



CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
FEBRUARY 19, 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\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
5. **Consent Agenda** MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - a. Approval of Minutes-January 15, 2025
  - b. Approval of Bills
6. **Open Forum**
7. **Public Hearing**
8. **Requests and Communications**
9. **Ordinances and Resolutions**
  - a. Ordinance #538 Water Rates and Charges-Adding Bulk Water Rate MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - b. Resolution #25-06 Approving Final Layout for TH 23 Project #4801-26 MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
10. **Reports of Departments, Boards and Commissions**
  - a. City Manager-FY26 General Community Project Funding Requests (MN-08) for Milaca  
Junction Addition MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_
  - b. Police-Incident Summary (Info only – no action needed)
  - c. Parks –
  - d. Public Works-
  - e. Liquor Store-
  - f. Fire Department-
  - g. Planning and Zoning –
  - i. Airport-
11. **Committees**
  - a. Budget –
  - b. EDC
12. **Unfinished Business**

**13. New Business**

a. Bids for Reception Areas: Haven Homes & Design \$32,180.00;

Baas Construction \$33,410.00

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

b. Real Estate Request for Proposals Evaluation Score Sheet

Sam Johnson-Parcel Real Estate

Destiny Theisen-United Country

Paul Jackson-Hewitt Jackson Real Estate

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

c. Special Event Application-3rd Lair Skate Demo & Project 37 Band Showcase

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

d. Special Event Application-Music in the Park (3 dates)

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

e. Special Event Application-Runnin' in the Ruff

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

**14. Miscellaneous**

a. Change date of June Council Meeting due to Juneteenth Holiday

MB\_\_2<sup>nd</sup>\_\_AIF\_\_O\_\_

**15. Council Comments**

**16. Adjournment** Time\_\_\_\_\_

MB\_\_2<sup>nd</sup>\_\_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  
January 15, 2025**

**Call to Order Roll Call**

Mayor Dillan called the meeting of the Milaca City Council to order at 6:31 p.m.

**Pledge of Allegiance**

Upon roll call, the following council members were present: Mayor Dave Dillan, Councilors: Norris Johnson, Lindsee Larsen, Ken Muller, and Tim Poorker. City Manager Pfaff noted that Lindsee Larsen and Tim Poorker had already taken their oath of office.

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, City Attorney Damien Toven

Others present: Chloe Smith, Sam DeLeo, Mitch Long

**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 –December 12, 2024 Special Meeting
- b. Approval of Minutes-December 18, 2024
- c. Approval of Bills
- d. Resolution #25-01 Accepting Donation

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**

**Ordinances and Resolutions**

a.. *Ordinance #537 Water and Sewer Rate Increase - Second Reading* – City Manager Pfaff stated that there was a change from the first reading. Basically that we removed the minimum from the water and sewer rates Mayor Dillan called for a motion to approve. Motion by Larsen, seconded by Muller. No further discussion. All in favor. Ordinance #537 Water and Sewer Rate Increase Second Reading passes.

b. *Resolution #25-02 Annual Appointments* – Mayor Dillan stated one change on here was Tim Poorker replaces Laurie Gahm on Parks Board. Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Larsen. Larsen commented that the time changes to 6 p.m. Mayor Dillan stated yes, we would move the meetings from 6:30 pm to 6:00 p.m. Larsen questioned if that was starting with the February meeting? Mayor Dillan stated he has a conflict with the February meeting and asked if date from February 20 could be moved to February 19? Mayor Dillan called for a motion to move the February meeting to the 19<sup>th</sup> at 6:00 p.m. Motion by Poorker, seconded by Larsen. No further discussion. All in favor. Resolution #25-02 Annual Appointments passes.

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

*City Manager* – Finishing December reports and diving into the audit process

*Police* – Nothing.

*Parks* –

*Public Works* - Contractor Request Payment #5 to Northern Lines Contracting in the amount of \$29,440.37 for 110<sup>th</sup> Ave Federal Grant Project Number B-23-CP-MN-0884 - Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Larsen. No further discussion. All in favor. Contractor Request Payment #5 to Northern Lines Contracting in the amount of \$29,440.37 for 110<sup>th</sup> Ave Federal Grant Project Number B-23-CP-MN-0884 passes.

*Liquor Store* –

*Fire Department* – City Manager Pfaff stated the new fire truck would be ready by the end of this month. The fire department is \$90,000 plus short. The city will just have to put that money into their reserve and they will be short in their reserve fund going forward but they will replenish the equipment reserve fund.

*Planning and Zoning – Resolution #25-03 Approving Conditional Use for ML Homes – Birch Country Addition* – City Manager Pfaff stated the individuals were here if we had any questions in regard to the development. Poorker asked how close were the houses going to be to the lot lines? Sam DeLeo stated they will be within the required setbacks. City Manager Pfaff stated the Planning Commission had their public hearing and their meeting and approved the CUP and preliminary and final plat and approved to send to council for your final approval. Mayor Dillan asked if they were going to have basements or slab on grade and Mitch Long responded slab on grade. Poorker asked what the starting price would be? Mitch Long stated they were hoping for the low \$300,000. City Manager Pfaff asked if any of these would be rented out and Mitch indicated no. Johnson stated it says a Common Interest Community and asked if that would still be the case but City Manager Pfaff stated it would no longer be. Johnson asked if the lots would be individual lots and individual owners and no associations and City Manager Pfaff stated yes. Mayor Dillan asked when he hopes to build and Mitch stated this spring. Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Johnson. No further discussion. All in favor. Resolution #25-03 Approving Conditional Use for ML Homes – Birch Country Addition passes.



*Planning and Zoning – Resolution #25-04 Approving Preliminary and Final Plats for ML Homes – Birch Country Addition* – City Manager Pfaff stated that with this re-platting it actually makes these lots less dense for single family homes. The owners will actually own the land around the homes. Mayor Dillan called for a motion to approve. Motion made by Johnson, seconded by Larsen. No further discussion. All in favor. Resolution #25-04 Approving Preliminary and Final Plats for ML Homes – Birch Country Addition – passes.

*Airport - Resolution #25-05 Resolution to Accept Grant Agreement for Clear Zone Acquisition Plan (CZAP)* - Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Johnson. City Manager Pfaff stated that the reason for this CZAP was that if we didn't have this, we would lose 10 points on any of our grants that we submit. No further discussion. All in favor. Resolution #25-05 Authorization to Execute MN DOT Grant Agreement for Airport Improvement Excluding Land Acquisition passes.

### **Committees**

Budget:

EDC:

### **Unfinished Business**

#### **New Business**

a. Amended Contract for Private Development with Rum River Living, LLC – City Manager Pfaff stated that this is for the 8 unit apartment building on Hwy. 23. A TIF district was created for this. We went through all the public hearings and all the requirements to establish a TIF district but with him not building within so much time, we have to revise this TIF agreement with updated numbers and updated dates. Mayor Dillan asked City Attorney Damien if everything was good and City Attorney Damien commented that Exhibits A and B should have a legal description. Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Poorker. No further discussion. All in favor. Amended Contract for Private Development with Rum River Living, LLC passes.

b. Site Lease Agreement for GigFire (Formerly Genesis) – City Manager commented that this is for the antennas on the old water tower. This is for a new company that took over Genesis. Mayor Dillan called for a motion for approval. Motion by Muller, seconded by Larson. No further discussion. All in favor. Site Lease Agreement for GigFire (Formerly Genesis) passes.

c. Statutory Tort Limits-Liability Coverage Waiver Form - Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. No further discussion. All in favor. Statutory Tort Limits-Liability Coverage Waiver Form passes.

d. Closed meeting for Potential Real Estate Purchase - Mayor Dillan read the script for closed meeting. Mayor Dillan called for a motion to close this portion of the meeting. Motion by Johnson, seconded by Larsen. All in favor.

Time Meeting Closed at 6:50 pm

Mayor Dillan called for a motion to adjourn the closed meeting and open back to open session.

Time Meeting Opened 7:21 pm upon a motion by Muller and seconded by Larsen. All in favor, motion carried.

Mayor Dillan made a motion to appoint Poorker as the council liaison to negotiations on the property discussed. Motion by Johnson, seconded by Muller. No further discussion. All in favor.

**Miscellaneous**

**Council Comments**

Muller welcomed Tim Poorker to council.

**Adjourn:**

Mayor Dillan called for a motion to adjourn. Motion made by Poorker, seconded by Johnson to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 7:23 p.m.

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Mayor Dave Dillan

Attest:

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Tammy Pfaff, City Manager

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
52161	01/13/25	QUADIENT LEASING USA, INC.	Q1650939	1	101-41940-240	280.47	280.47	POSTAGE MACHINE 3 MTH LEASE
Total 52161:							280.47	
52162	01/16/25	MILLE LACS CO. RECORDER	25-03	1	101-49200-450	46.00	46.00	RECORD CUP #25-03 ML HOMES
Total 52162:							46.00	
52163	01/16/25	NORTHERN LINES CONTRACTI	193806178-5	1	501-43100-405	29,440.37	29,440.37	110TH AVE PAY REQUEST #5 AIRPORT ROAD
Total 52163:							29,440.37	
52164	01/22/25	WESTMOR INDUSTRIES LLC	2109252	1	101-49810-580	7,320.00	7,320.00	DEPOSIT FOR FUEL CARD READER-AIRPORT
Total 52164:							7,320.00	
52165	01/24/25	AMERICAN BOTTLING CO.	4851502455	1	609-49750-254	336.40	336.40	NA
Total 52165:							336.40	
52166	01/24/25	BARROS, MICHAEL	120224	1	101-42110-208	237.18	237.18	MILEAGE REIMBURSEMENT TRAINING-PD
Total 52166:							237.18	
52167	01/24/25	BCA/MNJIS SECTION	0000082358	1	101-42110-309	600.00	600.00	CJDN ACCESS FEE
Total 52167:							600.00	
52168	01/24/25	BELLBOY CORP.	0109348900	1	609-49750-259	99.50	99.50	OTHER FOR RESALE
52168	01/24/25	BELLBOY CORP.	0206346000	1	609-49750-259	576.00	576.00	OTHER FOR RESALE
52168	01/24/25	BELLBOY CORP.	0206346000	2	609-49750-251	2,571.24	2,571.24	LIQUOR
52168	01/24/25	BELLBOY CORP.	0206346000	3	609-49750-333	9.00	9.00	DELIVERY
Total 52168:							3,255.74	
52169	01/24/25	BERNICKS	10307359	1	609-49750-252	2,245.90	2,245.90	BEER
52169	01/24/25	BERNICKS	10307360	1	609-49750-254	70.48	70.48	NA
52169	01/24/25	BERNICKS	10310020	1	609-49750-252	1,126.50	1,126.50	BEER
52169	01/24/25	BERNICKS	10310022	1	609-49750-254	77.04	77.04	NA
Total 52169:							3,519.92	
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119452800	1	609-49750-253	400.00	400.00	WINE
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119452800	2	609-49750-251	2,289.00	2,289.00	LIQUOR
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119452800	3	609-49750-333	48.10	48.10	DELIVERY
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119545573	1	609-49750-251	4,392.84	4,392.84	LIQUOR
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119545573	2	609-49750-333	55.50	55.50	DELIVERY
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119647947	1	609-49750-251	1,865.60	1,865.60	LIQUOR
52170	01/24/25	BREAKTHRU BEVERAGE MN W	119647947	2	609-49750-333	40.70	40.70	DELIVERY
Total 52170:							9,091.74	
52171	01/24/25	C & L DISTRIBUTING CO.	2038734	1	609-49750-259	301.40	301.40	OTHER FOR RESALE
52171	01/24/25	C & L DISTRIBUTING CO.	2038735	1	609-49750-252	6,188.90	6,188.90	BEER
52171	01/24/25	C & L DISTRIBUTING CO.	2038735	2	609-49750-253	280.00	280.00	WINE
52171	01/24/25	C & L DISTRIBUTING CO.	2038735	3	609-49750-254	128.28	128.28	NA
52171	01/24/25	C & L DISTRIBUTING CO.	2039127	1	609-49750-259	104.00	104.00	OTHER FOR RESALE
52171	01/24/25	C & L DISTRIBUTING CO.	2042352	1	609-49750-259	138.00	138.00	OTHER FOR RESALE

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
52171	01/24/25	C & L DISTRIBUTING CO.	2042353	1	609-49750-251	1,828.50	1,828.50	LIQUOR
52171	01/24/25	C & L DISTRIBUTING CO.	2042353	2	609-49750-252	8,853.45	8,853.45	BEER
52171	01/24/25	C & L DISTRIBUTING CO.	2042353	3	609-49750-254	173.29	173.29	NA
52171	01/24/25	C & L DISTRIBUTING CO.	2042578	1	609-49750-252	25.45	25.45	BEER
52171	01/24/25	C & L DISTRIBUTING CO.	2692000783	1	609-49750-259	5.28-	5.28-	CREDIT OTHER FOR RESALE
Total 52171:							18,015.99	
52172	01/24/25	CRYSTAL SPRINGS ICE	01-500089	1	609-49750-259	72.32	72.32	OTHER FOR RESALE - ICE
52172	01/24/25	CRYSTAL SPRINGS ICE	01-500089	2	609-49750-333	4.00	4.00	DELIVERY
Total 52172:							76.32	
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2370849	1	609-49750-252	11,107.55	11,107.55	BEER
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2370849	2	609-49750-253	282.00	282.00	WINE
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2370849	3	609-49750-254	558.70	558.70	NA
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2370849	4	609-49750-259	495.00	495.00	OTHER FOR RESALE
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2375315	1	609-49750-252	5,623.47	5,623.47	BEER
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2375315	2	609-49750-253	319.60	319.60	WINE
52173	01/24/25	DAHLHEIMER DISTRIBUTING C	2375315	3	609-49750-259	67.00	67.00	OTHER FOR RESALE
Total 52173:							18,453.32	
52174	01/24/25	FIRST NATIONAL BANK MILACA	010125	1	602-49400-611	4,972.50	4,972.50	2022B GO WATER REVENUE BOND-INTEREST
52174	01/24/25	FIRST NATIONAL BANK MILACA	010125	2	602-49400-601	73,000.00	73,000.00	2022B GO WATER REVENUE BOND-PRINCIPAL
Total 52174:							77,972.50	
52175	01/24/25	GRANITE CITY JOBBING	432183	1	609-49750-256	133.29	133.29	TOBACCO
52175	01/24/25	GRANITE CITY JOBBING	432183	2	609-49750-259	118.14	118.14	OTHER FOR RESALE
52175	01/24/25	GRANITE CITY JOBBING	432183	3	609-49750-333	10.00	10.00	DELIVERY
52175	01/24/25	GRANITE CITY JOBBING	433469	1	609-49750-256	133.29	133.29	TOBACCO
52175	01/24/25	GRANITE CITY JOBBING	433469	2	609-49750-259	407.38	407.38	OTHER FOR RESALE
52175	01/24/25	GRANITE CITY JOBBING	433469	3	609-49750-333	10.00	10.00	DELIVERY
52175	01/24/25	GRANITE CITY JOBBING	433478	1	609-49750-256	170.75	170.75	TOBACCO
52175	01/24/25	GRANITE CITY JOBBING	433478	2	609-49750-259	72.13	72.13	OTHER FOR RESALE
52175	01/24/25	GRANITE CITY JOBBING	434653	1	609-49750-259	104.36	104.36	OTHER FOR RESALE
52175	01/24/25	GRANITE CITY JOBBING	434653	2	609-49750-256	503.53	503.53	TOBACCO
52175	01/24/25	GRANITE CITY JOBBING	434653	3	609-49750-217	236.52	236.52	OTHER OPERATING SUPPLIES
52175	01/24/25	GRANITE CITY JOBBING	434653	4	609-49750-333	10.00	10.00	DELIVERY
Total 52175:							1,909.39	
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2702943	1	609-49750-251	5,447.40	5,447.40	LIQUOR
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2702943	2	609-49750-333	79.68	79.68	DELIVERY
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2702944	1	609-49750-251	340.50	340.50	LIQUOR
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2702944	2	609-49750-253	836.94	836.94	WINE
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2702944	3	609-49750-333	32.64	32.64	DELIVERY
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707343	1	609-49750-251	248.73	248.73	LIQUOR
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707343	2	609-49750-333	1.92	1.92	DELIVERY
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707344	1	609-49750-251	6,328.08	6,328.08	LIQUOR
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707344	2	609-49750-253	2,965.07	2,965.07	WINE
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707344	3	609-49750-254	784.96	784.96	NA
52176	01/24/25	JOHNSON BROTHERS LIQUOR	2707344	4	609-49750-333	270.72	270.72	DELIVERY
Total 52176:							17,336.64	
52177	01/24/25	M. AMUNDSON LLP	395983	1	609-49750-259	13.66	13.66	OTHER FOR RESALE

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
52177	01/24/25	M. AMUNDSON LLP	395983	2	609-49750-256	1,311.76	1,311.76	TOBACCO
Total 52177:							1,325.42	
52178	01/24/25	MID-MN INSPECTIONS LLC	1176	1	101-42400-300	6,221.71	6,221.71	CONTRACTED BLDG OFFICIAL-DECEMBER BIL
Total 52178:							6,221.71	
52179	01/24/25	MILACA AREA TOURISM BUREA	NOV RECEI	1	101-31410	586.67	586.67	LODGING TAX-DECEMBER
Total 52179:							586.67	
52180	01/24/25	MN DNR ECOLOGICAL AND WA	1972-0092-0	1	602-49400-433	845.35	845.35	ANNUAL WATER USE REPORT
Total 52180:							845.35	
52181	01/24/25	MN PEIP	1479141	1	101-21706	32,660.54	32,660.54	MEDICAL INS-FEB
Total 52181:							32,660.54	
52182	01/24/25	MN PUBLIC FACILITIES AUTHO	02062025	1	602-49400-611	1,840.40	1,840.40	2006 WATER TREATMENT FACILITY BOND INTE
Total 52182:							1,840.40	
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA19A-	1	388-47000-601	50,000.00	50,000.00	GO 2019A PRINCIPAL
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA19A-	1	388-47000-601	50,000.00-	50,000.00-	GO 2019A PRINCIPAL
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA19A-	2	388-47000-611	4,762.50	4,762.50	GO 2019A INTEREST
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA19A-	2	388-47000-611	4,762.50-	4,762.50-	GO 2019A INTEREST
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA21A-	1	303-47000-601	45,000.00	45,000.00	GO 2021A PRINCIPAL
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA21A-	1	303-47000-601	45,000.00-	45,000.00-	GO 2021A PRINCIPAL
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA21A-	2	303-47000-611	5,169.50	5,169.50	GO 2021A INTEREST
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA21A-	2	303-47000-611	5,169.50-	5,169.50-	GO 2021A INTEREST
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA22A-	1	350-47000-601	30,000.00	30,000.00	GO 2022A PRINCIPAL
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA22A-	1	350-47000-601	30,000.00-	30,000.00-	GO 2022A PRINCIPAL
52183	01/24/25	NORTHLAND TRUST SERVICES	MILACA22A-	2	350-47000-611	9,312.50	9,312.50	GO 2022A INTEREST
52183	01/30/25	NORTHLAND TRUST SERVICES	MILACA22A-	2	350-47000-611	9,312.50-	9,312.50-	GO 2022A INTEREST
Total 52183:							.00	
52184	01/24/25	PAUSTIS WINE COMPANY	255990	1	609-49750-254	66.00	66.00	NA
52184	01/24/25	PAUSTIS WINE COMPANY	255990	2	609-49750-253	551.00	551.00	WINE
52184	01/24/25	PAUSTIS WINE COMPANY	255990	3	609-49750-333	12.50	12.50	DELIVERY
52184	01/24/25	PAUSTIS WINE COMPANY	256107	1	609-49750-253	546.00	546.00	WINE
52184	01/24/25	PAUSTIS WINE COMPANY	256107	2	609-49750-333	15.00	15.00	DELIVERY
52184	01/24/25	PAUSTIS WINE COMPANY	256222	1	609-49750-253	1,430.00	1,430.00	WINE
52184	01/24/25	PAUSTIS WINE COMPANY	256222	2	609-49750-333	15.00	15.00	DELIVERY
Total 52184:							2,635.50	
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6908912	1	609-49750-251	3,696.75	3,696.75	LIQUOR
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6908912	2	609-49750-253	1,207.30	1,207.30	WINE
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6908912	3	609-49750-254	360.90	360.90	NA
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6908912	4	609-49750-333	124.00	124.00	DELIVERY
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6912467	1	609-49750-253	282.50	282.50	WINE
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6912467	2	609-49750-251	723.85	723.85	LIQUOR
52185	01/24/25	PHILLIPS WINE AND SPIRITS	6912467	3	609-49750-333	36.48	36.48	DELIVERY

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Total 52185:							6,431.78	
52186	01/24/25	SOUTHERN GLAZERS OF MN	2573858	1	609-49750-251	1,034.79	1,034.79	LIQUOR
52186	01/24/25	SOUTHERN GLAZERS OF MN	2573858	2	609-49750-333	7.75	7.75	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	2573859	1	609-49750-253	330.84	330.84	WINE
52186	01/24/25	SOUTHERN GLAZERS OF MN	2573859	2	609-49750-333	9.30	9.30	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	2576611	1	609-49750-251	1,142.86	1,142.86	LIQUOR
52186	01/24/25	SOUTHERN GLAZERS OF MN	2576611	2	609-49750-333	12.40	12.40	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	2576612	1	609-49750-253	586.68	586.68	WINE
52186	01/24/25	SOUTHERN GLAZERS OF MN	2576612	2	609-49750-333	15.50	15.50	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	2579117	1	609-49750-251	13,957.54	13,957.54	LIQUOR
52186	01/24/25	SOUTHERN GLAZERS OF MN	2579117	2	609-49750-333	168.95	168.95	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	2579118	1	609-49750-253	247.90	247.90	WINE
52186	01/24/25	SOUTHERN GLAZERS OF MN	2579118	2	609-49750-333	7.75	7.75	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	5121633	1	609-49750-251	674.95	674.95	LIQUOR
52186	01/24/25	SOUTHERN GLAZERS OF MN	5121633	2	609-49750-333	3.62	3.62	DELIVERY
52186	01/24/25	SOUTHERN GLAZERS OF MN	5121634	1	609-49750-333	4.65	4.65	DELIVERY
Total 52186:							18,205.48	
52187	01/24/25	SUPERIOR DIVING REPAIR, INC	8134	1	101-42280-221	268.00	268.00	EQUIPMENT REPAIRS-FIRE
Total 52187:							268.00	
52188	01/24/25	VERIZON WIRELESS	6103144002	1	609-49750-321	40.01	40.01	DIGITAL SIGN 0868- LIQUOR STORE
52188	01/24/25	VERIZON WIRELESS	6103144002	2	101-43000-321	46.39	46.39	CELL PHONE SVC 4055-PW
Total 52188:							86.40	
52189	01/24/25	VIKING BOTTLING CO.	3551753	1	609-49750-254	171.80	171.80	NA
52189	01/24/25	VIKING BOTTLING CO.	3587594	1	609-49750-254	176.00	176.00	NA
Total 52189:							347.80	
52190	01/24/25	VISA	8948011325	1	101-45200-437	52.00	52.00	RESERVATION KEY-PARKS
52190	01/24/25	VISA	8948011325	3	101-42110-208	75.00	75.00	BCA TRAINING-PD
52190	01/24/25	VISA	8948011325	4	101-41310-208	412.32	412.32	MADDENS RESORT-CITY MANAGER
Total 52190:							539.32	
52191	01/24/25	WATSON COMPANY	147085	1	609-49750-259	143.79	143.79	OTHER FOR RESALE
52191	01/24/25	WATSON COMPANY	147085	2	609-49750-256	355.30	355.30	TOBACCO
52191	01/24/25	WATSON COMPANY	147085	3	609-49750-333	6.00	6.00	DELIVERY
52191	01/24/25	WATSON COMPANY	147245	1	609-49750-259	57.15	57.15	OTHER FOR RESALE
52191	01/24/25	WATSON COMPANY	147245	2	609-49750-256	578.40	578.40	TOBACCO
52191	01/24/25	WATSON COMPANY	147245	3	609-49750-333	6.00	6.00	DELIVERY
Total 52191:							1,146.64	
52192	01/24/25	ZIEGLER LASER WORX LLC	01092025CM	1	101-41940-437	461.68	461.68	NAME PLATES-CITY
Total 52192:							461.68	
52193	01/29/25	CUSTOM FIRE APPARATUS	0023813-IN	1	101-42280-241	714,841.00	714,841.00	PUMPER TRUCK-FIRE
Total 52193:							714,841.00	

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52194	01/29/25	WANGSNESS, BRYCE	31-3710-00	1	001-10005	6.67	6.67	CREDIT ON FINAL WATER BILL
Total 52194:							6.67	
52195	02/14/25	3RD LAIR	CR3005	1	215-49000-310	1,575.00	1,575.00	SKATEBOARD DEMO EVENT
Total 52195:							1,575.00	
52196	02/14/25	ABSOLUTE SEPTIC INC	2432	1	101-41940-401	275.00	275.00	NORTH AMBULANCE BLDG
Total 52196:							275.00	
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	1	101-41110-201	42.00	42.00	REINFORCED PAPER-COUNCIL
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	2	101-41940-201	10.46	10.46	COLORED PAPER-CITY
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	3	101-41940-437	7.99	7.99	SPLITTER-CITY
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	4	101-42280-437	152.49	152.49	2020 MN CODE BOOK-FIRE
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	5	101-43000-217	12.98	12.98	SLOW MOVING SIGN-PW
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	6	101-43000-401	65.85	65.85	GARAGE DOOR SEAL-PW
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	7	101-45200-221	298.94	298.94	EXMARX BLADE SET/MIRRORS-PARKS
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	8	101-45500-217	212.21	212.21	CLEANING SUPPLIES/PAPER TOWELS-LIBRARY
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	9	101-49010-437	50.88	50.88	COFFEE-SR. CTR
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	10	602-49400-201	5.23	5.23	COLORED PAPER-WATER
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	11	603-49450-201	5.23	5.23	COLORED PAPER-SEWER
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	12	603-49450-221	36.99	36.99	BATTERY-SEWER
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	13	609-49750-201	8.88	8.88	OFFICE SUPPLIES-LIQUOR
52197	02/14/25	AMAZON CAPITAL SERVICES IN	19CC-QXV6-	14	609-49750-217	70.32	70.32	LITHIUM BATTERY/TRASH BAGS-LIQUOR
Total 52197:							980.45	
52198	02/14/25	AMERICAN BOTTLING CO.	4851502882	1	609-49750-254	522.74	522.74	NA
Total 52198:							522.74	
52199	02/14/25	AMERICAN LEGAL PUBLISHING	39585	1	101-41940-310	500.00	500.00	INTERNET RENEWAL
Total 52199:							500.00	
52200	02/14/25	ANOKA RAMSEY COMMUNITY	CI000000509	1	101-42280-208	900.00	900.00	EMR TRNG-10-21 & 10-28-FIRE
Total 52200:							900.00	
52201	02/14/25	AT&T MOBILITY	2873260566	1	101-42280-321	38.23	38.23	FIRE TABLET
52201	02/14/25	AT&T MOBILITY	2873260566	2	101-42110-321	496.38	496.38	POLICE-12 LINES
Total 52201:							534.61	
52202	02/14/25	AT&T MOBILITY	2873260586	1	602-49400-321	158.92	158.92	WATER-4 LINES
52202	02/14/25	AT&T MOBILITY	2873260586	2	101-43000-321	239.74	239.74	PUBLIC WORKS-2 LINES
52202	02/14/25	AT&T MOBILITY	2873260586	3	101-41940-321	86.11	86.11	ADMINISTRATION-2 LINES
Total 52202:							484.77	
52203	02/14/25	AW RESEARCH LABORATORIE	67715	1	602-49400-310	75.00	75.00	ANNUAL FEE
52203	02/14/25	AW RESEARCH LABORATORIE	68162	1	602-49400-310	125.00	125.00	COLIFORM BACTERIA/E.COLI TESTING
Total 52203:							200.00	
52204	02/14/25	BACK ALLEY BOWL	8765	1	609-49750-343	100.00	100.00	ADVERTISING

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Total 52204:							100.00	
52205	02/14/25	BELLBOY CORP.	0206505900	1	609-49750-251	320.00	320.00	LIQUOR
52205	02/14/25	BELLBOY CORP.	0206505900	2	609-49750-259	70.45	70.45	OTHER FOR RESALE
52205	02/14/25	BELLBOY CORP.	0206645800	1	609-49750-251	2,469.40	2,469.40	LIQUOR
Total 52205:							2,859.85	
52206	02/14/25	BENT BREWSTILLERY	INV-014674	1	609-49750-252	128.02	128.02	BEER
Total 52206:							128.02	
52207	02/14/25	BERNICKS	10312505	1	609-49750-252	529.30	529.30	BEER
52207	02/14/25	BERNICKS	10312506	1	609-49750-254	24.00	24.00	NA
52207	02/14/25	BERNICKS	10315185	1	609-49750-252	589.45	589.45	BEER
52207	02/14/25	BERNICKS	10315186	1	609-49750-254	73.76	73.76	NA
52207	02/14/25	BERNICKS	10315187	1	609-49750-252	44.80-	44.80-	CREDIT BEER
52207	02/14/25	BERNICKS	10318245	1	609-49750-252	995.60	995.60	BEER
52207	02/14/25	BERNICKS	10318248	1	609-49750-254	62.64	62.64	NA
52207	02/14/25	BERNICKS	10318249	1	609-49750-259	4.00-	4.00-	CREDIT OTHER FOR RESALE
52207	02/14/25	BERNICKS	10318249	2	609-49750-252	377.84-	377.84-	CREDIT BEER
Total 52207:							1,848.11	
52208	02/14/25	BIG J'S SERVICE STATION	0002434	1	602-49400-212	279.89	279.89	GAS-WATER
52208	02/14/25	BIG J'S SERVICE STATION	0002434	2	603-49450-212	279.90	279.90	GAS-SEWER
52208	02/14/25	BIG J'S SERVICE STATION	0002434	3	101-43000-212	343.16	343.16	GAS-PW
52208	02/14/25	BIG J'S SERVICE STATION	0002434	4	101-42280-212	215.83	215.83	GAS-FIRE
52208	02/14/25	BIG J'S SERVICE STATION	0002434	5	101-45200-212	5.91	5.91	GAS-PARKS
Total 52208:							1,124.69	
52209	02/14/25	BOLTON & MENK INC	0353705	1	101-49810-310	967.50	967.50	AIRPORT PARKING LOT & ENTRANCE RD PAV
Total 52209:							967.50	
52210	02/14/25	BREAKTHRU BEVERAGE MN W	119741924	1	609-49750-251	3,401.20	3,401.20	LIQUOR
52210	02/14/25	BREAKTHRU BEVERAGE MN W	119741924	2	609-49750-333	70.30	70.30	DELIVERY
52210	02/14/25	BREAKTHRU BEVERAGE MN W	119845011	1	609-49750-251	4,123.08	4,123.08	LIQUOR
52210	02/14/25	BREAKTHRU BEVERAGE MN W	119845011	2	609-49750-333	100.52	100.52	DELIVERY
52210	02/14/25	BREAKTHRU BEVERAGE MN W	364864956	1	609-49750-251	45.00-	45.00-	CREDIT LIQUOR
52210	02/14/25	BREAKTHRU BEVERAGE MN W	364864956	2	609-49750-333	.62-	.62-	CREDIT DELIVERY
Total 52210:							7,649.48	
52211	02/14/25	BUG COMMANDER PEST SOLU	23821	1	101-42280-310	169.00	169.00	RODENT CONTROL-FIRE
Total 52211:							169.00	
52212	02/14/25	C & L DISTRIBUTING CO.	2045753	1	609-49750-259	704.00	704.00	OTHER FOR RESALE
52212	02/14/25	C & L DISTRIBUTING CO.	2045754	1	609-49750-252	2,159.45	2,159.45	BEER
52212	02/14/25	C & L DISTRIBUTING CO.	2045754	2	609-49750-253	32.80	32.80	WINE
52212	02/14/25	C & L DISTRIBUTING CO.	2045754	3	609-49750-254	54.30	54.30	NA
52212	02/14/25	C & L DISTRIBUTING CO.	2045779	1	609-49750-252	80.10-	80.10-	CREDIT BEER
52212	02/14/25	C & L DISTRIBUTING CO.	2049327	1	609-49750-259	472.50	472.50	OTHER FOR RESALE
52212	02/14/25	C & L DISTRIBUTING CO.	2049328	1	609-49750-251	804.50	804.50	LIQUOR
52212	02/14/25	C & L DISTRIBUTING CO.	2049328	2	609-49750-252	8,994.75	8,994.75	BEER



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52212	02/14/25	C & L DISTRIBUTING CO.	2049328	3	609-49750-253	550.10	550.10	WINE
52212	02/14/25	C & L DISTRIBUTING CO.	2692000794	1	609-49750-259	19.50-	19.50-	CREDIT OTHER FOR RESALE
52212	02/14/25	C & L DISTRIBUTING CO.	2692000802	1	609-49750-252	55.28-	55.28-	CREDIT BEER
Total 52212:							13,617.52	
52213	02/14/25	CARDINAL, JASON THOMAS	MIL25-1	1	101-42110-310	1,088.75	1,088.75	BACKGROUND INVESTIGATION-OLSON
Total 52213:							1,088.75	
52214	02/14/25	CINTAS	4216873990	1	609-49750-310	105.91	105.91	RUGS - LIQUOR STORE
52214	02/14/25	CINTAS	4218368832	1	609-49750-310	94.58	94.58	RUGS - LIQUOR STORE
Total 52214:							200.49	
52215	02/14/25	CINTAS	4216874026	1	101-43000-434	113.21	113.21	UNIFORMS-PW
52215	02/14/25	CINTAS	4217618630	1	101-45200-310	57.66	57.66	RUGS-GCC
52215	02/14/25	CINTAS	4217618718	1	101-43000-434	113.21	113.21	UNIFORMS-PW
52215	02/14/25	CINTAS	4217618946	1	101-45500-310	45.37	45.37	RUGS-LIBRARY
52215	02/14/25	CINTAS	4217618963	1	101-41940-310	19.44	19.44	RUGS-CITY HALL
52215	02/14/25	CINTAS	4218368817	1	101-43000-434	113.21	113.21	UNIFORMS-PW
52215	02/14/25	CINTAS	4219083783	1	101-45200-310	57.66	57.66	RUGS-GCC
52215	02/14/25	CINTAS	4219083790	1	101-43000-434	111.30	111.30	UNIFORMS-PW
52215	02/14/25	CINTAS	4219083985	1	101-45500-310	45.37	45.37	RUGS-LIBRARY
52215	02/14/25	CINTAS	4219084014	1	101-41940-310	27.73	27.73	RUGS-CITY HALL
Total 52215:							704.16	
52216	02/14/25	CIVIC SYSTEMS LLC	INV-02158	1	101-41940-309	3,055.50	3,055.50	ANNUAL SUPPORT-CITY
52216	02/14/25	CIVIC SYSTEMS LLC	INV-02158	2	602-49400-309	763.88	763.88	ANNUAL SUPPORT-WATER
52216	02/14/25	CIVIC SYSTEMS LLC	INV-02158	3	603-49450-309	763.88	763.88	ANNUAL SUPPORT-SEWER
52216	02/14/25	CIVIC SYSTEMS LLC	INV-02158	4	609-49750-309	763.88	763.88	ANNUAL SUPPORT-LIQUOR
Total 52216:							5,347.14	
52217	02/14/25	CORE AND MAIN LP	R555294	1	602-49400-310	9,898.00	9,898.00	ANNUAL FEES-WATER
52217	02/14/25	CORE AND MAIN LP	W363975	1	602-49400-218	1,987.42	1,987.42	WATER METER PARTS
Total 52217:							11,885.42	
52218	02/14/25	CRAWFORDS EQUIPMENT	01-101228	1	101-43000-221	6.21	6.21	PARTS-PW
Total 52218:							6.21	
52219	02/14/25	CRYSTAL SPRINGS ICE	02-500468	1	609-49750-259	1.60-	1.60-	CREDIT OTHER FOR RESALE-ICE
52219	02/14/25	CRYSTAL SPRINGS ICE	02-500468	2	609-49750-259	144.64	144.64	OTHER FOR RESALE - ICE
52219	02/14/25	CRYSTAL SPRINGS ICE	02-500468	3	609-49750-333	4.00	4.00	DELIVERY
Total 52219:							147.04	
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2376816	1	609-49750-252	700.40-	700.40-	CREDIT BEER
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2378672	1	609-49750-251	83.10	83.10	LIQUOR
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2378672	2	609-49750-253	41.55	41.55	WINE
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2378672	3	609-49750-254	441.30	441.30	NA
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2378672	4	609-49750-259	154.00	154.00	OTHER FOR RESALE
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2378672	5	609-49750-252	11,749.70	11,749.70	BEER
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2382792	1	609-49750-252	118.60-	118.60-	CREDIT BEER
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2386276	1	609-49750-251	339.00	339.00	LIQUOR

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52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2386276	2	609-49750-252	9,765.60	9,765.60	BEER
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2386276	3	609-49750-254	63.80	63.80	NA
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2386441	1	609-49750-251	103.33-	103.33-	CREDIT LIQUOR
52220	02/14/25	DAHLHEIMER DISTRIBUTING C	2386441	2	609-49750-252	192.87-	192.87-	CREDIT BEER
Total 52220:							21,522.85	
52221	02/14/25	Damien F. Toven & Associates, LL	1521	1	101-41610-304	4,514.90	4,514.90	CRIMINAL RETAINER-JANUARY
52221	02/14/25	Damien F. Toven & Associates, LL	1522	1	101-41610-304	1,500.00	1,500.00	CIVIL RETAINER-JANUARY
Total 52221:							6,014.90	
52222	02/14/25	DSC COMMUNICATIONS	2245339	1	101-42280-221	479.00	479.00	BELT LOOPS-FIRE
Total 52222:							479.00	
52223	02/14/25	E.C.M. PUBLISHERS, INC.	1030636	1	101-41110-351	185.15	185.15	2025 FINAL BUDGET
52223	02/14/25	E.C.M. PUBLISHERS, INC.	1030637	1	101-41120-352	36.22	36.22	ORD. #535
52223	02/14/25	E.C.M. PUBLISHERS, INC.	1030638	1	101-41120-352	40.25	40.25	ORD. #536
52223	02/14/25	E.C.M. PUBLISHERS, INC.	1031407	1	200-46500-343	72.44	72.44	REALTOR SERVICES FOR MILACA JUNCTION A
52223	02/14/25	E.C.M. PUBLISHERS, INC.	1032814	1	101-41110-351	213.32	213.32	ORD. #537
Total 52223:							547.38	
52224	02/14/25	FES, INC	21351	1	101-42280-221	334.25	334.25	PARTS-FIRE
52224	02/14/25	FES, INC	21355	1	101-42280-221	321.39	321.39	PARTS-FIRE
Total 52224:							655.64	
52225	02/14/25	FORESTEDGE WINERY	5838-1	1	609-49750-253	276.00	276.00	WINE
Total 52225:							276.00	
52226	02/14/25	FREESE, BRETT	011325	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-JANUARY
Total 52226:							50.00	
52227	02/14/25	FRONTIER	011993-2-02	1	609-49750-321	211.79	211.79	PHONE SVC-LIQUOR STORE
52227	02/14/25	FRONTIER	011993-2-02	2	602-49400-321	182.65	182.65	PHONE SVC-WATER (6134)
52227	02/14/25	FRONTIER	011993-2-02	3	602-49400-321	1.80	1.80	PHONE SVC-WATER (0121)
52227	02/14/25	FRONTIER	011993-2-02	4	101-42280-321	53.71	53.71	PHONE SVC-FIRE (3465)
52227	02/14/25	FRONTIER	011993-2-02	5	101-49810-321	302.80	302.80	PHONE SVC-AIRPORT (2648)
Total 52227:							752.75	
52228	02/14/25	GALLS INC	030217842	1	101-42110-434	222.20	222.20	UNIFORMS-RASMUSSEN
52228	02/14/25	GALLS INC	030311845	1	101-42110-434	57.99	57.99	UNIFORMS-RASMUSSEN
Total 52228:							280.19	
52229	02/14/25	GOPHER STATE ONE CALL	4110599	1	602-49400-310	25.65	25.65	NOVEMBER LOCATES
52229	02/14/25	GOPHER STATE ONE CALL	5010599	1	602-49400-310	6.75	6.75	JANUARY LOCATES
52229	02/14/25	GOPHER STATE ONE CALL	5010599	2	602-49400-310	50.00	50.00	ANNUAL FACILITY FEE
Total 52229:							82.40	
52230	02/14/25	GRANITE CITY JOBBING	433789	1	609-49750-259	39.00-	39.00-	CREDIT OTHER FOR RESALE
52230	02/14/25	GRANITE CITY JOBBING	435904	1	609-49750-256	140.52	140.52	TOBACCO

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52230	02/14/25	GRANITE CITY JOBBING	435904	2	609-49750-259	122.76	122.76	OTHER FOR RESALE
52230	02/14/25	GRANITE CITY JOBBING	435904	3	609-49750-333	10.00	10.00	DELIVERY
52230	02/14/25	GRANITE CITY JOBBING	437126	1	609-49750-256	229.16	229.16	TOBACCO
52230	02/14/25	GRANITE CITY JOBBING	437126	2	609-49750-259	182.88	182.88	OTHER FOR RESALE
52230	02/14/25	GRANITE CITY JOBBING	437126	3	609-49750-333	10.00	10.00	DELIVERY
52230	02/14/25	GRANITE CITY JOBBING	437201	1	609-49750-217	26.57	26.57	OTHER OPERATING SUPPLIES
Total 52230:							682.89	
52231	02/14/25	GRANITE LEDGE ELECTRIC	F25001	1	101-45500-401	1,865.24	1,865.24	LIGHTING CONTROL PANEL-LIBRARY
52231	02/14/25	GRANITE LEDGE ELECTRIC	F25024	1	101-41940-401	940.00	940.00	SECURITY LIGHT-CITY
Total 52231:							2,805.24	
52232	02/14/25	HAWKINS, INC.	6960221	1	602-49400-216	20.00	20.00	CHEMICALS
52232	02/14/25	HAWKINS, INC.	6968871	1	602-49400-216	2,084.80	2,084.80	CHEMICALS
Total 52232:							2,104.80	
52233	02/14/25	HEALTH EQUITY	QN279JJ	1	101-41940-310	45.00	45.00	FEB MONTHLY PARTICIPATION FEES
Total 52233:							45.00	
52234	02/14/25	HOTSY MINNESOTA	23951	1	101-43000-215	453.70	453.70	SHOP SUPPLIES-PW
Total 52234:							453.70	
52235	02/14/25	INITIATIVE FOUNDATION	VS-5891	1	101-49200-450	3,100.00	3,100.00	2025 PLEDGE
Total 52235:							3,100.00	
52236	02/14/25	IPRINT TECHNOLOGIES	1195431	1	101-41940-201	883.00	883.00	TONER-DELORIS
Total 52236:							883.00	
52237	02/14/25	ISAACSON, JACOB	010625	1	101-42110-208	21.00	21.00	MILEAGE REIMB. FOR COURT
Total 52237:							21.00	
52238	02/14/25	JEYS, VICTORIA	020425	1	609-49750-208	85.64	85.64	LUCKY LEAF REGISTRATION JEYS & HANSEN-I
Total 52238:							85.64	
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	211948-0201	1	101-42280-384	25.00	25.00	GARBAGE-FIRE
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	211948-0201	2	101-41940-310	108.58	108.58	GARBAGE-CITY
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	211948-0201	3	101-45200-384	61.08	61.08	GARBAGE-PARKS
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	212276-0201	1	101-45200-384	95.22	95.22	GARBAGE-PARKS
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	219225-0201	1	609-49750-384	63.18	63.18	GARBAGE - LIQUOR
52239	02/14/25	JIMS MILLE LACS DISPOSAL IN	3249517-020	1	101-45200-415	148.39	148.39	CHANGING SHELTER
Total 52239:							501.45	
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2672621-1	1	609-49750-251	334.14-	334.14-	CREDIT LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2672621-2	1	609-49750-333	7.68-	7.68-	CREDIT DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2672621-3	1	609-49750-253	80.01-	80.01-	CREDIT WINE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2672621-3	2	609-49750-251	254.13-	254.13-	CREDIT LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2672621-3	3	609-49750-333	3.84-	3.84-	CREDIT DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711819	1	609-49750-251	2,519.73	2,519.73	LIQUOR

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52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711819	2	609-49750-253	509.75	509.75	WINE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711819	3	609-49750-254	48.00	48.00	NA
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711819	4	609-49750-333	72.96	72.96	DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711820	1	609-49750-259	714.75	714.75	OTHER FOR RESALE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711821	1	609-49750-251	786.46	786.46	LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2711821	2	609-49750-333	5.76	5.76	DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2715632	1	609-49750-251	311.22	311.22	LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2715632	2	609-49750-253	1,032.24	1,032.24	WINE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2715632	3	609-49750-333	51.84	51.84	DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2715648	1	609-49750-251	151.92	151.92	LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2715648	2	609-49750-333	3.84	3.84	DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716096	1	609-49750-251	1,213.70	1,213.70	LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716096	2	609-49750-333	9.92	9.92	DELIVERY
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716097	1	609-49750-253	169.50	169.50	WINE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716097	2	609-49750-259	64.00	64.00	OTHER FOR RESALE
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716097	3	609-49750-251	5,056.50	5,056.50	LIQUOR
52240	02/14/25	JOHNSON BROTHERS LIQUOR	2716097	4	609-49750-333	90.56	90.56	DELIVERY
Total 52240:							12,132.85	
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	1	101-41940-437	395.82	395.82	MISC-CITY
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	2	101-42110-437	17.06	17.06	NUTS/BOLTS/TOGGLE SWITCH-PD
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	3	101-42280-217	353.36	353.36	POWERADE/CLEANING-FIRE
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	4	101-42280-401	14.78	14.78	PARTS FOR REPAIR-FIRE
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	5	101-42280-437	31.99	31.99	THERMOSTAT-FIRE
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	6	101-43000-215	22.62	22.62	HEAT SHRINK-PW
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	7	101-43000-217	171.93	171.93	BULBS/COUPLER-PW
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	8	101-43000-240	1,529.99	1,529.99	WELDER-PW
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	9	101-45200-437	74.99	74.99	SHOVEL-PARKS
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	10	101-49810-437	19.99	19.99	GLOVES-AIRPORT
52241	02/14/25	KOCHS HARDWARE HANK	3181-013125	11	602-49400-322	71.23	71.23	POSTAGE-WATER
Total 52241:							2,703.76	
52242	02/14/25	KOCHS HARDWARE HANK	3181-013125	13	609-49750-437	213.58	213.58	ICE MELT/RUG DOCTOR-LIQUOR
Total 52242:							213.58	
52243	02/14/25	KUPERUS, GREG	011325	1	101-41120-308	50.00	50.00	JANUARY PLANNING COMMISSION
Total 52243:							50.00	
52244	02/14/25	L.E.L.S.	238-0225	1	101-21710	365.00	365.00	FEBRUARY UNION DUES - PD
Total 52244:							365.00	
52245	02/14/25	LEAGUE OF MINNESOTA CITIE	419015	1	101-41940-433	3,989.00	3,989.00	2025 MEMBERSHIP DUES
52245	02/14/25	LEAGUE OF MINNESOTA CITIE	420229	1	101-41310-208	525.00	525.00	MCMA CONFERENCE-PFAFF
52245	02/14/25	LEAGUE OF MINNESOTA CITIE	422961	1	101-41310-208	20.00	20.00	SAFETY & LOSS CONTROL WORKSHOP-PFAFF
Total 52245:							4,534.00	
52246	02/14/25	LEPPER, JAKE	011325	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-JANUARY
Total 52246:							50.00	
52247	02/14/25	M. AMUNDSON LLP	396551	1	609-49750-256	638.71	638.71	TOBACCO
52247	02/14/25	M. AMUNDSON LLP	396551	2	609-49750-217	97.47	97.47	OTHER OPERATING SUPPLIES

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52247	02/14/25	M. AMUNDSON LLP	397275	1	609-49750-256	919.84	919.84	TOBACCO
Total 52247:							1,656.02	
52248	02/14/25	MEYERS MILACA PARTS CITY	2071-013125	1	101-43000-221	17.94	17.94	PARTS-PW
Total 52248:							17.94	
52249	02/14/25	MILACA AREA TOURISM BUREA	DEC RECEI	1	101-31410	353.37	353.37	LODGING TAX-JANUARY
Total 52249:							353.37	
52250	02/14/25	MILACA UNCLAIMED FREIGHT	011625	1	101-43000-221	124.98	124.98	TIRE-PW
Total 52250:							124.98	
52251	02/14/25	MILLAM, JOEL	011325	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-JANUARY
Total 52251:							50.00	
52252	02/14/25	MILLE LACS CO. ASSESSOR	020525	1	101-41550-300	14,436.00	14,436.00	2024 ASSESSMENTS
Total 52252:							14,436.00	
52253	02/14/25	MILLE LACS CO. ATTORNEY	22002210	1	219-42110-317	99.00	99.00	2005 BUICK LESABRE DWI FORFEITURE
52253	02/14/25	MILLE LACS CO. ATTORNEY	23003265	1	219-42110-317	99.00	99.00	2004 CHEV SILVERADO DWI FORFEITURE
Total 52253:							198.00	
52254	02/14/25	MILLE LACS COUNTY DAC	41592	1	101-41940-310	492.30	492.30	CLEANING SVCS-CITY HALL
52254	02/14/25	MILLE LACS COUNTY DAC	41592	2	101-45500-310	451.44	451.44	CLEANING SVCS - LIBRARY
52254	02/14/25	MILLE LACS COUNTY DAC	41592	3	101-42280-310	56.16	56.16	CLEANING SVCS - FIRE
52254	02/14/25	MILLE LACS COUNTY DAC	41592	4	101-45200-310	178.20	178.20	CLEANING SVCS - GCC
Total 52254:							1,178.10	
52255	02/14/25	MILLER TRUCKING	7292	1	609-49750-333	66.65	66.65	DELIVERY
Total 52255:							66.65	
52256	02/14/25	MN COMPUTER SYSTEMS INC	417866	1	101-41940-310	93.16	93.16	COPIER CONTRACT-CITY
Total 52256:							93.16	
52257	02/14/25	MN DEPT OF HEALTH (2)	MHP-26837-	1	101-45200-437	290.00	290.00	2025 SPECIAL EVENT CAMPING
Total 52257:							290.00	
52258	02/14/25	MN PEIP	1490368	1	101-21706	32,660.54	32,660.54	MEDICAL INS-MAR
Total 52258:							32,660.54	
52259	02/14/25	MN RURAL WATER ASSOC	012325	1	602-49400-433	954.75	954.75	2025-2026 MEMBERSHIP
52259	02/14/25	MN RURAL WATER ASSOC	012925	1	602-49400-208	1,050.00	1,050.00	CONF. REG. ROELOFS/JOHNSON/PELARSKI - P
Total 52259:							2,004.75	
52260	02/14/25	NEW FRANCE WINE COMPANY,	235675	1	609-49750-254	304.00	304.00	NA

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52260	02/14/25	NEW FRANCE WINE COMPANY,	235675	2	609-49750-251	262.00	262.00	LIQUOR
52260	02/14/25	NEW FRANCE WINE COMPANY,	235675	3	609-49750-253	636.00	636.00	WINE
52260	02/14/25	NEW FRANCE WINE COMPANY,	235675	4	609-49750-333	21.00	21.00	DELIVERY
Total 52260:							1,223.00	
52261	02/14/25	NORTHLAND SECURITIES INC	INV-1231	1	101-41940-310	550.00	550.00	ANNUAL CONT DISCLOSURE REPORT
Total 52261:							550.00	
52262	02/14/25	PAUSTIS WINE COMPANY	257219	1	609-49750-253	1,625.00	1,625.00	WINE
52262	02/14/25	PAUSTIS WINE COMPANY	257219	2	609-49750-333	52.50	52.50	DELIVERY
Total 52262:							1,677.50	
52263	02/14/25	PHILLIPS WINE AND SPIRITS	6915884	1	609-49750-251	607.65	607.65	LIQUOR
52263	02/14/25	PHILLIPS WINE AND SPIRITS	6915884	2	609-49750-333	9.60	9.60	DELIVERY
Total 52263:							617.25	
52264	02/14/25	QUILL CORPORATION	42206777	1	101-41940-201	29.99	29.99	STENO PADS-CITY
52264	02/14/25	QUILL CORPORATION	42289548	1	101-41940-201	171.55	171.55	ENVELOPES/HANGING FILES/COPIER PAPER-C
52264	02/14/25	QUILL CORPORATION	42629057	1	609-49750-201	41.87	41.87	COPIER PAPER-LIQUOR
Total 52264:							243.41	
52265	02/14/25	RED BULL DISTRIBUTION CO IN	5015028360	1	609-49750-254	258.81	258.81	NA
Total 52265:							258.81	
52266	02/14/25	SAHLSTROM PLUMBING & HEA	57210	1	101-43000-401	3,250.00	3,250.00	REPLACED HEATER UNIT IN GRADER SHED-PV
Total 52266:							3,250.00	
52267	02/14/25	SIEMERS, MITCH	011325	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-JANUARY
Total 52267:							50.00	
52268	02/14/25	SOUTHERN GLAZERS OF MN	2566008-1	1	609-49750-251	90.00-	90.00-	CREDIT LIQUOR
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581678	1	609-49750-251	3,884.66	3,884.66	LIQUOR
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581678	2	609-49750-333	55.54	55.54	DELIVERY
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581679	1	609-49750-254	167.96	167.96	NA
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581679	2	609-49750-333	1.55	1.55	DELIVERY
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581680	1	609-49750-253	711.14	711.14	WINE
52268	02/14/25	SOUTHERN GLAZERS OF MN	2581680	2	609-49750-333	13.95	13.95	DELIVERY
52268	02/14/25	SOUTHERN GLAZERS OF MN	2584232	1	609-49750-251	1,070.90	1,070.90	LIQUOR
52268	02/14/25	SOUTHERN GLAZERS OF MN	2584232	2	609-49750-333	7.75	7.75	DELIVERY
52268	02/14/25	SOUTHERN GLAZERS OF MN	2584233	1	609-49750-253	1,046.28	1,046.28	WINE
52268	02/14/25	SOUTHERN GLAZERS OF MN	2584233	2	609-49750-333	24.80	24.80	DELIVERY
Total 52268:							6,894.53	
52269	02/14/25	ST. CLOUD REFRIGERATION IN	AW17677	1	101-45500-401	920.00	920.00	MAINTENANCE-LIBRARY
Total 52269:							920.00	
52270	02/14/25	STANTEC	2334925	1	501-43100-303	1,024.50	1,024.50	AIRPORT ROAD GRANT

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Total 52270:							1,024.50	
52271	02/14/25	STANTEC	2334926	1	101-43000-303	1,093.00	1,093.00	2024 STREET PROJECT
52271	02/14/25	STANTEC	2334927	1	200-46500-310	1,716.00	1,716.00	MILACA JUNCTION ADDITION
52271	02/14/25	STANTEC	2334929	1	602-49400-303	3,233.00	3,233.00	WELLHEAD PROTECTION PLAN
52271	02/14/25	STANTEC	2334969	1	602-49400-303	1,825.00	1,825.00	HWY 23 PROJECT WATER ENGINEER
52271	02/14/25	STANTEC	2334990	1	101-41120-310	1,809.60	1,809.60	BIRCH COUNTRY PLAT & CUP
52271	02/14/25	STANTEC	2334990	2	603-49450-303	2,435.00	2,435.00	HWY 23 PROJECT SEWER ENGINEER
Total 52271:							12,111.60	
52272	02/14/25	STAR PUBLICATIONS	229356	1	609-49750-343	190.00	190.00	ADVERTISING
Total 52272:							190.00	
52273	02/14/25	TEALS MARKET	3141018-022	1	101-43000-208	42.96	42.96	SAFETY MTG SUPPLIES-PW
Total 52273:							42.96	
52274	02/14/25	TIMMER IMPLEMENT	IP68706	1	101-43000-221	46.10	46.10	PARTS FOR PLOW-PW
52274	02/14/25	TIMMER IMPLEMENT	IP68823	1	101-43000-221	42.00	42.00	STERLING PLOW PARTS-PW
Total 52274:							88.10	
52275	02/14/25	TOLZMAN, BRAD	011325	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-JANUARY
Total 52275:							50.00	
52276	02/14/25	TOTAL CONTROL SYSTEMS, IN	11513	1	603-49450-407	4,658.17	4,658.17	HIDDEN PINES LIFT STATION-SEWER
Total 52276:							4,658.17	
52277	02/14/25	VIKING BOTTLING CO.	3607117	1	609-49750-254	280.75	280.75	NA
Total 52277:							280.75	
52278	02/14/25	VINOCOPIA	0366990-INV	1	609-49750-253	464.00	464.00	WINE
52278	02/14/25	VINOCOPIA	0366990-INV	2	609-49750-251	934.75	934.75	LIQUOR
52278	02/14/25	VINOCOPIA	0366990-INV	3	609-49750-333	19.50	19.50	DELIVERY
Total 52278:							1,418.25	
52279	02/14/25	WATSON COMPANY	147391	1	609-49750-259	57.15	57.15	OTHER FOR RESALE
52279	02/14/25	WATSON COMPANY	147391	2	609-49750-256	369.72	369.72	TOBACCO
52279	02/14/25	WATSON COMPANY	147391	3	609-49750-333	6.00	6.00	DELIVERY
Total 52279:							432.87	
52280	02/14/25	WEX BANK	102833728	1	101-42110-212	1,247.54	1,247.54	GAS-POLICE VEHICLES
52280	02/14/25	WEX BANK	102833728	2	101-43000-212	213.86	213.86	GAS-PW
Total 52280:							1,461.40	
52281	02/14/25	WINE MERCHANTS	7505209	1	609-49750-254	100.00	100.00	NA
52281	02/14/25	WINE MERCHANTS	7505209	2	609-49750-253	992.00	992.00	WINE
52281	02/14/25	WINE MERCHANTS	7505209	3	609-49750-333	22.08	22.08	DELIVERY

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Total 52281:							1,114.08	
52282	02/14/25	YOST, EDWARD T	INV207	1	101-41940-309	125.00	125.00	IT SERVICES-CITY
52282	02/14/25	YOST, EDWARD T	INV207	2	101-42280-309	125.00	125.00	IT SERVICES-FIRE
52282	02/14/25	YOST, EDWARD T	INV207	3	101-43000-309	125.00	125.00	IT SERVICES-PW
52282	02/14/25	YOST, EDWARD T	INV207	4	602-49400-309	62.50	62.50	IT SERVICES-WATER
52282	02/14/25	YOST, EDWARD T	INV207	5	603-49450-309	62.50	62.50	IT SERVICES-SEWER
52282	02/14/25	YOST, EDWARD T	INV207	6	101-42110-310	125.00	125.00	IT SERVICES-PD
Total 52282:							625.00	
821651	01/29/25	U.S. POSTMASTER	01292025	1	602-49400-322	233.06	233.06	JANUARY WATER BILLS-WATER
821651	01/29/25	U.S. POSTMASTER	01292025	2	603-49450-322	233.06	233.06	JANUARY WATER BILLS-SEWER
Total 821651:							466.12	
821652	01/17/25	MN DEPT OF REVENUE	DEC LIQ TA	1	609-20800	25,647.00	25,647.00	LIQUOR SALES TAX
Total 821652:							25,647.00	
821653	01/17/25	MN DEPT OF REVENUE	DEC WAT TA	1	602-20800	434.00	434.00	W/S SALES TAX
821653	01/17/25	MN DEPT OF REVENUE	DEC WAT TA	2	101-34107	2.00	2.00	SALES TAX-SPECIAL SEARCHES
821653	01/17/25	MN DEPT OF REVENUE	DEC WAT TA	3	101-34780	55.00	55.00	SALES TAX-RESERVATION FEE
821653	01/17/25	MN DEPT OF REVENUE	DEC WAT TA	4	101-36200	138.00	138.00	SALES TAX - MISC
Total 821653:							629.00	
821654	02/12/25	BENTON COMMUNICATIONS	0238009623-	1	101-42280-321	100.45	100.45	PHONE SERVICE - FIRE
Total 821654:							100.45	
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	1	101-41940-321	236.40	236.40	PHONE SERVICE - CITY HALL
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	2	101-45500-321	45.72	45.72	PHONE SERVICE - LIBRARY
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	3	101-45200-321	45.71	45.71	PHONE SERVICE - PARKS
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	4	101-42110-321	188.03	188.03	PHONE SERVICE - POLICE
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	5	101-43000-321	156.98	156.98	PHONE SERVICE - PW
821655	02/12/25	BENTON COMMUNICATIONS	0238009658-	6	619-49900-321	72.46	72.46	PHONE SERVICE - DEP REG
Total 821655:							745.30	
821656	02/12/25	CENTERPOINT ENERGY	5826769-1-0	1	609-49750-381	939.10	939.10	GAS - LIQUOR STORE
Total 821656:							939.10	
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	1	101-42280-381	540.92	540.92	FIRE HALL
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	2	208-45600-381	491.43	491.43	HISTORICAL SOCIETY
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	3	101-43000-381	2,056.00	2,056.00	PUBLIC WORKS
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	4	101-49010-381	360.51	360.51	SENIOR CENTER
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	5	101-41940-381	503.18	503.18	CITY HALL
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	6	602-49400-381	590.98	590.98	WATER PLANT
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	7	101-45500-381	850.32	850.32	LIBRARY
821657	02/12/25	CENTERPOINT ENERGY	8000014099-	8	101-45200-381	272.86	272.86	GORECKI BLDG
Total 821657:							5,666.20	
821658	02/12/25	CITY HIVE INC	6793334314	1	609-49750-310	99.00	99.00	LIQUOR WEBSITE-JANUARY



Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 821658:							99.00	
821659	02/12/25	DELTA DENTAL OF MN	CNS0001754	1	101-21712	1,938.69	1,938.69	DENTAL INS-FEBRUARY
Total 821659:							1,938.69	
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	1	101-43000-381	607.92	607.92	PUBLIC WORKS
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	2	101-49010-381	91.84	91.84	SENIOR CENTER
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	3	101-49810-381	457.92	457.92	AIRPORT
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	4	101-45200-381	210.12	210.12	PARKS
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	5	101-43000-380	3,055.19	3,055.19	STREET LIGHTS
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	6	101-42110-437	137.34	137.34	PUBLIC SAFETY
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	7	208-45600-381	219.36	219.36	HISTORICAL SOCIETY
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	8	101-45500-381	755.91	755.91	LIBRARY
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	9	602-49400-381	4,116.02	4,116.02	WATER DEPT
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	10	603-49450-381	1,081.02	1,081.02	SEWER DEPT
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	11	101-42280-381	1,547.65	1,547.65	FIRE HALL
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	12	101-41940-381	942.50	942.50	CITY HALL
821660	02/12/25	EAST CENTRAL ENERGY	832400-0225	13	609-49750-381	2,411.13	2,411.13	LIQUOR STORE
Total 821660:							15,633.92	
821661	02/12/25	HEALTHEQUITY	020125	1	101-21705	8,695.00	8,695.00	FEBRUARY HSA CONTRIBUTIONS
Total 821661:							8,695.00	
821662	02/12/25	MIDCONTINENT COMMUNICATI	14799080114	1	101-42110-321	145.39	145.39	INTERNET-POLICE
Total 821662:							145.39	
821663	02/12/25	MN DEPT OF LABOR & INDUST	DLIMN10012	1	101-32210	480.50	480.50	4TH QTR SURCHARGE
Total 821663:							480.50	
821664	02/12/25	MN DEPT OF REVENUE	JAN LIQ TAX	1	609-20800	19,674.00	19,674.00	LIQUOR SALES TAX
Total 821664:							19,674.00	
821665	02/12/25	MN DEPT OF REVENUE	JAN WAT TA	1	602-20800	579.00	579.00	W/S SALES TAX
821665	02/12/25	MN DEPT OF REVENUE	JAN WAT TA	2	101-34780	59.00	59.00	SALES TAX-RESERVATION FEE
821665	02/12/25	MN DEPT OF REVENUE	JAN WAT TA	3	101-36200	30.00	30.00	SALES TAX - MISC
821665	02/12/25	MN DEPT OF REVENUE	JAN WAT TA	4	602-37120	8.00	8.00	SALES TAX-WATER PARTS
Total 821665:							676.00	
821666	02/12/25	NCPERS GROUP LIFE INS	6272000220	1	101-21709	128.00	128.00	GROUP LIFE INS FEBRUARY
Total 821666:							128.00	
821667	02/12/25	UNUM	0691590-001	1	101-21707	1,044.66	1,044.66	LIFE, STD, LTD-FEB
Total 821667:							1,044.66	
992501151	01/13/25	AMERICAN FDS	PR0112251	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 992501151:							325.00	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
992501152	01/13/25	EFTPS-FED TAXPAYMENT	PR0112251	1	101-21703	2,887.64	2,887.64	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992501152	01/13/25	EFTPS-FED TAXPAYMENT	PR0112251	2	101-21701	4,661.06	4,661.06	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
992501152	01/13/25	EFTPS-FED TAXPAYMENT	PR0112251	3	101-21703	2,887.64	2,887.64	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992501152	01/13/25	EFTPS-FED TAXPAYMENT	PR0112251	4	101-21703	944.89	944.89	FED/SSI/MEDICARE MEDICARE Pay Period: 1/1
992501152	01/13/25	EFTPS-FED TAXPAYMENT	PR0112251	5	101-21703	944.89	944.89	FED/SSI/MEDICARE MEDICARE Pay Period: 1/1
Total 992501152:							12,326.12	
992501153	01/13/25	GOVONE SOLUTIONS	PR0112251	1	101-21704	3,382.50	3,382.50	PERA PERA PROTECTIVE Pay Period: 1/12/202
992501153	01/13/25	GOVONE SOLUTIONS	PR0112251	2	101-21704	2,999.35	2,999.35	PERA PERA COORDINATED Pay Period: 1/12/20
992501153	01/13/25	GOVONE SOLUTIONS	PR0112251	3	101-21704	3,460.77	3,460.77	PERA PERA COORDINATED Pay Period: 1/12/20
992501153	01/13/25	GOVONE SOLUTIONS	PR0112251	4	101-21704	2,255.01	2,255.01	PERA PERA PROTECTIVE Pay Period: 1/12/202
Total 992501153:							12,097.63	
992501154	01/13/25	MN-STATE TAXPAYMENT	PR0112251	1	101-21702	2,520.98	2,520.98	SWT STATE WITHHOLDING TAX Pay Period: 1/1
Total 992501154:							2,520.98	
992501291	01/27/25	AMERICAN FDS	PR0126251	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 992501291:							325.00	
992501292	01/27/25	EFTPS-FED TAXPAYMENT	PR0126251	1	101-21703	2,928.23	2,928.23	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992501292	01/27/25	EFTPS-FED TAXPAYMENT	PR0126251	2	101-21701	5,023.52	5,023.52	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
992501292	01/27/25	EFTPS-FED TAXPAYMENT	PR0126251	3	101-21703	2,928.23	2,928.23	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992501292	01/27/25	EFTPS-FED TAXPAYMENT	PR0126251	4	101-21703	966.75	966.75	FED/SSI/MEDICARE MEDICARE Pay Period: 1/2
992501292	01/27/25	EFTPS-FED TAXPAYMENT	PR0126251	5	101-21703	966.75	966.75	FED/SSI/MEDICARE MEDICARE Pay Period: 1/2
Total 992501292:							12,813.48	
992501293	01/27/25	GOVONE SOLUTIONS	PR0126251	1	101-21704	3,441.44	3,441.44	PERA PERA PROTECTIVE Pay Period: 1/26/202
992501293	01/27/25	GOVONE SOLUTIONS	PR0126251	2	101-21704	3,008.19	3,008.19	PERA PERA COORDINATED Pay Period: 1/26/20
992501293	01/27/25	GOVONE SOLUTIONS	PR0126251	3	101-21704	3,471.00	3,471.00	PERA PERA COORDINATED Pay Period: 1/26/20
992501293	01/27/25	GOVONE SOLUTIONS	PR0126251	4	101-21704	2,294.31	2,294.31	PERA PERA PROTECTIVE Pay Period: 1/26/202
Total 992501293:							12,214.94	
992501294	01/27/25	MN-STATE TAXPAYMENT	PR0126251	1	101-21702	2,657.63	2,657.63	SWT STATE WITHHOLDING TAX Pay Period: 1/2
Total 992501294:							2,657.63	
992502121	02/10/25	AMERICAN FDS	PR0209251	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 992502121:							325.00	
992502122	02/10/25	EFTPS-FED TAXPAYMENT	PR0209251	1	101-21703	4,064.04	4,064.04	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992502122	02/10/25	EFTPS-FED TAXPAYMENT	PR0209251	2	101-21701	4,442.71	4,442.71	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
992502122	02/10/25	EFTPS-FED TAXPAYMENT	PR0209251	3	101-21703	4,064.04	4,064.04	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
992502122	02/10/25	EFTPS-FED TAXPAYMENT	PR0209251	4	101-21703	1,201.90	1,201.90	FED/SSI/MEDICARE MEDICARE Pay Period: 2/9
992502122	02/10/25	EFTPS-FED TAXPAYMENT	PR0209251	5	101-21703	1,201.90	1,201.90	FED/SSI/MEDICARE MEDICARE Pay Period: 2/9
Total 992502122:							14,974.59	
992502123	02/10/25	GOVONE SOLUTIONS	PR0209251	1	101-21704	3,160.78	3,160.78	PERA PERA PROTECTIVE Pay Period: 2/9/2025
992502123	02/10/25	GOVONE SOLUTIONS	PR0209251	2	101-21704	3,065.04	3,065.04	PERA PERA COORDINATED Pay Period: 2/9/202
992502123	02/10/25	GOVONE SOLUTIONS	PR0209251	3	101-21704	3,536.60	3,536.60	PERA PERA COORDINATED Pay Period: 2/9/202
992502123	02/10/25	GOVONE SOLUTIONS	PR0209251	4	101-21704	2,107.20	2,107.20	PERA PERA PROTECTIVE Pay Period: 2/9/2025

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 992502123:							11,869.62	
992502124	02/10/25	MN-MCSO	PR0209251	1	101-21711	342.15	342.15	Child Support CHILD SUPPORT Pay Period: 2/9/
Total 992502124:							342.15	
992502125	02/10/25	MN-STATE TAXPAYMENT	PR0209251	1	101-21702	2,344.70	2,344.70	SWT STATE WITHHOLDING TAX Pay Period: 2/9/
Total 992502125:							2,344.70	
Grand Totals:							1,351,708.17	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	6.67	.00	6.67
001-20200	.00	6.67-	6.67-
101-20200	.00	967,980.40-	967,980.40-
101-21701	14,127.29	.00	14,127.29
101-21702	7,523.31	.00	7,523.31
101-21703	25,986.90	.00	25,986.90
101-21704	36,182.19	.00	36,182.19
101-21705	8,695.00	.00	8,695.00
101-21706	65,321.08	.00	65,321.08
101-21707	1,044.66	.00	1,044.66
101-21708	975.00	.00	975.00
101-21709	128.00	.00	128.00
101-21710	365.00	.00	365.00
101-21711	342.15	.00	342.15
101-21712	1,938.69	.00	1,938.69
101-31410	940.04	.00	940.04
101-32210	480.50	.00	480.50
101-34107	2.00	.00	2.00
101-34780	114.00	.00	114.00
101-36200	168.00	.00	168.00
101-41110-201	42.00	.00	42.00
101-41110-351	398.47	.00	398.47
101-41120-308	300.00	.00	300.00
101-41120-310	1,809.60	.00	1,809.60
101-41120-352	76.47	.00	76.47
101-41310-208	957.32	.00	957.32
101-41550-300	14,436.00	.00	14,436.00
101-41610-304	6,014.90	.00	6,014.90
101-41940-201	1,095.00	.00	1,095.00
101-41940-240	280.47	.00	280.47
101-41940-309	3,180.50	.00	3,180.50
101-41940-310	1,836.21	.00	1,836.21
101-41940-321	322.51	.00	322.51
101-41940-381	1,445.68	.00	1,445.68
101-41940-401	1,215.00	.00	1,215.00
101-41940-433	3,989.00	.00	3,989.00
101-41940-437	865.49	.00	865.49
101-42110-208	333.18	.00	333.18
101-42110-212	1,247.54	.00	1,247.54
101-42110-309	600.00	.00	600.00
101-42110-310	1,213.75	.00	1,213.75
101-42110-321	829.80	.00	829.80
101-42110-434	280.19	.00	280.19
101-42110-437	154.40	.00	154.40
101-42280-208	900.00	.00	900.00
101-42280-212	215.83	.00	215.83
101-42280-217	353.36	.00	353.36
101-42280-221	1,402.64	.00	1,402.64
101-42280-241	714,841.00	.00	714,841.00
101-42280-309	125.00	.00	125.00
101-42280-310	225.16	.00	225.16
101-42280-321	192.39	.00	192.39
101-42280-381	2,088.57	.00	2,088.57
101-42280-384	25.00	.00	25.00
101-42280-401	14.78	.00	14.78
101-42280-437	184.48	.00	184.48
101-42400-300	6,221.71	.00	6,221.71

GL Account	Debit	Credit	Proof
101-43000-208	42.96	.00	42.96
101-43000-212	557.02	.00	557.02
101-43000-215	476.32	.00	476.32
101-43000-217	184.91	.00	184.91
101-43000-221	237.23	.00	237.23
101-43000-240	1,529.99	.00	1,529.99
101-43000-303	1,093.00	.00	1,093.00
101-43000-309	125.00	.00	125.00
101-43000-321	443.11	.00	443.11
101-43000-380	3,055.19	.00	3,055.19
101-43000-381	2,663.92	.00	2,663.92
101-43000-401	3,315.85	.00	3,315.85
101-43000-434	450.93	.00	450.93
101-45200-212	5.91	.00	5.91
101-45200-221	298.94	.00	298.94
101-45200-310	293.52	.00	293.52
101-45200-321	45.71	.00	45.71
101-45200-381	482.98	.00	482.98
101-45200-384	156.30	.00	156.30
101-45200-415	148.39	.00	148.39
101-45200-437	416.99	.00	416.99
101-45500-217	212.21	.00	212.21
101-45500-310	542.18	.00	542.18
101-45500-321	45.72	.00	45.72
101-45500-381	1,606.23	.00	1,606.23
101-45500-401	2,785.24	.00	2,785.24
101-49010-381	452.35	.00	452.35
101-49010-437	50.88	.00	50.88
101-49200-450	3,146.00	.00	3,146.00
101-49810-310	967.50	.00	967.50
101-49810-321	302.80	.00	302.80
101-49810-381	457.92	.00	457.92
101-49810-437	19.99	.00	19.99
101-49810-580	7,320.00	.00	7,320.00
200-20200	.00	1,788.44-	1,788.44-
200-46500-310	1,716.00	.00	1,716.00
200-46500-343	72.44	.00	72.44
208-20200	.00	710.79-	710.79-
208-45600-381	710.79	.00	710.79
215-20200	.00	1,575.00-	1,575.00-
215-49000-310	1,575.00	.00	1,575.00
219-20200	.00	198.00-	198.00-
219-42110-317	198.00	.00	198.00
303-20200	50,169.50	50,169.50-	.00
303-47000-601	45,000.00	45,000.00-	.00
303-47000-611	5,169.50	5,169.50-	.00
350-20200	39,312.50	39,312.50-	.00
350-47000-601	30,000.00	30,000.00-	.00
350-47000-611	9,312.50	9,312.50-	.00
388-20200	54,762.50	54,762.50-	.00
388-47000-601	50,000.00	50,000.00-	.00
388-47000-611	4,762.50	4,762.50-	.00
501-20200	.00	30,464.87-	30,464.87-
501-43100-303	1,024.50	.00	1,024.50
501-43100-405	29,440.37	.00	29,440.37
602-20200	.00	109,480.78-	109,480.78-
602-20800	1,013.00	.00	1,013.00
602-37120	8.00	.00	8.00
602-49400-201	5.23	.00	5.23

GL Account	Debit	Credit	Proof
602-49400-208	1,050.00	.00	1,050.00
602-49400-212	279.89	.00	279.89
602-49400-216	2,104.80	.00	2,104.80
602-49400-218	1,987.42	.00	1,987.42
602-49400-303	5,058.00	.00	5,058.00
602-49400-309	826.38	.00	826.38
602-49400-310	10,180.40	.00	10,180.40
602-49400-321	343.37	.00	343.37
602-49400-322	304.29	.00	304.29
602-49400-381	4,707.00	.00	4,707.00
602-49400-433	1,800.10	.00	1,800.10
602-49400-601	73,000.00	.00	73,000.00
602-49400-611	6,812.90	.00	6,812.90
603-20200	.00	9,555.75-	9,555.75-
603-49450-201	5.23	.00	5.23
603-49450-212	279.90	.00	279.90
603-49450-221	36.99	.00	36.99
603-49450-303	2,435.00	.00	2,435.00
603-49450-309	826.38	.00	826.38
603-49450-322	233.06	.00	233.06
603-49450-381	1,081.02	.00	1,081.02
603-49450-407	4,658.17	.00	4,658.17
609-20200	2,558.02	232,433.03-	229,875.01-
609-20800	45,321.00	.00	45,321.00
609-49750-201	50.75	.00	50.75
609-49750-208	85.64	.00	85.64
609-49750-217	430.88	.00	430.88
609-49750-251	74,882.40	826.60-	74,055.80
609-49750-252	70,083.09	1,569.89-	68,513.20
609-49750-253	18,352.19	80.01-	18,272.18
609-49750-254	5,305.91	.00	5,305.91
609-49750-256	5,484.27	.00	5,484.27
609-49750-259	5,456.96	69.38-	5,387.58
609-49750-309	763.88	.00	763.88
609-49750-310	299.49	.00	299.49
609-49750-321	251.80	.00	251.80
609-49750-333	1,747.78	12.14-	1,735.64
609-49750-343	290.00	.00	290.00
609-49750-381	3,350.23	.00	3,350.23
609-49750-384	63.18	.00	63.18
609-49750-437	213.58	.00	213.58
619-20200	.00	72.46-	72.46-
619-49900-321	72.46	.00	72.46
<b>Grand Totals:</b>	<b>1,645,313.21</b>	<b>1,645,313.21-</b>	<b>.00</b>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

ORDINANCE NO. 538

ORDINANCE AMENDING TITLE III ADMINISTRATION; CHAPTER 34.41 WATER RATES AND CHARGES; SCHEDULE

The Milaca City Council ordains the following addition as it pertains to Chapter 34.41 Water Rates and Charges; Schedule **by adding bulk water rates:**

34.41 WATER RATES AND CHARGES; SCHEDULE

(A) Rates and charges for water use and service are hereby established for connection into the municipal water system and the use thereof in the amounts set forth in the table which follows and in§ 34.30. All water sold shall be on the basis of meter readings except in the case of minimum charges **and bulk water.**

DESCRIPTION	Description	NEW RATE
Applicant fee		\$45
Meter, radio transmission equipment	Failure to allow access for installation	\$77 per month
Meter testing		\$67
Reconnection fee	Existing stubbed in line <b>requesting reconnection</b>	\$46
Shut off of water supply	Shut off for customer request	\$36
Turn on fee	Turning on water during normal business hours after disconnection for non-payment	\$52
After Hours Service Fee	Turning on water outside normal business hours regardless of reason for reconnection	\$103
Snowbird Fee	Winter disconnect fee; during months of November 1 through April 1	\$75



<b>RESIDENTIAL AND COMMERCIAL WATER</b>		<b>NEW RATE</b>
Base Rate		\$17.03
1,000 gallons and up		\$6.88
<b>Bulk Water</b>		
<b>Per 100 gallons</b>		<b>\$1.00</b>
<b>Minimum Charge</b>		<b>\$30.00</b>

Adopted by the city council of the City of Milaca this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Mayor, Dave Dillan

\_\_\_\_\_  
City Manager, Tammy Pfaff

First Reading: 02-19-25

Second Reading:

Published: \_\_\_\_\_

District 3  
3725 12<sup>th</sup> Street North  
St. Cloud, MN 56303

10/03/24

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

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 4801-26

Dear Ms. Pfaff

MnDOT is proceeding with plans to complete State Project 4801-26, TH 23 reconstruction from the Rum River bridge to CSAH 2 in Milaca. In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as Layout No. 1B, S.P. 4801-26

The City's approval (municipal consent) is required for this project because it requires permanent easement and alters access of 3rd Street SE, 10th Ave SE, and 110th Ave to TH 23. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (attached).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of 10/03/2024:

- Within 15 days of receiving the final layout, schedule a public hearing (by 10/18/24).
- Within 60 days of receiving the final layout, conduct the public hearing (by 12/3/24).
- Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution.

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

An Equal Opportunity Employer



**Project Purpose**

The highway needs reconstruction to address pavement, intersection safety, and ADA improvements.

**Project Description**

TH 23 reconstruction from the Rum River bridge to CSAH 2 in Milaca. TH 23 will have 5 roundabouts constructed with access alterations to 3rd Street SE, 10th Ave SE, and 110th Ave.

Other activities include:

Upgrading existing sidewalks and extending them to 3rd Ave SW, add a shared use trail along the north side of TH 23 from 3rd Ave SW to 110th Ave, and upgrade street lighting.

**Planned Project Schedule**

The project is schedule for a 09/25/2026 letting with construction beginning spring/summer 2027. The construction is planned to be completed in 2028. During construction, TH 23 will be detoured in stages while maintaining access to all local businesses and homes.

**City's Estimated Project Costs**

Some project costs are the City's responsibility, as detailed in MnDOT's cost participation policy. (See the policy and the *Cost Participation and Maintenance with Local Units of Government Manual* at MnDOT's this website: <http://www.dot.state.mn.us/policy/financial/fm011.html>).

Attached is MnDOT's current estimate of the City's costs for S.P. 4801-26. The estimate includes costs for the city leg of the 3rd Ave SW roundabout, city utility replacements, and street lighting.

As shown on the attached, the City of Milaca's total cost participation for SP 4801-26 is currently estimated to be \$850,000-\$900,000.

The total project cost is estimated to be \$19,000,000.

An Equal Opportunity Employer



**City's Maintenance Responsibilities**

The City of Milca will be responsible for the maintenance of all lighting and routine maintenance of the trail, sidewalks and storm sewer. Routine maintenance of sidewalks includes snow removal, sweeping, crack repair, and other minor items. Routine maintenance of storm sewers includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.

Please feel free to contact me if you have any questions about this submittal.

Sincerely,




Russell Fellbaum  
Project Manager  
District 3 Project Development  
3725 12<sup>th</sup> St. North  
St. Cloud, MN 56303  
Direct: 320-247-3138

**Attachments:**

- Estimated City Project Costs
- Sample City Resolution
- MN Statutes 161.162 - 161.167
- Final Layout for SP 4801-26, dated 06/12/2024



			S.P. 4801-026 TH 23 MILACA RECONSTRUCTION															
			PRELIMINARY COST ESTIMATE															
ITEM DESCRIPTION			UNITS			UNIT BID PRICE			JUNE 2024									
									ESTIMATED MnDOT QUANTITY	ESTIMATED MnDOT COST	ESTIMATED SHARED MNDOT/COUNTY QUANTITY	ESTIMATED SHARED MNDOT/COUNTY COST	ESTIMATED MIL LACS COUNTY QUANTITY	ESTIMATED MIL LACS COUNTY COST	ESTIMATED CITY QUANTITY	ESTIMATED CITY COST	ESTIMATED TOTAL QUANTITY	ESTIMATED TOTAL COST
<b>PROJECT PRO-RATA</b>																		
MOBILIZATION	LS	\$ 890,000.00	85%	\$ 756,500.00	4%	\$ 35,600.00	7%	\$ 62,300.00	5%	\$ 44,500.00		\$ 898,900.00						
FIELD OFFICE & LAB	LS	\$ 75,000.00	85%	\$ 63,750.00	4%	\$ 3,000.00	7%	\$ 5,250.00	5%	\$ 3,750.00		\$ 75,750.00						
TRAFFIC CONTROL	LS	\$ 390,000.00	85%	\$ 331,500.00	4%	\$ 15,600.00	7%	\$ 27,300.00	5%	\$ 19,500.00		\$ 393,900.00						
<b>PROJECT PRO-RATA SUBTOTALS</b>				\$ 1,151,750.00		\$ 54,200.00		\$ 94,850.00		\$ 67,750.00		\$ 1,368,550.00						
<b>PROJECT PRO-RATA GRAND TOTAL</b>								\$ 1,368,550.00										
<b>TH 23 RECONSTRUCTION</b>																		
<b>RECONSTRUCTION ITEMS</b>																		
REMOVE CURB AND GUTTER	LIN FT	\$ 6.50	18232	\$ 118,508.00	566	\$ 3,679.00	1102	\$ 7,163.00	310	\$ 2,015.00	20210	\$ 131,365.00						
REMOVE CONCRETE SIDEWALK	SQ FT	\$ 1.50	4219	\$ 6,328.50		\$ -	610	\$ 915.00		\$ -	4829	\$ 7,243.50						
REMOVE PAVEMENT	SQ YD	\$ 5.00	65825	\$ 329,125.00	3511	\$ 17,555.00	3125	\$ 15,625.00	604	\$ 3,020.00	73065	\$ 365,325.00						
EXCAVATION-COMMON	CU YD	\$ 17.00	87767	\$ 1,492,039.00	4681	\$ 79,577.00	4167	\$ 70,839.00	805	\$ 13,685.00	97420	\$ 1,656,140.00						
COMMON EMBANKMENT (CV)	CU YD	\$ 10.00	36288	\$ 362,880.00	2188	\$ 21,880.00	2021	\$ 20,210.00	489	\$ 4,890.00	40986	\$ 409,860.00						
SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$ 27.50	38072	\$ 1,046,980.00	2125	\$ 58,437.50	2343	\$ 64,432.50	580	\$ 15,950.00	43120	\$ 1,185,800.00						
AGGREGATE BASE (CV) CLASS 6	CU YD	\$ 50.00	19036	\$ 951,800.00	1062	\$ 53,100.00	1171	\$ 58,550.00	289	\$ 14,450.00	21558	\$ 1,077,900.00						
BITUMINOUS PAVEMENT	TON	\$ 105.00	18182	\$ 1,909,110.00	1189	\$ 124,845.00	939	\$ 98,595.00	241	\$ 25,305.00	20551	\$ 2,157,855.00						
BITUMINOUS TRAIL	TON	\$ 95.00	1859	\$ 176,605.00		\$ -		\$ -	38	\$ 3,610.00	1897	\$ 189,705.00						
4" PERF PE PIPE DRAIN	LIN FT	\$ 12.50	20600	\$ 257,500.00	659	\$ 8,237.50	2021	\$ 25,262.50	460	\$ 5,750.00	23740	\$ 296,750.00						
4" CONCRETE WALK	SQ FT	\$ 8.00	45388	\$ 363,104.00	2472	\$ 19,776.00	2052	\$ 16,416.00	387	\$ 3,096.00	50299	\$ 402,392.00						
6" CONCRETE WALK	SQ FT	\$ 11.50	33036	\$ 379,914.00	3306	\$ 38,019.00	10069	\$ 115,793.50	1157	\$ 13,305.50	47568	\$ 547,032.00						
7" CONCRETE WALK	SQ FT	\$ 15.00	14765	\$ 221,475.00		\$ -	690	\$ 10,350.00		\$ -	15455	\$ 231,825.00						
CONCRETE CURB & GUTTER	LIN FT	\$ 40.00	20600	\$ 824,000.00	659	\$ 26,360.00	2021	\$ 80,840.00	460	\$ 18,400.00	23740	\$ 949,600.00						
TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	\$ 50.00	350	\$ 17,500.00		\$ -		\$ -		\$ -		\$ -						
RECTANGULAR RAPID FLASHING BEACON	EA	\$ 25,000.00		\$ -		\$ -		\$ -	1	\$ 25,000.00		\$ 25,000.00						
RETAINING WALL	SQ FT	\$ 80.00	180.00	\$ 14,400.00		\$ -		\$ -		\$ -	180	\$ 14,400.00						
<b>PROJECT SUBTOTAL</b>				\$ 8,471,268.50		\$ 451,466.00		\$ 584,991.50		\$ 148,476.50		\$ 9,433,487.50						
<b>ALLOCATION ITEMS</b>																		
MISCELLANEOUS & DRAINAGE REMOVALS	1.0%	\$ 97,000.00	86%	\$ 83,420.00	4%	\$ 3,880.00	7%	\$ 6,790.00	3%	\$ 2,910.00		\$ 97,000.00						
LIGHTING	EA	\$ 15,000.00	50	\$ 750,000.00	5	\$ 75,000.00	10	\$ 150,000.00	12	\$ 180,000.00	77	\$ 1,155,077.00						
SIGNING & STRIPING	2.0%	\$ 194,000.00	86%	\$ 166,840.00	4%	\$ 7,760.00	7%	\$ 13,580.00	3%	\$ 5,820.00		\$ 194,000.00						
DRAINAGE	11.0%	\$ 1,067,000.00	86%	\$ 917,620.00	4%	\$ 42,680.00	7%	\$ 74,690.00	3%	\$ 32,010.00		\$ 1,067,000.00						
EROSION CONTROL	1.5%	\$ 145,500.00	86%	\$ 125,130.00	4%	\$ 5,820.00	7%	\$ 10,185.00	3%	\$ 4,365.00		\$ 145,500.00						
TURF ESTABLISHMENT	2.0%	\$ 194,000.00	86%	\$ 166,840.00	4%	\$ 7,760.00	7%	\$ 13,580.00	3%	\$ 5,820.00		\$ 194,000.00						
CITY UTILITIES	LS	\$ 200,000.00		\$ -		\$ -		\$ -	100%	\$ 200,000.00		\$ 200,000.00						
<b>PROJECT ALLOCATION SUBTOTALS</b>				\$ 2,209,850.00		\$ 142,900.00		\$ 268,825.00		\$ 430,925.00		\$ 3,052,500.00						
<b>PROJECT + ALLOCATION SUBTOTALS</b>				\$ 10,681,118.50		\$ 594,366.00		\$ 853,816.50		\$ 579,401.50		\$ 12,708,702.50						
<b>PROJECT TOTAL</b>								\$ 12,708,702.50										
<b>SUBTOTALS (PRO-RATA + PROJECT + ALLOCATION)</b>				\$ 11,832,868.50		\$ 648,566.00		\$ 948,666.50		\$ 647,151.50		\$ 13,854,537.50						
<b>CONTINGENCY (20%)</b>				\$ 2,366,573.70		\$ 129,713.20		\$ 189,733.30		\$ 129,430.30		\$ 2,815,450.50						
<b>PROJECT SUBTOTALS (2024 DOLLARS)</b>				\$ 14,199,442.20		\$ 778,279.20		\$ 1,138,399.80		\$ 776,581.80		\$ 16,892,703.00						
<b>ESCALATION TO 2027 DOLLARS (10%)</b>				\$ 1,419,944.22		\$ 77,827.92		\$ 113,839.98		\$ 77,658.18		\$ 1,689,270.30						
<b>PROJECT SUBTOTALS (2027 DOLLARS)</b>				\$ 15,619,386		\$ 856,107		\$ 1,252,240		\$ 854,240		\$ 18,581,973						
<b>PROJECT TOTAL (2027 DOLLARS)</b>								\$ 18,581,973										

# Minnesota Statutes

161.162 – 161.167

## 2013 Minnesota Statutes

### 161.162 DEFINITIONS.

Subdivision 1. **Applicability.** The terms in sections 161.162 to 161.167 have the meanings given them in this section and section 160.02.

Subd. 2. **Final layout.** (a) "Final layout" means geometric layouts and supplemental drawings that show the location, character, dimensions, access, and explanatory information about the highway construction or improvement work being proposed. "Final layout" includes, where applicable, traffic lanes, shoulders, trails, intersections, signals, bridges, approximate right-of-way limits, existing ground line and proposed grade line of the highway, turn lanes, access points and closures, sidewalks, proposed design speed, noise walls, transit considerations, auxiliary lanes, interchange locations, interchange types, sensitive areas, existing right-of-way, traffic volume and turning movements, location of storm water drainage, location of municipal utilities, project schedule and estimated cost, and the name of the project manager.

(b) "Final layout" does not include a cost participation agreement. For purposes of this subdivision "cost participation agreement" means a document signed by the commissioner and the governing body of a municipality that states the costs of a highway construction project that will be paid by the municipality.

Subd. 3. **Final construction plan.** "Final construction plan" means the set of technical drawings for the construction or improvement of a trunk highway provided to contractors for bids.

Subd. 4. **Governing body.** "Governing body" means the elected council of a municipality.

Subd. 5. **Municipality.** "Municipality" means a statutory or home rule charter city.

**History:** 2001 c 191 s 3; 2002 c 364 s 3

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## 2013 Minnesota Statutes

### 161.163 HIGHWAY PROJECT REVIEW.

Subdivision 1. **Projects requiring review.** Sections 161.162 to 161.167 apply only to projects that alter access, increase or reduce highway traffic capacity, or require acquisition of permanent rights-of-way.

Subd. 2. **Traffic safety measures.** Nothing contained in sections 161.162 to 161.167 limits the power of the commissioner to regulate traffic or install traffic-control devices or other safety measures on trunk highways located within municipalities regardless of their impact on access or traffic capacity or on the need for additional right-of-way.

Subd. 3. **Construction program.** Nothing contained in sections 161.162 to 161.167 limits the commissioner's discretion to determine priority and programming of trunk highway projects.

**History:** 2001 c 191 s 4

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## 2013 Minnesota Statutes

### 161.164 FINAL LAYOUT APPROVAL PROCESS.

Subdivision 1. **Submission of final layout.** Before proceeding with the construction, reconstruction, or improvement of any route on the trunk highway system lying within any municipality, the commissioner shall submit to its governing body a final layout and project report covering the purpose, route location, and proposed design of the highway. The final layout must be submitted as part of a report containing any supporting data that the commissioner deems helpful to the governing body in reviewing the final layout submitted. The supporting data must include a good-faith cost estimate of all the costs in which the governing body is expected to participate. The final layout must be submitted before final decisions are reached so that meaningful early input can be obtained from the municipality.

Subd. 2. **Governing body action.** (a) Within 15 days of receiving a final layout from the commissioner, the governing body shall schedule a public hearing on the final layout. The governing body shall, within 60 days of receiving a final layout from the commissioner, conduct a public hearing at which the Department of Transportation shall present the final layout for the project. The governing body shall give at least 30 days' notice of the public hearing.

(b) Within 90 days from the date of the public hearing, the governing body shall approve or disapprove the final layout in writing, as follows:

(1) If the governing body approves the final layout or does not disapprove the final layout in writing within 90 days, in which case the final layout is deemed to be approved, the commissioner may continue the project development.

(2) If the final construction plans contain changes in access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the governing body, the commissioner shall resubmit the portion of the final construction plans where changes were made to the governing body. The governing body must approve or disapprove the changes, in writing, within 60 days from the date the commissioner submits them.

(3) If the governing body disapproves the final layout, the commissioner may make modifications requested by the municipality, decide not to proceed with the project, or refer the final layout to an appeal board. The appeal board shall consist of one member appointed by the commissioner, one member appointed by the governing body, and a third member agreed upon by both the commissioner and the governing body. If the commissioner and the governing body cannot agree upon the third member, the chief justice of the Supreme Court shall appoint a third member within 14 days of the request of the commissioner to appoint the third member.

Subd. 3. **Appeal board.** Within 30 days after referral of the final layout, the appeal board shall hold a hearing at which the commissioner and the governing body may present the case for or against approval of the final layout referred. Not later than 60 days after the hearing, the appeal board shall recommend approval, recommend approval with modifications, or recommend disapproval of the final layout, making additional recommendations consistent with state and federal requirements as it deems appropriate. It shall submit a written report containing its findings and recommendations to the commissioner and the governing body.

**History:** 2001 c 191 s 5

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## 2013 Minnesota Statutes

### 161.165 COMMISSIONER ACTION; INTERSTATE HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to interstate highways.

Subd. 2. **Action on approved final layout.** (a) If the appeal board recommends approval of the final layout or does not submit its findings and recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project.

(b) If the final construction plans change access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If, within 60 days, the appeal board recommends approval of the final layout with modifications, the commissioner may:

(1) prepare final construction plans with the recommended modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare final construction plans substantially similar to the final layout referred to the appeal board, and proceed with the project. The commissioner shall, before proceeding with the project, file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** (a) If, within 60 days, the appeal board recommends disapproval of the final layout, the commissioner may either:

(1) decide not to proceed with the project; or

(2) prepare final construction plans substantially similar to the final layout referred to the appeal board, notify the governing body and the appeal board, and proceed with the project. Before proceeding with the project, the commissioner shall file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

**History:** 2001 c 191 s 6

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## 2013 Minnesota Statutes

### 161.166 COMMISSIONER ACTION; OTHER HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to trunk highways that are not interstate highways.

Subd. 2. **Action on approved final layout.** If the appeal board recommends approval of the final layout or does not submit its findings or recommendations within 60 days of the hearing, in which case the the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project. If the final construction plans change access or traffic capacity or require additional acquisition of right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plan that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If the appeal board approves the final layout with modifications, the commissioner may:

- (1) prepare final construction plans including the modifications, notify the governing body, and proceed with the project;
- (2) decide not to proceed with the project; or
- (3) prepare a new final layout and resubmit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** If the appeal board disapproves the final layout, the commissioner may:

- (1) decide not to proceed with the project; or
- (2) prepare a new final layout and submit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

**History:** 2001 c 191 s 7

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## 2013 Minnesota Statutes

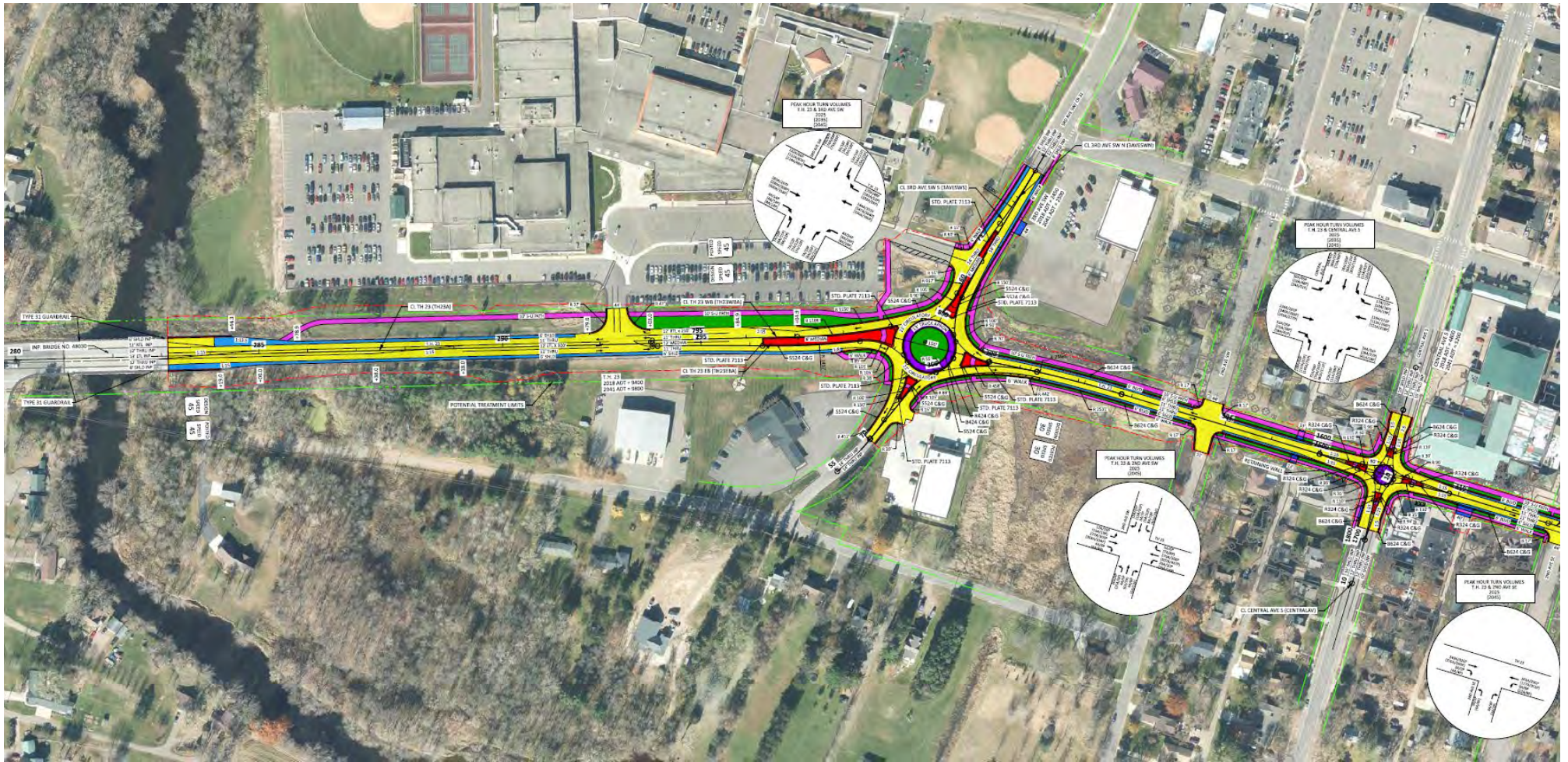
### **161.167 REIMBURSEMENT OF EXPENSES.**

Members of the appeal board shall submit to the commissioner an itemized list of the expenses incurred in disposing of matters presented to them. The appeal board members shall be reimbursed for all reasonable expenses incurred by them in the performance of their duties. The commissioner shall pay these costs out of the trunk highway fund.

**History:** 2001 c 191 s 8

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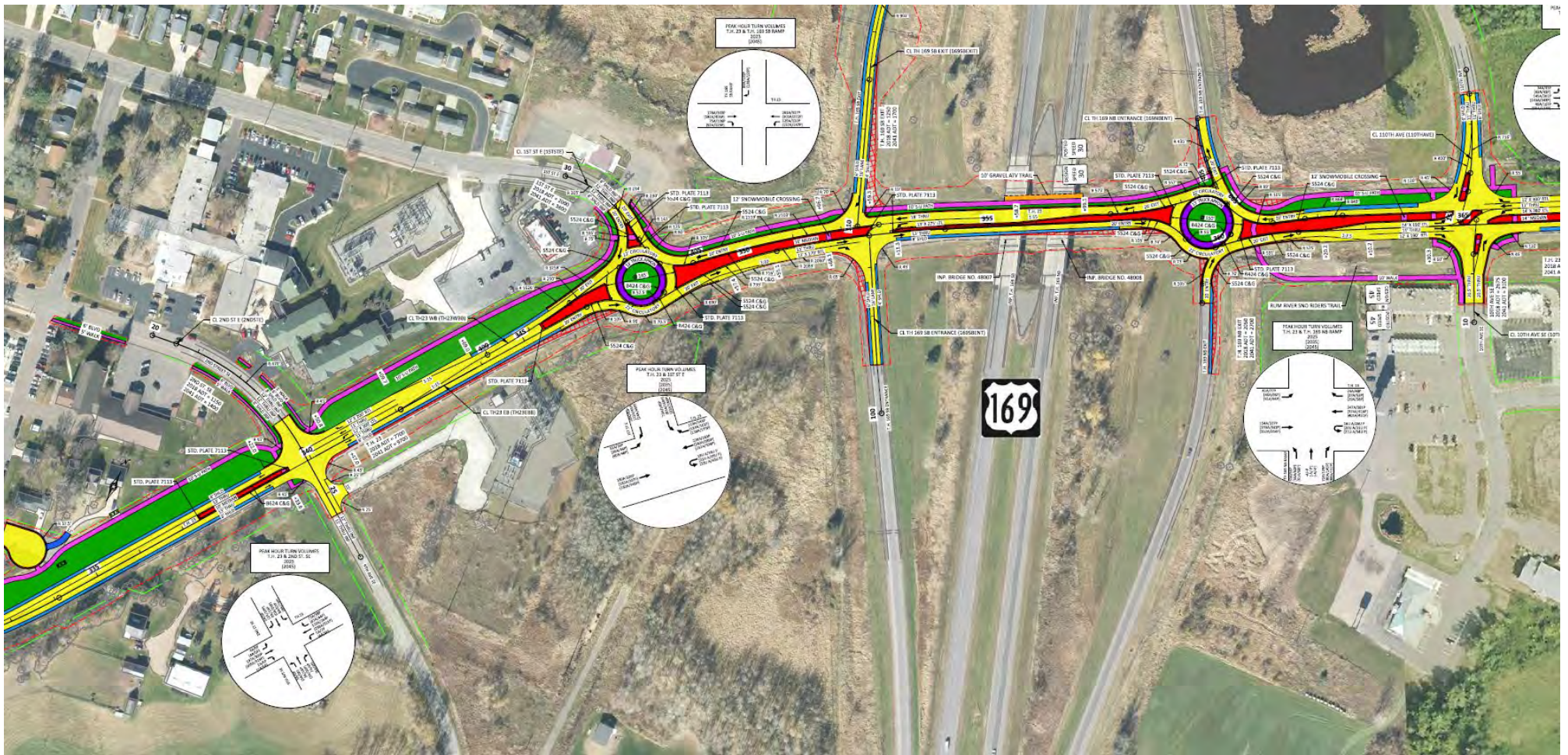




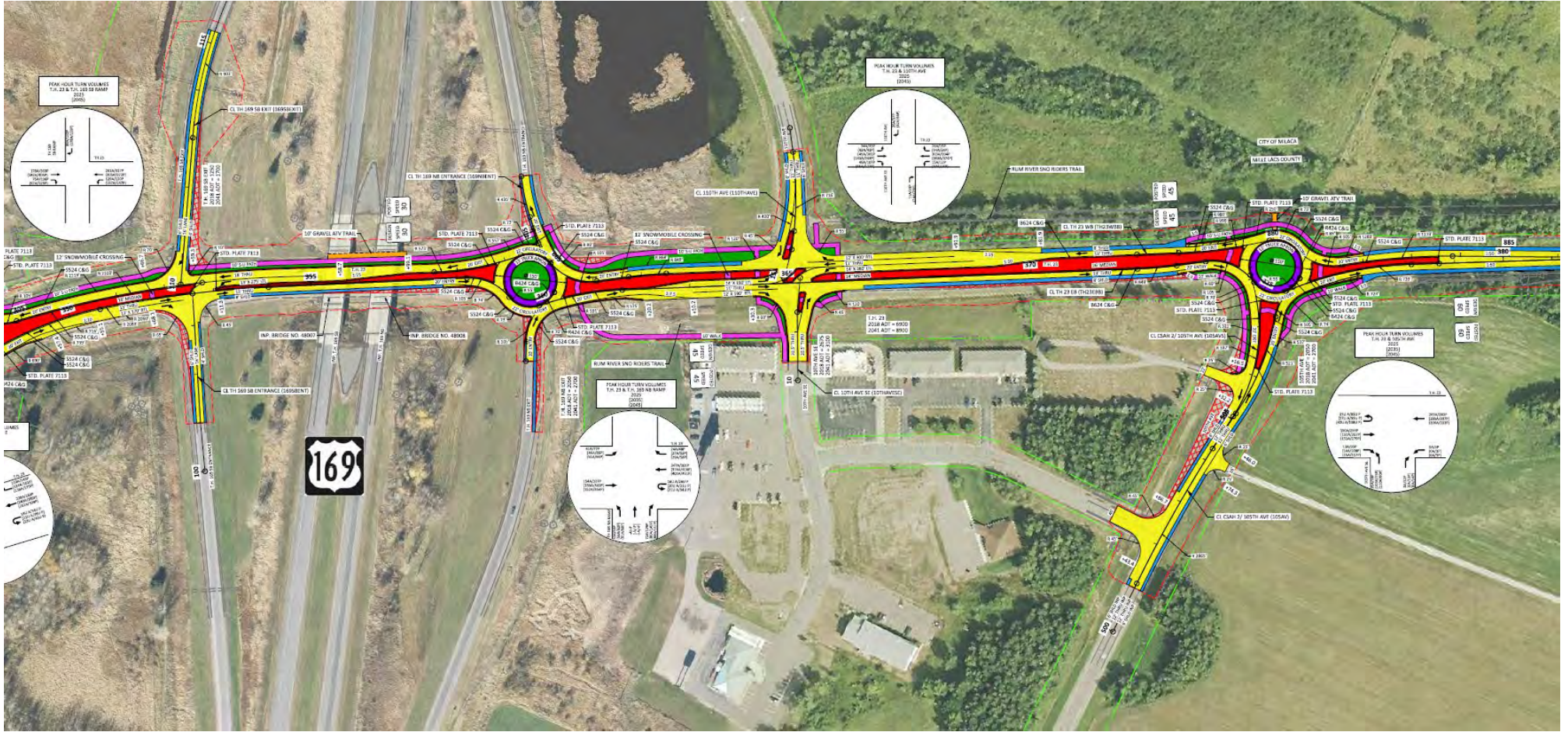














RESOLUTION NO. 25-06

Resolution for Layout Approval of MnDOT State Project 4801-26 TH 23 Reconstruction

At a meeting of the City Council of the City of Milaca, held on the 19<sup>th</sup> day of February, 2025, the following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project SP 4801-26 on Trunk Highway 23 from the Rum River to the eastern city limits within the City of Milaca for roadway improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout from June 2024 is on file in the Minnesota Department of Transportation District 3 office, being marked as Layout No. 1B, S.P. 4801-26 and ;

WHEREAS, Final Layout does not include a Cost Participation Agreement.

NOW, THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway 23 within the corporate limits be and is hereby approved.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor Dave Dillan

ATTEST:

---

Tammy Pfaff, City Manager

State of Minnesota  
County of Mille Lacs  
City of Milaca

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Milaca, Minnesota, at a duly authorized meeting thereof held on the 19<sup>th</sup> day of February, 2025 as shown by the minutes of said meeting in my possession.

---

City Manager

(SEAL)

# FY26 General Community Project Funding Requests - Pete Stauber (MN-08)

The office of Congressman Pete Stauber is seeking local community project requests for fiscal year 2026. Although House rules for funding requests for 2025 have not been released yet, please provide some preliminary information about your request below. Additionally, please review the rules and guidance provided for FY25 [here](#). There will likely be a lot of similarities.

If you have any questions about this form, please email [StauberProjects@mail.house.gov](mailto:StauberProjects@mail.house.gov).

TENTATIVE DEADLINE: MARCH 14, 2025

[tpfaff@milacacity.com](mailto:tpfaff@milacacity.com) Switch account



Not shared

\* Indicates required question

Name of Project \*

Your answer

Project Street Address \*

Your answer

Project City \*

Your answer



# Incident Summary by Incident Type

Date Range: 1/1/2025 to 1/31/2025

Incident Type	# of Incidents
Accident	4
Agency Assist	19
Alarm	11
Animal	6
Assault	2
Cdtp	2
Civil Issue	1
Community Contact	1
Danco Violation	1
Disturbance	5
Domestic	1
Driving Complaint	5
Drugs	1
Family Services Referral	10
Found Property	1
Fraud-forgery-scam	5
Funeral Escort	2
Gas Leak	1
Harassment Complaint	4
Icr Misc	12
Juvenile Complaint	1
Lockout	8
Lost Property	1
Medical	47
Motorist Assist	3
Noise Complaint	1
Ofp Violation	1



## Incident Summary by Incident Type

Date Range: 1/1/2025 to 1/31/2025

Parking Complaint	18
Property Exchange	1
Public Assist	10
Remove Unwanted	2
Special Event	1
Suspicious Activity	4
Theft	2
Traffic	54
Trespass Complaint	1
Welfare Check	6
Zoning Violation	1
<b>Total: 256</b>	



12591 97th Ave • Milaca, MN 56353-4163 • Phone: 320-200-1552

City of Milaca  
Milaca, MN 56353

Job Address:  
255 First Street East  
Milaca, MN

**Print Date:** 2-7-2025

## Proposal for City Hall Reception Areas

See below for your ballpark estimate. Please note that this proposal is meant to get us into the range of what we believe your project will cost with the information we currently have. Most projects can and do change either up or down in price as we move further along and make final decisions and get official numbers for materials and subcontractor prices. Your approval and electronic signature of this proposal states that you are willing to move forward. At that point I would officially involve sub contractors and we would finalize pricing before signing a contract for the described work. This is NOT a contract to perform any work and does NOT require any payment from you for construction. If you have any questions, please feel free to reach out.

This proposal assumes that the two reception areas will be done in two phases, one at a time with work moving as quickly as possible.

## 1000 - Preparation Preliminaries

Items	Description	Price
Building Permit 1010 - Permits	Applied for by the city.	\$0.00
Dumpster 1850 - Dumpster	Material disposal fee. To be hauled off site at the completion of daily work in order to keep the site as clean and orderly as possible.	\$880.00
General Contractor Fee 1030 General Contractor Fee	20% of total project.	\$7,380.00

## 2000 - Excavation & Foundations

Items	Description	Price
Demo 2010 - Demo	Demo and prep area for new wall.	\$2,640.00

## 3000 - Rough Structure

Items	Description	Price
Building Materials Allowance 3010 - Lumber Framing	Fire treated framing, sheetrock, trim, and basic fasteners.  It is assumed that the bulletproof glass and panels will be (or already have been) purchased by the City of Milaca and will be provided.	\$3,740.00
Windows and Panel Installation 3700 - Window Labor	Bullet proof window and panel installation.	\$5,000.00
Interior Framing 3100 - Framing Labor		\$1,870.00

## 4000 - Mechanicals

Items	Description	Price
Electrical Rough In/Final 4400 - Electrical Labor - Rough	Rough in electrical allowance for moving and adding electrical as needed.	\$2,640.00
Electrical Fixture Allowance 4500 - Electrical Fixtures	Any specialty fixtures needed assumed to be provided by the city. No allowance given.	\$0.00

## 6000 - Interior Finishes

Items	Description	Price
Insulation (Walls) 6050 - Insulation Labor	No insulation in new walls quoted.	\$0.00
Sheetrock 6090 - Drywall Labor	Hang, mud, texture to match.	\$3,520.00

Items	Description	Price
<b>Painting</b> 6280 - Painting Labor - Interior	2 coats to match existing paint on walls and ceiling. Paint color to be provided by the city.	\$2,420.00
<b>Cabinet Allowance</b> 6320 - Cabinet Labor	No estimate given, but there is an option to do built in units that would help support a countertop. We can look at options if this is something you would like to consider.	\$0.00
<b>Trim</b> 6150 - Interior Trim Labor	Pre-finished trim to match.	\$1,760.00
<b>Flooring Allowance</b> 6620 - Hardwood Floor Labor	No estimate given as I believe this does not need to be done.	\$0.00
<b>Countertop Allowance</b> 6380 - Countertop Material	Estimated as solid surface for both areas with a waterfall and multilevel. Final price dependent on final selection. Originally estimated at \$12,100. Item not planning to be done per request from Gary. Listed as \$0.	\$0.00
<b>Paint Allowance</b> 6250 - Painting Material - Interior	Final price TBD after product selection.	\$330.00

**Total Price: \$32,180.00**

Thank you for choosing to work with us.

Make it a great day!  
Spencer Sommerlot  
License #: BC785607



January 13, 2025

*Milaca City Hall*  
*Milaca MN:*

The following quote is based on the discussion had between the city representative and Baas Construction. This quote should represent the majority of answers to your questions.

1. Permit by city.
2. Both city hall and police department reception areas to be walled in with fire treated wooden studs. Bullet proof material (supplied by city) to be applied to the exterior of these walls. New bullet proof reception windows (supplied by city) to be installed in these walls. Sheetrock to be applied to outside of the two walls and sheetrock patches where necessary.
3. All new sheetrock to be taped and ready for paint.
4. Painter to paint all the new walls.
5. Allowances:  
Electrical \$ 1,000
6. Electrical is included as an allowance because we are not sure what may need to be moved when opening up existing walls.
7. Removal of all construction garbage.

For the above-described construction, your investment will be:  
\$33,410.00

## **Standard Legal Conditions**

**Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.**

**Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave timely notice. INT.\_\_\_\_\_**

## **Payment**

We request that we receive \$2,000.00 down payment and to collect at the end of each month for the work completed that month.

## **Changes**

Deviations from the plans and proposal shall require a written change order signed by both parties prior to beginning the additional work. Changes will be billed for material, labor at \$60.00 per man hour, plus a 15 percent profit and overhead fee.

## **Conditions**

Please be aware that our proposal consists of those items listed in writing as discussed with the city. If you choose to proceed with the work, please be sure all items you wish to have included are listed, in writing, in this proposal.

Sincerely,



Brent Baas,  
Baas Construction, Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

All agreements contingent upon strikes, accidents, weather or delays beyond our control.

Acceptance of Proposal:

The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**REALTOR EVALUATION SCORE SHEET**

POINTS

POINTS

POINTS

POINTS

**RFP RECEIVED FROM**

DATE RFP RECEIVED \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

**RFP Proposal Scope**

Cover Letter

Index

Realtor Letter of Introduction

Realtor Qualifications License etc.

List of Local references-Sales in the last 6 months

List of Services to be provided
Online plan to market and sell the properties
Experience with selling Commercial properties
Description of resources available through your brokerage
Initial proposed listing price for the undeveloped parcels to be sold
Selling costs and commission listed
Commission Percentage in proposal
References listed
Question- "What is the single service qualification or ability that you will bring to this project to select you over your peers?"
<b>Total Points</b>

REALTOR NAME	REALTOR NAME	REALTOR NAME
PARCEL REAL ESTATE	UNITED COUNTRY	HEWITT JACKSON

1/27/2025 @ 12:05 PM    2/6/2025 @ 11.37 AM    2/7/2025 @10:35 AM

5			5
5	5	5	5
5	5	5	5
20	20	20	20
10	10	10	10

20	20	20	20
15	15	15	15
	2%	3.5%	3.5%
15	15	15	15

5	5	5	
---	---	---	--

100

<b>TOTAL REALTOR POINTS &gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>95</b>	<b>95</b>	<b>95</b>
----------------------------------------------------------	-----------	-----------	-----------

**REALTOR PROPOSED LISTING PRICE ON "DRAFT LOT SURVEY"**

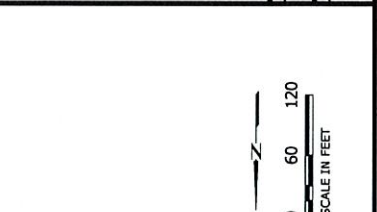
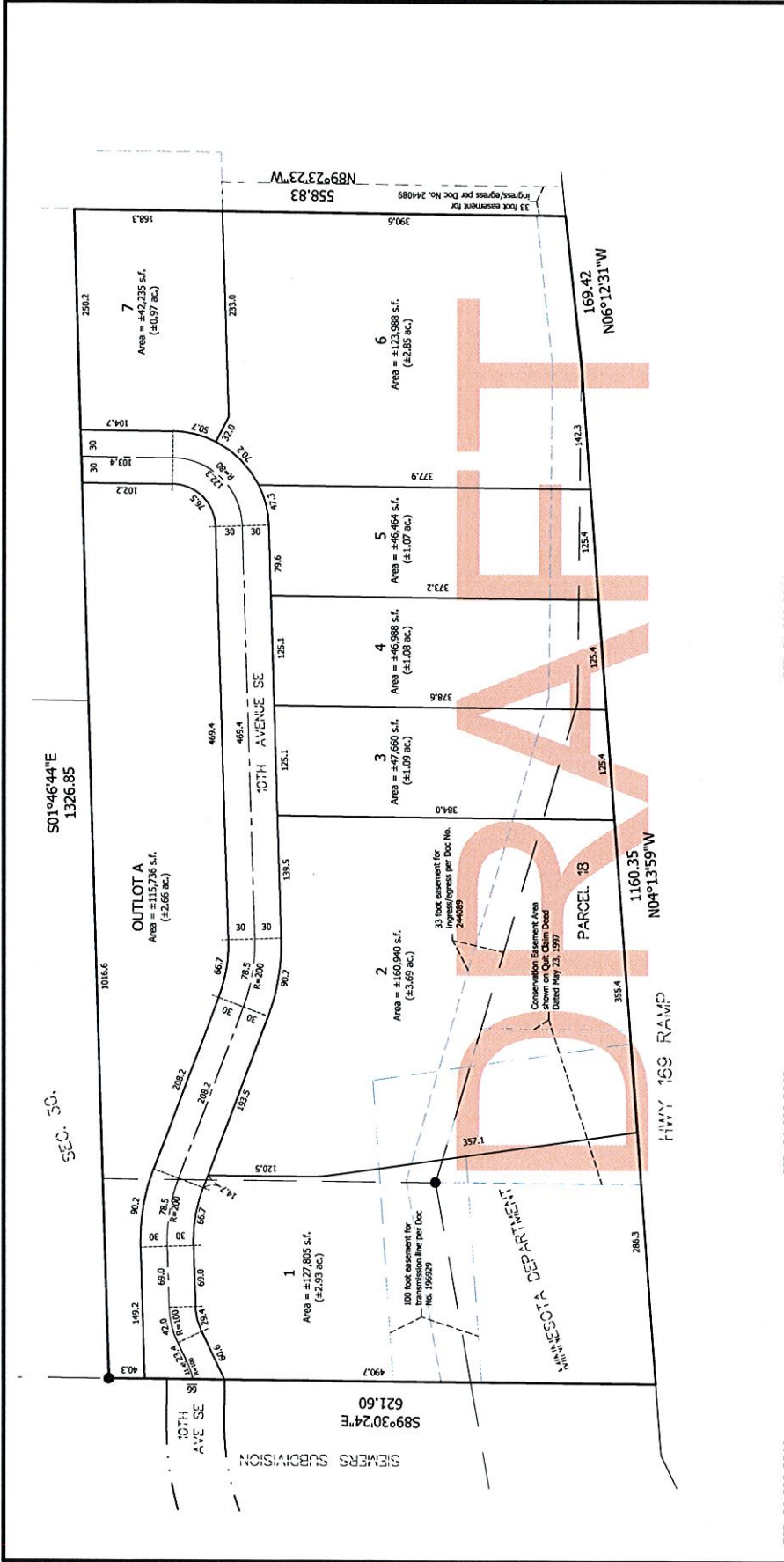
LOT 1

**MUNICIPAL LIQUOR STORE LOT**

LOT 2	\$	322,000.00	\$	250,000.00	258,300.00
LOT 3	\$	119,150.00	\$	150,000.00	99,000.00
LOT 4	\$	117,470.00	\$	150,000.00	99,000.00
LOT 5	\$	116,160.00	\$	150,000.00	99,000.00
LOT 6	\$	248,000.00	\$	275,000.00	171,000.00
LOT 7	\$	100,000.00	\$	115,000.00	95,000.00
OUTLOT A		NOT TO BE SOLD		NOT TO BE SOLD	NOT TO BE SOLD
TOTAL	\$	1,022,780.00	\$	1,090,000.00	\$ 821,300.00

<b>TOTAL ESTIMATED COMMISSION TO REALTOR &gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>\$</b>	<b>20,455.60</b>	<b>\$</b>	<b>38,150.00</b>	<b>\$</b>	<b>28,745.50</b>
---------------------------------------------------------------------------	-----------	------------------	-----------	------------------	-----------	------------------





**PID: 21-000-3041**  
 That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Mila Lacs County, Minnesota, described as follows:  
 Beginning at the point of intersection of the North line of said Northeast Quarter of the Southwest Quarter with the Easterly line of the recorder plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28, said point beginning being denoted as monument B1035 on said plat; thence South 89 degrees 30 minutes 24 seconds East, assumed bearing, along said North line of the Northeast Quarter of the Southwest Quarter a distance of 410.87 feet to the Northeast corner of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter; thence South 01 degree 46 minutes 44 seconds East, along the East line of said West Half of the East Half of the Northeast Quarter of the Southwest Quarter a distance of 225.92 feet to monument B1035; thence North 89 degrees 30 minutes 24 seconds West a distance of 378.00 feet to said Easterly line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted on said plat as monument B10; thence North 10 degrees 00 minutes 21 seconds West along said Easterly line a distance of 229.59 feet to said point of beginning.

**PID: 21-000-3040**  
 The West Half of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter AND the West Half of the Northeast Quarter of the Southwest Quarter, all in Section 30, Township 38, Range 26, Mila Lacs County, Minnesota, EXCEPTING THEREFROM all land lying west of the east boundary of Parcel 19 on the plat designated as Minnesota Department of Transportation Right of Way Plat No. 48-10 on file and of record in the office of the County Recorder, said Mila Lacs County, Minnesota; ALSO EXCEPTING THEREFROM that part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Mila Lacs County, Minnesota, described as follows: beginning at the point of intersection of the North line of said Northeast Quarter of the Southwest Quarter with the Easterly line of the recorder plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28, said point beginning being not denoted as monument B1035 on said plat; thence South 89 degrees 30 minutes 24 seconds East, assumed bearing, along said North line of the Northeast corner of the Southwest Quarter a distance of 410.87 feet to the Northeast corner of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter; thence South 01 degree 46 minutes 44 seconds East along the East line of said West Half of the East Half of the Northeast Quarter of the Southwest Quarter a distance of 225.92 feet; thence North 89 degrees 30 minutes 24 seconds West, a distance of 378.00 feet to said Easterly line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted on said plat as monument B10; thence North 10 degrees 00 minutes 21 seconds West along said Easterly line a distance of 229.59 feet to said point of beginning.

**PID: 21-000-3016**  
 That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Mila Lacs County, Minnesota, shown as Parcel 18 on Minnesota Department of Transportation Right of Way Plat No. 48-10 as the same is on file and of record in the office of the County Recorder in and for Mila Lacs County, Minnesota; which lies Easterly of Line 1 described below:  
 Line 1: Beginning at Right of Way Boundary corner B13 as shown on said plat; thence run Northerly on an azimuth of 353 degrees 44 minutes 29 seconds along the boundary of said plat for 470.06 feet to Right of Way Boundary corner B27; thence on an azimuth of 355 degrees 43 minutes 43 seconds along the boundary of said plat for 1160.54 feet to the East and West Quarter line of said Section and there terminating.

THIS DOCUMENT, DRAWING OR ANY PART THEREOF IS THE PROPERTY OF STANTEC INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF STANTEC INC.



**SAM JOHNSON**

CEO & Principal Broker

# Parcel

REAL ESTATE

## PARCEL OVERVIEW

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Parcel is a full service commercial real estate brokerage providing services in Minnesota. **Our services include Commercial Sales, Investment Sales, Landlord/Tenant Representation & Business Sales.** We have experience working with individual investors, startup companies, small businesses, institutional investors, local government agencies and corporations of all sizes. We serve all asset classes including **Industrial, Office, Retail, Multi-Family & Land Development.**

---

## SAM JOHNSON

### Owner & Principal Broker

- Civil Engineering degree from University of Minnesota Duluth
- Worked 3 years in business development for Ames Construction
- Commercial brokerage for 7+ years
- Broker's license number / Office license number: 40723916 / 40616188

### Experience:

- 2,000,000 total SF of sale transactions since 2018 totaling over \$150,000,000 in value
- 500,000+ total SF of lease transactions since 2018
- \$50,000,000 in business sales since 2019

## SUMMARY

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Parcel Real Estate is pleased to present the following proposal to the City of Milaca for our real estate services associated with selling 13 acres south of the municipal liquor store.

The purpose of this proposal is to formally respond to the RFP issued by the City of Milaca, familiarize you with Parcel Real Estate, give our broker opinion of value, a market snapshot, and how we plan to market the property for sale.

**“What is the single service, qualification, or ability that you will bring to this project that would motivate the EDA and City of Milaca to select you over your peers?”**

Sam Johnson of Parcel Real Estate will be the primary contact on this project. Sam has a substantial history of dealing with local municipalities, commercial real estate owners, business owners, and developers.

In addition to Sam's commercial real estate experience he is uniquely vested in the success of this project given it's relative location to Milaca Meats another company owned & operated by Mr. Johnson.

Lastly, Sam is very in touch with the local market. He lives here, works here, is invested here, and is very dedicated to seeing strategic growth in Milaca.

## CONTACT

---



320-420-1177



sam@parcel.properties



parcel.properties

## SERVICES OFFERED

---

- Commercial Sales
- Investment Sales
- Landlord & Tenant Representation
- Business Sales
- Land Sales & Development

# EXPERIENCE

---

## Notable 2024 Completed Projects:

- Land development transaction by & between the City of Sauk Rapids and Scooters Coffee for a ground up drive thru coffee establishment
  - Reference: Scooters Franchisee Sarah Ressemann & City of Sauk Rapids Mayor Jason Ellering
- Crafts Direct sale between the founders of Crafts Direct & the St. Cloud Christian School. The building is going to be redeveloped into SCCS K-12 school.
  - Reference: John Schlect found of Crafts Direct & Mackenzie Hanson Head of School
- Addiction Rehab Facility located in Minnesota for Central Minnesota Mental Health Center purchased by Josh Carpenter a St. Cloud real estate investor.
  - Reference: Lisa Fobbe Chair of the Board & Josh Carpenter as investor.
- Milaca Meats ground up development
  - Reference: City of Milaca representatives
- New Parcel Real Estate office in Sauk Rapids redevelopment for company office
  - Reference: Todd Schultz City Planner

## • Active Projects references upon request:

- Active: Brokering the sale of a Trucking Company with \$30,000,000 in annual revenue
- Active: Brokering a solar development project working closely with the City of Waite Park. Reference: Jon Norenberg City Planner Waite Park
- Active: Bridge Construction Company with historic revenues over \$100,000,000 annually.
- Active: 70 acres of residential development land for Kevin Johnson in Sauk Rapids.
- Coming soon: 50 acres of Commercial Land on Highway 169 between Pease & Milaca.
- 9 Acres of Development land in Sartell for Pond View Investors which is made up of St. Clouds largest investment group. Primary contact Jake Bauerly.
- Active: Former Kent Foods (pouch tech building) in Foley, MN.
- Other active projects: 30,000 SF warehouse for sale & lease for Ernie Wollak, \$25mm aggregate production & trucking company in Fargo, 100,000 SF warehouse in St. Cloud, etc.
- Former Burlington Coat Factory building for Coborns Corporate

## Notable Transactions in Company History:

- 10 year lease between the State of Minnesota Public Defenders & Private investor for 15,000 SF in City of St. Cloud
- 300,000 square foot cold storage facility in St. Cloud for Jim Swenson
- Sale of Thomas Tool a large retail tool company with locations in Rochester, Burnsville, Sartell & New Hope.
- Greenbriar housing project in Buffalo with 75+ residential lots brokered between developer & builder. The building was Capstone.
- Raw land between Sentry Bank & Kwik Trip
- Multiple local businesses in the automotive & towing industry, manufacturing industry, etc.
- 85,000 SF building with Coborn's Grocery Store as the primary tenant


**Parcel**  
REAL ESTATE




**SAM JOHNSON**  
CEO & Principal Broker

## CONTACT

---

 320-420-1177

 sam@parcel.properties

 parcel.properties

# OPINION OF VALUE

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## Broker Opinion of Value:

Below you will see a summary of peer sales in the last 24 months. Attached separately from this proposal is a detailed sales comparable sheet. Fully shovel ready we feel this lots are worth anywhere between \$1.50 and \$2.50 per square foot. The best comparables are the land sales near Walmart in Princeton. These sales have all been in the \$3.00 & \$4.50 per SF range for retail highly trafficked areas near Walmart.

Description	Size, SF (Acres)	Unit Price, \$/SF	Broker Opinion of Value
Lot 1	NA Liquor Store	NA Liquor Store	NA Liquor Store
Lot 2	160,940 (3.69 ac)	\$2.00 psf	\$322,000
Lot 3	47,660 (1.09 ac)	\$2.50 psf	\$119,150
Lot 4	46,988 (1.08 ac)	\$2.50 psf	\$117,470
Lot 5	46,464 (1.07 ac)	\$2.50 psf	\$116,160
Lot 6	123,988 (2.85 ac)	\$2.00 psf	\$248,000
Lot 7	42,235 (0.97ac)	\$2.36 psf	\$100,000
Total			\$1,022,780

## General Thoughts

- This pricing assumes all infrastructure is complete & sites are shovel ready
- I anticipate selling 3 to 4 lots prior to construction of the infrastructure
- 1 to 2 lots as infrastructure is wrapping up
- Remaining lots after building is started on sold lots
- Overall safe to say it will take between 12 & 24 months to sell the lots from the time we start marketing
- Broker makes no guarantees on their opinion of value, but we anticipate this price to be both competitive and upper end of value for the City of Milaca.


**Parcel**  
REAL ESTATE




**SAM JOHNSON**  
CEO & Principal Broker

## CONTACT

---

 320-420-1177

 sam@parcel.properties

 parcel.properties



# MARKETING

---

## Online Partners

- CoStar & Loop Net: 15 billion SF of property data nationally. Network of appraisers, brokers, investors, developers, bankers, attorney's and more with more than 5 million commercial real estate listings.
- MnCar: Online real estate exchange platform for commercial real estate professionals in MN. The go to network for all commercial real estate professionals.
- Crexi: The surging rival to Loop Net and Costar. They're a new necessary evil in CRE advertising.
- MLS: Predominately used for residential real estate transactions, but we have found success using the MLS for commercial property as well given it reaches all licensed real estate professionals in the state of MN.
- 1000's of others: Once listed on CoStar, MLS, MnCAR, etc. the property listing automatically is sent to 1000's of other sites on the internet.

## Marketing

We firmly believe that the #1 way to sell or lease a commercial real estate asset is to directly target potential buyers or tenants. In this specific situation we would call every local growing business, get the opportunity in front of the local bankers, economic development staff with the city, business people, and more in addition to our online presence. We are very familiar with the apartment owners and investors in the St. Cloud market and are excited to present this opportunity to the market.

### Fee:

- 2% for Parcel Real Estate. Cooperating brokerage fees will be negotiated deal by deal in addition to our fee. If there is no cooperating broker, no cooperating broker fee will apply.

### Fee Includes:

- Professional photography of buildings, land, etc.
- Flyers & Marketing Material
- Drone videos & photos
- Online marketing
- Physical marketing material
- Onsite signage
- **SITE RENDERINGS & 3D Visualization will be an A la carte option. Broker will help arrange, but the cost shall be the responsibility of the City of Milaca. This is HIGHLY recommended.**

We greatly appreciate the opportunity to submit a proposal on the development of this land If you have any questions please do not hesitate to contact me and we look forward to earning your business. We have experience working with individual investors, local municipalities, non profit organizations, etc.

I come with a background in civil engineering, large scale construction, land development, and brokerage. We see the project from all angles and work hard to achieve the desired outcome.


Best regards, Sam Johnson


**Parcel**  
**REAL ESTATE**



## CONTACT

---

 320-420-1177

 sam@parcel.properties

 parcel.properties





COMMERCIAL  
PROPERTIES

# REQUEST FOR REALTOR SERVICES PROPOSAL BY: DESTINY THEISEN

PREPARED EXCLUSIVELY FOR:

CITY OF MILACA ECONOMIC DEVELOPMENT AUTHORITY  
&  
CITY OF MILACA  
CITY MANAGER TAMMY PFAFF

100 YEARS OF REAL ESTATE EXPERTISE





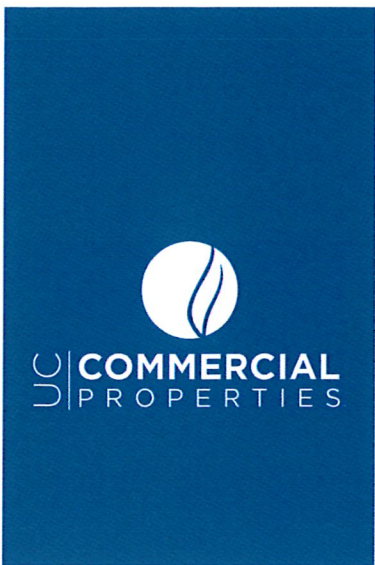
**COMMERCIAL**  
PROPERTIES

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## INTRODUCTION

**DESTINY THEISEN**  
CELL 320-292-2003  
OFFICE 320-983-3550  
theisendestiny@gmail.com  
realestate-destiny.com



I am a local real estate professional who grew up in this area and remain active in the community. I moved to Milaca in 2005 and graduated from Milaca High School. I am a member of the Economic Development Committee, Rum River Foundation, Milaca Area Chambers Of Commerce, Milaca Public Relations, Youth Ministry Team and Basketball Youth Board Member. I believe in Quality Service for all my clients. I will always provide the best service possible for all my clients before, during and after a transaction closes. My business is based on excellent service and that means providing all updates throughout the buying and selling process.

My goal is to provide professional effective service under the terms of our listing agreement and sell the property in the shortest amount of time at the best price and terms. United Country is in the business of helping people achieve their dreams through effective marketing. Our uncompromising listing power stands out from the competition in many ways. We provide comprehensive market analysis & establish an effective asking price. Make recommendations regarding your property to ensure that the property will competitively compete with other properties on the market.





## QUALIFICATIONS

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I have marketed and sold numerous properties like these parcels, and I am a leader within the largest mid-market commercial real estate team nationwide. I leverage the most powerful and proven marketing program that provides unmatched local, statewide and national exposure for commercial properties.

A dedication to providing the highest quality, client focused, professional real estate and commercial property services with integrity is my passion.

I strongly feel I have a certain appreciation for this property. Being here from the beginning and listing this property will always be a highlight of my career. Already having the ability to take part in and be part of something, I know, is going to be an incredible addition to our town. I can guarantee that if you choose me to represent the City of Milaca on this project you will not be disappointed.

Company Affiliation: United Country-Preferred  
Real Estate LLC

# STATE OF MINNESOTA



UNITED COUNTRY-PREFERRED REAL  
ESTATE LLC  
PO BOX 65

## Department of Commerce

MILACA, MN 56353

The Undersigned **COMMISSIONER OF COMMERCE** for the State of Minnesota hereby certifies that  
**Destiny Lee Theisen**

17274 90TH AVE  
MILACA, MN 56353

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of  
**Resident Real Estate Salesperson**

**License Number: 40663197**

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect  
until June 30, 2025.

**IN TESTIMONY WHEREOF, I have hereunto set my hand this January 05, 2024.**

A handwritten signature in cursive script that reads "Grace Arnold".

### COMMISSIONER OF COMMERCE

Minnesota Department of Commerce

Licensing Division  
85 7th Place East, Suite 500  
St. Paul, MN 55101-3165  
Telephone: (651) 539-1599  
Email: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)  
Website: [commerce.state.mn.us](http://commerce.state.mn.us)

#### Notes:

- **Limited Brokers:** A limited broker license does NOT authorize the licensee to negotiate residential mortgage loans
- **Corporations:** Only the selected officers of a Corporation may act on behalf of the Corporation as limited brokers.
- **Limited Liability Company:** Only the managers of a Limited Liability Company (LLC) may act on behalf of the LLC as limited brokers.
- **Limited or General Partnership:** Only the general partners of a Limited or General Partnership may act on behalf of the Limited or General Partnership as limited brokers.





COMMERCIAL  
PROPERTIES

LUGENE VEURINK  
SELLER

1318 3rd Avenue NE  
Milaca MN, 56353  
320-980-1096

JASON SANTA LUCIA  
LENDER

13806 180th Street  
Milaca, MN 56353  
612-298-8487

HEIDI CULBERTSON  
TITLE

1012 5th Street SE  
Milaca MN, 56353  
320-982-9090

MARLA RUIS  
SELLER

405 2nd Avenue SW  
Milaca MN, 56353  
320-260-7721

## LOCAL REFERENCES

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COMMERCIAL  
PROPERTIES

## PROPOSAL

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Selling this commercial property is a tremendous undertaking, and I take the responsibility very seriously. I am grateful you are considering me to help you accomplish this important endeavor. Once we have determined the proper price, and I have answered all of your questions, we will work on your customized marketing plan.



# BROKER SERVICES



- Place property on MLS listing.
- Advertise and promote your property to other agents.
- Place signs.
- Provide marketing information to point out benefits to the buyers locally and nationally.
- Promote your property to every qualified client, buyer and investor we know of & have in our client database.

## COMMON BROKER SERVICES



PRICING CONSULTATION.....	●
DIGITAL PHOTOGRAPHY.....	●
MLS WEBSITE SYNDICATION (Realtor.com & Zillow).....	●
SIGNAGE / LOCAL AREA ADVERTISING.....	●
OFFICE TEAM SELLING.....	●
PROPERTY TOUR.....	●
LOCAL SOCIAL MEDIA ADVERTISING.....	●
LOCAL TOP-RANKED OFFICE WEBSITE.....	●
CUSTOMIZED LISTING FLIER.....	●
LOCAL AREA BUYER DATABASE EMAIL BLAST.....	●
NATIONAL UC COMMERCIAL PROPERTIES WEBSITE.....	●
NATIONAL UCRE & LANDSEARCH WEBSITE ADVERTISING.....	●
PROFESSIONAL PHOTOGRAPHY.....	●
NATIONAL UNITED COUNTRY NICHE PROPERTY WEBSITES (5+).....	●
VIRTUAL POSTCARDS.....	●
3 <sup>rd</sup> PARTY TOP WEBSITES (Loopnet.com, BizBuySell, CREXI, etc).....	●
ADDITIONAL SIGNAGE / ENHANCED SIGN.....	●
PROPERTY VIDEO.....	●
REGIONAL BUYER DATABASE EMAIL BLAST.....	●
DIRECT MAIL POSTCARD.....	●
LISTING IN NATIONAL CATALOG.....	●
NATIONAL BUYER DATABASE EMAIL.....	●
CUSTOM PAID FACEBOOK ADVERTISEMENT.....	●
FEATURED LISTING ON MULTIPLE NATIONAL WEBSITES.....	●
ENHANCED MARKETING CUSTOM CAMPAIGN.....CAMPAIGN SPECIFIC PRICING	●

## PLAN TO MARKET PROPERTY

CHOOSE OUR UNIQUE & PROVEN MARKETING PROGRAM TO **MAKE THE SALE.**



United Country offers more than other real estate companies by providing broader exposure for listings through top-ranked websites, national social media platforms, digital marketing, real estate catalogs, magazines and much more.

**LOCAL ADVERTISING**

- Signs
- Local Reputation
- Local Internet
- Other Local Marketing

**OTHER  
BROKERS**





## PLAN TO MARKET PROPERTY

---

Only UC Commercial offers extensive online exposure through our vast array of exclusive websites ranking on the 1st page of Google searches locally, statewide, regionally, and nationally.

UC's network of targeted websites attracts millions of visitors from over 150 countries.

### UC OWNED WEBSITES ON PAGE 1 FOR 10,000+ SEARCHES:

- [UCCommercialProperties.com](http://UCCommercialProperties.com)
- [UnitedCountry.com](http://UnitedCountry.com)
- [Unitedcountry.com/CommercialProperty](http://Unitedcountry.com/CommercialProperty)
- [Commercial-property.unitedcountry.com](http://Commercial-property.unitedcountry.com)
- 4 Additional UC Property Type Website
- [Milaca-MN-Real-Estate.com](http://Milaca-MN-Real-Estate.com)
- [Realestate-destiny.com](http://Realestate-destiny.com)

## LOCAL & NATIONAL SOCIAL MEDIA



- Facebook & MarketPlace
- Facebook Ads
- Instagram

In addition to our local social media efforts, UC commercial properties are promoted on the national UC Commercial Properties social media accounts to 250,000+ followers interested in land, commercial and investment properties with a purpose of generating property buyer leads.

## PLAN TO MARKET PROPERTY ADDITIONAL WEBSITE EXPOSURE

---

In addition to our owned websites, we partner with other leading property search websites to advertise commercial properties for sale. We also advertise select listings on additional, targeted 3rd party websites to make sure your property is seen regardless of where qualified buyers are searching.

### LISTINGS AUTOMATICALLY SYNDICATED TO:

- LandSearch
- Zillow
- Trulia

### SELECT LISTINGS UPLOADED TO:

- BizBuySell.com
- BizQuest.com
- BusinessBroker.net
- CREXI
- Craigslist
- Loopnet.com
- Land.com
  - LandWatch.com
  - LandAndFarm.com
- LakeHouse.com, GolfHomes.com & BeachHouse.com
- HistoricForSale.com
- PreservationDirectory.com
- LandBrokerMLS.com
  - LandHub.com
  - WallStreetJournal.com
  - TheLandReport.com
  - MansionGlobal.com
- LuxuryRanchRealEstate.com
- FarmAndRanch.com
- OpenFences.com
- HorseProperties.net
- EquineNow.com
- VineSmart.com
- DuPontRegistry.com
- RobbReport.com





## EXPERIENCE SELLING COMMERCIAL PROPERTY

---



I have sold 15 Land & Commercial Properties over the last 2 years

**Preferred  
Real Estate**

Our Office has sold over 35 commercial listings!



United Country Commercial Properties is the leading mid-market commercial properties real estate team with a powerful, national Marketing Program for commercial property. Focused on providing the most professional consultation, marketing and team-oriented approach for selling properties.

All national numbers are from 2023. 2024 numbers are currently being finalized.

- Company Land Sales Data:
- 7.9 Billion in Land Sales
- \$391,000 Average Sale Price
- 21,450 Annual Land Listings
- 2.5 Million Acres Sold



## INCREDIBLE RESOURCES AND SUPPORT

---

United Country Real Estate has the largest support team to leverage as needed to ensure this property has the marketing exposure it requires. In addition to the program outlined next, any custom marketing desired can be professionally designed and executed.

Utilize the United Country's dedicated team of commercial and land specialists, as well as its support team of more than 60 marketing and technology professionals, to ensure that this property has the expertise and targeted focus it requires.

Additionally, Enhanced Marketing Solutions is an in-house real estate marketing agency providing custom collateral and strategic marketing campaigns that give clients any specialized advertising they need to attract buyers locally and nationally.



## COMMISSIONS / COST / FEES

---

### REALTOR OFFICE FEES:

6% COMMISSION  
OF SALES PRICE  
3.5% SELLER SIDE  
2.5% BUYER SIDE

### TITLE FEES ON COMMERCIAL PROPERTIES:

\$500 CLOSING FEE  
\$775 SEARCH & EXAM FEE  
\$150 DOCUMENT PREP FEE  
PER LOT SALE

### STATE DEED TAX:

THE DEED TAX RATE IS 0.0033 OF THE NET  
CONSIDERATION

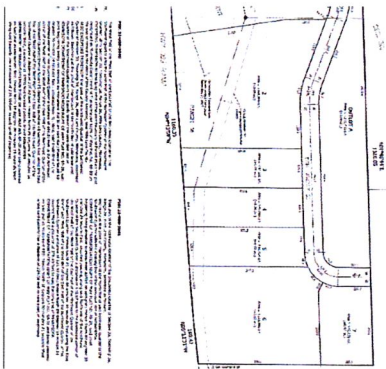




## PRICING

Our UC team offers extensive expertise in real estate and property valuation, turn-key business sales, investment potential and more to assist you in properly valuing your property.

Below is my initial suggestion for the undeveloped parcels to be sold. I am more than happy to list at a price the City of Milaca is wanting to list at. And or after more conversation reevaluate pricing. I have added comps I used for pricing as additional information pages 17-19.



## RECOMMENDED LIST PRICE:

- Lot 2 3.69 Acres: \$250,000
- Lot 3 1.09 Acres: \$150,000
- Lot 4 1.08 Acres: \$150,000
- Lot 5 1.07 Acres: \$150,000
- Lot 6 2.85 Acres: \$275,000
- Lot 7 0.97 Acres: \$115,000

Total \$1,090,000



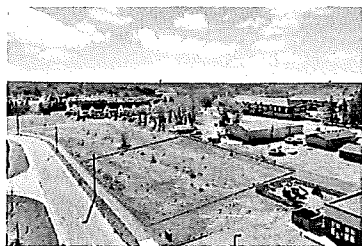




QUESTION: "WHAT IS THE SINGLE SERVICE , QAULITICATION, OR ABILITY THAT YOU WILL BRING TO THE PROJECT THAT WOULD MOTIVATE THE EDA AND CITY OF MILACA TO SELECT YOU OVER YOUR PEERS?"

---

The single most qualifying and or ability I have to bring to this project is myself. I am not your typical agent! I always go above and beyond for my clients. I am reliable, constantly available to answer any questions or concerns that arise. I am a real estate agent who is always checking in continuously and reaching out to all parties involved to make sure we have the smoothest transaction. And even when things do come up as they will! I will be there every step of the way.

**Property Short****1941 2nd St N , Princeton, MN 55371-1100**List #: **6363855**

Status: **CLS**  
 List Date: **05/02/2023**  
 County: **Mille Lacs**  
 Dev Status: **Subdivided**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **227/C4** Acres: **1.143**  
 Lake WF:  
 WF Name:  
 Restrict:  
 Topography: **Level, Solar Oriented**  
 Land Incl: **Abstract, For Sale Sign**  
 Lot Desc:  
 List Office: **Keller Williams Integrity NW**  
 List Agt: **William J. Christian**  
 Appt Ph:  
 Dt Closed: **12/20/2024** Off Mkt Dt: **11/22/2024**  
 Sell Office: **Keller Williams Integrity NW**

List Price: **\$229,000**  
Sold Price: **\$215,000**Phone: **763-441-2248**  
Phone: **763-360-5008**

Directions: **Hwy 169 to west on Hwy 95, to south on 21st Ave N, to east on 2nd St N, to property on right.**  
 Ag Remarks: **Superb location for your buyer's new business! You can't beat this fast-growing area of Princeton nestled in with established businesses like Walmart, Aldi, and Verizon to name a few. Amazing HWY. 169 exposure for easy advertising and all to see! Please set up showing through showing time. Buyers/buyer's agent verify all info herein.**

**12704 Fremont Ave , Zimmerman, MN 55398-6555**List #: **6410944**

Status: **CLS**  
 List Date: **07/31/2023**  
 County: **Sherburne**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **5/C1** Acres: **0.430**  
 Lake WF:  
 WF Name:  
 Restrict:  
 Topography: **Level**  
 Land Incl: **None**  
 Lot Desc: **Tree Coverage - Light**  
 List Office: **Get You Moved Realty**  
 List Agt: **Todd A Chester**  
 Appt Ph:  
 Dt Closed: **06/27/2024** Off Mkt Dt: **06/03/2024**  
 Sell Office: **Edina Realty, Inc.**

List Price: **\$129,900**  
Sold Price: **\$115,000**Phone: **763-213-1410**  
Phone: **612-282-4663**

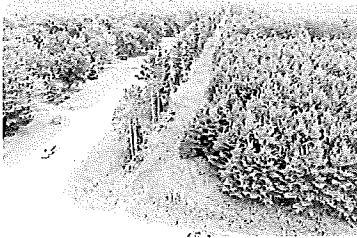
Directions: **Hwy 169 to CR 4, West to the lot of the left.**  
 Ag Remarks: **The property adjacent to the west (12714 Fremont Ave) is for sale as well. All information is deemed reliable. Please check with city for Commercial Building questions'.**

**XXX Norman Ave N , Foley, MN 56329**List #: **6433633**

Status: **CLS**  
 List Date: **09/14/2023**  
 County: **Benton-MN**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial, Residential-Single Family**  
 Map Pg/Cd: **999/A1** Acres: **12.420**  
 Lake WF: **Creek/Stream**  
 WF Name: **Stony Brook**  
 Restrict: **None**  
 Topography: **High Ground, Level, Low Land, Wooded**  
 Land Incl: **Survey**  
 Lot Desc: **Irregular Lot, Tree Coverage - Heavy**  
 List Office: **Purpose Driven Realty, LLC**  
 List Agt: **Samuel Lieser**  
 Appt Ph:  
 Dt Closed: **08/09/2024** Off Mkt Dt: **08/03/2024**  
 Sell Office: **Frontier Real Estate Group LLC**

List Price: **\$124,900**  
Sold Price: **\$110,000**Phone: **320-640-6757**  
Phone: **320-248-6872**

Directions: **Hwy 23 in Foley to N on Norman Ave N to property on Left**  
 Ag Remarks: **Buyer and buyers agent to verify all. Enter property by the sign on Norman Ave or there is an easement to access the property at the end of the dead end road just N on Norman Ave from the sign. Enter through the gate there. There are two parcels being sold, the east one is in city limits and is zoned commercial, that parcel is roughly 5.1 acres. The West one is not in city limits and is zoned residential, that parcel is roughly 7.32 acres. Once there is any development on the West parcel, it will be annexed into the city as it is part of their orderly annexation. Any house would need to be hooked up to city services.**

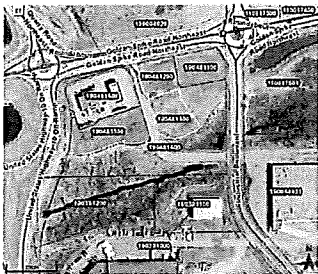
**1xxx Garden St , Ogilvie, MN 56358**List #: **6572146**

Status: **CLS**  
 List Date: **07/19/2024**  
 County: **Kanabec**  
 Dev Status: **Raw Land**  
 Zoning: **Residential-Single Family**  
 Map Pg/Cd: **999/A1** Acres: **14.600**  
 Lake WF:  
 WF Name:  
 Restrict:  
 Topography: **High Ground, Rolling, Gently Rolling, Wooded, Pasture**  
 Land Incl: **For Sale Sign**  
 Lot Desc: **Corner Lot, Irregular Lot, Tree Coverage - Heavy**  
 List Office: **Hewitt Jackson Real Estate**  
 List Agt: **Michael Cassens**  
 Appt Ph:  
 Dt Closed: **11/26/2024** Off Mkt Dt: **11/20/2024**  
 Sell Office: **RE/MAX Advantage Plus**

List Price: **\$69,950**  
 Sold Price: **\$65,000**

Phone: **320-983-6664**  
 Phone: **320-630-6032**

Directions: **Hwy 23 East of Ogilvie to Property on South side of Highway and East side of Garden Street.**  
 Ag Remarks: **Legal Description and Land Split To Be Determined and Subject to Final Approval by County-Approx. 14.6 acres from original 22.68 acres. Property Taxes will need to be reassessed by County after Land Split. Buyers agent required at all showings. The information contained herein is deemed reliable but is not warranted or guaranteed by the Broker, its Agents, or the Seller. Access to property, access to utilities, or any measurements including but not limited to, acreage, square footage, frontage, and mapping boundary lines shared herein has not been independently verified and is for purposes of marketing only. If exact measurements, access to property, or access to utilities is a concern, the property should be independently measured or investigated by the prospective buyer.**

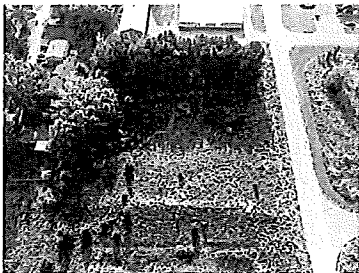
**920 Golden Spike Rd NE , Sauk Rapids, MN 56379-1645**List #: **6569811**

Status: **CLS**  
 List Date: **07/15/2024**  
 County: **Benton-MN**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **226/B3** Acres: **0.730**  
 Lake WF:  
 WF Name:  
 Restrict: **Easements, Other, Other Covenants**  
 Topography: **Level**  
 Land Incl: **Easements, Platted**  
 Lot Desc: **Additional Land Available, Irregular Lot**  
 List Office: **Premier Real Estate Services**  
 List Agt: **Noel M. Johnson**  
 Appt Ph:  
 Dt Closed: **12/20/2024** Off Mkt Dt: **12/23/2024**  
 Sell Office: **Premier Real Estate Services**

List Price: **\$133,270**  
 Sold Price: **\$120,000**

Phone: **320-259-4554**  
 Phone: **320-980-3100**

Directions: **S side of Golden Spike Rd NE, just E of Hwy 10**  
 Ag Remarks: **Available Contract For Deed to qualified buyer. 20% down / 6% interest / 20 year am / 3 year balloon. For additional info on this listing please reference our website; <https://myre.io/0InLzfNOJK2s>**

**2055 Dala Ln , Mora, MN 55051**List #: **6598897**

Status: **CLS**  
 List Date: **09/21/2024**  
 County: **Kanabec**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial, Residential-Single Family**  
 Map Pg/Cd: **999/A1** Acres: **1.320**  
 Lake WF:  
 WF Name:  
 Restrict: **None**  
 Topography: **Level**  
 Land Incl: **For Sale Sign, Platted, Survey Stakes**  
 Lot Desc:  
 List Office: **Local Realty Inc.**  
 List Agt: **Lexi Frye**  
 Appt Ph:  
 Dt Closed: **01/21/2025** Off Mkt Dt: **11/13/2024**  
 Sell Office: **Keller Williams Premier Realty**

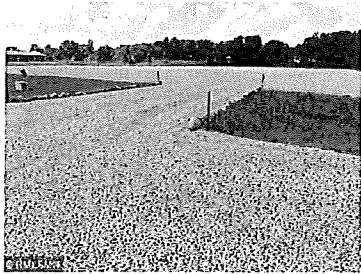
List Price: **\$55,000**  
 Sold Price: **\$55,000**

Phone: **320-279-0087**  
 Phone: **320-279-0818**

Directions: **HWY 65 & HWY 23 intersection stay E on Dala Ln. Property one block and to the right (S).**  
 Ag Remarks: **Buyer's agent to verify all measurements and information. Property zoned R-3. Possibility of splitting the property from N to S with commercial on the W and residential on the E with survey, application to the city, and planning commission approval. Assessment balance will be paid by seller at time of closing.**

**31540 125 1/2 St , Princeton, MN 55371-4001**

List #: **6547431**



Status: **CLS**  
 List Date: **06/03/2024**  
 County: **Sherburne**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **236/D2** Acres: **4.640**  
 Lake WF:  
 WF Name:  
 Restrict: **None**  
 Topography: **Level**  
 Land Incl: **None**  
 Lot Desc:  
 List Office: **Hiller Auction & Realty**  
 List Agt: **Daniel Hiller**  
 Appt Ph:  
 Dt Closed: **07/30/2024** Off Mkt Dt: **07/03/2024**  
 Sell Office: **Hiller Auction & Realty**

List Price: **Auction**  
 Sold Price: **\$303,160**  
  
 Phone: **763-856-2453**  
 Phone: **612-670-2005**

Directions: **Take 125th south of Rum Rive Dr to 316th Ave, 316th becomes 125 1/2.**  
 Ag Remarks: **Absolute real estate auction. Bidding starts Monday June 24th and closes Friday June 28th. Go to [www.hillerauction.com](http://www.hillerauction.com) for bidding and terms. 6% buyers premium. Closing to be on or before July 31st at Home Security Abstract & Title. Buyer's agent to verify land use possibilities.**

**xxx Main St , Rice, MN 56367-4129**

List #: **6267409**



Status: **CLS**  
 List Date: **10/03/2022**  
 County: **Benton-MN**  
 Dev Status: **Raw Land**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **999/A1** Acres: **1.210**  
 Lake WF:  
 WF Name:  
 Restrict: **Easements**  
 Topography: **Level**  
 Land Incl: **Easements, Platted, Survey**  
 Lot Desc:  
 List Office: **Premier Real Estate Services**  
 List Agt: **Kelly Schepers**  
 Appt Ph:  
 Dt Closed: **02/09/2024** Off Mkt Dt: **12/13/2023**  
 Sell Office: **RE/MAX Results**

List Price: **\$80,000**  
 Sold Price: **\$75,000**  
  
 Phone: **320-259-4554**  
 Phone: **320-492-6292**

Directions: **Hwy 10 to Rice Exit. Drive through parking lot of carwash and gas station on Main Street to lot.**  
 Ag Remarks: **This lot uses an easement to access through the gas station. It is also subject to an easement to the adjacent lot 6. Lot 6 is also available - call Agent for more information. Buyer and buyer's agent to verify all measurements and information contained herein.**

**452 Great Oak Dr , Waite Park, MN 56387-0666**

List #: **6191114**



Status: **CLS**  
 List Date: **05/17/2022**  
 County: **Stearns**  
 Dev Status: **Finished Lot(s)**  
 Zoning: **Business/Commercial**  
 Map Pg/Cd: **230/D1** Acres: **1.580**  
 Lake WF:  
 WF Name:  
 Restrict: **Other**  
 Topography: **Level**  
 Land Incl: **Platted**  
 Lot Desc: **Tree Coverage - Light**  
 List Office: **eXp Realty**  
 List Agt: **Jeff Lundquist**  
 Appt Ph:  
 Dt Closed: **12/29/2023** Off Mkt Dt: **09/18/2023**  
 Sell Office: **Inventure Real Estate, LLC**

List Price: **\$169,900**  
 Sold Price: **\$155,000**  
  
 Phone: **612-751-9303**  
 Phone: **612-598-2415**

Directions: **FROM HWY 15 & 3RD ST. NORTH, GO WEST ON 3RD ST N. TO CTY RD 138, RIGHT TO GREAT OAK DR, RIGHT TO PROPERTY ON LEFT.**  
 Ag Remarks: **Agents and Buyers verify all information & measurements. Front dimension is total of curved property line measurements.**





# thank YOU for considering United Country

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Selecting the right agent to represent the sale of these parcel is a very important decision, so I wanted to provide you with an overview of my approach to providing broader exposure for the property and my credentials that show I am the best agent to represent the City of Milaca. Above all, my promise is to provide unparalleled advertising, expert consultation and excellent services with the highest integrity. That means helping value the property, providing the most comprehensive targeted marketing, expertly negotiating the sale and ensuring a smooth closing process from beginning to end.

Thank you for the opportunity to earn your business and please do not hesitate to ask me for further detail on the included United Country Program.

*Destiny Theisen*

Realtor

United Country Preferred Real Estate



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## NEXT STEPS

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Finalize Objectives & Property Assessment  
Determine Listing Price  
Listing Agreement  
Prepare Your Property for Market  
Create Your Custom Marketing Plan  
Execute Marketing Plan  
Manage and Consult Interested Buyers to Close

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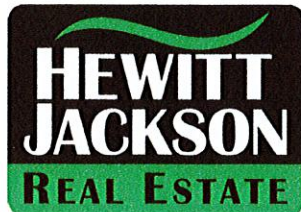


 **COMMERCIAL**  
PROPERTIES.



Proposal For Real Estate Services

City of Milaca & Milaca Economic Development Authority



Paul Jackson, Broker/Owner/Licensed Realtor ®  
Bjorn Johnson, Licensed Realtor ®

PO Box 11, Milaca, MN 56353  
Paul (612) 490-4271 / Bjorn (320) 248-1689  
paulhjre@gmail.com / bjorn@bjorn2sell.com

## **Index**

1. Letter of Introduction (pg. 3)
2. Realtor® Qualifications (pg. 4)
3. References/Reference Letters (pg. 5-7)
4. Services Provided by Hewitt Jackson Real Estate (HJRE) (pg. 8)
5. Marketing Plan for Parcels (pg. 9-11)
6. Experience Selling Commercial Real Estate (pg. 12)
7. Description of Resources Available (pg. 13)
8. Local Market Expertise & Engagement (pg. 14)
9. Qualifications & Abilities That Make HJRE Stand Out (pg. 15)
10. Statement of giving back & QR code for marketing video (pg. 16)

### **Exhibit A**

**Comparable Lot Data (4 pages)**

### **Exhibit B**

**Proposed Lot Pricing & Commission Structure (2 pages)**



To Whom It May Concern;

Hewitt Jackson Real Estate is pleased to submit our proposal for real estate brokerage services to the City of Milaca and its Economic Development Authority. Broker Paul Jackson and Realtor® Bjorn Johnson bring 26 years of combined experience, local market expertise, and a shared commitment to delivering exceptional service tailored to your needs.

With deep ties to the Milaca community and years of experience navigating the nuances of the local real estate market, our team is uniquely positioned to help the City of Milaca achieve its property development and sales goals. We understand that each parcel represents an opportunity to grow Milaca's economic strength and community appeal. We are excited to be given the chance to collaborate with you to maximize that potential.

Our approach focuses on creating visibility and generating interest from qualified buyers through:

- Comprehensive marketing strategies, including high-quality listings on Multiple Listing Service (MLS) platforms, impactful signage, virtual tours and social media outreach.
- An established network of lending professionals, title and escrow companies and local financial institutions to streamline transactions.
- Transparent communication and regular updates to keep city stakeholders informed throughout the process.

At Hewitt Jackson Real Estate, we take pride in providing personalized service that builds long-term trust and partnerships. Our backgrounds with Paul's extensive experience in commercial real estate and Bjorn's passion for client-centered service, combine to create a well-rounded team ready to represent the City of Milaca with integrity and precision.

We look forward to the opportunity to contribute to the city's vision and welcome the chance to further discuss how our expertise can benefit this important project. Please feel free to contact us at your convenience for any questions or additional information.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Jackson".

Paul Jackson, Broker/Owner/Realtor ®

### **Realtor Qualifications and Licenses**

Paul Jackson and Bjorn Johnson bring a wealth of experience, expertise and credentials to this project, all ensuring effective communication, marketing, negotiation and deal making skills.

- **Paul Jackson:** Paul is a licensed real estate broker with 20 years of experience, he specializes in managing complex real estate transactions. His deep understanding of market trends, negotiation strategies ensures these parcels are marketed to their fullest potential, attracting buyers that will welcome additions to the Milaca community.
- **Bjorn Johnson:** A licensed sales agent and Realtor® with 6 years of experience, Bjorn has a unique edge with his extensive knowledge of video creation and social media marketing. His ability to craft compelling property presentations and implement targeted online campaigns enhances the team's capability to connect with modern buyers.

Paul and Bjorn are members of following professional real estate associations;

- National Association of Realtors® (NAR)
- Minnesota Association of Realtors® (MNR)
- Saint Paul Area Association of Realtors® (SPAAR)
- NorthstarMLS.

We are proud of our affiliations as well as our combined 26 years experience in the real estate industry and are committed to upholding the highest ethical and professional standards. Our dedication to our clients and our industry experience and expertise will make us an excellent choice to represent, market and sell commercial lots for the City of Milaca and the Milaca Economic Development Authority.

## References

Shannon Wegner, CEO Arrows Family Services  
210 Central Avenue N Milaca MN 56353  
Mobile (763) 482-2339 EMAIL - shannonwegner06@yahoo.com

Kathleen (Kate) Higgins Owner Firehouse Bar & Grill  
130 Central Avenue S Milaca MN 56353  
Mobile (763) 250-0275 - EMAIL katykat21078@gmail.com

Heidi Culbertson Executive Closer Home Security Abstract & Title  
1012 5th Avenue SE Milaca MN 56353  
Office (763) 635-2312 - EMAIL hculbertson@homesecurityabstract.com

Rachelle Nelson, President & CEO First National Bank of Milaca  
190 2nd Avenue SW Milaca MN 56353  
Office (320) 983-1358 - EMAIL [rachelle.nelson@fnbmilaca.com](mailto:rachelle.nelson@fnbmilaca.com)



# FIRST NATIONAL BANK OF MILACA

[www.fnbmilaca.com](http://www.fnbmilaca.com)

February 4, 2025

City of Milaca  
Attn: Tammy Pfaff  
255 1<sup>st</sup> Street E  
Milaca, MN 56353

Re: Letter of Recommendation

Dear Ms. Pfaff/Milaca City Council,

I am writing to offer my recommendation of Paul Jackson with Hewitt Jackson Real Estate as the realtor of choice for listing the 13.52 acres of land located just east of Hwy 169 and at the intersection of Hwy 23 currently owned by the City of Milaca. I have had the pleasure of knowing and working with Paul for over 10 years in the Milaca community and have witnessed firsthand his professionalism, integrity, and commitment to excellence in real estate.

Throughout our business relationship, Paul has consistently demonstrated exceptional responsiveness and a strong understanding of the local real estate market. He has helped our business successfully sell several properties, always ensuring that the process was smooth, transparent, and fair. His expertise and dedication to his clients make him a trusted advisor and a valuable asset in the real estate industry.

In addition to his professional accomplishments, Paul is committed to the Milaca community. He volunteers his time with several local organizations and is an active sponsor of school and youth events. His contributions to the community reflect his strong character and dedication to enhancing the quality of life in Milaca.

Given his proven track record in real estate and his involvement in the community, I believe that Paul would be an excellent choice to represent the City of Milaca in listing and selling any city-owned properties. I have no doubt that his professionalism, knowledge, and commitment to the area will lead to positive outcomes for the city.

Please feel free to contact me if you have any questions or need further information.

Sincerely,

Rachelle Nelson  
President/CEO

Think of Us First!®

**MILACA OFFICE**  
P.O. BOX 38  
190 2ND AVE SW  
MILACA, MN 56353  
PH: (320) 983-3101  
FAX: (320) 983-2341

**ISLE OFFICE**  
P.O. BOX 7  
310 W MAIN ST  
ISLE, MN 56342  
PH: (320) 676-3154  
FAX: (320) 676-3156

Member FDIC



**GILMAN OFFICE**  
P.O. BOX 99  
10225 115TH ST NE  
GILMAN, MN 56333  
PH: (320) 387-2233  
FAX: (320) 387-2212

**ZIMMERMAN OFFICE**  
P.O. BOX 189  
26120 3RD ST E  
ZIMMERMAN, MN 55398  
PH: (763) 856-3626  
FAX: (763) 856-2265

**HOME SECURITY ABSTRACT & TITLE COMPANY**

1012 5th Street SE • Milaca, MN 56353  
(320) 982-9090 • Fax (320)362-6223  
[www.homesecurityabstract.com](http://www.homesecurityabstract.com)

2/3/2025

RE: Commercial Development - south of the Municipal Liquor Store - 7 lots ranging in size from sizes 1 to 3.69 acres

To Whom It May Concern;

Please accept this reference letter, in reference to, Paul Jackson/Bjorn Johnson with Hewitt Jackson Real Estate and First National Bank of Milaca.

I have worked with Hewitt Jackson Real Estate and First National Bank of Milaca on many transactions over the past 20+ years and find that they have successfully completed those transactions with very satisfied customers. Their attention to detail and communication with all aspects of the real estate process are top notch. I have no doubt they will provide exceptional service with marketing strategies to complete the development resale process of the above noted property for the City of Milaca.

If you should have any questions or need assistance in any way, please do not hesitate to contact us at the above number.

Sincerely,

**Heidi Culbertson**

## **Services Provided by Hewitt Jackson Real Estate**

1. **Comprehensive Property Marketing**
  - Create high-quality property listings with photos, drone footage, and detailed descriptions.
  - Promote parcels through Multiple Listing Service (MLS), Loopnet a commercial real estate Platform, social media campaigns and email marketing.
2. **Market Analysis and Strategic Pricing**
  - Provide in-depth market reports and competitive analyses to ensure pricing aligns with current market conditions.
  - Recommend pricing strategies that attract qualified buyers and maximize return for the City of Milaca.
3. **Buyer Outreach and Engagement**
  - Utilize an established network to identify and engage potential buyers, including developers and investors.
  - Respond promptly to inquiries and coordinate showings to maintain buyer interest and momentum.
4. **Negotiation and Transaction Support**
  - Represent the City of Milaca's interests in negotiations, ensuring favorable terms and contract accuracy.
  - Handle all transactional documentation and communication to ensure smooth, compliant closings.
5. **Collaboration with City Officials and Updates**
  - Provide regular progress reports to city stakeholders, including updates on buyer feedback, market conditions, and transaction timelines.
  - Maintain open and proactive communication to align with the city's objectives and address any concerns promptly.
6. **Support for Due Diligence and Closing**
  - Coordinate with title companies, escrow services and financial institutions to facilitate due diligence and finalize transactions.
  - Ensure that all documents are completed accurately and on time to avoid delays.

## Marketing Plan for City of Milaca Parcels

**Objective:** To showcase each parcel's unique value and maximize exposure to potential buyers through a comprehensive, data-driven marketing strategy.

### 1. Preparation Phase

**Goal:** Ensure all parcels are ready for listing and presentation to the public.

**Key Actions:**

- **Conduct Market Analysis:** Perform a detailed market assessment to determine the optimal pricing for each parcel based on location, land use potential, and current market trends.
- **Develop Property Profiles:** Create detailed listings that include parcel maps, zoning information, potential uses, and any city-provided data.
- **Collaborate with City Officials:** Meet with city representatives to ensure all property details align with community development goals and address any questions.

### 2. Marketing Development

**Goal:** Create visually appealing and informative materials to promote the parcels.

**Key Actions:**

- **Professional Photos and Drone Footage:** Showcase the parcels through high-resolution images and aerial views.
- **Custom Property Flyers and Brochures:** Design marketing materials highlighting the property's unique features and benefits.
- **Highway Visibility Sign:** Install a prominent, professional sign visible from Highway 169 to capture attention from high-traffic areas and attract interest from passing motorists and businesses.
- **On-Site Entrance Sign:** Place a strategically designed sign at the site entrance to provide clear property details, contact information, and reinforce the professional branding of Hewitt-Jackson Real Estate.

*Both signs will include eye-catching design elements to highlight the property's commercial potential and drive inquiries.*

### 3. Online Marketing Strategy

**Goal:** Leverage digital platforms to reach a broad and targeted audience.

**Key Actions:**

- **MLS and Real Estate Websites:** List the parcels on the Multiple Listing Service (MLS) and popular sites like Zillow, Realtor.com, and LoopNet (for commercial buyers).
- **Social Media Campaigns:** Use Facebook, Instagram, and LinkedIn ads targeted at potential buyers, developers, and investors.
- **YouTube Content:** Create short, informative videos highlighting the parcels and potential development opportunities.

### 4. Community and Regional Outreach

**Goal:** Build local and regional interest in the parcels.

**Key Actions:**

- **Email Campaigns:** Send email newsletters to our network of developers, real estate investors, and community leaders.
- **In-Person Presentations:** Attend city council or local events to share information about the available parcels.
- **Virtual or In-Person Open Houses:** Host open house events, as appropriate, to provide an in-depth look at prime parcels.

### 5. Buyer Engagement and Follow-Up

**Goal:** Foster relationships with prospective buyers and maintain interest.

**Key Actions:**

- **Prompt Responses to Inquiries:** Respond quickly and professionally to all buyer questions.
- **Showings and Meetings:** Schedule parcel walkthroughs and answer questions regarding zoning, land use, and financing.
- **Collaborate with Buyer's Agents:** Maintain open communication with buyer representatives to ensure smooth negotiations.



## 6. Reporting and Updates

**Goal:** Keep the City of Milaca informed throughout the process.

**Key Actions:**

- **Progress Reports:** Provide updates on inquiries, marketing performance, and feedback from potential buyers.
- **Adjust Marketing Strategy as Needed:** If trends indicate a need, adjust pricing or marketing focus based on data and feedback.
- **Check-Ins:** Schedule meetings with city officials to review progress and discuss next steps.

### **Experience Selling Commercial Real Estate**

Hewitt Jackson Real Estate and its agents have successfully worked with Sellers and Buyers in negotiating for and acquiring commercial real estate in Milaca and the surrounding area for the past 20 years. With a deep understanding of the local market and a track record of connecting Buyers and Sellers, we have helped businesses find the right locations to grow and thrive. Our experience along with our partners in the real estate business ensures that each transaction is handled with expertise, strategy and a commitment to maximizing value for our clients. Below are several examples of more recently sold commercial real estate in the area.

- Former Jiggers Grill & Bar, Now Firehouse Bar & Grill, Milaca
- Former ProEdge Tool & Equipment, Now Dex Auto, Milaca
- Former Lighthouse Family Services, Now Arrows Family Services, Milaca
- Former Touch & Go Car Wash , Now Dusty's Car Was, Milaca
- Former HC Event Center, Now Amour Acres Event Center, Milaca
- Former Wildhaven Antiques , Now Dirty Blond Bar & Grill, Milaca
- Former First National Bank Facility, Now Minnesota Value Motors, Pease
- Former Ponto Auto & Transport, Now Hoffman Truck & Auto Repair, Ogilvie

### **Description Of Resources Available**

At Hewitt Jackson Real Estate, Paul Jackson and Bjorn Johnson, offer a comprehensive set of resources tailored to meet the City of Milaca's goals for selling parcels of property efficiently and effectively. Our client-first approach, combined with a robust network and innovative tools, positions us as a strong partner for this project.

### **Strategic Network of Key Partners**

Our established partnerships with lending professionals, title and escrow companies and local financial institutions ensure a seamless transaction process for potential buyers. These partnerships help mitigate obstacles and streamline the closing process, making it easier for buyers to secure financing and complete purchases efficiently.

### **Comprehensive Marketing and Visibility**

- **Professional Listings:** We utilize professional photography, drone footage, and detailed property descriptions to showcase parcels in their best light.
- **Targeted Online Exposure:** Strategic marketing across social media platforms, including Facebook and Instagram, boosts visibility.
- **Video Marketing Expertise:** Our YouTube content delivers engaging insights into properties, market trends, and city development opportunities, reaching a broad audience.
- **Custom Market Reports:** These reports provide insights into the status of available parcels, keeping city officials informed of listing performance and market shifts.

### **Technology-Driven Efficiency**

- **Property Valuation Tools:** Our instant valuation resources provide updated market value estimates, helping stakeholders make data-driven decisions.
- **User-Friendly Search Platform:** Our streamlined property search platform helps prospective buyers easily find and evaluate city parcels.

### **Proven Client-Centric Support**

- Paul and Bjorn prioritize transparent communication and proactive updates, ensuring that city officials and prospective buyers have the information they need at each step. Our combined experience allows us to expertly manage negotiations, contracts, and closings with professionalism and precision.

### **Local Market Expertise and Community Engagement**

- As real estate professionals with deep roots in Minnesota and the Milaca market in particular, we understand the nuances of Milaca and how to highlight the unique value of each parcel. Hewitt Jackson Real Estate is committed to fostering strong community relationships, ensuring that buyers recognize the value of Milaca's development opportunities.
- Our brokerage's comprehensive service model, strategic partnerships, and technology-backed solutions ensure that the City of Milaca receives exceptional support in selling its parcels. With Hewitt Jackson Real Estate, you have a trusted partner ready to maximize exposure, attract qualified buyers, and close deals efficiently.

**Qualifications & Ability That Make HJRE Stand Out**

The most compelling qualification that Paul Jackson and Bjorn Johnson bring to this project is our combined ability to seamlessly blend local market expertise with a client-focused approach to achieve exceptional results. Together, we have cultivated a deep understanding of market trends, community dynamics, and effective property strategies that uniquely position us to align with the City of Milaca's development goals.

With our shared commitment to transactional excellence and outstanding customer service, we ensure that every interaction is handled with transparency and professionalism. By prioritizing the needs of the City and the EDA, we aim to not only meet but exceed expectations through innovative marketing plans, data-driven insights, and proactive communication.

This partnership-driven approach, backed by our complementary strengths and dedication to both results and relationships, sets Paul Jackson and Bjorn Johnson apart, providing the City of Milaca with a trusted team ready to represent its interests with integrity and precision.



## **Additional Pertinent Information**

### **Giving Back**

Hewitt Jackson Real Estate was established in Milaca with a strong commitment to the community. Choosing Hewitt Jackson is more than just a real estate decision—it is an investment in the local area. We take pride in giving back to our community by supporting local schools, organizations, community events and the people who make this community thrive.

### **Marketing Video**

Please scan this QR code with your phone to see an example of the type of video marketing Hewitt Jackson Real Estate will utilize to showcase these parcels on various real estate and social media platforms.



**PLEASE SCAN ME**

## Exhibit A

### Comparable Lots To Determine Lot Pricing (10 lots) Walmart Area - Princeton (2 lots) Milaca Junction Area - Milaca

*See attached aerial views for location of lots mentioned below*

**LOT #1** (1.0 Acres AFMV \$114,300 Tax Year 2024) - Active Listing - \$149,900  
Days on Market (DOM) 1,201 - No Previous Sale History

**LOT #2** (1.14 Acres AFMV \$221,400 Tax Year 2024) - Sold Listing - \$215,000 on 12/20/2024  
DOM 570 - Most Recent Sale History

**LOT #3** (1.14 Acres AFMV \$221,400 Tax Year 2024) - Sold Listing - \$232,000 on 9/14/2024  
DOM 184 - Most Recent Sale History

**LOT #4** (1.42 Acres AFMV \$249,400 Tax Year 2024) - Active Listing - \$349,000  
DOM 643 - Last Sold 8/16/2010 for \$70,000

**LOT #5** (1.1 Acres AFMV \$217,300 Tax Year 2024) - Sold Listing - \$238,636 on 6/27/2024  
DOM 97 - Most Recent Sale History (New Culvers Location)

**LOT #6** (1.17 Acres AFMV \$224,500 Tax Year 2024) - Cancelled Listing - @ \$250 on 2/27/2023  
DOM 97 - Last Sold 8/3/2023 for \$150,000

**LOT #7** (0.98 Acres AFMV \$202,800 Tax Year 2024) - Active Listing - \$241,000  
DOM 644 - Last Sold 10/15/2018 for \$295,924

**LOT #8** (0.97 Acres AFMV \$202,800 Tax Year 2024) - Expired Listing - @ \$475K on 11/4/2020  
DOM 366 - Last Sold 1/3/2007 for \$254,994

**LOT #9** (0.83 Acres AFMV \$128,100 Tax Year 2024) - Cancelled Listing - @ \$300K on 1/15/2024  
DOM 180 - No Previous Sale History

*Both Lots 9 & 10*

*Common Owner*

**LOT #10** (0.76 Acres AFMV \$115,900 Tax Year 2024) - Expired Listing - @ \$198K on 6/30/2009  
DOM 365 - No Previous Sale History

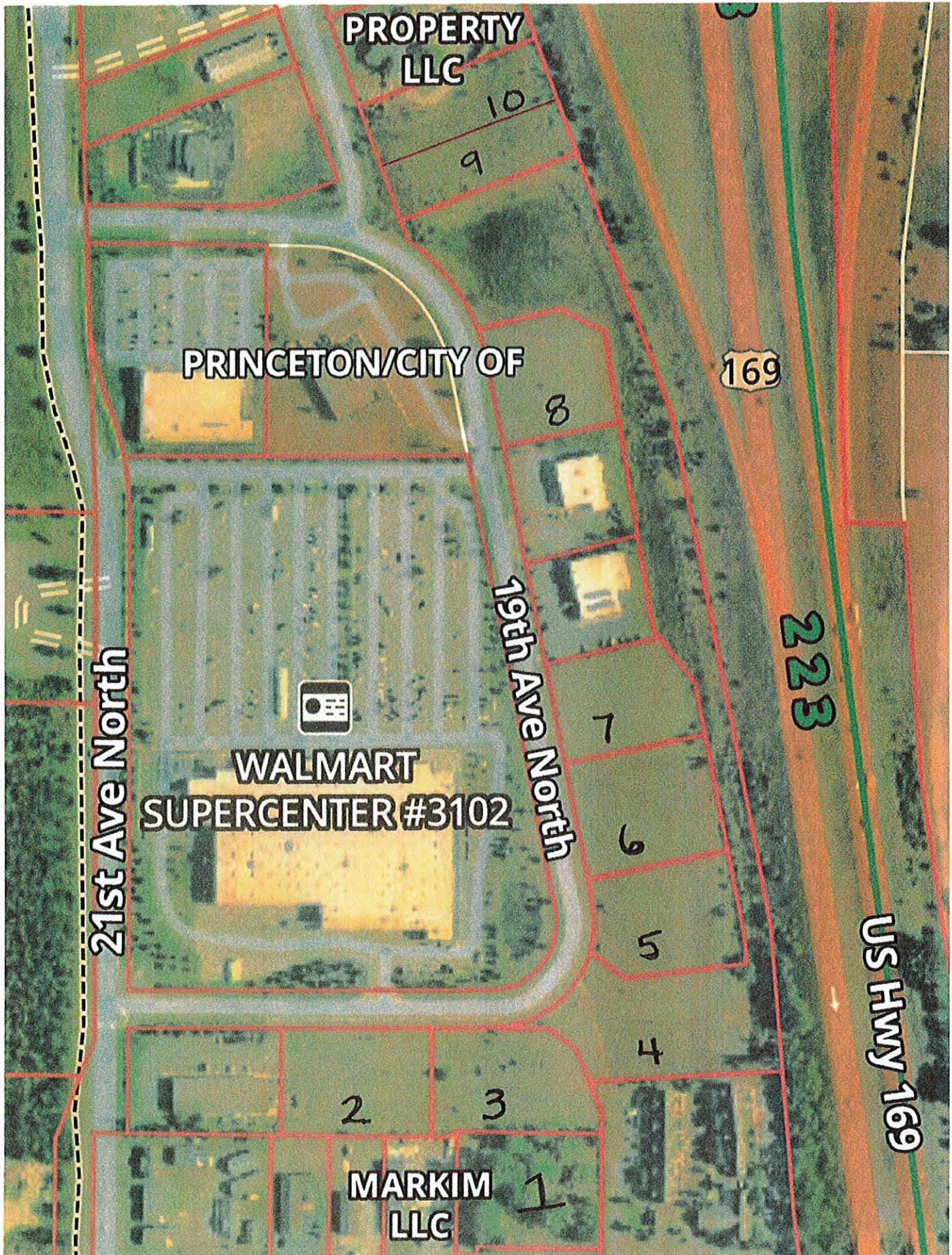
*Average Sale Price, Lots Actually Sold (2, 3 and 5) - **\$202,850/acre***

*Average Asking Price Lots Currently On Market (1, 4 and 7) - **\$217,617/acre***

*Average Mille Lacs Co. Assessors Valuation For Tax Year 2024 - **\$180,580/acre***

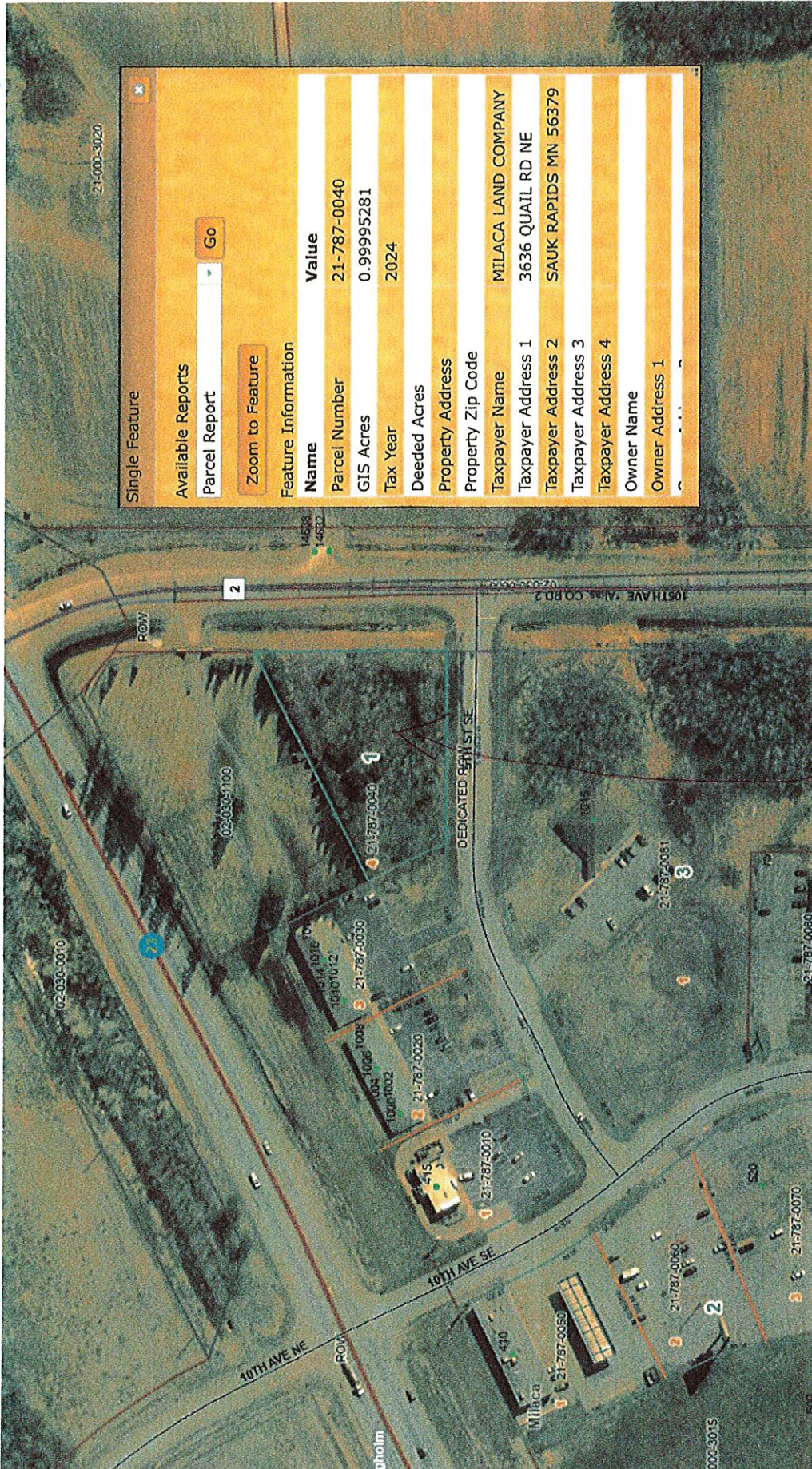
*We Have Also Attached Undeveloped Parcels In The Milaca Junction Area. The  
Average AFMV For Tax Year 2024 On Those Two Parcels - **\$79,816/acre***







Milaca Junction Area  
Parcel 1 - Comp

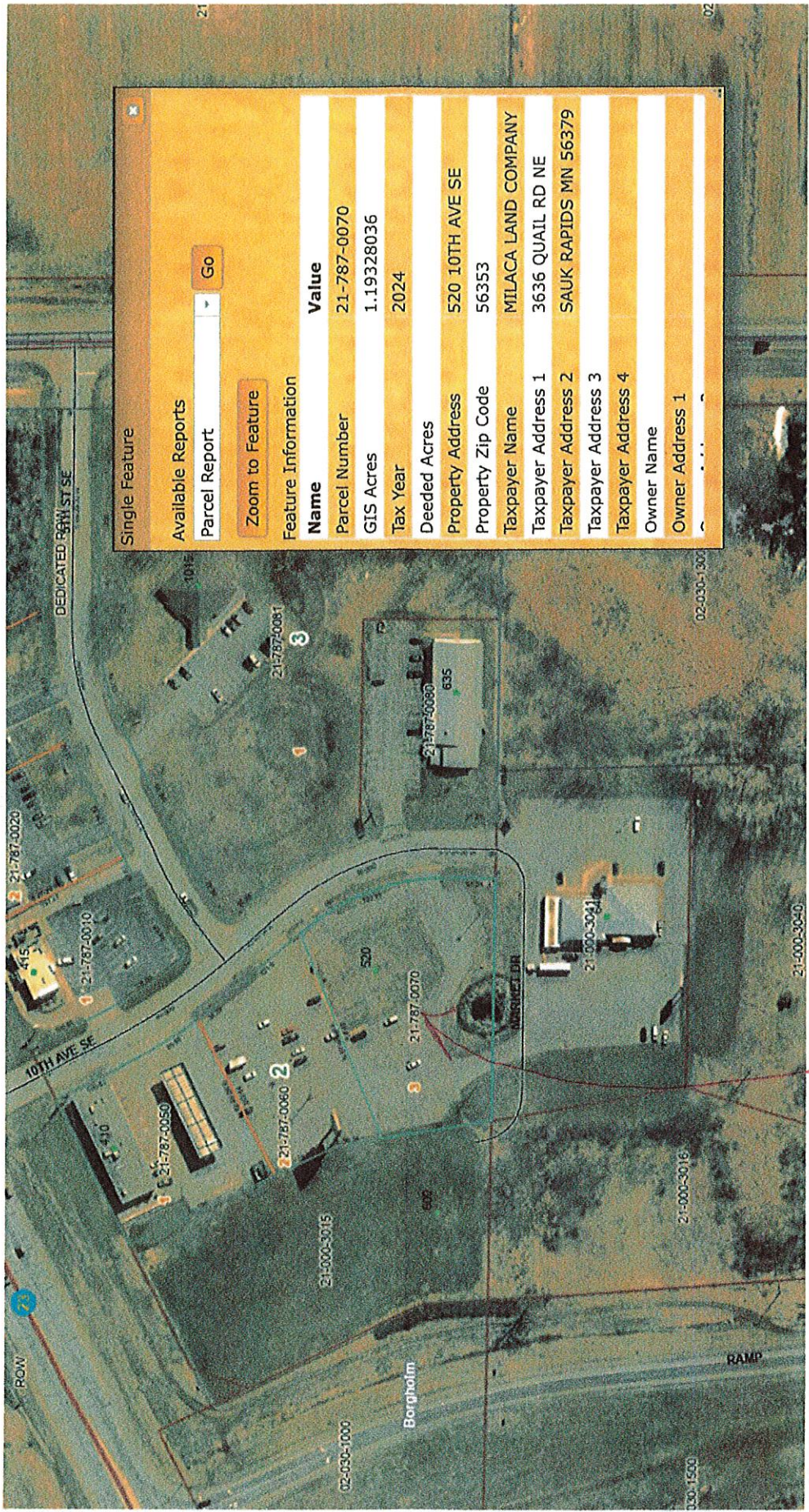


Single Feature	
Available Reports	
Parcel Report	Go
Zoom to Feature	
Feature Information	
Name	Value
Parcel Number	21-787-0040
GIS Acres	0.99995281
Tax Year	2024
Deeded Acres	
Property Address	
Property Zip Code	
Taxpayer Name	MILACA LAND COMPANY
Taxpayer Address 1	3636 QUAIL RD NE
Taxpayer Address 2	SAUK RAPIDS MN 56379
Taxpayer Address 3	
Taxpayer Address 4	
Owner Name	
Owner Address 1	

Milaca Land Co. 0.99 acres  
2024 AFM V \$84,700



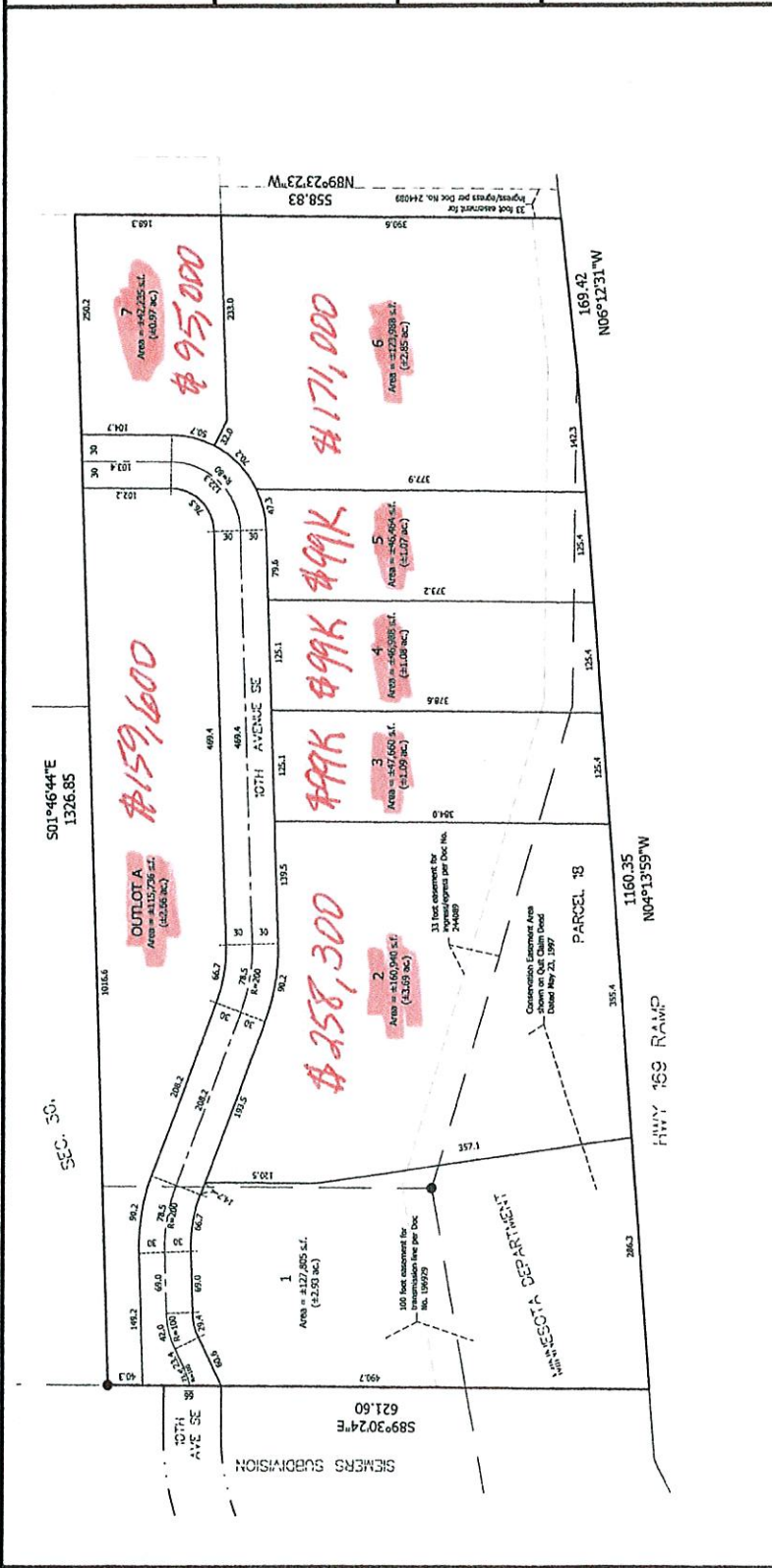
Milaca Junction Area  
Parcel 2 - Comp



Single Feature	
Available Reports	Parcel Report
Zoom to Feature	Go
Feature Information	
Name	Value
Parcel Number	21-787-0070
GIS Acres	1.19328036
Tax Year	2024
Deeded Acres	
Property Address	520 10TH AVE SE
Property Zip Code	56353
Taxpayer Name	MILACA LAND COMPANY
Taxpayer Address 1	3636 QUAIL RD NE
Taxpayer Address 2	SAUK RAPIDS MN 56379
Taxpayer Address 3	
Taxpayer Address 4	
Owner Name	
Owner Address 1	

Milaca Land Co. 1.19 ac.  
2024 AFMV \$ 93,300





PTD: 21-000-3041

That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Milaca County, Minnesota, described as follows:  
Beginning at the point of intersection of the North line of said Northeast Quarter of the Southwest Quarter with the East line of the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted as monument B1010; thence North 89 degrees 30 minutes 24 seconds East, assumed bearing, along said North line of the Northeast Quarter of the Southwest Quarter a distance of 410.87 feet to the Northeast corner of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter; thence South 01 degree 46 minutes 44 seconds East along the East line of the Southwest Quarter a distance of 225.92 feet; thence North 89 degrees 30 minutes 24 seconds West a distance of 378.00 feet to said East line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted on said plat as monument B10; thence North 10 degrees 00 minutes 21 seconds West along said East line a distance of 229.59 feet to said point of beginning.

PTD: 21-000-3040

The West Half of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter AND the West Half of the Northeast Quarter of the Southwest Quarter, all in Section 30, Township 38, Range 26, Milaca County, Minnesota, EXCEPTING THEREFROM all land lying west of the east boundary of Parcel 19 on the plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-10 on file and of record in the office of the County Recorder, said Milaca County, Minnesota; ALSO EXCEPTING THEREFROM that part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Milaca County, Minnesota, described as follows: Beginning at the point of intersection of the North line of said Northeast Quarter of the Southwest Quarter with the East line of the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28, said point beginning being not denoted as monument B1035 on said plat; thence South 89 degrees 30 minutes 24 seconds East, assumed bearing, along said North line of the Northeast corner of the Southwest Quarter a distance of 410.87 feet to the Northeast corner of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter; thence South 01 degree 46 minutes 44 seconds East along the East line of the Southwest Quarter a distance of 225.92 feet; thence North 89 degrees 30 minutes 24 seconds West, a distance of 378.00 feet to said East line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted on said plat as monument B10; thence North 10 degrees 00 minutes 21 seconds West along said East line a distance of 229.59 feet to said point of beginning.

PTD: 21-000-3016

That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Milaca County, Minnesota, shown as Parcel 18 on Minnesota Department of Transportation Right of Way Plat No. 48-10 on file and of record in the office of the County Recorder, Milaca County, Minnesota; which lies Easterly of Line 1 described below:  
Line 1: Beginning at Right of Way Boundary corner 613 as shown on said plat; thence run northerly on an azimuth of 353 degrees 44 minutes 29 seconds along the boundary of said plat for 470.06 feet to monument B17; thence North 12 degrees 11 minutes 43 seconds East 43 feet to monument B18; thence North 11 degrees 43 minutes 43 seconds East and West Quarter line of said Section and thence terminating.

**Exhibit B**

**Suggested Lot Pricing & Broker Compensation Proposal**

**Lot 2 (+/- 3.69 Acres @ \$70,000/acre) - List Price \$258,300**

Flat Rate Compensation Structure  
Listing Brokerage Side - \$9,000  
Buyer Brokerage Side - \$6,500  
Dual Agency (*HJRE Represents Both Sides*) - \$13,000

**Lots 3, 4 & 5 (+/- 1.09/1.08/1.07 acres) - List Price \$99,000/Lot**

Flat Rate Compensation Structure  
Listing Brokerage Side - \$3,500/lot  
Buyer Brokerage Side - \$2,500/lot  
Dual Agency (*HJRE Represents Both Sides*) - \$5000/lot

**Lot 6 (+/- 2.85 Acres @ \$60,000/acre) - List Price \$171,000**

Flat Rate Compensation Structure  
Listing Brokerage Side - \$6,000  
Buyer Brokerage Side - \$4,275  
Dual Agency (*HJRE Represents Both Sides*) - \$8,750

**Lot 7 (+/- 0.97 Acres) - List Price \$95,000**

Flat Rate Compensation Structure  
Listing Brokerage Side - \$3,300  
Buyer Brokerage Side - \$2,500  
Dual Agency (*HJRE Represents Both Sides*) - \$4,750

**Outlet A (+/- 2.66 Acres @ \$60,000/acre) - List Price \$159,600**

Flat Rate Compensation Structure  
Listing Brokerage Side - \$5,600  
Buyer Brokerage Side - \$4,000  
Dual Agency (*HJRE Represents Both Sides*) - \$8,250

**Total Proposed Listed Value of All Lots - \$980,900**

*Average Comp Rate Listing Brokerage Side Based On Flat Rates Above - 3.5 %  
Average Comp Rate Buyer Brokerage Side - 2.5 %  
Average Comp Rate If HJRE Represents Both Sides - 5%*

**Note:** *Our suggested per acre values above are based on the current assessor fair market value for comparable vacant lots in the Milaca Junction area as well as comparable lots recently sold in the Walmart commercial development area of Princeton. Our proposed per acre lot figures are based on approximately 1/3 the value of lots sold in an established development area with a large cornerstone business (Walmart) and substantially more pedestrian traffic.*



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

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

[www.cityofmilaca.org](http://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 01/30/2025

- 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: 3rd Lair Skate Demo & Project 37 Band Showcase

TYPE OF SPECIAL EVENT: Parade  Runs/Walks  Concert or Movie  Other: Athletic Demonstration

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

Name of Contact Person: Mary Mickelson

Daytime Phone: (320) 982-1099

Address: 255 1st Street E

Evening Phone: \_\_\_\_\_

Milaca, MN 56353

Fax Number: \_\_\_\_\_

Email Address: mmickelson@milacacity.com

Start Date & Time 06/06/2025 4:00 pm

End Date & Time 06/06/2025 10:00 pm

Estimated Number of Participants Attending the Event 200

Number of Sanitary Facilities 4 Sanitary Locations Gorecki Center; Campsites

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 Skatepark; Bandshell Stage

Will electricity be required, and if so, how will it be provided Yes; Rum River Shelter and Bandshell power outlets

How will refuse be disposed of on-site garbage cans

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)**





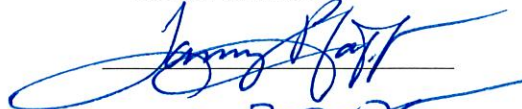


**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

SIGN IF APPROVED


COMMENTS

City Administration

  
1-30-25  
(date)

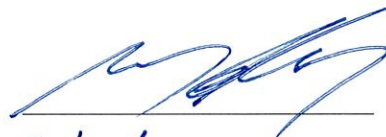
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Milaca Police Dept.

  
2-3-2025  
(date)

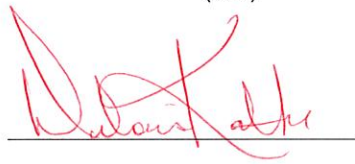
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Public Works

  
2/5/25  
(date)


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building/Zoning Admin.

  
02.03.2025  
(date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Chief

  
2/7/25  
(date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# CITY OF MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

[www.cityofmilaca.org](http://www.cityofmilaca.org)

## CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

**PERMIT FEE: \$50**

Application must be received at least 60 days prior to event

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- 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.
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- 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: Music in the Park

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie  Other: \_\_\_\_\_

Applicant's or Organization's Name: Milaca Arts Center

Name of Contact Person: Mary Mickelson

Daytime Phone: (320) 982-1099

Address: 255 1st Street E

Evening Phone: \_\_\_\_\_

Milaca, MN 56353

Fax Number: \_\_\_\_\_

Email Address: mmickelson@milacacity.com

Start Date & Time 06/26/25, 07/10/25, 07/17/25

End Date & Time 6 pm - 9 pm

Estimated Number of Participants Attending the Event 200

Number of Sanitary Facilities 3 Sanitary Locations Gorecki Center; Campsites

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 Bandshell stage

Will electricity be required, and if so, how will it be provided Yes; bandshell power outlets

How will refuse be disposed of on site garbage cans

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)**







**BANNERS & SIGNS PERMIT**

***Submit with Special Event Permit Application***

**Banner description(s) and location, including size, method of construction and wording:**

**BANNER(S):** \_\_\_\_\_  
 8' x 3' Banner hung beneath display case on sign next to the bandshell  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Banner to be put up 06/01/2025 Date Banner to be taken down 07/17/2025

Contact Person Mary Mickelson Telephone (320) 982-1099 Cell Phone \_\_\_\_\_

**Sign description(s) and location, including size, method of construction and wording:**

**SIGN(S):** \_\_\_\_\_  
 Vertical banners, 4' x 3' signs -- At Alfred Olson Park, Reineke Park, intersection of Central  
 Avenue & Hwy 23, intersection of 3rd Avenue SW & Hwy 23  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Sign to be put up 06/26/25, 07/10/25, 07/17/25 Date Sign to be taken down 06/26/25, 07/10/25, 07/17/25

Contact Person Mary Mickelson Telephone (320) 982-1099 Cell Phone \_\_\_\_\_

**Please attach a separate sheet if necessary.**

**BANNER & SIGN RULES**

Special events temporary signs for non-profit organizations are permitted which are temporary displays which are erected to celebrate, commemorate or observe a civil or religious holiday. These signs shall be removed from the premises within ten days following completion of the special event. The special event signs shall not exceed four feet by eight feet in size.

Special events temporary signs shall not be erected more than 90 days before the date of the special event; an extension of this time limit may be obtained only by variance.

Public portable signs may be erected by the city and/or a non-profit corporation to advertise community-interest events and which public portable signs shall be placed upon public property. All public portable signs shall not be erected more than seven days before the date of the special event and shall be promptly removed following the event.

The Building Inspector may order the removal of any sign in violation of city ordinance.

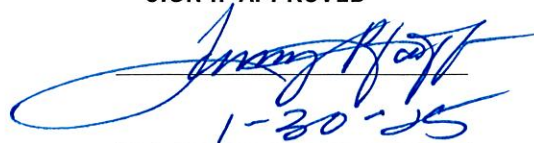


**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

SIGN IF APPROVED

COMMENTS

City Administration

  
1-30-25  
(date)

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Milaca Police Dept.

  
2-3-2025  
(date)

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Public Works

  
2/5/25  
(date)

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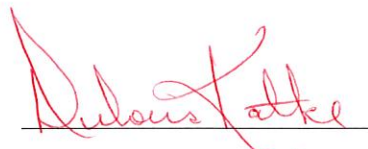
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Building/Zoning Admin.

  
02.03.2025  
(date)

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Fire Chief

  
2/7/25  
(date)

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



# CITY OF MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

[www.cityofmilaca.org](http://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 01/30/2025

- 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: Runnin' in the Ruff

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks  Concert or Movie \_\_\_\_\_ Other: \_\_\_\_\_

Applicant's or Organization's Name: City of Milaca / Milaca Trails Initiative

Name of Contact Person: Mary Mickelson

Daytime Phone: (320) 982-1099

Address: 255 1st Street E

Evening Phone: \_\_\_\_\_

Milaca, MN 56353

Fax Number: \_\_\_\_\_

Email Address: mmickelson@milacacity.com

Start Date & Time 09/20/2025 8:00 am

End Date & Time 09/20/2025 12:30 pm

Estimated Number of Participants Attending the Event 200

Number of Sanitary Facilities 2 Sanitary Locations Gorecki Center, Campsites

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 Awards will be at the Lions Shelter or in the Gorecki Center

Will electricity be required, and if so, how will it be provided Lions Shelter power outlets

How will refuse be disposed of on-site garbage cans and 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 \_\_\_\_\_  
 Licensed with State of MN (enclose copy)      
 Liability Insurance (enclose copy)      
 Type of Service     Food Truck     Food Stand     Other \_\_\_\_\_

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)

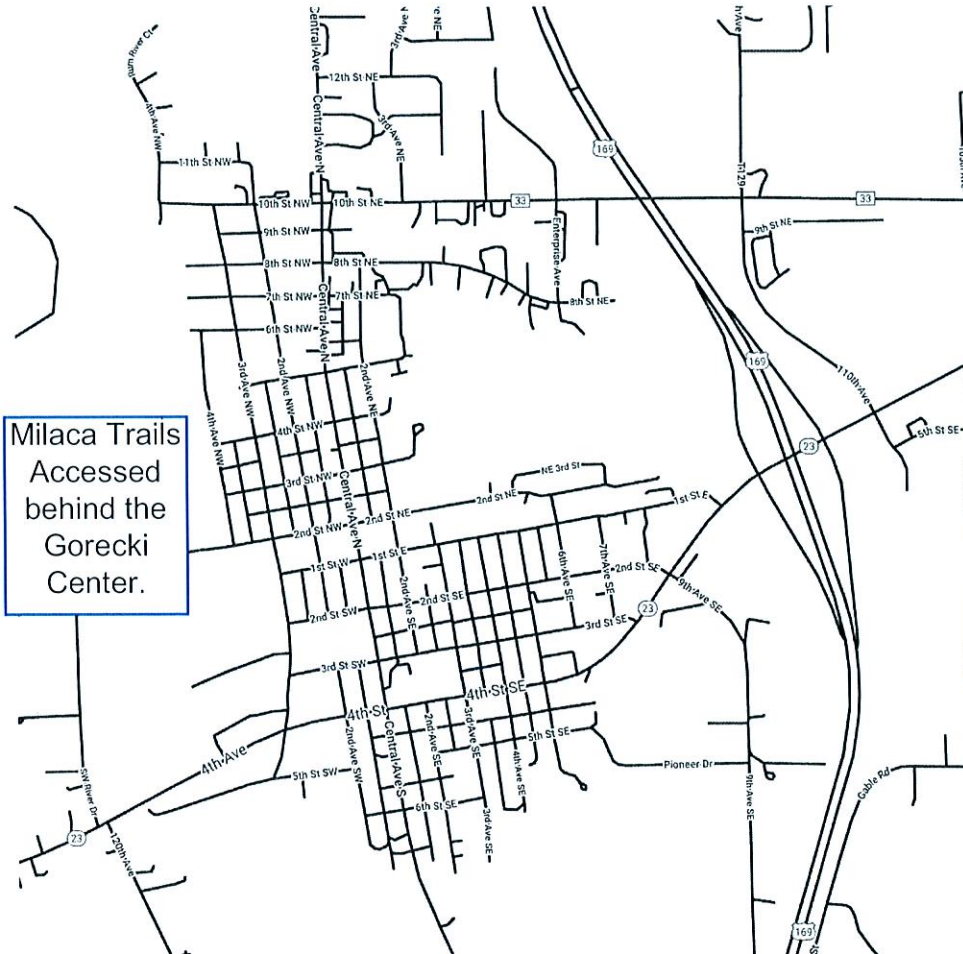
Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
(Beginning) (End)

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.

The course will be marked along the Milaca Trails System. Finish line will be in Rec Park south of the bandshell.

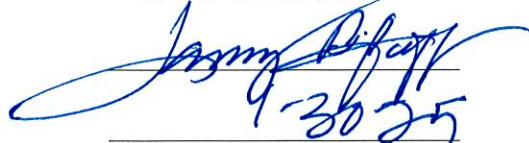


**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

**SIGN IF APPROVED**


**COMMENTS**

**City Administration**

  
\_\_\_\_\_  
9-30-25  
(date)


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Milaca Police Dept.**

  
\_\_\_\_\_  
2.3.2025  
(date)

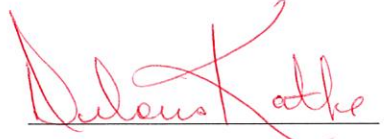
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**Public Works**

  
\_\_\_\_\_  
2/5/25  
(date)


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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building/Zoning Admin.**

  
\_\_\_\_\_  
02.03.2025  
(date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Chief**

  
\_\_\_\_\_  
2/7/25  
(date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**