

City of Emily

AGENDA

Tuesday, January 14, 2025

OATH OF OFFICE**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: December 2024 Checking Beginning Balance \$1,116,606.62, Ending Balance \$1,504,955.16
- RECEIPTS: General \$663,089.19, Sewer \$38,691.49, Total \$701,780.68
- CLAIMS FOR APPROVAL: \$232,351.69 for Pine River State Bank Checks #61998 to #62076 and automatic withdrawals #330849 to #330854
- INVESTMENTS (Market Value): \$409,831.58
- TOTAL CHECKING/INVESTMENTS: \$1,914,786.74

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

SPEAKER: 6:10 p.m. Daria Graupman, Staff Engineer, Crow Wing County Highway Department, regarding the Crow Wing County road improvement project on County Road 1 in 2025.

FIRE AND RESCUE DEPARTMENT

- Proposed minor revision to the General Fire and Rescue Information and Duties policy with update to ambulance service. *(Council action – motion)*
- Proposed Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT). *(Council action – motion)*
- Required 2025 municipal contribution to the Emily Firemen's Relief Association of \$49,004. (Additional budgeted \$19,006 municipal contribution planned after receipt of general property tax funds in June.) *(Council action – motion)*
- Resolution 25-02 Accepting Donation to the City of \$4,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*
- Resolution 25-03 Accepting Donation to the City of \$300.00 from Beatrice Rhode for the Firemen's Equipment Fund. *(Council action – motion)*
- Resolution 25-04 Accepting Donation to the City of \$300.00 from Beatrice Rhode for the First Response Unit Equipment Fund. *(Council action – motion)*
- Resolution 25-10 Establishing the Size and Composition of the Emily Fire and Rescue Department. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Tyson Kinkaid as Assistant Chief for Fire Suppression Operations. *(Council action – motion)*
- Hire Kale Jones to the Fire and Rescue Department as a first responder pending preemployment screenings and background check (no Executive Review Board at this time). *(Council action – motion)*

- Recommendation of Chief Mileski to accept resignations of the following department members with no required repayment of fire training: *(Council action – motion)*
 - James Patrick, effective December 18, 2024
 - Chad Wosmek, effective December 23, 2024
- Removal of Chad Genz from City accounts/credit card and addition of Blair Mileski to City accounts/credit card. *(Council action – motion)*
- Chief Mileski attendance at Minnesota State Fire Marshall Fire Chief Boot Camp on February 7 and 8 in Virginia, MN for no cost with one night's lodging for up to \$150 and with reimbursement of mileage and meals. *(Council action – motion)*
- Chief Mileski and Bryce Butcher attendance at Minnesota State Fire Chiefs Association Fire Officer and Training Officer School in Duluth on March 21 and 22 with registration of \$285 each with lodging for two nights for up to \$550 each and reimbursement of mileage and meals. *(Council action – motion)*
- Great Plains Fire quote for a Fire Chief helmet for \$440 for Chief Mileski. *(Council action – motion)*
- Update of Emily Firemen's Relief Association lease for lawful gambling activity with Red Pine Cookhouse. *(Information)*

LAW ENFORCEMENT

WASTEWATER

PLANNING & ZONING

- Sourcewell Shared Services Agreement update for community development services with fee remaining at \$55 per hour for 2025 and increasing by \$5 per hour annually during the term of the agreement. *(Council action – motion)*

ATTORNEY

- Long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations, including process to address. *(Council action – motion)*
- Update on Northern Lights Over Roosevelt Homeowner's Association Conditional Use Permit (CUP) application progress. The modified conditions were approved conditioned on a CUP being applied for, granted, and the CUP being recorded. *(Council action – motion)*

ROADS

- Resolution 25-05 Approving County Project Within Municipal Corporate Limits for bituminous surfacing, culvert lining, and turn lane construction on County State-Aid Highway No. 1 in 2025. *(Council action – motion)*
- S.E.H.'s draft plans for the 2025 Road Improvement Project, to be included with CWC Highway Department's planned 2025 rehabilitation of west County Road 1, with estimated project cost of \$240,000 including engineering and administration. *(Council action – motion)*
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information/Council action – motion)*

MAINTENANCE

CITY HALL

- Up North Electric quote for replacing all existing outdoor building lighting, parking lot lighting, and egress lighting by entrances and exits for a total of \$11,995 (budget of \$11,500). *(Council action – motion)*

CEMETERY

- Crow Wing Soil & Water Conservation District 2025 tree and plant sale. *(Information/Council action – motion)*

PARKS

- Park Commission request for approval to request quotes for the City Hall Park Phase 2 Project for construction of a pavilion and sand volleyball court. *(Council action – motion)*

LIBRARY

- Resolution 25-06 Accepting Donation to the City of \$100.00 from Patricia Evans for the Library Fund. *(Council action – motion)*

PERSONNEL

- Jan Mosman application for appointment to the 125th Anniversary Committee. *(Council action – motion)*
- Council attendance of City Day on the Hill session on Thursday, March 6 for \$99 per person, lodging of up to \$200, and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

- Publication of notice requesting applications for Emily Waters Committee members and announcement regarding acceptance period of Emily Lakes and Rivers Fund Appropriation Applications. *(Council action – motion)*

ECONOMIC DEV. (EDA) CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Refund of 2025 liquor license fees for a total of \$1,600 to Dan or Fran Barrett after the sale of The Log Cabin Bar. *(Council action – motion)*

NEW BUSINESS:

- 2025 legal newspaper designation quote(s): *(Council action – motion)*
 - Crosby-Ironton Courier \$10.35 per column inch for 7 point legals, \$9.40 per column inch for display legals, coverage of Council recap at no charge, and public posting of all legals on C-I Courier and Minnesota Newspaper Association's Public Notices websites with no required subscription.
 - Pineandlakes Echo Journal \$8.50 per column inch and posting online at no additional charge.
- Reorganization: Resolution 25-01 Stating Annual Designations (*To be determined*) *(Council action – motion)*
 - *Designation of:*
 - *Place, date and time of regular City Council meetings*
 - *Official newspaper (Courier OR Echo), City Attorney (Tom Pearson), City Engineer (SEH), Emergency Management Director (Brian Foster)*
 - *Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.*
 - *Assignment of Duties (Acting Mayor and Council Liaisons) (change as needed):*
 - *Acting Mayor, Planning and Zoning, Park, Cemetery, City Hall/Clerk's Office, Fire and Rescue Department, Law Enforcement, Wastewater, Library/Library Board Member, Emily Waters, Maintenance/Safety, ATV and Snowmobile Trails, and Emily 125th Anniversary*
 - *Authority/committee members: EDA (full Council and City Clerk), Budget Committee (full Council and City Clerk), Personnel Committee, Road Committee, Ordinance Review, Land Use Ordinance Subcommittee, and Emily Manganese Deposit,*
 - *Wastewater Committee (Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk)*
 - *Firemen's Relief Association Municipal Trustees (Mayor/Councilmember and City Clerk)*
 - *City Housing Official (Sadusky Renovations)*
 - *SSTS Inspector (Greg Kossan)*
- Resolution 25-07 Designating a Depository for City Funds. *(Council action – motion)*
- Resolution 25-08 Approving Pine River State Bank and Pershing Wealth Solutions BNY Mellon Account(s) Signers: *(Council action – motion)*
 - Pine River State Bank signers Tracy Jones, Acting Mayor Andrew Hemphill, Alternate Council Member Gregory Koch, Cari Johnson, and Amy Prokott
 - Pershing Wealth Solutions BNY Mellon signers Tracy Jones, Acting Mayor Andrew Hemphill, and Cari Johnson
- Resolution 25-09 Allowing Electronic Funds and Wire Transfers. *(Council action – motion)*
- Pine River State Bank pledged securities for City of Emily checking account. *(Council action – motion)*
- 2025 IRS standard federal mileage rate set at \$.70 per mile. *(Council action – motion)*
- Bond Trust Services payments for a total of \$158,275 plus \$775 in agent fees as follows: *(Council action – motion)*
 - 303 Debt Service Fund – 2012 City Hall Improvement - \$42,337.50 and \$575
 - 304 Debt Service Fund – 2014 Road Improvement - \$38,491.25 and \$100
 - 602 Debt Service Fund – 2013 Sewer - \$77,446.25 and \$100

- Proposed Wage Schedule Policy revision. *(Council action – motion)*
- Proposed Credit Card Policy revision. *(Council action – motion)*
- Proposed Fuel Credit Card Policy with Policy Acknowledgement. *(Council action – motion)*
- Proposed Emily 125th Anniversary Committee Guidelines. *(Council action – motion)*
- Proposed Emergency Management Plan revision. *(Council action – motion)*
- Proposed Criminal History Background Checks Policy for Employment and License Applicants revision. *(Council action – motion)*
- Voting information and ballot for the Sourcewell Board of Directors election. *(Council action – motion)*

CORRESPONDENCE:

- ✓ League of Minnesota Cities Insurance Trust Property/Casualty Program dividend.
- ✓ Ehlers re: annual Written Municipal Advisor Client Disclosure.
- ✓ Crow Wing County Highway Department re: utility coordination for the 2025 County Road 1 rehabilitation project.
- ✓ Clasen & Schiessl re: audit responsibilities, planned scope, timing of the audit, significant risks, and other.

Scheduled Upcoming Meetings:

- Public Hearing for annual Fee Schedule Ordinance update on Tuesday, February 11, 2025.

ADJOURN

ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING

Call to Order (Immediately following Council Meeting)

Agenda

- Economic development options and priorities

ADJOURN