

City of Emily

AGENDA

Tuesday, February 11, 2025

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.

PUBLIC HEARING – Proposed 2025-01 Fee Schedule Ordinance

APPROVE AGENDA (*Council action – motion*)

CONSENT AGENDA: One motion to approve:

- MINUTES: January 14, 2025 Council Meeting
January 14, 2025 EDA Meeting
July 18, 2024 Special Meeting
- FINANCIAL REPORT: January 2025 Checking Beginning Balance \$1,504,955.16, Ending Balance \$1,355,344.06
- RECEIPTS: General \$74,486.84, Sewer \$19,481.90, Total \$93,968.74
- CLAIMS FOR APPROVAL: \$292,553.46 for Pine River State Bank Checks #62077 to #62125 and automatic withdrawals #330855 to #330862
- INVESTMENTS (Market Value): \$417,087.09
- TOTAL CHECKING/INVESTMENTS: \$1,772,431.15

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

SPEAKER: 6:10 p.m. Wayne Dosh, County Highway Engineer, re: bridge report and maintenance
6:30 p.m. Mark Maves, S.E.H., regarding Roosevelt Drive Bridge replacement

FIRE AND RESCUE DEPARTMENT

- Mobile Health Services quote for 25 basic annual physical tests for total of \$2,270. (*Council action – motion*)
- Kale Jones training at CRMC for EMT Full Course for \$1,500 with 50% down payment. (*Council action – motion*)
- Resolution 25-10, Amended, Establishing the Size and Composition of the Emily Fire and Rescue Department with clarification of representation of department members on the Executive Review Board. (*Council action – motion*)
- Recommendation of Chief Mileski to accept resignation of Jon Chmielecki effective February 3, 2025 with no required repayment of fire training. (*Council action – motion*)

LAW ENFORCEMENT

- Installation of one Flock Safety automatic license plate reader system near the DNR's Emily boat access on State Hwy 6 for approximately \$3,650 using Public Safety Aid funds (with approximately \$2,500 to \$3,000 per system annually). (*Council action – motion*)
 - Resolution 25-11 Regarding Amended Public Safety Aid Use with updated amounts, including \$3,811 for one Flock Security System. (*Council action – motion*)

WASTEWATER

PLANNING & ZONING

- Planning Commission recommendation to waive after-the-fact permit fee of \$2,600 (\$260 fee X 10) for septic system installation for 40107 East Emily Drive, PID 21260571, property owner Brian Ronayne. *(Council action – motion)*
- Confirmation of Widseth revision of Emily Zoning Map (paid by Sourcewell) with S.E.H. provided data. *(Information)*
- Sourcewell educational or training opportunities with mileage reimbursement: *(Council action – motion)*
 - Land Use Essentials seminar on Thursday, March 27 from 10 a.m. to 3 p.m. in Staples
 - Open Meeting Law and Data Practices training on Thursday, April 3 from 9 a.m. to noon at the Crosslake Fire Hall

ATTORNEY

- Long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations, including process to address. *(Council action – motion)*
- Proposed revised Sourcewell Shared Services Agreement for community development services with fee remaining at \$55 per hour for 2025 and increasing by \$5 per hour annually during the term of the agreement. *(Council action – motion)*

ROADS

- Crow Wing County Bridge Inspection Reports and Bridge Maintenance report. *(Information/Council Action - Motion)*
 - Bridge #L2877 Roosevelt Drive over Crooked Creek
 - Bridge #18515 South Shore Drive over Little Pine River
 - Underwater Bridge Inspection Report
 - Bridge #L2878 Dam Road over Little Pine River
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information)*
- Construction Cost Share Agreement with the City of Emily (CP 18-300-31) for the Bituminous Surfacing of Roadways Under the Jurisdiction of Crow Wing County and the City of Emily and for County State Aid Highway (CSAH 1) Cost Share Elements (SAP 018-601-022) for estimated total City project costs of \$158,203.41 as follows: *(Council action – motion)*
 - City construction costs for resurfacing Par West and Yellow Birch Lane - \$150,100.40
 - City administration costs for resurfacing of City streets - \$4,503.01
 - City construction costs for CSAH 1 (manhole covers) - \$3,600
- Request for quotes for dust control for 9,500 gallons of magnesium or calcium chloride. *(Council action – motion)*

MAINTENANCE

CITY HALL

- Up North Electric quote for replacing all existing outdoor building lighting, parking lot lighting, and egress lighting by entrances and exits for a total of \$10,095 (budget of \$11,500). Additional cost of \$1,900 for all trouble shooting work on outdoor lights. *(Council action – motion)*

CEMETERY

PARKS

LIBRARY

PERSONNEL

- Publication of Seasonal Maintenance Worker position(s) for up to 32 hours per week at \$18 per hour. *(Council action – motion)*
- Employee attendance of Safety and Loss Control Workshops on April 3 in St. Cloud with administrative and maintenance for \$20 per person plus reimbursement of mileage. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

- Topics for meetings between one to two EDA members and local businesses, planned for three times per year. *(Information)*

CODIFICATION

- Proposed 2025-01 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2025-01 Fee Schedule Ordinance for publication. *(Council action – motion)*

125th ANNIVERSARY

- Council 125th Anniversary Committee Guidelines revision. *(Council action – motion)*
- City of Emily 125th Anniversary logo developed by Crosby-Ironton Courier. *(Council action – motion)*
- List of many Emily Quasquicentennial ideas, including: *(Council action – motion)*
 - Host a Night to Unite on Friday, July 18 from 5 to 8 p.m. with a program commemorating the 125 years at City Hall or Downtown City Park with presentation of City's history, welcome from Mayor Jones, key community members, and County Commissioner Jamie Lee, celebratory cake or cupcakes, time capsule, grill pork, popcorn, musician, youth activities, plant a tree, photos/exhibits, pickleball tournament at City Hall courts, lighting ceremony, gift bags for first 200 or 500 with items from local departments/businesses, t-shirts, sweatshirts, and hat sales, map for self-guided tours, ATV safety booth, and announce Emily's oldest living resident.
 - Sunday, July 20 events coinciding with Emily Day schedule including:
 - Request churches to hold Ecumenical Church service together in the park with possible pie social, dodgeball tournament, or taffy pull
 - List of many other events to consider
 - Distribution or sale of personalized water bottles
- GoNorthMN presentation with 125th Anniversary Celebration proposals for a collection of projects as follows:
 - Emily Day events: (total of \$2,025) *(Council action – motion)*
 - Blacksmith demonstrations with traditional forge - \$450
 - History tent and generator rental - \$225
 - Rental of video set-up, screen, table, and stools - \$150
 - Removal of hatchet throwing vendor – (\$1,300)
 - 20 16X20" B&W photo panels in 1/8" metal - \$1,200
 - Shuttle recommended to improve safety
 - 125th Anniversary permanent upgrades (possible IRR Culture and Tourism Grant funding available): *(Council action – motion)*
 - Removable woven wire fence wall with fish around downtown public parking lot for safety, including directing pedestrians to crosswalks, and a visual element - \$TBD
 - Pergola, veterans bench with names, and 3 large planters in the northeast corner of the downtown public parking lot with Emily maps and history showcase - \$1,640
 - Replanting and dirt for planters for next five years - \$500
 - Reconfiguration of north side parking lot striping - \$200
 - Electricity hookup to historic downtown buildings - \$4,500
- Children's Medallion Hunt for a total of \$590. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- 2024 Annual Clerk/Treasurer Financial Report. *(Council action – motion)*
- 2025 Summary Budget Statement and required publication. *(Council action – motion)*
- Emily Emergency Food Shelf Land Use Permit Application to make changes to a leased City building and request for City to waive permit fees as follows: (Both requests comply with zoning code/setbacks per Steve Jones.) *(Council action – motion)*
 - Enclose the drive through awning for dry/cold storage (\$0 fee – enclosing existing structure)
 - Replace sign with a new 4X6 sign in the same location (\$60 fee)

CORRESPONDENCE:

- ✓ Sourcwell regarding 2025-26 Impact Funding application timeline changing to open in late summer.
- ✓ Vertical Bridge reported closing on the Verizon cell tower transaction giving Vertical Bridge exclusive rights to lease, operate, and manage Emily's cell tower site.

Scheduled Upcoming Meetings:

ADJOURN