

**CITY OF MILACA
COUNCIL MINUTES
March 20, 2025**

Call to Order Roll Call

Mayor Dillan called the meeting of the Milaca City Council to order at 6:01 p.m.

Pledge of Allegiance

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

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, Chief Quinn Rasmussen, City Attorney Damien Toven, Fire Chiefs Jesse Gerads and Chris Ehlen

Others present: Dan Hollenkamp, Cheryl Ziegler, Susan Berger, Michelle Hanson, Karen Poorker

Approval of Agenda

Mayor Dillan called for a motion to approve the agenda. Johnson made a motion for approval, seconded by Larsen. Mayor Dillan requested to add under 13. New Business add g. Special Event Application for Bark & Bite Ruff Start Fundraiser and h. Easements for Birch Country Addition. 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-February 19, 2025
- b. Approval of Minutes Special Council Meeting-March 5, 2025
- c. Approval of Bills
- d. Resolution #25-07 Resolution Accepting Donations

Johnson made a motion for approval of Consent Agenda, seconded by Larsen. 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

Ordinance #538 Water Rates and Charges-Adding Bulk Water Rate-Second Reading: Mayor Dillan called for a motion for approval. Motion by Johnson, seconded by Larsen. Poorker asked if there was a lot of usage on this and Pfaff stated most of this happens in the summer when contractors want to get a

tank of water. No further discussion. All in favor of Ordinance #538 Water Rates and Charges-Adding Bulk Water Rate Second Reading. Motion passes.

Ordinance #539 Temporary Uses – First Reading: Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Johnson. Poorker asked what the permit costs were and how the regulations are enforced? Pfaff stated permits are \$50.00. She further stated they have to follow Ordinances and make sure these structures are taken down in a certain time frame. Poorker again asked how they were enforced and Pfaff stated by office staff. Poorker then asked if we inspect them and Pfaff stated no. With no further discussion. All in favor of 1st Reading for Ordinance #539 Temporary Uses. Motion passes.

Ordinance #540 Amending 96.01 Garage Sales-First Reading: Mayor Dillan called for a motion to approve. Motion made by Johnson, seconded by Poorker. Mayor Dillan asked if we were just clearing this up a little bit and Pfaff stated yes. Poorker asked why we really needed to regulate garage sales? Mayor Dillan explained because some places were having sales weekly and some people would leave items outside if not sold. Poorker asked who enforces that and who walks around checking it out? Pfaff stated we do and Mayor Dillan stated neighbors will call and complain if needed. No further discussion. All in favor of Ordinance #540 Amending 96.01 Garage Sales-First Reading. Motion passes.

Ordinance #541 Amending Chapter 156.036(E)-First Reading: Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Johnson. No discussion. All in favor of Ordinance #541 Amending Chapter 156.036(E)-First Reading. Motion passes.

Ordinance #542 Amending Chapter 156.038(F)-First Reading: Mayor Dillan called for a motion to approve. Motion made by Poorker, seconded by Johnson. No discussion. All in favor of Ordinance #542 Amending Chapter 156.038(F)-First Reading. Motion passes.

Ordinance #543 Amending Chapter 156.057(D)(1)-First Reading: Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Poorker. No discussion. All in favor of Ordinance #543 Amending Chapter 156.057(D)(1)-First Reading. Motion passes.

Resolution #25-08 Personnel Policy: Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Poorker. Poorker had a couple questions: he asked why we went from like 30 pages to 300 some pages. Was there something that prompted that? Pfaff stated there was but that she would rather discuss this with him in her office personally than at the council meeting. Pfaff stated this was a template from the League of MN Cities. Poorker then asked if this was reviewed each year and Pfaff stated no. Just when we needed to amend an article in the policy. And Article 23 in this policy will have an amended already with Earned Sick and Safe Leave. Poorker asked what the current process was for handling personnel issues? Pfaff stated personnel issues are handled by her. Poorker then stated that the attachment is so long and he has not had a chance to read all of it that he asked if we were going to table this? Pfaff stated she would not recommend it as we do need a policy in place. Mayor Dillan stated that he didn't think anyone was comfortable passing it at this point as employees just got this information on Friday. Johnson stated that the old policy will remain in effect. Mayor Dillan asked if Damien was OK with questions in regard to the personnel policy and Damien replied to just make sure to include Tammy in the conversation so everyone is on the same page. Mayor Dillan then called for a motion to table Resolution #25-08 Personnel Policy. Motion by Larsen, seconded by Poorker. All in favor of tabling until April meeting. Motion passes.

Resolution #25-09 Authorization to Summarize Ordinance #538 for Publication: Motion by Johnson, seconded by Larsen. No further discussion. All in favor of Resolution #25-09 Authorization to Summarize Ordinance #538 for Publication. Motion passes.

Reports of Departments, Boards and Commissions

City Manager – City Manager Pfaff stated we have received the Conditional Use Permit from Circle K and that will be presented to Planning Commission.

Police – Nothing.

Parks –

Public Works – General Engineering Report. Poorker asked if we had a street improvement this year and Pfaff stated just a sidewalk improvement on 1st St.

Public Works: - Sanitary Sewer Maintenance Quote Johnson Jetline \$45,800, Nelson Sanitation \$31,200. Mayor Dillan asked if Gary was good with both quotes and Pfaff stated Gary was good with Nelson Sanitation. Poorker asked if they have done work in Milaca before and Pfaff stated yes and that they were very good. Mayor Dillan called for a motion to approve. Motion made by Poorker to approve Nelson Sanitation quote, seconded by Larsen. No further discussion. All in favor of Nelson Sanitation quote in the amount of \$31,200. Motion passes.

Liquor Store –

Fire Department – Fire Chief Gerads stated they picked up the new truck and are just waiting for some equipment and hoses. Got the grass rig wrapped the other day and waiting for some equipment for that as well. We have 6 new people in class right now so hopefully in a couple of months they will be ready to go.

Planning and Zoning –

Airport -

Committees

Budget:

EDC:

Unfinished Business

New Business

a. MidCo Franchise fees and In-Kind Services Amendment: Mayor Dillan called for a motion for approval. Motion by Poorker, seconded by Johnson. Mayor Dillan asked Pfaff to explain this. Pfaff stated that sometimes when you have a franchise agreement, they give you in-kind services as part of the franchise fees but we didn't need the in-kind fee. We have a lot of our stuff through Benton Communications and they give us a better service. Poorker asked if this was for services at city hall, library, garage and fire hall? Pfaff stated yes. Poorker then asked if we were satisfied with their service (MidCo)? Pfaff stated we were satisfied with their franchise fees. Poorker asked if that was the 5% of their gross revenue? Pfaff stated yes. Poorker asked what does that amount to and Pfaff stated she did not have that amount in front of her. Pfaff stated we also get franchise fees from AT&T on the water

tower too. No further discussion. All in favor of MidCo Franchise fees and In-Kind Services Amendment. Motion passes.

b. Will's Lawn Care Contract: Mayor Dillan called for a motion for approval. Motion by Larsen, seconded by Poorker. Pfaff stated that this was for the public nuisance properties when they have tall grass. Poorker stated he provides a good service. No further discussion. All in favor of Will's Lawn Care Contract. Motion passes.

c. State of MN Lease No. PS0388 Renewal: Mayor Dillan called for a motion for approval. Motion by Larsen, seconded by Johnson. Pfaff explained this was for the driver's exam that is in here each Thursday for their testing. No further discussion. All in favor of State of MN Lease No. PS0388 Renewal. Motion passes.

d. MN DOT Lighting Update Estimated Cost: Pfaff stated this is information only. They do not need to make a motion. I just wanted to let you know they lowered it a little bit. Mayor Dillan advised council to let him know of their thoughts on lighting. Mayor Dillan was not personally in favor of just replacing the wooden ones. Poorker stated he heard it was between wooden and fiberglass. Mayor Dillan explained that was on the ECE poles. On the MN DOT poles it would be like the arch lighting going into Foley. Poorker agreed that those arch metal poles would be nice.

e. Special Event-Movies in the Park July 18 and August 15: Mayor Dillan called for a motion for approval. Motion by Johnson, seconded by Larsen. Poorker asked if those were attended well? Mary Mickelson stated between 100-200 people. Mayor Dillan also stated the ones he has attended have been well attended. Poorker asked if there was a cost to the city and Pfaff stated we just have to rent the movie. Mary Mickelson explained that public works puts the screen up and then the city uses the coalition's speakers and equipment. No further discussion. All in favor of Special Event-Movies in the Park July 18 and August 15. Motion passes.

f. DAC Service Agreement: Mayor Dillan called for a motion for approval. Motion by Johnson, seconded by Larsen. Poorker asked if that arrangement was working well? Pfaff explained that this was a new service agreement for them to stuff envelopes for us. Mayor Dillan stated they do custodial. Pfaff stated they will be stuffing the utility bills and we could save \$1200 a year. Pfaff further explained the company we had, their machine constantly malfunctioned so we would end up with more time plus their contract was a 3 year contract and once you signed, you couldn't get out of the contract and they increased the price. Mayor Dillan stated he would rather see this go to the DAC. No further discussion. All in favor of the DAC Service Agreement. Motion passes.

g. Special Event Application for Bark and Bite Ruff Start Fundraiser: Mayor Dillan called for a motion for approval. Motion by Larsen, seconded by Poorker. Mayor Dillan stated this was being done through Jen Taylor's Small Business Class so a lot of kids are in charge of this event. No further discussion. All in favor of Special Event Application for Bark and Bite Ruff Start Fundraiser. Motion passes.

h. Easements for Birch Country Addition: Mayor Dillan called for a motion for approval. Motion by Johnson, seconded by Poorker. Mayor Dillan asked Damien if we were all good on this and Damien stated after going back and forth with the surveyor, we are good. No further discussion. All in favor of Easements for Birch Country Addition. Motion passes.

Miscellaneous

Council Comments

Mayor Dillan just wanted to update the council on the Empowering Small MN Cities Grant. Since we last met, our plan was to have Sam and Phil work on information, then we would meet and go forward. Mayor Dillan met with Senator Klobuchar and she advised them of some grants that would be available in 2026. Then we could possibly use that towards the Hwy 23 roundabout projects. Mayor Dillan further stated he will be meeting with the Soil and Water Conservation as they may have some grant programs that would help us out with the infrastructure out at the Milaca Junction Addition. Mayor Dillan also commented on the Milaca Meats opening.

Poorker asked if Tammy has heard of any progress on the grant for the possible shelter in Trimble Park? Pfaff stated she had not. Poorker asked if he could hold a fundraiser for the shelter and Pfaff said he could not on behalf of the city. It would have to be some private. Mayor Dillan stated possibly through the Community Foundation.

Mayor Dillan stated the spring gala fundraiser for the Community Foundation is coming up in April 25 at the Gorecki Center. El Jalisco is catering again but doing something a little different. There are over \$9,000 in grants to give out so if you are a non-profit organization, apply.

Adjourn:

Mayor Dillan called for a motion to adjourn. Motion made by Poorker, seconded by Larsen to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 6:32 p.m.


Mayor Dave Dillan

Attest:


Tammy Pfaff, City Manager