

City of Emily

AGENDA

Tuesday, December 10, 2024

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING – Truth in Taxation Meeting

PUBLIC HEARING – Proposed Ordinance Amendment 24-07 - Divided into individual ordinance amendments as follows:

- Ordinance 24-07 amending Chapter 92: Animals regarding animal licensing and contracting with Animal Control Enforcement Officer.
- Ordinance 24-08 with repeal of Chapter 33: Public Safety, Police Department Subsections 33.65 through 33.70 and addition of Chapter 33: Public Safety, Law Enforcement regarding law enforcement coverage by the Crow Wing County Sheriff’s Office.
- Ordinance 24-09 amending Chapter 111: Liquor Regulations, Subsection 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall.
- Ordinance 24-10 amending Chapter 50: Sewer, Subsections 50.01 Definitions, 50.05 Building Sewers and Connections, and 50.26 Determination of Sewer Service Charge System regarding addition of guest quarters.

PUBLIC HEARING – Proposed Fee Schedule Ordinance 24-03 with addition of Section 30 City Council Wages and amendments to the following sections: 50 Sewer, 90.01 Cemetery, 92 Animals, 152 Land Use and Subdivisions, and Section Miscellaneous.

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- FINANCIAL REPORT: November 2024 Checking Beginning Balance \$1,204,274.68, Ending Balance \$1,116,606.62
- RECEIPTS: General \$52,567.92, Sewer \$2,510.59, Total \$55,078.51
- CLAIMS FOR APPROVAL: \$116,491.07 for Pine River State Bank Checks #61904 to #61934 and automatic withdrawals #330839 to #330848
- INVESTMENTS (Market Value): \$408,168.17
- TOTAL CHECKING/INVESTMENTS: \$1,524,774.79

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

FIRE AND RESCUE DEPARTMENT

- Proposed Fire and Rescue Department Standard Operating Procedures. *(Council action – motion)*
 - If approved, repeal of By-Laws of the Emily Volunteer Fire Department and Emily First Response Unit Policies and Procedures. *(Council action – motion)*
- Proposed Fire and Rescue Department Personnel Policies. *(Council action – motion)*
- Proposed Alcohol and Drug Use: Fire and Rescue Department Member “Zero Tolerance” Response Policy OR proposed Alcohol and Drug Use Fire and Rescue Department Members Response Policy. *(Council action – motion)*

- Proposed Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT). *(Council action – motion)*
- Resolution 24-53 Accepting Donation to the City of \$10,000 from the Emily Firemen’s Relief Association for the Firemen’s Equipment Fund. *(Council action – motion)*

LAW ENFORCEMENT

WASTEWATER

- S.E.H. Wastewater Stabilization Pond Influent Splitter Box Assessment memo. *(Information)*
- Wastewater Committee review of commercial sewer rates and recommended revision to increase to Paul Huynh, Red Pine Cookhouse, rate from quarterly commercial flat rate of \$198.25 to \$270.00 effective January 1, 2025 due to the change in the business to a restaurant, subject to additional 3% annual sewer rate increase on January 1, 2025 to \$278.10. *(Council action – motion)*
- Wastewater Committee recommendation to deny the February 2024 second request from Creative Threads, 39948 State Hwy 6, to change from a commercial flat rate of \$198.25 to a residential rate of \$176.22. *(Council action – motion)*
- Wastewater Committee recommendation to deny February 2024 request to waive late fees (paid) for 40099 Hite Lane. *(Council action – motion)*

PLANNING & ZONING

ATTORNEY

- Process to address long term nuisance property located at 39945 West Trout Avenue regarding Ordinance 91.18 (O) and 91.20 violations. *(Information/Council action – motion)*
- Update regarding approved modified conditions for Northern Lights Over Roosevelt Homeowner’s Association conditioned on a Conditional Use Permit (CUP) being applied for, granted, and the CUP being recorded. *(Council action – motion)*
- Update on purchase costs for two lots (PIDs) from Pennie Plesnicar, including attorney’s fees to date. *(Information)*

ROADS

- Determination of roads to include in the 2025 Road Improvement Project to be included with Crow Wing County (CWC) Highway Department’s planned 2025 rehabilitation project with plans to be completed by December 31, 2024. *(Council action – motion)*
- Update regarding the tax forfeit of a portion of Anna Drive. *(Information)*
- Traffic count for Roosevelt Drive Bridge. *(Information)*

MAINTENANCE

CITY HALL

CEMETERY

- Proposed Pine Ridge Cemetery Policy revision. *(Council action – motion)*

PARKS

LIBRARY

PERSONNEL

- 2025 Elected Leaders Institute Foundational Program with a combination of online, on demand courses and a 2 day in person program in Mankato, Plymouth, or Alexandria for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*
- 2025 Elected Leaders Institute: Advanced Program for in person training in Plymouth or Alexandria for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

- Update regarding DNR 2025 invasive aquatic plant management grant. *(Information)*

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed Ordinance 24-07 presenting options for revision of Chapter 92: Animals regarding animal licensing and contracting with Animal Control Enforcement Officer: *(Council action – motion)*
 1. Contract with Animal Control Enforcement Officer to enforce dangerous dogs portion of the Animals Ordinance only and remove license requirement for dogs and cats.
 2. Contract with Animal Control Enforcement Officer to enforce Animals Ordinance with removal of license requirement for dogs and cats.

3. Contract with Animal Control Enforcement Officer to enforce Animals Ordinance with revision of removal of references to Emily Police Department.
- Summary of Ordinance 24-07 Chapter 92: Animals amendments for publication. *(Council action – motion)*
 - Proposed Ordinance 24-08 with addition of Chapter 33: Public Safety, Law Enforcement regarding law enforcement coverage by the Crow Wing County Sheriff's Office and repeal of Chapter 33: Public Safety, Police Department, Subsections 33.65 through 33.70. *(Council action – motion)*
 - Summary of Ordinance 24-08 Chapter 33: Public Safety, Law Enforcement for publication. *(Council action – motion)*
 - Proposed Ordinance 24-09 adopting revision of Chapter 111: Liquor Regulations, Subsection 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall. *(Council action – motion)*
 - Summary of Ordinance 24-09 Chapter 111: Liquor Regulations amendments for publication. *(Council action – motion)*
 - Proposed Ordinance 24-10 adopting revision of Chapter 50: Sewer, Subsections 50.01 Definitions, 50.05 Building Sewers and Connections, and 50.26 Determination of Sewer Service Charges regarding addition of guest quarters. *(Council action – motion)*
 - Summary of Ordinance 24-10 Chapter 50: Sewer amendments for publication. *(Council action – motion)*
 - Proposed revision of Fee Schedule Ordinance 24-03 with addition of Section 30 City Council Wages and amendments to the following sections: 50 Sewer, 90.01 Cemetery, 92 Animals, 152 Land Use and Subdivisions, and Section Miscellaneous. *(Council action – motion)*
 - Fee Schedule Ordinance 24-03 Summary for publication. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Resolution 24-46, Amended, Revising the 2024 Adopted Budget. *(Council action – motion)*
- Resolution 24-47, Amended, to Approve Internal Reinvestment of Funds, Including Moving Funds Between Investment Accounting Funds and Transferring Between Checking Account Accounting Funds. *(Council action – motion)*

NEW BUSINESS:

- Options for required shelter agreement for contracting with Animal Control Enforcement Officer: *(Council action – motion)*
 1. HART Service Agreement for Dangerous Dogs to allow impounding of dangerous dogs. City to be charged if dog owner does not pick up the dog after impounding for \$75 per day impound fees (minimum of 10 days) and \$50 non-contract fee.
 2. HART Service Contract for Impound Services for stray and impounded animals and dangerous dogs for annual administration fee (per capita) of \$1,475.25, billed monthly, including additional charges for impound fees if animal is unadoptable or unclaimed, veterinary costs, euthanasia fees for unadoptable animal, and \$75 per day impound fees (minimum of 10 days) for quarantined animals.
- Increase from eight to twelve Cuyuna Range Regional Safety Group training sessions per year. *(Council action – motion)*
- Proposed Wage Schedule Policy revision. *(Council action – motion)*
- Notification of Local Government Pay Equity Act compliance. *(Information)*
- Clasen & Schiessl CPAs Audit Engagement Letter for audit services in 2025 for \$14,850. *(Council action – motion)*
- Final City Tax Levy due December 30, 2024. *(Information)*

CORRESPONDENCE:

- ✓ AllPaid re: increase to minimum service and operator assistance fees for credit card users
- ✓ Ehlers re: potential refunding of existing bonds.
- ✓ Sourcewell re: Sourcewell Board of Directors election.

Scheduled Upcoming Meetings:

- Schedule Special Council Meeting for Proposed 2025 Final Budget and 2025 Final City Tax Levy.

ADJOURN