

City of Emily

AGENDA

Tuesday, June 11, 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:

- **FINANCIAL REPORT:** May 2024 Checking Beginning Balance \$1,027,911.71, Ending Balance \$970,382.50
- **RECEIPTS:** General \$20,079.72, Sewer \$1,428.46, Total \$21,508.18
- **CLAIMS FOR APPROVAL:** \$57,536.24 for Pine River State Bank Checks #61422 to #61483 and automatic withdrawals #330795 to #330801
- **INVESTMENTS (Market Value):** \$396,717.40
- **TOTAL CHECKING/INVESTMENTS:** \$1,367,099.90

PUBLIC FORUM (Opportunity for public to address the Council during the Council Meeting.)**SPEAKERS:** 6:10 p.m. Susan Schiessl, City Auditor, Clasen & Schiessl CPAs, re: 2023 draft Audit.**FIRE DEPARTMENT**

- Correction for Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, ~~June 15, 2024~~ June 22, 2024 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Recommendation of Fire Department to accept resignation/retirement of Kevin Combs from the Fire Department with no required repayment of fire training. *(Council action – motion)*
- DNR request to utilize the Emily Fire Hall site as a chronic wasting disease station September 14, 2024 through January 1, 2024. *(Council action – motion)*

FIRST RESPONSE UNIT

- Creative Threads invoice for First Responder uniforms, including 8 t-shirts, 6 long sleeve shirts, and 15 hats for a total of \$777 from 226 First Response Equipment Fund. *(Council action – motion)*
- First Response Unit recommendation to hire Tabatha Foster as a first responder pending preemployment screenings and background check. *(Council action – motion)*
- Confirmation of First Response Unit election results as follows: Chief Krista Kommer and Assistant Chief Connie Pollock. *(Pending Fire and Rescue Ordinance completion.) (Information)*

LAW ENFORCEMENT

- Update on development of northern outpost for Sheriff's Office, including scheduling of Northern Outpost Open House with Sheriff's Office personnel. *(Council action – motion)*

WASTEWATER

- MPCA Notice of Violation – Completion of Corrective Actions after City staff and current Wastewater Operator addressed late DMR submissions, missing pond observation forms, missing year to date flows data, and missing samples data where possible from prior Wastewater Operator records. No fines at this time. *(Information)*
- ~~Hiring PeopleService to purchase and install MPCA requirement for repair or replacement of 240' of lateral-distribution tile lines to replace the damaged lines in the rapid infiltration basins, purchase~~

replacement of two loads of sand (City Maintenance personnel to haul and cover the replaced lines 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 (City Maintenance personnel to cut the hole for the vent) as required by the MPCA Notice of Violation. (Budgeted \$15,000) (Council action – motion)

PLANNING & ZONING

ATTORNEY

- Resolution 24-25 Regarding Public Safety Aid Use to approve eligible purchases of firefighter turnout gear, Fire Department push/pull ram, and electronic speed signs. (Council action – motion)
- Resolution of conciliation court case for unpaid road vacation attorney fees with payment in full of \$2,108. (Information)

ROADS

- McCoy Construction & Forestry, Inc. invoice for purchase of 2023 John Deere 320P Backhoe Loader for \$132,200 (budgeted \$140,000), pending receipt of property taxes. (Council action – motion)
- MnDOT Vehicle Speed Feedback Signs: Buyer and Installation Guide. (Information)
- Purchase of two electronic speed signs using Public Safety Aid funds (up to \$10,000), pending approval of MnDOT Application for Miscellaneous Work on Trunk Highway Right of Way: (Council action – motion)
 - Quote(s):
 - TrafficLogix for two SafeSpace Evolution 11" digit solar powered signs for \$3,011 each, two universal brackets for \$222 each, and one year of free SafeSpace Cloud access for a total of \$6,466. (Sourcewell national purchasing contract).
 - Future options of annual subscription renewals of \$500 per year per sign or free Bluetooth download of data.
 - Mobo Trex, Inc. for two SpeedCheck Radar Speed Signs as follows:
 - SpeedCheck-12 with 12" digits, 30 watt solar panel, and 36 Ah battery capacity \$4,477.33 each for total of \$8,954.66
 - SpeedCheck-15 with 15" digits, 30 watt solar panel, and 36 Ah battery capacity \$5,185.33 each for total of \$10,370.66
- Submission of MnDOT Application for Miscellaneous Work on Trunk Highway Right of Way to request approval for installation of two electronic speed signs on State Hwy 6 as designated in above agenda item and payment of security deposit. (Council action – motion)
- Update on damage to Blue Lane East pavement by contractors. (Information/Council action – motion)

MAINTENANCE

CITY HALL

- Midwest Security and Fire Monitoring Agreement for monitoring of the City Hall security system for a term of 3 years for \$51.99 per month, billed annually for total of \$623.88 plus any taxes, fees, or charges. (Council action – motion)
- Security & Fire Partners, Inc. Monitoring Agreement for fire system monitoring of the City Hall for a term of 3 years for \$45.99 per month, billed annually for a total of \$551.88 plus any taxes, fees, or charges. (Council action – motion)
- Estimate for Rasinski Total Door Service for rework of the front City Hall doors to work properly with security/access system upgrades for a total of \$1,309.01 from 406 City Hall Fund. (Council action – motion)
- Proposed revision of Open Gym Policy. (Council action – motion)

CEMETERY

PARKS

- Resolution 24-23 Accepting Donation to the City of \$300 from Gregory Koch to the Park Fund – Pickleball Fund. (Council action – motion)
- Update on pickleball court construction. (Information)
 - Outdoor Specialties requirement for 1/3 down payment for painting pickleball courts and installing nets for \$6,827 due on the day work begins with payment from Park dedication funds. (Total cost of \$20,480.) (Council action – motion)
- 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)*

NEW BUSINESS:

- **Draft 2023 Financial Statement and Independent Auditor's Report and Communications Letter, pending City Clerk/Treasurer review and Auditor finalization.** *(Council action – motion)*
- **Resolution 24-24 Governing Write-In Vote Counting (MUST choose one of the following 3 options):** *(Council action – motion)*
 1. Candidates must file a written request to have write-ins counted individually. (File at Crow Wing County.)
 2. Write-ins will only be tallied individually if total number of write-in votes for a race is greater than or equal to the fewest number of votes cast for a filed candidate.
 3. All write-in votes are counted. *(No resolution required.)*
- Candidate filing period will be open from July 30, 2024 until August 13, 2024 at 5 p.m. for one Mayor candidate and two Council Member candidates. *(Information)*
- State legislation revision regarding early cannabis cultivation may require City action, including a moratorium. *(Information/ Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County re: seeking public comment on Comprehensive Plan update.
- ✓ Ehlers re: potential refunding of existing bonds.

Scheduled Upcoming Meetings:

- State Primary Election will be held on Tuesday, August 13, 2024.
- The August Regular Council Meeting will be held on Monday, August 12, 2024 at 6 p.m.
- Schedule meeting to review ordinances for revisions, including development of Fire & Rescue Department, removal of Police Department, and review of animal licensing.

ADJOURN

**CITY OF EMILY
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
DECEMBER 31, 2023**

DRAFT

CITY OF EMILY
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INTRODUCTORY SECTION

DRAFT

**CITY OF EMILY
PRINCIPAL CITY OFFICIALS
DECEMBER 31, 2023**

POSITION	TERMS EXPIRE	NAME
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ELECTED OFFICIALS

Mayor	December 31, 2024	Tracy Jones
Council Members	December 31, 2024 (Appointed May 10, 2023)	Bryce Butcher
	April 17, 2023 (Resigned)	Mary Eppen
	December 31, 2024	Gerhart Hanson
	December 31, 2026	Andy Hemphill
	December 31, 2026	Greg Koch

APPOINTED OFFICIALS

City Clerk-Treasurer	Cari Johnson
Attorney	Gammello-Pearson PLLC
Auditor	Clasen & Schiessl CPAs, Ltd.

FINANCIAL SECTION

DRAFT



Clasen & Schiessl CPAs, Ltd.

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

Adverse and Unmodified Opinions

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2023, or the changes in financial position or, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with the financial reporting provisions of the Minnesota Office of the State Auditor, as described in Note 1.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Emily, Minnesota, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to the Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1, the financial statements are prepared by the City of Emily, Minnesota, on the basis of the financial reporting provisions of the Minnesota Office of the State Auditor, the regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Minnesota Office of the State Auditor.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting practices prescribed or permitted by the Minnesota Office of the State Auditor as described in Note 1, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and supplementary information sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Other Legal and Regulatory Requirements

In accordance with Minnesota Statutes, we have also issued our report dated June 10, 2024, on our consideration of the City's compliance with provisions of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. The purpose of the report is to determine if the City has complied with Minnesota laws and regulations. That report is an integral part of an audit performed in the State of Minnesota.

Clasen + Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota

June 10, 2024

**CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
GOVERNMENTAL FUNDS
DECEMBER 31, 2023**

	<u>GENERAL FUND</u>	<u>NONMAJOR GOVERNMENTAL FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
ASSETS			
Current Assets			
Cash and Investments	\$ 1,419,061	\$ 99,519	\$ 1,518,580
Restricted Cash and Investments	<u>60,000</u>	<u>-</u>	<u>60,000</u>
Total Assets	<u>\$ 1,479,061</u>	<u>\$ 99,519</u>	<u>\$ 1,578,580</u>
LIABILITIES			
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
CASH FUND BALANCES			
Restricted	238,342	83,814	322,156
Committed	-	15,705	15,705
Assigned	266,429	-	266,429
Unassigned	<u>974,290</u>	<u>-</u>	<u>974,290</u>
Total Cash Fund Balances	<u>1,479,061</u>	<u>99,519</u>	<u>1,578,580</u>
Total Liabilities and Cash Fund Balances	<u>\$ 1,479,061</u>	<u>\$ 99,519</u>	<u>\$ 1,578,580</u>

CITY OF EMILY
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN
CASH FUND BALANCES - REGULATORY BASIS
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2023

	GENERAL FUND	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
RECEIPTS			
Property Taxes	\$ 1,128,177	\$ 94,914	\$ 1,223,091
Franchise Taxes	3,596	-	3,596
Special Assessments	-	15,361	15,361
Licenses and Permits	39,944	-	39,944
Intergovernmental	143,666	2,065	145,731
Charges for Services	73,172	-	73,172
Fines and Forfeits	4,411	-	4,411
Interest and Earnings on Investments	20,222	52	20,274
Principal Payments	-	8,003	8,003
Miscellaneous	77,951	-	77,951
Total Receipts	<u>1,491,139</u>	<u>120,395</u>	<u>1,611,534</u>
DISBURSEMENTS			
Current			
General Government	350,518	-	350,518
Public Safety	225,059	-	225,059
Streets and Highways	316,569	-	316,569
Sanitation	16,783	-	16,783
Culture and Recreation	28,880	-	28,880
Economic Development and Assistance	450	-	450
Conservation of Natural Resources	12,256	-	12,256
Cemetery	12,900	-	12,900
Miscellaneous	14,394	-	14,394
Debt Service			
Principal	66,742	75,000	141,742
Interest and Other Charges	28,767	15,353	44,120
Capital Outlay	230,621	-	230,621
Total Disbursements	<u>1,303,939</u>	<u>90,353</u>	<u>1,394,292</u>
RECEIPTS OVER DISBURSEMENTS	<u>187,200</u>	<u>30,042</u>	<u>217,242</u>
OTHER FINANCING SOURCES (USES)			
Insurance Proceeds	14,881	-	14,881
Transfers In	-	754	754
Transfers (Out)	-	(754)	(754)
Total Other Financing Sources (Uses)	<u>14,881</u>	<u>-</u>	<u>14,881</u>
NET CHANGE IN CASH FUND BALANCES	202,081	30,042	232,123
Cash Fund Balances - Beginning	<u>1,276,980</u>	<u>69,477</u>	<u>1,346,457</u>
CASH FUND BALANCES - ENDING	<u>\$ 1,479,061</u>	<u>\$ 99,519</u>	<u>\$ 1,578,580</u>

CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
PROPRIETARY FUND
DECEMBER 31, 2023

	ENTERPRISE FUND
	WASTEWATER
ASSETS	
Current Assets	
Cash and Investments	\$ 112,819
Total Assets	112,819
LIABILITIES	
	-
NET CASH POSITION	
Restricted for Debt Service	60,000
Unrestricted	52,819
Total Net Cash Position	\$ 112,819

CITY OF EMILY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN
NET CASH POSITION - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2023

	ENTERPRISE FUND WASTEWATER
OPERATING RECEIPTS	
Charges for Services	\$ 82,583
Connection Fees	4,000
Total Operating Receipts	86,583
OPERATING DISBURSEMENTS	
Personal Services	7,435
Contractual Services	2,795
Utilities	1,426
Repairs and Maintenance	41,201
Supplies	112
Insurance	1,810
Other Expenses	711
Total Operating Disbursements	55,490
OPERATING CASH INCOME	31,093
NONOPERATING RECEIPTS (DISBURSEMENTS)	
Property Tax Receipts	59,328
Intergovernmental Receipts	1,582
Licenses and Permits	125
Interest and Earnings on Investments	607
Interest Disbursements	(27,258)
Total Nonoperating Receipts	34,384
NET CASH INCOME BEFORE OTHER DISBURSEMENTS	65,477
Debt Principal Paid	(60,000)
CHANGE IN NET CASH POSITION	5,477
Total Net Cash Position - Beginning	107,342
TOTAL NET CASH POSITION - ENDING	\$ 112,819

**CITY OF EMILY
STATEMENT OF CASH FLOWS - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2023**

	ENTERPRISE FUND <u>WASTEWATER</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Customers	\$ 86,583
Payments to Suppliers	(48,055)
Payments to Employees	(7,435)
Property Tax Receipts	59,328
Intergovernmental Receipts	1,582
Licenses and Permits	125
Net Cash Provided by Operating Activities	<u>92,128</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal Paid on Capital Debt	(60,000)
Interest Paid on Capital Debt	(27,258)
Net Cash (Used in) Capital and Related Financing Activities	<u>(87,258)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest Earnings	607
Net Cash Provided by Investing Activities	<u>607</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	5,477
Cash and Cash Equivalents - Beginning of the Year	<u>107,342</u>
CASH AND CASH EQUIVALENTS - END OF THE YEAR	<u>\$ 112,819</u>

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Emily, Minnesota (the City), was incorporated under the laws of the State of Minnesota and operates under an elected Mayor-Council form of government. The City is governed by a Mayor and four member City Council. This form of government includes an appointed clerk/treasurer.

The more significant accounting policies used by the City are discussed below:

A. Financial Reporting Entity

The financial statements of the reporting entity include those of the City (the primary government) and the component units for which the primary government is financially accountable. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component unit's governing body, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit or the potential component unit is fiscally dependent upon the City.

Blended Component Units

Blended component units are separate legal entities that meet the component unit criteria described above and whose governing body is the same or substantially the same as the City Council or the component unit provides services entirely to the City. These component unit's funds are blended into those of the City by appropriate activity type to compose the primary government presentation. Currently, the City has no blended component units.

Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. Currently, the City has no discretely presented component units.

B. Basis of Presentation - Fund Accounting

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund balance/net position, receipts, and disbursements. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- Total assets, liabilities, receipts or disbursements of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- Total assets, liabilities, receipts or disbursements of that individual governmental or proprietary fund are at least 5 percent of the corresponding total for all governmental and proprietary funds combined.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation - Fund Accounting (Continued)

Governmental Funds:

General Fund – To account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund - To account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are allocated to disbursements for specified purposes.

Debt Service Fund – To account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. (Debt Service Funds are required if they are legally mandated and/or if financial resources are being accumulated for principal and interest payments maturing in future years).

Capital Projects Fund - To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments). The City has no capital projects funds in 2023.

Proprietary Funds:

Enterprise Fund – Wastewater Fund – To account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses) of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Major and Nonmajor Funds

Fund	Purpose
Major:	
Governmental:	
General	As described above.
Proprietary:	
Wastewater	Accounts for the activities of the City for wastewater services to the public.
Nonmajor:	
Governmental:	
Special Revenue	As described above.
Debt Service	As described above.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

The City follows the regulatory basis of accounting for all funds. The accompanying statements were prepared on the regulatory basis and accordingly, receipts and disbursements are recognized only as cash is received or paid out. These statements do not give effect to receivables, payables, accrued expenses, capital assets, debt, and inventory, and accordingly, are not presented in accordance with U.S. generally accepted accounting principles. These procedures are in accordance with *City Audited Financial Statements for Cities under 2,500 in Population Reporting on the Regulatory Basis of Accounting* as prescribed by the Minnesota Office of the State Auditor, which is a special purpose framework other than accounting principles generally accepted in the United States of America.

D. Assets, Liabilities, and Fund Balance/Net Position

1. **Deposits and Investments**

The City pools cash resources of its various funds which may be invested in authorized investments. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash account is available to meet current operating requirements.

2. **Fund Balance/Net Position**

a. **Governmental Cash Fund Balances:**

In the fund financial statements, cash fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in Governmental Funds.

Cash fund balances are classified as follows:

- **Nonspendable** – Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact. There is no nonspendable cash fund balance at December 31, 2023.
- **Restricted** – Amounts that can be spent only for specific purposes because of the City Charter, the City Code, state or federal laws, or externally imposed conditions by grantors or creditors.
- **Committed** – Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution.
- **Assigned** – Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. In Governmental Funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the governing body itself.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, and Fund Balance/Net Position (Continued)

2. Fund Balance/Net Position (Continued)

a. Governmental Cash Fund Balances: (Continued)

Cash fund balances are classified as follows: (Continued)

- **Unassigned** – Amounts that have not been restricted, committed, or assigned to a specific purpose in the General Fund. Other funds may also report a negative unassigned fund balance if the total nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

The City has formally adopted a fund balance policy for the General Fund. The policy is to maintain a minimum unassigned fund balance of at least 50% of the ensuing year's tax levy and market value homestead credit for cash flow or operating reserves.

b. Proprietary Fund Net Position:

Proprietary Fund Net Position is divided into two components:

- **Restricted** – Consists of assets that are restricted by the City's creditors (for example, through debt covenants), by state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.
- **Unrestricted** – All other assets are reported in this category.

c. Use of Restricted Resources:

When a disbursement is incurred that can be paid using either restricted or unrestricted resources, it is expected that the City Council will first apply the disbursement toward restricted fund balance/net position and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances, in governmental funds.

3. Capital Assets – Proprietary Funds

In the fund financial statements capital assets used in governmental and proprietary fund operations are accounted for as capital outlay disbursements of the governmental and proprietary funds upon acquisition.

Capital assets include property, plant and equipment.

E. Receipts and Disbursements

1. Property Tax Revenue

The City levies its property taxes for the subsequent year during the month of December. Crow Wing County is the collecting agency for the levy and then remits the collections to the City of Emily. The City receives its taxes in two installments in July and December.

The property tax levy in 2023 includes certain state credits that are distributed to the City directly by the state. These credits are classified as intergovernmental receipts.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Receipts and Disbursements (Continued)

2. Receipts and Disbursements

The Proprietary Fund distinguishes operating receipts and disbursements from nonoperating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods and/or services in connection with a Proprietary Fund's principal ongoing operations. Operating disbursements for the Proprietary Fund include the cost of sales and services and administrative expenses. All receipts and disbursements not meeting this definition are reported as nonoperating items which include receipts and disbursements related to capital and related financing, noncapital financing, or investing activities.

Disbursements

In the fund financial statements, disbursements are classified as follows:

Governmental Funds - By Character	Current (further classified by function)
	Debt Service
	Capital Outlay
Proprietary Funds - By Operating and Nonoperating	

F. Budgetary Information

Annual budgets for the General Fund are adopted on the regulatory basis, which is a special purpose framework other than accounting principles generally accepted in the United States of America. Budgeted amounts are as originally adopted, or as amended by the City Council. The original and final budget for the General Fund is presented in the supplementary information section. All annual appropriations lapse at year-end.

G. Use of Estimates

The preparation of financial statements in accordance with the regulatory basis requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The City is required by Minn. Stat § 118A.03 to protect deposits with insurance, surety bond or collateral. At December 31, 2023, the City's deposits were not entirely covered by insurance, surety bond or collateral. This is legal noncompliance with Minnesota Statutes and exposes the city to the risk of lost deposits in the event of a financial institution failure.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS

A. Deposits and Investments

The City maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as Cash and Investments. Interest is allocated based on management's estimate of interest earned by fund. In accordance with *Minnesota Statutes* the City maintains deposits at financial institutions which are authorized by the City Council.

1. Deposits

The City is authorized by Minn. Stat. §§ 118A.02 and 118A.04 to designate a depository for public funds and to invest in certificates of deposit. The City is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount of deposit at the close of the financial institution's banking day, not covered by insurance or bonds.

Custodial Credit Risk

The risk that, in the event of a financial institution failure, the City's deposits may not be returned to it. At December 31, 2023, the City's deposits were not entirely covered by Federal Deposit Insurance Corporation (FDIC) insurance or collateral in accordance with Minnesota Statutes.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

Cash balances consist of the following at December 31, 2023:

Carrying Balance	Bank Balance
\$ 1,300,495	\$ 1,344,573

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

2. Investments

The City may invest in the following types of investments as authorized by Minn. Stat. §§ 118A.04 and 118A.05:

- securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as “high risk” by Minn. Stat. § 118A.04, Subd.6;
- mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;
- time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers’ acceptances of United States banks;
- commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and
- with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

Interest Rate Risk

The risk that changes in interest rates could adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City can manage its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities to meet cash requirements for ongoing operations.

Credit Risk

The risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the City’s policy to invest only in securities that meet the ratings requirements set by state statute.

CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

2. Investments (Continued)

Custodial Credit Risk

The risk that, in the event of the failure of the counterparty to a transaction, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

Concentration of Credit Risk

The risk of loss that may be caused by the City's investment in a single user. The City places no limit on the amount that it may invest in any one issuer.

Fair Value Reporting

GASB Statement 72 sets forth the framework for measuring the fair value of investments based on a hierarchy of valuation inputs. The hierarchy has three levels:

Level 1 – All securities are valued with the market approach by using unadjusted quoted prices in active markets accessible at the measurement date of identical financial assets and liabilities. The inputs include those traded on an active exchange, such as the New York Stock Exchange, as well as U.S. Treasury and other U.S. government and agency mortgage-backed securities that are traded by dealers or brokers in active over-the-counter markets.

Level 2 – All securities are valued with the market approach using inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. The matrix pricing technique is used to value securities based on the securities' relationship to benchmark quoted prices.

Level 3 – Securities within this hierarchy are valued using pricing inputs which are unobservable for the asset, inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset. Level 3 investments primarily consist of assets where the asset is distressed or there is not an active market. Securities are valued using either the cost method where a replacement value is determinable or the income method using the present value technique.

Net Asset Value (NAV): The fair value of investments in entities that calculate a net asset value per share is determined using the NAV in lieu of the leveling methodology described above. Assets valued at NAV held by the City consist of money market funds. These funds are highly-liquid assets the City holds in addition to their cash to ensure adequate cash flow for operating activities such as benefit payments.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

2. Investments (Continued)

Fair Value Reporting (Continued)

The following tables set forth, by level within the fair value hierarchy, the City's investments at fair value as of December 31, 2023.

Investments	Fair Value Measurements Using:		
	Level 1	Level 2	Level 3
Fixed Income	\$390,003	\$390,003	\$ -
Total Assets in the Fair Value Hierarchy	390,003	\$390,003	\$ -
Investments Measured at NAV as a Practical Expedient	901		
Investments at Fair Value	\$390,904		

B. Interfund Transfers

Fund	Transfers Out	Fund	Transfers In	Reasons for Transfers
Debt Service 2012A Refunding	\$ 7	Debt Service 2014	\$ 7	Year - End
Debt Service 2005	747	Debt Service 2014	747	Year - End
	\$ 754		\$ 754	

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

C. Long-Term Liabilities

Compensated Absences

The change in accrued compensated absences for the year ended December 31, 2023, was as follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Accrued Compensated Absences	\$ 23,248	\$ -	\$ 2,870	\$ 20,378	\$ 1,483

The liability for this amount is not recorded in the fund financial statements as they are prepared on the regulatory basis of accounting.

Accrued compensated absences are payable from the General Fund.

Long-Term Debt

The following is a summary of changes in long-term debt for the year ended December 31, 2023:

<u>Indebtedness</u>	Balance at January 1, 2023	Increases	Decreases	Balance at December 31, 2023	Due Within One Year
Governmental Activities					
General Obligation Bonds	\$ 560,000	\$ -	\$ 75,000	\$ 485,000	\$ 75,000
Capital Leases	681,803	-	66,742	615,061	67,378
Total Governmental Activities	1,241,803	-	141,742	1,100,061	142,378
Business-Type Activities					
General Obligation Bond	1,005,000	-	60,000	945,000	60,000
Total Business-Type Activities	1,005,000	-	60,000	945,000	60,000
Total Indebtedness	\$ 2,246,803	\$ -	\$ 201,742	\$ 2,045,061	\$ 202,378

The City has three capital leases. The first is secured by a 2016 Freightliner M2106 Fire Truck, the second is secured by 10 SCBA, cameras, and associated equipment, and the third is secured by a custom fire pumper truck. The leases contain a provision that if payments are late all remaining payments are due immediately or the equipment will be repossessed.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

C. Long-Term Liabilities (Continued)

Long-Term Debt (Continued)

The annual debt service requirements to maturity for long-term debt as of December 31 are as follows:

Year Ended December 31,	Governmental Activities				Business-Type Activities	
	Bonds		Capital Leases		Bond	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 75,000	\$ 12,563	\$ 67,378	\$ 28,131	\$ 60,000	\$ 25,537
2025	75,000	10,653	69,873	25,636	65,000	24,194
2026	80,000	8,578	72,466	23,043	65,000	22,796
2027	85,000	6,279	59,766	19,799	65,000	21,399
2028	85,000	3,821	62,685	13,818	70,000	19,650
2029-2033	85,000	2,669	282,893	21,550	370,000	66,000
2034-2036	-	-	-	-	250,000	11,400
	<u>\$ 485,000</u>	<u>\$ 44,563</u>	<u>\$ 615,061</u>	<u>\$ 131,977</u>	<u>\$ 945,000</u>	<u>\$ 190,976</u>

Capital Leases Payable

The future minimum lease obligations and the net present value of these minimum lease payments were as follows:

Years Ending December 31,	
2024	\$ 95,509
2025	95,509
2026	95,509
2027	79,565
2028	79,565
2029-2032	<u>318,260</u>
Total Minimum Lease Payments	763,917
Lease Amount Representing Interest	(148,856)
Present Value of Minimum Lease Payments	<u>\$ 615,061</u>

Variable Interest Rate Schedule

Description	Interest Rate	Dates
Improvement bonds, Series 2014	2.20%	2/2/2019-2/1/2023
	2.60%	2/2/2023-2/1/2026
	3.05%	2/2/2026-2/1/2030
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	2.25%	2/2/2020-2/1/2024
	2.75%	2/2/2024-2/1/2028
GO Wastewater Refunding Bonds, Series 2013A	2.00%	8/1/2013-2/1/2023
	2.15%	2/2/2023-2/1/2027
	3.00%	2/2/2027-2/1/2036

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

D. Cash Fund Balances

At December 31, 2023, Governmental Cash Fund Balances consist of the following:

	General	Nonmajor Governmental Funds	Total Governmental Funds
Restricted for:			
ARPA	\$ 45,964	\$ -	\$ 45,964
Debt Service	67,378	83,810	151,188
Park	60,000	-	60,000
Public Safety Aid	37,678	-	37,678
Small Cities Street Aid	27,322	-	27,322
Small Cities Development Program	-	4	4
Total Restricted	<u>238,342</u>	<u>83,814</u>	<u>322,156</u>
Committed for:			
Small Cities Revolving Loan	-	15,705	15,705
Total Committed	<u>-</u>	<u>15,705</u>	<u>15,705</u>
Assigned for:			
City Hall	30,000	-	30,000
Fire Equipment	48,610	-	48,610
First Response Equipment	94,863	-	94,863
Police	12,127	-	12,127
Library	1,581	-	1,581
Road and Bridge	79,248	-	79,248
Total Assigned	<u>266,429</u>	<u>-</u>	<u>266,429</u>
Unassigned	<u>974,290</u>	<u>-</u>	<u>974,290</u>
Total Cash Fund Balances	<u>\$ 1,479,061</u>	<u>\$ 99,519</u>	<u>\$ 1,578,580</u>

NOTE 4 OTHER NOTES

A. Contracts/Agreements

Verizon Wireless

The City leases land to Verizon Wireless upon which they constructed a cellphone tower. The original lease term was from 2016 through July 2021, with lease payments of \$1,000 per month and payments of \$1,100 per month starting August 1, 2021. The lease automatically extends for three additional five-year terms. The annual rent for each new lease term is 110% of the prior five year term's payment. The City received \$13,204 in rent in 2023.

Emily Cooperative Telephone Company

The City holds a franchise agreement with Emily Cooperative Telephone Company through a joint powers agreement with the City of Fifty Lakes and the Townships of Little Pine and Fairfield. The agreement provides that the franchisee shall pay the joint powers members between 3% - 6% (in total) of annual gross margin based on the schedule in the agreement. In 2023 the City received \$3,596 in franchise taxes.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plans

1. Plan Descriptions

All full-time and certain part-time employees of the City are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (accounted for in the General Employees Fund) and the Public Employees Police and Fire Retirement Plan (accounted for in the Police and Fire Fund), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

General Employees Plan members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan. All police officers, fire-fighters and peace officers who qualify for membership by statute are covered by the Police and Fire Plan.

PERA provides retirement benefits as well as disability benefits to members and survivor benefits upon death of eligible members. Benefits are established by state statute. Benefits for members of the General Employees Plan vest after five years of credited service. Benefits for the Police and Fire Plan vest on a prorated basis from 50% after 10 years up to 100% after 20 years. The defined benefit retirement plan benefits are based on a member's highest average salary for any 5 years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first 10 years of service and 1.7% for each additional year. The rates are 2.2% and 2.7%, respectively, for Basic members. Under Method 2, the accrual rate for Coordinated members is 1.7% for all years of service, and 2.7% for Basic members. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

For all General Employees Plan members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Method 2 provides for unreduced retirement benefits at age 65 for members first hired prior to July 1, 1989 or age 66 (the age for unreduced Social Security benefits), for those first hired on or after that date. Early retirement may begin at age 55 with an actuarial reduction (about six percent per year) for members retiring prior to full retirement age.

Normal retirement age is 55 for Police and Fire plan members and 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement with an actuarial reduction in the member's benefit.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plans (Continued)

1. Plan Descriptions (Continued)

A full unreduced pension is earned when Police and Fire plan members meet the following conditions: age 55 and vested or age plus years of service total at least 90 if first hired prior to July 1, 1989.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree--no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for the General Employees and Police and Fire plans. That report may be obtained on PERA's website at www.mnpera.org/financial/.

2. Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. In 2023 Coordinated Plan members were required to contribute 6.5% of their annual covered salary and Police and Fire Plan members were required to contribute 11.8% of their annual covered salary.

The City makes annual contributions to the pension plans equal to the amount required by state statutes. In 2023, the City was required to contribute the following percentages of annual covered payroll, 7.5% for Coordinated Plan members, and 17.7% for Police and Fire Plan members.

The City's contributions to the General Employees Fund for the years ending December 31, 2023, 2022, and 2021, were \$19,685, \$18,915, and \$16,583, respectively. The City's contributions to the Public Employees Police and Fire Fund for the years ending December 31, 2023, 2022, and 2021, were \$4,642, \$14,714, and \$17,463, respectively.

C. Defined Benefit Pension Plan – Volunteer Fire Relief Association

Plan Description

The Emily Firemen's Relief Association (Association) is the administrator of a single employer public employee defined benefit retirement system (PERS) established to provide benefits for members of the Emily Fire Department. The Plan provides retirement, disability, and death benefits to plan members and beneficiaries. The Association determines the level of benefits with approval from the City Council.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 4 OTHER NOTES (CONTINUED)

C. Defined Benefit Pension Plan – Volunteer Fire Relief Association (Continued)

Plan Description (Continued)

The Association maintains a separate Special Fund to accumulate assets to fund the retirement benefits earned by the fire department's members. Funding for the relief association is derived primarily from an insurance premium tax in accordance with the Volunteer Firefighter's Relief Association Financing Guidelines Act of 1971 (Chapter 261 as amended by Chapter 509 of Minnesota Statutes 1980).

The Association issues a publicly available financial report. The report may be obtained by writing to the Emily Firemen's Relief Association, 20837 County Road 1, Emily, Minnesota 56447.

Funding Policy

The financial requirements of the Special Fund are determined in accordance with Section 69.772 of the Minnesota Statutes, which requires the payment of pension benefits in a lump sum or optionally in annual installments. The City had a required contribution of \$28,976 for the year ended December 31, 2023. The Association is comprised of volunteers and therefore members have no contribution requirements.

D. Risk Management

The City is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The City has entered into a joint powers agreement with the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is a public entity risk pool currently operating as a common risk management and insurance program for Minnesota cities. The agreement for the formation of the LMCIT provides that the pool will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of reserved amounts for each insured event.

The pooling agreement allows for the pool to make additional assessments to make the pool self-sustaining. The City has determined that it is not possible to estimate the amount of such additional assessments, however they are not expected to be material to the financial statements taken as a whole.

E. Related Party Transactions

The City purchased \$33,000 in gravel from Emily Sand and Gravel, which is owned by council member Bryce Butcher.

SUPPLEMENTARY INFORMATION SECTION

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2023

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
Beginning Cash Fund Balances - January 1	\$ 1,276,980	\$ 1,276,980	\$ 1,276,980	\$ -
RECEIPTS				
Taxes				
Property Taxes				
Current, Delinquent, Penalties, and Interest	1,337,338	1,337,338	1,128,177	(209,161)
Franchise Taxes	3,750	3,750	3,596	(154)
Total Taxes	<u>1,341,088</u>	<u>1,341,088</u>	<u>1,131,773</u>	<u>(209,315)</u>
Licenses and Permits				
Business and Non-business	33,654	33,654	39,944	6,290
Intergovernmental				
Federal Grants				
FEMA Grant	2	2	24,676	24,674
State Grants				
Agricultural Market Value Credit	530	530	884	354
Police Aid	13,500	13,500	14,714	1,214
Fire Aid	14,755	14,755	18,396	3,641
Public Safety Aid	-	-	37,678	37,678
Other	4,500	4,500	14,685	10,185
County Grants				
Other	42,250	42,250	24,204	(18,046)
Local Grants				
Other	4,320	4,320	8,429	4,109
Total Intergovernmental	<u>79,857</u>	<u>79,857</u>	<u>143,666</u>	<u>63,809</u>
Charges for Services				
General Government	5,270	5,270	4,096	(1,174)
Public Safety	35,860	35,860	52,793	16,933
Sanitation	4,120	4,120	4,268	148
Cemetery	19,025	19,025	12,015	(7,010)
Total Charges for Services	<u>64,275</u>	<u>64,275</u>	<u>73,172</u>	<u>8,897</u>
Fines and Forfeits				
Administrative Fines	500	500	3,893	3,393
Court Fines	820	820	518	(302)
Total Fines and Forfeits	<u>1,320</u>	<u>1,320</u>	<u>4,411</u>	<u>3,091</u>
Miscellaneous				
Interest and Earnings on Investments	4,250	4,250	20,222	15,972
Tower Rent	13,235	13,235	13,204	(31)
Donations	100	100	58,404	58,304
Refunds and Reimbursements	6,000	6,000	6,054	54
Other	20	20	289	269
Total Miscellaneous	<u>23,605</u>	<u>23,605</u>	<u>98,173</u>	<u>74,568</u>
Total Receipts	<u>1,543,799</u>	<u>1,543,799</u>	<u>1,491,139</u>	<u>(52,660)</u>
OTHER FINANCING SOURCES				
Insurance Proceeds	-	-	14,881	14,881
Sale of Investments	250,000	250,000	-	(250,000)
Total Other Financing Sources	<u>250,000</u>	<u>250,000</u>	<u>14,881</u>	<u>(235,119)</u>
Total Receipts and Other Financing Sources	<u>1,793,799</u>	<u>1,793,799</u>	<u>1,506,020</u>	<u>(287,779)</u>
Amounts Available for Appropriation	<u>3,070,779</u>	<u>3,070,779</u>	<u>2,783,000</u>	<u>(287,779)</u>

**CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2023
(CONTINUED)**

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
DISBURSEMENTS				
General Government				
Mayor and Council				
Current	30,770	30,770	27,743	3,027
Finance-Municipal Clerk/Treasurer				
Current	202,545	202,545	188,269	14,276
Elections				
Current	100	100	1	99
Independent Accounting and Auditing				
Current	11,500	11,500	17,700	(6,200)
Legal				
Current	190	190	130	60
Planning and Zoning				
Current	62,315	62,315	57,599	4,716
City Hall, General Government Buildings				
Current	62,575	62,575	56,611	5,964
Other				
Current	6,950	6,950	2,465	4,485
Total General Government	<u>376,945</u>	<u>376,945</u>	<u>350,518</u>	<u>26,427</u>
Public Safety				
Police Protection				
Current	178,964	178,964	80,773	98,191
Fire Protection				
Current	131,126	131,126	112,657	18,469
Capital Outlay	-	-	110,880	(110,880)
Civil Defense				
Current	1,144	1,144	551	593
First Response				
Current	42,795	42,795	28,278	14,517
Inspections				
Current	5,700	5,700	2,800	2,900
Total Public Safety	<u>359,729</u>	<u>359,729</u>	<u>335,939</u>	<u>23,790</u>
Streets and Highways				
Street Maintenance/Maintenance Shop				
Current	300,785	320,785	311,179	9,606
Capital Outlay	138,820	134,820	119,741	15,079
Street Lighting				
Current	3,500	3,500	3,550	(50)
Snow and Ice Removal				
Current	4,500	4,500	1,840	2,660

**CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2023
(CONTINUED)**

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
DISBURSEMENTS				
Sanitation				
Recycling				
Current	16,785	16,785	16,783	2
Culture and Recreation				
Library				
Current	5,675	5,675	3,493	2,182
Parks				
Current	24,370	24,370	25,387	(1,017)
Total Culture and Recreation	30,045	30,045	28,880	1,165
Housing and Economic Development				
Economic Development and Assistance				
Current	1,279	1,279	450	829
Conservation of Natural Resources				
Emily Waters				
Current	14,750	14,750	11,256	3,494
Water Resources				
Current	1,000	1,000	1,000	-
Total Conservation of Natural Resources	15,750	15,750	12,256	3,494
Cemetery				
Current	19,290	19,290	12,900	6,390
Miscellaneous				
Donations				
Current	350	350	14,350	(14,000)
Other				
Current	-	-	44	(44)
Total Miscellaneous	350	350	14,394	(14,044)
Debt Service				
Principal	66,750	66,750	66,742	8
Interest and Other Charges	28,770	28,770	28,767	3
Total Debt Service	95,520	95,520	95,509	11
Total Disbursements	1,363,298	1,379,298	1,303,939	75,359
OTHER FINANCING USES				
Purchase of Investments	256,500	256,500	-	256,500
Total Other Financing Uses	256,500	256,500	-	256,500
Total Disbursements and Other Financing Uses (Charges to Appropriations)	1,619,798	1,635,798	1,303,939	331,859
CASH FUND BALANCE - DECEMBER 31	\$ 1,450,981	\$ 1,434,981	\$ 1,479,061	\$ 44,080

**CITY OF EMILY
 COMBINING STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
 REGULATORY BASIS
 NONMAJOR GOVERNMENTAL FUNDS
 DECEMBER 31, 2023**

	SPECIAL REVENUE FUNDS		DEBT SERVICE FUNDS				TOTAL NONMAJOR GOVERNMENTAL FUNDS
	SMALL CITIES REVOLVING LOAN	SMALL CITIES DEVELOPMENT PROGRAM	DEBT SERVICE 2005	DEBT SERVICE 2012A	DEBT SERVICE 2012A REFUNDING	DEBT SERVICE 2014	
ASSETS							
Cash and Investments	\$ 15,705	\$ 4	\$ -	\$ 45,644	\$ -	\$ 38,166	\$ 99,519
Total Assets	\$ 15,705	\$ 4	\$ -	\$ 45,644	\$ -	\$ 38,166	\$ 99,519
LIABILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CASH FUND BALANCES							
Restricted	-	4	-	45,644	-	38,166	83,814
Committed	15,705	-	-	-	-	-	15,705
Total Cash Fund Balances	15,705	4	-	45,644	-	38,166	99,519
Total Liabilities and Cash Fund Balances	\$ 15,705	\$ 4	\$ -	\$ 45,644	\$ -	\$ 38,166	\$ 99,519

CITY OF EMILY
COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH FUND BALANCES - REGULATORY BASIS
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2023

	SPECIAL REVENUE FUNDS		DEBT SERVICE FUNDS				TOTAL
	SMALL CITIES	SMALL CITIES	DEBT	DEBT	DEBT	DEBT	
	REVOLVING	DEVELOPMENT	SERVICE	SERVICE	SERVICE 2012A	SERVICE	
	LOAN	PROGRAM	2005	2012A	REFUNDING	2014	
RECEIPTS							
Property Taxes	\$ -	\$ -	\$ 58	\$ 62,544	\$ 7	\$ 32,305	\$ 94,914
Special Assessments	-	-	650	-	-	14,711	15,361
Intergovernmental	-	-	-	1,194	-	871	2,065
Interest and Earnings on Investments	15	-	1	19	-	17	52
Principal Payments	8,003	-	-	-	-	-	8,003
Total Receipts	8,018	-	709	63,757	7	47,904	120,395
DISBURSEMENTS							
Debt Service							
Principal	-	-	-	40,000	-	35,000	75,000
Interest and Other Charges	-	-	-	6,600	-	8,753	15,353
Total Disbursements	-	-	-	46,600	-	43,753	90,353
RECEIPTS OVER (UNDER)							
DISBURSEMENTS	8,018		709	17,157	7	4,151	30,042
OTHER FINANCING SOURCES (USES)							
Transfers In	-	-	-	-	-	754	754
Transfers (Out)	-	-	(747)	-	(7)	-	(754)
Total Other Financing Sources (Uses)	-	-	(747)	-	(7)	754	-
NET CHANGE IN CASH							
FUND BALANCES	8,018	-	(38)	17,157	-	4,905	30,042
Cash Fund Balances - Beginning	7,687	4	38	28,487	-	33,261	69,477
CASH FUND BALANCES - ENDING	\$ 15,705	\$ 4	\$ -	\$ 45,644	\$ -	\$ 38,166	\$ 99,519

**CITY OF EMILY
SCHEDULE OF INDEBTEDNESS
DECEMBER 31, 2023**

Indebtedness	ISSUE YEAR	INTEREST RATE	FINAL MATURITY	BALANCE AT JANUARY 1, 2023	INCREASES	DECREASES	OUTSTANDING DECEMBER 31, 2023
Governmental Activities							
<u>Bonds Payable</u>							
Improvement Bonds, Series 2014	2014	.9 - 3.05%	2030	\$ 310,000	\$ -	\$ 35,000	\$ 275,000
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	2012	.55 - 2.75%	2028	250,000	-	40,000	210,000
<u>Other Long-Term Debt</u>							
Capital Lease, Fire Truck	2016	3.29%	2025	97,509	-	31,457	66,052
Capital Lease, SCBA	2021	2.98%	2026	59,294	-	14,177	45,117
Capital Lease, Fire Pumper	2022	4.885%	2032	525,000	-	21,108	503,892
				<u>1,241,803</u>	<u>-</u>	<u>141,742</u>	<u>1,100,061</u>
Less:							
<u>Unamortized Discount</u>							
Improvement Bonds, Series 2014				15,244	-	1,905	13,339
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A				13,837	-	2,306	11,531
Total Bond Issuance Costs				<u>29,081</u>	<u>-</u>	<u>4,211</u>	<u>24,870</u>
Total Governmental Activities				<u>1,212,722</u>	<u>-</u>	<u>137,531</u>	<u>1,075,191</u>
Business-Type Activities							
<u>Bond Payable</u>							
General Obligation Sewer Refunding Bonds, Series 2013A	2013	2-3%	2036	1,005,000	-	60,000	945,000
				<u>1,005,000</u>	<u>-</u>	<u>60,000</u>	<u>945,000</u>
Less:							
<u>Unamortized Discount</u>							
General Obligation Sewer Refunding Bonds, Series 2013A				16,411	-	1,172	15,239
Total Bond Issuance Costs				<u>16,411</u>	<u>-</u>	<u>1,172</u>	<u>15,239</u>
Total Business-Type Activities				<u>988,589</u>	<u>-</u>	<u>58,828</u>	<u>929,761</u>

**CITY OF EMILY
SCHEDULE OF ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2023**

FUND	SOURCE OF REVENUE AND PURPOSE		AMOUNT
DS 2005	Crow Wing County	Special Assessments	\$ 234
DS 2005	Crow Wing County	Property Tax	12
DS 2012A	Crow Wing County	Property Tax	2,263
DS 2014	Crow Wing County	Property Tax	1,147
DS 2014	Crow Wing County	Special Assessments	966
General	Black Bear Real Estate	Assessment Search	25
General	Crow Wing County	Property Tax	40,551
General	Lakes Area Title	Assessment Search	25
General	Sourcewell	Reimbursement	1,500
General	State of Minnesota	Storm Reimbursement	21,115
General	State of Minnesota	Reimbursement	2,000
General	Susan Ball	Assessment Search	25
Wastewater	Crow Wing County	Property Tax	2,156
Wastewater	Various	User Fees	23,900
			<u>\$ 95,919</u>

**CITY OF EMILY
SCHEDULE OF ACCOUNTS PAYABLE
YEAR ENDED DECEMBER 31, 2023**

FUND	VENDOR NAME	ITEM AND PURPOSE	CHECK NUMBER	AMOUNT
General	AFLAC	Employee Insurance	61140	\$ 32
General	Amy Prokott	Mileage Reimbursement	61104	9
General	Auto Value	Supplies & Materials	61165	232
General	Canon Financial Services	Copier Lease	61105	104
General	Craig Prokott	Mileage Reimbursement	61103	79
General	Crow Wing County	Audit Confirmation	61178	30
General	Crow Wing Power	Electric	61142	2,736
General	Cuyuna Regional Medical Center	Drug Testing	61293	56
General	Ehlers Investment Partners	Management Fees-Dec.	61152	83
General	Elan Financial Services	Supplies & Materials	61110	383
General	Emily Ace Hardware	Supplies & Materials	61108	389
General	Ferrellgas	Utilities/Propane	61186	1,367
General	Gammello-Pearson	City Attorney	61141	1,430
General	Lakes Area Rental	Equipment Rental	61114	252
General	League MN Cities Ins. Trust	Insurance	61183	36,154
General	Mike Davis	Accrued Leave Payout	61206	1,013
General	Minnesota Fire Service Cert. Board	Hazmat Exam	61164	126
General	Minnesota Life Insurance Company	Life Insurance	61214	48
General	Minnesota Revenue	Payroll Taxes	330767	204
General	MN DEED	Unemployment Benefits	61181	39
General	PERA	Payroll Taxes	330769	904
General	Pomp's Tire Service, Inc.	Repairs & Maintenance	61109	80
General	Sadusky Renovations	Inspections	61160	2,525
General	Sourcewell	P & Z Administration	61139	413
General	US Treasury	Payroll Taxes	330765	1,168
General	Verizon Wireless	Police Cell Phone	61117	7
General	Waste Management Corp. Svcs.	Garbage	61144	357
General	Wex Bank	Fuel & Cleaning Supplies	61149	871
Wastewater	A W Research Laboratories	Sewer Pond Testing	61131	92
Wastewater	Amy Prokott	Mileage Reimbursement	66104	2
Wastewater	Crow Wing Power	Electric	61142	108
Wastewater	Elan Financial Services	Supplies & Materials	61110	51
Wastewater	League MN Cities Ins. Trust	Insurance	61183	1,382
Wastewater	Minnesota Revenue	Payroll Taxes	330767	2
Wastewater	PERA	Payroll Taxes	330769	13
Wastewater	US Treasury	Payroll Taxes	330765	14
				<u>\$ 52,755</u>

OTHER REPORT SECTION



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INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 10, 2024.

In connection with our audit, we noted that the City of Emily Failed to comply with provisions of the depositories of public funds and public investments of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters as described in the following paragraph. Also, in connection with our audit, nothing came to our attention that caused us to believe that the City of Emily failed to comply with the provisions of the contracting – bid laws, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The City of Emily is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond or collateral. At December 31, 2023, the City's deposits were not entirely covered by insurance, surety bond or collateral. This occurred due to a failure on the bank to assign the required collateral to the City, however, responsibility falls on the City to comply with Minnesota statutes. The City has discussed this issue with the bank and believes moving forward the correct amount of collateral will be assigned to the City. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of those charged with governance and management of the City of Emily and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.
Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
June 10, 2024

CITY OF EMILY
Emily, Minnesota

COMMUNICATIONS LETTER

Year Ended December 31, 2023



Clasen &
Schiessl CPAs, Ltd.
Consultants & Accountants

CITY OF EMILY
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**EXECUTIVE AUDIT SUMMARY (EAS)
FOR
CITY OF EMILY
YEAR ENDED DECEMBER 31, 2023**

AUDIT FINDINGS AND RESULTS

Audit process – We found the City’s records to be in good order (organized, available, complete, etc.). We appreciate the time that staff took to work with us to complete the engagement.

Audit Opinion – The financial statements are fairly stated. We issued an adverse opinion on US Generally Accepted Accounting Principles and an unmodified (clean) opinion on the Regulatory Basis of Accounting.

Compliance – No compliance issues were noted in our review of laws, regulations, contracts, grant agreements or other matters that could have significant financial implications to the City.

Internal Controls – Segregation of duties was deemed to be a material weakness and preparation of financial statements was deemed to be a significant deficiency.

Fund Balance – For 2023 the fund balance in the General Fund increased by \$202,081 ending at \$1,479,061 as of December 31, 2023. The ending fund balance at December 31, 2023, for the City represents 113.4% of general fund disbursements incurred for the year and is an important aspect in the City’s financial well-being since a healthy fund balance represents a cushion against unanticipated disbursements, funding deficiencies, aid proration at the state level and similar problems.

Budget and Actual – Total General Fund receipts and other financing sources on a net basis were \$287,779 (or 16.0%) lower than the budgeted amount while total disbursements and other financing uses were \$331,859 (or 20.3%) lower than had been budgeted. As part of any budget update initiated for 2024, the Council will want to take these variances into consideration in order to limit budget differences to every extent possible.

**CITY OF EMILY, MINNESOTA
FINANCIAL SUMMARY
YEAR ENDED DECEMBER 31, 2023**

GOVERNMENTAL FUNDS:

Statement of Balances Arising From Cash Transactions

Cash and Investments (Net)	\$ 1,578,580
----------------------------	--------------

Statement of Cash Receipts, Disbursements, and Changes in Cash Fund Balances

Receipts	\$ 1,611,534
Disbursements	(1,394,292)
Other Financing Sources (Uses), Net	14,881
Net Change in Cash Fund Balances	\$ 232,123

PROPRIETARY FUND:

Statement of Balances Arising From Cash Transactions

Cash and Investments	\$ 112,819
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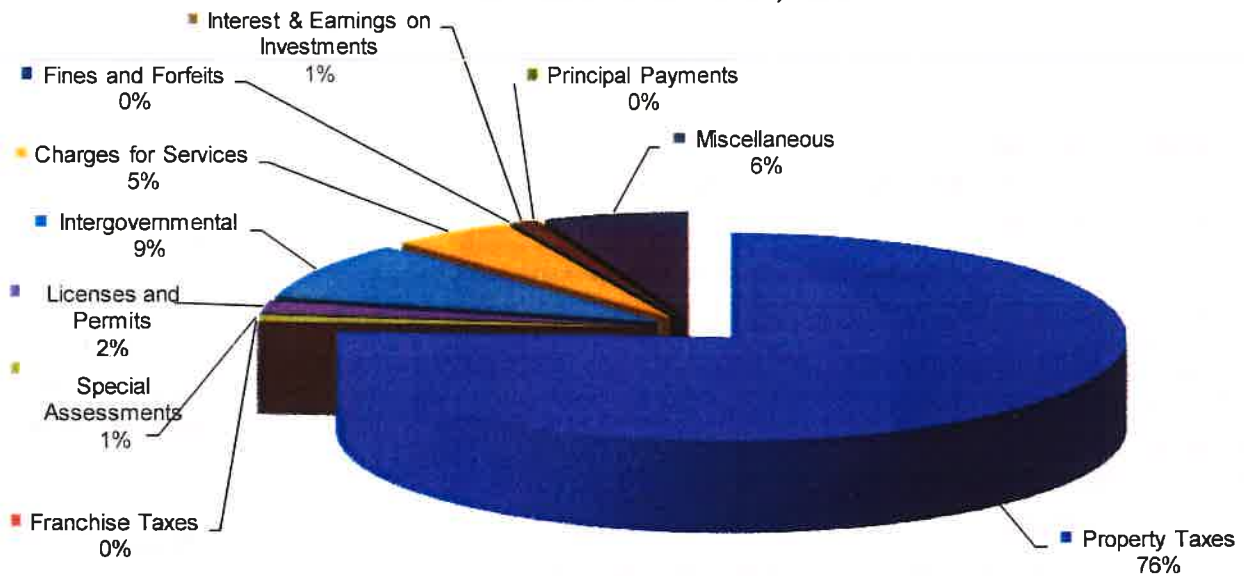
Statement of Receipts, Disbursements, and Changes in Net Cash Position

Operating Receipts	\$ 86,583
Operating Disbursements	(55,490)
Operating Cash Income	31,093
Nonoperating Receipts	61,642
Nonoperating Disbursements	(27,258)
Net Cash Income Before Other Disbursements	65,477
Debt Principal Paid	(60,000)
Change in Net Cash Position	\$ 5,477

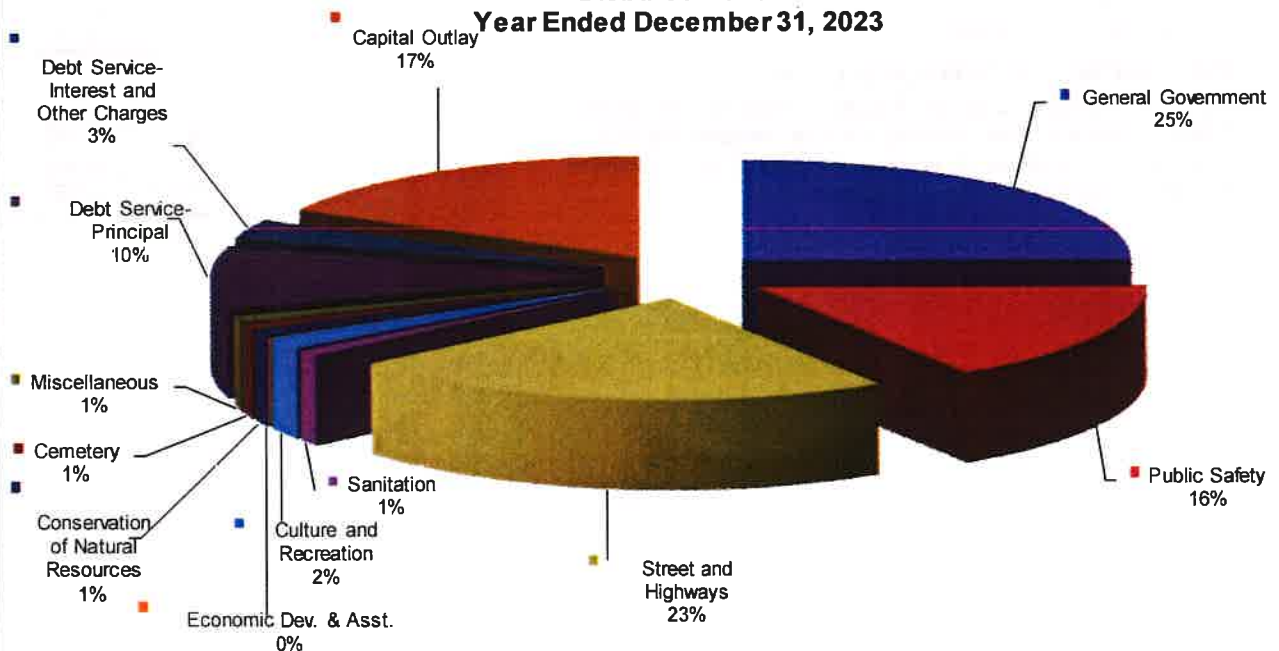
SUPPLEMENTARY INFORMATION SECTION

Budgetary Comparison Schedule - Regulatory Basis - General Fund	Variance
Total Receipts and Other Financing Sources - Negative Variance	\$ (287,779)
Total Disbursements and Other Financing Uses - Positive Variance	331,859
Budgetary Fund Balance with a Positive Variance	\$ 44,080

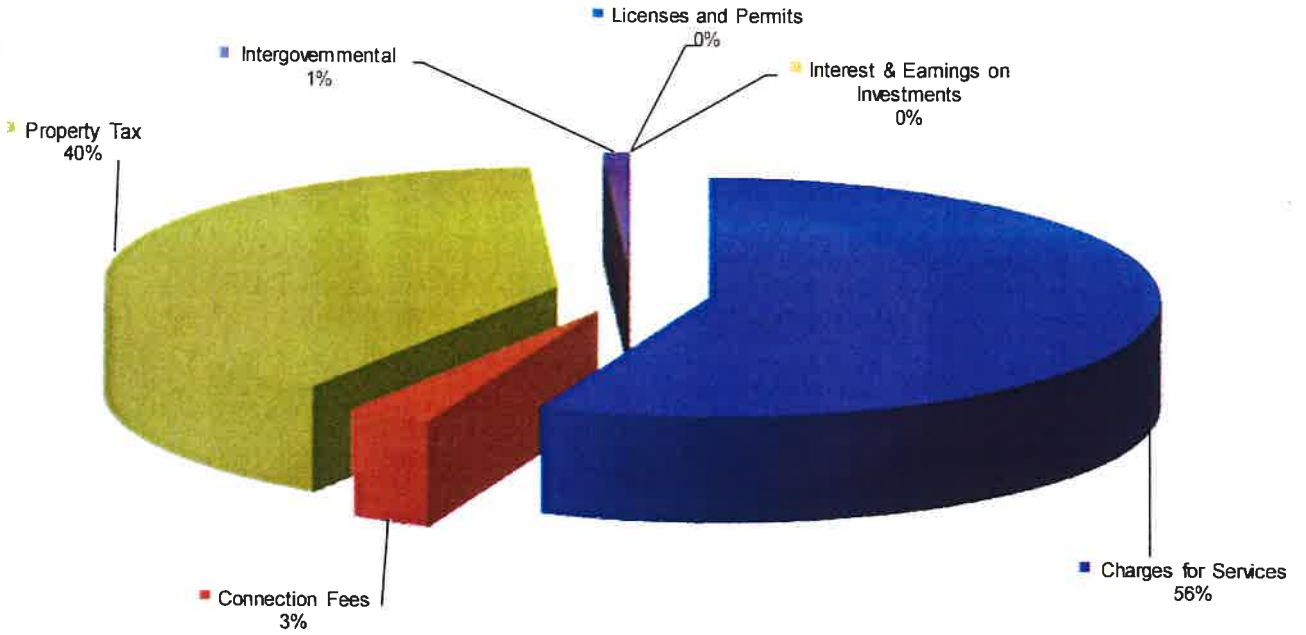
**City of Emily, Minnesota
Governmental Funds
Receipts
Year Ended December 31, 2023**



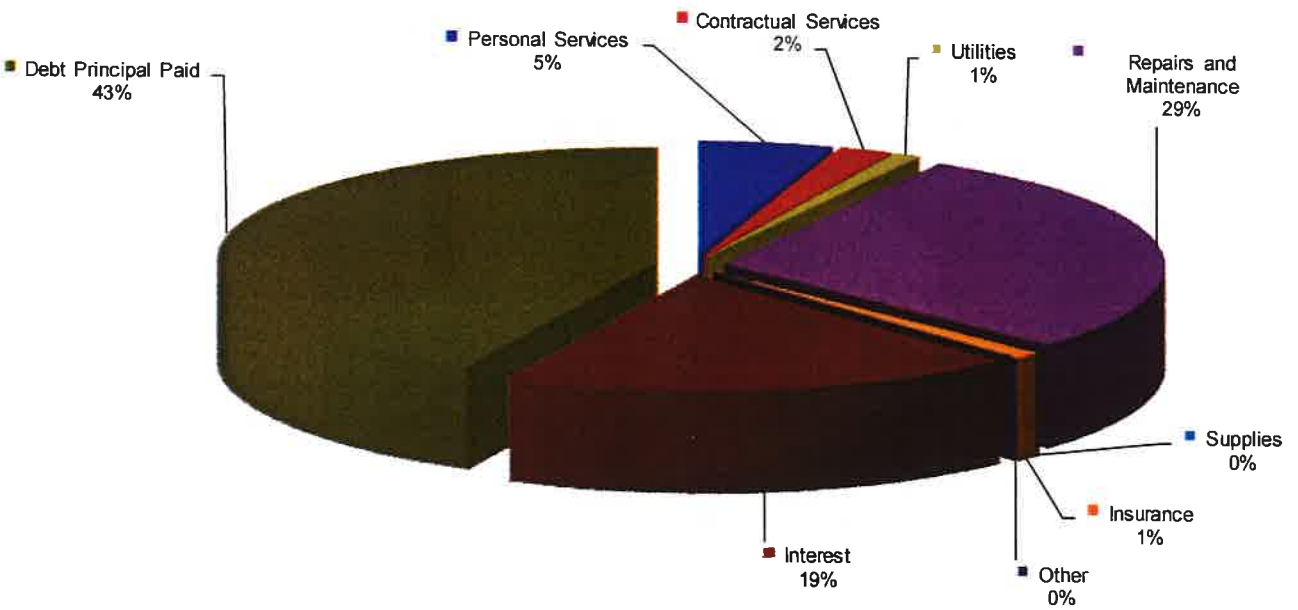
**City of Emily, Minnesota
Governmental Funds
Disbursements
Year Ended December 31, 2023**



**City of Emily, Minnesota
Proprietary Funds
Receipts
Year Ended December 31, 2023**



**City of Emily, Minnesota
Proprietary Funds
Disbursements
Year Ended December 31, 2023**





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REPORT ON MATTERS IDENTIFIED AS A RESULT OF THE AUDIT OF THE FINANCIAL STATEMENTS

To the Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

In planning and performing our audit of the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) as of and for the year ended December 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the following sections, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider deficiency 2023-001 in the following section to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider deficiency 2023-002 in the following section to be a significant deficiency.



**Clasen &
Schiessl** CPAs, Ltd.
Consultants & Accountants

This communication is intended solely for the information and use of management, the City Council, and others within the City, and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
June 10, 2024

CITY OF EMILY
MATERIAL WEAKNESS
December 31, 2023

2023-001

LACK OF SEGREGATION OF ACCOUNTING DUTIES

The objective of internal control for accounting is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. An essential part of internal control is that procedures are properly segregated and the results of their performance adequately reviewed. This is normally accomplished by assigning duties so that 1) no one person handles a transaction from beginning to end, and 2) incompatible duties between functions are not handled by the same person. In addition, a review of these completed duties should be performed by an individual independent of those functions.

The Organization does not have effective controls to safeguard assets, and prevent or detect misstatements on a timely basis, as a result of a lack of segregation of duties. This condition increases the possibility that errors or irregularities may occur without being detected on a timely basis. Proper segregation of duties can be difficult to achieve due to the limited City staff and hiring additional staff may be costly. Additionally, segregation of duties can, at times, lead to inefficiencies in the financial reporting process. Therefore, consideration must be given to the cost of implementing additional controls.

CITY OF EMILY
SIGNIFICANT DEFICIENCY
December 31, 2023

2023-002

PREPARATION OF FINANCIAL STATEMENTS AND RELATED FOOTNOTES

Internal controls over financial reporting include those related to the actual preparation and review of the audited financial statements. In order to prepare a complete set of financial statements in conformity with the regulatory basis of accounting, the preparer must have the necessary expertise.

The City does not have an internal control system designed to provide for the preparation of the financial statements being audited. City personnel do prepare periodic financial statements and other financial information for internal use that meets the needs of management and the City Council. However, the City does not have the internal resources to prepare full-disclosure financial statements required by the regulatory basis of accounting for external reporting. As auditors, we were requested to draft the financial statements and accompanying footnotes.

This control deficiency could result in a misstatement to the financial statements that would not be prevented or detected.

This control deficiency is not unusual in a small City. However, it is the responsibility of management and the Council to decide whether to accept the degree of risk associated with this condition based on the cost of correction and other considerations.

LEGAL COMPLIANCE

2023-003

Minnesota Statute 118A.03 states that if a city desires to deposit funds at a financial institution in excess of deposit insurance, the city must require the financial institution to furnish collateral security to the extent that funds exceed the deposit insurance limit.

The City's deposits exceeded a financial institution's deposit insurance limit and the City failed to require collateral as required. This occurred due to an error from the financial institution, however responsibility falls on the city to ensure deposits are insured. The City needs to be mindful of legal compliance provisions related to deposited funds.

**CITY OF EMILY
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2023**

STATUS OF PRIOR AUDIT FINDINGS

Internal Control

Material Weakness

2022-001 Segregation of Duties

<i>Condition:</i>	The City has a limited number of office personnel and, accordingly, does not have adequate internal controls in certain areas because of a lack of segregation of duties.
<i>Current Status:</i>	This condition is noted again in the current year audit of the financial statements.

Significant Deficiency

2022-002 Preparation of Financial Statements and Related Footnotes

<i>Condition:</i>	The City does not have an internal control system designed to provide for the preparation of the financial statements.
<i>Current Status:</i>	This condition is noted again in the current year audit of the financial statements.



Clasen & Schiessl CPAs, Ltd.

Chartered Accountants & Accountants

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REQUIRED COMMUNICATION

June 10, 2024

Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

We have audited the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 1, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period, in accordance with the regulatory basis of accounting.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements was:

Management's estimate of the allocation of multiple expenditures, based on an estimated percentage across governmental and proprietary funds. We evaluated the key factors and assumptions used to develop the allocation in determining that it is reasonable in relation to the financial statements taken as a whole.



**Clasen &
Schiessl CPAs, Ltd.**

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the financial statements being prepared by the City using the regulatory basis of accounting prescribed by the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America, as described in Note 1 to the financial statements.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures, and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 10, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



**Clasen &
Schiessl** CPAs, Ltd.
Clasen & Schiessl CPAs, Ltd.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were not engaged to report on the introductory or supplementary information sections, which accompany the financial statements but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Emily and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota

As on 5/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	677,672.47	102,509.07	1,050.05	0.00	319,854.94	3,218.70	0.00	458,157.95	120,059.23	578,217.18
Road and Bridge	106,569.71	66.78	0.00	0.00	3,840.00	0.00	0.00	102,796.49	0.00	102,796.49
Small Cities Revolving Loan Fund	15,705.14	3,496.68	0.00	0.00	0.00	0.00	0.00	19,201.82	0.00	19,201.82
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,963.75	29.71	0.00	0.00	0.00	0.00	0.00	45,993.46	0.00	45,993.46
Library	1,581.22	1.07	0.00	0.00	0.00	0.00	0.00	1,582.29	0.00	1,582.29
Firemens equip fund 225	86,287.79	20,058.61	0.00	0.00	20,625.72	0.00	0.00	85,720.68	0.00	85,720.68
1st Resp. equip fund 226	53,715.54	7,564.89	365.24	0.00	365.24	977.20	0.00	60,303.23	41,759.72	102,062.95
Emily Area Recycling 227	0.00	27.10	0.00	0.00	68.00	0.00	0.00	(40.90)	0.00	(40.90)
Police Fund 228	12,127.16	10,011.35	0.00	0.00	1,625.00	0.00	0.00	20,513.51	0.00	20,513.51
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	45,643.78	2,266.10	0.00	0.00	43,262.50	0.00	0.00	4,647.38	0.00	4,647.38
Debt Service PRI 2014 304	38,166.14	2,113.80	0.00	0.00	39,046.25	0.00	0.00	1,233.69	0.00	1,233.69
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	246.08	0.00	0.00	0.00	0.00	0.00	246.08	0.00	246.08
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	1,740.00	639.16	0.00	5,284.16	1,710.08	0.00	43,779.07	73,079.53	116,858.60
CEMETERY CD 407	30,003.82	19.32	0.00	0.00	0.00	0.00	0.00	30,023.14	0.00	30,023.14
SMALL CITIES CD 408	1,326.47	855.72	319.57	0.00	319.57	855.03	0.00	1,327.16	36,539.75	37,866.91
POLICE DEPART. 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER EQUIP. 410	3,313.16	612.78	228.28	0.00	228.28	610.74	0.00	3,315.20	26,099.81	29,415.01
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,076.19	6.63	0.00	0.00	0.00	0.00	0.00	10,082.82	0.00	10,082.82
CAP. PROJ. FIRE CD 414	5,015.54	3.24	0.00	0.00	0.00	0.00	0.00	5,018.78	0.00	5,018.78
CAP PROJ. RD CD 415	18,601.28	1,233.52	456.54	0.00	456.54	1,221.49	0.00	18,613.31	52,199.67	70,812.98
FUT. CITY DEV. CD 416	(2,204.61)	855.02	319.56	0.00	319.56	855.02	0.00	(2,204.61)	36,539.75	34,335.14

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal SEWER 617	102,531.58	37,791.87	91.31	0.00	92,696.45	244.30	0.00	47,474.01	10,439.94	57,913.95
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	1,300,494.69	191,509.34	3,469.71	0.00	527,992.21	9,692.56	0.00	957,788.97	396,717.40	1,354,506.37

For the Period : 5/1/2024 To 5/31/2024

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$497,027.03	\$19,070.93	\$57,940.01	\$458,157.95	\$0.00	\$10,380.40	\$468,538.35
Road and Bridge	\$102,783.07	\$13.42	\$0.00	\$102,796.49	\$0.00	\$0.00	\$102,796.49
Small Cities Revolving Loan Fund	\$18,307.72	\$894.10	\$0.00	\$19,201.82	\$0.00	\$0.00	\$19,201.82
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,987.51	\$5.95	\$0.00	\$45,993.46	\$0.00	\$0.00	\$45,993.46
Library	\$1,582.04	\$0.25	\$0.00	\$1,582.29	\$0.00	\$0.00	\$1,582.29
Firemens equip fund 225	\$104,088.49	\$11.14	\$18,378.95	\$85,720.68	\$0.00	\$0.00	\$85,720.68
1st Resp. equip fund 226	\$60,295.38	\$16.98	\$9.13	\$60,303.23	\$0.00	\$0.00	\$60,303.23
Emily Area Recycling 227	(\$40.90)	\$0.00	\$0.00	(\$40.90)	\$0.00	\$0.00	(\$40.90)
Police Fund 228	\$22,135.85	\$2.66	\$1,625.00	\$20,513.51	\$0.00	\$0.00	\$20,513.51
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$4,646.75	\$0.63	\$0.00	\$4,647.38	\$0.00	\$0.00	\$4,647.38
Debt Service PRI 2014 304	\$1,233.56	\$0.13	\$0.00	\$1,233.69	\$0.00	\$0.00	\$1,233.69
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$246.08	\$0.00	\$0.00	\$246.08	\$0.00	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$43,773.37	\$21.68	\$15.98	\$43,779.07	\$0.00	\$0.00	\$43,779.07
CITY HALL CD 406	\$30,019.21	\$3.93	\$0.00	\$30,023.14	\$0.00	\$0.00	\$30,023.14
CEMETERY CD 407	\$1,327.03	\$8.12	\$7.99	\$1,327.16	\$0.00	\$0.00	\$1,327.16
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,314.82	\$6.09	\$5.71	\$3,315.20	\$0.00	\$0.00	\$3,315.20
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,081.55	\$1.27	\$0.00	\$10,082.82	\$0.00	\$0.00	\$10,082.82
CAP. PROJ. FIRE CD 414	\$5,018.15	\$0.63	\$0.00	\$5,018.78	\$0.00	\$0.00	\$5,018.78
CAP PROJ. RD CD 415	\$18,610.90	\$13.82	\$11.41	\$18,613.31	\$0.00	\$0.00	\$18,613.31
FUT. CITY DEV. CD 416	(\$2,204.61)	\$7.99	\$7.99	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$49,996.04	\$1,428.46	\$3,950.49	\$47,474.01	\$0.00	\$2,213.13	\$49,687.14
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total
 Per Bank
 Statement
 \$0.00
 \$970,382.50
Balanced
6-7-24
ej

Plus
 Outstanding
 Checks
 \$0.00
 \$12,593.53

Less
 Deposits
 In Transit
 \$0.00
 \$0.00

Ending
 Balance
 \$0.00
 \$957,788.97

Total
 Disbursed
 \$0.00
 \$81,952.66

Total
 Receipts
 \$0.00
 \$21,508.18

Beginning
 Balance
 \$0.00
 \$1,018,233.45

Name of Fund
 Donor pass thru 851
 Total

Andrew D Hemphill	City Council/Town Board								Date
Bryce L Butcher	City Council/Town Board								Date
GERHART L. HANSON, JR	City Council/Town Board								Date
Gregory A Koch	City Council/Town Board								Date
TRACY ALLEN JONES	City Council/Town Board, Mayor								Date

As of 6/7/2024

Fiscal Year : 2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$677,672.47	\$103,559.12	\$323,073.64	\$458,157.95
Road and Bridge	\$106,569.71	\$66.78	\$3,840.00	\$102,796.49
Small Cities Revolving Loan Fund	\$15,705.14	\$3,496.68	\$0.00	\$19,201.82
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$29.71	\$0.00	\$45,993.46
Library	\$1,581.22	\$1.07	\$0.00	\$1,582.29
Firemens equip fund 225	\$86,287.79	\$20,058.61	\$20,625.72	\$85,720.68
1st Resp. equip fund 226	\$53,715.54	\$7,930.13	\$1,342.44	\$60,303.23
Emily Area Recycling 227	\$0.00	\$27.10	\$68.00	(\$40.90)
Police Fund 228	\$12,127.16	\$10,011.35	\$1,625.00	\$20,513.51
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$45,643.78	\$2,266.10	\$43,262.50	\$4,647.38
Debt Service PRI 2014 304	\$38,166.14	\$2,113.80	\$39,046.25	\$1,233.69
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$246.08	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$48,394.15	\$2,379.16	\$6,994.24	\$43,779.07
CITY HALL CD 406	\$30,003.82	\$19.32	\$0.00	\$30,023.14
CEMETERY CD 407	\$1,326.47	\$1,175.29	\$1,174.60	\$1,327.16
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$841.06	\$839.02	\$3,315.20
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,076.19	\$6.63	\$0.00	\$10,082.82
CAP. PROJ. FIRE CD 414	\$5,015.54	\$3.24	\$0.00	\$5,018.78
CAP PROJ. RD CD 415	\$18,601.28	\$1,690.06	\$1,678.03	\$18,613.31
FUT. CITY DEV. CD 416	(\$2,204.61)	\$1,174.58	\$1,174.58	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$37,883.18	\$92,940.75	\$47,474.01
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,300,494.69	\$194,979.05	\$537,684.77	\$957,788.97

Date of Report : 6/7/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
05/14/2024	61413	IIMC	\$310.00
05/22/2024	61437	OBERG FENCE CO	\$5,000.00
05/22/2024	61424	Payroll Period Ending 05/22/2024	\$1,862.57
05/29/2024	61438	Quality Fabricating	\$460.00
05/29/2024	61439	JTH Garage Door LLC	\$1,130.03
05/29/2024	61440	AUTO VALUE	\$564.93
05/29/2024	61441	Tri-County Septic Inspection	\$35.00
05/29/2024	61442	Canon Financial Services, Inc.	\$148.93
05/29/2024	61443	Colonial Life	\$76.72
05/29/2024	61444	PEOPLESERVICE, INC.	\$2,150.00
05/29/2024	61445	Verizon	\$103.98
05/29/2024	61446	AFLAC	\$351.52
05/31/2024	330801	MINNESOTA REVENUE	\$399.85
Total			\$12,593.53

For the period : 5/1/2024 To 5/31/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	396,630.64	05/01/2024			
			05/31/2024	4.79		396,635.43
			05/31/2024	1.66		396,637.09
			05/31/2024	2.91		396,640.00
			05/31/2024	1.46		396,641.46
			05/31/2024	1.04		396,642.50
			05/31/2024	2.08		396,644.58
			05/31/2024	1.46		396,646.04
			05/31/2024	0.42		396,646.46
			05/31/2024	21.47		396,667.93
			05/31/2024	7.47		396,675.40
			05/31/2024	13.07		396,688.47
			05/31/2024	6.53		396,695.00
			05/31/2024	4.67		396,699.67
			05/31/2024	9.33		396,709.00
			05/31/2024	6.53		396,715.53
			05/31/2024	1.87		396,717.40

Total

86.76 **0.00** **396,717.40**

Total All Investments

86.76 **0.00** **396,717.40**

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA12
MIMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 3,897.52		\$ 15.82		\$ 3,913.34	
Money Market Total	\$ 3,897.52		\$ 15.82		\$ 3,913.34	
Muni Bonds/CDs						
132033GS4 Cambria County PA	\$ 14,920.35			\$ 33.00	\$ 14,953.35	
842471BY9 Southern CA Pub Pwr Auth	\$ 5,000.90			\$ (0.40)	\$ 5,000.50	
952347WQ1 West Contra Costa CA	\$ 75,158.25			\$ (54.00)	\$ 75,104.25	
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bds	\$ 19,816.40			\$ 31.00	\$ 19,847.40	
3130AV3M2 Federal Home Ln Bks Cons	\$ 60,031.20			\$ (4.80)	\$ 60,026.40	
82669GGH1 Signature Bk New York NY CD	\$ 144,144.50			\$ 14.50	\$ 144,159.00	
938828DC1 Washington Fed Bk Seattle CD	\$ 33,859.92			\$ (11.56)	\$ 33,848.36	
60416TJ41 MN St Hsg Fin Agy Taxable Residential	\$ 39,801.60			\$ 63.20	\$ 39,864.80	
Municipal Bonds/CDs Total	\$ 392,733.12			\$ 70.94	\$ 392,804.06	
TOTAL INVESTMENTS	\$ 396,630.64		\$ 15.82	\$ 70.94	\$ 396,717.40	

Balanced
6-7-24 eis

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 120,032.97	\$ -	\$ 4.79	\$ -	\$ -	\$ 21.47	\$ -	\$ 120,059.23	\$ 120,059.23
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,750.60	\$ -	\$ 1.66	\$ -	\$ -	\$ 7.47	\$ -	\$ 41,759.73	\$ 41,759.73
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 73,063.55	\$ -	\$ 2.91	\$ -	\$ -	\$ 13.07	\$ -	\$ 73,079.53	\$ 73,079.53
407 Cemetery	\$ 35,000.00	\$ 36,531.76	\$ -	\$ 1.46	\$ -	\$ -	\$ 6.53	\$ -	\$ 36,539.75	\$ 36,539.75
409 Police Department	\$ 25,000.00	\$ 25,094.10	\$ -	\$ 1.04	\$ -	\$ -	\$ 4.67	\$ -	\$ 26,099.81	\$ 26,099.81
415 Capital Project Roads	\$ 50,000.00	\$ 52,188.25	\$ -	\$ 2.08	\$ -	\$ -	\$ 9.33	\$ -	\$ 52,199.66	\$ 52,199.66
416 Future City Development	\$ 35,000.00	\$ 36,531.76	\$ -	\$ 1.46	\$ -	\$ -	\$ 6.53	\$ -	\$ 36,539.75	\$ 36,539.75
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,437.65	\$ -	\$ 0.42	\$ -	\$ -	\$ 1.87	\$ -	\$ 10,439.94	\$ 10,439.94
Total	\$ 380,000.00	\$ 396,630.64	\$ -	\$ 15.82	\$ -	\$ -	\$ 70.94	\$ -	\$ 396,717.40	\$ 396,717.40

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
05/01/2024	Rosemary Vetrone	13373	Lot Split (Metes and Bounds) 24-02	(05/02/2024) -	N Zoning and Subdivision Fees	100-34103-	\$ 500.00
							<u>\$ 500.00</u>
05/02/2024	UTILITY BILLING	13374	Sewer Charges	(05/02/2024) -	N Rate Class I	602-37210-	\$ 352.44
							<u>\$ 352.44</u>
05/02/2024	UTILITY BILLING	13375*	Sewer Charges - ACH	(05/02/2024) -	N Rate Class I	602-37210-	\$ 176.22
							<u>\$ 176.22</u>
05/02/2024	Verizon Wireless	13376	Monthly Cell Tower Lease Payment	(05/06/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00
							<u>\$ 1,100.00</u>
05/02/2024	Lakes Area Title	13377	Inv. 24-08 - Assessment Search	(05/06/2024) -	N Assessment Searches	100-34107-	\$ 25.00
							<u>\$ 25.00</u>
05/03/2024	Michael Anderson	13370	Land Use Permit - ACH	(05/03/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
							<u>\$ 60.00</u>
05/03/2024	Dan Johnson and Heather Mitylmg	13379*	Small Cities Revolving Loan - Inv. 24-15	(05/06/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
							<u>\$ 362.03</u>
05/03/2024	Dan Johnson and Heather Mitylmg	13380*	Small Cities Revolving Loan	(05/06/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
							<u>\$ 362.03</u>
05/03/2024	UTILITY BILLING	13382	Sewer Charges	(05/06/2024) -	N Rate Class I	602-37210-	\$ 271.52
							<u>\$ 271.52</u>
05/03/2024	Kira Floisand	13383*	Inv. 24-16 - 1st Response Unit Training Reimbursement	(05/08/2024) -	N Refunds	100-36240-	\$ 50.00
							<u>\$ 50.00</u>

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
05/06/2024	Carlton Construction	13385	Land Use Permit 24-25	(05/15/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
								<u>\$ 250.00</u>
05/06/2024	Robert Porter	13386	Land Use Permit #24-26	(05/15/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
								<u>\$ 60.00</u>
05/07/2024	Wes Murnane	13384*	Rental Dwelling License	(05/15/2024) -	N	Rental Dwelling License	100-32111-	\$ 125.00
								<u>\$ 125.00</u>
05/07/2024	Lawyers Title	13387	Inv. 24-09 Assessment Search	(05/15/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
05/07/2024	Cuyuna Range Monument	13388	Monument Staking Fee - David Hughes	(05/15/2024) -	N	Cemetery -Grave openings	100-34941-	\$ 50.00
								<u>\$ 50.00</u>
05/07/2024	Jerri Keller	13389*	Animal License	(05/10/2024) -	N	Animal Licenses	100-32240-	\$ 5.00
								<u>\$ 5.00</u>
05/08/2024	Schrupp Excavating	13390	SSTS Permit #24-27	(05/15/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
								<u>\$ 260.00</u>
05/09/2024	Brent Beckman	13391*	Rental Dwelling License #51	(05/15/2024) -	N	Rental Dwelling License	100-32111-	\$ 125.00
								<u>\$ 125.00</u>
05/09/2024	Sue Fahrendorff	13392	Land Use Permit #24-28	(05/15/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
								<u>\$ 75.00</u>
05/10/2024	Kenneth Johnson	13393	4' of 8" Culvert - ACH	(05/15/2024) -	N	Sale of Culverts	100-34303-	\$ 38.80
								<u>\$ 38.80</u>
05/13/2024	Emily Firemen's Relief Association	13394	Temporary On Sale Liquor Licenses X3	(05/15/2024) -	N	Alcoholic Beverages	100-32110-	\$ 75.00
								<u>\$ 75.00</u>

Fund Name: Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/14/2024	Crow Wing County	13395	Fines	(05/13/2024) -	N Court Fines	100-35101-	\$ 176.79
							<u>\$ 176.79</u>
05/14/2024	Thomas Schneider	13396	Agricultural Wastewater Hauler Permit 2024-01	(05/22/2024) -	N Hauled Wastewater Fees	602-37270-	\$ 50.00
							<u>\$ 50.00</u>
05/16/2024	Eric Christian	13397	Land Use Permit 24-29	(05/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
							<u>\$ 400.00</u>
05/17/2024	Mary Watson	13398	Staking Fee - Delane Watson - Blk 11 Lot 4 S 1/4 of S 1/2	(05/20/2024) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
							<u>\$ 50.00</u>
05/20/2024	Mary Hanson	13399	Land Use Permit 24-30	(05/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
							<u>\$ 60.00</u>
05/20/2024	LITTLE PINE TOWNSHIP	13400	Public Safety Contract Inv. 24-14 - Fire and 1st Resp	(05/22/2024) -	N Special Fire Protection Services	100-34202-	\$ 10,989.46
							\$ 1,982.16
							<u>\$ 12,971.62</u>
05/23/2024	Arno Shermock	13401	Land Use Permit #24-32	(05/23/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
							<u>\$ 400.00</u>
05/23/2024	Mike Armbrust	13402	Rental of 10 Tables and 50 Chairs	(05/23/2024) -	N City/Town Hall Rent	100-34101-	\$ 100.00
							<u>\$ 100.00</u>
05/23/2024	Marilyn French	13403	Transfer of Cemetery Lots - Blk 8 Lots 14 and 15 (All 8 plots)	(05/28/2024) -	N Cemetery Revenues	100-34940-	\$ 15.00
							<u>\$ 15.00</u>
05/24/2024	Kevin Krumwiede	13404	Land Use Permit 24-31	(05/28/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
							<u>\$ 150.00</u>

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/24/2024	Emily Sand and Gravel	13405	Culverts - Inv. 24-21	(05/28/2024) -	N Sale of Culverts	100-34303-	\$ 150.00
05/24/2024	UTILITY BILLING	13406*	Sewer Charges - ACH	(05/06/2024) -	N Rate Class I	602-37210-	\$ 582.00
05/24/2024	UTILITY BILLING	13407*	Sewer Charges - ACH	(05/13/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22
05/24/2024	UTILITY BILLING	13408*	Sewer Charges - ACH	(05/16/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 193.84
05/24/2024	UTILITY BILLING	13409	Sewer Charges	(05/29/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 0.46
05/28/2024	Lakes Area Title	13410	Inv. 24-20 Assessment Search	(05/29/2024) -	N Assessment Searches	100-34107-	\$ 0.05
05/29/2024	Crow Wing County	13411	SHIP Partner Award - Hydration Station Reimbursement	(05/29/2024) -	N Other County Grants and Aids	100-33620-	\$ 0.51
05/31/2024	Dan and Fran Barrett	13412*	Small Cities Revolving Loan	(05/31/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 180.88
05/31/2024	PINE RIVER STATE BANK	13427	Int CR Checking	(05/31/2024) -	N Interest Earning Interest Earning Interest Earning Interest Earning Interest Earning Interest Earning Interest Earning	100-36210- 201-36210- 204-36210- 206-36210- 211-36210- 225-36210- 226-36210- 228-36210-	\$ 167.51
							\$ 13.42
							\$ 2.53
							\$ 5.95
							\$ 0.25
							\$ 11.14
							\$ 7.85
							\$ 2.66

Fund Name: Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/31/2024	Pershing	13428	***VOID\$86.76***CR Int MMMF and Muni Bonds/CDS	(05/31/2024) -	Y	Interest Earning	100-36210-	\$ -
05/31/2024	Pershing	13429	Int CR MMMF	(05/31/2024) -	N	Interest Earning	100-36210-	\$ 4.79
						Interest Earning	226-36210-	\$ 1.66
						Interest Earning	404-36210-	\$ 2.91
						Interest Earning	407-36210-	\$ 1.46
						Interest Earning	409-36210-	\$ 1.04
						Interest Earning	415-36210-	\$ 2.08
						Interest Earning	416-36210-	\$ 1.46
						Interest Earning	602-36210-	\$ 0.42
								\$ 15.82
05/31/2024	Pershing	13430	Unrealized Gain - Muni Bonds/CDS	(05/31/2024) -	N	Unrealized Investment Gain	100-39103-	\$ 21.47
						Unrealized Investment Gain	226-39103-	\$ 7.47
						Unrealized Investment Gain	404-39103-	\$ 13.07
						Unrealized Investment Gain	407-39103-	\$ 6.53
						Unrealized Investment Gain	409-39103-	\$ 4.67
						Unrealized Investment Gain	415-39103-	\$ 9.33
						Unrealized Investment Gain	416-39103-	\$ 6.53
						Unrealized Investment Gain	602-39103-	\$ 1.87
								\$ 70.94
								\$ 21,508.18

Total for Selected Receipts

Date Range : 6/6/2024 To 6/11/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/11/2024	Minnesota Association of Cemeteries	2024 Annual Dues	71317	\$75.00	100-49010-433-	Cemetery	\$75.00
06/11/2024	GOPHER STATE ONE-CALL	Inv. 4050381 - Locates	71318	\$9.45	602-49490-385-	Sewer Utilities - Administration and General	\$9.45
06/11/2024	The Office Shop, Inc.	6/3/24 Statement for Inv. 331586-0 - Canon Contract Charges	71319	\$650.14	100-41425-413-	Clerk	\$650.14
06/11/2024	Tremolo Communications	Inv. 20240307.2 - New PC Workstation for Clerk's Office	71320	\$874.94	100-41425-240-	Clerk	\$874.94
06/11/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance July 2024	71321	\$5,900.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$612.50 \$2,337.50 \$612.50 \$2,337.50
06/11/2024	Riteway Business Forms	Utility Bill Forms - Inv. 24-31396	71322	\$143.53	602-49490-201-	Sewer Utilities - Administration and General	\$143.53
06/11/2024	MCFOA	Membership Fees 7/1/24 - Johnson and Prokott - Invs. 01593 and 01228	71323	\$100.00	100-41425-433-	Clerk	\$100.00
06/11/2024	CULLIGAN	Invs:150X01713700,150X 01684109 - Hall Softener Equip Rental/Shop Water Rental	71324	\$61.11	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$45.00 \$16.11

Date Range : 6/6/2024 To 6/11/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/11/2024	Tremolo Communications	City phone service - 6/1/2024 invoices	71325	\$671.47	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop	\$38.67 \$46.18 \$38.67 \$295.30 \$146.54 \$106.11
06/11/2024	QUILL	Inv. 38746975 - Shop Office Supplies	71326	\$28.99	100-43110-201-	Maintenance-Shop	\$28.99
06/11/2024	Team Laboratory Chemical, LLC	Inv0041114: Road Patch	71327	\$522.00	100-43121-224-	Paved Streets	\$522.00
Total For Selected Claims				\$9,036.63			\$9,036.63

For the payroll period ending: 06/11/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>amt</u>
100-41110-103	323	Butcher, Bryce L	.14
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
		Account Total	1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
		Account Total	461.75
100-42501-103	451	Foster, Brian D	34.34
		Account Total	34.34
100-45187-103	623	Davis, Jane M	210.87
		Account Total	210.87
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$1,907.52

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

Date Range : 5/30/2024 To 6/5/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/05/2024	Security & Fire Partners, Inc.	Inv.26381:Hall Security/Card AccessSystem/ FireAlarmCommunicator, cards/fobs,adlpowersup	71311	\$7,424.41	406-41941-404- 406-41941-240-	City Hall City Hall	\$7,219.41 \$205.00
06/05/2024	Elan Financial Services	May24:ShopTools,Dump Gate,FireGasCans,Clerk TrainingHotel,ShopOffice Supplies	71312	\$1,267.61	100-43110-240- 100-43240-221- 100-42220-240- 100-41425-331- 100-43110-201-	Maintenance-Shop Waste (Refuse) Disposal Fire Fighting Clerk Maintenance-Shop	\$18.32 \$236.01 \$368.31 \$613.85 \$31.12
06/05/2024	EMILY ACE HARDWARE	Inv.5/31/24:ParkShopMat,Rpr,Tis/CemTis/RdTis,Rpr/ShopMat,Tis,Rpr/DumpR epr	71313	\$1,175.99	100-45202-215- 100-45202-221- 100-45202-240- 100-49010-240- 100-43126-240- 100-43126-221- 100-43110-215- 100-43110-240- 100-43110-404- 100-43240-221-	Park Areas Park Areas Park Areas Cemetery Road and Bridge Equipment Road and Bridge Equipment Maintenance-Shop Maintenance-Shop Maintenance-Shop Waste (Refuse) Disposal	\$14.89 \$79.99 \$323.32 \$323.33 \$233.33 \$34.54 \$58.89 \$78.81 \$25.00 \$3.89
06/05/2024	Amy Prokott	Mileage: Clerk's Pre-election training	71314	\$52.26	100-41410-331-	Elections	\$52.26
06/05/2024	EAST SIDE OIL COMPANIES, INC.	Filters - Inv. R111428	71315	\$50.00	227-43230-384-	Waste (Refuse) Collection	\$50.00

Date Range : 5/30/2024 To 6/5/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/05/2024	NORTHERN LAKES ELECTRIC INC.	Invoices8946:Baseball Field Park - Wire scoreboard	71316	\$1,325.00	404-45202-404-	Park Areas	\$1,325.00

Total For Selected Claims **\$11,295.27**

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

For the payroll period ending: 06/05/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1910-114	916	Bartel, Lynda C	78.50
	926	Hughes, Faye A	78.50
	722	JOHNSON, DAVID P	78.50
	930	Mosman, Mark D	78.50
	924	Rheaume, Patrick T	87.73
	87	Vukelich, Denise L	78.50
Account Total			480.23

100-43110-101

Unallocated (Due to rounding)	\$0.00
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Total For Period	\$480.23
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Andrew D Hemphill	City Council/Town Board	Date
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Bryce L Butcher	City Council/Town Board	Date
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HART L. HANSON, JR	City Council/Town Board	Date
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Gregory A Koch	City Council/Town Board	Date
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TRACY ALLEN JONES	City Council/Town Board, Mayor	Date
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For the payroll period ending: 06/05/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,020.91
	914	Prokott, Amy J	1,020.91
		Account Total	2,691.62
100-41425-103	909	Fahrendorff, Susan E	87.75
		Account Total	87.75
100-41910-103	909	Fahrendorff, Susan E	909.39
		Account Total	909.39
100-41941-101	451	Foster, Brian D	242.42
	502	Spindler, Calen Chris	275.94
		Account Total	518.36
100-41941-103	932	Moonen, Brian E	77.43
	933	Strobel, Timothy A	99.90
		Account Total	177.33
100-42280-101	502	Spindler, Calen Chris	38.73
		Account Total	38.73
100-43110-101	451	Foster, Brian D	404.03
	502	Spindler, Calen Chris	355.01
		Account Total	759.04
100-43110-103	932	Moonen, Brian E	15.66
		Account Total	15.66
100-43121-101	451	Foster, Brian D	557.08
	502	Spindler, Calen Chris	557.08
		Account Total	557.08
100-43121-103	932	Moonen, Brian E	77.43
	933	Strobel, Timothy A	64.22
		Account Total	141.65
100-43240-101	502	Spindler, Calen Chris	137.16
		Account Total	137.16
100-45202-101	451	Foster, Brian D	384.64
	502	Spindler, Calen Chris	196.87
		Account Total	581.51
100-45202-103	932	Moonen, Brian E	310.58
	933	Strobel, Timothy A	240.42
		Account Total	551.00
100-49010-101	451	Foster, Brian D	200.40
	502	Spindler, Calen Chris	158.14
		Account Total	358.54
100-49010-103	932	Moonen, Brian E	327.10
	933	Strobel, Timothy A	144.36
		Account Total	471.46
602-49450-101	451	Foster, Brian D	142.22
	502	Spindler, Calen Chris	177.16
		Account Total	319.38
602-49450-103	932	Moonen, Brian E	61.77
		Account Total	61.77
602-49490-101	914	Prokott, Amy J	45.87
		Account Total	45.87

For the payroll period ending: 06/05/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-101		Unallocated (Due to rounding)	(\$0.01)
		Total For Period	\$8,383.29

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
CY ALLEN JONES	City Council/Town Board, Mayor	Date

Fund Name: All Funds

Date Range: 05/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/20/2024	MINNESOTA REVENUE	330800	State Withholding - 5/8/24 Payroll	N	Clerk	100-41425-172-	\$ 128.77
		330800			Planning and Zoning	100-41910-172-	\$ 11.95
		330800			City Hall	100-41941-172-	\$ 22.99
		330800			Maintenance-Shop	100-43110-172-	\$ 53.60
		330800			Paved Streets	100-43121-172-	\$ 71.61
		330800			Waste (Refuse) Disposal	100-43240-172-	\$ 4.30
		330800			Park Areas	100-45202-172-	\$ 22.09
		330800			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 5.79
		330800			Sewer Utilities - Administration and General	602-49490-172-	\$ 7.57
Total For Check 330800							\$ 328.67
05/21/2024	PERA	330798	Retirement contributions - 5/8/24 Payroll	N	Clerk	100-41425-101-	\$ 255.04
		330798			Planning and Zoning	100-41425-103-	\$ 10.99
		330798			City Hall	100-41425-121-	\$ 12.68
		330798			Maintenance-Shop	100-41425-121-	\$ 294.28
		330798			Paved Streets	100-41910-103-	\$ 67.50
		330798			Waste (Refuse) Disposal	100-41910-121-	\$ 77.89
		330798			Park Areas	100-41941-101-	\$ 37.90
		330798			Sewer Utilities - Sanitary Sewer Maintenance	100-41941-121-	\$ 43.73
		330798			Sewer Utilities - Administration and General	100-43110-101-	\$ 90.43
		330798			Planning and Zoning	100-43110-121-	\$ 104.34
		330798			City Hall	100-43121-101-	\$ 118.63
		330798			Maintenance-Shop	100-43121-121-	\$ 136.88
		330798			Paved Streets	100-43240-101-	\$ 7.18
		330798			Waste (Refuse) Disposal	100-43240-121-	\$ 8.28
		330798			Park Areas	100-45202-101-	\$ 36.68
		330798			Sewer Utilities - Sanitary Sewer Maintenance	100-45202-121-	\$ 42.33
		330798			Sewer Utilities - Administration and General	602-49450-101-	\$ 9.43
		330798			Planning and Zoning	602-49450-121-	\$ 10.88
		330798			City Hall	602-49490-101-	\$ 16.43
		330798			Maintenance-Shop	602-49490-121-	\$ 18.96
Total For Check 330798							\$ 1,400.46

Fund Name: Funds

Date Range: 05/15/2024 To 05/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/22/2024	Payroll Period Ending 05/22/2024	61422	Regular Payroll 5-8 to 5-21	N	Clerk	100-41425-103-	208.73
		61422			Planning and Zoning	100-41910-103-	780.52
	Total For Check	61422					989.25
05/22/2024	Payroll Period Ending 05/22/2024	61423	Regular Payroll 5-8 to 5-21	N	City Hall	100-41941-101-	310.31
		61423			Fire Stations and Buildings	100-42280-101-	62.41
		61423			Maintenance-Shop	100-43110-101-	0.01
		61423			Paved Streets	100-43110-101-	310.31
		61423			Waste (Refuse) Disposal	100-43121-101-	743.71
		61423			Park Areas	100-43240-101-	123.08
		61423			Cemetery	100-45202-101-	62.41
		61423			Sewer Utilities - Sanitary Sewer Maintenance	100-49010-101-	83.21
		61423				602-49450-101-	38.14
	Total For Check	61423					1,733.59
05/22/2024	Payroll Period Ending 05/22/2024	61424	Regular Payroll 5-8 to 5-21	N	Clerk	100-41425-101-	1,862.57
	Total For Check	61424					1,862.57
05/22/2024	Payroll Period Ending 05/22/2024	61425	Regular Payroll 5-8 to 5-21	N	City Hall	100-41941-103-	122.81
		61425			Fire Stations and Buildings	100-42280-103-	30.94
		61425			Maintenance-Shop	100-43110-101-	(0.01)
		61425			Paved Streets	100-43110-103-	122.81
		61425			Waste (Refuse) Disposal	100-43121-103-	153.74
		61425			Park Areas	100-43240-103-	45.94
		61425			Cemetery	100-45202-103-	276.55
		61425				100-49010-103-	184.68
	Total For Check	61425					937.46
05/22/2024	Payroll Period Ending 05/22/2024	61426	Regular Payroll 5-8 to 5-21	N	Clerk	100-41425-101-	1,204.81
		61426			Sewer Utilities - Administration and General	602-49490-101-	120.61
	Total For Check	61426					1,325.42
05/22/2024	Payroll Period Ending 05/22/2024	61427	Regular Payroll 5-8 to 5-21	N	City Hall	100-41941-101-	176.95
		61427			Fire Stations and Buildings	100-42280-101-	59.52
		61427			Maintenance-Shop	100-43110-101-	313.68
		61427			Paved Streets	100-43121-101-	863.84
		61427			Waste (Refuse) Disposal	100-43240-101-	135.13
		61427			Cemetery	100-49010-101-	59.52
	Total For Check	61427					1,608.64

Fund Name: All Funds

Date Range: 05/15/2024 To 05/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/22/2024	Payroll Period Ending 05/22/2024	61428	Regular Payroll 5-8 to 5-21	N	Maintenance-Shop	100-43110-103-	\$ 16.42
		61428			Paved Streets	100-43121-103-	\$ 33.28
		61428			Park Areas	100-45202-103-	\$ 66.56
		61428			Cemetery	100-49010-103-	\$ 99.84
		61428					\$ 216.10
05/22/2024	Wex Bank	61429	Inv. 97010499 - Fuel - Road Equip	N	Road and Bridge Equipment	100-43126-212-	\$ 949.63
		61429					\$ 949.63
05/22/2024	Creative Threads Inc	61430	Inv. 20906 - 16 Maint Dept safety tshirts w/screen printing	N	Maintenance-Shop	100-43110-217-	\$ 390.00
		61430					\$ 390.00
05/22/2024	CUYUNA REGIONAL MEDICAL CENTER	61431	Guarantor#80002493, 5/4/24Stmt:Seasonal Maint: Preemployment Physicals and D/A Tests	N	Maintenance-Shop	100-43110-306-	\$ 376.00
		61431					\$ 376.00
05/22/2024	GAMMELLO - PEARSON, PLLC	61432	99670,99672,99674,99675:Retailer,SSTSEnforc't, DataRequests,DataPracticesPolicy	N	Clerk	100-41425-304-	\$ 617.50
		61432			Planning and Zoning	100-41910-304-	\$ 39.00
		61432					\$ 26.00
05/22/2024	Amy Prokott	61433	Mileage: MMCI Training in St. Cloud	N	Clerk	100-41425-331-	\$ 136.81
		61433					\$ 136.81
05/22/2024	Minnesota Life Insurance Company	61434	June 2024 Life Ins - Billing Date 5-16-24 - Policy #0023198	N	Clerk	100-41425-101-	\$ 24.00
		61434			Maintenance-Shop	100-41425-133-	\$ 11.90
		61434				100-43110-133-	\$ 11.90
		61434					\$ 47.80
05/22/2024	Vestis	61435	Inv.2530272766,2530272767:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 162.33
		61435			Fire Stations and Buildings	100-42280-418-	\$ 50.58

Fund Name: ... Funds

Date Range: 05/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/22/2024	Crow Wing County Recorder	61436	61436	Document 988498: Legal Description for Rezone fee	N	Planning and Zoning	100-41910-311-	\$ 2.00
		Total For Check	61436					\$ 2.00
05/22/2024	OBBERG FENCE CO	61437*	61437*	Inv. 5025 - 50% Down Payment for Pickleball Court Fence Materials	N	Park Areas	100-45202-530-	\$ 5,000.00
		Total For Check	61437					\$ 5,000.00
05/24/2024	FEDERAL WITHHOLDING/ON LINE	330796	330796	Federal Withholding - 5/22/24 Payroll	N	Council/Town Board	100-41110-103-	\$ 99.44
		330796	330796				100-41110-122-	\$ 80.60
		330796	330796			Mayor	100-41110-135-	\$ 18.84
		330796	330796				100-41310-103-	\$ 38.25
		330796	330796				100-41310-122-	\$ 31.00
		330796	330796				100-41310-135-	\$ 7.25
		330796	330796			Clerk	100-41425-101-	\$ 330.79
		330796	330796				100-41425-103-	\$ 19.32
		330796	330796				100-41425-122-	\$ 15.66
		330796	330796				100-41425-122-	\$ 268.09
		330796	330796				100-41425-135-	\$ 62.70
		330796	330796				100-41425-135-	\$ 3.66
		330796	330796				100-41425-171-	\$ 256.69
		330796	330796				100-41425-171-	\$ 5.28
		330796	330796			Planning and Zoning	100-41910-103-	\$ 72.25
		330796	330796				100-41910-122-	\$ 58.55
		330796	330796				100-41910-135-	\$ 13.70
		330796	330796				100-41910-171-	\$ 19.73
		330796	330796			City Hall	100-41941-101-	\$ 51.58
		330796	330796				100-41941-103-	\$ 11.01
		330796	330796				100-41941-122-	\$ 8.92
		330796	330796				100-41941-122-	\$ 41.81
		330796	330796				100-41941-135-	\$ 9.77
		330796	330796				100-41941-135-	\$ 2.09
		330796	330796				100-41941-171-	\$ 43.43
		330796	330796			Fire Stations and Buildings	100-41941-171-	\$ 7.26
		330796	330796				100-42280-101-	\$ 12.76
		330796	330796				100-42280-103-	\$ 2.78
		330796	330796				100-42280-122-	\$ 2.25
		330796	330796				100-42280-122-	\$ 10.34
		330796	330796				100-42280-135-	\$ 2.42

Fund Name: All Funds

Date Range: 05/15/2024 To 05/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330796				100-42280-135-	0.53
		330796				100-42280-171-	1.83
		330796				100-42280-171-	9.76
		330796			Civil Defense Expenditures	100-42501-103-	3.06
		330796				100-42501-122-	2.48
		330796				100-42501-135-	0.58
		330796			Maintenance-Shop	100-43110-101-	65.27
		330796				100-43110-103-	12.36
		330796				100-43110-122-	10.02
		330796				100-43110-122-	52.90
		330796				100-43110-135-	12.37
		330796				100-43110-135-	2.35
		330796				100-43110-171-	49.30
		330796				100-43110-171-	7.26
		330796			Paved Streets	100-43121-101-	167.61
		330796				100-43121-103-	16.53
		330796				100-43121-122-	13.40
		330796				100-43121-122-	135.84
		330796				100-43121-135-	31.77
		330796				100-43121-135-	3.13
		330796				100-43121-171-	122.95
		330796				100-43121-171-	9.09
		330796			Waste (Refuse) Disposal	100-43240-101-	26.95
		330796				100-43240-103-	4.12
		330796				100-43240-122-	3.34
		330796				100-43240-122-	21.84
		330796				100-43240-135-	5.11
		330796				100-43240-135-	0.78
		330796				100-43240-171-	2.72
		330796				100-43240-171-	20.01
		330796			Library	100-45187-103-	19.13
		330796				100-45187-122-	15.50
		330796				100-45187-135-	3.63
		330796				100-45187-171-	20.00
		330796			Park Areas	100-45202-101-	6.81
		330796				100-45202-103-	30.29
		330796				100-45202-122-	24.55
		330796				100-45202-122-	5.52
		330796				100-45202-135-	1.29
		330796				100-45202-135-	5.74
		330796				100-45202-171-	16.36
		330796				100-45202-171-	7.21
		330796			Cemetery	100-49010-101-	15.04

Fund Name: Funds

Date Range: 03/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330796				100-49010-103-	\$ 24.82
		330796				100-49010-122-	\$ 20.11
		330796				100-49010-122-	\$ 12.19
		330796				100-49010-135-	\$ 2.85
		330796				100-49010-135-	\$ 4.71
		330796				100-49010-171-	\$ 10.92
		330796				100-49010-171-	\$ 12.16
		330796			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 4.17
		330796				602-49450-122-	\$ 3.38
		330796				602-49450-135-	\$ 0.79
		330796				602-49450-171-	\$ 4.40
		330796			Sewer Utilities - Administration and General	602-49490-101-	\$ 12.73
		330796					\$ 2,725.77
05/29/2024	Quality Fabricating	61438	Inv. 304488 - Fire Hall - Floor Grates	N	Fire Stations and Buildings	100-42280-221-	\$ 460.00
		61438					\$ 460.00
05/29/2024	JTH Garage Door LLC	61439	Inv. 127: Fire Hall - 3X Garage Door receivers, antenna, remotes and 1X keypad with labor	N	Fire Stations and Buildings	100-42280-221-	\$ 695.03
		61439				100-42280-404-	\$ 435.00
		61439					\$ 1,130.03
05/29/2024	AUTO VALUE	61440	5/25/24 Statement:ShopMaterials/Fire,R oadEquip, Park,Cemetery,Hall,SewerRepair Maint	N	City Hall	100-41941-221-	\$ 78.63
		61440			Fire Fighting	100-42220-221-	\$ 126.99
		61440			Maintenance-Shop	100-43110-215-	\$ 47.96
		61440			Road and Bridge Equipment	100-43126-221-	\$ 99.17
		61440			Park Areas	100-45202-221-	\$ 78.63
		61440			Cemetery	100-49010-221-	\$ 78.63
		61440			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 54.92

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/29/2024	Tri-County Septic Inspection	61440	61441	5-28: DesignRev: 20203 CR1	N	Planning and Zoning	100-41910-310-	\$ 564.93
			61441					\$ 35.00
			61441					\$ 35.00
05/29/2024	Canon Financial Services, Inc.	61442	61442	COPIER LEASE- 5/21/24 Inv. #32661410	N	Clerk	100-41425-413-	\$ 148.93
			61442					\$ 148.93
05/29/2024	Colonial Life	61443	61443	Employee paid insurance - Inv # 47086730505148	N	Clerk	100-41425-101-	\$ 76.72
			61443					\$ 76.72
05/29/2024	PEOPLESERVICE, INC.	61444	61444	Inv. PS-INV104633 - June 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,150.00
			61444					\$ 2,150.00
05/29/2024	Verizon	61445	61445	Shop - Inv. #9964091924	N	Maintenance-Shop	100-43110-321-	\$ 103.98
			61445					\$ 103.98
05/29/2024	AFLAC	61446	61446	Monthly employee ins coverage Inv. #082926	N	Clerk	100-41425-101-	\$ 281.80
			61446			Maintenance-Shop	100-43110-101-	\$ 69.72
			61446					\$ 351.52
05/31/2024	MINNESOTA REVENUE	330801	330801	State Withholding - 5/22/24 Payroll	N	Clerk	100-41425-172-	\$ 165.34
			330801			Planning and Zoning	100-41910-172-	\$ 10.55
			330801			City Hall	100-41941-172-	\$ 32.46
			330801			Fire Stations and Buildings	100-42280-172-	\$ 7.88
			330801			Maintenance-Shop	100-43110-172-	\$ 39.37
			330801			Paved Streets	100-43121-172-	\$ 96.83
			330801			Waste (Refuse) Disposal	100-43240-172-	\$ 16.09
			330801			Park Areas	100-45202-172-	\$ 10.40
			330801			Cemetery	100-49010-172-	\$ 12.72
			330801			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.55
			330801			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.66
			330801					\$ 399.85

Fund Name: Funds

Date Range: 05/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/31/2024	Money Market/Bonds	IAD2997	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 4.79
	Total For Check	IAD2997					\$ 4.79
05/31/2024	Money Market/Bonds	IAD2998	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 1.66
	Total For Check	IAD2998					\$ 1.66
05/31/2024	Money Market/Bonds	IAD2999	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 2.91
	Total For Check	IAD2999					\$ 2.91
05/31/2024	Money Market/Bonds	IAD3000	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 1.46
	Total For Check	IAD3000					\$ 1.46
05/31/2024	Money Market/Bonds	IAD3001	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 1.04
	Total For Check	IAD3001					\$ 1.04
05/31/2024	Money Market/Bonds	IAD3002	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 2.08
	Total For Check	IAD3002					\$ 2.08
05/31/2024	Money Market/Bonds	IAD3003	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 1.46
	Total For Check	IAD3003					\$ 1.46
05/31/2024	Money Market/Bonds	IAD3004	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.42
	Total For Check	IAD3004					\$ 0.42
05/31/2024	Money Market/Bonds	IAD3005	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 21.47
	Total For Check	IAD3005					\$ 21.47
05/31/2024	Money Market/Bonds	IAD3006	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 7.47
	Total For Check	IAD3006					\$ 7.47
05/31/2024	Money Market/Bonds	IAD3007	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 13.07

Fund Name: All Funds

Date Range: 05/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					\$ 13.07
05/31/2024	Money Market/Bonds	IAD3007	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 6.53
		Total For Check					\$ 6.53
05/31/2024	Money Market/Bonds	IAD3008	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 4.67
		Total For Check					\$ 4.67
05/31/2024	Money Market/Bonds	IAD3009	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 9.33
		Total For Check					\$ 9.33
05/31/2024	Money Market/Bonds	IAD3010	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 6.53
		Total For Check					\$ 6.53
05/31/2024	Money Market/Bonds	IAD3011	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 1.87
		Total For Check					\$ 1.87
05/31/2024	Money Market/Bonds	IAD3012	Deposit into Money Market/Bonds	N	Purchase of Investments		\$ 26,433.30
		Total For Check					\$ 26,433.30
Total For Selected Checks							

5/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
receipts:			
Current Ad Valorem Taxes	573,670.01	39,712.09	(533,957.92)
Delinquent Ad Valorem Taxes	5,833.32	712.28	(5,121.04)
Mobile Home Tax	10.42	0.00	(10.42)
Fiscal Disparities	604.17	0.00	(604.17)
Total Acct 310	580,117.92	40,424.37	(539,693.55)
Franchise Taxes	0.00	0.00	0.00
Severed Mineral Tax	95.00	0.00	(95.00)
Total Acct 318	95.00	0.00	(95.00)
Penalties and Interest on Ad valorem Taxes	833.33	127.09	(706.24)
Forfeited Tax Sale Apportionments	2,250.00	0.00	(2,250.00)
Principal on Special Assessments	208.33	0.00	(208.33)
Penalties and Interest on Special Assessments	2.08	0.00	(2.08)
Total Acct 319	3,293.74	127.09	(3,166.65)
Licenses & Permits	41.67	0.00	(41.67)
Alcoholic Beverages	2,487.50	75.00	(2,412.50)
Rental Dwelling License	1,541.66	1,000.00	(541.66)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	4,070.83	1,075.00	(2,995.83)
Building Permits (Excludes surcharge)	10,833.32	6,565.00	(4,268.32)
Animal Licenses	8.33	5.00	(3.33)
Total Acct 322	10,841.65	6,570.00	(4,271.65)
Federal Payments in Lieu of Taxes	1.67	0.00	(1.67)
Total Acct 331	1.67	0.00	(1.67)
Homestead and Agricultural Credit Aid (HACA)	13,624.98	0.00	(13,624.98)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	9,166.65	21,114.82	11,948.17
Agricultural Market Value Credit	239.58	0.00	(239.58)
Fire Training Reimbursement	1,041.67	0.00	(1,041.67)
State Fire Aid	6,499.99	0.00	(6,499.99)
Supp. Fire State Aid	1,166.66	2,000.00	833.34
State Police Aid	0.00	0.00	0.00
Total Acct 334	31,739.53	23,114.82	(8,624.71)
Other County Grants and Aids	0.00	1,229.31	1,229.31
Grants & Aids from Other LGUs	15,624.98	1,500.00	(14,124.98)
Total Acct 336	15,624.98	2,729.31	(12,895.67)
City/Town Hall Rent	302.08	910.00	607.92
Zoning and Subdivision Fees	1,458.33	1,500.00	41.67
Assessment Searches	500.00	300.00	(200.00)
Candidate Filing Fee	5.83	0.00	(5.83)
Copies/Faxes	25.00	8.25	(16.75)
Total Acct 341	2,291.24	2,718.25	427.01
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	22,125.80	10,989.46	(11,136.34)
First Responder Charges	2,416.66	1,982.16	(434.50)
Total Acct 342	24,542.46	12,971.62	(11,570.84)
Sale of Culverts	416.67	620.80	204.13
Contractor Water Use	41.67	0.00	(41.67)
Sale of Lockers	0.00	130.00	130.00
Total Acct 343	458.34	750.80	292.46
Refuse Collection Charges	0.00	0.00	0.00
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	208.33	515.00	306.67

5/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery -Grave openings	1,875.00	450.00	(1,425.00)
Cemetery -Sale of lots	4,833.33	600.00	(4,233.33)
Misc. Rents	4.17	1.00	(3.17)
Verizon Rental	5,499.99	5,500.00	0.01
Total Acct 349	12,420.82	7,066.00	(5,354.82)
Court Fines	270.83	176.79	(94.04)
Administrative Fines (Penalties)	625.00	0.00	(625.00)
Total Acct 351	895.83	176.79	(719.04)
Interest Earning	2,416.66	2,586.89	170.23
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	6,041.66	1,620.06	(4,421.60)
Total Acct 362	8,458.32	4,206.95	(4,251.37)
Total Revenues	694,852.33	101,931.00	(592,921.33)
Other Financing Sources:			
Unrealized Investment Gain	541.67	578.07	36.40
Total Acct 391	541.67	578.07	36.40
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	8,333.32	1,050.05	(7,283.27)
Total Acct 399	8,333.32	1,050.05	(7,283.27)
Total Other Financing Sources	8,874.99	1,628.12	(7,246.87)

5/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	9,172.92	7,804.61	1,368.31
Ordinances and Proceedings	2,687.51	1,434.54	1,252.97
Total Acct 411	11,860.43	9,239.15	2,621.28
Mayor	3,564.58	2,906.56	658.02
Total Acct 413	3,564.58	2,906.56	658.02
Elections	3,938.33	1,968.06	1,970.27
Clerk	84,597.79	77,304.89	7,292.90
Total Acct 414	88,536.12	79,272.95	9,263.17
Internal Auditing	5,768.75	1,052.12	4,716.63
Total Acct 415	5,768.75	1,052.12	4,716.63
Planning and Zoning	27,362.46	18,193.10	9,169.36
General Government Buildings and Plant	1,070.83	2,338.00	(1,267.17)
City Hall	38,016.63	39,381.79	(1,365.16)
Total Acct 419	66,449.92	59,912.89	6,537.03
Police Administration	4,229.17	9,089.00	(4,859.83)
Patrol	833.33	1,056.05	(222.72)
Police Training	0.00	0.00	0.00
Total Acct 421	5,062.50	10,145.05	(5,082.55)
Fire Administration	37,200.34	21,000.22	16,200.12
Fire Fighting	54,259.93	4,295.65	49,964.28
Fire Training	5,557.51	3,706.99	1,850.52
Fire Stations and Buildings	8,529.16	11,711.20	(3,182.04)
Total Acct 422	105,546.94	40,714.06	64,832.88
Building Inspections Administration	1,041.66	1,150.00	(108.34)
Rental Inspections	916.67	1,375.00	(458.33)
Total Acct 424	1,958.33	2,525.00	(566.67)
Civil Defense Expenditures	478.75	215.30	263.45
Total Acct 425	478.75	215.30	263.45
Traffic Engineering Expenditures	7,999.99	390.01	7,609.98
Total Acct 426	7,999.99	390.01	7,609.98
Other Protection-1st Response	14,447.89	1,945.63	12,502.26
Total Acct 428	14,447.89	1,945.63	12,502.26
Maintenance-Shop	53,489.49	54,131.52	(642.03)
Paved Streets	67,660.27	22,892.43	44,767.84
Unpaved Streets	6,770.82	0.00	6,770.82
Ice and Snow Removal	2,083.33	0.00	2,083.33
Road and Bridge Equipment	93,080.73	11,035.89	82,044.84
Bridges, Viaducts and Grade Separations	39,708.27	0.00	39,708.27
Street Lighting	1,541.66	1,455.00	86.66
Total Acct 431	264,334.57	89,514.84	174,819.73
Waste (Refuse) Disposal	5,635.40	3,339.31	2,296.09
Total Acct 432	5,635.40	3,339.31	2,296.09
Historical Society	41.67	100.00	(58.33)
Total Acct 450	41.67	100.00	(58.33)
Library	2,516.66	1,472.80	1,043.86
Total Acct 451	2,516.66	1,472.80	1,043.86
Park Areas	11,104.14	11,857.42	(753.28)
Total Acct 452	11,104.14	11,857.42	(753.28)
Water Resources	416.67	1,000.00	(583.33)
Emily Waters	7,277.08	0.00	7,277.08

5/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	7,693.75	1,000.00	6,693.75
Economic Development and Assistance	530.82	0.00	530.82
Total Acct 465	530.82	0.00	530.82
Food Shelf	104.17	250.00	(145.83)
Cemetery	8,291.67	2,951.80	5,339.87
Total Acct 490	8,395.84	3,201.80	5,194.04
Total Disbursements	611,927.05	318,804.89	293,122.16
Other Financing Uses:			
Unrealized Investment Loss	2,500.00	1,050.05	1,449.95
Purchase of Investments	21,249.97	3,218.70	18,031.27
Total Acct 493	23,749.97	4,268.75	19,481.22
Total Other Financing Uses	23,749.97	4,268.75	19,481.22
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		103,559.12	
Total Disbursements and Other Financing Uses		323,073.64	
Cash Balance as of 05/31/2024		458,157.95	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/01/2024 To 05/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
05/02/2024	UTILITY BILLING	13374	Sewer Charges	(05/02/2024) -	N Rate Class I	602-37210-	\$ 352.44
							\$ 352.44
05/02/2024	UTILITY BILLING	13375*	Sewer Charges - ACH	(05/02/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
05/03/2024	UTILITY BILLING	13382	Sewer Charges	(05/06/2024) -	N Rate Class I	602-37210-	\$ 271.52
							\$ 271.52
05/14/2024	Thomas Schneider	13396	Agricultural Wastewater Hauler Permit 2024-01	(05/22/2024) -	N Hauled Wastewater Fees	602-37270-	\$ 50.00
							\$ 50.00
05/24/2024	UTILITY BILLING	13406*	Sewer Charges - ACH	(05/06/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
05/24/2024	UTILITY BILLING	13407*	Sewer Charges - ACH	(05/13/2024) -	N Rate Class I	602-37210-	\$ 176.22
					Penalties and Forfeited Discounts	602-37260-	\$ 17.62
							\$ 193.84
05/24/2024	UTILITY BILLING	13408*	Sewer Charges - ACH	(05/16/2024) -	N Rate Class I	602-37210-	\$ 0.46
					Penalties and Forfeited Discounts	602-37260-	\$ 0.05
							\$ 0.51
05/24/2024	UTILITY BILLING	13409	Sewer Charges	(05/29/2024) -	N Rate Class I	602-37210-	\$ 180.88
					Penalties and Forfeited Discounts	602-37260-	\$ 18.08
							\$ 198.96
05/31/2024	PINE RIVER STATE BANK	13427	Int CR Checking	(05/31/2024) -	N Interest Earning	602-36210-	\$ 6.46
							\$ 6.46
05/31/2024	Pershing	13429	Int CR MMMF	(05/31/2024) -	N Interest Earning	602-36210-	\$ 0.42
							\$ 0.42

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/01/2024 To 05/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
05/31/2024	Pershing	13430	Unrealized Gain - Muni Bonds/CDs	(05/31/2024) -	N Unrealized Investment Gain	602-39103-	1.87
							\$ 1.87
Total for Selected Receipts							\$ 1,428.46

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/15/2024 To 05/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/20/2024	MINNESOTA REVENUE	330800	State Withholding - 5/8/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 5.79
		330800			Sewer Utilities - Administration and General	602-49490-172-	\$ 7.57
		330800					\$ 13.36
05/21/2024	PERA	330798	Retirement contributions - 5/8/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 9.43
		330798			Sewer Utilities - Administration and General	602-49450-121-	\$ 10.88
		330798				602-49490-101-	\$ 16.43
		330798				602-49490-121-	\$ 18.96
		330798					\$ 55.70
05/22/2024	Payroll Period Ending 05/22/2024	61423	Regular Payroll 5-8 to 5-21	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 38.14
		61423					\$ 38.14
05/22/2024	Payroll Period Ending 05/22/2024	61426	Regular Payroll 5-8 to 5-21	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 120.61
		61426					\$ 120.61
05/24/2024	FEDERAL WITHHOLDING/ON LINE	330796	Federal Withholding - 5/22/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 4.17
		330796				602-49450-122-	\$ 3.38
		330796				602-49450-135-	\$ 0.79
		330796				602-49450-171-	\$ 4.40
		330796				602-49490-101-	\$ 12.73
		330796				602-49490-122-	\$ 10.32
		330796				602-49490-135-	\$ 2.41
		330796				602-49490-171-	\$ 5.26
		330796					\$ 43.46
05/29/2024	AUTO VALUE	61440	5/25/24 Statement:ShopMaterials/Fire,RoadEquip, Park,Cemetery,Hall,SewerRepair Maint	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 54.92

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/15/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/29/2024	PEOPLESERVICE, INC.	61444	61444	Inv. PS-INV104633 - June 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,150.00
		Total For Check	61444					\$ 2,150.00
05/31/2024	MINNESOTA REVENUE	330801	330801	State Withholding - 5/22/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.55
		Total For Check	330801			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.66
		Total For Check	330801					\$ 8.21
05/31/2024	Money Market/Bonds	IAD3004	IAD3004	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.42
		Total For Check	IAD3004					\$ 0.42
05/31/2024	Money Market/Bonds	IAD3012	IAD3012	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 1.87
		Total For Check	IAD3012					\$ 1.87
		Total For Selected Checks						\$ 2,486.69

5/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	36,005.15	2,082.73	(33,922.42)
Delinquent Ad Valorem Taxes	333.33	73.50	(259.83)
Mobile Home Tax	0.83	0.00	(0.83)
Fiscal Disparities	33.33	0.00	(33.33)
Total Acct 310	36,372.64	2,156.23	(34,216.41)
Severed Mineral Tax	5.00	0.00	(5.00)
Total Acct 318	5.00	0.00	(5.00)
Principal on Special Assessments	1,562.50	0.00	(1,562.50)
Penalties and Interest on Special Assessments	93.75	0.00	(93.75)
Total Acct 319	1,656.25	0.00	(1,656.25)
Licenses & Permits	52.08	0.00	(52.08)
Public Utilities	52.08	0.00	(52.08)
Total Acct 321	104.16	0.00	(104.16)
Homestead and Agricultural Credit Aid (HACA)	937.50	0.00	(937.50)
Total Acct 334	937.50	0.00	(937.50)
Interest Earning	237.50	222.22	(15.28)
Total Acct 362	237.50	222.22	(15.28)
Rate Class I	33,749.95	34,932.50	1,182.55
Connection/Reconnection Fees	833.33	0.00	(833.33)
Penalties and Forfeited Discounts	416.67	380.65	(36.02)
Hauled Wastewater Fees	187.50	50.00	(137.50)
Total Acct 372	35,187.45	35,363.15	175.70
Total Revenues	74,500.50	37,741.60	(36,758.90)
Other Financing Sources:			
Unrealized Investment Gain	52.08	50.27	(1.81)
Total Acct 391	52.08	50.27	(1.81)
Sale of Investment	62.50	91.31	28.81
Total Acct 399	62.50	91.31	28.81
Total Other Financing Sources	114.58	141.58	27.00
Disbursements:			
Bond Principal	24,999.96	60,000.00	(35,000.04)
Total Acct 471	24,999.96	60,000.00	(35,000.04)
Interest - Bonds	10,640.61	13,091.25	(2,450.64)
Total Acct 472	10,640.61	13,091.25	(2,450.64)
Fiscal Agent's Fees	197.92	100.00	97.92
Total Acct 475	197.92	100.00	97.92
Sewer Utilities - Sanitary Sewer Maintenance	22,178.72	13,514.50	8,664.22
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	12,229.15	1,443.11	10,786.04
Sewer Utilities - Administration and General	4,010.42	4,456.28	(445.86)
Total Acct 494	38,418.29	19,413.89	19,004.40
Total Disbursements	74,256.78	92,605.14	(18,348.36)

5/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	66.67	91.31	(24.64)
Purchase of Investments	291.67	244.30	47.37
Total Acct 493	<u>358.34</u>	<u>335.61</u>	<u>22.73</u>
Total Other Financing Uses	<u>358.34</u>	<u>335.61</u>	<u>22.73</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		37,883.18	
Total Disbursements and Other Financing Uses		<u>92,940.75</u>	
Cash Balance as of 05/31/2024		47,474.01	

REPORT FOR EMILY CITY COUNCIL MEETING
JUNE 11 TH, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 17 members at our last meeting
- 4 fire calls since the last meeting
- Checked all equipment / SCBA,s Washed all Trucks
- Members had pump training on fire trucks

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive style with a long, sweeping tail on the letter "z".

Chad Genz
Chief - Emily Fire Dept.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Emily Firemen's Relief Association Date of organization: 8/17/1966 Tax exempt number:

Organization Address (No PO Boxes): PO Box 163 City: Emily State: MN Zip Code: 56447

Name of person making application: Chad Genz Business phone: Home phone: 2188213330

Date(s) of event: 6/22/2024 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Jon Chmielecki City: Emily State: MN Zip Code: 56447

Organization officer's name: City: State: MN Zip Code:

Organization officer's name: City: State: MN Zip Code:

Location where permit will be used. If an outdoor area, describe.

Emily Fire Hall 20837 County Road 1, Emily, MN 56447

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Underwriting - Annual Aggregate of \$300,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Emily
 City or County approving the license
\$25.00
 Fee Amount

Date Approved: June 22, 2024
 Permit Date
clerk@emily.net
 City or County E-mail Address

Event in conjunction with a community festival Yes No

981

Current population of city

Cari Johnson

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
 No Temp Applications faxed or mailed. Only emailed.
 ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

CITY OF EMILY
2023 TEMPORARY LICENSE APPLICATION INFORMATION

Applying for:

- On Sale Intoxicating
- On Sale 3.2 Malt Liquor
- Off Sale Wine License

Under the Minnesota Government Data Practices and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance of the license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:

The license agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service:

Failing to supply this information may jeopardize or delay the issuance of your license.

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM ALONG WITH THE APPLICATION FEES TO THE CITY OFFICE.

Emily Firemen's Relief Association
Name of Business license is being applied for Renewal Date

PO BOX 143 Emily MN 56447
Business Address City State Zip

Applicant's Last Name First Name Social Security #

same
Mailing Address City State Zip

MN Tax Identification # Federal Tax Identification #

6/22/2024 Emily ballfield, Broadway, Emily
Event Date Event Location

Chad Gray Chief
Signature Title Date

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.

Amy Prokott, Deputy Clerk, City of Emily

From: MN_DPS_AGE Temporary Application <AGE.TemporaryApplication@state.mn.us>
Sent: Sunday, June 2, 2024 11:40 PM
To: Amy Prokott, Deputy Clerk, City of Emily; MN_DPS_AGE Temporary Application
Subject: RE: 2024/06/15

Flag Status: Flagged

Hi Amy – We'll just delete this entry and wait for you to send an application with the corrected date after the next Council meeting.

Thanks

Carl Albrecht, Licensing Specialist
MN DPS Alcohol & Gambling Enforcement
445 Minnesota St. Suite 1600 | Saint Paul, MN 55101
651-201-7512 (Direct) | 651-297-5259 (Fax) | carl.albrecht@state.mn.us

<https://dps.mn.gov/divisions/age/>



THIS COMMUNICATION MAY CONTAIN CONFIDENTIAL AND/OR OTHERWISE PROPRIETARY MATERIAL and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Sent: Wednesday, May 22, 2024 11:52 AM
To: MN_DPS_AGE Temporary Application <AGE.TemporaryApplication@state.mn.us>
Subject: 2024/06/15
Importance: High

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Hello –

I was just informed that the date of this event should actually be June 22, 2024.

Is there anyway to get this date changed prior to having the license issued if the Council would amend the date at the next meeting on June 11? Thank you!

Respectfully,

Amy Prokott | Deputy Clerk | City of Emily

RECEIVED
MAY 31 2024

May 31, 2024

BY:

Chief Genz,

Please be advised that I will be retiring from The Emily Volunteer Fire Department as of June 6th, 2024

I wish to thank you and the rest of the Department for the opportunity to serve in this capacity.

Sincerely,

Kevin Combs

cc: Mike Arbrust

clerk@emily.net

From: Hildebrand, Erik (DNR) <erik.hildebrand@state.mn.us>
Sent: Tuesday, May 21, 2024 1:26 PM
To: clerk@emily.net
Subject: MNDNR CWD sampling station this upcoming Fall

Hi Cari,

We are currently reaching out to all of our CWD stations for this upcoming fall in order to get the station list printed in our Hunting Regulations Book. Would you be alright with us utilizing the Emily Volunteer Fire Department site again this year? It has worked out fantastic for our staff and hunters all of these past seasons. We would staff this site on firearms opening weekend, Nov. 9-11, and then have our self-service sampling station there for the remainder of the firearms season (Nov. 9-24) and monitored by DNR wildlife staff. We would also plan to have the dumpster and quartering station setup available for hunters at this site from September 14 – Jan.1 like last year, and it would be serviced weekly by our hauling vendor.

I had a note in my database from last year to reach out to you for formal approval, but if you feel I should reach out to Fire Chief Chad Gentz, just let me know.

Thank you,
Erik

Erik Hildebrand
Wildlife Health Supervisor | Fish and Wildlife

Minnesota Department of Natural Resources
5463 West Broadway
Forest Lake, MN 55025
Phone: (651)-539-3311
Cell: 612-597-8141
Email: Erik.hildebrand@state.mn.us

 **DEPARTMENT OF
NATURAL RESOURCES**



Monthly Report

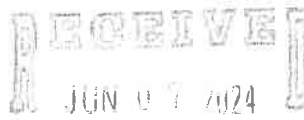
06/08/2024

	May	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	7	5	3	1	1	4	4	0	6	5	0
Time		2h42m	2h51m	20m	20m	3h14m	3h14m	0	24h11m	3h30m	0
Meeting	1	1	1	1	1	1	1	1	1	1	0
Time	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	0
Trainings	0	0	0	0	0	0	0	0	0	0	0
Quarterly	1	1	0	1	1	1	0	1	1	1	0
Time	4hrs	4 hrs	0	4 hrs	4 hrs	4 hrs	0	4 hrs	4 hrs	4 hrs	0
Year call Total	47	19	17	7	15	14	12	5	24	30	3
Year End Time		23 h 14 m	21 h 12 m	17 h 03 m	22 h 43 m	20 h 50 m	19 h 27 m	12 h 21 m	22 h 59 m	29 h 30	6h 28m

Our meeting was held on June 4th. In the month of May, we had 7 calls, and Quarterly Education on mass casualties and triage. In our Meeting Everyone was updated on what was going on with the city ordinances. Uniforms for the year were finalized and invoice was submitted for approval. We voted on new applicant Tabby Foster, all voted on accepting her in the unit. We Talked about supplies and equipment needed or would like. We Talked about the upcoming softball tournament and who could help out with it. We reviewed May calls and did some training.

Creative Threads Inc

39948 State HWY 6
 PO Box 52
 Emily, MN 56447
 612.418.1032



Invoice

BY:

Date	Invoice #
6/4/2024	20933

Bill To
Emily First Responders

Ship To

P.O. Number	Terms

Quantity	Item Code	Description	Price Each	Amount
6	San-CS626	CornerStone® 1/2-Zip Job Shirt dark navy, 005.503-5a LC 1st Responders-Navy 1-XL 2-L 1-S 2-XS	56.50	339.00
2	San-CS626	CornerStone® 1/2-Zip Job Shirt dark navy, 005.503-5a LC 1st Responders-Navy 2-2XL	58.50	117.00
3	San-DM132	District ® Perfect Tri ® Long Sleeve Tee, navy frost, white screen print left chest & full back 1-L 2-S	20.00	60.00
3	San-DM132	District ® Perfect Tri ® Long Sleeve Tee, navy frost, white screen print left chest & full back, 2-2XL 1-3XL	22.00	66.00
15	San-CP77	Port & Company Brushed Twill low Profile Cap, navy, 005.503-5a Hats 1st Responders-Navy State Sales Tax	13.00 7.125%	195.00 0.00
Total				\$777.00

zoning@emily.net

From: John Jourdan <john.jourdan@abmnow.com>
Sent: Tuesday, June 4, 2024 7:57 AM
To: zoning@emily.net
Subject: RE: [Possible spam] City of Emily Sheriff's Office

Good morning Sue. A week if possible lead time, there would be no costs or contract for the loaner furniture. We are glad to do it. Sorry for the extended lead times. Thank you very much for everything. Have a great day.



The Office Shop
Inc.
•Supplies •Furniture •Equipment •Service•

Is Now A Division of:



John Jourdan

Furniture Support

1.800.450.9000

<https://www.theofficeshopinc.com>

From: zoning@emily.net <zoning@emily.net>
Sent: Monday, June 3, 2024 11:29 AM
To: 'Office Shop - John Jourdan' <johnj@theofficeshopinc.com>
Subject: [Possible spam] City of Emily Sheriff's Office

Hi John,

I have a few questions regarding the furniture etc.

I know the furniture won't be here until after July 16th & the couch/ottoman after Sept 10th. You had mentioned loaner furniture would be available.

1. How much lead time do you need to have loaner furniture delivered & setup?- We need to let the Sheriff know the options.
2. If we go the route of loaner furniture, will there be a contract between us for loaner furniture.- if there is a contract, we will need to have that approved by our City Council at their meeting on June 11th.
3. Please verify what costs, if any, will be charged to the city for loaner furniture.

If it's more convenient, you can give me a call.

Thanks,

Sue Fahrenedorff

Zoning Clerk

Office Hours: M-W 8-4:30; Th 8-12



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
zoning@emily.net

www.cityofemily.com



Date: June 11, 2024

To: City of Emily

From: Leland Bundy, Operator

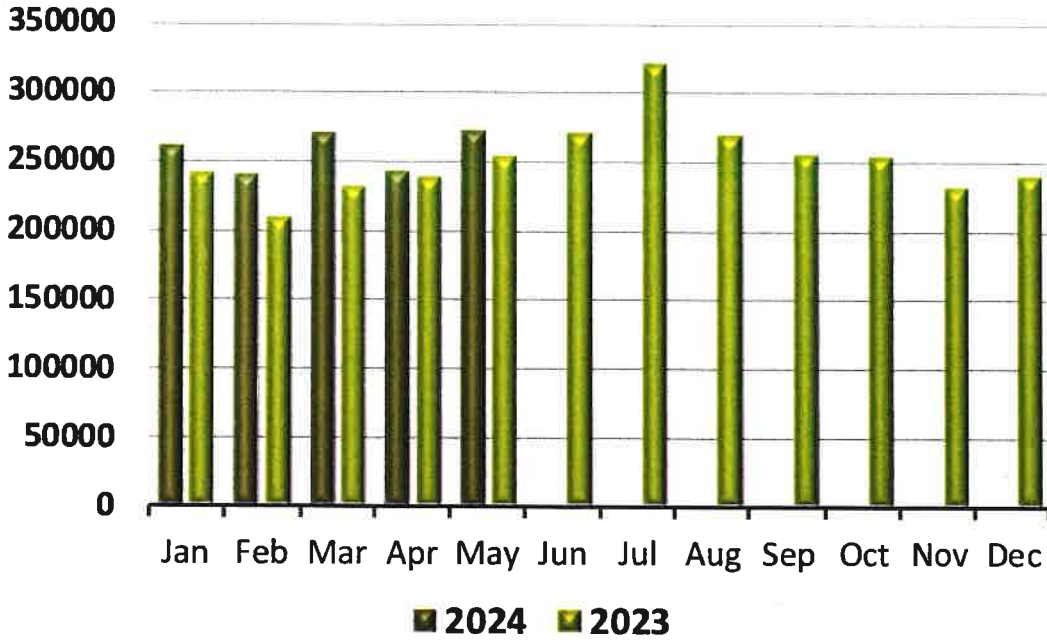
O & M Report: May 2024

Wastewater Operation & Maintenance

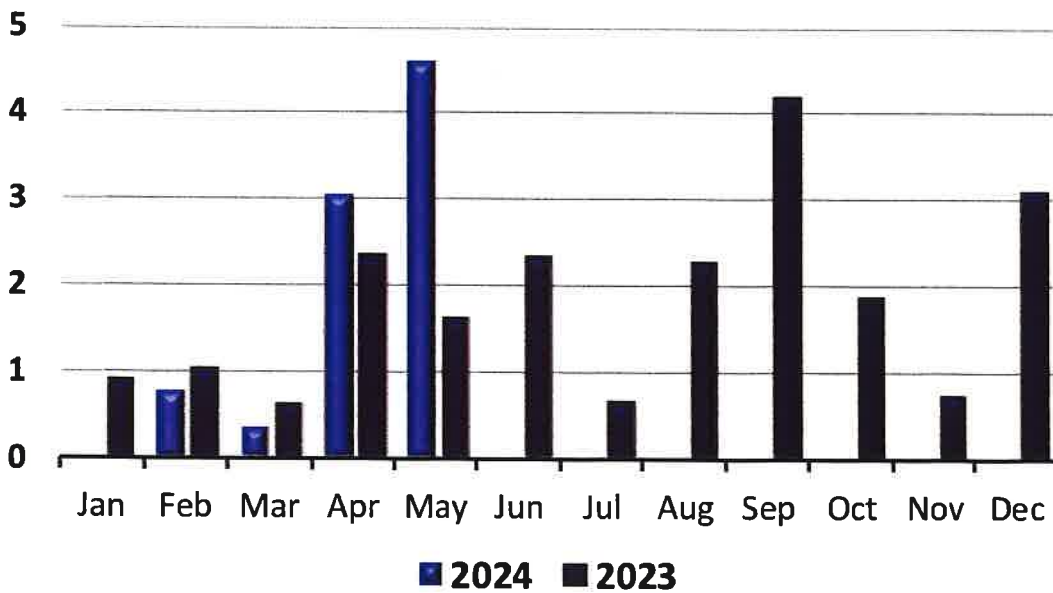
- Lift Station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operation reports.
- Lift Station RTM timers are recorded onsite to verify pump efficiency.
- No pond discharges this month.
- All monthly reports submitted to MPCA on time, the facility is operating as designed or better. Flow is 21% of Design. Average daily flow was 8,823 gallons per day. Design flow is 41,600 GPD.
- Met with City clerk and Councilman Gary Hanson. We discussed the pond inspection report, and the NOV (Notice of Violation) the city has received from the MPCA. PeopleService is going to help with the response letter to the state, we will draft the sampling plan, we will start sending the city the documents that we use to report the pond data to the MPCA, and the Commers document we receive from the MPCA which shows successful acceptance from the MPCA server.
- Maintenance items for the pond portion of the NOV are going well. City staff is going to cut the hole in the top of the influent structure then we will add the vent. Brian has ordered the sand for the RIBs, two loads per RIB and PeopleService will purchase the sand and rebill the city. City staff will haul the sand in and spread it out, PeopleService will install the new tile lines. Same with the replacement of the rip rap.
- PeopleService went through the missing and late reports itemized from the NOV and prior operator. We repaired the reports we could and left alone the ones we had no information on.

Wastewater		May-24	April-24	May-23
CBOD				
CBOD influent	mg/L	0	0	257
CBOD Effluent	mg/L	0	0	7
TSS				
TSS Influent	mg/L	0	0	180
TSS Effluent	mg/L	0	0	10
pH				
pH Influent Maximum	SU	0	0	7
pH Effluent Maximum	SU	0	0	9
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	<.200
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	7
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	3.83
Chloride				
Chloride, Total Effluent	mg/L	0	0	180
Influent Flow				
Influent Flow Monthly Average	gallons	8,823	8,126	8,000
Influent Flow Monthly Maximum	gallons	12,240	9,902	11,685
Influent Flow Monthly Total	gallons	273,518	243,805	254,225
Precipitation Monthly Total	invches	5	3	2
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	109,047
Effluent Flow Monthly Total	gallons	0	0	2,180,940
Effluent Flow Year to Date Total	gallons	0	0	2,180,940

Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches





Date: May 22, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: April 2024

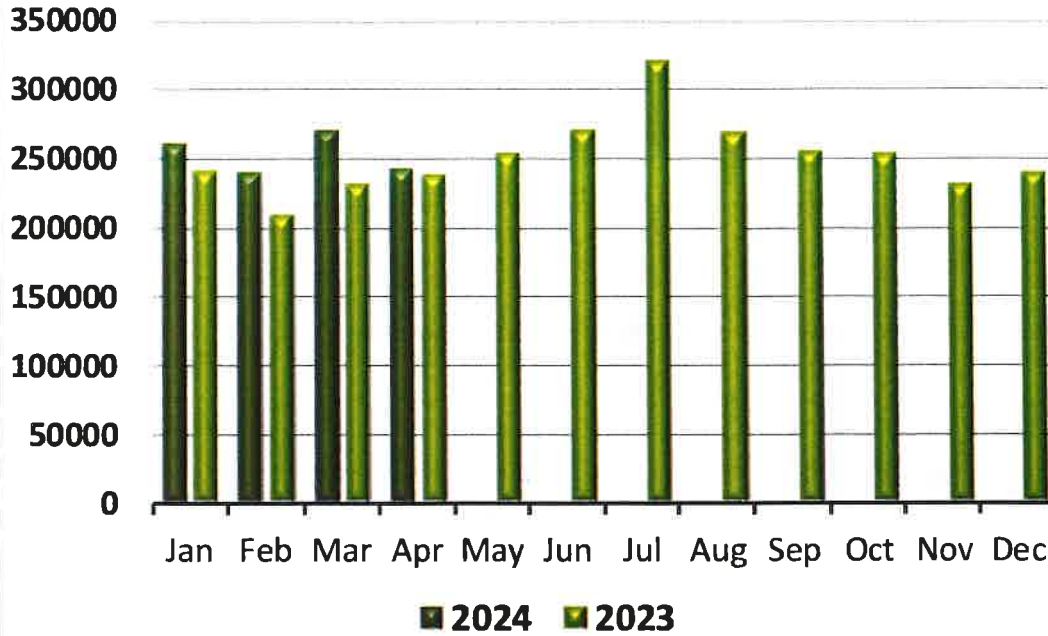
Wastewater Operation & Maintenance

- Lift Station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift Station RTM timers are recorded on-site to verify pump efficiency.
- No pond discharges this month.
- All monthly reports submitted to the MPCA on time, the facility is operating as designed or better. Flow is 20% of design. Average daily flow is 8,126 gallons. Design flow is 41,600 GPD.
- Worked on the MPCA inspection report and repaired the items for the computer system.
- Got information from city staff on how to bring prices to the council on the maintenance items needed to fix at the pond site.

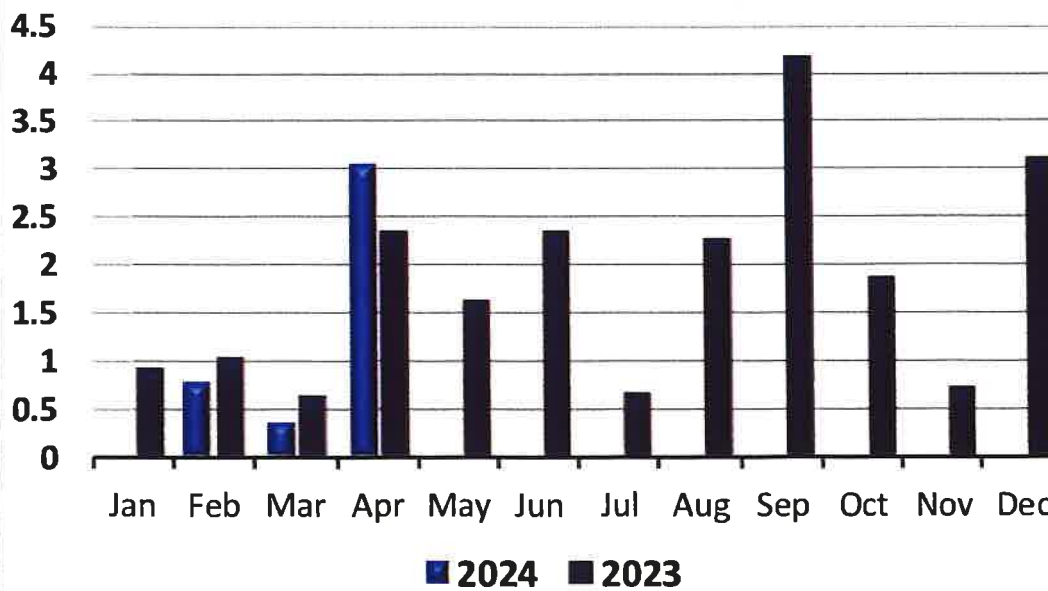
		April-24	March-24	April-23
Wastewater				
CBOD				
CBOD Influent	mg/L	0	332	310
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	64	83
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	7	7
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,126	8,774	7,960
Influent Flow Monthly Maximum	gallons	9,902	10,650	13,044
Influent Flow Monthly Total	gallons	243,805	272,011	238,800
Precipitation Monthly Total	invches	3	0	2
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches





Duluth Office | 525 Lake Avenue South | Suite 400 | Duluth, MN 55802 | 218-723-4660
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

May 30, 2024

The Honorable Tracy Jones
Mayor, City of Emily
PO Box 68
Emily, MN 56447-0068

RECEIVED
JUN 03 2024

BY:

RE: April 24, 2024 Notice of Violation - Completion of Corrective Actions

Dear Mayor Jones:

This letter acknowledges that the City of Emily (Regulated Party) has completed the corrective actions described in the Minnesota Pollution Control Agency's (MPCA) April 24, 2024 Notice of Violation (NOV).

On May 23, 2024, the Regulated Party submitted a response to the NOV. Based upon this information, the MPCA staff has determined that all corrective actions contained in the NOV have been completed.

The NOV and the Regulated Party's response will remain on record at the MPCA. The response does not preclude the MPCA from taking further action with respect to the violations listed in the NOV.

If you have any questions or need assistance, contact me by phone at 218-302-6604 (office) or at 612-790-0235 (cell) or by email at mackenzie.wilkinsonhanson@state.mn.us.

Thank you for your attention to this matter and your cooperation in fulfillment of the requirements.

Sincerely,

Holly Sandberg

This document has been electronically signed.

Holly Sandberg
Supervisor
North Central Regional Unit
Municipal Division

HS/MWH:aeg

cc: Lee Bundy, PeopleService (electronic)
Holly Sandberg, MPCA
Mark Hugeback, MPCA
Activity ID NON20240001 @ 83904



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

May 31, 2024

Mackenzie Wilkinson-Hanson
Minnesota Pollution Control Agency
525 Lake Avenue S, Suite 400
Duluth, MN 55802

Dear Ms. Wilkinson-Hanson:

The City of Emily received a Notice of Violation regarding the Emily Wastewater Treatment Plant (WWTP), Emily, Crow Wing County, SDS Permit No. MN0067628. The City of Emily would like to provide an update on the actions taken to address late DMRs/SVSSs, missing pond observation forms, missing year to date flows, and missing samples.

The City reviewed documentation from the prior Wastewater Operator and some missing data was found. The City's current Wastewater Operator updated data as follows:

1. Late DMR Submissions – A no discharge box was either left unchecked for SD002 or had WS001 mistakenly checked, with the exceptions of 11-1-2023, 3-1-2016, and 6-1-2018. The data was repaired where available.
2. Missing Pond Observation Forms – The current Wastewater Operator submitted any missing pond observations data from during the timeframe of their contract. Unfortunately, there was no complete data to submit from the prior Wastewater Operator.
3. Year to Date Flows – Missing data was submitted where available.
4. Missing Samples – Missing data was repaired and resubmitted where available. There are no records available for 10-1-2020, 8-1-2019, 8-1-2018, or 4-1-2017.

The City of Emily has addressed all possible missing data. There are no further records from the prior Wastewater Operator, so unfortunately no other missing data may be submitted.

Thank you for working with the City of Emily regarding correction of the missing information.

Respectfully,

Tracy Jones
Mayor



EQUAL HOUSING
OPPORTUNITY

clerk@emily.net

From: Wilkinson-Hanson, Mackenzie (MPCA) <Mackenzie.WilkinsonHanson@state.mn.us>
Sent: Thursday, May 23, 2024 2:28 PM
To: clerk@emily.net
Cc: 'Gary'
Subject: RE: City of Emily Corrective Action Plans

Hi Cari,

Thank you for the response to the NOV. I have reviewed it and found it satisfactory. I will be issuing a Case Conclusion Letter shortly.

Enjoy your holiday weekend,

Mackenzie

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, May 23, 2024 11:52 AM
To: Wilkinson-Hanson, Mackenzie (MPCA) <Mackenzie.WilkinsonHanson@state.mn.us>
Cc: 'Gary' <gerhart@emily.net>
Subject: City of Emily Corrective Action Plans

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Mackenzie,

Please see attached letter addressing the City of Emily's Corrective Action Plans.

Please let me know if you have any questions or need additional information.

Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 881

Effecting Positive Change



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

May 23, 2024

Mackenzie Wilkinson-Hanson
Minnesota Pollution Control Agency
525 Lake Avenue S, Suite 400
Duluth, MN 55802

Dear Ms. Wilkinson-Hanson:

The City of Emily received a Notice of Violation regarding the Emily Wastewater Treatment Plant (WWTP), Emily, Crow Wing County, SDS Permit No. MN0067628. The City of Emily is required to submit 30 day and 60 day corrective action plans to address correction of the Emily Wastewater Treatment Plant violations.

The City of Emily contracted with the City's prior Wastewater Operator from July 1, 2016 through May 7, 2021 during the period of missing reported information, including sample testing, pond observations, and flows. The City now contracts with PeopleService for Wastewater Operator services.

Please see below Corrective Action Plans developed in coordination with the City's contracted Wastewater Operator.

30 Days Corrective Action Plan – The PeopleService operation plan includes but is not limited to the following:

1. PeopleService shall assign multiple licensed Wastewater Operators to the Emily WWTP.
2. A printed Sample checklist shall be in all Wastewater Operator vehicles with duties at the Emily WWTP.
3. The Sample checklist shall be compared to the WWTP permit for accuracy of timing of testing.
4. A preprinted Chain of Custody shall accompany the designated operator to the site for use and for reference on the analytes that are required to be tested at that time.
5. The Sample Values spreadsheet shall be filled out completely with the sample results and shall be uploaded to the MPCA server during completion of the monthly Discharge Monitoring Report (DMR). All required submittal forms and information shall be included with the DMR each month, including pond observation forms, year to date flow to the rapid infiltration basins (RIB), and groundwater well elevation relative to mean sea level. The returned Calculated DMR shall be inspected for errors or omissions.
6. The designated operator shall email copies of the Calculated DMR and the returned Commer report to the City of Emily monthly as proof the reports are completed.

60 Days Corrective Action Plan includes but is not limited to the following:

The MPCA has identified three major items with the Emily WWTP that must be corrected in 2024. The City of Emily will address the violations as follows:

1. All distribution lines that are damaged in any way shall be dug up and replaced during the summer of 2024. All distribution lines that are exposed shall be returned to the original specifications.
2. Each RIB shall receive not less than 6" and no more than 12" of clean sand, uncompressed, on top after the distribution line repairs are completed.



3. Repair of the concrete spalling in the influent transfer structure at the ponds shall be completed as follows:
- a) Repair of the concrete spalling on the interior will be completed as soon as the type of repair can be arrived at and the specifications developed. The tentative plan is to pursue relining, but the plan shall be developed in 2024 and completed pending contractor availability.
 - b) The influent transfer structure shall be vented to assist with prevention of future spalling by drilling a 4" core hole in the top of the structure and installing a standard 4" vent pipe with downturned pipe.

The City of Emily searched for the missing information and has some of the missing sample values and a few of the missing pond observations. The City's Wastewater Operator may be able to calculate missing flow values from information provided by the prior operator. The City is working to address as much of the missing information as possible and the current Wastewater Operator will submit that information as soon as possible.

Thank you for working with the City of Emily regarding correction of the violations and missing information. The City commits to completing the 30 day and 60 day Corrective Action Plan and will continue to address missing information. The City of Emily also commits to completion of the WWTP permit requirements by contracting with a reputable and trusted company to operate the WWTP and by monitoring future compliance.

Respectfully,



Tracy Jones
Mayor





Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

June 10, 2024

Mayor and City Council
City of Emily

Re: May Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on June 4, 2024, at which there was 1 public hearing (Certificate of Survey). The subject property is located at Crooked Rd, and it is currently undeveloped. The request was to split the property into 2 parts, Tract A on the west side and Tract B on the East side. The total size of the property is 18.21 acres and would result in 10.44 acres and 7.77 acres each, when subdivided.

The Planning Commission also discussed the outdoor market ordinance and recommended further discussions to the city council. Furthermore, there was discussion about adopting a cannabis ordinance to regulate cannabis businesses within the city of Emily, given the looming effect of the state regulations.

Sincerely,

CITY OF EMILY

Kayode Adiatu
Planning & Zoning Administrator



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION 24-25

RESOLUTION REGARDING PUBLIC SAFETY AID USE

WHEREAS the City of Emily received Public Safety Aid funds of \$37,678 from the State of Minnesota on December 26, 2023 to provide public safety.

WHEREAS the City of Emily is required to spend Public Safety Aid funds on eligible uses as defined by the State of Minnesota.

WHEREAS the purchases of turnout gear for firefighters, a push/pull ram for the Fire Department, and electronic speed signs for State Highway 6 have been determined to be eligible uses of the Public Safety Aid funds.

BE IT RESOLVED the City Council of the City of Emily, Minnesota hereby approves the following eligible uses of Public Safety Aid funds:

Firefighter Turnout Gear	\$15,425
Fire Department Push/Pull Ram	\$12,000 (estimate)
Electronic Speed Signs	<u>\$10,000</u> (estimate)
Total	\$37,425

Adopted by the Emily City Council on June 11, 2024.

Tracy Jones
Mayor

Attest: _____
Cari Johnson, MCMC
City Clerk/Treasurer



Remit Payment to:
 McCoy Construction & Forestry, Inc.
 ATTN: Accounts Receivable
 2099 Southpark Ct
 Dubuque, IA 52003




JOHN DEERE



BY:

STATEMENT

Customer Account Number	55408
 CITY OF EMILY P.O. BOX 68 EMILY MN 56447	

Statement as of: 4/30/2024 Page 1 of 1



Date	Location	Reference	PO No	Description	Charges	Payments & Credits	Balance
3/26/2024	Dubuque	2335978		Sale: Stk #257660:JOHN DEERE/320 P	\$132,200.00	\$0.00	\$132,200.00
3/26/2024	Dubuque	2335966		Equipment Sales Reversal Inv No2335587	(\$132,200.00)	\$0.00	(\$132,200.00)
3/26/2024	Dubuque	2335587		Sale: Stk #257660:JOHN DEERE/320 P	\$132,200.00	\$0.00	\$132,200.00

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	TOTAL
\$0.00	\$132,200.00	\$0.00	\$0.00	\$0.00	\$132,200.00

Payment and credit terms are set forth in the documents governing each transaction.

100-43126-550

Remittance Slip - Tear Off This Portion & Return With Your Payment

Account Number	55408	Account Name	CITY OF EMILY EMILYCITC16247		
Statement as of: 4/30/2024			Remit Payment to: McCoy Construction & Forestry, Inc. ATTN: Accounts Receivable 2099 Southpark Ct Dubuque, IA 52003	 JOHN DEERE	TOTAL PAID
CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	TOTAL DUE
\$0.00	\$132,200.00	\$0.00	\$0.00	\$0.00	\$132,200.00



McCoy Construction & Forestry
 34316 Highway 2
 Grand Rapids, MN 55744
 Phone: (218) 326-9427
<http://mccoycf.com>

Remit Payment to:
 McCoy Construction & Forestry, Inc.
 ATTN: Accounts Receivable
 501 Bell St.
 Dubuque, IA 52001

AGREEMENTS

AGREEMENT ID	AGREEMENT DESCRIPTION	AGREEMENT PRICE
2022724163	CITY OF EMILY - 320P - 3YR/1500HR - PARTS ONLY PM - INCLUDED IN MACHINE PRICE	\$0.00
PLAN ID	PLAN DESCRIPTION	PLAN PRICE
2032151591	Preventative Maintenance Plan - Included in Machine Price	\$0.00
Agreements Total:		\$0.00

INVOICE ALLOCATION

DESCRIPTION	VALUE
Transfer to CITY OF EMILY, customer number 55408	\$132200.00
	\$132,200.00

**Order parts, view invoices and your equipment online at MyMcCoy. Go to:
<https://mccoy.dealercustomerportal.com> and sign up or log in!**

Invoice Notes

NET 90 DEL 3/15/24

Total Selling Price	\$139,200.00
Plus Freight and Handling:	\$0.00
Less Discount:	\$0.00
Plus Additional Charges:	\$0.00
Plus Parts\Attachments:	\$0.00
Plus Agreements:	\$0.00
Plus Sales Tax:	\$0.00
Total Invoice:	\$139,200.00
Less Net Equity from Trade In(s):	\$7,000.00
Less Deposit/Pre-Trade:	\$0.00
Less From Finance Contract:	\$0.00
Less Invoice Payment:	0
Amount Due:	\$132,200.00

Finance Information

Type:	Merchant No.:
Auth. No.:	
Card No.:	
Bill Code:	-
Credit Plan:	-

Salesperson: Matt Piche

TERMS AND CONDITIONS

Payment in full is due thirty (30) days from the date of invoice (due date) on approved open accounts. Any amount not paid within the thirty (30) day, the due date (interest-free period) will be subject to a monthly service charge of one and one-half percent (1.5%) or the maximum rate allowed by law, whichever is less, from the end of the interest-free period. If this is a PowerPlan invoice, the terms of PowerPlan shall govern, and customers should remit to the address on your PowerPlan statements.

Any returns must occur within 30 days of purchase. Restocking fees up to 30% may apply to any non-stocked or special ordered parts. No returns will be accepted on electrical parts or parts that have been installed, altered, or damaged. Original package is required.

*** DOCUMENT COPY ***



McCoy Construction & Forestry
 34316 Highway 2
 Grand Rapids, MN 55744
 Phone: (218) 326-9427
<http://mccoycf.com>

Remit Payment to:
 McCoy Construction & Forestry, Inc.
 ATTN: Accounts Receivable
 501 Bell St.
 Dubuque, IA 52001

Sales Invoice

INVOICE TO: 55408

CITY OF EMILY
 P.O. BOX 68
 EMILY MN 56447

DELIVER TO: 55408

CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Invoice No.: 2335587
 Date: 3/26/2024
 Page: 1 of 2
 Payment Type: Account
 Cust. PO No.:

RECEIVED
 APR 08 2024
 BY:.....

STOCK UNIT DETAILS

STOCK No.	TYPE	CLASS	ATTCH-TO	MAKE	MODEL	REG No.	PIN	SALE PRICE
257660	New	Base		JOHN DEERE	320 P	257660	1T0320PAKPF05649	\$139200.00
259745	New	Att	257660	JOHN DEERE	AT437345	259745		\$0.00
								\$139,200.00

TRADE INS

STOCK No.	MAKE	MODEL	PIN	VALUE	PAYOUT	NET EQUITY
1377	JOHN DEERE	210C	T0210CE750202	\$7000.00	\$0.00	\$7000.00
						\$7,000.00

ADDITIONAL CHARGES

DESCRIPTION	VALUE
	\$0.00

3/18/2021

Vehicle Speed Feedback Signs: Buyer and Installation Guide

Vehicle Speed Feedback signs provide drivers with real-time speed information. Previously, these signs were referred to as Dynamic Speed Display signs.

This document, along with input from your [District Traffic Engineer](#), provides guidance for selecting an appropriate location and purchasing a Vehicle Speed Feedback sign. All products listed on the Minnesota Department of Transportation (MnDOT) [Approved Products List \(APL\) for Vehicle Speed Feedback signs](#) meet MnDOT's criteria. However, many of these products have options, add-ons, etc. that may not meet MnDOT's criteria and are not appropriate for use on MnDOT roadways.

If you manufacture Vehicle Speed Feedback signs and would like to be on the MnDOT Approved Products List (APL), please see the [Product Requirement](#) document.

Please note: This document covers Vehicle Speed Feedback signs that supplement a SPEED LIMIT (R2-1) sign or a School Speed Limit sign, and, will be installed through the MnDOT permit process. For more information on other installations of Vehicle Speed Feedback signs, such as installation as part of temporary traffic control or for advisory speeds, please review the [Traffic Engineering Manual](#) and the [Minnesota IWZ Toolbox](#). For additional questions, please contact your [District Traffic Engineer](#) or the [MnDOT Office of Traffic Engineering](#).

Process

Permanent Vehicle Speed Feedback signs may be installed on a MnDOT roadway through the MnDOT permit process. All costs related to purchasing, installing and (if needed) relocating the Vehicle Speed Feedback sign shall be paid by the requesting agency. In some cases, installing a Vehicle Speed Feedback sign on a MnDOT roadway may not be possible. **Prior to purchasing or relocating a Vehicle Speed Feedback sign, please discuss the location, sign color, sign size, etc. with your [District Traffic Engineer](#).** The District Traffic Engineer will provide further information on proceeding with the permit process.

Only Vehicle Speed Feedback signs listed on MnDOT's APL are eligible for installation on MnDOT roadways. **Do not purchase a Vehicle Speed Feedback sign that is not on MnDOT's [APL for Vehicle Speed Feedback signs](#).**

Installation Location

A Vehicle Speed Feedback sign instantly provides a driver with their vehicle's speed. To receive the greatest impact from Vehicle Speed Feedback signs and to avoid overuse, the sign should only be installed at key locations. Key locations typically include speed zone changes, the start of a school speed zone, or within a construction/work zone. Only one Vehicle Speed Feedback sign is typically installed per direction of travel per speed zone. The installation and location of a Vehicle Speed Feedback sign must meet the following criteria:

- The Vehicle Speed Feedback sign shall be mounted above, below or beside a regulatory SPEED LIMIT (R2-1) sign.
 - If mounted side-by-side, the signs shall be mounted at the same height and on separate structures.
 - The mounting height shall comply with the [MN MUTCD](#) and [Standard Plan 5-297.701](#), Standard Sign Placement – Type C & E.
- The Vehicle Speed Feedback sign shall be installed on a crashworthy structure that meets MASH-16, TL-3 criteria.

If the intended location is to supplement a School Speed Limit sign, please order a Vehicle Speed Feedback sign marked as “may be used with School Speed Limits” on MnDOT’s APL. Please see the [Special Situations: School Speed Zones](#) for more information on the programming requirements.

For help determining the appropriate location, please work with your [District Traffic Engineer](#).

Sign Color

A Vehicle Speed Feedback sign is a warning sign. According to the MN MUTCD and MnDOT standards for warning signs, the static YOUR SPEED section of a Vehicle Speed Feedback sign may come in the following color combinations:

- **Black on Fluorescent Orange**, used in work zones or temporary traffic control areas.
- **Black on Fluorescent Yellow-Green**, used when the sign is providing vehicle speed feedback on a school speed limit in a school speed zone. (NOTE: If the intended location is to supplement a School Speed Limit sign, please order a Vehicle Speed Feedback sign marked as “may be used with School Speed Limits” on MnDOT’s APL. Please see the [Special Situations: School Speed Zones](#) for more information on the programming inputs.)
- **Black on Fluorescent Yellow**, is the most commonly used color combination and is used in situations not covered by the previous bullets.

For help choosing the correct sign color, please contact your [District Traffic Engineer](#).

Sign Size

MnDOT’s APL classifies Vehicle Speed Feedback signs into two size categories: Standard and Oversized. An Oversized Vehicle Speed Feedback sign may always be used in place of the Standard size.

The **Standard** size should be used on single-lane roadways.

The **Oversized** size is the larger of the two classifications and should be used on multilane roadways.

For assistance with determining the sign size, please contact your [District Traffic Engineer](#).

Programming Inputs

When supplementing a Speed Limit sign (which is the most common application), the Vehicle Speed Feedback sign shall operate 24 hours a day, 7 days a week. For School Speed Zones, please see the [Special Situations: School Speed Zones](#) section.

Prior to having a Vehicle Speed Feedback sign shipped, consider asking the manufacturer or vendor to program the sign.

Set the speed limit and threshold/maximum speed following the directions found in the Owner's/User's Manual. Typically, the threshold/maximum speed is set at 10 mph over the posted speed limit for roadways with speed limits under 45 mph, and 20 mph over the posted speed limit for roadways with speed limits of 45 mph or greater. The device shall be programmed to operate as follows:

- When no speed is detected, the dynamic display shall be blank (or black).
- When a speed equal to or less than the speed limit is detected, the dynamic display shall display the speed.
- When a speed greater than the speed limit and less than the threshold/maximum speed is detected, the dynamic display shall display the speed and the speed shall flash at a rate of 50 to 60 cycles per minute.
- When a speed equal to or greater than the threshold/maximum speed is detected, the dynamic display shall be blank (or black).

Based on the roadway characteristics, your [District Traffic Engineer](#) may suggest threshold/maximum speeds different than those listed above. Please work with your [District Traffic Engineer](#) to determine the most appropriate threshold/maximum speeds to use for the intended location.

Strobes or Flashing Lights are not allowed. Some of the products on MnDOT's APL for Vehicle Speed Feedback signs include features such as strobes or flashing lights. These options shall be disabled. The Owner's/User's Manual provides directions on disabling these features.

Smiley faces, "thank you" messages, or other graphics/messages are not allowed. Some of the products on MnDOT's APL for Vehicle Speed Feedback signs include features such as smiley faces, "thank you" messages, or other graphics/messages. These options shall be disabled. The Owner's/User's Manual provides directions on disabling these features.

Special Situations: School Speed Zones

According to Minnesota Statutes, [Section 169.14](#), Subd. 5a, Speed Zoning in School Zone, a school speed limit is only "in effect when children are present, going to or leaving school during opening or closing hours or during school recess periods." Any Vehicle Speed Feedback signs installed for a school speed limit shall only operate when a school speed limit is in effect. Devices marked on MnDOT's APL with "may be used with School Speed Limits" allow the product to be programmed to turn on or off during certain times of the day, days of the week, and months of the year.

Ongoing Operational Requirements

The Vehicle Speed Feedback sign shall remain in good repair and operate correctly (within allowable tolerances), or, be removed. MnDOT, at its discretion, may remove inoperable Vehicle Speed Feedback signs.

Dynamic Components:

The Dynamic Components are considered acceptable if the following thresholds are met or exceeded.

- The LED display is properly aligned for the intended driver's line of vision.
- Displayed numbers are legible and at least 90% of the pixels are operating correctly.
- The programming for the device follows criteria discussed in the [Programming Inputs](#) section of this document. Use of strobes, flashing lights, smiley faces, "thank you" messages or other graphics are not allowed.

Static Sign:

The Static Sign is considered acceptable, if the following thresholds are met or exceeded:

- The "YOUR SPEED" message is legible both day and night.
- None of the letters or parts of the letters are missing.
- The retroreflectivity of the sign meets minimum standards, see Table 2A-3 Minimum Maintained Retroreflectivity Levels in the Minnesota Manual on Uniform Traffic Control ([MN MUTCD](#)).

Other Things to Consider

This section is provided as a courtesy, it does not include any product requirements. Potential buyers of a Vehicle Speed Feedback sign may want to consider:

- Power needs of the product. If a manufacturer or vendor provides a site evaluation to determine the appropriate power needed for continuous operation (24 hours a day, 7 days a week).
- Product warranty.
- Expected life of the product.
- Routine maintenance requirements of the product.
- Data collection abilities of the product (such as vehicle speeds, vehicle speed by time of day, traffic volumes, etc.).

Contacts

For assistance with determining the location, sign color, size, etc., please contact your [District Traffic Engineer](#).

For questions about the APL application and approval process for Vehicle Speed Feedback signs, please contact:

Tiffany Kautz

Traffic Standards Engineer

Office of Traffic Engineering

tiffany.kautz@state.mn.us

651-234-7388



Traffic Logix Corporation
 3 Harriett Lane
 Spring Valley, NY 10977 USA
 Tel: (866) 915-6449
 Fax: (844) 405-6449
www.trafficlogix.com

Quote Number QUO-38028-M7V6Y5
 Created Date 6/5/2024
 Expiration Date
 Prepared by Scarlett Nash

QUOTATION

Contact: Amy Prokott
 Phone: 218-763-2480
 Email: deputyclerk@emily.net

City of Emily



BY:

Shipping Address:
 39811 State Highway 6
 Emily, Minnesota 56447
 United States

Standard Features (Included) – Evolution Signs

- The Evolution radar feedback signs come with 1 year* of unlimited SafePace Cloud access. SafePace Cloud is renewable annually with bundling and multi-year term discounts available.
- Sign powers down when no traffic present
- Programmable Speed Violator Flashing Strobe Light
- Ambient Light Sensor and Automatic Brightness adjustment
- Banding Mount Bracket
- Bluetooth

** The 12-month trial period for SafePace Cloud begins upon shipment of the product(s) and is reserved for new Traffic Logix customers or for Traffic Logix customers who are renewing the Cloud service.*

Special Notes

- EV11 with Yellow faceplate, Solar power
- Universal Mounting Bracket
- Sourcwell Member 50069

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
EV 11" Digit - Solar - Incl. Strobe, BT, Data-modem+12 month network access to cloud-LA Bat Backup	EV11EYL-SOLLA	2.00000	\$3,011.00	\$6,022.00
Universal Bracket (Full Set)	SP1BK2	2.00000	\$222.00	\$444.00



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Quote Number QUO-38028-M7V6Y5
 Created Date 6/5/2024
 Expiration Date
 Prepared by Scarlett Nash

Totals

Subtotal:	\$6,466.00
Freight:	Included
Sales Tax (if applicable):	Exempt
Grand Total:	\$6,466.00

Terms: 1% - 10 days – Net 30

Payment: MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

Tax: IF TAX EXEMPT, Please Provide Tax Exempt Certificate with Order.

Freight: Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

Changes/Returns: 30% for standard orders and 50% on custom orders.

Delivery Requirements

Please Indicate the availability of the following as this determines the freight costs:

1. Do You have a Loading Dock? - Yes/No
2. Do you have a Fork Lift and Pallet Jack to unload? - Yes/No
3. Can access be gained by a 53 foot truck for delivery? - Yes/No
4. Is the delivery address a Construction site? - Yes/No
5. Is the delivery address a Military site? - Yes/No
6. If shipping to Military site, is a U.S. Driver required? - Yes/No

Quote Acceptance Information

Signature _____
 Name _____
 Title _____
 Date _____

Thank you for choosing Traffic Logix. Please sign and return to:

snash@trafficlogix.com
 Scarlett Nash
 Account Manager

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>



SafePace® Evolution 11



The Traffic Logix SafePace® Evolution 11 driver feedback sign is the solution that fits your budget.

This compact radar speed sign offers exceptional visibility and power efficiency in a lightweight and portable solution. Featuring the options you need at remarkably affordable pricing, the SafePace Evolution 11 driver feedback sign will help you keep your neighborhoods safe for years to come.



EV 11 Specifications

Digit Size	11"
Height	29"
Weight	20 lbs
24/7, 365 Scheduling	✓
Data Collection	✓
Solar Compatibility	✓
Battery Operated	✓
Universal Mounting	✓
Cloud Compatibility	✓
Trailer Compatibility	✓
Dolly Compatibility	✓
Hitch Compatibility	✓
Warranty	2 Years

Features

Energy Efficient: The sign can function up to 3 weeks autonomously with optional battery power depending on volume.

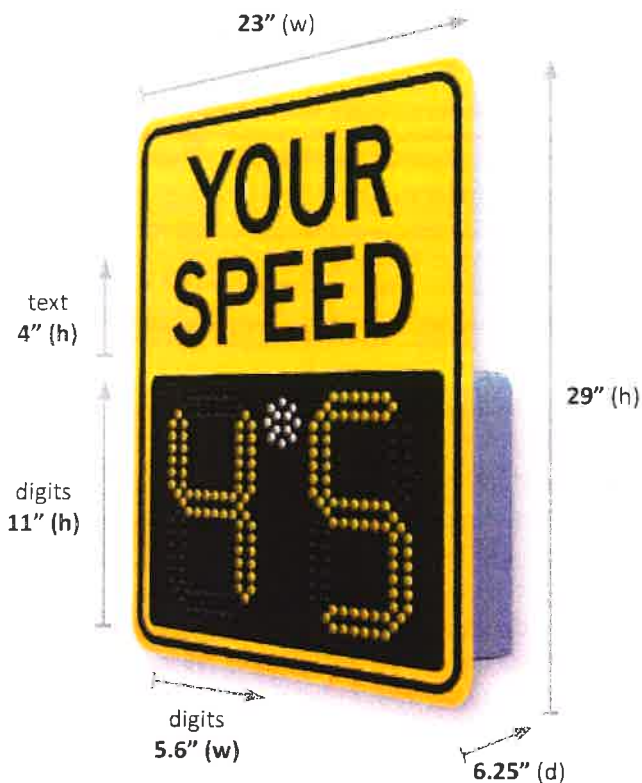
User-Friendly: Easy-to-use management software lets you set sign parameters quickly and easily while optional data collection allows you to download traffic data, and generate statistical reports.

Stealth Mode: Baseline traffic data collected while speed display appears blank to motorists.

Speed Violator Strobe: Programmable flashing strobe to alert speeding drivers comes standard with every sign.

Universal Mounting: Optional mounting brackets let you use one sign at multiple locations with the turn of a key.

Superior construction and durability for long-lasting performance.



Feature	Specifications
Dimensions	
Digits	11"(h) x 5.6"(w), 98 LEDs per digit
Unit with "YOUR SPEED" sign mounted	Full size sign: 29.0"(h) x 23.0"(w) x 5.625"(d)
Sign Weight (includes "YOUR SPEED" sign (2 lbs) mounted)	
AC Powered	20 lbs
Battery Powered Model	20 lbs (not including batteries)
Solar powered model	20 lbs (does not include batteries, solar panel or bracket)
General Specifications	
Operating Temperatures F (C):	-40° (-40°) to 135° (85°)
2-Digit Speed Display	Miles per hour (mph) 3-99. Kilometers per hour (km/h) 5-99.
Faceplate	High-intensity prismatic reflective sheeting on "YOUR SPEED" signs with black colored text. MUTCD approved colors and format
Communications	Bluetooth, GSM/GPRS
Programming	SafePace [®] Pro management software SafePace [®] Cloud remote management 24/7 365 day unlimited programming and scheduling

Feature	Specifications
Power Options (Electrical Specifications)	
AC power input	100-240 V AC
DC power input	12 V DC
Solar panel options	20W or 50W solar panel
Radar	
Internal Radar:	Doppler (FCC approved)
Model	DF 600
Radar RF out	5 mW maximum
Radar f-center	24.125 GHz or 24.200 GHz
Pickup distance	Up to 400 feet
Beam angle	24° (vertical) x 12" (horizontal)
Beam polarization	Linear
CE Mark (Radar)	Yes
Display	
LEDs	208
Digits	196 LEDs: Color: Yellow (590 nm) Viewing angle at 50% IV: 30° Partial Flux (Brightness): 9000 – 22400 Ev _v [lux]/LED
Speed Violator Strobes	Color: White (2700 K – 6500 K) Viewing angle at 50% IV: 150° Luminous Flux: typically 33lm @ 4000 K Luminous Efficacy: typically 176 lm/W @ 4000 K
Ambient light sensor	1 sensor and automatic brightness adjustment
Enclosure	
Construction	Vandal resistant, lightweight polymer. Matte black front for reduced glare and maximum contrast. Light gray body to minimize heat absorption
Weatherproof Rating	Weatherproof, NEMA 4X-12, IP65 level compliant. Non-sealed and ventilated
Warranty	
Sign	2 years
Batteries	1 year

Amy Prokott, Deputy Clerk, City of Emily

From: Scarlett Nash <snash@trafficlogix.com>
Sent: Thursday, June 6, 2024 11:54 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Subject: RE: Traffic Logix / Radar Sign Quote / City of Emily
Attachments: SP Cloud Product Sheet.pdf

Flag Status: Flagged

Amy,

It was a pleasure speaking to you. As discussed...after the free 12-month trial, you can opt to renew your subscription for another annual term or take advantage of one of our Cloud packages for more savings. You can also revert to the Bluetooth option free of charge wherein you can go directly to the locations of your radar signs with your laptop and USB key to collect your traffic data. However, the ease of managing your traffic data remotely is recommended. In fact, our Police agencies often pre-purchase multiple Cloud years with their initial radar sign(s) investment, and we welcome you to consider this option. We have annual, 2-yr, 3-yr, or 7-yr Cloud packages to offer you and I have provided below the Cloud breakdown to review.

RADAR SIGNS

1 Year	1-3 units	\$500	% savings
	4+ units	\$450	10%
2 Year	1-3 units	\$450	10%
	4+ units	\$425	15%
3 Year	1-3 units	\$400	20%
	4+ units	\$350	30%
7 Year	1-3 units	\$2500	28.5%
	4+ units	\$2150	38.5%

Please let me know if you have any additional questions.

Thanks again,

Scarlett Nash

Account Manager|US Mid West

Cell 704-776-2711

Tel 866-915-6449 x 254

Fax 866-405-6449

Email: snash@trafficlogix.com

Website: www.trafficlogix.com





SafePace® Cloud Web Director

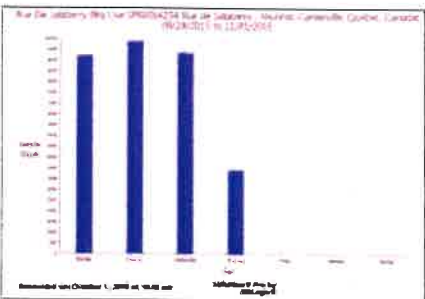
The innovative **SafePace Cloud** powered by **Web Director** lets you connect to your signs online from anywhere. With the ability to connect to and control your signs from anywhere with an internet connection, the SafePace Cloud adds **unparalleled flexibility** to your SafePace signs. With **detailed reporting, customized alerts, and real time data**, you can see stats for each sign, change settings, check batteries and download data without ever traveling to sign locations. With the unlimited possibilities of remote management, SafePace Cloud will help you maximize what your SafePace signs can do.



Mapping



Tools Layout



Weekly Report - Vehicle Count - Daily Values

Features

Cloud Based – Secure, remote access for simple to use sign management from anywhere over the internet.

Real Time Data – See live performance data updated every five minutes.

User Friendly – Streamlined, easy-to-use interface.

Comprehensive Reporting – Use data to generate detailed reports you can use to better improve safety on your roads.

Mapping Tool – Map unlimited sign locations and create and apply parameters for each. Update sign location whenever a sign or trailer is moved.

One-Screen Management – Manage alerts, messages, and display settings all from one screen.

One-click Scheduling – One click lets you schedule and program multiple signs simultaneously.

Complete Control – Manage all aspects of sign configuration including schedules, messages, blinking limit, strobe limit, and display range.

Scheduling – Display settings can be constant or schedule based. Signs and beacons can be scheduled based on daily, weekly, and holiday schedules.

At a Glance Update – Statistics snapshot provides at-a-glance data updates including vehicle count, 85th percentile, and maximum and minimum speed.

Real Time Alerts – Receive email notification for alerts such as high or low speed or when batteries are low.

SafePace Compatible – Compatible for use with all SafePace radar speed signs.

Zero Footprint – Nothing to install, all you need is an internet connection.

Amy Prokott, Deputy Clerk, City of Emily

From: Don VanGorp <dvangorp@mobotrex.com>
Sent: Monday, June 10, 2024 2:14 PM
To: Amy Prokott, Deputy Clerk, City of Emily
Cc: Tim Harris
Subject: FW: Emily, MN - 2x SpeedCheck-12 or 15
Attachments: 2177_001.pdf; 2178_001.pdf; SpeedCheck-12_MN6_@BloomquistDr_Emily_MN_07JUN2024.pdf; SpeedCheck-12_MN6_SouthOfLakeSt_Emily_MN_07JUN2024.pdf; SpeedCheck-15_MN6_@BloomquistDr_Emily_MN_07JUN2024.pdf; SpeedCheck-15_MN6_SouthOfLakeSt_Emily_MN_07JUN2024.pdf; Carmanah_DATA_SPEEDCHECK-12.pdf; Carmanah_DATA_SPEEDCHECK-15-18.pdf; 30W_Solar_Kit_General_Arrangement.pdf; MN2018-2A 2.5 in x 10 ga Perforated Square Post systemt Spec Dec 2018.pdf; Mar 13 2024.pdf

Hi Amy

Lots of information attached, please note the following:

- The Speedcheck sign quote lists FOUR signs, 2 of the 12" tall number signs on 30x24 + 2 of the 15" tall number signs on a 30x30" yellow diamond-grade signs. All say "YOUR SPEED" on one line.
- Projected solar performance reports are attached. You should be good here as the signs look for about 4 hours of daylight on average.
- A 15" sign option that flashes "SLOW DOWN" is also listed, but not required or recommended by MNDOT. While the 12" tall sign does have a strobe for violators, this is not recommended by FHWA due to epileptic drivers.
- Until we obtain Emily's tax exempt # this quote reflects tax.
- Looking on Google Maps it would appear the posted sign on south end of town uses a single "U" shaped steel post, with the north sign using two such posts. As the signs are solar-powered, the cable to the sign typically runs through the center a square steel pole. I attach MNDOT's drawing for a breakaway steel pole, experience has shown such poles are usually sourced locally for less \$\$ vs. 1-3 poles which require more in freight than the pole itself. *Recently a suburb of International Falls, Rainer MN opted for a more substantial 4" round pole which I list here as another pole option.* Installation by local street or public works staff is another presumption.
- The two 18 aHr batteries are housed within the solar panel housing and replacement batteries can be found at Menard's, Batteries Plus, etc. No expensive proprietary batteries required
- I offer a March report that can be generated from the SpeedSigns for free by pulling within BlueTooth range with a free smartphone app called "SpeedCheck" which allows you to download the automatic log, which overwrites after 200,000 vehicles. This installation is from Clear Lake, MN. The App is also how you manage the operation of the sign display.

Please let me know if you have any questions, I occasionally make to a sister's place on the Whitefish chain and am familiar with area. Thanks.

Don Van Gorp, Regional Sales Manager
13889 78th Ave. N., Maple Grove, MN 55311
651.470.7284 cell
dvangorp@mobotrex.com

mobotrex
MOBILITY & TRAFFIC EXPERTS



Quote

Quote Number: 1932815

109 West 55th Street | Davenport, IA 52806 | (563) 323-0009

BY:

Date: 06/10/2024

Customer: CONTRR1

Expire Date: 7/10/2024

Contractor Quote - Region 1
General Delivery
Minneapolis MN 55401-9999
United States

Prepared By: Harris, Timothy R.

Description: Compare 2 SpeedCheck options for Emily, MN; need tax exempt#

Part #	Description	Quantity	Price	Extended
30x24 SpeedCheck12	30w+36batt	2	\$4,477.33	\$8,954.66
30x30 Speecheck15	30w+36batt	2	\$5,185.33	\$10,370.66
"SLOW DOWN"	not recommended by MNDOT	2	\$256.00	\$512.00
4"Round Pole	delivery to Rainer	2	\$1,600.00	\$3,200.00

Sale Amount:	\$23,037.32
Sales Tax:	2,079.11
Misc Charges:	0.00
Total Amount:	\$25,116.43

Terms:

THIS QUOTE IS BASED ON THE ENTIRE VALUE AND VOLUME OF ALL LINE ITEMS - Prices listed on this quote are valid only in the event of purchase of all line items in the quantities listed, in their entirety. Purchases of individual line items will require a new quote prior to acceptance of any purchase orders.

Shipment of the material will be approximately 90 days after receipt of both an acceptable purchase order and approved submittal data if required. PAYMENT TERMS ARE NET 30 DAYS with prior approved credit. MoboTrex, Inc. retains title to material until paid in full. A service charge of 1.5% per month (18% annual rate) will be assessed against all past due accounts. Prices and delivery quoted are firm for 30 days from the data of bid. The above quote does not include installation of the products quoted. On-Site technical assistance is available and will be quoted upon request.

Quotation does not include sales tax. Sales tax will be added at time of invoice unless a valid Sales Tax Exempt certificate has been provided. Sales tax exempt certificate should accompany customer Purchase Order.

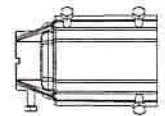
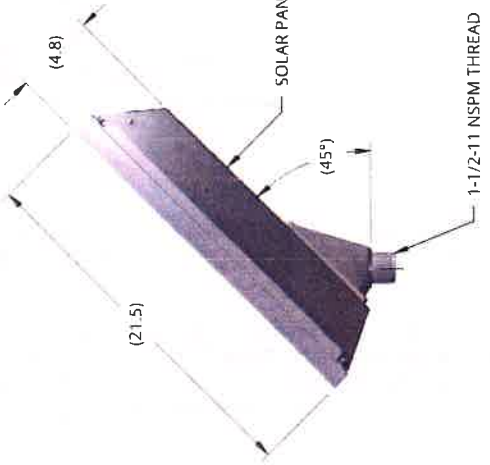
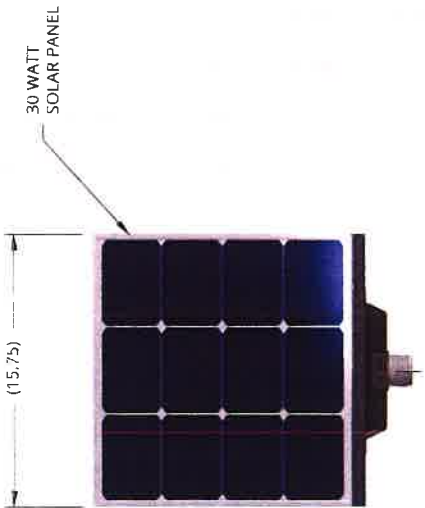
Limited Warranty: MoboTrex, Inc. only obligations shall be to replace such quantity of the product proven to be defective.

Warranty Period: The length of warranty manufacturers have conveyed to the seller and which can be passed on to the buyer.

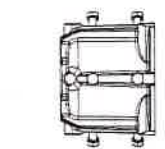
Additional terms and conditions apply - See MoboTrex, Inc. Terms & Conditions document at our website: www.mobotrex.com.

Thank you for the opportunity to provide this quote.

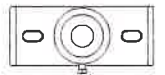
REV	DESCRIPTION	DATE	DRAWN BY
A	GENERAL PRODUCT REFERENCE	1/17/2022	JUV



TOP OF POLE MOUNT:
2.0" TO 2.88" ROUND
POLES AND SQUARE POSTS



TOP OF POLE MOUNT:
3.0" TO 4.5" ROUND



SIDE OF POLE MOUNT:
(STANDARD HUB-PLATE)



THIRD ANGLE PROJECTION

MOUNT OPTIONS

NOTES:

- FOR GENERAL PRODUCT AND DIMENSIONAL REFERENCE ONLY
 - DIMENSIONS IN PARENTHESIS ARE FOR REFERENCE ONLY
 - SOLAR PANEL HOUSING CONTAINS CHARGE CONTROLLER AND 1 OR 2 18AH BATTERIES
- NOTE: FOR SOME VARIATIONS OF SPEEDCHECK-1.2 RADAR SPEED SIGN PRODUCTS, BATTERIES CAN BE CONTAINED IN SIGN ONLY, OR IN SIGN AND SOLAR KIT HOUSING

PROPRIETARY
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ALL RIGHTS RESERVED. NO PART OF THIS
DOCUMENT MAY BE REPRODUCED STORED IN A RETRIEVAL
SYSTEM, OR TRANSMITTED IN ANY FORM, WITHOUT THE
WRITTEN PERMISSION OF Carmanah Technologies Corp.



250 Bay Street
Victoria, BC, Canada, V8A 3K5
Tel: 250 380 0052

**30-WATT SOLAR KIT - GENERAL
ARRANGEMENT**

B	90128	B
NTS		1 of 1

2 3 4

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2 3 4



carmanah®

City of Clear Lake, MN

7684 1st Ave W

Clear Lake, MN

Traffic Summary



Date 3/19/2024

Start Date	1/9/2024
End Date	3/13/2024
# of days	64

Start Time	5:00 PM
End Time	2:52 PM

Speed	1-10	11-20	21-30	31-40	41-50	51-60	61-70	71+
Volume	576	1,309	46,013	216,382	106,413	6,641	146	145
% of Total	0.2%	0.3%	12.2%	57.3%	28.2%	1.8%	0.0%	0.0%
Total Vehicles								377,746
Vehicles Per Day								5,902

Speed Stats	
Posted Spd.	30
# at or below	48,015
# over	329,731
Average Spd.	37
85th Per.	44

# Exceeding Limit	
Speed	10-19 above
Number	193,829
Percent	51.31%
	1 - 9 above
	126,052
	33.37%
	>=20 above
	9,850
	2.61%



City of Clear Lake, MN
 7684 1st Ave W
 Clear Lake, MN



Estimated Revenue Summary

Dates	1/9/2024	to	3/13/2024
Posted Spd.	30		
# of days	64		

Speed Over	Fine Amount	# of Speeders	Fine Totals
1 to 10	\$35	216,382	\$757,337
11 to 15	\$55	77,331	\$4,253,205
16 to 20	\$75	29,082	\$2,181,150
21 to 25	\$95	5,776	\$548,720
26 to 30	\$155	865	\$134,075
31 to 35	\$175	98	\$17,150
36 to 40	\$255	48	\$12,240
41+	\$555	149	\$82,695

Revenue based on assumed percentage of violators ticketed			
10%	\$798,657	25%	\$1,996,643
		50%	\$3,993,286
		75%	\$5,989,929
		100%	\$7,986,572

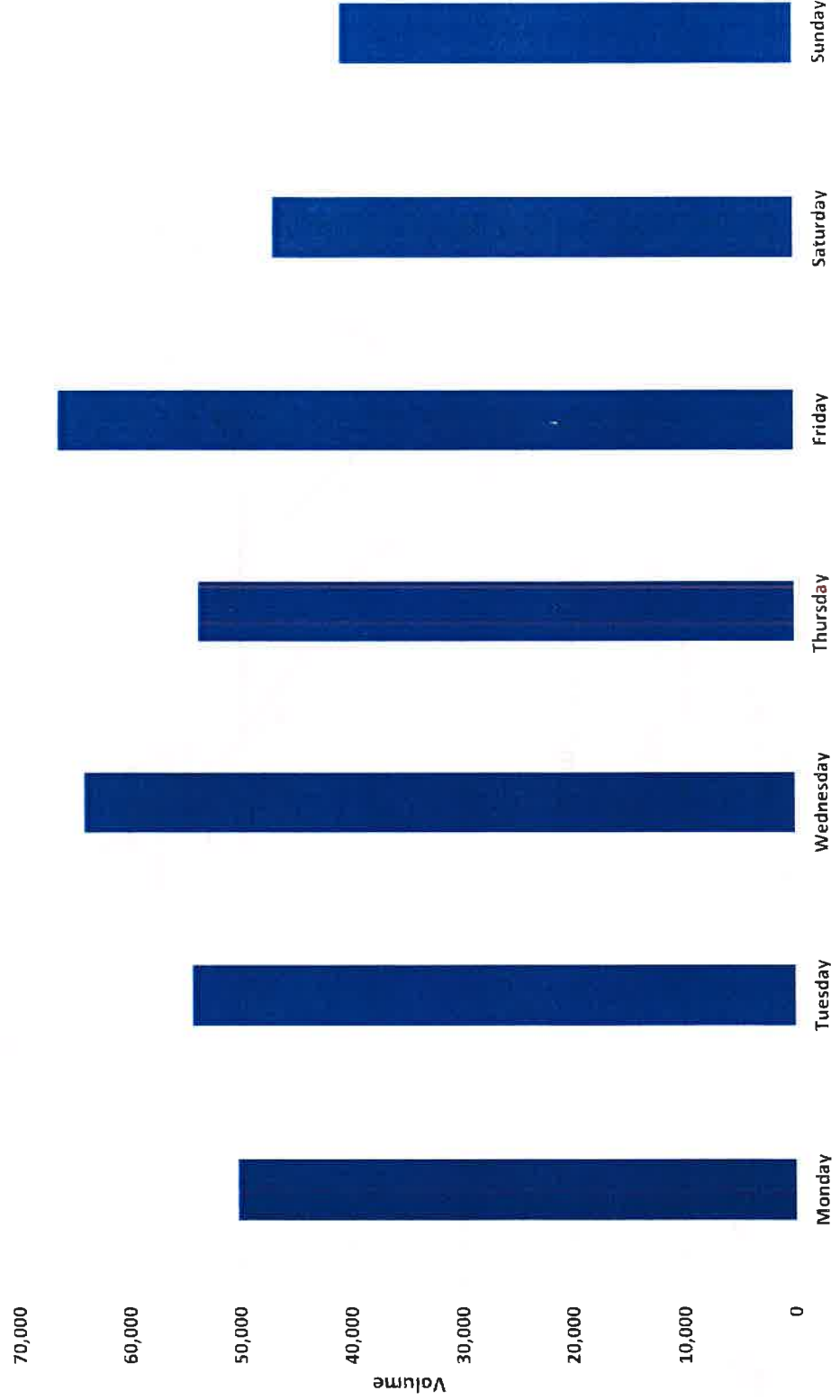
Total vehicles	377,746
Vehicles at/under limit	48,015
Total speeders	329,731



City of Clear Lake, MN
7684 1st Ave W
Clear Lake, MN
Daily Volume



Daily Volume



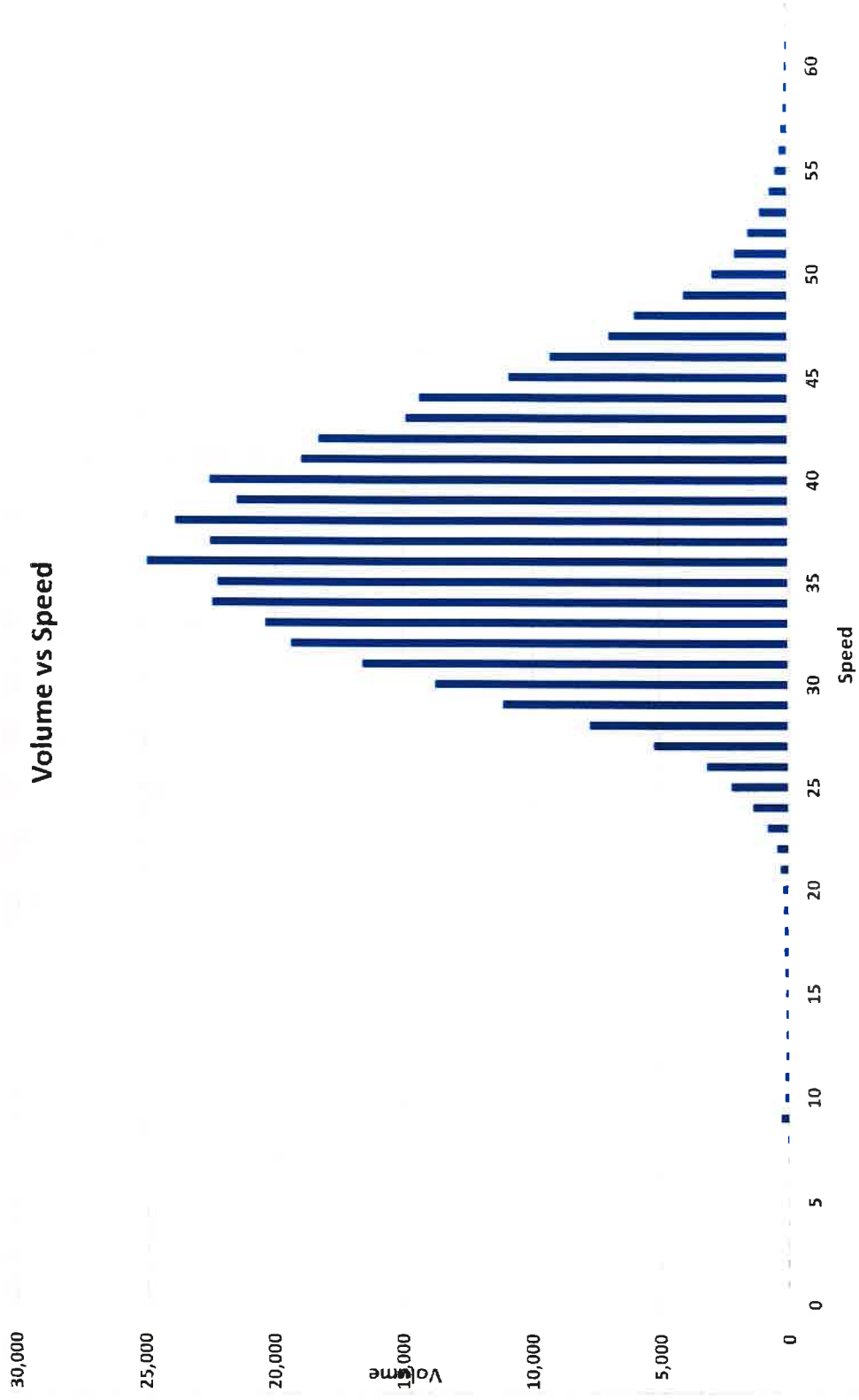


carmanah®

City of Clear Lake, MN
7684 1st Ave W
Clear Lake, MN
Volume vs Speed



Monday Tuesday Wednesday Thursday Friday Saturday Sunday

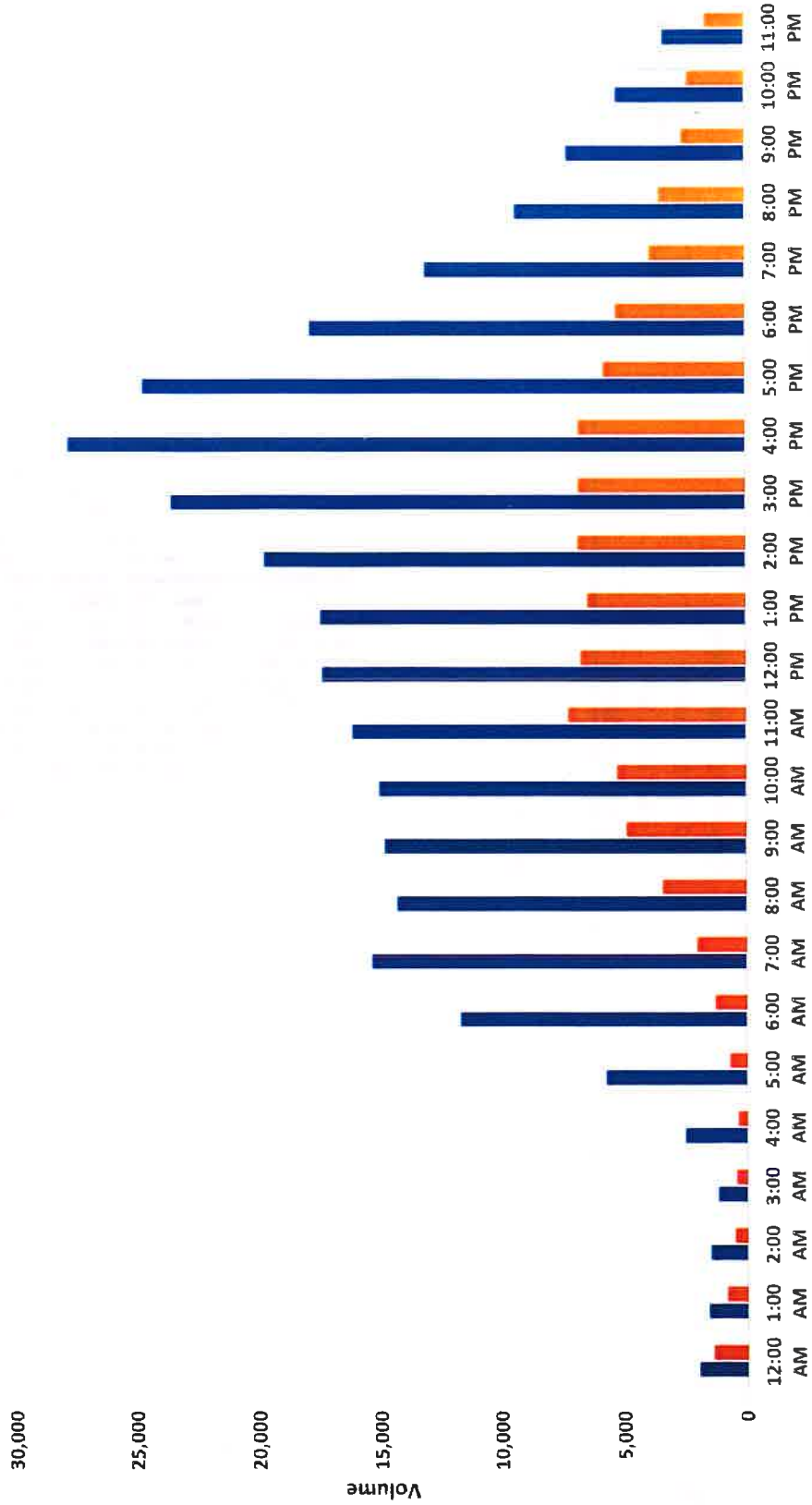




City of Clear Lake, MN
 7684 1st Ave W
 Clear Lake, MN
 Weekday vs Weekend



Weekday vs Weekend



Amy Prokott, Deputy Clerk, City of Emily

From: Trisha Bartlett <tbartlett@synapse-its.com>
Sent: Friday, June 7, 2024 11:12 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Cc: Don VanGorp
Subject: Emily, MN - 2x SpeedCheck-12 or 15
Attachments: 2177_001.pdf; 2178_001.pdf; SpeedCheck-12_MN6_@BloomquistDr_Emily_MN_07JUN2024.pdf; SpeedCheck-12_MN6_SouthOfLakeSt_Emily_MN_07JUN2024.pdf; SpeedCheck-15_MN6_@BloomquistDr_Emily_MN_07JUN2024.pdf; SpeedCheck-15_MN6_SouthOfLakeSt_Emily_MN_07JUN2024.pdf; Carmanah_DATA_SPEEDCHECK-12.pdf; Carmanah_DATA_SPEEDCHECK-15-18.pdf

Hi Amy,

Thank you for providing these details, including the installation locations. I've put together Solar Power Reports for each site, using Average Daily Traffic (ADT) = 5000. The SpeedCheck-12 or SpeedCheck-15 with **30W solar kit (36 Ah battery)** is recommended for both sites. The SPRs and Data Sheets are attached.

It sounds like these SpeedCheck Radar Speed Signs will be used in areas where the speed limit decreases from 45 mph to 30 mph. While both SpeedCheck-12 and SpeedCheck-15 are recommended for roadways with speed limits under 45 mph, the **SpeedCheck-15** may be preferred given it offers a greater legibility distance for approaching vehicles. The SpeedCheck-15 has 15" LED digits (450 ft legibility distance) whereas the SpeedCheck-12 has 12" LED digits (360 ft legibility distance).

Our local distributor (CC'd), can assist with providing a quote:

MoboTrex, Inc.
Don Van Gorp
Regional Sales Manager
dvangorp@mobotrex.com
651-470-7284 (M)

Don: Amy Prokott (with City of Emily, Ph: 218-763-2480) is looking for a quote on (2) SpeedCheck-12 and (2) SpeedCheck-15, both with 30 W solar kits (36 Ah battery). Please let me know if there are any questions or how our team can assist.

Regards,

Trisha Bartlett
Business Development Representative, Inside Sales
Carmanah Technologies

Phone: 250 412 8368

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Sent: Thursday, June 6, 2024 10:17 AM
To: Trisha Bartlett <tbartlett@synapse-its.com>
Subject: RE: Carmanah Technologies - SpeedCheck Radar Speed Sign Inquiry

SPEEDCHECK-12

Small, Portable Radar Speed Sign Data Sheet



Affordable radar speed sign system packed with premium features at no additional cost

- ✓ Calendar/schedule operation
- ✓ Data collection with visualization and reporting software
- ✓ Mobile app for iOS® and Android™
- ✓ Rapid-flashing strobe
- ✓ Stealth mode
- ✓ On-board diagnostic status and health indicators
- ✓ 3-year warranty

Fully Compliant, Ultra-clear Display

Compliant to MUTCD standards for legibility, including LED color, character and letter height. The bright LED display uses 12-inch digits against a background designed for high-contrast visibility that prevents “88” ghosting—ensuring readability in all weather and lighting conditions. The unique safety mask limits the viewing angle to prevent drivers from watching the display as they pass.

Long-lasting, Reliable Operation

The LED display is housed within a durable, weatherproof aluminum unit and is shielded with a tough polycarbonate window for added vandalism protection. Every solar-powered model is solar-sized by location to ensure year-after-year operation. Carmanah includes a Solar Power Report to prove sustainability over a 12-month period.

Easy Installation and Connectivity

The SpeedCheck® sign arrives ready to work out of the box. Its modular, lightweight design and built-in handle allows a single person to install on a pole or flat surface. Bluetooth® allows for quick connectivity and setup via the SpeedCheck Manager mobile app or PC software. A StreetHub™ model comes factory prewired and pretested for remote communication—enabling cloud-based access within minutes. Carmanah's comprehensive support system includes product support technologists and our 24/7 on-demand [Product Support Center](#).



SPEEDCHECK-12
12-inch digits for speeds less than 45 mph (70 km/h)



MUTCD compliant



Buy America compliant



3-year limited warranty



Solar-sized for every location



Up to 21 days battery run time



Up to 1000 feet radar detection



CONNECTIVE CAPABILITIES

SPEEDCHECK-12

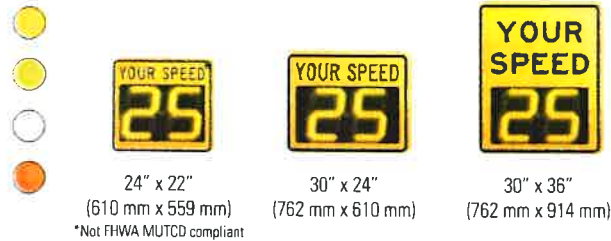
Small, Portable Radar Speed Sign Data Sheet

1 844 412 8395 | raffie@carmanah.com | carmanah.com

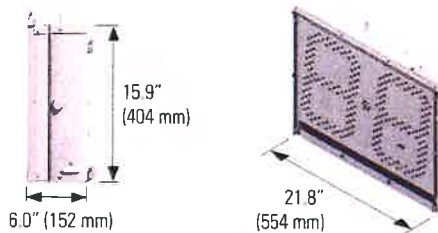


"YOUR SPEED" STATIC SIGN

Sign	Meets MUTCD legibility standards for color, character and height
Sheeting	3M High Intensity Prismatic or Diamond Grade retroreflective sheeting and components
Color	Available in yellow, fluorescent yellow/green, white, and orange

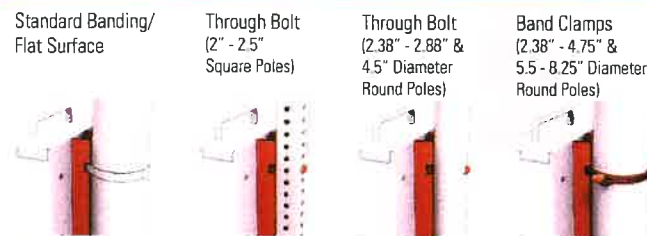


LED DISPLAY



LED Display and Strobe	Meets MUTCD legibility standards for character height and LED color for roadways with speed limits under 45 mph
	Seven-segment digit design using 224 amber LEDs LEDs automatically dim during nighttime operation, minimizing light bounce into neighboring windows
Radar	Includes rapid-flashing strobe with white LEDs at the center of the display (with ON/OFF setting)
	Includes stealth mode for data collection
Construction	Detection range up to 800 ft; extended range option available
	Single-direction, K Band Doppler radar (+/- 1 mph) with 12° radar beam width
	Weatherproof, gasketed enclosure with vents for ambient air transfer Corrosion-resistant aluminum chassis with stainless steel hardware 3/16" polycarbonate window protects digital display from weather and vandalism
Weight	Keyed access prevents sign removal and battery theft
	15 lbs (6.8 kg) without batteries

LED DISPLAY MOUNTS



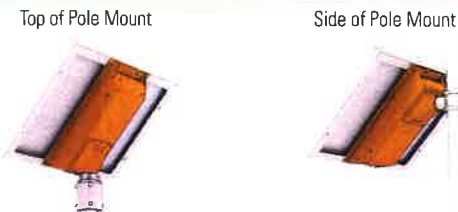
COMMUNICATION AND DATA COLLECTION

Local	Bluetooth mobile app and PC software (SpeedCheck Manager)
Remote	Optional StreetHub model includes fully integrated monitoring unit from the factory and Glance cloud-based software for two-way communication, reporting and monitoring

POWER OPTIONS

Battery	Up to 21 days battery run time (3,000 ADT)
	Batteries housed inside display, includes external battery charger Maintenance-free, non-proprietary AGM batteries offer the widest temperature range and longest life Batteries can be easily replaced at low cost
Solar	12 VDC operation, solar sized to specific geographic location Includes 12-month Solar Power Report to ensure system sustainability System designed for 5+ year battery life
	Integrated solar kit option: includes solar panel, charge controller and batteries; lower cost option Separate solar panel and cabinet option: includes batteries, charge controller, room for 3rd-party devices
AC	100-240 VAC in standard configurations.

INTEGRATED SOLAR KITS AND MOUNTS



PANEL	LENGTH	WIDTH
30 W	21.5" (545 mm)	15.7" (400 mm)
50 W	26.3" (668 mm)	21.2" (538 mm)

SEPARATED SOLAR PANEL/CABINET AND MOUNTS



PANEL	LENGTH	WIDTH
50 W	26.3" (668 mm)	21.2" (538 mm)
80 W	30.7" (780 mm)	26.5" (672 mm)
170 W	59.1" (1500 mm)	26.3" (668 mm)
Cabinet	15.7" x 8.2" x 21.0" (399 mm x 208 mm x 534 mm) Weatherproof, gasketed cabinet with vents for ambient air transfer tested to NEMA 3R; lockable, hinged door with #2 lock	

INCLUDED WITH EVERY SIGN

Software and Mobile App	SpeedCheck Manager mobile app for quick changes, including data collection, via Bluetooth SpeedCheck Manager PC software for all setup and programming options, including calendar scheduling, data collection, via Bluetooth Traffic Analyzer software for data visualization and reporting
Warranty	3-year limited warranty on LED display 1-year limited warranty on batteries
Support	Carmanah's North American product support technologists available for solution building, solar sizing and troubleshooting 24/7 access to Carmanah's online Product Support Center database
Customize	Build a SPEEDCHECK-12 online

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Specifications subject to local environmental conditions, and may be subject to change.

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Document: Carmanah_DATA_SPEEDCHECK-12_RevB

RECOMMENDED SYSTEM:

In order to meet the performance requirements at MN-6 @ Bloomquist Dr, Emily, MN, Carmanah recommends the following system:

SPEEDCHECK-12
30 Watt Solar Panel
36 Ah Battery Capacity

Key Parameters Considered:

- Number of expected vehicle activations during peak, off-peak and nighttime hours (ADT)
- Worst month** (month with least sunlight, coldest temp, and highest system load over 24 hours)

**See glossary of terms on page 4 for clarification

System Configuration:

Product	SPEEDCHECK-12
Total Solar Panel Power (Watts)	30
Total Battery Capacity (Amp-Hours)	36
Strobe	
Strobe Type	
Beacon Type	
Beacon Quantity	
Time Switch	
Other Devices	

Weather Data:

Worst Month	December
Peak Sun Hours (during month)	2.60
Solar Panel Orientation	South
Solar Panel Tilt Angle	45°
Minimum Temperature - deg.F (deg.C)	10.5°F / -11.9°C
Day Length (hours)	8.6
Night Length (hours)	15.4



Actual product configuration may vary.

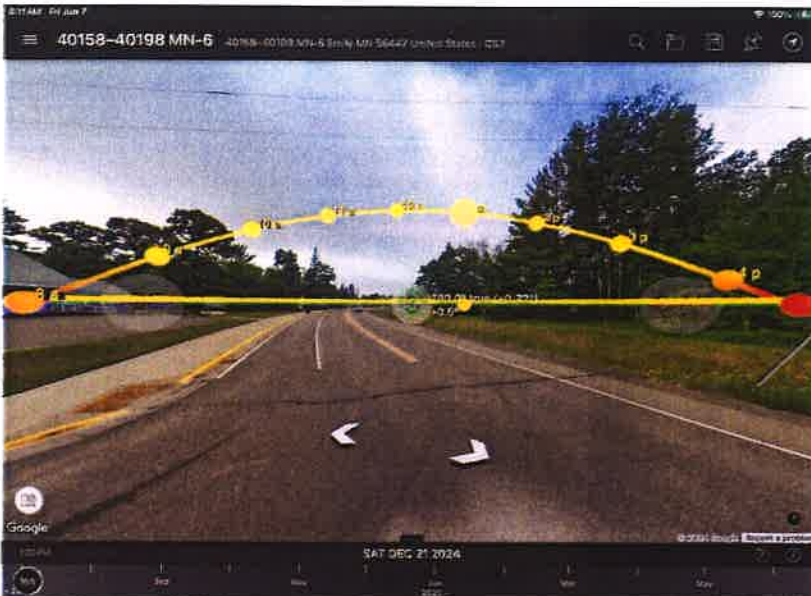
Additional Notes:

Adjusted battery for temperature	70%
Sunlight available after shading is applied	70%

Performance Summary for Worst Month

Energy In (Watt-Hours)	29.5
Average Daily Traffic (ADT) (17280 = simulated continuous 24-hr. operation)	5000
Energy Out (Watt-Hours)	17.2
Autonomy (Days)	15.0
Array-to-load Ratio (ALR)	1.7
24-Hour Battery Usage - Depth of Discharge (%)	1.7%

**See page 3 for in-depth system details

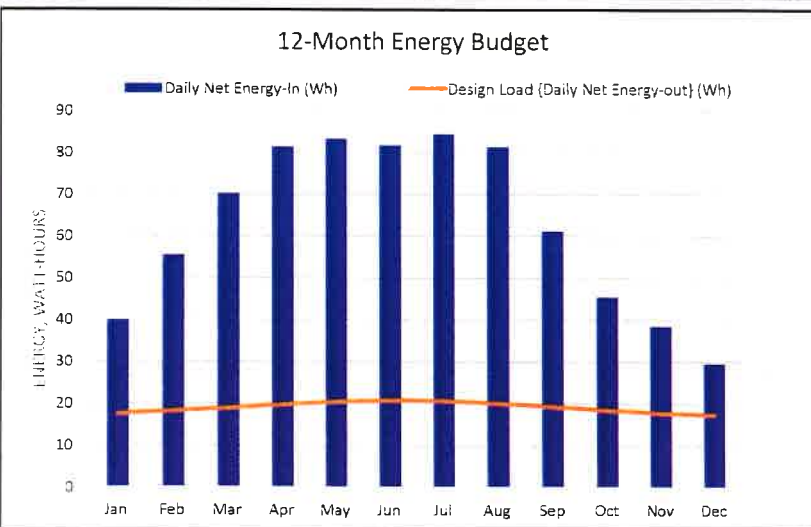


Sun Path and Shading:

The image on the left depicts the sun's path during the worst month*. Both the sun's path and shading affect the amount of available energy and determines the size and performance of the system.

Solid objects such as buildings block most light, while the effect of other objects – like trees, depending on their type and time of year– varies.

Location Shade De-rating: 30%



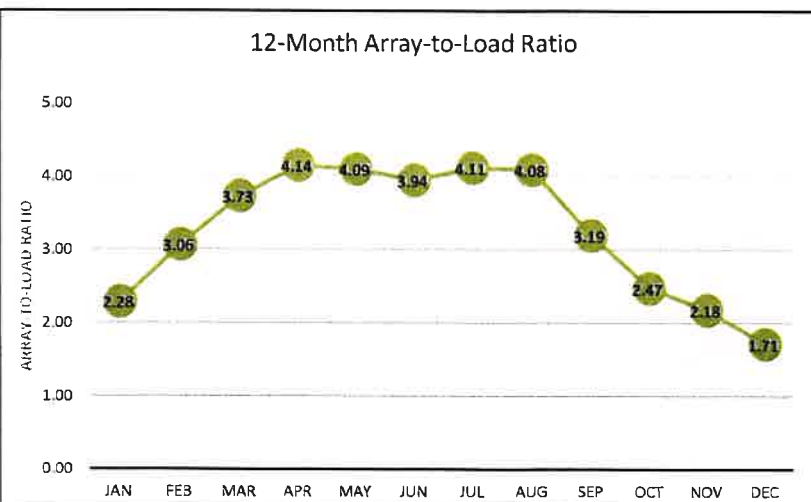
12-Month Energy Budget:

Blue bars: Energy available to run the system and charge the batteries (energy-in).

Red line: system load (energy-out) due to vehicle detection.

Includes:

- All system components and ancillary devices
- System standby load



12-Month Array-to-Load Ratio:

Green line: array-to-load ratio, or ALR, is the (energy-in) divided by the (energy-out) over a 24-hour period.

The values displayed represent the minimum expected ALR each month.

The typical industry recommendation for minimum ALR is 1.2:1 or (1.2).

A value at or greater than 1.2, helps ensure that the batteries are at, or close to 100% state-of-charge at the end of each day

ENERGY-IN CALCULATION:

Specified Panel Wattage (W)	30	
Worst Month Peak Sun Hours	2.60	Sun Hours at degree tilt angle for December
Effective Shading (%)	70%	100% is full sun. Based on site evaluation
Peak Sun Hours Adjusted for Shading	1.82	Peak Sun Hours X Effective Shading
Solar Panel Energy Pre-Battery Charger (Wh)	54.7	Gross energy-in before efficiency adjustments
System Charge Efficiency (%)	75%	Operating specification based on PWM charging
Battery Charge Acceptance (%)	72%	Value based on battery manufacturer's specifications
Energy Into the Battery (Watt-Hours)	29.5	

ENERGY-OUT CALCULATION:

Daytime System-Active Hours	1.79	Daytime percentage of ADT
Nighttime System-Active Hours	1.68	Nighttime percentage of ADT
System Idle Hours	20.53	Total time that no traffic is being detected based on ADT
Daytime Active Sign Load (Wh)	5.81	Daytime load based on average peak and off-peak operation
Nighttime Active Sign Load (Wh)	1.57	Nighttime load - 20% display intensity (when active)
Beacon Load (Wh)	0.00	Beacon power X beacon operational hours
System-Idle Load (Wh)	7.55	Includes time switch and sign control board
Total 24-hour Energy Consumption (Wh)	17.2	Includes system charge controller

Note: Day, night and system-idle loads include 3rd-party devices - when present.

SYSTEM AUTONOMY:

Specified Battery Capacity (Ah)	36	Manufacturers specification
Number of Batteries	0	User Specified
Battery Low Voltage Disconnect (%)	10%	Operating specification
Battery Capacity (Wh)	388.8	Battery capacity (Ah) X 12 Volts X (1 - Battery LVD %)
Battery Capacity Temperature De-rate Amount	30.2%	Reduced capacity due to temperature effects
Temperature-Adjusted Battery Capacity (Wh)	271	Battery capacity X temperature de-rating factor
Total Daily Energy Consumption (Wh)	17.2	Restated from above
Autonomy (Days)	15	Adjusted battery capacity / daily energy consumption

ARRAY TO LOAD RATIO:

Energy Into the Battery (Wh)	29.5	Energy-in through the solar panel and charge controller
Total Daily Energy Consumption (Wh)	17.2	Energy-out through the system
ALR (Energy In / Energy Out)	1.7	Recommended minimum = 1.2

DAILY DEPTH OF DISCHARGE:

Nominal Battery Capacity (Wh)	432	Battery capacity (Ah) x battery voltage (12V)
Daytime Energy drawn from Battery (Wh)	5.8	Energy-out through the system - daytime activations
Nighttime Energy drawn from Battery (Wh)	1.6	Energy-out through the system - nighttime activations
System-Idle Energy drawn from Battery (Wh)	7.6	Energy-out through the system - system idle
Total Energy Provided by Battery Only (Wh)	17.2	Total energy battery supplies system during a 24-hr cycle
24-Hour Battery Usage - Depth of Discharge %	2.7%	Daily Cyclical Battery Capacity Used

Glossary

12-Month Energy Budget: The amount of daily energy available during any month to run the system and charge the batteries plotted against the amount of daily energy used for a specified usage model - the "design load".

Hours per Day: The number of hours during the day that the sign is flashing in response to a control signal from the internal radar, time switch or other device.

Array-to-Load Ratio (ALR): Defined as the total system energy consumption (Energy-Out) divided into the net energy available to the system (Energy In) on a day during the worst month. It is an accepted industry practice to specify a minimum ALR of 1.2:1 in order to account for variability of sunlight energy over time. Providing a sufficient ALR will help ensure that the batteries will return to a full-state of charge at the end of each charging day.

Autonomy: The length of time (in days) that a system can function without sunlight (insolation). For autonomy calculations, net battery capacity is adjusted for the effect of temperature (during the worst month of sunlight) and low-voltage-disconnect (LVD) (see LVD definition below).

Battery Depth of Cycle/Depth of Discharge: The percentage of battery capacity used on a daily basis. This value considers times when sunlight can power LED fixtures directly, eliminating the need to draw from the battery. For lead-acid batteries, reducing the depth of discharge dramatically improves battery life. **Note:** For a system activated during the daytime only, the battery will power the system during dawn and dusk when insolation levels are lowest.

Daily Quiescent Energy: The passive energy drawn (measured in watt-hours) by a system when it is idle. This includes the power draw of the main circuit board (EMS), LED beacon loads, and a time switch (if present).

Energy-In: The total amount of useable energy collected by the solar panel during a 24-hour period. This value accounts for efficiencies between the solar panel and the battery, as well as shade de-rating. Efficiencies related to the charge controller and battery-charge acceptance are also factors.

Energy-Out: The total energy used by a system in a 24-hour period based on the stated number of activations per day. It includes Daily Quiescent Energy (see definition above)

Low-Voltage-Disconnect (LVD): The voltage at which the system will not flash when activated. LVD is a temporary state and is the result of too little sunlight or too many activations. LVD ensures that a minimal charge is retained in the battery to enable system recovery and to protect against permanent battery damage.

Location Shade De-Rating: Percentage of available sunlight blocked by buildings, trees and other objects. This factor is specific to the end user's site, which is why a system is always optimally sized when its exact final installation location is known or can be simulated.

Worst Month: The month with the least sunlight, coldest temperatures, and highest system load over 24 hours.

Energy Management System (EMS): The control module inside the Carmanah Solar Traffic Product responsible for all aspects of energy management and system control.

Maximum Power Point Tracking (MPPT): MPPT dynamically maximizes the amount of power the solar panel can produce by allowing the solar panel voltage to operate at its optimal point independent of the battery voltage.

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RECOMMENDED SYSTEM:

In order to meet the performance requirements at MN-6 (south of Lake St), Emily, MN, Carmanah recommends the following system:

SPEEDCHECK-12
30 Watt Solar Panel
36 Ah Battery Capacity

Key Parameters Considered:

- Number of expected vehicle activations during peak, off-peak and nighttime hours (ADT)
- Worst month** (month with least sunlight, coldest temp, and highest system load over 24 hours)

**See glossary of terms on page 4 for clarification

System Configuration:

Product	SPEEDCHECK-12
Total Solar Panel Power (Watts)	30
Total Battery Capacity (Amp-Hours)	36
Strobe	
Strobe Type	
Beacon Type	
Beacon Quantity	
Time Switch	
Other Devices	

Weather Data:

Worst Month	December
Peak Sun Hours (during month)	2.60
Solar Panel Orientation	South
Solar Panel Tilt Angle	45°
Minimum Temperature - deg.F (deg.C)	10.5°F / -11.9°C
Day Length (hours)	8.6
Night Length (hours)	15.4



Actual product configuration may vary.

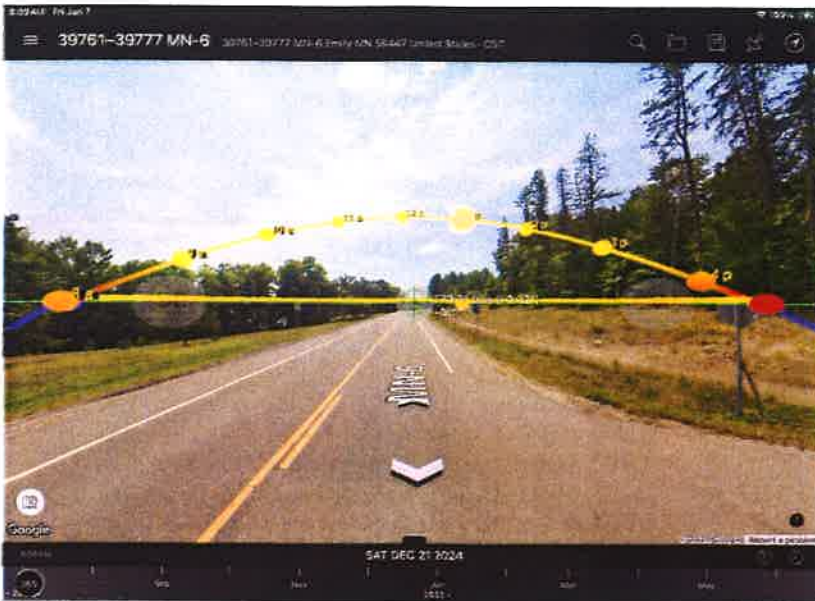
Additional Notes:

Adjusted battery for temperature	70%
Sunlight available after shading is applied	70%

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Energy Out (Watt-Hours)	17.2
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Array-to-load Ratio (ALR)	1.7
24-Hour Battery Usage - Depth of Discharge (%)	2.7%

**See page 3 for in-depth system details

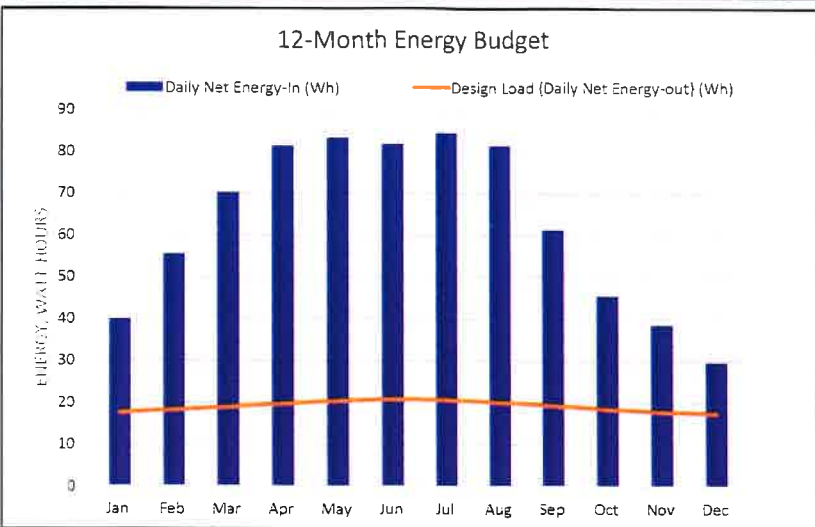


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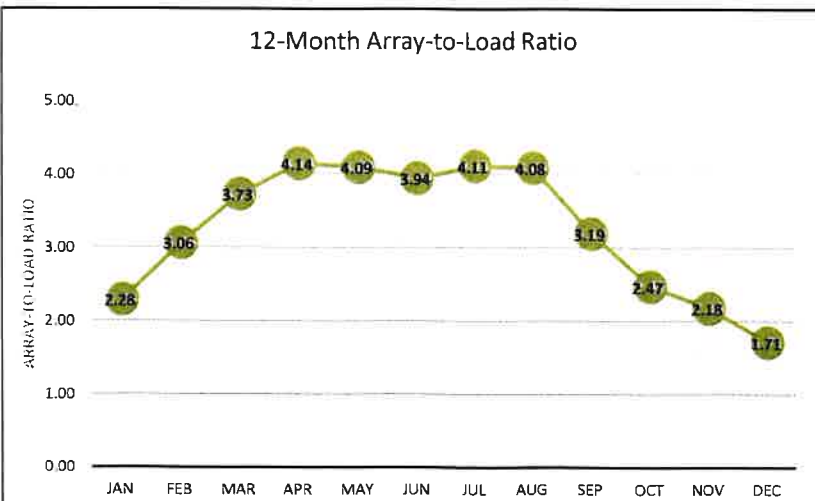
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24-Hour Battery Usage - Depth of Discharge %	27%	Daily Cyclical Battery Capacity Used

Glossary

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SPEEDCHECK-15/18

Radar Speed Sign Data Sheet



Quantity radar speed sign systems packed with features to maximize effectiveness:

- ✓ Large 15" or 18" LED digits with various static sign sizes
- ✓ Optional "SLOW DOWN" message, strobes and external beacons available
- ✓ High-contrast display provides the greatest readability at a distance
- ✓ Stealth mode
- ✓ Calendar/schedule operation
- ✓ Data collection with visualization and reporting software
- ✓ 3-year warranty

Fully Compliant, Ultra-clear Display

Compliant to MUTCD standards for legibility, including LED color, character and letter height. The bright LED displays use 15-inch and 18-inch digits against a background designed for high-contrast visibility that prevents "88" ghosting—ensuring readability in all weather and lighting conditions. The unique safety mask limits the viewing angle to prevent drivers from watching the display as they pass. The "SLOW DOWN" message can be programmed to flash at user-defined speed thresholds.

Long-lasting, Reliable Operation

The LED display is housed within a durable, weatherproof aluminum unit and is shielded with a tough polycarbonate window for added vandalism protection. Every solar-powered model is solar-sized by location to ensure year-after-year operation. Carmanah includes a Solar Power Report to prove sustainability over a 12-month period.

Easy Installation and Connectivity

The modular design makes it easy to repair using standard tools—without removing the device from the pole. Bluetooth® allows for quick connectivity and setup via the SpeedCheck Manager PC software. A StreetHub™ model comes factory prewired and pretested for remote communication—enabling cloud-based access within minutes. Carmanah's comprehensive support system includes product support technologists and our 24/7 on-demand [Product Support Center](#).



SPEEDCHECK-15

15-inch digits for speeds less than 45 mph (70 km/h)

SPEEDCHECK-18

18-inch digits for speeds equal/greater than 45 mph (70 km/h)



MUTCD compliant



Buy America compliant



3-year limited warranty



Solar-sized for every location



Up to 1000 feet radar detection

SPEEDCHECK-15/18

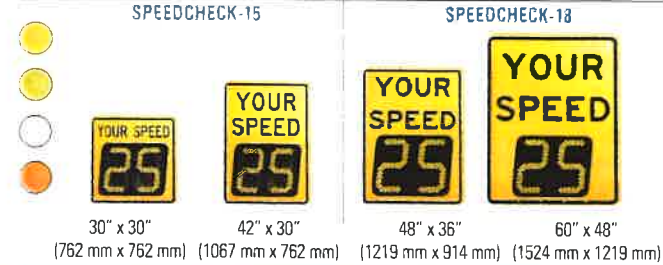
Radar Speed Sign Data Sheet

1 844 412 8395 | sales@carmanah.com | carmanah.com



"YOUR SPEED" STATIC SIGN

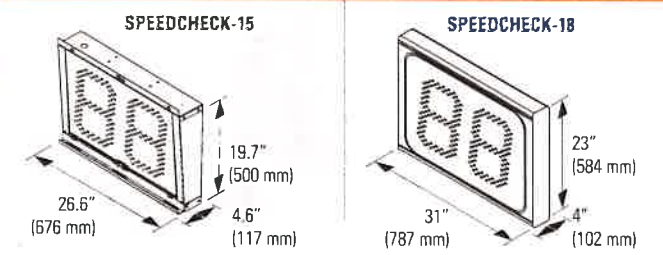
Sign	Meets MUTCD legibility standards for color, character and height
Sheeting	3M High Intensity Prismatic or Diamond Grade retroreflective sheeting and components
Color	Available in yellow, fluorescent yellow/green, white, and orange



OPTIONAL PRODUCT FEATURES

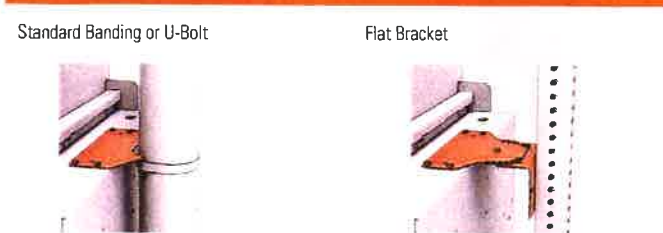
Slow Down	Flashes MUTCD-compliant "SLOW DOWN" message when drivers exceed user-defined speed thresholds; available in yellow or red* LEDs
Outputs	Triggers external devices, such as flashing beacons, strobes, or cameras by speed threshold or schedule, or from centralized remote location Strobe*: rapid-flashing strobe with white LEDs or red/blue LEDs (for 15" display only). * Not FHWA MUTCD compliant Yellow or red round beacons: 12" (305 mm) or 8" (203 mm) LED modules
Inputs	Allows external devices to manage display operation with external contact closure and the included wiring harness

LED DISPLAY



LED Display	Meets MUTCD legibility standards for character height and LED color for roadways with speed limits under 45 mph and 45 mph and over Seven-segment digit design using amber LEDs LEDs automatically dim during nighttime operation, minimizing light bounce into neighboring windows
Radar	Includes stealth mode for data collection 3rd-party tested radar detection range to 1000 ft. Single-direction, K Band Doppler radar (+/- 1 mph), 12° radar beam width
Construction	Corrosion-resistant aluminum chassis with stainless steel hardware 1/4" polycarbonate window protects digital display from weather and vandalism

LED DISPLAY MOUNTS



COMMUNICATION AND DATA COLLECTION

Local Communication	Bluetooth, direct serial (cable) and third-party device communication options available
Remote Monitoring	Optional StreetHub model includes fully integrated monitoring unit from the factory and Glance cloud-based software for two-way communication

POWER OPTIONS

Solar	12 VDC operation, solar sized to specific geographic location Includes 12-month Solar Power Report to ensure system sustainability System designed for 5+ year battery life Integrated solar kit option: includes solar panel, charge controller and batteries; lower cost option Separate solar panel and cabinet option: includes batteries, charge controller, room for 3rd-party devices
AC	100-240 VAC in standard configurations.

INTEGRATED SOLAR KITS AND MOUNTS

	Top of Pole Mount	Side of Pole Mount	
	PANEL	LENGTH	WIDTH
	30 W	21.5" (545 mm)	15.7" (400 mm)
	50 W	26.3" (668 mm)	21.2" (538 mm)

SEPARATED SOLAR PANEL/CABINET AND MOUNTS

	Top of Pole Mount	Side of Pole Mount	
	PANEL	LENGTH	WIDTH
	50 W	26.3" (668 mm)	21.2" (538 mm)
	80 W	30.7" (780 mm)	26.5" (672 mm)
	170 W	59.1" (1500 mm)	26.3" (668 mm)
Cabinet	Weatherproof, gasketed cabinet with vents for ambient air transfer tested to NEMA 3R Corrosion-resistant aluminum chassis with stainless steel hardware Lockable, hinged door with #2 lock; optional padlockable latch Raw aluminum finish or yellow, black, or green powder coated 15.7" x 8.2" x 21.0" (399 mm x 208 mm x 534 mm)		

INCLUDED WITH EVERY SIGN

Software	SpeedCheck Manager PC software for all setup and programming options, including calendar scheduling, data collection Traffic Analyst software for data visualization and reporting
Warranty	3-year limited warranty on LED display 1-year limited warranty on batteries
Support	Carmanah's North American product support technologists available for solution building, solar sizing and troubleshooting 24/7 access to Carmanah's online Product Support Center database
Customize	Build a SPEEDCHECK-15 online OR Build a SPEEDCHECK-18 online

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RECOMMENDED SYSTEM:

In order to meet the performance requirements at MN-6 @ Bloomquist Dr, Emily, MN, Carmanah recommends the following system:

SPEEDCHECK-15
30 Watt Solar Panel
36 Ah Battery Capacity

Key Parameters Considered:

- Number of expected vehicle activations during peak, off-peak and nighttime hours (ADT)
- Worst month** (month with least sunlight, coldest temp, and highest system load over 24 hours)

**See glossary of terms on page 4 for clarification

System Configuration:

Product	SPEEDCHECK-15
Total Solar Panel Power (Watts)	30
Total Battery Capacity (Amp-Hours)	36
Strobe	
Strobe Type	
Beacon Type	
Beacon Quantity	
Time Switch	
Other Devices	

Weather Data:

Worst Month	December
Peak Sun Hours (during month)	2.60
Solar Panel Orientation	South
Solar Panel Tilt Angle	45°
Minimum Temperature - deg.F (deg.C)	10.5°F / -11.9°C
Day Length (hours)	8.6
Night Length (hours)	15.4



Actual product configuration may vary.

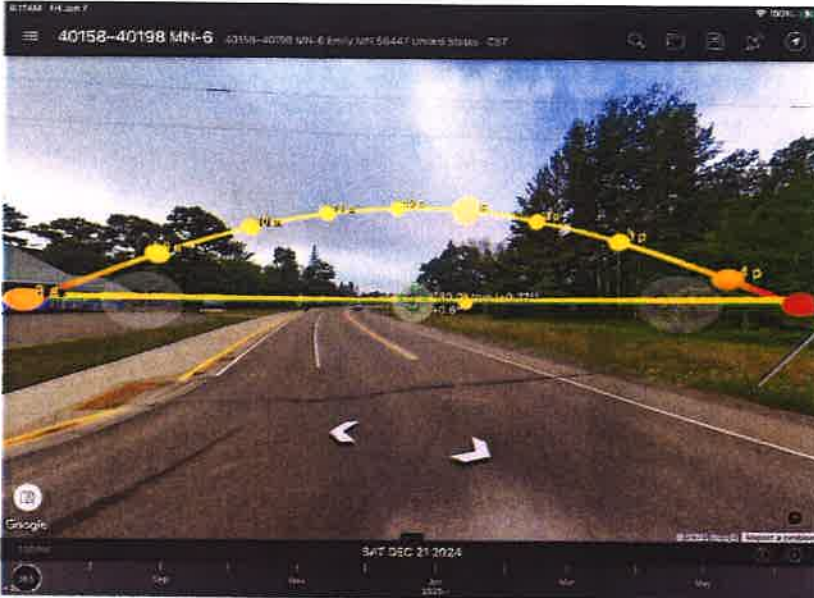
Additional Notes:

Adjusted battery for temperature	70%
Sunlight available after shading is applied	70%

Performance Summary for Worst Month

Energy In (Watt-Hours)	29.5
Average Daily Traffic (ADT) (17280 = simulated continuous 24-hr. operation)	5000
Energy Out (Watt-Hours)	17.2
Autonomy (Days)	15.0
Array-to-load Ratio (ALR)	1.7
24-Hour Battery Usage - Depth of Discharge (%)	2.7%

**See page 3 for in-depth system details

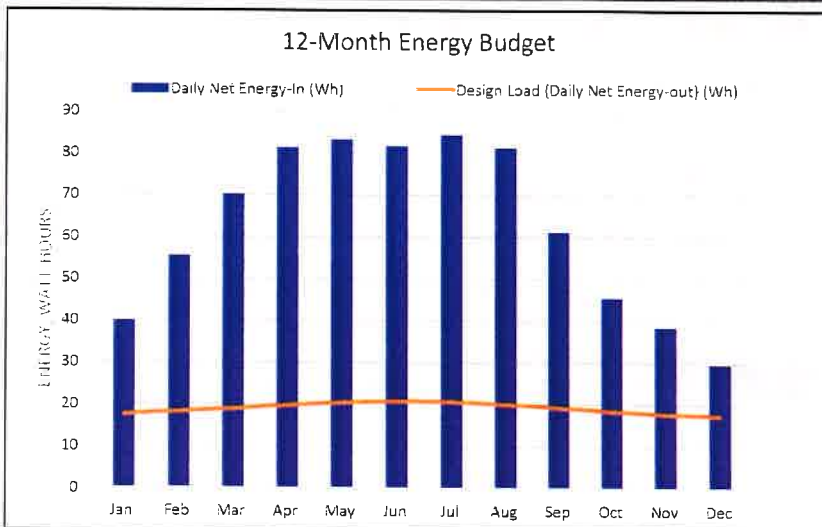


Sun Path and Shading:

The image on the left depicts the sun's path during the worst month*. Both the sun's path and shading affect the amount of available energy and determines the size and performance of the system.

Solid objects such as buildings block most light, while the effect of other objects – like trees, depending on their type and time of year– varies.

Location Shade De-rating: 30%



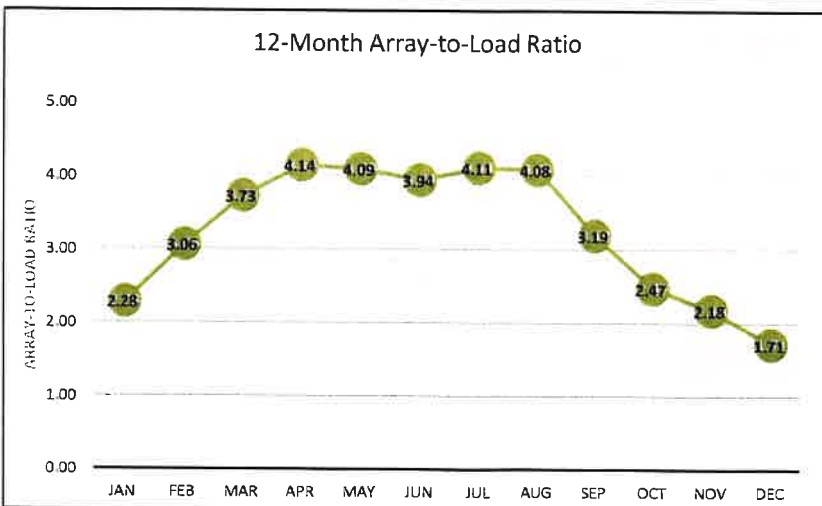
12-Month Energy Budget:

Blue bars: Energy available to run the system and charge the batteries (energy-in).

Red line: system load (energy-out) due to vehicle detection.

Includes:

- All system components and ancillary devices
- System standby load



12-Month Array-to-Load Ratio:

Green line: array-to-load ratio, or ALR, is the (energy-in) divided by the (energy-out) over a 24-hour period.

The values displayed represent the minimum expected ALR each month.

The typical industry recommendation for minimum ALR is 1.2:1 or (1.2).

A value at or greater than 1.2, helps ensure that the batteries are at, or close to 100% state-of-charge at the end of each day

ENERGY-IN CALCULATION:

Specified Panel Wattage (W)	30	
Worst Month Peak Sun Hours	2.60	Sun Hours at degree tilt angle for December
Effective Shading (%)	70%	100% is full sun. Based on site evaluation
Peak Sun Hours Adjusted for Shading	1.82	Peak Sun Hours X Effective Shading
Solar Panel Energy Pre-Battery Charger (Wh)	54.7	Gross energy-in before efficiency adjustments
System Charge Efficiency (%)	75%	Operating specification based on PWM charging
Battery Charge Acceptance (%)	72%	Value based on battery manufacturer's specifications
Energy into the Battery (Watt-Hours)	29.5	

ENERGY-OUT CALCULATION:

Daytime System-Active Hours	1.79	Daytime percentage of ADT
Nighttime System-Active Hours	1.68	Nighttime percentage of ADT
System Idle Hours	20.53	Total time that no traffic is being detected based on ADT
Daytime Active Sign Load (Wh)	5.81	Daytime load based on average peak and off-peak operation
Nighttime Active Sign Load (Wh)	1.57	Nighttime load - 20% display intensity (when active)
Beacon Load (Wh)	0.00	Beacon power X beacon operational hours
System-Idle Load (Wh)	7.55	Includes time switch and sign control board
Total 24-hour Energy Consumption (Wh)	17.2	Includes system charge controller

Note: Day, night and system-idle loads include 3rd-party devices - when present.

SYSTEM AUTONOMY:

Specified Battery Capacity (Ah)	36	Manufacturers specification
Number of Batteries	0	User Specified
Battery Low Voltage Disconnect (%)	10%	Operating specification
Battery Capacity (Wh)	388.8	Battery capacity (Ah) X 12 Volts X (1 - Battery LVD %)
Battery Capacity Temperature De-rate Amount	30.2%	Reduced capacity due to temperature effects
Temperature-Adjusted Battery Capacity (Wh)	271	Battery capacity X temperature de-rating factor
Total Daily Energy Consumption (Wh)	17.2	Restated from above
Autonomy (Days)	15	Adjusted battery capacity / daily energy consumption

ARRAY TO LOAD RATIO:

Energy Into the Battery (Wh)	29.5	Energy-in through the solar panel and charge controller
Total Daily Energy Consumption (Wh)	17.2	Energy-out through the system
ALR (Energy In / Energy Out)	1.7	Recommended minimum = 1.2

DAILY DEPTH OF DISCHARGE:

Nominal Battery Capacity (Wh)	432	Battery capacity (Ah) x battery voltage (12V)
Daytime Energy drawn from Battery (Wh)	5.8	Energy-out through the system - daytime activations
Nighttime Energy drawn from Battery (Wh)	1.6	Energy-out through the system - nighttime activations
System-Idle Energy drawn from Battery (Wh)	7.6	Energy-out through the system - system idle
Total Energy Provided by Battery Only (Wh)	17.2	Total energy battery supplies system during a 24-hr cycle
24-Hour Battery Usage - Depth of Discharge %	2.7%	Daily Cyclical Battery Capacity Used

Glossary

12-Month Energy Budget: The amount of daily energy available during any month to run the system and charge the batteries plotted against the amount of daily energy used for a specified usage model - the "design load".

Hours per Day: The number of hours during the day that the sign is flashing in response to a control signal from the internal radar, time switch or other device.

Array-to-Load Ratio (ALR): Defined as the total system energy consumption (Energy-Out) divided into the net energy available to the system (Energy In) on a day during the worst month. It is an accepted industry practice to specify a minimum ALR of 1.2:1 in order to account for variability of sunlight energy over time. Providing a sufficient ALR will help ensure that the batteries will return to a full-state of charge at the end of each charging day.

Autonomy: The length of time (in days) that a system can function without sunlight (insolation). For autonomy calculations, net battery capacity is adjusted for the effect of temperature (during the worst month of sunlight) and low-voltage-disconnect (LVD) (see LVD definition below).

Battery Depth of Cycle/Depth of Discharge: The percentage of battery capacity used on a daily basis. This value considers times when sunlight can power LED fixtures directly, eliminating the need to draw from the battery. For lead-acid batteries, reducing the depth of discharge dramatically improves battery life. **Note:** For a system activated during the daytime only, the battery will power the system during dawn and dusk when insolation levels are lowest.

Daily Quiescent Energy: The passive energy drawn (measured in watt-hours) by a system when it is idle. This includes the power draw of the main circuit board (EMS), LED beacon loads, and a time switch (if present).

Energy-In: The total amount of useable energy collected by the solar panel during a 24-hour period. This value accounts for efficiencies between the solar panel and the battery, as well as shade de-rating. Efficiencies related to the charge controller and battery-charge acceptance are also factors.

Energy-Out: The total energy used by a system in a 24-hour period based on the stated number of activations per day. It includes Daily Quiescent Energy (see definition above)

Low-Voltage-Disconnect (LVD): The voltage at which the system will not flash when activated. LVD is a temporary state and is the result of too little sunlight or too many activations. LVD ensures that a minimal charge is retained in the battery to enable system recovery and to protect against permanent battery damage.

Location Shade De-Rating: Percentage of available sunlight blocked by buildings, trees and other objects. This factor is specific to the end user's site, which is why a system is always optimally sized when its exact final installation location is known or can be simulated.

Worst Month: The month with the least sunlight, coldest temperatures, and highest system load over 24 hours.

Energy Management System (EMS): The control module inside the Carmanah Solar Traffic Product responsible for all aspects of energy management and system control.

Maximum Power Point Tracking (MPPT): MPPT dynamically maximizes the amount of power the solar panel can produce by allowing the solar panel voltage to operate at its optimal point independent of the battery voltage.

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RECOMMENDED SYSTEM:

In order to meet the performance requirements at MN-6 (south of Lake St), Emily, MN, Carmanah recommends the following system:

SPEEDCHECK-15
30 Watt Solar Panel
36 Ah Battery Capacity

Key Parameters Considered:

- Number of expected vehicle activations during peak, off-peak and nighttime hours (ADT)
- Worst month** (month with least sunlight, coldest temp, and highest system load over 24 hours)

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Strobe	
Strobe Type	
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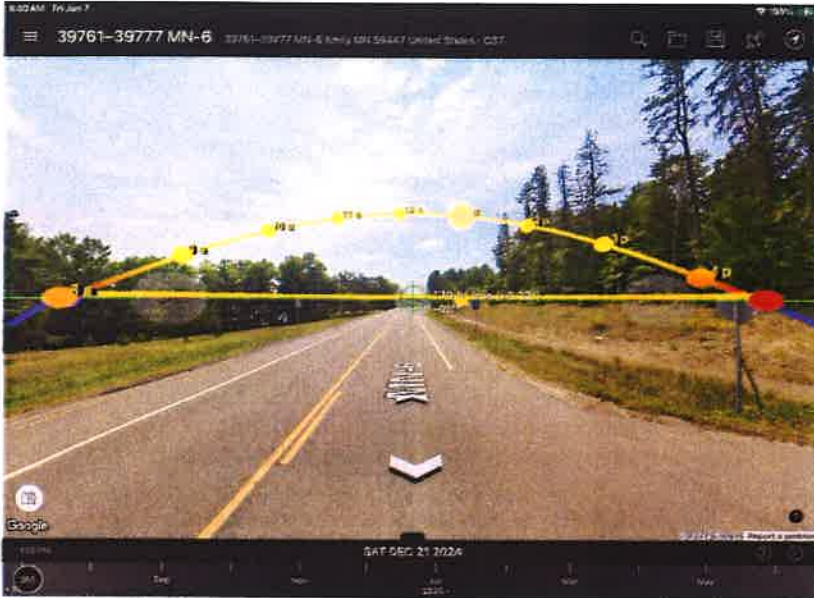
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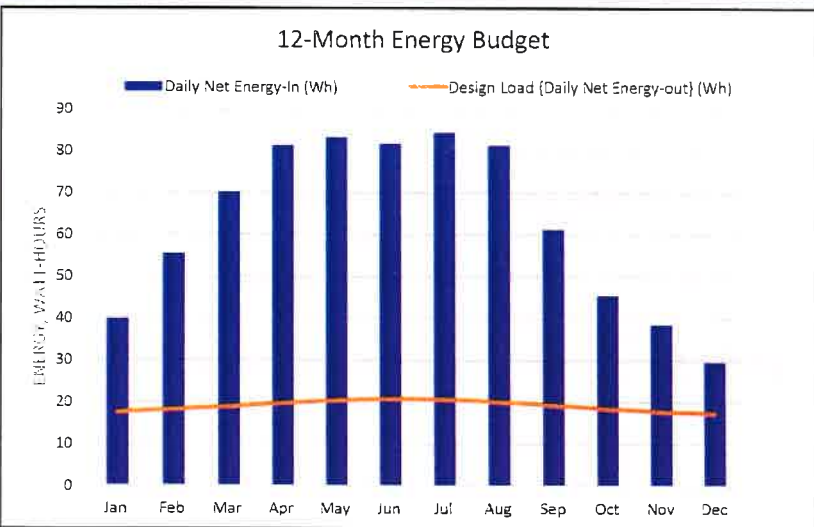


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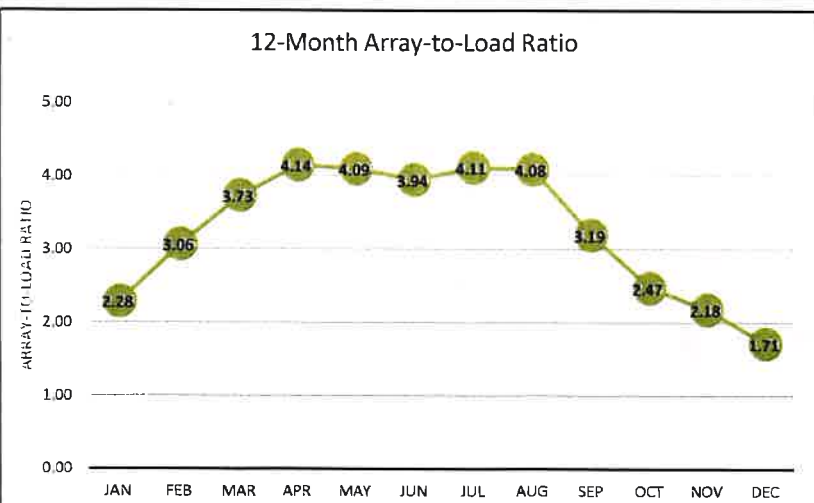
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PUBLIC SAFETY AID FUNDS

Total Received 12/26/2023	S37,678.00
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\$15,425.00 Turnout gear approved 2/13/24
\$12,000.00 Fire - Push/Pull Ram - CIP

Date	Use	Purpose	Amount	Total	
				Amount	Remaining
2/28/2024	Great Plains Fire	Turnout Gear	\$587.11	\$37,090.89	
5/8/2024	Great Plains Fire	Turnout Gear	\$14,837.89	\$22,253.00	

\$27,425.00 Total of planned purchases
\$10,253.00 Amount remaining
after planned purchases

INSTRUCTIONS FOR COMPLETING APPLICATION FOR MISCELLANEOUS WORK ON TRUNK HIGHWAY RIGHT OF WAY (FORM 1723)

Form 1723 is for miscellaneous minor work activities on trunk highway right of way. It may be used for installation of utility customer service line connections that do not cross or parallel the roadway within the trunk highway right of way. Form 1723 is also used for repair and maintenance of existing utility facilities, installing miscellaneous guy wires and anchors, or tree trimming around utility lines. Form 1723 may also be used to place temporary obstructions on the right of way, to perform temporary relocations to accommodate construction projects, and to place objects on the trunk highway right of way under Minn. Statutes §§160.27 or 173.025.

Fill Out This Form Completely

Print (in ink) or type all information. An incomplete application will delay processing. The form can be filled out online and then printed at: <http://www.dot.state.mn.us/utility/forms.html>

- Be sure to sign it at the bottom. Submit the original form only.
- FAXES ARE UNACCEPTABLE
 - Complete each item on the application. Be specific. If any item does not apply, print "N.A." in the blank.
 - Provide a detailed location of proposed work and give reference to nearest cross streets.
- Include plans of proposed work along with detailed drawings showing type and location of work in relation to MnDOT right of way, on no larger than 11x17 sheets
- Detail any type of traffic interference this work may require and submit a traffic control plan. Detouring of the traffic from the trunk highway will not be permitted, except by special arrangements with the MnDOT District Permit office. All costs involved in the re-routing of traffic including, but not limited to, furnishing barricades, installation or rearrangement of traffic control signs, pavement marking and special flag person services will be charged to the applicant at rates set by MnDOT for the equipment, labor, and materials used.
- Indicate type, kind and size of any object to be placed on trunk highway right of way. Indicate the method of installation and equipment to be used for excavation and compaction.

Submit the complete, signed and dated application (all pages of the form) with the required plans to the MnDOT District Permit office. Contacts and addresses can be found at: <http://www.dot.state.mn.us/utility/districtcontacts.html>

After the Miscellaneous Work Permit has been approved

The applicant will be notified and a security deposit will be required. The permit will have Special Provisions and drawings indicating the construction requirements. Compliance with these instructions during the work operations is mandatory. All Permittees are responsible for the entire costs of their work activities, including proper traffic control. Work cannot be started until all permit and deposit requirements are met and you have received the approved permit.

Security Deposit

A security deposit is required for permits that authorize work in trunk highway right of way to ensure that work is completed to MnDOT's satisfaction. The actual amount required will depend on the specific situation. The District Permit Section will determine the actual amount and type of deposit to be submitted based on the specific situation. Deposits may be in the form of a certified check, cashier's check, or surety bond made payable to "State of Minnesota, Commissioner of Transportation." Deposits must be irrevocable and cannot expire. A permit will not be issued until the required deposit is received.

After construction is completed

The applicant must notify the MnDOT District Permit Office for final inspection. If the construction and all other related work is satisfactory and the turf items are re-established, the deposit will be returned to the applicant. The approved permit is a legal document and should be retained with other valuable papers.

STANDARD CONDITIONS OF MISCELLANEOUS WORK PERMIT

1. The permit holder must comply with all applicable laws and regulations, including Worker's Compensation laws.
2. If work to be done lies within a city or platted town, permission must also be obtained from such city or town.
3. Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
4. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects be stored within the clear zone as determined by the MnDOT and as defined by the latest edition of AASHTO's "Guide for Selecting Locations, and Designing Traffic Barriers".
5. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins. All excavations, trenching and/or jacking and boring pits shall be shored or sloped in accordance with OSHA requirements.
6. No guys, stays, or any structures are to be attached to trees on trunk highway right of way.
7. No poles, anchors, anchor braces, or other construction shall be placed on the roadway shoulder or within the prescribed clear zone.
8. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring or other approved methods.
9. When open trenching or excavating in existing roadways, all subgrade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed, unless approved by the Area Maintenance Engineer.
10. All work that involves trenching, backfill, or compaction must be done to MnDOT's Standard Specifications for Construction. Depending on the construction work to be performed, use of one or more of the following specifications may be needed: Excavation and Embankment 2105, Aggregate Base 2211, Aggregate Shouldering 2221, or Structural Excavation and Backfills 2451, Subgrade Preparation 2112.
Compaction methods must be approved in advance by the District Permit Office
11. If pavement or roadway is damaged, same shall be restored to a condition as good as or better than the original condition.
12. All pavements shall be replaced in accordance with State specifications.
13. If settlement occurs or excavation caves in so that replaced materials settle (bituminous mat or concrete base), same shall be restored to a condition as good as or better than the original condition.
14. No lugs shall be used on equipment traversing the road which will damage the road surface.
15. No driving onto highway from ditch or driving on shoulders will be permitted where damage will occur.
16. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during any construction activities.
17. Roadside shall be cleaned to original status upon completion of work.
18. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of specimen trees.
19. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the Area Maintenance Engineer or his authorized representative.
20. If MnDOT shall make any improvements or changes upon, over, under, or along the trunk highway, then and in every case the applicant herein named shall after notice from MnDOT proceed to alter, change, vacate, or remove from trunk highway right of way said works necessary to conform with said changes without cost whatsoever to the State of Minnesota.
21. After work on a project is completed, the permit holder must notify the Area Maintenance Engineer or his authorized representative that such work has been completed and is ready for final inspection and acceptance by MnDOT.

clerk@emily.net

From: Hansen, Kenneth (DOT) <kenneth.hansen@state.mn.us>
Sent: Wednesday, August 30, 2023 11:33 AM
To: clerk@emily.net
Subject: Hwy 6 Speed Limits
Attachments: Speed Changes Map.pdf

Flag Status: Flagged

Hi Cari,

It was nice talking with you this morning regarding changes to the Hwy 6 speed limits in Emily. As we discussed, MnDOT opened a speed study on Hwy 6 from Hwy 210 in Crosby to Crow Wing/Cass County line (control section 1802). Specifically in Emily, I am introducing transition 45mph zones between the rural high speed area and the urban low speed area. Please see the attached Speed Changes Map.

The zones from South to North are defined as:

45 miles per hour, between R.P. 31+00.345 (the junction with Dahler Ave, Emily) and R.P. 31+00.540 (approximately 350ft south of Lake St)

30 miles per hour, between R.P. 31+00.540 (approximately 350ft south of Lake St) and R.P. 31+00.952 (the junction with Bloomquist Dr/southern junction with Bay Dr)

45 miles per hour, between R.P. 31+00.952 (the junction with Bloomquist Dr/southern junction with Bay Dr) and R.P. 32+00.236 (approximately 1500ft north of the junction with Bloomquist Dr/southern junction with Bay Dr)

The beginning location of the 45mph zone NB south of town and SB north of town was where the roadway context changed or the change was becoming apparent that a driver was approaching the urban area. On the south side, town was becoming visible at Dahler Ave. Context surrounding the roadway south of Dahler Ave was more similar to the rural zone even with the higher density of entrances which was demonstrated by our Speed Check #2. Similarly on the north side of town the grocery store/gas station was visible for SB creating a short commercial area prior to the urban zone. Speed Check #3 demonstrated high speeds of the rural zone which indicated we could not go any further north with the 45mph transition.

We also discussed the City's concern for ATV trail crossing near the grocery store and potential signing. This will be handled outside of the speed zoning process. I will ask my signing engineer to investigate and come up with some options.

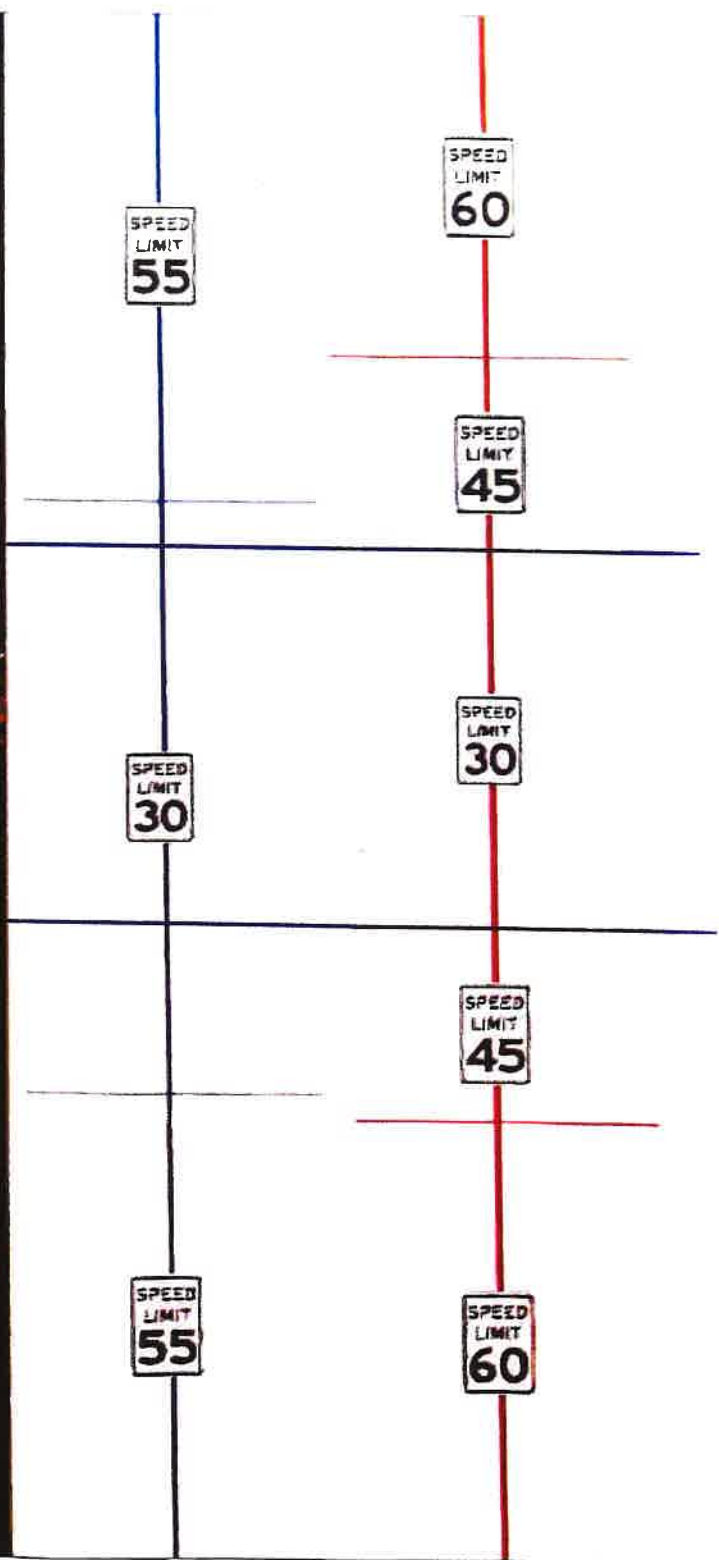
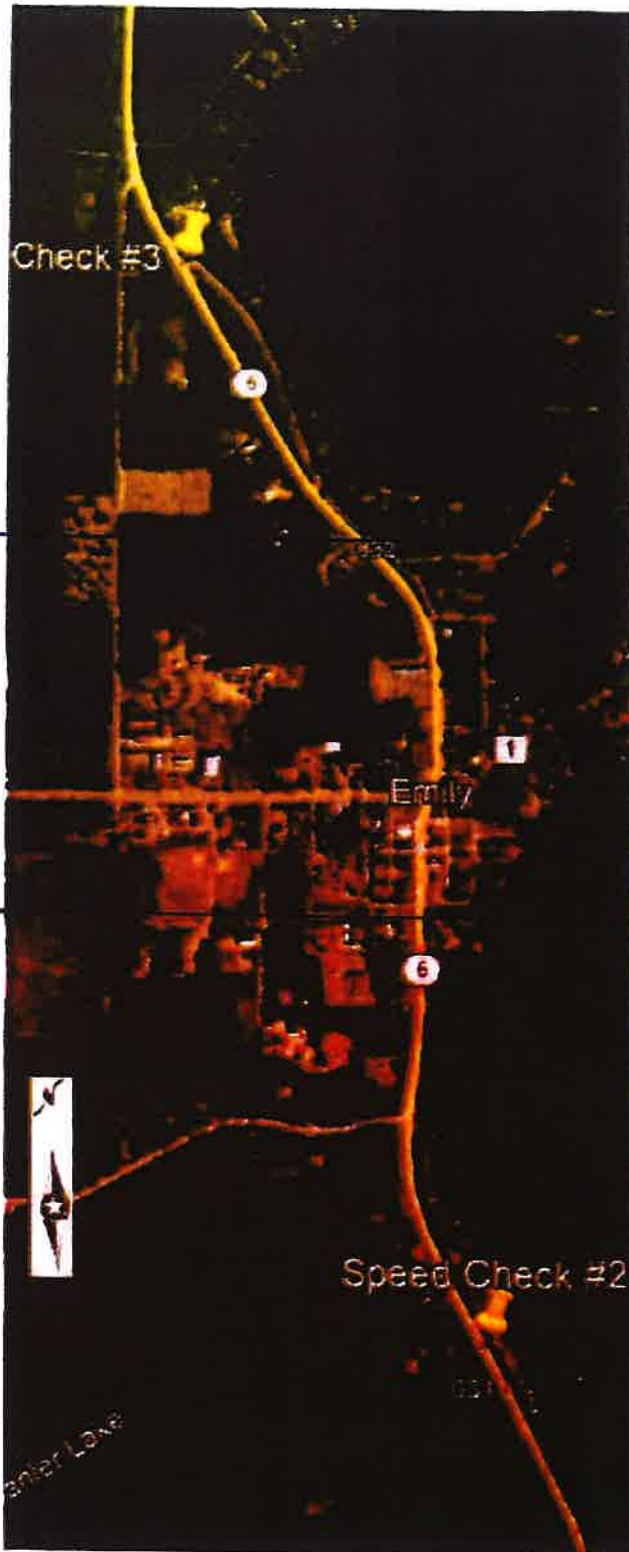
Please let me know if you or the Council has any questions on the speed zoning.

Thank you,
Ken

Kenneth Hansen, PE
District Traffic Engineer
MnDOT District 3
7694 Industrial Park Rd

Existing Speeds

New Speeds



MAINTENANCE REPORT

6/11/2024

- Road work - Grading & hauling class 5 and patching potholes
- Spraying poison at ball fields, parks, cemetery, sewer ponds, and City Hall
- Mowing & weed whip parks, cemetery, City Hall, and all city property
- Cemetery work for Memorial Day
- City Hall water spillways are done
- General maintenance

Brian Foster
Maintenance Supervisor



RECEIVED JUN 04 2024

1003 Wright Street
Brainerd, MN 56401
800-525-1203

BY:

MONITORING AGREEMENT

Subscriber City of Emily - Security Date 4/16/2024
Address 39811 State Hwy 6 Phone
City Emily State MN Zip 56447
Site Address Acct # 69-12309 Keys

This agreement is entered into on the above mentioned date by and between Midwest Security & Fire, Inc. hereinafter called "MSFI" and the above mentioned Subscriber hereinafter called "Subscriber".

The parties hereto, for themselves, their successors and assigns, mutually covenant and agree as follows:

1. MSFI agrees to monitor said Subscribers protective signaling system at the above mentioned site address, subject to the terms and conditions listed below on this agreement.

2. Subscriber agrees to pay MSFI:

Fifty One and 99/100 Dollars (\$51.99) per month billable Annually

Plus any taxes, fees, or charges that are imposed by any governmental body or utility relating to the service provided under this agreement.

3. This agreement shall remain in full force and effective for a period of 3 year(s) from the date service is operative hereunder, and shall automatically renew itself for additional one year periods at the same monthly charges unless either party shall notify the other, in writing, of its intention to terminate not less than 60 days prior to the expiration of each subsequent renewal period.

Midwest Security and Fire, Inc.
By Harry Brodmann
Executive Officer

Subscriber:
By

SUBJECT TO THE TERMS AND CONDITIONS BELOW

TERMS AND CONDITIONS

A. PURPOSE OF THIS AGREEMENT

This agreement is between two parties: the SUBSCRIBER and MSFI. The purpose of this agreement is to provide remote monitoring services for the alarm system on the SUBSCRIBER'S premises. This agreement explains the duties and responsibilities of both the SUBSCRIBER and MSFI. The alarm monitoring services of MSFI is hereby understood to be the prompt reporting of any emergency alarm signals received by MSFI to the appropriate authorities and/or to other specified individuals. Any response of MSFI personnel to the SUBSCRIBER'S premise is not covered by this agreement.

B. MONITORING SERVICES-SUBSCRIBER RESPONSIBILITIES. SUBSCRIBER hereby expressly agrees that the effective monitoring of the alarm system will require the full cooperation of the SUBSCRIBER and all other persons using or otherwise authorized to enter the SUBSCRIBER premises.

- 1. To regularly test the alarm system and to notify MSFI if you find anything wrong. Test procedures will be outlined in the user's manual.
2. To avoid any act which might damage the alarm system.
3. To avoid any act which might cause SUBSCRIBER generated false alarms.
4. To keep the MSFI notification list updated by written notification.
5. To pay any fines levied against either of the parties to this agreement.

C. MONITORING SERVICES - MSFI'S RESPONSIBILITIES. MSFI agrees to provide the following alarm services for the SUBSCRIBER.

- 1. When MSFI receives an emergency signal from the SUBSCRIBER'S premises, MSFI will try to telephone the authorities and/or other appropriate persons on the notification list supplied by the SUBSCRIBER.
2. If MSFI has reason to believe, through available verification means, that no emergency exists, MSFI may elect not to report these signals to emergency authorities.
3. Signals which MSFI believes do not indicate an emergency will be treated according to procedures agreed upon between the SUBSCRIBER and MSFI.

D. AUTHORIZED ENTRY. SUBSCRIBER hereby agrees:

- 1. To notify MSFI of persons who have the right to enter the SUBSCRIBER premises at any time the SUBSCRIBER is absent from the premises.
2. To furnish MSFI with the necessary keys, entrance devices or information so false alarms will not be generated when such persons enter the premises.
3. To furnish MSFI with the necessary keys, entrance devices or information so that MSFI may enter to make any necessary or authorized adjustments or services, or to provide entry to emergency personnel.

E. LIMITATION OF MSFI RESPONSIBILITIES AND LIABILITIES. The subscriber expressly understands that:

- 1. MSFI is not an insurer and only providing a service.
2. That this service provided by MSFI is expressly the monitoring and reporting of any alarm signals by the alarm system on the SUBSCRIBER premises.
3. That any alarm services shall be authorized or contracted for separately.
4. Any alarm system may be bypassed or otherwise fail to operate properly, beyond the control of MSFI.
5. MSFI cannot control the response of fire, police, or any other called emergency department or service.
6. MSFI is not responsible, under this agreement, for installation, maintenance, repair or insurance of any equipment located at, on or near the SUBSCRIBER premises.
7. The SUBSCRIBER shall provide insurance or otherwise assume full and complete financial responsibility for any claims such as business loss, theft of property or money, property damage, personal injury (real or imagined) or death of any person or persons while on SUBSCRIBER'S premises.
8. If a court should decide that a problem with the monitoring service or other improper or careless activity by MSFI, caused or allowed any harm as set forth in item seven (7) directly above, MSFI will owe SUBSCRIBER six (6) times the monthly monitoring fee paid by SUBSCRIBER to MSFI of the sum of \$250.00, whichever is greater. It is expressly understood that this sum is for liquidated damages and is not a penalty.
9. If anyone asks MSFI to pay for any harm such as business loss, theft of property or money, property damage, personal injury or death connected with this equipment, a failure of the Alarm System or MSFI Central Station monitoring services, SUBSCRIBER shall repay MSFI:
- Any amount which a court orders MSFI to pay; and
- The amount of MSFI's reasonable attorney's fees and any other loss and costs which MSFI has paid in connection with the harm.
10. SUBSCRIBER hereby releases MSFI from any claims of any parties suing through SUBSCRIBER'S authority or in SUBSCRIBER'S name, such as SUBSCRIBER'S insurance company. SUBSCRIBER will notify SUBSCRIBER'S insurance company of this release.

F. SUSPENSION OR CANCELLATION OF THIS AGREEMENT. It is understood by SUBSCRIBER that MSFI may stop monitoring the SUBSCRIBER'S system, temporarily or permanently for the following reasons:

- 1. If MSFI receives too many SUBSCRIBER generated false alarms. The SUBSCRIBER will assume responsibility for the immediate correction of false alarms generated in any manner.
2. If the telephone or radio telemetry system between the SUBSCRIBER'S premises and MSFI central monitoring station isn't working properly.
3. If MSFI is legally prevented from monitoring the SUBSCRIBER'S alarm system.
4. If sinkes, floods, fire or any other event beyond the control of MSFI that would affect normal operation of MSFI'S normal monitoring capability.
5. Be it further understood between both the SUBSCRIBER and MSFI that the SUBSCRIBER may cancel this agreement by legal proof of gross negligence against MSFI and by giving 30 days written notice in advance of the date the SUBSCRIBER wishes MSFI to discontinue monitoring services to the SUBSCRIBER.

G. COMPLETE AGREEMENT; NO SPOKEN CHANGES

Everything that the SUBSCRIBER and MSFI have agreed to herein regarding monitoring services is written in the agreement. It replaces all earlier agreements, if any, and all other understandings, whether spoken or written. This agreement can only be changed in writing and the writing must be signed by SUBSCRIBER (and spouse, if married) and by MSFI. This agreement is covered by the laws of Minnesota. It is expressly understood that this agreement will not become effective until signed by both parties to this agreement.



RECEIVED JUN 04 2024

BY:

1003 Wright Street
Brainerd, MN 56401
800-525-1203

MONITORING AGREEMENT

Subscriber City of Emily Date 4/30/24
Address 39811 State Hwy 6 Phone 218-763-2480
City Emily State mn Zip 56447
Site Address same Acct.# 69-12314 Keys _____

This agreement is entered into on the above mentioned date by and between Security & Fire Partners, Inc. hereinafter called 'SFPI' and the above mentioned Subscriber hereinafter called 'Subscriber'.

The parties hereto, for themselves, their successors and assigns, mutually covenant and agree as follows:

- SFPI agrees to monitor said Subscribers protective signaling system at the above mentioned site address, subject to the terms and conditions listed below on this agreement.
- Subscriber agrees to pay SFPI: Forty five and 99/100 Dollars (\$45.99) per month billable annually
Plus any taxes, fees, or charges that are imposed by any governmental body or utility relating to the service provided under this agreement.
- This agreement shall remain in full force and effective for a period of 3 year(s) from the date service is operative hereunder, and shall automatically renew itself for additional one year periods at the same monthly charges unless either party shall notify the other, in writing, of its intention to terminate not less than 60 days prior to the expiration of each subsequent renewal period.

Security & Fire Partners, Inc.
By [Signature]
Authorized Agent

Subscriber:
By _____
SUBJECT TO THE TERMS AND CONDITIONS BELOW

TERMS AND CONDITIONS

- A. PURPOSE OF THIS AGREEMENT.**
This agreement is between two parties: the SUBSCRIBER and SFPI. The purpose of this agreement is to provide remote monitoring services for the alarm system on the SUBSCRIBER'S premises. This agreement explains the duties and responsibilities of both the SUBSCRIBER and SFPI. The alarm monitoring services of SFPI is hereby understood to be the prompt reporting of any emergency alarm signals received by SFPI to the appropriate authorities and/or to other specified individuals. Any response of SFPI personnel to the SUBSCRIBER'S premises is not covered by this agreement.
- B. MONITORING SERVICES-SUBSCRIBER RESPONSIBILITIES:** SUBSCRIBER hereby expressly agrees that the effective monitoring of the alarm system will require the full cooperation of the SUBSCRIBER and all other persons using or otherwise authorized to enter the SUBSCRIBER premises:
- To regularly test the alarm system and to notify SFPI if you find anything wrong. Test procedures will be outlined in the user's manual.
 - To avoid any act which might damage the alarm system.
 - To avoid any act which might cause SUBSCRIBER generated false alarms.
 - To keep the SFPI notification list updated by written notification.
 - To pay any fines levied against either of the parties to this agreement.
- C. MONITORING SERVICES - SFPI'S RESPONSIBILITIES:** SFPI agrees to provide the following alarm services for the SUBSCRIBER:
- When SFPI receives an emergency signal from the SUBSCRIBER'S premises, SFPI will try to telephone the authorities and/or other appropriate persons on the notification list supplied by the SUBSCRIBER.
 - If SFPI has reason to believe, through available verification means, that no emergency exists, SFPI may elect not to report these signals to emergency authorities.
 - Signals which SFPI believes do not indicate an emergency will be treated according to procedures agreed upon between the SUBSCRIBER and SFPI.
- D. AUTHORIZED ENTRY:** SUBSCRIBER hereby agrees:
- To notify SFPI of persons who have the right to enter the SUBSCRIBER premises at any time the SUBSCRIBER is absent from the premises.
 - To furnish SFPI with the necessary keys, entrance devices or information so false alarms will not be generated when such persons enter the premises.
 - To furnish SFPI with the necessary keys, entrance devices or information so that SFPI may enter to make any necessary or authorized adjustments or services, or to provide entry to emergency personnel.
- E. LIMITATION OF SFPI RESPONSIBILITIES AND LIABILITIES:** The subscriber expressly understands that:
- SFPI is not an insurer and only providing a service.
 - That this service provided by SFPI is expressly the monitoring and reporting of any alarm signals by the alarm system on the SUBSCRIBER premises.
 - That any alarm services shall be authorized or contracted for separately.
 - Any alarm system may be bypassed or otherwise fail to operate properly, beyond the control of SFPI.
 - SFPI cannot control the response of fire, police, or any other called emergency department or service.
 - SFPI is not responsible, under this agreement, for installation, maintenance, repair or insurance of any equipment located at, on or near the SUBSCRIBER premises.
 - The SUBSCRIBER shall provide insurance or otherwise assume full and complete financial responsibility for any claims such as business loss, theft of property or money, property damage, personal injury (real or imagined) or death of any person or persons while on SUBSCRIBER'S premises.
 - If a court should decide that a problem with the monitoring service or other improper or careless activity by SFPI, caused or allowed any harm as set forth in item seven (7) directly above, SFPI will owe SUBSCRIBER six (6) times the monthly monitoring fee paid by SUBSCRIBER to SFPI or the sum of \$250.00, whichever is greater. It is expressly understood that this sum is for liquidated damages and is not a penalty.
 - If anyone asks SFPI to pay for any harm such as business loss, theft of property or money, property damage, personal injury or death connected with this equipment, a failure of the Alarm System or SFPI Central Station monitoring services, SUBSCRIBER shall repay SFPI:
 - Any amount which a court orders SFPI to pay; and
 - The amount of SFPI's reasonable attorney's fees and any other loss and costs which SFPI has paid in connection with the harm.
 - SUBSCRIBER hereby releases SFPI from any claims of any parties suing through SUBSCRIBER'S authority or in SUBSCRIBER'S name, such as SUBSCRIBER'S insurance company. SUBSCRIBER will notify SUBSCRIBER'S insurance company of this release.
- F. SUSPENSION OR CANCELLATION OF THIS AGREEMENT:** It is understood by SUBSCRIBER that SFPI may stop monitoring the SUBSCRIBER'S system, temporarily or permanently for the following reasons:
- If SFPI receives too many SUBSCRIBER generated false alarms. The SUBSCRIBER will assume responsibility for the immediate correction of false alarms generated in any manner.
 - If the telephone or radio telemetry system between the SUBSCRIBER'S premises and SFPI central monitoring station isn't working properly.
 - If SFPI is legally prevented from monitoring the SUBSCRIBER'S alarm system.
 - If sinkes, floods, fire or any other event beyond the control of SFPI that would affect normal operation of SFPI's normal monitoring capability.
 - Be it further understood between both the SUBSCRIBER and SFPI that the SUBSCRIBER may cancel this agreement by legal proof of gross negligence against SFPI and by giving 30 days written notice in advance of the date the SUBSCRIBER wishes SFPI to discontinue monitoring services to the SUBSCRIBER.
- G. ACCEPTANCE BY ELECTRONIC COMMUNICATIONS:** If this agreement is accepted and transmitted by facsimile, emailed, or scanned copy it shall be deemed as an original by both parties. SFPI and SUBSCRIBER acknowledge that copies of this document are acceptable and that the copy is a true copy of the original.
- H. COMPLETE AGREEMENT; NO SPOKEN CHANGES.**
Everything that the SUBSCRIBER and SFPI have agreed to herein regarding monitoring services is written in the agreement. It replaces all earlier agreements, if any, and all other understandings, whether spoken or written. This agreement can only be changed in writing, and the writing must be signed by SUBSCRIBER and by SFPI. This agreement is covered by the laws of Minnesota. It is expressly understood that this agreement will not become effective until signed by both parties to this agreement.



Rasinski Total Door Service LLC
 4744 Morehouse Dr
 Pequot Lakes, MN 56472
 (218) 821-8625
 llc.rtds@gmail.com

RECEIVED
 JUN 04 2024
 BY:

Estimate

ADDRESS
 CITY OF EMILY
 39811 STATE HWY 6
 EMILY, MN 56441

SHIP TO
 CITY OF EMILY
 39811 STATE HWY 6
 EMILY, MN 56441

ESTIMATE # **DATE**
 2526 05/08/2024

P.O. NUMBER **WORK ORDER NUMBER** **PROJECT**
 VERBAL CARI FRONT DOORS RE WORK

SERVICED	DESCRIPTION	QTY	RATE	AMOUNT
	LABOR			
	TECHNICIAN LABOR	8	136.0632	1,088.51
	TRIP A			
	TRIP ZONE " A " 0- 40 MILES	2	110.25	220.50
				SUBTOTAL 1,309.01
				TAX 0.00
				TOTAL \$1,309.01

Accepted By

Accepted Date

TSC License Number: TS655872
 Power Limited Technician: PL06495
 ALOA: 63121
 Federal Tax ID: 32-0379018
 American Association of Automatic Door Manufacturers
 AAADM: 060983



OPEN GYM POLICY

This policy applies to all groups, organizations, and individuals using the Emily City Hall Gymnasium for Open Gym.

Non-compliance of these guidelines may lead to no further use of the City Hall Gymnasium.

The City Hall Gymnasium may be scheduled for Open Gym for sporting and exercise activities, including pickleball, basketball, exercise, yoga, walking, etc. per the following guidelines:

1. An Annual Waiver and Release of Liability form must be completed by everyone using the City Hall Gymnasium for Open Gym upon first use. The annual form is valid for one year from date of signature and must be renewed upon expiration before Open Gym use. Forms are available from the Clerk's Office or from the forms receptacle in the City Hall Gymnasium if after hours.
- ~~2. For after-hours access, a key must be signed out from the Clerk's Office during open business hours and must be returned immediately after use by dropping in the payment drop box or library box in front of City Hall or returned to the Clerk's Office the next day (or on the Monday after the weekend if scheduled over a weekend).~~
- ~~3. For after-hours access, a temporary code must be obtained from the Clerk's Office during open business hours. The temporary code will be activated for a specified period, such as one evening or one weekend, and will then expire. A temporary code must be obtained for every use. To avoid setting off the City Hall's security alarm, each temporary code will have specified hours of available use, such as from 4:30 p.m. to 8 p.m. on a weekday or from 8 a.m. to 8 p.m. on a weekend day. The temporary code must not be shared. The person being issued the temporary code is the responsible party for the open gym use.~~
4. All minors must be accompanied by and remain under the supervision of an adult.
5. No altering of the stage, walls, or other parts of the City Hall Gymnasium will be allowed without permission from the City.
6. All entrances and exits shall remain clear whenever the City Hall Gymnasium is in use.
7. Floors will be swept and mopped after use, if needed.
8. All doors must be closed and locked before leaving.
9. Lights and fans must be turned off when leaving.
10. Use of sporting equipment and chairs are permitted, but must be put away after use.
11. If the use is for teaching a class, no fees may be charged for instruction. However, the class instructor may request donations. If fees are charged, the instructor is required to rent the City Hall Gymnasium with fees charged per the Fee Schedule Ordinance.

Adopted by the Emily City Council on June 11, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-23**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Gregory Koch	\$300.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-23	Park Fund – Pickleball Fund

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$300.00 to the park fund – pickleball fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Passed by the City Council of Emily, Minnesota this 11th day of June, 2024.

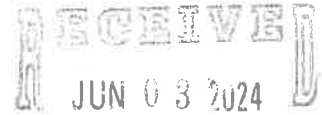
Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

03 June 2024

44218 Roosevelt Drive
Emily, MN 56447



Dear City of Emily:

BY:

At the 14 May 2024 Emily City Council meeting, the Emily City council approved construction of 2 pickleball courts.

Emily City Council approved the contractor bids of	\$57,271
Emily City Council approved using Park funds of	\$40,000
Balance of funding to be raised through donations	\$17,271

I would like to kick of the fund raising by donating my May 2024 City Council compensation to the Emily Pickleball Fund.

Please accept my donation of \$300 to the City of Emily, Parks Fund – Pickleball fund.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory A Koch". The signature is fluid and cursive.

Gregory A Koch
612 803 3954



RECEIVED
MAY 10 2024
BT:

Greg Koch <gregkoch44218@gmail.com>

Estimate 1051 from OUTDOOR SPECIALTIES, LLC

1 message

OUTDOOR SPECIALTIES, LLC <quickbooks@notification.intuit.com>

Wed, May 8, 2024 at 1:55 PM

Reply-To: outdoorsportssystems@gmail.com

To: gregkoch44218@gmail.com

ESTIMATE 1051 DETAILS



OUTDOOR SPECIALTIES, LLC

\$20,480.00

Print or save

Powered by QuickBooks

Dear Gregory Koch,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!

OUTDOOR SPECIALTIES, LLC

Address

Gregory Koch
City of Emily
39811 MN 6
Emily, MN 56447

Ship to

Gregory Koch
City of Emily
39811 MN 6
Emily, MN 56447

Mobilization

\$80.00T

Gas, mileage, per diem

20 X \$4.00

Sports Surfacing

\$14,800.00T

Four Layer Three Tone Plexi Court System 128X36 Double Court

1 X \$14,800.00

Sports Surfacing

\$5,600.00T

Douglas Premier Net, Poles and Sleeves w/Footings Installed

2 X \$2,800.00

Subtotal	\$20,480.00
Tax (0%)	\$0.00
Total	\$20,480.00

clerk@emily.net

From: Tom.Strack@crowwing.gov <noreply@everbridge.net>
Sent: Monday, June 3, 2024 2:12 PM
To: clerk@emily.net
Subject: 6/3/24 Little Emily Lake Park Update

The following is a message from the Crow Wing County, MN Resident Alert System

Construction is progressing at the Little Emily Lake Park. The contractors spent last week and today preparing the sites for the pavilion and the playground. A sub-contractor is scheduled to arrive later this week to pour concrete for the playground piers and the pavilion.

The main contractor is also working on preparing the swimming beach and walking trails. Images include the playground area, the pavilion location and the swimming beach progress.

Download Attachments Here:

1. [Pavilion.jpeg](#)
2. [Playground+Area.jpeg](#)
3. [Beach.jpeg](#)

If you would like to change or manage the way you receive these messages, please [LOG IN HERE](#)

To stop receiving future email notifications from this organization [unsubscribe here](#).

Pavilion location:



Playground location and area:



Beach:





Emily City Council
ATTN: Mayor Jones
PO Box 68
Emily, MN 56447

June 11, 2024

RE: Emily Manganese Project Update – May 2024

In May, Electric Metals (USA) Ltd, North Star's parent company, announced the final results from the new Resource Estimate, based on the 2023 drilled portion of the Emily Deposit, prepared by Forte Dynamics, Inc., Golden, Colorado.

The final report has been listed on SEDAR.¹ SEDAR is an electronic filing system that allows listed companies to report their securities-related information, including technical reports, with the authorities concerned with securities regulation in Canada.

The results are in the Electric Metals press release of May 27th and are presented below:

Domain	Class	Cutoff (Mn%)	Tonnage (kt)	Density (g/cm ³)	Mn (%)	Fe (%)	SiO ₂ (%)
Total	Indicated	15	4,264.43	3.08	22.34	21.70	25.77
		10	6,234.33	3.10	19.27	22.41	29.38
		5	14,474.66	2.98	12.06	22.20	38.02
	Inferred	15	3,184.74	3.12	20.25	20.42	29.68
		10	4,914.67	3.15	17.50	20.44	32.29
		5	9,602.84	3.01	12.11	20.29	33.83

The tonnages above show a significant increase drilled mineralization over previous studies, principally associated with initial drilling of the central zone of the deposit.

Environmental visits associated with site reclamation (regrowth in disturbed areas), have continued and the site reclamation and regrowth is occurring as planned by Barr Engineering. As the weather gets warmer, the environmental visits associated with site reclamation will be increased after rain event periods (rainfall of more than 1/2 inch in a 24 hour period).

¹ SEDAR is an electronic filing system that allows listed companies to report their securities-related information with the authorities concerned with securities regulation in Canada.

North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401
Cell: 1-651-788-3775
hs@nsmanganese.com



North Star continued its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be on-going into 2024.

Information on the Emily Project is reported periodically by North Star's parent, Electric Metals (USA) Limited, and can be found on the internet at: www.electricmetals.com.

North Star is committed to work with the City of Emily and the Emily City Council on the Emily Manganese Project and North Star will keep the Emily City Council apprised of developments of the Project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D., Director
North Star Manganese Inc



North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401
Cell: 1-651-788-3775
hs@nsmanganese.com

City of Emily Slogan Contest Submissions

- a. The Little Lake Town With a Big Heart
- b. The Little Lake Town With a Lot of Charm
- c. The Little Lake Town of the North Star State
- d. Serenity by the Shoreline
- e. The Hidden Gem in the Land of 10,000 Lakes
- f. The Lake Life Capital
- g. Small Town Comforts, Lakeside Wonder
- h. Life Flourishes at the Lakes
- i. Where the Water is Your Neighbor
- j. Where the Waters Flow as the Community Grows
- k. Embrace Life by the Lake
- l. The Warm Community on the Lake Shore
- m. Where Community and Waters Live in Harmony
- n. Rural Serenity and Lakeside Beauty
- o. Where Country Roads Lead to Lakeside Dreams
- p. Lakeside Charm, Minnesota Nice
- q. Community Meets Water at the Center of the Trail
- r. Lakes, Trails, and Warm Welcomings
- s. Home to Minnesota's Best Lakes and Off-Road Trails
- t. Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- u. Where Adventures Begin and Memories are Made
- v. The Hidden Gem Where Adventures Begin
- w. Small town with a big heart
- x. In Emily, you're family
- y. Small Town Big Heart
- z. The Most Empressive City Around
- aa. Live life the Emily way
- bb. Live life the Emily way: simple and serene
- cc. Emily: where natures beauty meets small town charm
- dd. Emily: a hidden gem
- ee. Get ready for Emily!
- ff. Emily: where adventure awaits!
- gg. Experience Emily
- hh. Jump into the joy of Emily
- ii. Embrace the lakeside charm of Emily!
- jj. Em, I love you
- kk. Emily: topping the charts for decades!
- ll. Emily is everything!
- mm. Emily means eager and hard work.
- nn. Emily is beautiful.
- oo. You always have a family here.
- pp. The Emerald Wilderness
- qq. Emerald Forests & Silvery Waters

- rr.** God's Pine Covered Footstool
ss. Find your Family in Emily
tt. Explore the Outdoors with Emily
uu. All Trails Lead to Emily
vv. A City for All Seasons
ww. Emily says yes!
xx. Emily is always there
yy. Emily cares
zz. Emily knows
aaa. Emily made me
bbb. Emily understands
ccc. There's no place like Emily
ddd. Unique. Historic. Emily.
eee. A little bit of Emily's all I need
fff. All you need is Emily
ggg. History. Beauty. Emily.
hhh. A small town to make long-lasting em-ories! (memories)
iii. Make Emily your new friend!
jjj. Emily: Where the deer and northern pike play!
kkk. Let the City of Emily whisper to you of its water and woods.
lll. Emily isn't just a city . . . it's a love affair with nature!
mmm. Come to the City of Emily, and in the excitement of her smile, find peace, beauty and adventure.
nnn. This is the only City in the WORLD named Emily.
ooo. Emily... raises your spirit and lowers your blood pressure.
ppp. Emily... lifts moods and lowers blood pressure.
qqq. A piece of heaven on earth.
rrr. Emily your favorite stop north of the river
sss. Emily up north's backyard
ttt. Emily relax you are up north
uuu. Emily it's all here trees, trails, tranquility
vvv. Emily wander no more, you are here
www. Emily vacationlands backyard
xxx. Emily where life slows down
yyy. Emily up Norths at its finest
zzz. Emily up north's gem
aaaa. Emily trees, lakes and trails
bbbb. Emily where your heart lives
cccc. Emily the gem of the north
dddd. Emily as beautiful as it sounds
eeee. Emily Paul Bunyan's daughter
ffff. Emily home of the three sisters (Emily, Mary, Ruth)
gggg. Emily see the forest through the trees
hhhh. Emily yours to explore
iiii. Woods, water, wildlife – Emily
jjjj. Emily – The City for All Seasons

- kkkk.** Emily, the heart of 10,000 lakes
- llll.** Emerald pines and silver waters
- mmmm.** Emerald pines and crystal waters
- nnnn.** Don't Blink! (you'll miss the adventures) 🌲🏡👤🗣️👂🔑🔗🚲🔗
- oooo.** The City Of Emily: Truly Unique
- pppp.** Small city with a big heart!
- qqqq.** Emily MN. - Land of Ahhhhs! (Or Land of Awes!)
- rrrr.** Emily - A Place to Get Lost
- ssss.** Emily Minnesota Perched in the pines
- tttt.** Emily Minnesota Come play in the pines
- uuuu.** You're "THERE". Trails and Lakes; where adventure awaits. Emily, Minnesota.
- vvvv.** You're "HERE". Trails and Lakes; where adventure awaits. Emily, Minnesota.
- wwww.** Emily, at the edge of your tomorrow
- xxxx.** Emily, the city at the edge of tomorrow
- yyyy.** Emily, a small town happening
- zzzz.** Emily, at the heart of fun
- aaaaa.** Emily, where the past meets your future
- bbbbb.** Emily, family, friendly, familiar, fun
- ccccc.** Emily, home or destination, the right choice
- dddd.** Emily, a place to feel at home
- eeeee.** Emily, here we are—see for yourself
- ffff.** Emily, a small city with a big heart
- ggggg.** Emily, the great escape
- hhhhh.** Everything is better in Emily
- iiii.** A city for all seasons.
- jjjj.** Land of trails and fish tales.
- kkkkk.** Using letters to spell EMILY: Embrace Moments of an Imagined Life - Yes! (or could replace Yes with Yay)
- lllll.** Using the letters to spell EMILY: Enjoy Moments of Imagination Like Yesteryear!
- mmmmm.** God's gateway to the north.
- nnnnn.** Thanks for visiting.



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-24

RESOLUTION GOVERNING WRITE-IN VOTE COUNTING

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office;

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of Emily, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA THAT:

Choose one of the options below

1. Any candidate wishing to have their write-in votes individually recorded must file a written request with the Chief Election Official no later than the seventh day before any municipal election.

OR

2. Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Emily.

Adopted by the City Council of Emily, Minnesota this 11th day of June, 2024.

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC

204B.09 TIME AND PLACE OF FILING AFFIDAVITS AND PETITIONS.

Subdivision 1. **Candidates in state and county general elections.** (a) Except as otherwise provided by this subdivision, affidavits of candidacy and nominating petitions for county, state, and federal offices filled at the state general election shall be filed not more than 84 days nor less than 70 days before the state primary. The affidavit may be prepared and signed at any time between 60 days before the filing period opens and the last day of the filing period.

(b) Notwithstanding other law to the contrary, the affidavit of candidacy must be signed in the presence of a notarial officer or an individual authorized to administer oaths under section 358.10.

(c) This provision does not apply to candidates for presidential elector nominated by major political parties. Major party candidates for presidential elector are certified under section 208.03. Other candidates for presidential electors may file petitions at least 77 days before the general election day pursuant to section 204B.07. Nominating petitions to fill vacancies in nominations shall be filed as provided in section 204B.13. No affidavit or petition shall be accepted later than 5:00 p.m. on the last day for filing.

(d) Affidavits and petitions for county offices must be filed with the county auditor of that county. Affidavits and petitions for federal offices must be filed with the secretary of state. Affidavits and petitions for state offices must be filed with the secretary of state or with the county auditor of the county in which the candidate maintains residence.

(e) Affidavits other than those filed pursuant to subdivision 1a must be submitted by mail or by hand, notwithstanding chapter 325L, or any other law to the contrary and must be received by 5:00 p.m. on the last day for filing.

Subd. 1a. **Absent candidates.** (a) A candidate for special district, county, state, or federal office who will be absent from the state during the filing period may submit a properly executed affidavit of candidacy, the appropriate filing fee, and any necessary petitions in person to the filing officer. The candidate shall state in writing the reason for being unable to submit the affidavit during the filing period. The affidavit, filing fee, if any, and petitions must be submitted to the filing officer during the seven days immediately preceding the candidate's absence from the state. Nominating petitions may be signed during the 14 days immediately preceding the date when the affidavit of candidacy is filed.

(b) A candidate for special district, county, state, or federal office who will be absent from the state during the entire filing period or who must leave the state for the remainder of the filing period and who certifies to the secretary of state that the circumstances constitute an emergency and were unforeseen, may submit a properly executed affidavit of candidacy by facsimile device or by transmitting electronically a scanned image of the affidavit to the secretary of state during the filing period. The candidate shall state in writing the specific reason for being unable to submit the affidavit by mail or by hand during the filing period or in person prior to the start of the filing period. The affidavit of candidacy, filing fee, if any, and any necessary petitions must be received by the secretary of state by 5:00 p.m. on the last day for filing. If the candidate is filing for a special district or county office, the secretary of state shall forward the affidavit of candidacy, filing fee, if any, and any necessary petitions to the appropriate filing officer.

Subd. 2. **Other elections.** Affidavits of candidacy and nominating petitions for city, town or other elective offices shall be filed during the time and with the official specified in chapter 205 or other applicable law or charter, except as provided for a special district candidate under subdivision 1a. Affidavits of candidacy and applications filed on behalf of eligible voters for school board office shall be filed during the time and with the official specified in chapter 205A or other applicable law. Affidavits of candidacy and nominating petitions filed under this subdivision must be submitted by mail or by hand, notwithstanding chapter 325L,

or any other law to the contrary, and must be received by the appropriate official within the specified time for the filing of affidavits and petitions for the office.

Subd. 3. **Write-in candidates.** (a) A candidate for county, state, or federal office who wants write-in votes for the candidate to be counted must file a written request with the filing office for the office sought not more than 84 days before the primary and no later than the seventh day before the general election. The filing officer shall provide copies of the form to make the request. The filing officer shall not accept a written request later than 5:00 p.m. on the last day for filing a written request.

(b) The governing body of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may:

(1) require the candidate to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or

(2) require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

If the governing body of the statutory or home rule charter city adopts a resolution authorized by this paragraph, the resolution must be adopted before the first day of filing for office. A resolution adopted under this paragraph remains in effect until a subsequent resolution on the same subject is adopted by the governing body of the statutory or home rule charter city.

(c) The governing body of a township, school board, hospital district, park district, soil and water district, or other ancillary elected district may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

(d) A candidate for president of the United States who files a request under this subdivision must include the name of a candidate for vice president of the United States. The request must also include the name of at least one candidate for presidential elector. The total number of names of candidates for presidential elector on the request may not exceed the total number of electoral votes to be cast by Minnesota in the presidential election.

(e) A candidate for governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for lieutenant governor. A candidate for lieutenant governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for governor.

History: 1981 c 29 art 4 s 9; 1986 c 475 s 11; 1987 c 266 art 1 s 24; 1989 c 291 art 1 s 8; 1990 c 585 s 24; 1990 c 608 art 7 s 2; 1991 c 227 s 11; 2000 c 467 s 9-11; 1Sp2001 c 10 art 18 s 18,19; 2004 c 293 art 2 s 16,17; 2008 c 244 art 1 s 10; 2010 c 184 s 12; 2014 c 264 s 14; 2017 c 92 art 1 s 13; 2021 c 31 art 3 s 7; 2023 c 62 art 4 s 74,75

Early Cannabis Cultivation May Require City Action

May 28, 2024

As a result of recent legislative changes, cities should review their zoning ordinances and determine if changes need to be made to properly regulate cannabis cultivation.

The Minnesota Legislature has adopted the [Conference Committee Report on HF 4757](#) related to cannabis regulations within the state. The legislation requires the Office of Cannabis Management (OCM) to begin accepting applications for social equity applicants on July 24, 2024, with applications closing on Aug. 12, 2024. A successful social equity applicant will gain preapproval to operate a cannabis business.

The [legislation's language regarding early cultivation](#) allows businesses that have received preapproval to immediately begin cultivating cannabis if the business:

- Complies with local zoning ordinances.
- Complies with state fire and building codes.
- Complies with [Minnesota rules related to medical cannabis](#).

No other cannabis-related operations may commence until OCM had adopted final rules, which are expected early next year.

Impact on cities

This new exception for early cultivation is a change from the original legislation, which prohibited all cannabis operations, including cultivation, until rules were adopted.

As a result of this legislation, cities should review their zoning ordinances and determine if changes need to be made to properly regulate cannabis cultivation. In the alternative, [cities still have the ability to adopt a moratorium](#) on cannabis businesses. A moratorium may be a proper action if a city cannot effectively amend their zoning ordinances in time to deal with early cultivation.

Many cities have already adopted moratoriums related to cannabis businesses. In those cities, an approved social equity applicant would be prohibited from operating under the early cultivation exception because they would not meet local zoning ordinances.

OCM is currently working on model zoning ordinances as required by statute. It is unclear, however, whether the model ordinances and guidelines will be available in time for cities to adopt prior to early cultivation.

The League encourages cities to work with their city attorney to determine the proper course to deal with early cultivation of cannabis.

[Read more news articles.](#)

Your LMC Resource

Kyle Hartnett

Asst. Research Manager/Staff Attorney III

(651) 215-4084 or (800) 925-1122

khartnett@lmc.org

From: Kyle Hartnett via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Friday, May 31, 2024 5:00 PM
To: clerk@emily.net
Subject: City Clerks/Administrators : Cannabis Cultivation May Begin this Summer



City Clerks Administrators

[Post New Message](#)

Cannabis Cultivation May Begin this Summer

[Reply to Group](#)

[Reply to Sender](#)

[Reply to Sender via Email](#)



May 31, 2024 5:00 PM

[Kyle Hartnett](#)

Good Afternoon,

Early this week LMC published an [article](#) in the *Cities Bulletin* highlighting an important change to the timeline for cultivating cannabis within the state. I wanted to highlight this article and encourage cities to review their zoning ordinances as this is a big change from the previous timeline of early in 2025.

The Office of Cannabis Management is currently working on a model zoning ordinance related to cannabis businesses, however, due to the expediated timeline, cities will likely want to begin reviewing their zoning ordinances or adopt a moratorium if they are concerned about cannabis cultivation within their community.

Please review the [article](#) and talk with your city council to determine if your city needs to take any actions to prepare for early cultivation of cannabis.

Feel free to reach out to me directly with any questions.

Regards,

Kyle Hartnett
Asst. Research Manager
League of Minnesota Cities
Saint Paul MN



PRESS RELEASE

FOR IMMEDIATE RELEASE

Date: June 4, 2024,

Contact: Chris Pence

Phone: (218) 824-1010

CROW WING COUNTY SEEKS PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE

The Crow Wing County Land Services Department is seeking public comment on the County's updated Comprehensive Plan. The Comprehensive Plan and supporting information can be viewed on the project website at <https://arcg.is/1eWjib>.

Following a comprehensive analysis of current plans, community and stakeholder input, and numerous public workshops with the Planning Commission/Board of Adjustments and County Board, the draft document for the Comprehensive Plan Update is now available for public review and feedback through July 5. The initial phase of community engagement identified the key issues, interest, and priorities. Housing and economic development emerged as top priorities and protecting natural resources garnered significant attention, with calls for increased measures to safeguard water quality, forests, and farmland.

One of the most notable shifts in the draft Comprehensive Plan is the simplification of land use categories. The County will consolidate into one commercial and one industrial district. Responding to the community's desire and demand for more diverse and affordable housing options, the plan now allows for one-acre lots in land adjacent to existing urban areas. This change reflects a commitment to flexibility and adaptation, ensuring that the county's development aligns with the evolving needs of its residents and the growth plans of cities and townships.

As Crow Wing County finalizes the Comprehensive Plan, the community's voice remains vital in shaping its future. Written comments on the proposed plan will be accepted until July 5, 2024, at 5:00pm, and may be:

- Submitted via email to the Land Services Department at landservices@crowwing.gov
- Mailed to 322 Laurel Street, Suite 15 Brainerd, MN 56401, attn.: "Comp Plan".
- Submitted via online form on the project website

In addition to submitting written comments by July 5, the County will hold a public hearing on July 18, 2024. This is your chance to engage directly with county officials, ask questions, and provide feedback on the draft Comprehensive Plan. The Planning Commission/Board of Adjustment will hold a workshop at 3:00 PM followed by a public hearing at 5:00 PM in the County Board Room, 3rd Floor, Historic Courthouse, 326 Laurel Street, Brainerd, MN 56401

Land Services Department

322 Laurel Street, Suite 15
Brainerd, MN 56401

Office: (218) 824-1010

Fax: (218) 824-1126

www.crowwing.us

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.



May 24, 2024

Cari Johnson, City Clerk/Treasurer
City of Emily, Minnesota
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers

A handwritten signature in black ink that reads 'Rebecca Kurtz'. The signature is written in a cursive style with a large, prominent 'R'.

Rebecca Kurtz
Senior Municipal Advisor/ Vice President

A handwritten signature in black ink that reads 'Bruce Kimmel'. The signature is written in a cursive style with a large, prominent 'B'.

Bruce Kimmel
Senior Municipal Advisor/ Vice President

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$930,000	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	02/01/2028	02/01/2022	\$170,000	2.750%	2.750%	As of May 24, 2024, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,505,000	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	02/01/2036	02/01/2023	\$885,000	2.150%	3.000%	As of May 24, 2024, we estimate that this refunding would not generate sufficient savings to be considered.
\$540,000	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	02/01/2030	02/01/2023	\$240,000	2.600%	3.050%	As of May 24, 2024, we estimate that this refunding would not generate sufficient savings to be considered.

