that he would raise money and the city would cover whatever was needed. Motion by Johnson, seconded by Gahm. No further discussion. All in favor. Motion passes.

*Griffin Nelson-Eagle Scout Update – Griffin* stated that he is working on an Eagle Project and would like to install a permanent fire pit in Trimble Park by the Veteran's Memorial so the American Legion has a place to do their flag retirement ceremonies. Gahm asked if it could be used for anything else or strictly for flags? Griffin stated the main purpose was for flag retirement ceremonies. Gary Kirkeby stated that

the top would have a lock on it. Griffin further stated that he needs the city's approval to put cement down for the base. Gahm asked where he was going to get the funding for this. Griffin stated the Legion would be covering this and he has other donations too. Muller asked if there would be a plaque on it indicating his project and Griffin stated there would be. Mayor Dillan called for a motion to support this project. Motion by Larsen, seconded by Gahm. No further discussion. All in favor of supporting this project. Motion passes.

Closed Meeting-Personnel Issue. – Mayor Dillan Read: *The agenda item for this meeting is Personnel Data and Conduct. This portion of the properly notice meeting of the Milaca City Council will be closed pursuant to Minnesota Statutes under the Personnel Data and Conduct exception to the Minnesota Open Meeting Law. Pursuant to Minnesota Statute section 13(D).05 Subdivision 2 – the need for confidentiality out-weighs the purposes served by the open meeting law in this case based on the following: confidentiality is required to protect personnel data and conduct from becoming public at this time. The purpose of the closed meeting is not to make a decision behind closed doors but instead as to determine what actions are appropriate with respect to the personnel data and conduct, if any. The only business to be discussed in this portion of the meeting are the personnel data and conduct issues and what actions, if any, should be taken. I will now entertain a motion to close this portion of the meeting.* Motion by Johnson, seconded by Gahm. All in favor. *The council will now go in a closed session. Time is 6:53. Only the officials and consultants of the council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item. The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location, who was present at the meeting and the purpose of the meeting.*


Regular council meeting opened at 7:40 p.m. Motion by Gahm, seconded by Larsen.

### Miscellaneous


### Council Comments

### Adjourn:

Mayor Dillan called for a motion to adjourn. Motion made by Muller, seconded by Johnson to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 7:40 p.m.

  
Mayor Dave Dillan

Attest:

  
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Tammy Pfaff, City Manager