

## City of Emily

**AGENDA**

Tuesday, May 14, 2024

**6:00 p.m. CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- **MINUTES:** November 14, 2023 Council Meeting  
December 12, 2023 Council Meeting  
December 13, 2023 Special Council Meeting  
December 21, 2023 Special Council Meeting
- **FINANCIAL REPORT:** April 2024 Checking Beginning Balance \$1,042,285.17, Ending Balance \$1,027,911.71
- **RECEIPTS:** General \$21,854.23, Sewer \$15,804.63, Total \$37,658.86
- **CLAIMS FOR APPROVAL:** \$80,469.60 for Pine River State Bank Checks #61337 to #61400 and automatic withdrawals #330790 to #330794
- **INVESTMENTS (Market Value):** \$396,630.64
- **TOTAL CHECKING/INVESTMENTS:** \$1,424,542.35

**SPEAKERS:** 6:10 p.m. Richard Baum regarding request for dust control on Bloomquist Drive because ATVs are making dust.

**PUBLIC FORUM** (Opportunity for public to address the Council during the Council Meeting.)

**FIRE DEPARTMENT**

- By-Laws of the Emily Volunteer Fire Department revision with addition of Section 11 Children and Section 12 Annual SCBA/N95 Mask Fit Test and section renumbering as approved by Fire Department members. *(Council action – motion)*
- Emily Firemen’s Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, June 15, 2024 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Emily Firemen’s Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, July 20, 2024 in the Emily Downtown City Park for Emily Day, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Emily Firemen’s Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, August 10, 2024 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*

**FIRST RESPONSE UNIT**

- Confirmation of First Response Unit election results as follows: Chief Krista Kommer and Assistant Chief Connie Pollock. *(Pending Fire and Rescue Ordinance completion.) (Council action – motion)*

**LAW ENFORCEMENT**

- Quotes for continuing development of northern outpost for Sheriff Department (\$10,000 saved in 228 Police Fund for paint, carpet, and furniture – Paint was \$1,625, carpet quoted at \$4,135, remaining total is \$4,240): *(Council action – motion)*

- Furniture:
  - Connect Interiors for furniture, including desk, two tables, nine office chairs, credenza, lounge, and ottoman, with design and project management services of \$150, using Omnia and Sourcewell contracts for a total of \$12,057.96 with 50% down payment with order. Assembly and installation are not included.
  - The Office Shop, including desk, two tables, nine office chairs, lounge (three parts), end table, and credenza for a total of \$11,280 including all assembly, delivery, and installation (American-made furniture).
  - National Business Furniture, including desk, filing cabinet, two tables, nine office chairs, sofa, end table, and credenza for total of \$6,605.23. Assembly and installation are not included.
  - Amazon, including one desk, two tables, nine office chairs, credenza, couch with ottoman, and coffee table for \$3,733.62 with delivery. Assembly and installation are not included.
- TV:
  - Amazon 50" smart TV and wall mount for \$277.99 with shipping
  - Walmart 50" smart TV and wall mount for \$247.98 with shipping

## **WASTEWATER**

- Recommended corrective actions regarding MPCA Notice of Violation for Emily Wastewater Treatment Plant SDS Permit # MN0067628 for missing sampling results, flows, and pond observations 2016-2021 and repair or replacement of the lateral distribution lines to the rapid infiltration basins, replacement of sand to proper depth over rapid infiltration basins, replacement of sagging pond rip rap to the original operating depth, and installation of a vent in the influent control structure. *(Council action – motion)*

## **PLANNING & ZONING**

- Planning Commission recommendation to approve rezoning a .44 acre section of the 2.43 acre property located at 40099 Hite Lane, PID 21270704, property owners Eugene and Zamira Selyukov, from neighborhood residential to shoreline residential to bring the lot into one uniform zoning district. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance No. 24-01 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Water Resource Zoning District with the removal of the “Water Resource (WR)” zoning district. *(Council action – motion)*
- Summary of Ordinance 24-01 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Water Resource Zoning District with the removal of the “Water Resource (WR)” zoning district for publication. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance No. 24-02 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Highway Mixed-Use Zoning District with update to the intent and purpose of the zoning district. *(Council action – motion)*
- Summary of Ordinance 24-02 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Highway Mixed-Use Zoning District with update to the intent and purpose of the zoning district for publication. *(Council action – motion)*
- Resolution 24-22 Adopting Modified Conditions for Existing Final Plat (Application Number 09-3327) from 2009 on Behalf of Northern Lights Over Roosevelt Homeowner’s Association to modify the original conditions that regulated the docking storage location and parking on the West side of State Highway 6 on the property located at Northern Lights Over Roosevelt Plat. *(Council action – motion)*
- Lot Line Adjustment Application and Lot Split/Subdivision/Rezoning Application revisions. *(Information)*
- Structural engineer’s report for review of standard door cut between the Planning and Zoning Office and Clerk’s Office. *(Information)*

## **ATTORNEY**

- Public Safety Aid funds eligible for purchase of electronic speed signs (resolution needed) and request for quotes for three electronic speed signs. *(Council action – motion)*

## **ROADS**

- Purchase of 2024 F250 4X4 super cab pickup truck with 6.75' box and 7 year/75,000 mile premium care warranty under State Cooperative Purchasing Venture contract for total of \$51,577.45 for Maintenance Department. (\$40,000 budgeted, \$7,800 remaining from backhoe tractor purchase with trade in, remainder of \$3,777.45. Options for remainder include repurpose of funds saved for future grader purchase or ARPA funds.) *(Council action – motion)*

- Damage to Blue Lane East pavement by contractors. *(Council action – motion)*
- Agreement for Professional Services for S.E.H. to complete preliminary engineering for Roosevelt Drive Bridge replacement, including hydraulics analysis, wetland delineation and permitting, and development of preliminary plans, for \$49,994. *(Council action – motion)*

## **MAINTENANCE**

### **CITY HALL**

### **CEMETERY**

### **PARKS**

- Dugouts repair using Park Funds. *(Council action – motion)*
- Specifications used for request for quotes for phase 1 construction of new pickleball courts area, including asphalt courts, fencing, nets, posts, and surface painting. *(Information)*
- Request for quotes for concrete pad near pickleball court. *(Council action – motion)*
- Update on Baseball Field Park scoreboard installation. *(Information)*
- Update on Crow Wing County Little Emily Lake Park construction. *(Information)*

### **LIBRARY**

### **PERSONNEL**

### **EMILY WATERS**

### **ECONOMIC DEV. (EDA)**

### **CODIFICATION**

## **UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*
- City Slogan Contest submissions. *(Council action – motion)*
- Resolution 24-20 for Submission of Community Impact Funds Grant Application to Sourcewell to apply for a grant for purchase and installation of audio and video equipment in the City Hall Council Chambers and purchase of a sweeper vacuum and purchase and installation of a two post hydraulic lift for the Maintenance Shop in 2024 for a total of \$48,573.98. *(Council action – motion)*
- Annual SLFRF Compliance P&E Report for 2024 completed for ARPA funds use. Remaining funds of \$45,898.54 must be expended or allocated to an eligible use by December 31, 2024 or be returned to the U.S. Treasury. Funds may be used for the provision of government services. *(Information/Council action – motion)*

## **NEW BUSINESS:**

- Resolution 24-21 Regarding SS4A Planning Grant to approve being a co-applicant and participant in the Safe Streets and Roads for All (SS4A) Program to study pedestrian safety in the area and develop a Vulnerable User Plan with the City of Crosslake being the fiscal agent, no financial obligation from Emily, and meeting participation. *(Council action – motion)*

## **CORRESPONDENCE:**

- ✓ State Auditor re: Performance Measurement Program.
- ✓ Crow Wing County Historical Society re: thank you for donation.

## **Scheduled Upcoming Meetings:**

- Schedule meeting to review ordinances for revisions, including for employment of the First Responders on the Fire Department.

## **ADJOURN**