

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 - Separated into individual ordinance amendments as follows:

- Ordinance 24-07 with repeal of Chapter 33: Public Safety, Police Department Sections 33.65 through 33.70 and addition of Chapter 33: Public Safety, Section 33.65 Law Enforcement regarding law enforcement coverage by the Crow Wing County Sheriff's Office.
- Ordinance 24-08 amending Chapter 111: Liquor Regulations, Section 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall.
- Ordinance 24-09 amending Section 90.01 Pine Ridge Cemetery regarding wording updates and clean up.
- Ordinance 24-10 amending Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters.
- Ordinance 24-11 amending Chapter 50: Sewer, Section 50.05(F) Building Sewers and Connections regarding addition of guest quarters sewer service connections.
- Ordinance 24-12 amending Chapter 92: Animals regarding animal licensing and contracting with Animal Control Enforcement Officer.
- Ordinance 24-13 amending Chapter 50: Sewer, Section 50.01 Definitions with addition of a definition for 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: **\$149,227.02** for Pine River State Bank Checks #61904 to #61997 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 adopting addition of Section 33.65 Law Enforcement regarding law enforcement coverage by the Crow Wing County Sheriff's Office and repeal of Chapter 33: Public Safety, Police Department, Sections 33.65 through 33.70. *(Council action – motion)*
- Summary of Ordinance 24-07 Section 33.65 Law Enforcement amendments for publication. *(Council action – motion)*
- Proposed Ordinance 24-08 adopting revision of Chapter 111: Liquor Regulations, Section 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall. *(Council action – motion)*
- Summary of Ordinance 24-08 Section 111.05 amendment for publication. *(Council action – motion)*
- Proposed Ordinance 24-09 adopting revisions of Section 90.01 Pine Ridge Cemetery regarding wording revisions and updates. *(Council action – motion)*
- Summary of Ordinance 24-09 Section 90.01 Pine Ridge Cemetery amendment for publication. *(Council action – motion)*
- Proposed Ordinance 24-10 adopting revision of Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters. *(Council action – motion)*
- Summary of Ordinance 24-10 Section 50.26 Determination of Sewer Service Charges amendment for publication. *(Council action – motion)*
- Proposed Ordinance 24-11 adopting revision of Chapter 50: Sewer, Section 50.05(F) Building Sewers and Connections regarding addition of sewer service connection of guest quarters. *(Council action – motion)*
- Summary of Ordinance 24-11 Section 50.05(F) amendments for publication. *(Council action – motion)*
- Proposed Ordinance 24-12 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 24-12 Chapter 92: Animals amendments for publication. *(Council action – motion)*
- Proposed Ordinance 24-13 adopting revision of Chapter 50: Sewer, Section 50.01 Definitions regarding addition of a definition for guest quarters. *(Council action – motion)*
- Summary of Ordinance 24-13 Section 50.01 amendment 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.
- ✓ Sourcewell re: Active Violence – What Community and Elected Leaders Should Know training.
- ✓ Verizon re: cell tower operation and management agreement with Vertical Bridge.

Scheduled Upcoming Meetings:

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

ADJOURN

2025 PRELIMINARY BUDGET - GENERAL FUND

100 GENERAL FUND

RECEIPTS

Taxes	\$1,464,129.74
Licenses and Permits	\$34,470.00
Intergovernmental Revenues	\$167,254.00
Charges for Services	\$101,535.00
RECEIPTS TOTAL	\$1,767,388.74

DISBURSEMENTS

General Government:

Legislative, Ordinance, and Executive	\$37,532.00
Clerk/Treasurer	\$216,460.00
Audit/City Attorney	\$14,605.00
Planning and Zoning	\$71,085.00
Gen'l Gov't Buildings & City Hall	\$146,615.00

Public Safety:

Police	\$5,000.00
Fire	\$289,458.99
Bldg Inspctns/Emer Mangmt/Traffic Eng	\$21,755.00
First Response	\$54,805.00

Public Works:

Maintenance Shop	\$154,165.00
Paved/Unpaved Streets & Snow Removal	\$223,411.25
Road and Bridge	\$138,745.00
Street Lighting	\$3,600.00
Sanitation	\$17,975.00

Culture and Recreation:

Library and Historic 125th Celebration	\$56,650.00
Parks	\$48,430.00

Conservation of Natural Resources:

Water Resources	\$1,000.00
Emily Waters	\$20,250.00

Economic Dev't & Assistance:

EDA	\$1,274.00
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Miscellaneous:

Food Shelf	\$250.00
Cemetery	\$20,225.00

Investments/Transfers

Unrealized Investment Loss	\$2,000.00
Purchase of Investments	\$26,000.00

TOTAL **\$1,571,291.24**

ADDITIONS:

Transfer to 303 - 2012 CIP City Hall/ 2004	
Roads Refunding	\$45,753.75
Transfer to 304 - 2014 Road	
Improvements Bond	\$29,500.00
Transfer to 602 - 2013 Refunding of	
Sewer Revenue	\$120,843.75

DISBURSEMENTS TOTAL **\$1,767,388.74**

2025 PRELIMINARY BUDGET - SEWER FUND

602 SEWER FUND

RECEIPTS

Taxes	\$125,297.75	
Licenses and Permits	\$250.00	
Intergovernmental Revenues	\$1,600.00	
Miscellaneous Revenues	\$490.00	
Sewer Charges	\$85,620.00	
Other Financing Sources	\$250.00	
RECEIPTS TOTAL		\$213,507.75

DISBURSEMENTS

Debt Service	\$89,193.75	
Fiscal Agent's Fees	\$575.00	
Other Financing Uses	\$770.00	
Sanitary Sewer Maintenance	\$71,257.00	
Sanitary Sewer Cleaning	\$13,000.00	
Sewer Lift Stations	\$29,195.00	
Administration and General	\$9,517.00	
DISBURSEMENTS TOTAL		\$213,507.75

2024 BONDS AND LONG TERM DEBT

	Outstanding 1-1-24	Payoff Date	Bond Principal Paid 1-10-24	Outstanding 1-11-24	2024 Bond Interest Paid 1-10-24 and 7-10-24	2024 Bond Fiscal Agent Fees Paid 1-10-24 and 7-10-24	2024 Tax Levy Additions	2024 Assessments/ Interest/ Taxes/Fiscal Disparities/ etc. Received To Date (8-31-24)	2024 Year End Planned Transfers from Excess 302,305,306 Bond Funds	Debt Service Fund Balances After Planned Transfers (8-31-24)	2024 Anticipated Remaining Taxes, Assessments, etc.	Projected 2024 Year End Balance	Estimated February 2025 Bond Payment	2025 Bond Payments (Prin. and Interest)	Ehlers Planned 2024 Levy for 2025	Anticipated 2025 Taxes, Assessments, etc. to be Received w/Planned Levy	Recommended 2025 Tax Levy	Anticipated 2025 Taxes, Assessments, etc. to be Received with Recommended Levy	Projected 2025 Year End Balance After Recommended Tax Levy
302 - 2007 Roads	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
303 - 2012 CIP City Hall/2004 Roads	\$ 210,000.00	2/1/2028	\$ 40,000.00	\$ 170,000.00	\$ 5,125.00	\$ 475.00	\$ 46,908.75	\$ 29,524.06	\$ -	\$ 29,567.84	\$ 16,840.00	\$ 46,407.84	\$ 42,610.00	\$ 44,125.00	\$ 45,753.75	\$ 45,227.00	\$ 29,890.00	\$ 45,226.82	\$ -
304 - 2014 Roads	\$ 275,000.00	2/1/2030	\$ 35,000.00	\$ 240,000.00	\$ 7,437.50	\$ 575.00	\$ 30,000.00	\$ 26,625.66	\$ 265.00	\$ 22,044.30	\$ 17,600.00	\$ 39,644.30	\$ 38,800.00	\$ 41,527.50	\$ 20,271.61	\$ 45,227.00	\$ 45,753.75	\$ 43,496.62	\$ 47,509.66
305 - 2012 Refunding of 2004 Roads	\$ -	2/1/2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
306 - 2005 Roads	\$ -	2/1/2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265.00	\$ (265.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 Payment 7-10-24 or 9-11-24 (Prin. and Interest)																			
<u>Other Long Term Debt</u>			Prin. Payment Pd 7-10-24 or 9-11-24	Outstanding After Payment	2024 Interest Paid	2024 Bond Fiscal Agent Fees Paid (Prin. and Interest)													
100 - Fire Truck Lease to Purchase	\$ 66,052.62	10/1/2025	\$ 32,491.83	\$ 33,560.79	\$ 2,173.13	\$ 34,664.96													
100 - SCBAs Lease to Purchase	\$ 45,116.83	8/10/2026	\$ 14,599.55	\$ 30,517.28	\$ 1,344.48	\$ 15,944.03													
100 - Custom Fire Pumper Truck	\$ 503,891.59	10/1/2032	\$ 20,287.41	\$ 483,604.18	\$ 24,612.59	\$ 44,900.00								\$ 34,664.96					
														\$ 15,944.03					
														\$ 44,900.00					
Totals	\$ 1,100,061.04		\$ 142,378.79	\$ 957,682.25	\$ 40,692.70	\$ 96,558.99	\$ 76,908.75	\$ 56,414.72	\$ -	\$ 51,612.14	\$ 34,440.00	\$ 86,052.14	\$ 81,410.00	\$ 181,161.49	\$ 66,025.36	\$ 75,117.00	\$ 75,253.75	\$ 88,723.45	\$ 89,123.09

General Obligation	Outstanding 1-1-24	Payoff Date	Bond Principal Paid 1-10-24	Outstanding 1-11-24	2024 Bond Interest Paid 1-10-24 and 7-10-24	2024 Bond Fiscal Agent Fees Paid 1-10-24 and 7-12-23	2024 Tax Levy Addition	2024 Assessments/ Interest/ Investment Interest/ Taxes/ Fiscal Disparities/ etc. Received To Date (8-31-24)	2024 Sewer Service and Hauled Wastewater Receipts (8-31-24)	2024 Disbursements To Date (w/o bond payments) (8-31-24)	2024 Anticipated Remaining Receipts	2024 Anticipated Remaining Disbursements	2024 Investment Balance (8-31-24)	Sewer Fund Balance with Investment (8-31-24)	Projected 2024 Year End Sewer Fund Balance with Investments	Estimated February 2024 Bond Payment	Ehlers Planned 2024 Levy for 2025	Recommended 2024 Levy for 2025 with Additional for Sewer Maintenance
602 - Sewer Refunding	\$ 945,000.00	2/1/2036	\$ 60,000.00	\$ 885,000.00	\$ 25,537.50	\$ 575.00	\$ 86,412.50	\$ 54,445.01	\$ 57,155.74	\$ 33,531.32	\$ 67,475.75	\$ 59,432.68	\$ 10,673.79	\$ 105,162.30	\$ 113,205.37	\$ 77,446.25	\$ 62,919.75	\$ 120,843.75

2024 PRELIMINARY CITY TAX LEVY

2024 Final Budget	\$1,679,840.19	
2025 Preliminary Budget	\$1,767,388.74	5.21%

2024 Final City Tax Levy	\$1,376,810.23	
2025 Preliminary City Tax Levy	\$1,445,650.74	5%

PLANNED 2025 PROJECTS

	From Savings
	Sourcewell Grant
	FEMA/USDA Grant
Shop - Plasma Cutter	\$3,000.00
Shop - Zero Turn Gas Lawnmower	\$20,000.00
Hall - Emergency Generator	\$65,000.00
Rotational Computer Replacement (Clerk's Office)	\$4,000.00
PZ - Used Fireproof Filing Cabinet/Desk	\$4,000.00
Electronic Speed Signs X 2	\$6,400.00
Library - Security Camera	\$500.00
Fire - Radios	\$11,500.00
Fire - Pagers	\$550.00
Fire - Engines #1 and #2 Combined Lease to Purchase Program	\$79,564.96
Fire - SCBAs Lease to Purchase Program	\$15,944.03
1st Resp. - Radios	\$6,000.00
1st Resp. - Pagers	\$550.00
1st Resp. - AEDs	\$2,500.00
Park - Phase 2 Picnic Shelter, Sand Volleyball, Pickleball	\$20,000.00
City Hall - Gym Floor Repair	\$5,000.00
Cemetery - Second Addition - Benches for Memorial Circle	\$4,000.00
Cemetery - Second Addition - Flagpoles for Memorial Circle	\$7,000.00
Cemetery - Second Addition - Visible Block Markers	\$2,000.00
2025 Road Improvement Project w/CWC	\$95,116.25
\$309,209.43 Project Total with Savings	
Roosevelt Drive Bridge Replacement Plan	\$25,000.00
South Shore Drive Bridge - Plan to seal the fascia	\$14,000.00
Grader	\$50,000.00
Liftstation Pumps Replacement Program 1/yr	\$20,000.00
Influent Control Structure Replacement (5 yr savings plan)	\$30,000.00
	\$491,625.24



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

**PUBLIC HEARING
ON ADOPTING ORDINANCE NO. 24-07
AN ORDINANCE AMENDING CHAPTER 33: PUBLIC SAFETY, POLICE DEPARTMENT,
CHAPTER 92: ANIMALS,
SECTION 50.26 DETERMINATION OF SEWER SERVICE CHARGES,
SECTION 90.01 PINE RIDGE CEMETERY,
AND SECTION 111.05 CONSUMPTION IN PUBLIC PLACES**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, December 10, 2024 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, Ordinance 24-07 amending Chapter 33: Public Safety, Police Department, Chapter 92: Animals, Section 50.26 Determination of Sewer Service Charges, Section 90.01 Pine Ridge Cemetery, and Section 111.05 Consumption in Public Places. The amended chapters and sections will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 24-07 amending Chapter 33: Public Safety, Police Department, Chapter 92: Animals, Section 50.26 Determination of Sewer Service Charges, Section 90.01 Pine Ridge Cemetery, and Section 111.05 Consumption in Public Places contain amendments as follows:

Chapter 33: Public Safety, Police Department:

Repeal of Sections 33.65 through 33.70 and adoption of Chapter 33: Law Enforcement for statutory law enforcement coverage by the Crow Wing County Sheriff's Office.

Chapter 92: Animals:

Revision with one of the following options:

Option A: Hire Animal Control Enforcement Officer to enforce dangerous dogs portion only and remove animals running at large, biting animals, animal licensing (except for dangerous dogs), and references to Emily Police Department with revisions to sections 92.01, 92.02, 92.06, 92.08, 92.09, 92.11, 92.13, 92.14, and 92.18.

Option B: Hire Animal Control Enforcement Officer to enforce Animals Ordinance but remove animal licensing (except for dangerous dogs) and references to Emily Police Department with revisions to sections 92.01, 92.02, 92.06, 92.08, 92.09, 92.11, 92.13, 92.14, and 92.18

Option C: Hire Animal Control Enforcement Officer to enforce entire Animals Ordinance and remove references to Emily Police Department with revisions to sections 92.01 and 92.18.

Section 50.26 Determination of Sewer Service Charges:

Addition of requirement for property owners with guest quarters not in the primary residence to be charged quarterly residential sewer rates and residential sewer service connection fee per the Fee Schedule Ordinance.

Section 90.01 Pine Ridge Cemetery:

Revision of all references to lot/lots revised to plot/plots, removal of individual references to charges in the Fee Schedule Ordinance, and addition of wording for all cemetery fees to be charged per the Fee Schedule Ordinance.

Section 111.05 Consumption in Public Places:

Removal of wording allowing possession or consumption of alcoholic beverages at the City Fire Hall.

The prior Chapter 33: Public Safety, Police Department, Chapter 92: Animals, Section 50.26 Determination of Sewer Service Charges, Section 90.01 Pine Ridge Cemetery, and Section 111.05 Consumption in Public Places shall be deemed repealed from and after the effective date of adoption of Ordinance 24-07.

The public is invited to attend the December 10, 2024 Public Hearing for an opportunity to comment on the proposed amended Ordinance No. 24-07. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Ordinance No. 24-07 is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended ordinances shall take effect upon publication of the ordinance in the City's official newspaper.

Dated this 22th day of November, 2024.

Cari Johnson, MCMC
City Clerk/Treasurer



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

**PUBLIC HEARING
ON ADOPTING AMENDED
FEE SCHEDULE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, December 10, 2024 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2024-03 Fee Schedule Ordinance contains amendments to the following sections:

- | | |
|---------------------------------------|---|
| Section 30 City Council Wages | Addition of City Council Wages Section for mayor and council member monthly and per meeting wages. |
| Section 50 Sewer | Addition of clarification of individual commercial rate calculation. Addition of a quarterly commercial rate for Paul Huynh (Red Pine Cookhouse). |
| Section 90.01 Cemetery | Revision of all references to lot revised to plot. Addition of description for Transfer of Cemetery Deed. |
| Section 92 Animals | Removal of the following fees: New or Replacement Dog/Cat License, Renewal of Dog/Cat License, and Late Fee |
| Section 152 Land Use and Subdivisions | Increase to Commercial Sewage Treatment System fee. Removal of PZ/BOA Special Meeting fee. |
| Miscellaneous Section | Addition of ordinance reference for Request for Special Council Meeting or Planning Commission Meeting/Public Hearing. |

The prior 2024-02 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2024-03 Fee Schedule Ordinance.

The public is invited to attend the December 10, 2024 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Fee Schedule Ordinance is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended Fee Schedule Ordinance shall take effect upon publication of the ordinance in the City's official newspaper.

ated this 22nd day of November, 2024.

Cari Johnson, MCMC
City Clerk/Treasurer

As on 11/30/2024

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	976,742.00	1,263.10	0.00	1,045,040.79	7,403.50	0.00	603,233.28	123,524.58	726,757.86
Road and Bridge	106,569.71	37,675.03	0.00	0.00	15,192.20	0.00	0.00	129,052.54	0.00	129,052.54
Small Cities Revolving Loan Fund	15,705.14	7,695.67	0.00	0.00	0.00	0.00	0.00	23,400.81	0.00	23,400.81
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	41.58	0.00	0.00	46,005.33	0.00	0.00	0.00	0.00	0.00
Library	1,581.22	448.80	0.00	0.00	0.00	0.00	0.00	2,030.02	0.00	2,030.02
Firemens equip fund 225	86,287.79	40,146.52	20,070.69	0.00	32,096.59	40,156.86	0.00	74,251.55	20,086.17	94,337.72
1st Resp. equip fund 226	53,715.54	11,212.69	439.33	0.00	439.34	2,256.64	0.00	62,671.58	42,965.07	105,636.65
Emily Area Recycling 227	0.00	275.88	0.00	0.00	390.00	0.00	0.00	(114.12)	0.00	(114.12)
Police Fund 228	12,127.16	10,022.19	0.00	0.00	10,004.58	0.00	0.00	12,144.77	0.00	12,144.77
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	29,535.42	0.00	0.00	45,600.00	0.00	0.00	29,579.20	0.00	29,579.20
Debt Service PRI 2014 304	38,166.14	26,634.08	0.00	0.00	43,012.50	0.00	0.00	21,787.72	0.00	21,787.72
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	265.00	0.00	0.00	0.00	0.00	0.00	265.00	0.00	265.00
Park Acquisition and Development (Optional)	48,394.15	13,780.25	767.72	0.00	66,301.53	(6,793.29)	0.00	3,433.88	64,447.60	67,881.48
CITY HALL CD 406	30,003.82	33.80	0.00	0.00	20,455.75	0.00	0.00	9,581.87	0.00	9,581.87
CEMETERY CD 407	1,326.47	1,976.25	384.41	0.00	384.41	1,974.56	0.00	1,328.16	37,594.44	38,922.60
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,313.16	1,415.07	274.59	0.00	274.59	1,410.41	0.00	3,317.82	26,853.17	30,170.99
SEWER EQUIP. 410	0.00	0.00	0.00	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	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,076.19	14.21	0.00	0.00	0.00	0.00	0.00	10,090.40	0.00	10,090.40
CAP. PROJ. FIRE CD 414	5,015.54	7.05	0.00	0.00	0.00	0.00	0.00	5,022.59	0.00	5,022.59
CAP PROJ. RD CD 415	18,601.28	2,847.03	549.17	0.00	549.16	2,820.79	0.00	18,627.53	53,706.34	72,333.87
FUT. CITY DEV. CD 416	(2,204.61)	1,965.38	383.43	0.00	7,857.96	(7,371.33)	0.00	(342.43)	28,249.53	27,907.10

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	131,841.38	109.84	0.00	154,724.80	564.16	0.00	79,193.84	10,741.27	89,935.11
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	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Total :	1,300,494.69	1,304,575.28	24,242.28	0.00	1,498,329.53	42,422.30	0.00	1,088,560.42	408,168.17	1,496,728.59

For the Period : 11/1/2024 To 11/30/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$673,164.14	\$31,285.32	\$101,216.18	\$603,233.28	\$0.00	\$27,825.20	\$631,058.48
Road and Bridge	\$129,036.03	\$16.51	\$0.00	\$129,052.54	\$0.00	\$0.00	\$129,052.54
Small Cities Revolving Loan Fund	\$22,533.23	\$867.58	\$0.00	\$23,400.81	\$0.00	\$0.00	\$23,400.81
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,029.73	\$0.29	\$0.00	\$2,030.02	\$0.00	\$0.00	\$2,030.02
Firemens equip fund 225	\$96,032.83	\$20,100.15	\$41,881.43	\$74,251.55	\$0.00	\$0.00	\$74,251.55
1st Resp. equip fund 226	\$62,663.55	\$54.67	\$46.64	\$62,671.58	\$0.00	\$0.00	\$62,671.58
Emily Area Recycling 227	(\$114.12)	\$0.00	\$0.00	(\$114.12)	\$0.00	\$0.00	(\$114.12)
Police Fund 228	\$12,143.19	\$1.58	\$0.00	\$12,144.77	\$0.00	\$0.00	\$12,144.77
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	\$29,575.47	\$3.73	\$0.00	\$29,579.20	\$0.00	\$0.00	\$29,579.20
Debt Service PRI 2014 304	\$21,784.99	\$2.73	\$0.00	\$21,787.72	\$0.00	\$0.00	\$21,787.72
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$265.00	\$0.00	\$0.00	\$265.00	\$0.00	\$0.00	\$265.00
Park Acquisition and Development (Optional)	(\$7,298.28)	\$70.26	(\$10,661.90)	\$3,433.88	\$0.00	\$0.00	\$3,433.88
CITY HALL CD 406	\$15,658.27	\$1.29	\$6,077.69	\$9,581.87	\$0.00	\$0.00	\$9,581.87
CEMETERY CD 407	\$1,328.02	\$40.95	\$40.81	\$1,328.16	\$0.00	\$0.00	\$1,328.16
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,317.39	\$29.58	\$29.15	\$3,317.82	\$0.00	\$0.00	\$3,317.82
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$10,089.11	\$1.29	\$0.00	\$10,090.40	\$0.00	\$0.00	\$10,090.40
REHAB. PROJ. CD 413	\$5,022.02	\$0.57	\$0.00	\$5,022.59	\$0.00	\$0.00	\$5,022.59
CAP. PROJ. FIRE CD 414	\$18,625.08	\$60.75	\$58.30	\$18,627.53	\$0.00	\$0.00	\$18,627.53
CAP PROJ. RD CD 415	(\$3,523.61)	\$30.67	(\$3,150.51)	(\$342.43)	\$0.00	\$221.00	(\$121.43)
FUT. CITY DEV. CD 416	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SHOP BLDG CD 417	\$86,899.25	\$0.00	\$0.00	\$86,899.25	\$0.00	\$0.00	\$86,899.25
Sewage Collection and Disposal	\$0.00	\$2,510.59	\$10,216.00	\$79,193.84	\$0.00	\$0.00	\$79,193.84
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

Plus
 Outstanding Checks \$0.00
 Total Per Bank Statement \$1,116,606.62
 \$28,046.20
Balanced
12-3-24
aj

Less
 Deposits In Transit \$0.00
 Ending Balance \$0.00
 Total Disbursed \$145,753.79
 Total Receipts \$55,078.51
 Beginning Balance \$1,179,235.70
 Donor pass thru 851 \$0.00
 Total \$1,088,560.42

Name of Fund

Donor pass thru 851

Total

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Plus Outstanding Checks	Total Per Bank Statement
Andrew D Hemphill						
City Council/Town Board						
Bryce L Butcher						
City Council/Town Board						
GERHART L. HANSON, JR						
City Council/Town Board						
Gregory A Koch						
City Council/Town Board						
TRACY ALLEN JONES						
City Council/Town Board, Mayor						

As of 12/3/2024

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	\$978,005.10	\$1,052,444.29	\$603,233.28
Road and Bridge	\$106,569.71	\$37,675.03	\$15,192.20	\$129,052.54
Small Cities Revolving Loan Fund	\$15,705.14	\$7,695.67	\$0.00	\$23,400.81
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$41.58	\$46,005.33	\$0.00
Library	\$1,581.22	\$448.80	\$0.00	\$2,030.02
Firemens equip fund 225	\$86,287.79	\$60,217.21	\$72,253.45	\$74,251.55
1st Resp. equip fund 226	\$53,715.54	\$11,652.02	\$2,695.98	\$62,671.58
Emily Area Recycling 227	\$0.00	\$275.88	\$390.00	(\$114.12)
Police Fund 228	\$12,127.16	\$10,022.19	\$10,004.58	\$12,144.77
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	\$29,535.42	\$45,600.00	\$29,579.20
Debt Service PRI 2014 304	\$38,166.14	\$26,634.08	\$43,012.50	\$21,787.72
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$265.00	\$0.00	\$265.00
Public Acquisition and Development (Optional)	\$48,394.15	\$14,547.97	\$59,508.24	\$3,433.88
CITY HALL CD 406	\$30,003.82	\$33.80	\$20,455.75	\$9,581.87
CEMETERY CD 407	\$1,326.47	\$2,360.66	\$2,358.97	\$1,328.16
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$1,689.66	\$1,685.00	\$3,317.82
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	\$14.21	\$0.00	\$10,090.40
CAP. PROJ. FIRE CD 414	\$5,015.54	\$7.05	\$0.00	\$5,022.59
CAP PROJ. RD CD 415	\$18,601.28	\$3,396.20	\$3,369.95	\$18,627.53
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,348.81	\$486.63	(\$342.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$131,951.22	\$155,288.96	\$79,193.84
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	\$10,000.00	\$10,000.00	\$0.00
Total :	\$1,300,494.69	\$1,328,817.56	\$1,540,751.83	\$1,088,560.42

Date of Report : 12/3/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
09/25/2024	61770	Crow Wing County Recorder	\$46.00
10/30/2024	61849	LAKERS LIONS	\$34.00
11/06/2024	61865	Payroll Period Ending 11/06/2024	\$78.50
11/13/2024	61905	AL'S SEWER SERVICE	\$2,215.00
11/13/2024	61907	Mobile Tire	\$1,320.00
11/20/2024	61925	Emily Fire Relief Association	\$22,126.32
11/27/2024	61930	Wex Bank	\$845.62
11/27/2024	61931	Canon Financial Services, Inc.	\$148.93
11/27/2024	61932	Colonial Life	\$56.92
11/27/2024	61933	Vestis	\$212.91
11/27/2024	61934	GAMMELLO - PEARSON, PLLC	\$962.00
		Total	\$28,046.20

Schedule 8 - Investment Activity

For the period: 11/1/2024 To 11/30/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	407,810.64	11/01/2024			
			11/12/2024	20,068.58		427,879.22
			11/12/2024		10,731.87	417,147.35
			11/12/2024		9,336.71	407,810.64
			11/30/2024	121.15		407,931.79
			11/30/2024	19.70		407,951.49
			11/30/2024	42.14		407,993.63
			11/30/2024	63.21		408,056.84
			11/30/2024	36.87		408,093.71
			11/30/2024	26.34		408,120.05
			11/30/2024	52.68		408,172.73
			11/30/2024	27.70		408,200.43
			11/30/2024	10.54		408,210.97
			11/30/2024		12.96	408,198.01
			11/30/2024		2.11	408,195.90
			11/30/2024		4.49	408,191.41
			11/30/2024		6.76	408,184.65
			11/30/2024		3.94	408,180.71
			11/30/2024		2.81	408,177.90
			11/30/2024		5.63	408,172.27
			11/30/2024		2.97	408,169.30
			11/30/2024		1.13	408,168.17
Total				20,468.91	20,111.38	408,168.17

Total All Investments

20,468.91 20,111.38 408,168.17

	Balance	Re-Investments	Interest	Gain/Loss	Balance	Bond Earned Interest Deposited In MMDA/EZ
Cash/Dreyfus Tr Money Market Deposit Account	\$ 1,528.87	\$ -	\$ 400.33	\$ -	\$ 1,929.00	\$ 394.94
Money Market Total	\$ 1,528.87	\$ -	\$ 400.33	\$ -	\$ 1,929.00	\$ 394.94
Muni Bonds/CDs/Treasury Bill						
Rockland Fed Cr Un Rockland Mass	\$ 54,943.25			\$ (55.00)	\$ 54,788.25	\$ 210.21
United FID BK FSB Evansville Ind	\$ 50,161.50			\$ (117.00)	\$ 50,044.50	\$ 164.73
509262FD8 Lake City ILL Cmnty Unit Sch Bds	\$ 19,965.20			\$ 24.80	\$ 19,990.00	
82689GGH1 Signature BK New York NY CD	\$ 144,884.15			\$ 18.65	\$ 144,913.00	
93882BDC1 Washington Fed BK Seattle CD	\$ 34,003.40			\$ 6.80	\$ 34,003.40	
604161J41 MN St Hsg Fin Agcy Taxable Residential	\$ 39,988.40			\$ 78.75	\$ 39,985.20	
US Treasury NTS	\$ 62,420.07			\$ (42.80)	\$ 62,304.82	
91282CEU1 Municipal Bonds/CDs/Treas. Bill Total	\$ 406,261.87	\$ -	\$ 400.33	\$ (42.80)	\$ 406,239.17	
TOTAL INVESTMENTS	\$ 407,810.64	\$ -	\$ 400.33	\$ (42.80)	\$ 408,168.17	

Balanced 12-3-24

	Original Investment	Reinvestment	New Investment Balance	Beginning Balance	Reinvestment - Market Value	New Beginning Market Value	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals	Muni Bond Loss Adjustment in CTAS to Balance to Market Value
100 General Fund	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 123,416.39	\$ -	\$ 123,416.39	\$ -	\$ 121.15	\$ -	\$ -	\$ -	\$ (12.80)	\$ 123,524.58	\$ 123,524.58	
225 Firemen's Equipment Fund	\$ 40,000.00	\$ 18,700.00	\$ 18,700.00	\$ 42,927.43	\$ 20,068.58	\$ 20,068.58	\$ -	\$ 19.70	\$ -	\$ -	\$ -	\$ (4.50)	\$ 20,068.17	\$ 20,068.17	
226 1st Resp. Equipment Fund	\$ 70,000.00	\$ (10,000.00)	\$ 60,000.00	\$ 75,123.02	\$ (10,731.87)	\$ 42,927.43	\$ -	\$ 42.14	\$ -	\$ -	\$ -	\$ (6.78)	\$ 42,965.07	\$ 42,965.07	0.01
404 Park Acquisition and Dev't	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 37,561.51	\$ -	\$ 64,391.15	\$ -	\$ 63.21	\$ -	\$ -	\$ -	\$ (3.84)	\$ 64,447.80	\$ 64,447.80	
407 Cemetery	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 26,829.64	\$ -	\$ 37,561.51	\$ -	\$ 36.87	\$ -	\$ -	\$ -	\$ (2.81)	\$ 37,594.44	\$ 37,594.44	
408 Police Department	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 53,659.28	\$ -	\$ 26,829.64	\$ -	\$ 26.34	\$ -	\$ -	\$ -	\$ (5.62)	\$ 26,853.17	\$ 26,853.17	
415 Capital Project Roads	\$ 35,000.00	\$ (8,700.00)	\$ 26,300.00	\$ 37,561.51	\$ (9,338.71)	\$ 53,659.28	\$ -	\$ 27.70	\$ -	\$ -	\$ -	\$ (1.13)	\$ 53,706.34	\$ 53,706.34	-0.01
418 Future City Development	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,731.86	\$ -	\$ 10,731.86	\$ -	\$ 10.54	\$ -	\$ -	\$ -	\$ (1.13)	\$ 10,741.27	\$ 10,741.27	
602 Sewage Collection and Disp.	\$ 380,000.00	\$ -	\$ 380,000.00	\$ 407,810.64	\$ -	\$ 407,810.64	\$ -	\$ 400.33	\$ -	\$ -	\$ -	\$ (42.80)	\$ 408,168.17	\$ 408,168.17	
Total	\$ 1,528.87	\$ -	\$ 1,528.87	\$ 1,929.00	\$ -	\$ 1,929.00	\$ -	\$ 400.33	\$ -	\$ -	\$ -	\$ (42.80)	\$ 1,929.00	\$ 1,929.00	

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

<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>
11/01/2024	Jon Stern	13671*	Small Cities Revolving Loan	(11/04/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51 <u>\$ 167.51</u>
11/01/2024	Shane Mattfield	13673	Rental Dwelling License	(11/04/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00 <u>\$ 100.00</u>
11/04/2024	Theodore Metkowski	13675	Copies X 15 and one fax - ACH	(11/07/2024) -	N Copies/Faxes	100-34112-	\$ 4.75 <u>\$ 4.75</u>
11/04/2024	Dan and Fran Barrett	13676*	Small Cities Revolving Loan	(11/06/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 335.02 <u>\$ 335.02</u>
11/04/2024	Dan and Fran Barrett	13677	Inv. 24-56 2025 Liquor Licenses	(11/06/2024) -	N Alcoholic Beverages	100-32110-	\$ 1,600.00 <u>\$ 1,600.00</u>
11/04/2024	Nicholas Buckentine	13678	Land Use and Septic Permit	(11/07/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 660.00 <u>\$ 660.00</u>
11/04/2024	Verizon Wireless	13679	Monthly Cell Tower Lease Payment	(11/06/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00 <u>\$ 1,100.00</u>
11/04/2024	Lakes Area Title	13680	Inv. 24-54 Assessment Search	(11/06/2024) -	N Assessment Searches	100-34107-	\$ 25.00 <u>\$ 25.00</u>
11/04/2024	Northern Lights Properties	13681	Short Term Rental Dwelling License	(11/06/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00 <u>\$ 100.00</u>
11/05/2024	Ruth Lake Retreat	13682	Short Term Rental Dwelling License	(11/06/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00 <u>\$ 100.00</u>

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

<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>
11/06/2024	Tammy Freeman	13683	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/06/2024	Elizabeth Pieri	13684	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/06/2024	Anonymous	13685	Copy	(11/14/2024) -	N Copies/Faxes	100-34112-	\$ 0.25
							\$ 0.25
11/06/2024	Acorn Builders, LLC	13686	Land Use and Septic Permits	(11/14/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 710.00
							\$ 710.00
11/08/2024	Money Market/Bonds	IAW10872	Deposit from Money Market/Bonds	(11/08/2024)-	N Sale of Investment	404-39990-	\$ 10,731.87
							\$ 10,731.87
11/08/2024	Money Market/Bonds	IAW10873	Deposit from Money Market/Bonds	(11/08/2024)-	N Sale of Investment	416-39990-	\$ 9,336.71
							\$ 9,336.71
11/12/2024	Cecily Johnson	13687	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/12/2024	Gwen Potter	13688	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/12/2024	Michelle Moritz	13689	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/12/2024	Coleen Hellen	13690	Rental Dwelling License	(11/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
11/12/2024	Pershing	13698	Reinvestment of funds - Sale of Investments - Res. 24-47	(11/13/2024) -	N Sale of Investment	100-39990-	\$ (20,068.58)
							\$ (20,068.58)
							\$ 10,731.87
							\$ 9,336.71
							\$ -

Fund Name: All Funds

Date Range: 01/2024 To 11/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
11/12/2024	PINE RIVER STATE BANK	13699*	Reinvestments - Sale of Investments - Res. 24-47	(11/13/2024) -	N Sale of Investment	225-39990-	\$ 20,068.58
11/13/2024	Dan Johnson and Heather Mitylmg	13691*	Small Cities Revolving Loan	(11/14/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
11/13/2024	Dan Barrett	13692	Cremation Burial - Cassandra Stange - ACH	(11/13/2024) -	N Cemetery -Grave openings	100-34941-	\$ 200.00
11/14/2024	Crow Wing County	13693	Court Fees - ACH	(11/14/2024) -	N Court Fines	100-35101-	\$ 29.99
11/14/2024	Diner's Chicken Shack	13694	Inv. 24-62 2025 Liquor Licenses	(11/18/2024) -	N Alcoholic Beverages	100-32110-	\$ 875.00
11/14/2024	Joe Pankratz	13695	Sign Permit	(11/18/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
11/14/2024	Matthew Atkinson	13696	2024 Liquor Licenses - Quarter 4	(11/18/2024) -	N Alcoholic Beverages	100-32110-	\$ 500.00
11/15/2024	UTILITY BILLING	13697	Sewer Charges	(11/18/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,357.87 \$ 104.70
11/15/2024	UTILITY BILLING	13700*	Sewer Charges - ACH	(11/05/2024) -	N Rate Class I	602-37210-	\$ 176.22
11/15/2024	UTILITY BILLING	13701*	Sewer Charges - ACH	(11/13/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 412.78 \$ 49.68

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
11/18/2024	UTILITY BILLING	13702*	Sewer Charges - ACH	(11/15/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.04 \$ 17.60 \$ 193.64
11/18/2024	UTILITY BILLING	13703*	Sewer Charges - ACH	(11/19/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22 \$ 17.62 \$ 193.84
11/18/2024	Minnesota Revenue	13704	Fire State Aid and Supp. Fire State Aid	(11/15/2024) -	N State Fire Aid	100-33470-	\$ 19,111.99
11/18/2024	Town of Fairfield	13705	Res. 24-49 Donation from Sketches of MN to Emily Lakes and Rivers Protection	(11/19/2024) -	N Supp. Fire State Aid	100-33471-	\$ 3,014.33 \$ 22,126.32
11/19/2024	League of Minnesota Cities	13706	Prop/Cas Claim: 2018 International Dump Truck Windshield less Deductible	(11/21/2024) -	N Refunds	100-36240-	\$ 856.12 \$ 1,422.52 \$ 1,422.52
11/30/2024	PINE RIVER STATE BANK	13708	Int CR Checking	(11/30/2024) -	N Interest Earning	100-36210- 201-36210- 204-36210- 211-36210- 225-36210- 226-36210- 228-36210- 303-36210- 304-36210- 404-36210- 406-36210- 407-36210- 409-36210- 413-36210- 414-36210- 415-36210- 602-36210-	\$ 81.26 \$ 16.51 \$ 3.02 \$ 0.29 \$ 9.76 \$ 8.04 \$ 1.58 \$ 3.73 \$ 2.73 \$ 0.29 \$ 1.29 \$ 0.14 \$ 0.43 \$ 1.29 \$ 0.57 \$ 2.44 \$ 10.19

Fund Name: All Funds

Date Range: 01/2024 To 11/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
11/30/2024	Pershing	13709	Int CR MMMF, Muni Bonds	(11/30/2024)-	N Interest Earning	100-36210-	\$ 121.15
					Interest Earning	225-36210-	\$ 19.70
					Interest Earning	226-36210-	\$ 42.14
					Interest Earning	404-36210-	\$ 63.21
					Interest Earning	407-36210-	\$ 36.87
					Interest Earning	409-36210-	\$ 26.34
					Interest Earning	415-36210-	\$ 52.68
					Interest Earning	416-36210-	\$ 27.70
					Interest Earning	602-36210-	\$ 10.54
							\$ 400.33
11/30/2024	Money Market/Bonds	IAW10874	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	100-39990-	\$ 12.96
11/30/2024	Money Market/Bonds	IAW10875	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	225-39990-	\$ 2.11
11/30/2024	Money Market/Bonds	IAW10876	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	226-39990-	\$ 4.49
11/30/2024	Money Market/Bonds	IAW10877	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	404-39990-	\$ 6.76
11/30/2024	Money Market/Bonds	IAW10878	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	407-39990-	\$ 3.94
11/30/2024	Money Market/Bonds	IAW10879	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	409-39990-	\$ 2.81
11/30/2024	Money Market/Bonds	IAW10880	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	415-39990-	\$ 5.63

Fund Name: All Funds

Date Range: 11/01/2024 To 11/30/2024

<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>
11/30/2024	Money Market/Bonds	IAW10881	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	416-39990-	\$ 5.63
11/30/2024	Money Market/Bonds	IAW10882	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	602-39990-	\$ 2.97
Total for Selected Receipts							\$ 1.13
							\$ 1.13
							\$ 55,078.51

Date Range : 12/5/2024 To 12/10/2024

<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>
12/10/2024	LEAGUE MN CITIES INS. TRUST WC	12/4/24 Invoice - Account # 40001779 - Worker's Compensation Coverage Premium	71614	\$23,012.00	100-41110-151- 100-41310-151- 100-41425-151- 100-41910-151- 100-41941-151- 100-42123-151- 100-42210-151- 100-42220-151- 100-42240-151- 100-42280-151- 100-42860-151- 100-42501-151- 100-43110-151- 100-43121-151- 100-43240-151- 100-45187-151- 100-45202-151- 100-49010-151- 602-49450-151- 602-49490-151- 100-41410-151- 227-43230-151-	Council/Town Board Mayor Clerk Planning and Zoning City Hall Patrol Fire Administration Fire Fighting Fire Training Fire Stations and Buildings Other Protection-1st Response Civil Defense Expenditures Maintenance-Shop Paved Streets Waste (Refuse) Disposal Library Park Areas Cemetery Sewer Utilities - Sanitary Sewer Maintenance Sewer Utilities - Administration and General Elections Waste (Refuse) Collection	\$1,201.81 \$450.39 \$7,001.90 \$2,015.84 \$1,196.02 \$72.90 \$160.41 \$412.35 \$255.36 \$169.00 \$1,218.54 \$34.05 \$3,404.98 \$2,828.49 \$251.73 \$195.76 \$721.63 \$562.86 \$265.65 \$232.23 \$360.04 \$0.06
12/10/2024	Econo Signs, LLC.	Inv. 10-993488 - Street, Crosswalk Signs and Small Tools	71615	\$706.29	100-42601-226- 100-43121-240-	Traffic Engineering Expenditures Paved Streets	\$651.53 \$54.76
12/10/2024	League of MN Cities Insurance Trust	Inv. 23688 - Workers Compensation Benefit Deductible	71616	\$500.00	100-42860-152-	Other Protection-1st Response	\$500.00

Date Range : 12/5/2024 To 12/10/2024

<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>
12/10/2024	Elan Financial Services	Nov24:ClerkOffcPost,PZP ost,RdEquipSmTls,ClerkO ffc Supp,ShopSmTls	71617	\$861.28	100-41425-201- 100-41425-322- 100-43126-240- 100-43110-240- 100-41910-322-	Clerk Clerk Road and Bridge Equipment Maintenance-Shop Planning and Zoning	\$39.92 \$11.04 \$150.81 \$623.28 \$36.23
12/10/2024	Crow Wing County Recorder	Recording Fee: Notice of Completion of Vacation Proceedings: Honsa Cartway-2ndCheck	71618	\$20.00	100-41425-311-	Clerk	\$20.00
12/10/2024	The Office Shop, Inc.	12/1/24 Statement Inv. 333945-0 - Canon Contract Charges	71619	\$603.64	100-41425-413-	Clerk	\$603.64
12/10/2024	Tremolo Communications	City phone service - 12/1/2024 Invoices	71620	\$916.41	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321- 100-42110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop Police Administration	\$39.16 \$46.67 \$39.87 \$456.64 \$147.96 \$106.11 \$80.00
12/10/2024	CULLIGAN	Invs:150X01470830-2,15 0X10061448-9 -HallSoftener EquipRental/ShopWater Rental	71621	\$163.11	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$45.00 \$118.11
12/10/2024	Sourcewell	Planning and Zoning Services for October - Inv. INV00003719	71622	\$1,402.50	100-41910-311-	Planning and Zoning	\$1,402.50

Date Range : 12/5/2024 To 12/10/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/10/2024	PIKE PLUMBING & HEATING OF BRAINERD	Invs. 88859,88805 - City Hall Boiler Maintenance/AnnualBackflowPreventerTest	71623	\$2,632.40	100-41941-404- 100-41941-221-	City Hall City Hall	\$1,845.00 \$787.40
12/10/2024	GOPHER STATE ONE-CALL	Inv. 4110384 - Locates	71624	\$10.80	602-49490-385-	Sewer Utilities - Administration and General	\$10.80
Total For Selected Claims				\$30,828.43			\$30,828.43

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: 12/09/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</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
100-42501-103	451	Foster, Brian D	34.34
			Account Total
100-45187-103	623	Davis, Jane M	210.87
			Account Total
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 : 11/28/2024 To 12/4/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/04/2024	EMILY ACE HARDWARE	Inv.11/30:ShopMaterials	71608	\$145.28	100-43110-215-	Maintenance-Shop	\$145.28
12/04/2024	Momentum Truck Group	Invs. R500007819:01,R500007849:01 - 2011 Plow Truck	71609	\$5,380.48	100-43126-221- 100-43126-404-	Road and Bridge Equipment Road and Bridge Equipment	\$3,060.48 \$2,320.00
12/04/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance January 2025	71610	\$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
12/04/2024	EAST SIDE OIL COMPANIES, INC.	Filters - Inv. R114732	71611	\$50.00	227-43230-384-	Waste (Refuse) Collection	\$50.00
12/04/2024	Tri-County Septic Inspection	12-2 Invs.: SepticInspectnAnna Drive,44250Roosevelt, TwilightCt;DesRev445155 H6,42779BlueLW	71612	\$670.00	100-41910-310-	Planning and Zoning	\$670.00
12/04/2024	Pioneer Research Corporation	Inv. 265911 - Poison - Cemetery, Park, SewerPon d	71613	\$622.84	100-45202-216- 602-49450-225- 100-49010-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Cemetery	\$207.61 \$207.61 \$207.62
Total For Selected Claims				\$12,768.60			\$12,768.60

For the payroll period ending: 12/04/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	100.33
	914	Prokott, Amy J	906.03
Account Total			2,353.86
100-41425-103	909	Fahrendorff, Susan E	191.73
Account Total			191.73
100-41910-103	909	Fahrendorff, Susan E	712.64
Account Total			712.64
100-41941-101	451	Foster, Brian D	162.78
	502	Spindler, Calen Chris	155.80
Account Total			318.58
100-43110-101	451	Foster, Brian D	752.04
	502	Spindler, Calen Chris	719.80
Account Total			1,471.84
100-43121-101	451	Foster, Brian D	631.59
	502	Spindler, Calen Chris	604.50
Account Total			1,236.09
602-49450-101	451	Foster, Brian D	81.39
	502	Spindler, Calen Chris	77.90
Account Total			159.29
602-49490-101	914	Prokott, Amy J	28.99
Account Total			28.99
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$6,473.02

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: 12/04/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-2210-116	451	Foster, Brian D	416.23
	531	Genz, Chad E.	2,769.01
	644	KINKAID, TYSON L	1,662.88
Account Total			4,848.12
100-42220-116	905	Armbrust, Michael D	507.83
	323	Butcher, Bryce L	300.09
	182	CHMIELECKI, JON E	323.04
	422	Combs, Kevin	23.11
	451	Foster, Brian D	332.99
	223	FRIESNER, JONATHAN PAUL	207.85
	531	Genz, Chad E.	416.88
	936	Jarvis, Kaiser C. E.	92.35
	643	JONES, TRACY ALLEN	138.53
	644	KINKAID, TYSON L	483.23
	910	Mileski, Blair M	508.29
	645	MORITZ, RANDAL H.	415.50
	225	PATRICK, JAMES M	207.95
	180	Redding, Patrick J	115.40
	170	Roden, Kenneth W	184.79
	173	ROOKER, JOSH	230.91
	502	Spindler, Calen Chris	217.10
175	WOSMEK, CHAD M	299.90	
134	YETZER, PHILIP G	346.31	
Account Total			5,352.05
100-2240-116	905	Armbrust, Michael D	212.50
	323	Butcher, Bryce L	147.81
	182	CHMIELECKI, JON E	231.06
	422	Combs, Kevin	36.92
	451	Foster, Brian D	207.64
	223	FRIESNER, JONATHAN PAUL	119.99
	531	Genz, Chad E.	203.35
	936	Jarvis, Kaiser C. E.	138.52
	643	JONES, TRACY ALLEN	138.53
	644	KINKAID, TYSON L	222.67
	910	Mileski, Blair M	230.51
	645	MORITZ, RANDAL H.	175.54
	225	PATRICK, JAMES M	203.01
	180	Redding, Patrick J	212.44
	170	Roden, Kenneth W	92.26
	173	ROOKER, JOSH	203.13
	502	Spindler, Calen Chris	182.71
175	WOSMEK, CHAD M	194.17	
134	YETZER, PHILIP G	230.88	
Account Total			3,383.64
100-43110-101			
		Unallocated (Due to rounding)	(\$0.01)
Total For Period			\$13,583.80

For the payroll period ending: 12/04/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-42860-112	562	Datzman, Teresa	74
	929	Davis, Nicholas A	881.94
	934	Foster, Tabatha J	203.17
	936	Jarvis, Kaiser C. E.	83.11
	935	Jarvis, Sarah E	92.35
	912	Jones, Fawn R	1,551.48
	918	Jorgenson, Kaitlin J	152.38
	892	Kommer, Krista M	2,881.32
	607	LeBlanc, Cary D	3,864.85
	911	Pollock, Connie L	794.21
	919	Thompson, Cynthia J	1,897.79
	389	Werner, LeAnn C.	1,029.70
	381	Werner, Mark	595.66
	Account Total		
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$14,512.80

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: 12/04/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1410-101	85	Johnson, Cari E.	4.04
		Account Total	4.04
100-41425-101	85	Johnson, Cari E.	179.45
		Account Total	179.45
100-41941-101	451	Foster, Brian D	43.39
		Account Total	43.39
100-42280-101	451	Foster, Brian D	6.43
		Account Total	6.43
100-43110-101	451	Foster, Brian D	87.59
		Account Total	87.59
100-43121-101	451	Foster, Brian D	90.54
		Account Total	90.54
100-43240-101	451	Foster, Brian D	6.96
		Account Total	6.96
100-45202-101	451	Foster, Brian D	12.05
		Account Total	12.05
100-49010-101	451	Foster, Brian D	12.32
		Account Total	12.32
602-49450-101	451	Foster, Brian D	8.57
		Account Total	8.57
43110-101			
		Unallocated (Due to rounding)	\$0.01
		Total For Period	\$451.35

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
ALCY ALLEN JONES	City Council/Town Board, Mayor	Date

Fund Name: All Funds

Date Range: 11/13/2024 To 11/30/2024

<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>
11/13/2024	Pershing	330839*	Reinvestment of Funds -	N	Purchase of Investments	225-49350-800-	\$ 20,068.58
			Purchase of Investments - Res.				
			24-47				
		330839*				404-49350-800-	\$ (10,731.87)
		330839*				416-49350-800-	\$ (9,336.71)
		330839					\$ -
11/13/2024	PINE RIVER STATE BANK	330840	Reinvestments - Purchase of	N	Purchase of Investments	100-49350-800-	\$ (20,068.58)
			Investments - Res. 24-47				
		330840				100-49350-800-	\$ 10,731.87
		330840				100-49350-800-	\$ 9,336.71
		330840					\$ -
11/13/2024	PERA	330846	Retirement contributions -	N	Elections	100-41410-101-	\$ 43.17
			11/6/24 Payroll				
		330846				100-41410-118-	\$ 19.09
		330846				100-41410-121-	\$ 22.02
		330846				100-41410-121-	\$ 49.81
		330846			Clerk	100-41425-101-	\$ 185.28
		330846				100-41425-103-	\$ 5.45
		330846				100-41425-121-	\$ 6.29
		330846				100-41425-121-	\$ 213.79
		330846			Planning and Zoning	100-41910-103-	\$ 59.39
		330846				100-41910-121-	\$ 68.53
		330846			City Hall	100-41941-101-	\$ 46.88
		330846				100-41941-121-	\$ 54.09
		330846			Fire Stations and Buildings	100-42280-101-	\$ 1.55
		330846				100-42280-121-	\$ 1.79
		330846			Maintenance-Shop	100-43110-101-	\$ 120.09
		330846				100-43110-121-	\$ 138.57
		330846			Paved Streets	100-43121-101-	\$ 100.37
		330846				100-43121-121-	\$ 115.81
		330846			Waste (Refuse) Disposal	100-43240-101-	\$ 14.51
		330846				100-43240-121-	\$ 16.74
		330846			Park Areas	100-45202-101-	\$ 9.34
		330846				100-45202-121-	\$ 10.78
		330846			Sewer Utilities - Sanitary Sewer	602-49450-101-	\$ 7.50
					Maintenance		
		330846				602-49450-121-	\$ 8.65

Fund Name: All Funds

Date Range: 1/13/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330846			Sewer Utilities - Administration and General	602-49490-101-	\$ 23.23
		330846				602-49490-121-	\$ 26.80
		330846	Total For Check				\$ 1,369.52
11/13/2024	RDO Equipment Co.	61904	Inv. P4253403 - Wood Chipper Repair Parts	N	Road and Bridge Equipment	100-43126-221-	\$ 76.37
		61904			Park Areas	100-45202-221-	\$ 76.36
		61904			Cemetery	100-49010-221-	\$ 76.37
		61904	Total For Check				\$ 229.10
11/13/2024	AL'S SEWER SERVICE	61905	Invoice 2609 - Portable Toilets - Hall, City, Ballfield Parks	N	Park Areas	100-45202-415-	\$ 2,215.00
		61905	Total For Check				\$ 2,215.00
11/13/2024	NORTHLAND FIRE PROTECTION	61906	Inv. 60692 - Hall Exit Light Batteries	N	City Hall	100-41941-221-	\$ 793.00
		61906	Total For Check				\$ 793.00
11/13/2024	Mobile Tire	61907	Inv. 1133 - 2022 Ford	N	Road and Bridge Equipment	100-43126-222-	\$ 1,100.00
		61907				100-43126-404-	\$ 220.00
		61907	Total For Check				\$ 1,320.00
11/13/2024	Quality Fabricating	61908	Inv. 304677 - Fire Truck - Shelves for fire truck	N	Fire Fighting	225-42220-240-	\$ 497.00
		61908	Total For Check				\$ 497.00
11/13/2024	AFLAC	61909	Monthly employee ins coverage	N	Clerk	100-41425-101-	\$ 281.80
		61909	Inv. #998045		Maintenance-Shop	100-43110-101-	\$ 114.56
		61909	Total For Check				\$ 396.36
11/13/2024	Tri-County Septic Inspection	61910	11-7 Inv.: Septic Inspection 22562 S Shore Dr, Septic Des Rev xxx Anna Dr	N	Planning and Zoning	100-41910-310-	\$ 235.00
		61910	Total For Check				\$ 235.00
11/13/2024	Ehlers Investment Partners, LLC	61911	October 2024 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 86.54
		61911	Total For Check				\$ 86.54

Fund Name: All Funds

Date Range: 11/13/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/13/2024	Dollar General - Regions 410526	61912	Statement 11/4/24 Transactions 1001338967, - Shop	N	Maintenance-Shop	100-43110-215-	\$ 48.32
Total For Check 61912							\$ 48.32
11/13/2024	Wes Hanson Builders Inc.	61913	Billing stmt dated 10-31-24 pz/clerk door remodel	N	City Hall	406-41941-530-	\$ 6,070.27
Total For Check 61913							\$ 6,070.27
11/20/2024	Payroll Period Ending 11/20/2024	61914	Regular Payroll - 11-6 to 11-19	N	Clerk	100-41425-103-	\$ 27.10
Total For Check 61914							\$ 27.10
11/20/2024	Payroll Period Ending 11/20/2024	61915	Regular Payroll - 11-6 to 11-19	N	Clerk Planning and Zoning	100-41425-103- 100-41910-103-	\$ 122.09 \$ 782.28
Total For Check 61915							\$ 904.37
11/20/2024	Payroll Period Ending 11/20/2024	61916	Regular Payroll - 11-6 to 11-19	N	City Hall	100-41941-101-	\$ 271.71
61916					Fire Stations and Buildings Maintenance-Shop	100-42280-101- 100-43110-101-	\$ 21.04 \$ (0.01)
61916					Paved Streets	100-43110-101-	\$ 752.02
61916					Waste (Refuse) Disposal	100-43121-101-	\$ 562.70
61916					Cemetery	100-43240-101-	\$ 21.04
61916					Sewer Utilities - Sanitary Sewer Maintenance	100-49010-101- 602-49450-101-	\$ 82.39 \$ 42.07
Total For Check 61916							\$ 1,752.96
11/20/2024	Payroll Period Ending 11/20/2024	61917	Regular Payroll - 11-6 to 11-19	N	Elections Clerk	100-41410-101- 100-41425-101-	\$ 21.45 \$ 1,766.20
61917							\$ 1,787.65
Total For Check 61917							\$ 1,787.65
11/20/2024	Payroll Period Ending 11/20/2024	61918	Regular Payroll - 11-6 to 11-19	N	Clerk	100-41425-101-	\$ 888.02
61918					Sewer Utilities - Administration and General	602-49490-101-	\$ 137.41
Total For Check 61918							\$ 1,025.43
11/20/2024	Payroll Period Ending 11/20/2024	61919	Regular Payroll - 11-6 to 11-19	N	City Hall	100-41941-101-	\$ 174.49
61919					Maintenance-Shop	100-43110-101-	\$ 682.40
61919					Paved Streets	100-43121-101-	\$ 545.30
61919					Waste (Refuse) Disposal	100-43240-101-	\$ 38.95
61919					Cemetery	100-49010-101-	\$ 77.90
61919					Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 38.95

Fund Name: All Funds

Date Range: 11/30/2024 To 11/30/2024

Date Vendor Total For Check Check #

11/20/2024 Payroll Period Ending 11/20/2024 61920

Total For Check 61920

11/20/2024 Verizon 61921

Total For Check 61921

11/20/2024 PEOPLESERVICE, INC. 61922

Total For Check 61922

11/20/2024 CROW WING POWER 61923

61923

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Total For Check 61923

11/20/2024 S.E.H. 61924

Total For Check 61924

11/20/2024 Emily Fire Relief Association 61925

61925

Total For Check 61925

11/20/2024 Minnesota Life Insurance Company 61926

61926

61926

F-A-O-P Total \$ 1,557.99

100-43110-101- \$ 96.63

\$ 96.63

\$ 104.32

\$ 104.32

\$ 7,363.40

\$ 7,363.40

\$ 33.28

\$ 945.85

\$ 112.40

\$ 61.45

\$ 34.76

\$ 124.64

\$ 267.00

\$ 30.07

\$ 29.50

\$ 43.01

\$ 38.43

\$ 38.21

\$ 60.87

\$ 1,819.47

\$ 3,499.58

\$ 3,499.58

\$ 19,111.99

\$ 3,014.33

\$ 22,126.32

\$ 28.50

\$ 11.90

\$ 11.90

100-43110-101-

Maintenance-Shop

100-43110-321-

602-49450-407-

100-41941-381-

100-41941-381-

100-42280-381-

100-43110-381-

100-43110-381-

100-43110-381-

100-43160-381-

100-45202-381-

100-45202-381-

100-49010-381-

602-49470-381-

602-49470-381-

602-49470-381-

100-42210-125-

100-42210-126-

100-41425-101-

100-41425-133-

100-43110-133-

Description Void Account Name

Spindler 2024 Clothing Allowance N Maintenance-Shop

Shop - Inv. #9978663495 N Maintenance-Shop

Inv. PS-INV106003 - December 2024 Wastewater Op Services, RIBs Repair, SampleEquip N Sewer Utilities - Sanitary Sewer Maintenance

Monthly - 11-7-24 Invoices N City Hall

Fire Stations and Buildings Maintenance-Shop

Street Lighting Park Areas

Cemetery

Sewer Utilities - Sewer Lift Stations

Inv. 477442 - Roosevelt Drive Bridge Prelim Engineering N Bridges, Viaducts and Grade Separations

Fire State Aid and Supp. Fire State Aid N Fire Administration

December 2024 Life Ins - Billing Date 11-15-24 - Policy #0023198 N Clerk

Maintenance-Shop

Fund Name: All Funds

Date Range: 11/13/2024 To 11/30/2024

Date Vendor Total For Check Check #

11/20/2024 Sue Fahrendorff

Mileage Reimbursement - Crosby Reg. Safety Meeting and Training Pequot Lakes

100-41910-331-

\$ 69.68

Total For Check 61927

11/20/2024 CARI JOHNSON

Mileage: CWC Election Results, Training Pequot Lakes

100-41410-331-

\$ 25.46

61928 Total For Check 61928

11/20/2024 GREAT PLAINS FIRE

Inv. 8576: Turnout Gear: Helmet

225-42220-217-

\$ 465.97

Total For Check 61929

11/22/2024 FEDERAL WITHHOLDING/ON LINE

Federal Withholding - 11/20/24 Payroll

100-41110-103-

\$ 99.44

330843

100-41110-122-

\$ 80.60

330843

100-41110-135-

\$ 18.84

330843

100-41310-103-

\$ 38.25

330843

100-41310-122-

\$ 31.00

330843

100-41310-135-

\$ 7.25

330843

100-41410-101-

\$ 2.27

330843

100-41410-122-

\$ 1.84

330843

100-41410-135-

\$ 0.43

330843

100-41410-171-

\$ 2.20

330843

100-41425-101-

\$ 279.10

330843

100-41425-103-

\$ 15.18

330843

100-41425-122-

\$ 12.30

330843

100-41425-122-

\$ 226.20

330843

100-41425-135-

\$ 52.90

330843

100-41425-135-

\$ 2.88

330843

100-41425-171-

\$ 23.38

330843

100-41425-171-

\$ 225.16

330843

100-41910-103-

\$ 72.25

330843

100-41910-122-

\$ 58.56

330843

100-41910-135-

\$ 13.69

330843

100-41910-171-

\$ 21.63

330843

100-41941-101-

\$ 46.05

330843

100-41941-122-

\$ 37.32

330843

100-41941-135-

\$ 8.73

330843

100-41941-171-

\$ 36.77

330843

100-42280-101-

\$ 2.23

Fire Stations and Buildings

Fund Name: All Funds

Date Range: 1/13/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330843				100-42280-122-	1.81
		330843				100-42280-135-	0.42
		330843				100-42280-171-	2.35
		330843	Civil Defense Expenditures			100-42501-103-	3.06
		330843				100-42501-122-	2.48
		330843				100-42501-135-	0.58
		330843	Maintenance-Shop			100-43110-101-	157.16
		330843				100-43110-122-	127.36
		330843				100-43110-135-	29.80
		330843				100-43110-171-	134.13
		330843	Paved Streets			100-43121-101-	113.45
		330843				100-43121-122-	91.95
		330843				100-43121-135-	21.50
		330843				100-43121-171-	82.94
		330843	Waste (Refuse) Disposal			100-43240-101-	6.06
		330843				100-43240-122-	4.91
		330843				100-43240-135-	1.15
		330843				100-43240-171-	3.79
		330843	Library			100-45187-103-	19.13
		330843				100-45187-122-	15.50
		330843				100-45187-135-	3.63
		330843				100-45187-171-	20.00
		330843				100-49010-101-	16.42
		330843	Cemetery			100-49010-122-	13.31
		330843				100-49010-135-	3.11
		330843				100-49010-171-	12.07
		330843	Sewer Utilities - Sanitary Sewer Maintenance			602-49450-101-	8.31
		330843				602-49450-122-	6.73
		330843				602-49450-135-	1.58
		330843				602-49450-171-	6.13
		330843	Sewer Utilities - Administration and General			602-49490-101-	14.25
		330843				602-49490-122-	11.55
		330843				602-49490-135-	2.70
		330843				602-49490-171-	6.87
		330843	Total For Check				2,362.64
11/26/2024	Lawyers Title Services, LLC	330841*	Title Company Closing for City purchase of 2 lots from Pennie Plesnicar-CertCheck\$5fee	N	Urban Redevelopment	416-46320-510-	5,934.53
		330841	Total For Check				5,934.53

Fund Name: All Funds

Date Range: 11/13/2024 To 11/30/2024

Date: 11/26/2024 Vendor: MINNESOTA REVENUE

Check #	Description	Void	Account Name	F-A-O-P	Total
330845	State Withholding - 11/20/24 Payroll	N	Elections	100-41410-172-	\$ 1.13
330845			Clerk	100-41425-172-	\$ 128.85
330845			Planning and Zoning	100-41910-172-	\$ 7.02
330845			City Hall	100-41941-172-	\$ 25.95
330845			Fire Stations and Buildings	100-42280-172-	\$ 1.36
330845			Maintenance-Shop	100-43110-172-	\$ 81.39
330845			Paved Streets	100-43121-172-	\$ 62.55
330845			Waste (Refuse) Disposal	100-43240-172-	\$ 3.23
330845			Cemetery	100-49010-172-	\$ 9.06
330845			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 4.59
330845			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.36
330845	Total For Check				\$ 330.49
330847	Retirement contributions - 11/20/24 Payroll	N	Elections	100-41410-101-	\$ 2.09
330847			Clerk	100-41410-121-	\$ 2.41
330847				100-41425-101-	\$ 262.21
330847				100-41425-103-	\$ 9.58
330847				100-41425-121-	\$ 11.05
330847				100-41425-121-	\$ 302.55
330847			Planning and Zoning	100-41910-103-	\$ 61.40
330847				100-41910-121-	\$ 70.85
330847			City Hall	100-41941-101-	\$ 42.31
330847				100-41941-121-	\$ 48.81
330847			Fire Stations and Buildings	100-42280-101-	\$ 2.05
330847				100-42280-121-	\$ 2.37
330847			Civil Defense Expenditures	100-42501-103-	\$ 2.60
330847				100-42501-121-	\$ 3.00
330847			Maintenance-Shop	100-43110-101-	\$ 135.19
330847				100-43110-121-	\$ 155.98
330847			Paved Streets	100-43121-101-	\$ 104.31
330847				100-43121-121-	\$ 120.36
330847			Waste (Refuse) Disposal	100-43240-101-	\$ 5.58
330847				100-43240-121-	\$ 6.44
330847			Cemetery	100-49010-101-	\$ 15.10
330847				100-49010-121-	\$ 17.43
330847			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.63
330847				602-49450-121-	\$ 8.80

Fund Name: All Funds

Date Range: 11/30/2024 To 11/30/2024

Date Vendor

Check #

Description

Void

Account Name

F-A-O-P

Total

11/27/2024	Wex Bank	330847	Inv. 100880634 - Fuel - Road Equip	N	Sewer Utilities - Administration and General	602-49490-101-	\$	13.92
		330847				602-49490-121-	\$	16.06
		330847	Total For Check				\$	1,430.08
11/27/2024	Wex Bank	61930	Inv. 100880634 - Fuel - Road Equip	N	Road and Bridge Equipment	100-43126-212-	\$	845.62
		61930	Total For Check				\$	845.62
11/27/2024	Canon Financial Services, Inc.	61931	COPIER LEASE- 11/20/24 Inv. #36610091	N	Clerk	100-41425-413-	\$	148.93
		61931	Total For Check				\$	148.93
11/27/2024	Colonial Life	61932	Employee paid insurance - Inv # 47086731105077	N	Clerk	100-41425-101-	\$	56.92
		61932	Total For Check				\$	56.92
11/27/2024	Vestis	61933	Inv.2530342820,2530342819:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$	162.33
		61933	Total For Check				\$	50.58
11/27/2024	GAMMELLO - PEARSON, PLLC	61934	102588,102589,102590,102591,102593:Retnr,FirePers,NrthnLts, PlesnicarLndPrchs,CannabisOrd	N	Ordinances and Proceedings	100-41130-304-	\$	26.00
		61934			Clerk	100-41425-304-	\$	52.00
		61934			Planning and Zoning	100-41910-304-	\$	78.00
		61934			Fire Administration	100-42210-304-	\$	585.00
		61934			Urban Redevelopment	416-46320-304-	\$	221.00
		61934	Total For Check				\$	962.00
11/30/2024	Pershing	330848	Muni Bonds/CDs/Treasury Bills Loss	N	Unrealized Investment Loss	100-49301-800-	\$	12.96
		330848				225-49301-800-	\$	2.11
		330848				226-49301-800-	\$	4.50
		330848				404-49301-800-	\$	6.76
		330848				407-49301-800-	\$	3.94
		330848				409-49301-800-	\$	2.81
		330848				415-49301-800-	\$	5.62
		330848				416-49301-800-	\$	2.97
		330848				602-49301-800-	\$	1.13

Fund Name: All Funds

Date Range: 11/13/2024 To 11/30/2024

<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>
11/30/2024	Money Market/Bonds		IAD3094	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 121.15
		Total For Check	IAD3094					\$ 121.15
11/30/2024	Money Market/Bonds		IAD3095	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 19.70
		Total For Check	IAD3095					\$ 19.70
11/30/2024	Money Market/Bonds		IAD3096	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 42.14
		Total For Check	IAD3096					\$ 42.14
11/30/2024	Money Market/Bonds		IAD3097	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 63.21
		Total For Check	IAD3097					\$ 63.21
11/30/2024	Money Market/Bonds		IAD3098	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 36.87
		Total For Check	IAD3098					\$ 36.87
11/30/2024	Money Market/Bonds		IAD3099	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 26.34
		Total For Check	IAD3099					\$ 26.34
11/30/2024	Money Market/Bonds		IAD3100	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 52.68
		Total For Check	IAD3100					\$ 52.68
11/30/2024	Money Market/Bonds		IAD3101	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 27.70
		Total For Check	IAD3101					\$ 27.70
11/30/2024	Money Market/Bonds		IAD3102	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.54
		Total For Check	IAD3102					\$ 10.54
		Total For Selected Checks						\$ 68,701.50

11/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	1,262,075.13	721,009.84	(541,065.29)
Delinquent Ad Valorem Taxes	12,833.32	12,864.93	31.61
Mobile Home Tax	22.92	0.00	(22.92)
Fiscal Disparities	1,329.17	5,499.91	4,170.74
Total Acct 310	1,276,260.54	739,374.68	(536,885.86)
Franchise Taxes	0.00	844.11	844.11
Severed Mineral Tax	209.00	231.11	22.11
Total Acct 318	209.00	1,075.22	866.22
Penalties and Interest on Ad valorem Taxes	1,833.33	310.23	(1,523.10)
Forfeited Tax Sale Apportionments	4,950.00	3,325.70	(1,624.30)
Principal on Special Assessments	458.33	0.00	(458.33)
Penalties and Interest on Special Assessments	4.58	0.00	(4.58)
Total Acct 319	7,246.24	3,635.93	(3,610.31)
Licenses & Permits	91.67	0.00	(91.67)
Alcoholic Beverages	5,472.50	6,450.00	977.50
Rental Dwelling License	3,391.66	3,400.00	8.34
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	8,955.83	9,850.00	894.17
Building Permits (Excludes surcharge)	21,083.32	21,955.00	871.68
Animal Licenses	18.33	5.00	(13.33)
Total Acct 322	21,101.65	21,960.00	858.35
Federal Payments in Lieu of Taxes	3.67	0.00	(3.67)
Total Acct 331	3.67	0.00	(3.67)
Homestead and Agricultural Credit Aid (HACA)	29,974.98	0.00	(29,974.98)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	20,166.65	21,114.82	948.17
Agricultural Market Value Credit	527.08	422.93	(104.15)
Fire Training Reimbursement	2,291.67	2,400.00	108.33
PNP Election Reimbursement	0.00	1,023.83	1,023.83
State Fire Aid	14,299.99	19,111.99	4,812.00
Supp. Fire State Aid	2,566.66	5,014.33	2,447.67
State Police Aid	0.00	4,203.94	4,203.94
Total Acct 334	69,827.03	53,291.84	(16,535.19)
Other County Grants and Aids	0.00	1,229.31	1,229.31
Grants & Aids from Other LGUs	46,267.78	50,473.98	4,206.20
Total Acct 336	46,267.78	51,703.29	5,435.51
City/Town Hall Rent	664.58	1,415.00	750.42
Zoning and Subdivision Fees	3,208.33	1,500.00	(1,708.33)
Assessment Searches	1,100.00	900.00	(200.00)
Candidate Filing Fee	12.83	12.00	(0.83)
Copies/Faxes	55.00	46.75	(8.25)
Total Acct 341	5,040.74	3,873.75	(1,166.99)
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	40,993.79	44,720.53	3,726.74
First Responder Charges	4,216.16	4,599.45	383.29
Total Acct 342	45,209.95	49,319.98	4,110.03
Street, Sidewalk and Curb Repair Fees	0.00	478.18	478.18
Sale of Culverts	916.67	620.80	(295.87)
Road Vacation/Cartway Fees	0.00	4,108.00	4,108.00
Contractor Water Use	91.67	0.00	(91.67)
Sale of Lockers	0.00	150.00	150.00
Total Acct 343	1,008.34	5,356.98	4,348.64
Refuse Collection Charges	0.00	0.00	0.00

11/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	458.33	500.00	41.67
Cemetery -Grave openings	4,125.00	3,750.00	(375.00)
Cemetery -Sale of lots	2,291.67	1,275.00	(1,016.67)
Misc. Rents	9.17	1.00	(8.17)
Verizon Rental	12,099.99	12,100.00	0.01
Total Acct 349	18,984.16	17,626.00	(1,358.16)
Court Fines	595.83	543.41	(52.42)
Administrative Fines (Penalties)	1,375.00	687.50	(687.50)
Total Acct 351	1,970.83	1,230.91	(739.92)
Interest Earning	5,316.66	6,450.00	1,133.34
Contributions and Donations from Private Sources	0.00	856.12	856.12
Refunds	13,291.66	10,144.36	(3,147.30)
Total Acct 362	18,608.32	17,450.48	(1,157.84)
Total Revenues	1,520,694.08	975,749.06	(544,945.02)
Other Financing Sources:			
Unrealized Investment Gain	1,191.67	992.94	(198.73)
Total Acct 391	1,191.67	992.94	(198.73)
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	18,333.32	1,263.10	(17,070.22)
Total Acct 399	18,333.32	1,263.10	(17,070.22)
Total Other Financing Sources	19,524.99	2,256.04	(17,268.95)

11/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	20,180.42	16,847.17	3,333.25
Ordinances and Proceedings	5,912.51	2,847.21	3,065.30
Total Acct 411	26,092.93	19,694.38	6,398.55
Mayor	7,842.08	6,297.54	1,544.54
Total Acct 413	7,842.08	6,297.54	1,544.54
Elections	8,664.33	7,021.94	1,642.39
Clerk	186,115.29	164,833.40	21,281.89
Total Acct 414	194,779.62	171,855.34	22,924.28
Internal Auditing	12,691.25	13,852.12	(1,160.87)
Total Acct 415	12,691.25	13,852.12	(1,160.87)
Planning and Zoning	60,197.46	51,332.78	8,864.68
General Government Buildings and Plant	2,355.83	4,675.00	(2,319.17)
City Hall	85,144.53	75,301.65	9,842.88
Total Acct 419	147,697.82	131,309.43	16,388.39
Police Administration	9,304.17	9,355.00	(50.83)
Patrol	1,833.33	1,056.05	777.28
Police Training	0.00	0.00	0.00
Total Acct 421	11,137.50	10,411.05	726.45
Fire Administration	81,840.84	89,504.74	(7,663.90)
Fire Fighting	119,371.93	107,405.36	11,966.57
Fire Training	12,226.51	5,402.32	6,824.19
Fire Stations and Buildings	18,764.16	18,949.65	(185.49)
Total Acct 422	232,203.44	221,262.07	10,941.37
Building Inspections Administration	2,291.66	1,950.00	341.66
Rental Inspections	2,016.67	2,700.00	(683.33)
Total Acct 424	4,308.33	4,650.00	(341.67)
Civil Defense Expenditures	1,053.25	491.66	561.59
Total Acct 425	1,053.25	491.66	561.59
Traffic Engineering Expenditures	3,850.00	1,508.79	2,341.21
Total Acct 426	3,850.00	1,508.79	2,341.21
Other Protection-1st Response	31,785.39	5,372.82	26,412.57
Total Acct 428	31,785.39	5,372.82	26,412.57
Maintenance-Shop	143,095.20	132,908.30	10,186.90
Paved Streets	152,061.04	52,832.87	99,228.17
Unpaved Streets	20,854.15	19,791.85	1,062.30
Ice and Snow Removal	4,583.33	0.00	4,583.33
Road and Bridge Equipment	204,777.78	168,195.12	36,582.66
Bridges, Viaducts and Grade Separations	87,358.27	12,998.44	74,359.83
Street Lighting	3,391.66	3,145.00	246.66
Total Acct 431	616,121.43	389,871.58	226,249.85
Waste (Refuse) Disposal	12,397.90	9,162.71	3,235.19
Total Acct 432	12,397.90	9,162.71	3,235.19
Historical Society	91.67	100.00	(8.33)
Total Acct 450	91.67	100.00	(8.33)
Library	5,536.66	3,426.32	2,110.34
Total Acct 451	5,536.66	3,426.32	2,110.34
Park Areas	24,429.14	22,300.17	2,128.97
Total Acct 452	24,429.14	22,300.17	2,128.97
Water Resources	916.67	1,000.00	(83.33)
Emily Waters	16,009.58	17,214.00	(1,204.42)

11/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Disbursements:			
Total Acct 461	16,926.25	18,214.00	(1,287.75)
Economic Development and Assistance	1,167.82	450.00	717.82
Total Acct 465	1,167.82	450.00	717.82
Food Shelf	229.17	250.00	(20.83)
Cemetery	18,241.67	13,297.71	4,943.96
Total Acct 490	18,470.84	13,547.71	4,923.13
Total Disbursements	1,368,583.32	1,043,777.69	324,805.63
Other Financing Uses:			
Unrealized Investment Loss	5,500.00	1,263.10	4,236.90
Purchase of Investments	16,058.14	7,403.50	8,654.64
Total Acct 493	21,558.14	8,666.60	12,891.54
Total Other Financing Uses	21,558.14	8,666.60	12,891.54
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		978,005.10	
Total Disbursements and Other Financing Uses		1,052,444.29	
Cash Balance as of 11/30/2024		603,233.28	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 11/01/2024 To 11/30/2024

<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>
11/15/2024	UTILITY BILLING	13697	Sewer Charges	(11/18/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,357.87 \$ 104.70 \$ 1,462.57
11/15/2024	UTILITY BILLING	13700*	Sewer Charges - ACH	(11/05/2024) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22
11/15/2024	UTILITY BILLING	13701*	Sewer Charges - ACH	(11/13/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 412.78 \$ 49.68 \$ 462.46
11/18/2024	UTILITY BILLING	13702*	Sewer Charges - ACH	(11/15/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.04 \$ 17.60 \$ 193.64
11/18/2024	UTILITY BILLING	13703*	Sewer Charges - ACH	(11/19/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22 \$ 17.62 \$ 193.84
11/30/2024	PINE RIVER STATE BANK	13708	Int CR Checking	(11/30/2024) -	N Interest Earning	602-36210-	\$ 10.19 \$ 10.19
11/30/2024	Pershing	13709	Int CR MMMF, Muni Bonds	(11/30/2024) -	N Interest Earning	602-36210-	\$ 10.54 \$ 10.54
11/30/2024	Money Market/Bonds	IAW10882	Deposit from Money Market/Bonds	(11/30/2024)-	N Sale of Investment	602-39990-	\$ 1.13 \$ 1.13
Total for Selected Receipts							\$ 2,510.59

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 11/13/2024 To 11/30/2024

<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>
11/13/2024	PERA	330846	Retirement contributions - 11/6/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.50
		330846				602-49450-121-	\$ 8.65
		330846			Sewer Utilities - Administration and General	602-49490-101-	\$ 23.23
		330846				602-49490-121-	\$ 26.80
		330846					\$ 66.18
11/20/2024	Payroll Period Ending 11/20/2024	61916	Regular Payroll - 11-6 to 11-19	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 42.07
		61916					\$ 42.07
11/20/2024	Payroll Period Ending 11/20/2024	61918	Regular Payroll - 11-6 to 11-19	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 137.41
		61918					\$ 137.41
11/20/2024	Payroll Period Ending 11/20/2024	61919	Regular Payroll - 11-6 to 11-19	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 38.95
		61919					\$ 38.95
11/20/2024	PEOPLESERVICE, INC.	61922	Inv. PS-INV106003 - December 2024 Wastewater Op Services, RIBs Repair, SampleEquip	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 7,363.40
		61922					\$ 7,363.40
11/20/2024	CROW WING POWER	61923	Monthly - 11-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 38.43
		61923				602-49470-381-	\$ 38.21
		61923				602-49470-381-	\$ 60.87
		61923					\$ 137.51
11/22/2024	FEDERAL WITHHOLDING/ON LINE	330843	Federal Withholding - 11/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 8.31
		330843				602-49450-122-	\$ 6.73
		330843				602-49450-135-	\$ 1.58
		330843			Sewer Utilities - Administration and General	602-49450-171-	\$ 6.13
		330843				602-49490-101-	\$ 14.25
		330843				602-49490-122-	\$ 11.55
		330843				602-49490-135-	\$ 2.70

Fund Name: 502 - Sewage Collection and Disposal

Date Range: 11/13/2024 To 11/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330843				602-49490-171-	\$ 6.87
		330843					\$ 58.12
11/26/2024	MINNESOTA REVENUE	330845	State Withholding - 11/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 4.59
		330845			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.36
		330845					\$ 9.95
11/27/2024	PERA	330847	Retirement contributions - 11/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.63
		330847				602-49450-121-	\$ 8.80
		330847			Sewer Utilities - Administration and General	602-49490-101-	\$ 13.92
		330847				602-49490-121-	\$ 16.06
		330847					\$ 46.41
11/30/2024	Pershing	330848	Muni Bonds/CDs/Treasury Bills Loss	N	Unrealized Investment Loss	602-49301-800-	\$ 1.13
		330848					\$ 1.13
11/30/2024	Money Market/Bonds	IAD3102	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.54
		IAD3102					\$ 10.54
		Total For Selected Checks					\$ 7,911.67

11/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	79,211.40	50,591.32	(28,620.08)
Delinquent Ad Valorem Taxes	733.33	719.05	(14.28)
Mobile Home Tax	1.83	0.00	(1.83)
Fiscal Disparities	73.33	366.53	293.20
Total Acct 310	80,019.89	51,676.90	(28,342.99)
Severed Mineral Tax	11.00	16.45	5.45
Total Acct 318	11.00	16.45	5.45
Principal on Special Assessments	3,437.50	2,124.50	(1,313.00)
Penalties and Interest on Special Assessments	206.25	0.00	(206.25)
Total Acct 319	3,643.75	2,124.50	(1,519.25)
Licenses & Permits	114.58	125.00	10.42
Public Utilities	114.58	0.00	(114.58)
Total Acct 321	229.16	125.00	(104.16)
Homestead and Agricultural Credit Aid (HACA)	2,062.50	0.00	(2,062.50)
Total Acct 334	2,062.50	0.00	(2,062.50)
Interest Earning	522.50	567.09	44.59
Total Acct 362	522.50	567.09	44.59
Rate Class I	74,249.95	75,758.42	1,508.47
Connection/Reconnection Fees	1,833.33	50.00	(1,783.33)
Penalties and Forfeited Discounts	916.67	1,186.67	270.00
Hauled Wastewater Fees	412.50	250.00	(162.50)
Total Acct 372	77,412.45	77,245.09	(167.36)
Total Revenues	163,901.25	131,755.03	(32,146.22)
Other Financing Sources:			
Unrealized Investment Gain	114.58	86.35	(28.23)
Total Acct 391	114.58	86.35	(28.23)
Sale of Investment	137.50	109.84	(27.66)
Total Acct 399	137.50	109.84	(27.66)
Total Other Financing Sources	252.08	196.19	(55.89)
Disbursements:			
Bond Principal	54,999.96	60,000.00	(5,000.04)
Total Acct 471	54,999.96	60,000.00	(5,000.04)
Interest - Bonds	23,409.36	25,537.50	(2,128.14)
Total Acct 472	23,409.36	25,537.50	(2,128.14)
Fiscal Agent's Fees	435.42	575.00	(139.58)
Total Acct 475	435.42	575.00	(139.58)
Sewer Utilities - Sanitary Sewer Maintenance	48,793.22	39,766.53	9,026.69
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	26,904.15	18,894.63	8,009.52
Sewer Utilities - Administration and General	8,822.92	9,841.30	(1,018.38)
Total Acct 494	84,520.29	68,502.46	16,017.83
Total Disbursements	163,365.03	154,614.96	8,750.07

11/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	146.67	109.84	36.83
Purchase of Investments	641.67	564.16	77.51
Total Acct 493	<u>788.34</u>	<u>674.00</u>	<u>114.34</u>
Total Other Financing Uses	<u>788.34</u>	<u>674.00</u>	<u>114.34</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		131,951.22	
Total Disbursements and Other Financing Uses		<u>155,288.96</u>	
Cash Balance as of 11/30/2024		79,193.84	

REPORT FOR EMILY CITY COUNCIL MEETING
DECEMBER 10TH, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 15 members at our last meeting
- 1 fire call since the last meeting
- Checked all equipment / SCBA,s

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive style with a long, sweeping underline.

Chad Genz
Chief - Emily Fire Dept.



Monthly Report

12/04/2024

	November	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin	Tabby
Calls	10	5	4	0	0	2	0	0	7	9	0	2
Meeting	1	0	1	0	1	0	1	0	1	1	0	1
Trainings	0	0	0	0	0	0	0	0	0	0	0	0
Quarterly	0	0	0	0	1	0	0	0	0	1	0	0
Year call Total	121	65	46	21	38	34	28	17	60	75	5	6

Our meeting was held on December 3rd. With all but 1 in attendance. In the month of November we had 10 calls, that makes a total of 121 calls in the year of 2024. There was a quarterly ed put on by CRMC on November 21st that 2 people attended. Outing will no longer be doing the bimonthly training with us. Blair one of the firemen gave me his EMR certificate number and will be added to our active 911, and will be responding to call as soon as he can go through some competencies with me. We went through supplies and equipment. We Familiarized ourselves with the rig and first in bag.

Emily First Response Chief

Cary LeBlanc

City of Emily

GENERAL FIRE & RESCUE INFORMATION AND DUTIES

Date Reviewed	Reference: Changes	Approved by

EMILY FIRE & RESCUE DEPARTMENT

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EMILY FIRE & RESCUE DEPARTMENT

101 GENERAL FIRE FIGHTING INFORMATION AND DUTIES

101.1 GENERAL PURPOSE

1. Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.
2. The firefighters are hired through the established hiring process and recommended to the Emily City Council for final approval. These are on call positions. Firefighters have the responsibility for the preservation of life and property from the hazards of fire or other hazardous environments.
3. In addition, performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
4. Every qualified fire fighter is issued a self-contained breathing apparatus (SCBA) face piece and is responsible for the care and maintenance of this personal protective equipment so that it is always ready for immediate use.

101.4 DUTIES AND RESPONSIBILITIES

1. Performs fire fighting activities including laying hose, performing fire combat including containing and extinguishing tasks.
2. Performs emergency aid activities including administering first aid and providing other assistance as required.
3. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris with minimal impact to scene evidence.
4. Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
5. Selects, drags, lifts and carries hose and nozzle, depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
6. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
7. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
8. Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and other means.
9. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus (SCBA).
10. Able to communicate with two-way communications systems.

EMILY FIRE & RESCUE DEPARTMENT

11. All Members of Fire & Rescue will be required to take a CPR class.

101.6 TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, first aid equipment, radio, pager, personal computer, phone.

101.7 PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.
3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

101.8 WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to extreme noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils.

101.9 SELECTION GUIDELINES

1. Formal application; review of education and experience; appropriate testing and interviews; oral interview; physical agility; random drug screening; final selection and pre-employment medical examination. (Drug tests be completed by credited medical facility.)
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not

EMILY FIRE & RESCUE DEPARTMENT

exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

102 DISPATCHER

102.1 GENERAL PURPOSE

1. Performs a variety of clerical, administrative and technical work in receiving and dispatching routine and emergency information.
2. Assists officers in keeping official records.
3. Responds to the Fire Hall and reports to the Fire & Rescue Chief.

102.4 DUTIES AND RESPONSIBILITIES

1. Responds to the Fire Hall on incident calls and immediately determines correct location of and route to the emergency. Monitors and logs telephone and radio traffic during incidents, gathering and transmitting information to keep the Incident Commander fully informed. May be required at the scene for radio communication, traffic control, record keeping, or observation. Uses currently recommended radio techniques and procedures, noting times of actions and transmissions, verbally and in writing.
2. Contacts other agencies as required or ordered by the Incident Commander.
3. Maintains dispatch work area and equipment in clean, working condition.
4. Operates base radio, computer, telephone and office equipment as needed.
5. Enters data into personnel, training, inventory, purchasing, reports, and property owner data base files as needed.
6. Assists in training new Dispatcher members.
7. Serves on various committees.
8. Attends meetings, drills and calls as required by SOP's.
9. Performs tasks, assigned or unassigned, for the good of the organization, to promote team spirit and good fellowship.
10. Ability to handle stressful situations, has good hearing and vision.
11. Ability to effectively communicate verbally and in writing.

EMILY FIRE & RESCUE DEPARTMENT

102.5 DESIRED MINIMUM QUALIFICATIONS

Six months on-the-job training. Responds to all calls possible during probationary period.

102.8 WORK ENVIRONMENT

Usually works indoors in well-heated and lighted area. Occasionally works outdoors in inclement weather. Works unusual hours. Exposed to stress and high carbon monoxide levels during calls. No other physical hazards except at the scene.

103 PROBATIONARY FIRE FIGHTER

103.1 SUPERVISION RECEIVED

Works under the close supervision of the Fire & Rescue officers.

103.2 SUPERVISION EXERCISED

None

103.3 DUTIES AND RESPONSIBILITIES

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting and emergency medical skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of Fire & Rescue facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics if trained.

EMILY FIRE & RESCUE DEPARTMENT

103.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

No specific work experience level required.

2. Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of driver safety; working knowledge of first aid.
- B. Ability to successfully learn the operation of the tools and equipment.
- C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
- D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- E. Ability to act effectively in emergency and stressful situations.
- F. Ability to follow verbal and written instructions.
- G. Ability to communicate effectively orally and in writing
- H. Ability to establish effective working relationships with employees, other agencies, and the general public.

104 FIRST RESPONDER

104.1 GENERAL PURPOSE

- 1. After first being accepted for active membership in the department, responds to medical calls for which an ambulance has been dispatched.
- 2. Performs only those emergency medical procedures his/her training permits to comfort, stabilize, and resuscitate the patient until the ambulance arrives.

104.2 DUTIES AND RESPONSIBILITIES

- 1. Reports to the Assistant Chief for Emergency Medical Services.
- 2. Responds immediately to the fire hall when a medical call indicates the need for a defibrillator or other equipment carried only in the van. The first two responders will take the van to the scene, reporting by radio that the van is enroute. Additional respondents will go directly to the scene.
- 3. On arrival at the scene, reports the nature of the call and briefly describes the patient's condition.

EMILY FIRE & RESCUE DEPARTMENT

4. Performs necessary emergency medical procedures within the limits of his/her training, prevents further trauma, and briefs the ambulance crew upon their arrival at the scene.
5. Provides comfort and assurance to family and friends at the scene, assures security of the home if the patient is removed by ambulance, directs traffic, etc. as needed, and leaves a good impression of our organization.
6. Provides emergency medical services to members of our department during fire and other emergency calls.
7. Attends departmental meetings and drills, participates in first responder training and CPR classes, and continues medical education as available to enhance his/her own performance. Prepares lesson plans and gives instruction on medical topics as assigned.
8. Serves the department and the community as a firefighter as outlined in the City of Emily Fire & Rescue Firefighter Job Description.
9. Performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
10. Follow North Ambulance's protocols.
11. Must have compassion and be able to communicate with children, elderly, ill and injured.
12. Must be able to perform under stress and be able to reassure patients and their families.
13. Must be able to function in a team situation.

104.3 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. First Responder certification and current CPR certification.
 - B. On-the-job training at calls, drills, meetings and seminars.

104.4 TOOLS AND EQUIPMENT USED

1. Emergency medical equipment issued and carried in own vehicle as well as equipment on the rescue van.
2. Stethoscope, bandages, scissors, dressings, air and other splints, compresses, defibrillator, etc.

EMILY FIRE & RESCUE DEPARTMENT

104.5 WORK ENVIRONMENT

Exposed to high stress levels, occasional physical hazards, and exposed to communicable diseases. Work indoors in cramped situations and outdoors in inclement weather and in poor lighting in hazardous locations.

105 ACTIVE FIREFIGHTER

105.1 SUPERVISION RECEIVED

Works under the close supervision of the Fire & Rescue officers.

105.2 SUPERVISION EXERCISED

None.

105.3 DUTIES AND RESPONSIBILITIES

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics, if trained.

105.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. No specific work experience level required.
 - B. Continuous training on the NFPA 1001 Fire Fighting Objectives.
 - C. Certified in Firefighter 1.
 - D. First Responder and CPR certification desired

EMILY FIRE & RESCUE DEPARTMENT

2. Necessary Knowledge, Skills and Abilities:
 - A. Working knowledge of driver safety; working knowledge of first aid.
 - B. Ability to successfully learn the operation of the tools and equipment.
 - C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
 - D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
 - E. Ability to act effectively in emergency and stressful situations.
 - F. Ability to follow verbal and written instructions.
 - G. Ability to communicate effectively orally and in writing.
 - H. Ability to establish effective working relationships with employees, other agencies, and the general public.

106 CHIEF ENGINEER

106.1 SUPERVISION RECEIVED

Works under the General Supervision of the Chief and Assistant Chiefs.

106.2 SUPERVISION EXERCISED

Supervises truck maintenance.

106.3 DUTIES AND RESPONSIBILITIES

1. Supervises cleaning and maintenance activities of equipment pertaining to apparatus.
2. Participates in the operation of departmental in-service training activities as they apply to apparatus.
3. Accurately prepares and maintains a variety of reports and records of apparatus.
4. Attends conferences and meetings to keep abreast of current trends in the field.

106.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

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- A. Training in fire department administration and mechanical aptitude.
- B. Two (2) years prior work experience as an active firefighter.
- 2. Necessary Knowledge, Skills and Abilities:
 - A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

107 CAPTAIN

107.1 SUPERVISION RECEIVED

Works under the General Supervision of the Chief and Assistant Chiefs.

107.2 SUPERVISION EXERCISED

Supervises firefighter/EMS personnel and other subordinate positions as assigned.

107.3 DUTIES AND RESPONSIBILITIES

- 1. Supervises fire fighters in their assigned duties as directed.
- 2. May need to act as a Safety Officer at the training and fire scene.
- 3. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.
- 4. Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.
- 5. Carries out duties in conformance with Federal, State, County laws and City ordinances.

EMILY FIRE & RESCUE DEPARTMENT

6. Performs the duties of subordinate personnel as needed and fulfills obligations.
7. Attends conferences and meetings to keep abreast of current trends in the field.
8. Represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
9. Coordinates activities with other supervisors or other City departments and exchanges information with officers in other fire departments.

107.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Three (3) years prior work experience as an active-firefighter. First Responder certification desired.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

108 ASSISTANT CHIEF FOR EMERGENCY MEDICAL SERVICES

108.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Chief.

108.2 SUPERVISION EXERCISED

Supervises all emergency medical personnel, either directly or through subordinate officers.

EMILY FIRE & RESCUE DEPARTMENT

108.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to rescue calls and performs rescue in compliance with the department's SOPs and directives.
5. As a team member assesses and coordinates the resources and personnel to facilitate safety.
6. Assists with Patient Care Protocol revisions.
7. Performs review of inspection forms for equipment and disposable supplies.
8. Shall ensure that assigned apparatus is inspected and properly stocked.
9. Participates in and directs post-incident analysis and debriefings.
10. Performs scheduled inspections and minor maintenance of equipment and facilities.
11. Completes EMS and special incident and other required reports, including documentation entered into department's computerized records management system.
12. Directs and participates in major departmental programs.
13. Shall participate and instruct in the department training program.
14. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
15. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and emergency medical services.
16. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
17. Maintains Departmental discipline and the conduct and general behavior of personnel.
18. Prepares and submits periodic reports to the Chief regarding EMS activities.

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19. Assigns personnel and equipment to such duties and uses as the service requires.
20. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
21. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
22. Develops related Standard Operating Procedures.
23. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
24. Other duties as assigned by the Chief.

108.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Four (4) years prior work experience as a First Responder.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

109 ASSISTANT CHIEF FOR FIRE SUPPRESSION OPERATIONS

109.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Chief.

EMILY FIRE & RESCUE DEPARTMENT

109.2 SUPERVISION EXERCISED

Supervises all officers and firefighter personnel, either directly or through subordinate officers.

109.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to calls and performs fire suppression and rescue in compliance with the department's SOPs and directives.
5. Completes incident and other required reports, including documentation entered into department's computerized records management system.
6. As a team member assesses and coordinates the resources and personnel to facilitate safety.
7. Performs review of inspection forms for equipment
8. Directs and participates in major departmental programs.
9. Shall participate and instruct in the department training program.
10. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
11. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.
12. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
13. Maintains Departmental discipline and the conduct and general behavior of personnel.
14. Prepares and submits periodic reports to the Chief regarding the Department's activities.
15. Assigns personnel and equipment to such duties and uses as the service requires.
16. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders,

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ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.

17. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
18. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
19. Participates in and directs post-incident analysis and debriefings.
20. Develops related Standard Operating Procedures.
21. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
22. Other duties as assigned by the Chief.

109.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Four (4) years prior work experience as a firefighter.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

110 FIRE & RESCUE CHIEF

110.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Emily City Council.

EMILY FIRE & RESCUE DEPARTMENT

110.3 SUPERVISION EXERCISED

Supervises all officers and firefighter/EMS personnel, either directly or through subordinate officers.

110.4 DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises and evaluates Fire and EMS operations.
2. Establishes policies and procedures for the Fire & Rescue Department in order to implement directives from the State EMS, OSHA and NFPA standards.
3. Plans and implements Fire and EMS programs to better carry out the policies and goals of the City.
4. Reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
5. Supervises and coordinates the preparation and presentation of an annual budget for the Fire & Rescue Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.
6. Responds to calls and may direct activities at the scene of major emergencies.
7. Supervises monthly meetings and conducts roll call.
8. Controls the expenditure of departmental appropriations.
9. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
10. Prepares and submits monthly reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
11. Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
12. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
13. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

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14. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire & Rescue Department in a variety of local, county, state and other meetings.
15. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
16. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
17. Serves as a member of various employee committees.

110.5 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Five (5) years prior work experience as a fire fighter in a responsible nature in fire fighting and prevention and emergency medical services.
2. Necessary Knowledge, Skills and Abilities:
 - A. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

EMILY FIRE & RESCUE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP'S

EMILY FIRE & RESCUE DEPARTMENT

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EMILY FIRE & RESCUE DEPARTMENT

ADMINISTRATIVE GUIDELINES

Under the authority of the *Fire & Rescue Department Ordinance* of the City of Emily, adopted on the ____ day of ____, 2024, providing for a Fire & Rescue Department for the benefit of its citizens and residents of areas contracting with the City of Emily for emergency services and providing for the government thereof, the following rules and regulations for its administration are hereby set forth, and all members are required to familiarize themselves and comply herewith.

STATEMENT

This organization shall be known as the Emily Fire & Rescue Department.

The objectives of the department shall be to protect and preserve life and property against injury and damage caused by fires and other disasters, to render emergency medical assistance when requested, and to prevent fires through education.

GUIDELINES

Purpose - To serve as a guide in response and direction in which to act at each phase of an emergency situation so all Fire & Rescue Department members have a basic determination of response to an emergency.

These procedures have been adopted by the Emily Fire & Rescue Department and shall be followed and acted upon and used as a guide in most situations.

DEFINITIONS

These guidelines may require to be deviated from according to each emergency situation. These guidelines should be deviated from only under direct supervision of the commanding officer.

REVISIONS

Amendment and Dissolution

No amendment shall be made to these procedures unless proposed at a regular meeting in writing. The proposed revision shall then be rewritten and given to all members at the next regular or special meeting. The proposed revision may then be considered by the Department and thereafter voted upon.

An amendment requires majority vote of members present. Upon approval by the Department, the amendment will be presented for approval by the Emily City Council and, if approved, entered into the procedures for distribution to all members.

Validity and Interpretation

EMILY FIRE & RESCUE DEPARTMENT

All provisions of these procedures shall be deemed supplementary to any ordinance now or hereafter enacted by the Emily City Council, and any ordinance inconsistent with any provision herein shall govern.

Adoption

Procedures take effect upon approval by the Emily City Council.

AGE AND LIMITATION

Any Emily Fire & Rescue Department member who has had a physical and is found not to be able function as an active fire fighter shall transfer to either a dispatcher status or honorary retirement.

All Emily Fire & Rescue Department members shall have a bi-annual test by Med Compass or equivalent company that does health testing.

All Emily Fire & Rescue Department members who reach the age of 45 shall be required to have a physical examination bi-annually.

All Emily Fire & Rescue Department members who reach the age of 55 shall be required to have a physical examination annually.

HONORARY MEMBERSHIP

An Active or Dispatcher member in good standing, 50 years of age or older with a minimum of 10 years service, may request or be granted Honorary membership by vote of the Executive Review Board. Honorary members have no voting rights and are not eligible to hold office; they are encouraged to attend all Department functions and festivities, may respond to fire/emergency calls, and may be asked to assist by the officer in charge, and will be furnished with a recognized form of Department identification.

MEETINGS

A recorded roll call will be taken.

The Emily Fire & Rescue Department shall have one regular meeting each month to conduct business functions of the Department.

The rules contained in the current edition of Robert's Rules of Order shall govern all meetings in which they are not inconsistent with these SOP's and any special rules of order that the Department may adopt.

A majority of active members of the Department shall constitute a quorum at any meeting.

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SPECIAL MEETING

Special meetings shall be called by the Chief or at the request of five Department members. The request for a special meeting shall state the subject to be considered at the meeting. The gathering of Emily Fire & Rescue Department officers to discuss Fire Department business is not considered a formal meeting.

APPOINTED POSITIONS

Officers shall be appointed as specified in the City of Emily Fire & Rescue Ordinance and the City of Emily Personnel Policy.

DRILLS

The Assistant Chiefs and the Training Officer will conduct a yearly training schedule to maintain a high level of training. The drills are conducted once every month for Fire Services and once every month for Emergency Medical Services. Special drills are conducted as needed.

OPERATIONS

1. It shall be the first duty of all members of the Department to obey all commands of their officers while on duty.
2. It shall be the duty of all members to be present at all meetings when not required to be at their regular occupation, and on every alarm of fire or emergency, to assemble at the engine house or fire/emergency location and assist in getting the apparatus to the fire/emergency location without delay.
3. No member shall appear at a meeting of the Department or on duty in the state of intoxication, be a disgrace to the Department, fail to properly perform duties, or otherwise fail to abide by these SOP's and regulations or rules that may be established there under, under penalty of being disciplined by the Fire & Rescue Executive Review Board.
4. All members of the Department shall become familiar with the handling and working of all articles of equipment pertinent to their duties and with these procedures and shall conduct themselves accordingly.
5. Active members failing to respond to at least 50% of meetings per calendar year will be referred to the Fire & Rescue Executive Review Board for performance review and corrective action.

COMMITTEES

The following is a brief description of the various committee activities and duties for assigning purposes only.

SCBA, EMS, and Trucks Committees will meet and perform the following duties. All other committees will meet at their own designated time set by the chair of that committee.

EMILY FIRE & RESCUE DEPARTMENT

1. SCBA.

Is responsible for maintenance of face pieces, regulators, air bottles, pass devices and all related equipment (i.e. cascade system, compressor, etc.), body harness, and the monthly record keeping.

2. Trucks

Maintain apparatus and equipment along with monthly record keeping of all repairs and maintenance.

3. Facilities

Handle any existing building maintenance.

4. EMS

Is responsible to maintain stock of medical supplies at the fire hall and restock the Rescue Unit and order any medical supplies needed. Shall be responsible for supplies, maintenance, battery care and monthly records of maintenance and repairs to the defibrillator(s). Shall fill out any medical grants that become available.

5. Long range

Plan for the future needs of the Fire & Rescue Department and coverage area. Also recommend any apparatus the department will need to ask the City Council to levy.

GENERAL SAFETY RULES AND VIOLATION PROCEDURES

For everyone's protection, it is necessary to have rigid rules concerning safety in order to maintain safe working conditions, and it is important for every employee to practice safe working methods.

Violations of safety rules will be treated in a consistent manner in accordance with the following:

VIOLATIONS PROCEDURE:

1. A verbal warning will be conducted and documented in the employee's personnel file for a first violation other than abuse of chemical substance or a deliberate unsafe act that leads to injury.
2. A written warning will be issued and copied in the employee's personnel file for a second violation other than abuse of chemical substance or a deliberate unsafe act that leads to injury.
3. Any further violation occurring within one year of a suspension will result in termination of employment.

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GENERAL RULES:

1. Do not report to work while under the influence of alcohol, narcotics, or other controlled substances. Possession of alcohol, narcotics, or other controlled substances, while on the job, will subject an employee to immediate suspension and/or discharge.
2. Wear designated personal protective equipment as appropriate. Keep protective equipment in good condition. Sandals, tennis shoes, and open-toed footwear are not permitted.
3. When conditions require, special equipment will be provided for the protection of eyes and ears, and to control exposure to airborne contaminants. Use this equipment as directed.
4. Do not wear jewelry or loose clothing, which can be caught in machinery.
5. Obey all rules and warning signs, such as "No Smoking."
6. Stack and store all materials and equipment in an orderly fashion. Scrap materials and rubbish are accident hazards, dispose of them properly.
7. Maintain all tools and equipment in a hazard-free condition.
8. Be aware of work being performed around you, and the movement of equipment. Watch where you are walking and use designated stairs, walkways, and ladders.
9. Know the current use of and operating procedures for operating equipment. Use the right tool for the job. Report defective tools or machinery to your superior immediately.
10. Improper lifting of heavy objects can be dangerous. Use a smooth motion and avoid jerking and twisting when lifting. If your load is too heavy to lift safely, ask for help.
11. Horseplay and roughhousing is not allowed on City premises.
12. Report any unsafe conditions or equipment to your superior.
13. Report even minor injuries or accidents immediately to your superior.
14. Only authorized personnel will operate equipment, machines and City vehicles.
15. Operate equipment according to standard operating procedures.
16. Give your whole-hearted support to loss prevention and safety activities.

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EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of the safety policy, violation procedures, and general safety rules of the city, and will abide by them. I understand that there is a procedure leading to possible work suspension and/or employment termination for violation of the safety rules.

Employee Signature

Date

EMILY FIRE & RESCUE DEPARTMENT

SAFETY PROCEDURES FOR PERSONAL PROTECTIVE CLOTHING

This is the Emily Fire & Rescue Department's guidelines for wearing protective clothing. These policies apply to all members, operational or staff.

These guidelines are to reduce unnecessary risk and increase the level of safety for the individual member of the department.

If for any reason the firefighter does not feel adequately trained in the use of SCBA in an offense or defense fire attack, **DO NOT WEAR IT.**

DEFINITIONS

1. Full Protective Clothing:

Helmet with face shield, Nomex hood, turnout coat, boots with bunker pants, and gloves.

2. Full Protective Clothing & SCBA:

Helmet with face shield, Nomex hood, turnout coat, boots with bunker pants, gloves and SCBA

3. SCBA (Self Contained Breathing Apparatus):

Self Contained Breathing Apparatus is a mechanical device designed to provide the user with uncontaminated breathing air.

PROCEDURES

1. Full protective clothing shall be worn by fire fighting personnel before entering response apparatus before and during response to and all alarms. (Optional for drivers - helmets shall be worn, depending on comfort, no SCBA.) SCBA and turnout coats may be removed during the return trip to stations.
2. Mandatory Hair Length, Facial and Side Burns:
 - A. All members' hair shall be neat, trimmed, clean and present a groomed appearance. In no case shall the bulk or length of hair interfere with the proper wearing of any authorized fire department apparel. The face shall be normally clean shaven other than neatly trimmed mustache and side burns. Beards and goatees are prohibited as they interfere with the proper positioning of authorized head gear and self contained breathing apparatus.

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B. Medical Waivers:

Waivers may be granted for medical reasons by the chief of the department, based upon a physician's prescription that a member not shave. In case of a waiver being granted for a beard, the beard shall be trimmed and beard hair shall not extend more than one half inch from the skin surface of the face. It is an Officer's right to refuse any member's use of SCBA if there is any facial hair that may interfere with making a good seal between face and face piece.

- C. Firefighters are most often called upon to function in environments that present hazards of inhalation of toxic fumes and other irritant gases. Considerable scientific data has been accumulated to support the contention that facial hair has a detrimental effect on the function of self-contained breathing apparatus. Unnecessary risks are not needed in performance of a firefighter's duties, and those factors that alter risk but are controllable should be controlled.

4. Suit up:

- A. Order given en-route by officer to instruct firefighters to prepare their PPE for an IDLH entry. Company officers may use their discretion to regulate the "suit up" (go on SCBA air) criteria in terms of unusual circumstances such as extremely long responses, out of quarters responses, or when the vehicle is moving at the time they are dispatched. At no time will employees be permitted to "suit up" without being secured by a seat belt while riding in a moving vehicle.
- B. It is the intent of this guideline that no member shall cause a delay in any firefighting operation by not being fully prepared to engage in firefighting activities in a safe manner.
- C. While operating at EMS incidents, all members shall wear whatever protective clothing is required to afford complete personal protection.
- D. When operating forcible entry equipment and tools, full protective clothing shall be worn.
- E. Full protective clothing and SCBA shall be worn at all times when operating on the fire ground operations area or other incidents requiring full protective clothing for personal protection, whether an actual or a potential hazard exists.
- F. The Nomex hood shall be worn when engaged in fire fighting and any other situation where SCBA or injuries to head and face are likely to occur. The removal of SCBA and personal protective equipment will only be allowed after leaving the operations area and entering the designated safe zone. Turnout coats, Nomex hoods during overhaul operations will be at the discretion of command.
- G. The removal of SCBA and personal protective equipment will not be allowed during overhaul operations.
- H. The face shield shall be utilized at any time the need for eye protection seems apparent and the SCBA face piece is not being worn.

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- I. Gloves shall be worn when injuries to the hand are likely to occur.
- J. In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.

SELF CONTAINED BREATHING APPARATUS (SCBA)

1. It is the policy of the Emily Fire & Rescue Department that all personnel expected or likely to respond to and function in areas of atmospheric contamination or oxygen deficiency shall be equipped with and trained in the proper use of the self contained breathing apparatus (SCBA).
2. Each crew member shall check his/her SCBA for condition before and after each use, or at any other time it may be necessary to render the equipment in a ready state of condition.
3. Each crew member will be responsible for the proper use and function of his/her SCBA. If an SCBA is found to be functioning improperly, it shall be taken out of service, reported to the SCBA committee, and replaced as soon as possible.
4. No member of this department will operate in a contaminated, or oxygen deficient atmosphere, or one that may rapidly become contaminated or oxygen deficient, without full respiratory protection. This would include having the SCBA on with the face piece donned and breathing unit air. Your protective face piece bag should be left outside of the fire building or area.
5. Resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards which exist in ordinary as well as extraordinary fire situations. It is generally true that carbon monoxide levels increase during overhaul due to the incomplete combustion of smoldering materials
6. The determination as to removal of breathing apparatus face piece will be made by the officers in routine designation of the safe zone.
7. This guideline is to be followed by all members and officers of this Department regardless of the municipality in which the emergency is located. Authority to deviate from this guideline rests with the incident commander or the company commander who is solely responsible for the result of any deviation.
8. If SCBA are not required the SCBA face piece should remain in the protective bag provided by the Department. If during the course of a fire you are required to use your SCBA, the protective bag for the face piece will be left outside of the fire building. The face piece should be returned to its protective bag whenever not being worn.
9. If your face piece is used during the fire ground operations or at a training operation, it shall be the responsibility of each individual firefighter to insure that his or her face piece and face piece bag are cleaned according to department procedure and ready for use.

EMILY FIRE & RESCUE DEPARTMENT

10. Any problems found with the operation of the face piece shall be reported to the SCBA committee or officer to arrange for repair or replacement of face piece. Under no circumstances should a defective face piece be used in any hazards or potentially hazardous environment.

SAFETY PROCEDURES FOR PERSONAL ALERT SAFETY SYSTEM

STANDARD OPERATING GUIDELINES FOR PASS DEVICES

1. All self-contained breathing apparatus (SCBA) units shall be outfitted with a Personal Alert Safety System (PASS) device. The PASS device shall be used whenever the SCBA unit is placed in service.
2. When the SCBA equipment is placed in service, the wearer shall activate the PASS device.
3. It is the responsibility of the wearer to insure that the PASS device is activated at the time the SCBA face piece is donned and the regulator main line valve is opened.
4. The PASS device will automatically sound a loud pulsating distress signal if the firefighter should become disabled and remain motionless for approximately 30 seconds. The PASS device may be manually activated by a firefighter in distress by pushing the button in the front of the pass device. The loud, pulsating distress signal will then sound continuously.
5. When the PASS device is motionless and in the "ACTIVATED" mode, it will sound a pre-distress signal (low volume) prior to the loud pulsating distress signal sounding. If the firefighter is not in distress, simply tapping or shaking the PASS device will cancel the pre-distress signal and automatically reset the PASS device timer.
6. The PASS device shall be checked for proper functioning by the SCBA committee:
 - > During monthly SCBA inspection and maintenance.
 - > Whenever a replacement unit is issued.
 - > After each use.
 - > Following an apparatus operator's report of a unit malfunction.

The following steps will be followed when inspecting a PASS device:

- > Check for any visible damage to PASS device
- > Activate the distress signal manually to test the pass device.
- > Place the PASS device in the activation mode. A loud chirp signal should sound immediately and a red light will be on in the front of the pass device. Let the PASS device remain motionless, the reduced volume continuous predistress signal should activate automatically in approximately 30 seconds time, then the louder pulsating distress signal should sound after a few seconds.

EMILY FIRE & RESCUE DEPARTMENT

- > Turn the PASS device off by pushing the button on the side of the PASS device.
- > Any malfunctioning PASS device must be tagged as defective and taken out of service.
- > It is the responsibility of each fire member to notify the SCBA committee or another Officer of the Department of the malfunction of the PASS device.
- > All repairs and maintenance of the PASS devices shall be the responsibility of the SCBA committee.

EMILY FIRE & RESCUE DEPARTMENT

MEETING AGENDA GUIDELINE

Date _____ Time _____

Roll Call

Minutes:

Corrections _____

Motion: _____ Seconded: _____ Accept: Y N

Budget Report

Bills & Correspondence:

Officer/Committee Reports:

SCBA _____

Engineers _____

EMS _____

Facilities _____

Training _____

Safety _____

Long Range _____

Old Business:

New Business:

Adjourn:

Motion: _____ Seconded: _____ Accept: Y N

Time _____

EMILY FIRE & RESCUE DEPARTMENT

CONTACTS – PERSONNEL – EQUIPMENT COMPLIMENT

	HOME PHONE	WORK PHONE	PAGER	E-MAIL
City of Emily Emer. Phone				
Chief				
Assistant Chief for Fire Suppression Operations				
Assistant Chief for Emergency Medical Services				

FIRE MARSHAL	PHONE	FAX #

PERSONNEL COMPLIMENT	
Chief	First Responder Trained
Assistant Chiefs	Haz Mat Operational Trained
Captains	Haz Mat Technician Trained
Firefighters	Haz Mat Specialist Trained
	EMT's
	Paramedics
	Divers
Total Personnel:	

Would Respond on Mutual Aid:	
Hydrants:	
Hardsuction Size:	
Daytime Restrictions:	

RADIO CAPABILITIES - CHANNELS AND FREQUENCY					
	Channel #	Frequency #	FL F&R Channel #	Frequency #	Portable Radios
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

EMILY FIRE & RESCUE DEPARTMENT

EQUIPMENT								
Call Number	App.	Pump Size	Tank Size	Ladders	# of SCBA	Large Diameter		Statewide
						Feet	Size	

Jaws of Life		Foam		SCBA	
Brand:		Gallons:		Brand:	
Number:		Type:		Spare Bottles	

EMILY FIRE & RESCUE DEPARTMENT

EMILY FIRE & RESCUE TRAINING DRILL PLAN

Subject _____ Date/Time _____

Instructor(s) _____

Present:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Objectives

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

DRILL PROCEDURES AT THE FOLLOWING STATIONS:

Station #1

Station #2

Station #3

Additional stations or information can be added below or to the back of this sheet.

EMILY FIRE & RESCUE DEPARTMENT

TRAINING ACKNOWLEDGEMENT FORM

In order to verify that the city has supplied each employee with training regarding the Hazard Substances/Employee Right to Know Program, we must request each employee to sign this acknowledgement.

EMPLOYEE ACKNOWLEDGEMENT

I have attended training sponsored by the City regarding the Hazard Substances/Employee Right to Know Program. I know how to locate the Material Safety Data Sheets (MSDS) which apply to my job responsibilities, and I have been instructed about how to read an MSDS. I have also been instructed about safe handling of hazardous substances, about the use of protective clothing, and about the action needed in case of over exposure to the hazardous substances which apply to my job responsibilities.

Signature _____

Date _____

EMILY FIRE & RESCUE DEPARTMENT

FIRST RESPONDERS RESPONSIBILITIES

1. First Responder Unit must respond to all medical calls.
2. There shall not be more than three responders in the immediate area (house, car, etc.) at one time unless requested by the Incident Command or Responder who is in control.
3. Three First Responders on scene
 1. One responder responsible for information on form, medications and radio communication with responding ambulance.
 2. One responder at victim's head responsible for C-spine or oxygen and is in control of the victim.
 3. One responder at victim's body responsible for primary and secondary survey, blood pressure, etc.
4. Two First Responders on scene
 - A. One responder at head of the victim responsible for information, assists other responder, oxygen and control of the victim.
 - B. One responder at victim's body responsible for primary and secondary survey, defibrillator and instructions.
5. Remaining Responders
 - A. Responsible for directions; this includes any long driveways with one responder at each point of intersection.
 - B. To assist ambulance crew with equipment.
 - C. Follow instructions from ambulance crew.
 - D. Guide ambulance crew in backing up and turning around.

EMILY FIRE & RESCUE DEPARTMENT

FIRE INCIDENT GROUND STAFFING AND ASSIGNMENTS

1. **PURPOSE:** To provide guidelines for Emily Fire & Rescue Department personnel operating during the initial stages of a fire incident, to comply with the current edition of TITLE 29, CODE OF FEDERAL REGULATIONS, SECTION 1910.134 (29cfr 1910.134) RESPIRATORY PROTECTION.
2. **POLICY:** All members of the Emily Fire & Rescue Department shall comply with applicable state and federal regulations and operate safely at all fire scenes. Failure to comply will result in disciplinary action.
3. **RESPONSIBILITY:** It is the responsibility of all Incident Commanders to assure compliance with this policy and all applicable state and federal regulations while conducting fire ground operations. It is the responsibility of all personnel operating at the scene of a structure fire to comply with this policy and to wear all personal protective equipment and self-contained breathing apparatus and to be prepared to perform interior fire fighting operations and rescue.
4. **DEFINITIONS:**
 - A. **ATMOSPHERE:** Any atmosphere that poses immediate hazard to life or produces immediate irreversible debilitating effects on health.
 - B. **INCIDENT MANAGEMENT SYSTEM:** A system used to provide structure and coordination to the management of emergency incident operations in order that all objectives are accomplished and to provide for the safety of citizens and department personnel.
 - C. **IMMEDIATELY DANGEROUS TO LIFE and HEALTH (IDHL)**
 - D. **INCIPIENT STAGE FIRE:** A fire that is in its initial stage and that can be extinguished by portable extinguisher or small hose streams without the need for personal protective equipment (PPE) or self-contained breathing apparatus (SCBA).
 - E. **INCIDENT COMMANDER (IC):** The firefighter or officer in overall command of an emergency incident and equipped with personnel protective equipment and portable radio.
 - F. **ATTACK TEAM:** Two fire personnel wearing PPE and using SCBA and equipped with a hose line and portable radio assigned interior fire fighting duties.
 - G. **STAND-BY TEAM:** Two fire personnel wearing PPE and using SCBA and equipped with a hose line and portable radio who are assigned to remain in reserve performing no other duties. The sole purpose of the stand-by team is rescue of the attack team(s).

EMILY FIRE & RESCUE DEPARTMENT

5. **FIRST ARRIVING APPARATUS:** The driver of the first arriving apparatus shall be the pump operator. During interior attack and rescue operations, this fire fighter shall perform no other duties. The passenger in the first arriving apparatus shall be the Incident Commander (IC). The IC shall conduct a size-up of the incident and shall determine if immediate rescue is necessary. The IC shall also direct incoming apparatus and personnel. Upon arrival of a department officer and briefing of scene operations, command may be passed to the officer. The second passenger in the first arriving apparatus shall perform firefighting duties as directed by the IC.
6. **INTERIOR FIRE ATTACK OR RESCUE:** No interior attack or rescue operations shall begin until the following has been completed: Lay two hose lines, one for the attack team and one for the stand-by team. Establish a water supply. Water supply shall be defined as a drop tank full of water and one additional tanker truck full of water ready to be dumped. Establish an attack team, stand-by team, pump operator, and IC.
7. **NOTIFICATION:** No interior attack or rescue operations may begin without prior notification and agreement of the IC.
8. **FIRE CONTROL:** Once the fire has been extinguished and the IDLH atmosphere in the structure has been removed or the interior operations have ceased, the stand-by team is no longer required.

EMILY FIRE & RESCUE DEPARTMENT

EMS GUIDELINES

EMERGENCY MEDICAL SUPPLIES

This guideline is for maintaining medical/EMS supplies in the van and on hand at the Fire Hall, including defibrillator maintenance and supplies. An EMS committee member with a minimum of first responder status should perform the following.

SUPPLIES

The medical supplies and equipment in the van shall be checked monthly. Chart #9759A must be completed and filed at the fire department for future reference.

After every medical or fire call, medical supplies shall be replenished and the van cleaned of bio hazards.

Any supplies or equipment that is found missing, damaged or outdated must be reported to the chairmen of the EMS committee, which shall report to an officer of the Emily Fire & Rescue Department. The EMS committee is responsible for ordering any supplies needed.

TRAUMA BAG AND OXYGEN

It is the responsibility of the EMS committee to bi-annually inventory the trauma bag of every first responder or EMT. See equipment identification list on form

It is the responsibility of each first responder or EMT to maintain the inventory of the trauma bag and oxygen tank level.

ISSUANCE

The trauma bag and oxygen tank is to be issued by a Emily Fire & Rescue Department officer to a member who is a certified first responder or EMT. The officer shall fill in the information on form 9772 and have the member date and sign.

RETURN

Any EMT or First Responder who has resigned, retired or failed to take the refresher course every two years must promptly return the trauma bag and oxygen tank to the Emily Fire & Rescue Department. Upon return an officer or EMS committee member shall inventory the trauma bag and the officer must date and sign form 9772.

DEFIBRILLATOR MAINTENANCE

The EMS committee is responsible for monthly defibrillator maintenance. A member with a minimum of first responder status must perform maintenance. Form #9759B must be completed, signed and filed at the Emily Fire & Rescue Department. The defibrillator shall be tested monthly using the simulator by a defibrillator certified first responder. Rotate batteries from the charger to the storage pouch, storage pouch to defibrillator unit, defibrillator unit to the charger (order is critical).

EMILY FIRE & RESCUE DEPARTMENT

MEDICAL INVENTORY

GUIDELINE CHART 9759A

Page 1 of 2

Please complete the following as this chart should be filled out in compliance with form 9759. Sign, date and file the day it is completed for that month. Please note any repairs or corrective actions and sign the form.

RESCUE UNIT Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Medical Inventory Air splints				
Baby wipes				
Bag resuscitator				
Baggies Little				
Binoculars				
Blood pressure cuff-digital				
Blood stopper				
Body wraps/gauze				
Bum kits				
Camera				
Child collars				
Dressing 8x10				
Face filter mask				
Flares				
Gauze roll				
Gauze roll 3x5				
Germicidal wipes				
Goggles				
Haz bags large				
Haz bags small				
Haz cont needles				
Ice pack				
Injection chloride				
Ked board adult, junior				
Kodak film				
Large collars				
Latex gloves				
Medium collars				
Obstetrical kit				
Oxygen cannulas				
Oxygen kit				
Oxygen mask adult				
Poison antidote kit				
Regular collars				
Responder bag				
Safety vest				
Small collars				
Sodium chloride bottle				
Stethoscope				

EMILY FIRE & RESCUE DEPARTMENT

RESCUE UNIT Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Tape				
Tension tube				
Traction splint				
Universal precaution kit				
v-vac vacuum				
v-vac cartridge				
Water sterile				
Wrap				

MEDICAL CABINET Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Baggies plastic				
Batteries				
Blood pressure cuff-digital				
Blood stops				
Cannulas 22 in				
Cannulas 26 in				
Dressing combined				
Gauze sponges				
Gloves large				
Gloves medium				
Haz bags				
Ice pack				
Oral airway				
Oxygen mask adult				
Oxygen tube				
Responder baa				
Responder forms				
Stethoscope				
Wrap brown				

Sign _____ Date _____

EMILY FIRE & RESCUE DEPARTMENT

DEFIBRILLATOR GUIDELINE

CHART 9759B

Please complete the following as this chart should be filled out in compliance with form 9759, signed and dated the day it is completed for that month. Please note any repairs or corrective actions and sign the form.

	OK	REPLACE	ACTION TAKEN
Defibrillator Unit			
Clean, clear of objects, casing intact			
Cables clean, free of cracks, cuts, damaged			
Supplies			
Defibrillator pads - 2 pairs in sealed packages within expiration dates			
Hand towel			
Scissors			
Razor			
Alcohol wipes			
Spare battery			
Memory module and spare			
Battery			
Fully charged battery in storage pouch			
Back up battery in unit			
3rd battery in charger			
Indicators/Display			
Remove tape and module			
Power on, self test OK			
Correct option and time			
Message display functional			
Memory module and recorder message displayed			
Voice prompting functional			
Defibrillator Operation			
Attach to simulator			
Unit detects, charges and delivers shock for VF			
Unit does not shock NSR, asystole			
Replace memory module and tape			

Sign _____ Date _____

Form 9759B
Page 1 of 1

EMILY FIRE & RESCUE DEPARTMENT

TRAUMA BAG CONTENTS

Form 9771

It is the responsibility of the EMS committee to follow the inventory guidelines in maintaining the contents of the trauma bag. Any contents replaced should be dated and signed.

Any personal medical equipment purchased should be noted and initialed by an officer.

MEDICAL INVENTORY	QTY	OK	DATE	SIGNATURE	OK	DATE	SIGNATURE
Oral Airways	6						
Nasal Airways	2						
Trauma Scissors	1						
Pen Light	1						
Auto Center Punch	1						
Blood Pres. Cuff Manual	1						
Blood Pres. Cuff Auto	1						
Triangle Bandage	2						
Butterfly Bandage	4						
Gauze Bandage	2						
Blood Stopper	2						
Trauma Dressing	1						
Bandage Pad 4x4	8						
Bandage 5x8	4						
Ice Pack	2						
Pocket CPR Mask	1						
Stethoscope	1						
Blanket	1						
Facemask	1						
Glucose 15	1						
Gloves Light	6						
Gloves Heavy	2						
Triangular Bandages	2						
Face Shield	1						
O2Tank	1						
Nasal Hose	1						
Adult Mask with Bag	1						
Child Mask with Bag	1						

Form 9771

Page 1 of 1

EMILY FIRE & RESCUE DEPARTMENT

ISSUED TRAUMA BAG GUIDELINES

In compliance with the EMS guideline form 9759, the following persons have been issued an oxygen tank and a trauma bag from the Emily Fire & Rescue Department.

Form 9772

FIRST RESPONDER	BAG ID NUMBER	OXYGEN YES/NO	ISSUED DATE	SIGNATURE	RETURN DATE

Form 9772

Page 1 of 1

EMILY FIRE & RESCUE DEPARTMENT

SCBA INSPECTION, MAINTENANCE AND TESTING GUIDELINES

This guideline is for maintaining, inspecting and testing all SCBA and related equipment. The SCBA committee personnel must perform SCBA maintenance after every use. Check the MSA procedures in the MSA file to address questions regarding the following procedures.

MAINTENANCE OF SCBA

Breathing apparatus is most important to the safety of the individual fire fighter. Proper maintenance of the equipment is essential to insure its proper operation and to maximize fire safety.

The Emily Fire & Rescue Department must maintain self-contained breathing apparatus in operable equipment at all times in accordance with OSHA Std. #191 0.134.

All breathing apparatus removed from an apparatus and worn by a member of the Emily Fire & Rescue Department shall not be returned to the apparatus until new Inspection and Maintenance Charts are followed and completed.

Any units found to have malfunctions shall be removed from service and reported to the SCBA committee or an officer of the Emily Fire & Rescue Department. Any apparatus found damaged or not functioning properly that cannot be repaired by a Emily Fire & Rescue Department SCBA Committee member must be sent by the SCBA committee to a certified MSA Technician.

Facemasks shall be inspected after each use for cleanliness, proper exhaust valve operation, condition of harness straps, lens and low-pressure hose by the owner of the mask.

SCBA TESTING GUIDELINES.

Emily Fire & Rescue Department must provide a verifiable record of inspection of breathing apparatus in accordance with OSHA Std. 1910.134.

Each individual breathing apparatus shall be checked monthly. The inspection and maintenance charts must be completed and filed by a Emily Fire & Rescue Department SCBA committee member.

Inspection findings shall be noted on an inspection sheet provided for each unit and signed by the person inspecting.

Flow testing shall be done by a certified MSA Technician in accordance to the MSA standard per usage, which is approximately every three (3) years.

EMILY FIRE & RESCUE DEPARTMENT

SCBA INSPECTION MAINTENANCE

The following chart consists of recording the information obtained from following the SCBA inspection and maintenance SOP. Any further need of repairs and tests are to be done by a qualified MSA technician. Those repairs are also to be recorded and filed.

	OK	BAD	ACTION TAKEN
1. Regulator Pressure Gauge (Check for damage)			
2. Main Line & By-pass Valves (Functional with unit pressurized)			
3. Harness Straps (Check for wear, cuts, abrasion - Be sure all hardware is in place and is functional)			
4. O-Ring on Hand Tightened Connector (Check for damage)			
5. High Pressure Hose (Check for cuts, severe abrasion)			
6. Waist Belt (Check for wear, cuts, abrasion - Be sure all hardware is in place is functional)			
7. Back Plate (Check for damage or defects)			
8. Cylinder Latch (Check for damage and proper function)			
9. Check Entire System for Air Tightness (Follow procedure in Level 1 Manual)			
10. Pass Device			
11. Comments/Repairs:			

Sign _____ Date _____

EMILY FIRE & RESCUE DEPARTMENT

SCBA TANK INSPECTION

MONTH _____

Tank #	Type of Cylinder	Hydro Date	Service Date	Cylinder Pressure	Cylinder Surface	Cylinder Valve	Cylinder Gauge

Comments: _____

Sign _____ Date _____

EMILY FIRE & RESCUE DEPARTMENT

Emily Fire & Rescue PERSONAL PROTECTIVE EQUIPMENT CHECKLIST/LOG

Name: _____ Date: _____
 Title: _____ Assignment: _____

Item:	Manufacturer:	ASSIGNED EQUIPMENT				Serial Number:	Date of Issue:	Inspection Interval:	
		Manufacture Date	New/ Reassigned:	Make:	Model:				
		Routine or Advanced Inspection				"√" Condition		In Need of (Mark with an "X")	
COAT	PROPER FIT (Refer to Appropriate NFPA Standard)				PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and coat/trouser overlap (at least 2")								
Routine	Soiling								
Routine	Contamination from hazardous materials or biological agents								
Routine	Rips, tears and cuts								
Routine	Damaged or missing hardware								
Advanced	Thermal damage such as charring, burn holes, or melting in any layer								
Advanced	Damaged or missing reflective trim								
Advanced	Moisture barrier integrity - rips, discoloration, thermal damage								
Advanced	Loss or shifting of liner material								
Advanced	Broken or missing stitches								
Advanced	Material integrity: UV, chemical degradation								
Advanced	Wristlets: elasticity, stretching, cuts, thermal damage								
Advanced	Reflective trim: attached, reflectivity, damage								
Advanced	Label integrity, legibility								
Advanced	Hook and loop functionality								
Advanced	Liner attachment systems								
Advanced	Closure system functionality								
Action Taken:									
		Routine or Advanced Inspection				"√" Condition		In Need of (Mark with an "X")	
PANTS	PROPER FIT (Refer to Appropriate NFPA Standard)				PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and coat/trouser overlap (at least 2")								
Routine	Soiling								
Routine	Contamination from hazardous materials or biological agents								
Routine	Rips, tears and cuts								
Routine	Damaged or missing hardware								
Routine	Thermal damage such as charring, burn holes, or melting in any layer								
Routine	Damaged or missing reflective trim								
Advanced	Moisture barrier integrity - rips, discoloration, thermal damage								
Advanced	Loss or shifting of liner material								
Advanced	Broken or missing stitches								
Advanced	Material integrity: UV, chemical degradation								
Advanced	Anklets: elasticity, stretching, cuts, thermal damage								
Advanced	Reflective trim: attached, reflectivity, damage								
Advanced	Label integrity, legibility								
Advanced	Hook and loop functionality								
Advanced	Liner attachment systems								
Advanced	Closure system functionality								
Action Taken:									

EMILY FIRE & RESCUE DEPARTMENT

Emily Fire & Rescue Personal Protective Equipment Checklist/Log

Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
FOOTWEAR	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Rips, tears and cuts or thermal damage					
Routine	Loss of water resistance					
Routine	Closure systems damage					
Routine	Damaged or deformed steel toe, mid-sole and shank					
Advanced	Seam integrity and condition of liner					
Advanced	Heel and excessive tread wear					
Advanced	Closure system damage and functionality					
Advanced	Condition of lining					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
GLOVES	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Contamination from hazardous materials or biological agents					
Routine	Rips, tears and cuts or thermal damage					
Routine	Inverted liner					
Routine	Shrinkage					
Routine	Loss of elasticity and flexibility					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
HELMET	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Damage to shell: cracks, dents and abrasions					
Routine	Damage to liner: rips, tears or thermal damage					
Routine	Suspension system					
Routine	Damaged or missing components to face-shield or goggle system					
Advanced	Damaged or missing reflective trim					
Advanced	Face-shield/goggle functionality					
Advanced	Damage to impact cap					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
HOOD	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Contamination from hazardous materials or biological agents					
Routine	Rips, tears, cuts or thermal damage					
Routine	Loss of face opening adjustment/shrinkage					
	Seam integrity					
	Elasticity					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
FACE PIECE & TUBE	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and seal					
Routine	Soiling					
Routine	Damaged or missing components to face-shield or breathing tube					
Routine	Connection functionality					
Routine	Rips, tears, cuts or thermal damage					
Action Taken:						
Comments:						
Inspected by:		Signature:		Date:		

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR MUTUAL AID CALLS

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
 - C. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Engine #1, Tanker, Brush Rig is enroute to fire)
 - D. USE SEATBELTS IN ALL FIRE TRUCKS
 - E. TURN ON EMERGENCY LIGHTS AND SIREN
 - F. PERSONNEL FOR MUTUAL AID SHOULD BE ACTIVE FIREFIGHTERS, PROBATIONARY FIREFIGHTERS ON STANDBY
2. MUTUAL AID WITH NO SPECIFIC EQUIPMENT REQUEST
 - A. TANKER
 - B. 3 FIREFIGHTERS
 - C. 2 SCBA
 - D. ALL ADDITIONAL FIREFIGHTERS STANDBY AT STATION
3. MUTUAL AID WITH SPECIFIC EQUIPMENT REQUEST
 - A. EQUIPMENT AND MANPOWER AS REQUESTED AS LONG AS IT DOES NOT LEAVE OUR COVERAGE AREA UNPROTECTED. ALL ADDITIONAL PERSONNEL STANDBY AT STATION.
 - B. IF PUMPER IS REQUESTED, USE PUMPER 2. UNDER CERTAIN CIRCUMSTANCES PUMPER I MAY BE USED. THIS DECISION WILL BE MADE BY THE OFFICER IN CHARGE.
 - C. UNDER CERTAIN CIRCUMSTANCES, MAY REQUEST STANDBY OF ANOTHER DEPARTMENT FOR COVERAGE OF OUR AREA. STANDBY MAY BE AT THEIR STATION, OUR STATION, OR BOTH.
4. FIREFIGHTERS ARRIVING AT SCENE
 - A. ANNOUNCE THAT THEY HAVE ARRIVED ON SCENE
 - B. REPORT TO REQUESTING DEPARTMENT INCIDENT COMMAND

EMILY FIRE & RESCUE DEPARTMENT

- C. IF ADDITIONAL PERSONNEL WILL NOT BE NEEDED, CONTACT EMILY BASE AND RELEASE ALL STANDBY PERSONNEL

INCIDENT RESPONSE FOR VEHICLE ACCIDENT

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
(turnout gear not required with Engine #1)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
 - FIRST: Engine #1 and 2 Firefighters
 - SECOND: Tanker and 2 Firefighters
 - THIRD: Engine #2 and 2 Firefighters
(all others go directly to scene)
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Engine #1, Tanker, Engine #2 is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR VEHICLE FIRES

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
 - FIRST: Engine #1 and 2 Firefighters
 - SECOND: Engine #2 and 2 Firefighters
 - THIRD: Tanker and 1 Firefighter
 - FOURTH: Brush Rig and 1 Firefighter
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Engine #1, Engine #2, Tanker, and Brush Rig is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR AND SCBA ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR GRASS FIRE THREATENING STRUCTURE

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
(turnout gear not required with grass rigs)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE

FIRST: Engine #1 and 3 Firefighters

SECOND: Engine #2 and 2 Firefighters

THIRD: Tanker and 1 Firefighter

FOURTH: Brush Rig and 3 Firefighters

FIFTH: UTV and 2 Firefighters

SIXTH: RESCUE UNIT
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Engine #1, Engine #2, Tanker, Brush Rig is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR GRASS FIRE

1. ALL FIREFIGHTERS WILL
RESPOND TO FIRE STATION
(turnout gear not required)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
 - FIRST: Brush Rig and 2 Firefighters
 - SECOND: UTV and 1 Firefighter
 - THIRD: Tanker
 - FOURTH: Engine #1
 - FIFTH: Engine #2
 - SIXTH: RESCUE UNIT
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Brush Rig, Tanker, Engine #1, Engine #2 is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - B. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

INCIDENT RESPONSE FOR STRUCTURE FIRE

1. ALL FIREFIGHTERS WILL

EMILY FIRE & RESCUE DEPARTMENT

- A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
- A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
FIRST: Engine #1 and 3 Firefighters
SECOND: Engine #2 and 1 Firefighter
THIRD: Tanker and 3 Firefighters
FOURTH: Brush Rig with 1 Firefighter to nearest water supply
FIFTH: UTV and 1 Firefighter
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Engine #1, Engine #2, Tanker, Brush Rig is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
- A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
 - D. AT ALL FIRES WITH SMOKE SHOWING, 4 QUALIFIED FIREFIGHTERS MUST SUIT UP WITH SCBA
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
- A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE ONE OF THE FOLLOWING ASSESSMENTS
 - i. NOTHING SHOWING
 - ii. SMOKE SHOWING
 - iii. FULLY INVOLVED
 - iv. COMING DOWN
 - v. DOWNExample: Emily Pumper #1 on scene with smoke showing
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKERS

EMILY FIRE & RESCUE DEPARTMENT

CUYUNA RANGE FIRE SERVICE MUTUAL AID AGREEMENT

1. DEFINITION OF TERMS

Subd. 1 "Party" means a political subdivision, or, in the case of a private non-profit provider of fire protection, the governing body of such a provider.

Subd. 2 "Requesting Official" means a party's fire chief and/or that fire chief's delegates who is/are empowered to request assistance from other parties.

Subd. 3 "Responding Official" means a party's fire chief and/or that fire chiefs delegates who is/are empowered to determine whether and to what extent assistance can or should be provided.

Subd. 4 "Assistance" means fire and/or emergency medical services personnel and equipment provided by a fire department as defined by Minnesota Statutes Chapter 69.001, and includes such personnel and equipment as may be needed for stand-by protection by a party to this agreement.

Subd. 5 "Emergency" means a sudden and unforeseen situation requiring immediate action and assistance.

2. AUTHORITY

Subd. 1 The parties to this agreement acknowledge their authority to enter into this agreement pursuant to provisions of the joint Exercises of Powers Act, Minnesota Statutes Chapter 471.59 to provide each other on a reciprocal basis assistance in the event of emergencies and other incidents including situations related to fire suppression, fire prevention, training, public fire education, arson investigation, hazardous materials incidents, and natural and man made disasters.

3. CUYUNA RANGE FIRE SERVICE MUTUAL AID ASSOCIATION

Subd. 1 Each party, upon execution of this agreement by its governing body, becomes members of the Cuyuna Range Fire Service Mutual Aid Association for the purpose of furthering the intent of this agreement.

4. IDENTIFICATION OF PARTIES

Subd. 1 Upon adoption of a resolution by its governing body, and executed copy of this Agreement shall be forwarded by the member party to the Secretary of the Cuyuna Range Fire Chief's Association. The Secretary of the Cuyuna Range Fire Chiefs Association shall maintain a current list of the parties to this agreement and furnish same to all member parties. Whenever there is a change in the parties to this agreement the, said Secretary shall furnish a revised list to all member parties.

Subd. 2 This agreement shall be in effect between the party executing this agreement and all other parties executing this agreement unless specified below:

EMILY FIRE & RESCUE DEPARTMENT

5. PROCEDURE

Subd. 1 Whenever, in the opinion of the requesting official, there is a need for assistance, the requesting official may request assistance from one or more of the parties to this agreement.

Subd. 2 Upon receipt of a request for assistance, a party's responding official may authorize and direct such assistance, provided that whether such assistance shall be provided and/or to what extent such assistance shall be provided shall be determined solely by the responding official, and further provided that the responding official may at any time recall such assistance if the responding official deems such recall is necessary to provide for safety and protection of the party under which authority the responding official is acting.

Subd. 3 When a responding party provides assistance under this agreement, they may in turn request assistance from other parties as "back-up" during the time that they are providing assistance outside their service area.

Subd. 4 Assistance provided under this agreement shall be under the command of the officer-in-charge of the emergency for which the assistance was summoned immediately upon arrival at the emergency.

Subd. 5 The requesting official shall be as specific as possible as to the type of equipment and number of personnel being requested. The responding party shall make a reasonable effort to comply with this request and the number of personnel to be sent. Again, the decision of the responding official shall be final as to if and what resources shall be sent.

Subd. 6 Technical service and assistance of a non-emergency nature may be requested and/or provided by the parties to this agreement.

Subd. 7 No charge will be levied by any party to this agreement for assistance rendered to another party under terms of this agreement except for supplies used by the responding party.

6. INSURANCE

Subd. 1 Each of the parties will maintain insurance policies providing coverage for:

(a) Workers compensation for firefighters who are members of said parties' fire department, the coverage of said policy extending to protect said parties when engaged in the performance of duties under this agreement outside the service area of the party whose fire department he/she is a member of, and

(b) Damage or injury caused by negligent operation of its fire department vehicles, the coverage of such policies extending to accidents which may occur while the said parties' fire department is engaged in the performance of duties under this agreement outside the service area of said party.

(c) Each member party should provide a certificate or other proof of said insurance to the Secretary annually.

EMILY FIRE & RESCUE DEPARTMENT

7. LIABILITY

Subd. 1 No party to this agreement nor any officer or employee of any party shall be liable to any other party or to any person on account of failure of any party to this agreement to furnish assistance to any other party, or on account of recall, both as described in Article 5.

Subd. 2 The party for whom assistance is requested under terms of this agreement shall not be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of a party providing assistance under the terms of this agreement, nor shall the responding party be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of the party for whom assistance is requested under the terms of this agreement or the personnel of any other party providing assistance under the terms of this agreement.

8. SUBSIDY

Subd. 1 This agreement shall not be construed as a fire protection subsidy, either direct or indirect, by any party to this agreement.

9. WITHDRAWAL

Subd. 1 Any party may withdraw at any time upon thirty (30) days written notice to the Secretary of the Cuyuna Range Fire Chiefs Association; such a party may again become a member if later entering into this agreement.

Subd. 2 Upon receiving such a notice for withdrawal, the Secretary shall give notice to other members and the effective date thereof, as provided in Article 4, Subd. I.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation have executed this agreement pursuant to authorization by the City Council of the City of _____, or the governing body of the _____ Fire Department, Inc. on the date of _____

City of _____

By _____, its Chairman

By _____, its Clerk

By _____, its _____

Fire Department of _____

By _____, its Fire Chief

Cuyuna Range Fire Chiefs Association

By _____, its President

By _____, its Secretary

EMILY FIRE & RESCUE DEPARTMENT

MINNESOTA DEPARTMENT OF NATURAL RESOURCES COOPERATIVE FIRE PROTECTION AGREEMENT

THIS INDENTURE, made this date as shown above, by and between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State" and the party specified above, hereinafter referred to as the "Unit."

WHEREAS, the Commissioner of Natural Resources is charged with the duty of preventing and extinguishing forest fires;

WHEREAS, the State desires and needs support in preventing and suppressing wildfires which for the purpose of this contract mean any forest or prairie fire which may or may not be hazardous to structures; and

WHEREAS, the Commissioner of Natural Resources and the Unit are authorized under M.S. 88.04 to cooperate in the prevention and suppression of wildfires; and

WHEREAS, the Commissioner of Natural Resources is authorized under M.S. 84.025 to enter into this contract; and

WHEREAS, the Unit has established a Fire Department to extinguish fires within its statutory authorized boundaries and has contracted with certain other local units of government for joint fire prevention and protection;

NOW THEREFORE, it is mutually understood between the parties hereto that the State is primarily responsible for the prevention, detection, and suppression of all wildfires and the Unit is primarily responsible for the prevention, detection, and suppression of structural fires that occur within the subject area of this contract; that the purpose of this contract is to enable the State through the Department of Natural Resources (DNR) to better their cooperative effort in the prevention and suppression of all fires within the subject area of this contract; that in consideration for the mutual benefits derived herein,

The Unit shall:

1. Provide wildfire suppression services to all areas protected by the Unit as attached on exhibit A of agreement on page 2. Unit will provide updates to areas protected as appropriate.
2. Report all wildfires, within coverage area, to the following numbers within 24 hours, with a followup fire report card. This is important for Forestry investigation, mop-up and reimbursement.

Brainerd Area Forestry Office 218-828-2565

Wayne Damerow, Area Forest Supervisor 218-8283547 (H)

Mark Mortensen, Program Forester 218-828-4007 (H)

3. Respond to additional wildfire calls, outside the Unit's fire protection area, at the request of the State and at the discretion of the Unit Chief.

EMILY FIRE & RESCUE DEPARTMENT

4. Stay with all vegetative fires until out, or until released by a designated State incident commander, or until called to a structure fire within the Unit's protection area.

UNIT NAME Date (Month/Day/Year)

Emily Fire & Rescue

THIS agreement is effective on the date hereof and is to continue terminated by either party giving ten (10) days' written notice to the other.

IN TESTIMONY WHEREOF, the said parties of the first part have their hand the day and year first above written.

Fire Department Emergency Number

Non-emergency Number 218-763-3113

Fire Chief's/Department

Mailing Address:

Andy Hemphill
39065 Co. Rd. 3
Crosslake, MN 56442

Emily Fire and Rescue Department
PO Box 68
Emily, MN 56448

in force until hereunto set

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

COOPERATIVE FIRE PROTECTION AGREEMENT
UNIT or CONTRACTOR AUTHORIZED SIGNATURE

THE STATE SHALL:

Reimburse the Unit for all wildfire calls on State-owned land, and on other lands at the request of, or with
--

the final approval of the State, at the rate of \$400.00 (manpower included) for the first hour and \$400.00
--

(manpower included) for the second hour, or part thereof (prorated).
--

The following rates will apply for specific fire apparatus for wildfire emergencies under conditions described below:

A. Extended wildfire emergencies — beyond the second hour.
--

B. Request by Forestry for a specific fire apparatus to a location where Forestry personnel are on the scene
--

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EMILY FIRE & RESCUE DEPARTMENT

Make	Model	Year	Desc/Capacity	Serial #	Value	Rate w. Manpower
*Freightliner	Firetruck	2016	1000 gal/1000 GPM			\$150.00
*Kenworth	Midship Pump	2024	3000 gal/250 gal GPM portable			\$150.00
*Sterling	Fire Tanker	2009	Quick Attack/300 gal/135 GPM			
*Chevrolet	1 Ton Pickup	1997	Brush truck/200 gal/500 GPM			\$150.00
Ford	Taylor Made	2002	First Responders			
* Items to be sent out on brush fires.						
Manpower is to be paid at current DNR smokechaser rates.						

State of Minnesota		
Department of Natural Resources		
AUTHORIZED SIGNATURE		DATE

EMILY FIRE & RESCUE DEPARTMENT

APPARATUS SEAT JOB DESCRIPTION

The following is a list of truck seat and their responsibilities. These responsibilities are to be followed with the S.O.P.

Engine #1

Driver seat

Is responsible to drive the truck safely to the scene and park the truck at the appropriate position according to the S.O.P. Responsible for all pump operations with the setup of the necessary equipment as outlined in the S.O.P.

Passenger seat

Responsible for all radio communications with Crow Wing County (CWC), Emily firefighters and Emily dispatch. Shall operate emergency lights and siren. Will assess the emergency and communicate with dispatch and fellow fire fighters. Is the incident command until a higher ranking officer arrives.

Engine #2

Driver seat

Is responsible to drive safely to the scene.

May need to set up as back up to Pumper 1.

Pump operations and set up as outlined in incident S.O.P.

Water supply set up and pumping.

Responsible for filling trucks with water.

Knowledge of fittings to adapt.

May need to take over passenger responsibilities.

Passenger seat

Radio communication.

Operation of lights and siren.

Assist driver.

EMILY FIRE & RESCUE DEPARTMENT

Tanker

Driver seat

Responsible to arrive at the scene safely.

Radio communications.

Operation of emergency lights and siren.

Delivery of water to the scene.

Passenger seat

Assist the driver.

Brush Rig

Driver seat

Responsible to arrive at the scene safely.

Set up of truck at scene or water supply.

Operation of pump and portable pumps.

Usage of back packs and refilling.

May need to assume passenger responsibilities.

Passenger seat

Radio communication.

Operation of emergency lights and siren.

Assist driver.

RESCUE UNIT

Driver Seat

Responsible to arrive at the scene safely.

Radio communication.

Operation of emergency lights.

Maneuverability in sorts of situations.

EMILY FIRE & RESCUE DEPARTMENT

May need to assume passenger responsibilities.

Passenger Seat

Assist driver.

Navigation.

Radio communication.

Respond or carry in any and all equipment needed that is on passenger side of rescue unit.

EMILY FIRE & RESCUE DEPARTMENT

APPARATUS CERTIFICATION GUIDE

Preparation

This operation should be done with 3 instructors, 2 at the drop tanks for pumper operations and 1 at the drafting station.

Set drop tank up in a place that both trucks can back up to or pull into and utilize it for drafting.

Set up 2nd drop tank so the brush truck can set up portable pump and pump.

Fill both drop tanks.

Install foot valve on suction line and place in draft tank to use by both trucks.

Tanker

Driver

Will locate truck at drop tank to draft from.

Operate pump and pump water from booster tank in 3 minutes from time parked.

Attach suction line and pump water within 6 minutes of time parked.

Set up scene lights and start generator.

When completed perform passenger duties.

Passenger

Operate radio, emergency lights and siren.

Help driver position truck.

Do not help with pump operation.

Operate positive pressure fan.

When driver is finished trade positions and perform driver duties.

After finished with pump operation return truck.

Brush Rig

Driver

EMILY FIRE & RESCUE DEPARTMENT

Locate the truck at 2nd drop tank or drafting station.

Set up pump operation and pump water.

Knowledge of back packs operation.

When passenger is finished with all operations, switch duties.

Passenger

Operate radio, emergency lights and siren.

Assist driver in truck location.

Set up portable pump and pump water.

When driver is finished with all operations, switch duties.

UTILITY PUMP TRUCK

Driver

Locate the truck at 2nd drop tank or drafting station.

Set up pump operation and pump water.

Knowledge of back packs operation.

When passenger is finished with all operations, switch duties.

Passenger

Operate radio, emergency lights and siren.

Assist driver in truck location.

Set up portable pump and pump water.

When driver is finished with all operations, switch duties.

TANKER

Driver

Drive to the drop tank.

When passenger is finished with all operations, switch duties.

EMILY FIRE & RESCUE DEPARTMENT

Passenger

Operate radio, emergency lights and siren.

Guide driver to the drop tank.

Simulate water drop.

When driver is finished with all operations, switch duties.

RESCUE UNIT

Driver

Start the van, operate the radio, emergency lights and siren.

Knowledge and location of EMS supplies.

Knowledge of all equipment in van.

Responsible to arrive at the scene safely.

Radio communication.

Operation of emergency lights.

Maneuverability in sorts of situations.

May need to assume passenger responsibilities.

Passenger

Assist driver.

Navigation.

Radio communication.

Respond or carry in any and all equipment needed that is on passenger side of rescue unit.

EMILY FIRE & RESCUE DEPARTMENT

TRUCK MAINTENANCE GUIDELINES

Proper maintenance of all apparatus is essential to ensure its proper operation and to maximize fire safety. This schedule is for maintenance of all apparatus and equipment.

Minor maintenance of the apparatus that can safely be done, shall be completed by the Truck Committee. Any repairs that the Truck Engineer feels the committee is unqualified for, special repairs or repairs that require certified personnel shall be done at the discretion of the Chief. It is the responsibility of the Truck Engineer to know and understand his/her own ability. All repairs shall be done in accordance to the service manual for each apparatus. This includes all oils, grease, pressures, and all regulations and any stipulations held therein.

Emily Fire & Rescue department must provide verifiable records of maintenance and inspection of apparatus in accordance of OSHA Std 1910.156.

It is the responsibility of the Truck Committee that all apparatus and equipment on the apparatus is in compliance with all OSHA standards.

All apparatus maintenance must be recorded and properly filed by the Truck engineer. Any apparatus malfunctions shall be reported to the Truck Engineer, who is responsible for making repairs with minimal out-of-service time.

The apparatus maintenance schedule is of two parts which is yearly and monthly.

Yearly:

All apparatus is to undergo annual service testing and inspection. The date the service is performed shall establish the yearly interval.

Monthly:

All apparatus shall be inspected and maintained monthly.

EMILY FIRE & RESCUE DEPARTMENT

PUMPER 1 YEARLY MAINTENANCE GUIDELINES

The following is a yearly maintenance for the Pumper apparatus and generator. Any malfunctions with this apparatus shall be reported to the Chief Engineer who in turn will report to the Chief and Assistant Chief.

The recommended grease and oils shall be use in compliance with the manufacturer of the apparatus.

This form must be completed, signed and dated, then given to the Chief Engineer to be filed.

Signature _____ Date _____

OPERATION	OK	BAD	DONE	ACTION TAKEN
Transmission fluid				
Differential				
Grease zerks				
Grease u joints				
Oil change				
Oil filter replaced				
Over all visual of truck				
Overall visual of drive train				
GENERATOR				
Renew spark plug				
change oil				
Clean air filter				
Clean cooling fins				
Overall visual				

EMILY FIRE & RESCUE DEPARTMENT

SAMPLE 100 POINT EMPLOYMENT EXAMINATION FOR FIREFIGHTER SELECTION

A 1990 Minnesota Supreme Court Case, Hall v. Champlain, No. C2-89-1355, resulted in the Court requiring all political subdivisions in the state to adapt their hiring systems to a 100 point rating system to enable the allocation of veteran's preference points.

This is a sample examination consisting of points awarded to candidates based on a score attained in a written examination, training and experience, and an oral interview.

Departments may choose to use any of the components of this sample as long as the 100 point criteria are used and veteran's preference points are awarded appropriately.

This is a sample examination consisting of points awarded to candidates based on a score attained in a written examination, training and experience, and an oral interview.

This sample assumes that a fire department that responds to both fires and medical emergencies is seeking qualified candidates. Some candidates may have previous firefighting training and experience and others may not. The department desires to hire the best qualified candidate(s). A detailed job description lists all of the duties the employee will be expected to perform.

In our sample, those persons who possess a valid Minnesota Driver's License (or are eligible to obtain a license) may take the written examination. Those receiving a score of 70% or better may take the Work Performance Test. The appointing authority may choose to interview any number of the top 5, 7, 8, or 10 candidates (you decide), depending on the number of vacancies available.

PART I - WRITTEN EXAMINATION -30 Points

A written examination evaluates reading comprehension at the ninth grade level, computation (addition, subtraction, multiplication and division), and communication proficiency in English (listening and speaking). An adult level reading test would determine if a candidate is able to read at the ninth grade level and therefore understand the "Essentials of Firefighting" text used in the Firefighter I course and texts used in other firefighter courses. The computation test will determine the candidate's ability to measure and apply the principles of friction loss, engine pressure, and nozzle pressure. The communication proficiency test will determine the candidate's ability to understand orders and instructions issued on the fireground and be able to communicate with other firefighters.

The appointing authority may determine the cut-off score for the written test. For example if the cut-off score is 70%, all those scoring 70% or higher are eligible to take the Work Performance Test, those scoring below 70% are not eligible to continue the testing procedure.

EMILY FIRE & RESCUE DEPARTMENT

PART II - WORK PERFORMANCE TEST - MUST PASS

A Work Performance Test that evaluates the candidate's ability to do fireground tasks within a reasonable time limit. Several excellent examples are available from the FIRE/EMS Center.

PART III – TRAINING, EDUCATION AND EXPERIENCE -40 Points

Points are awarded for education and experience relating to the job requirements as stated in the job description.

POINTS

A. MINIMUM QUALIFICATIONS:

0

1. Must pass the work performance test.

0

2. Must have (or be eligible to obtain) a valid Minnesota Class C Driver's License.

POINTS

B. TRAINING/EDUCATION -20 POINTS

5

1. Successful completion of Recruit Firefighter course at a Minnesota Technical College or the equivalent.

5

2. Successful completion of U.S. Department of Transportation 40 Hour First Responder Course and current certification if required.

5

3. Successful completion of Minnesota Department of Health approved Emergency Medical Technician (A or higher level) course and possess current valid recertification if required.

5

4. Successful completion of Level C, CPR Course for Health Care Providers and current recertification if required.

POINTS

C. EXPERIENCE - 20 POINTS

0-10

1. Experience in a position requiring First Responder, Emergency Medical Technician, or Paramedic skills in the last five years.

1 Year - 2 points, 3 Years - 3 points, 5 Years - 5 points

0-10

2. Experience in a position requiring structural firefighting skills in the last five years.

1 Year - 2 points, 3 Years - 3 points, 5 Years - 5 points

At this point in the process, preference points are awarded to qualified non-disabled veterans (5 points) and disabled veterans (10 points). A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify. These points are added to their final examination results. See Minn. Stat. 43A.11

EMILY FIRE & RESCUE DEPARTMENT

PART IV - ORAL INTERVIEW - 30 Points

Several "key questions" should be asked each of the candidates in an effort to determine if they have the necessary qualifications to fill the position. Several examples are listed below but you may generate your own questions as long as they are directly connected with the tasks to be performed by the firefighter. Each candidate should be asked the same questions and points awarded on the basis of their responses.

POINTS

- | | |
|------|--|
| 0-10 | 1. Do you have any commitments or responsibilities that might prevent you from meeting attendance requirements at fire/EMS calls, training sessions, business meetings, relief association dance ticket sales, public fire education functions, and other fire department related requirements during a typical month? (or use another specific time period) |
| 0-10 | 2. Is it clear to you the amount of your personal time that will be required in order to perform the above functions? |
| 0-10 | 3. Would you have any difficulty responding to fire/EMS calls within ____minutes? (a certain time period, 5-10 minutes or whatever the department requires) |

Keep in mind that you may select the specific criteria appropriate for your fire department and the above is only a sample.

Questions/comments concerning this publication should be directed to Bill Bruen, Fire Service Manager, FIRE/EMS Center, 1450 Energy Park Drive, Suite 100 B, St. Paul, MN 55108. Phone: 612-649-5454.

EMILY FIRE & RESCUE DEPARTMENT

PHYSICAL EVALUATION FORM

Name: _____ Date: _____

Do you have or have you ever had any of the following?

	<u>Yes</u>	<u>No</u>
A. Diabetes	_____	_____
B. Seizures or convulsions	_____	_____
C. Alcohol dependency or abuse	_____	_____
D. Punctured ear drums	_____	_____
E. Skin disorders (Dermatitis/allergies)	_____	_____
F. Trouble smelling	_____	_____
G. Lung problems such as: asthma, emphysema, TB, other	_____	_____
H. Heart disease	_____	_____
I. Stroke	_____	_____
J. High blood pressure	_____	_____
K. Anemia (low blood/low hemoglobin)	_____	_____
L. Surgery to head/face — other than dental surgery	_____	_____
M. Had trouble breathing when wearing SCBA	_____	_____
N. Claustrophobia when wearing a SCBA	_____	_____
O. Any medical condition which you feel could be a problem when wearing a SCBA	_____	_____

List medications you take on a regular basis:

1. _____
2. _____
3. _____
4. _____

If you answered yes to any of the above, please explain: (include treatment and results)

The above is, to the best of my knowledge, a truthful statement concerning my present health.

Signature: _____ Date: _____

EMILY FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES

1. All Fire and Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be thirty-five. At least 67% of the members shall have passed a Firefighter I course, and at least 33% of the members shall have passed First Responder training.
3. The following are special positions within the Fire and Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire and Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire and Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in Section 8. The Secretary shall attend meetings of the Board for the purpose of keeping records and informing the City Clerk of decisions requiring Council action.
5. The City's Personnel Policy, as approved and amended from time to time by the City Council, shall apply to all Fire and Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Personnel Policy and the Fire and Rescue Department Personnel Policies and Standard Operating Procedures (SOPs), the City Personnel Policy shall control.
6. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire and Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance, City policy, or SOP violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
7. Fire and Rescue Department personnel shall be required to attend regular monthly meetings. If the member misses two regular monthly meetings in a row, or a total of three monthly meetings during any 12 month period, without an acceptable excuse, that member shall be subject to disciplinary action by the Executive Review Board and considered for forfeiture of membership in the department. An acceptable excuse shall include: work, illness and/or death in the family, or extended vacation outside of the area. Fire and Rescue Department personnel absent from more than 50% of the drills/trainings or 50% of the calls for a calendar year shall automatically have their

membership in the organization reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.

8. Appointment of Fire and Rescue Department Personnel.

All employees of the Fire and Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position by the Fire and Rescue Chief in coordination with and approved by the City Council.

(1) An applicant for a Fire and Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:

- a) Must be 18 years of age or older.
- b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
- c) Must have a valid Minnesota Driver's License.

If the applicant meets the threshold criteria, the application shall be submitted to the Executive Review Board. If the application is recommended to the City Council for employment, the Fire and Rescue Chief shall include the recommendation in their subsequent monthly report to the Council.

After a conditional appointment by the City Council:

- a) The City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.
- b) Firefighters and first responders must successfully complete a timed physical agility test, witnessed by two officers of the Fire and Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.

(2) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Fire and Rescue Hall. An applicant for firefighter will be issued gear and a pager and must successfully pass a Department-approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager.

(3) An Fire and Rescue Department member's date of hire is defined as the date the applicant's preemployment screenings and physical agility test are complete.

(4) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

9. Fire and Rescue Department personnel may take part in public relations activities in the City of Emily and surrounding communities.

10. All Fire and Rescue Department personnel shall be entitled to benefits as set forth in the Emily Firemen's Relief Association By-Laws.
11. Any member entering military service shall leave on a leave of absence until their return with no loss of membership.
12. Department member Oath of Membership – I do solemnly swear that I will faithfully execute my duties as a member of the Emily Fire and Rescue Department to the best of my ability. I will preserve, maintain, and defend the department ordinances and policies, and will uphold the following motto: "unselfish public service; courage; and duty", so help me God.
13. Children (minors under the age of 18) shall not be allowed in the Fire and Rescue Hall due to safety and liability issues. Members shall not bring children to calls due to safety and liability issues. Upon approval of the Fire and Rescue Chief children may be allowed in the Fire and Rescue Hall when accompanied by a member for special events. Members allowing children in the Fire and Rescue Hall or bringing children to calls will be reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
14. Any member wishing to resign must submit their resignation in writing to the Fire and Rescue Chief. The Fire and Rescue Chief will make a recommendation to the City Council.
15. Any individual who resigns from the Emily Fire and Rescue Department within the first year of employment shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the Emily Fire and Rescue Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.
16. All regular meetings of the Fire and Rescue Department shall be held in the Fire and Rescue Hall, unless otherwise determined at a regular meeting.
17. Regular meetings of the Fire and Rescue Department shall be held on the 4th Tuesday of each month. The annual meeting shall be held on the 4th Tuesday of December. The presence at any meeting of 15 active members shall constitute a quorum for the transaction of business, unless otherwise specified in these policies. Each active member present shall be entitled to one vote on any matter for consideration.

**ORDINANCE NO 2024-04
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN ORDINANCE TO REVISE THE
CODE OF ORDINANCES FOR THE CITY OF EMILY
WITH THE ESTABLISHMENT OF A FIRE AND RESCUE DEPARTMENT**

33.20 Repeal: Emily City Code, Chapter 33 Public Safety, Fire Department Section, Subsections 33.20 through 33.31, and Volunteer First Response Unit Section, Subsections 33.45 through 33.53, adopted on January 9, 2019 are hereby repealed.

33.21 Fire and Rescue Department. The City shall provide a Fire and Rescue Department comprised of firefighters and emergency medical personnel for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community. The department shall service the City of Emily and such surrounding areas as may contract with the City of Emily for services of the department.

- (1)** The Fire and Rescue Department shall be administered by a Fire and Rescue Chief.
- (2)** The Fire and Rescue Chief shall have subordinate officers to assist in management of Fire and Rescue Department duties and functions. The Fire and Rescue Department chain of command shall be defined in the Fire and Rescue Department Standard Operating Procedures (SOPs). **The Fire and Rescue Chief and the City Council shall develop administrative policies for determining qualified personnel which shall be submitted to the City Council for approval. The Fire and Rescue Chief shall recommend to the City Council appointment to Fire and Rescue Department officer positions.**
- (3)** The Fire and Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. **The Fire and Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire and Rescue Department. The size and composition of the department shall be established by resolution of the City Council and may be changed from time to time by subsequent resolution and specified in the City's Personnel Policy. The compensation shall be included in the Wage Schedule Policy.**

33.22 Fire and Rescue Chief. **The Fire and Rescue Chief shall be appointed by the City Council taking into consideration recommendation of the members of the department.** The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire and Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire and Rescue Department. Specific duties of the Fire and Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.



City of Emily, Minnesota
Alcohol and Drug Use: Fire and Rescue Department Member
“Zero Tolerance” Response Policy

The Fire and Rescue Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs while participating in Fire and Rescue Department functions including:

- response to fire and other emergency incidents;
- participation in Fire and Rescue Department training activities; and
- participation in any other activities where the member is serving as a representative of the Fire and Rescue Department, either officially or unofficially.

If a member has consumed any substance that may impair physical activity or mental judgment, the member shall not respond to an emergency incident, and shall not participate in training or any other Fire and Rescue Department activity. This specifically includes but is not limited to:

- consumption of any alcohol within an eight-hour period;
- use of any illegal drugs; or
- use of any prescription or non-prescription medication which is labeled with a warning regarding drowsiness, driving, or operation of machinery, unless a physician has certified that the member can safely and properly perform the duties of a member of the Fire and Rescue Department.

2. Any member who during an emergency response observes any indication that another member is under the influence of alcohol or drugs shall report those observations to the Officer in command. Such indications include but are not limited to the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. A member who observes such indications and fails to report them as required is subject to disciplinary action.
3. If the Officer in charge has a reasonable suspicion that a member may be under the influence of alcohol and/or drugs during an emergency response, the Officer shall ensure the member is relieved of duty and kept in a safe area. A ride home will be provided to the member as soon as possible. In no case will the member be allowed to drive home from the Fire and Rescue Department activity. Grounds for reasonable suspicion of being under the influence of alcohol and/or drugs include but are not limited to: odor of alcohol on one's breath, slurred speech, unsteady gait, and disorientation. The Officer in command may require that the individual immediately submit to a field impairment test. An individual's refusal to submit to such tests is grounds for disciplinary action. The Officer shall document the time, date, observed behavior, witnesses, what was done, and substance of any conversation conducted with the Member. This documentation shall be immediately forwarded to the Fire and Rescue Chief.

4. The Officer shall require a member who is reasonably suspected of being under the influence of alcohol and/or drugs to submit to blood or urine testing in accordance with the City of Emily's Drug and Alcohol Testing Policy. An individual's refusal to submit to such tests is grounds for disciplinary action.
5. An Officer in command who fails to fulfill the responsibilities for action listed in Paragraphs 3 and 4 shall be subject to disciplinary action.
6. Disciplinary action for violation of this policy may include a written reprimand, suspension, or termination. A member who responds to an emergency call while under the influence of drugs or alcohol may also be required to undergo chemical abuse assessment and/or treatment.

Adopted by the Emily City Council on _____, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer



City of Emily, Minnesota
Alcohol and Drug Use
Fire and Rescue Department Members Response Policy

The City of Emily Fire and Rescue Department requires members to follow these rules for responding to calls after the consumption of alcohol or drugs.

1. A member who has consumed more than two drinks of alcoholic beverages in the previous four hours shall not respond to an emergency call.
2. A member who has used any illegal drug during the preceding 24 hours shall not respond to an emergency call.
3. Upon arriving at the fire hall in response to an emergency call, a member shall immediately inform the Officer in charge of any of the following conditions:
 - If the member has consumed alcohol during the preceding four-hour period, and the amount consumed in that period.
 - If the member is using any prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery.

A member who fails to comply with this requirement is subject to disciplinary action.

4. A member who has consumed any alcohol in the preceding four-hour period, or who is using a prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery shall not perform any of the functions listed below, but will instead be assigned to other duties.
 - Drive any vehicle;
 - Use SCBA;
 - Enter a structure fire;
 - Provide emergency medical assistance or first aid.
5. The Officer in charge shall restrict the activities of any member as s/he deems appropriate if the Officer in charge reasonably believes or suspects that the member may be unable for any reason to safely and properly perform the duties of a member. This applies even if the member is in compliance with the requirements of Paragraphs 1 through 4 of this policy.
6. Any member who during an emergency response observes any indication that another member is under the influence of alcohol or drugs shall immediately report those observations to the Officer in charge. Such indications include the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation.

7. In any case of a scheduled social event that may involve consumption of alcohol by a substantial percentage of the Fire and Rescue Department members, the Fire and Rescue Chief shall arrange in advance for emergency response by a neighboring department pursuant to the appropriate mutual aid agreement.

Adopted by the Emily City Council on _____, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

City of Emily, Minnesota

Drug, ~~Alcohol~~ and ~~Alcohol~~ Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT)

Purpose and Objectives

The City of Emily ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City of Emily does not intend to intrude into the private lives of its employees, but strongly believes that a drug-~~and~~, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and drugcannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and ~~workers'~~workers' compensation claims, higher insurance rates, and an increase in theft of city property. The City of Emily's Drug-~~and~~, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances Under Which Testing May Be Required

Under this policy, the City may test any applicant to whom an offer of employment has been made, and may test ~~any employee~~employees for alcohol and/or ~~controlled substance~~drugs, including cannabis, under ~~any of~~ the following circumstances with a properly accredited or licensed testing laboratory or oral fluid test, in accordance with Minn. Stat. § 181.953, subsubs. 1, 5a.

(1) Pre-Employment Testing:

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of a drug test, among other conditions. If the job offer is withdrawn based on drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The

city will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based on drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are also subject to this policy. ~~May want to address when testing will be conducted for temporary and seasonal rehires~~ An annual pre-employment alcohol and/or ~~A new~~ drug test is required ~~if it's been at least one year from the date of their last drug screen when rehiring seasonal employees.~~

(2) Reasonable Suspicion Testing:

Consistent with Minn. Stat. § 181.951, subd. 35, employees will be subject to alcohol and ~~controlled substance/or drug testing, including cannabis~~ testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, ~~drugs~~ or ~~a controlled substance~~ ~~cannabis~~; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of ~~drugs or~~ alcohol, ~~or cannabis~~, while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury ~~as defined in Minn. Stat. § 176.011, subd. 16~~ or has caused another employee to sustain ~~a personal~~ injury, ~~and although the employer does not specifically suspect drug use, there is a reasonable possibility that drug use or;~~
- ~~Has caused a work-related accident or was a contributing factor operating or helping to the injury operate machinery, equipment, or vehicles involved in a work-related accident.~~

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, ~~drugs~~ or ~~a controlled substance~~ ~~cannabis~~ or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol ~~or~~ drugs ~~or cannabis~~ may have occurred.

These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must

notify ~~[Human Resources/the City Administrator]~~their immediate supervisor and the Personnel Committee of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

(3) Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6~~7~~, the City may request or require an employee to undergo drug ~~and~~ alcohol ~~or cannabis~~ testing, if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, ~~including cannabis testing~~, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

(4) Routine Physical Examination Testing:

The City may request or require an employee to undergo drug ~~and/or alcohol~~ testing ~~—but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state of federal law~~ as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two ~~weeks'~~~~weeks~~ written notice that the test will be required as part of the physical examination.

(5) Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random ~~drug, alcohol, and cannabis~~ testing, if the employee is in a safety-sensitive position.

Right of Refusal:

Employees and job applicants have the right to refuse to submit to an alcohol, ~~drug~~, or ~~drug~~~~cannabis~~ test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug ~~and/or~~ alcohol ~~or cannabis~~ test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds:

An employee or job applicant who, on religious grounds, refuses to undergo drug ~~and~~ or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug ~~or~~ alcohol, or cannabis testing of a urine sample.

Cost of Required Testing:

The City will pay for the cost of all drug ~~and~~ alcohol or cannabis testing requested or required of all job applicants and employees, with the exception of except for confirmatory retests. Likewise, if the employee or job applicant's initial test was an oral fluid test that indicates a positive result or that is inconclusive or invalid and the employee or job applicant requests testing using the services of a testing laboratory as described below, and the city will cover the cost of the laboratory test. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests after their first laboratory test.

Prohibition against ~~Controlled Substance~~ Drugs and Alcohol

Use and Possession of Alcohol or Drug(s):

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; iswhile on City premises; while operating any City vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter ~~controlled substance~~ drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on ~~the~~ worksite by a person working as an employee at the City or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug ~~and~~ alcohol and cannabis testing policy. ~~And employees~~

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired ~~of~~by Alcohol, Drugs or ~~Drug(s)~~Cannabis:

Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the City's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter controlled substance drug used as intended by the manufacturer.

Driving While Impaired:

A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal ~~Controlled Substance~~Drug Convictions:

Any employee convicted of any criminal drug statute must notify his or her supervisor ~~{and the City's Human Resources Division/City Administrator}~~Personnel Committee in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a controlled substance drug-related conviction, the City will take appropriate personnel action against the employee up to and including discharge; or require the employee to satisfactorily participate in a controlled substance drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful ~~Controlled Substance~~Drugs:

Employees taking a lawful controlled substance drug, including prescription and over-the-counter controlled substances drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work.

It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Review and Notification of Test Results

Notification of Negative Test Results:

In the case of job applicants and in accordance with Minn. Stat. § 181.953, ~~(Human Resources)~~the immediate supervisor will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent

to the job applicant, and the job applicant may request a copy of the test result report from ~~(Human Resources)~~ the Clerk's Office.

In the case of current employees and in accordance with Minn. Stat. § 181.953, ~~(Human Resources)~~ the immediate supervisor will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from ~~(Human Resources/the City Administrator)~~ the Clerk's Office.

Notification of Positive Test Results:

In the event of a confirmed positive blood or urine alcohol ~~and/or drug, or cannabis~~ test result, the city will notify the employee of a positive ~~drug and/or alcohol~~ result within three days of receipt of the result. (Human Resources/The City Administrator) will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

An employee or job applicant will be notified of the results of an oral fluid test at the time of the test in accordance with Minn. Stat. § 181.953, subd. 5(b).

Right to Provide Information after Receiving Test Results:

Within three working days after notice of a positive ~~controlled substance or drug, alcohol, or cannabis~~ test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest:

A job applicant or employee may, within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, request drug or alcohol or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory. If the laboratory test indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the laboratory retest procedures described below.

A job applicant or employee who was required to undergo drug or alcohol or cannabis testing at a laboratory, or who timely requests laboratory testing following an oral fluid test, may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant

or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same ~~controlled substance~~ drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports:

In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens:

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants:

The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees:

- ~~No Adverse Action without Confirmatory Test.~~ The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a
- positive test result from an initial screening test that has not been verified by a confirmatory test.
- ~~Suspension Pending Test Result.~~ The City may temporarily suspend a tested employee with or without pay, or transfer that employee to another position at the same rate of pay
- pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

The employee will be asked to return home, and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. ~~10~~10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge:**Confirmatory Positive Test Result:**

The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:

Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

Emergency Call Back to Work Provisions:

If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs ~~or~~, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy; but ~~may be subject to discipline and~~ will not be allowed to work.

Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol ~~and/or~~, drugs or cannabis and who is called out for a City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination

The City of Emily policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. ~~363363A~~, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

Policy Contact for Additional Information

If you have any questions about this policy or the City's drug ~~and~~, alcohol and cannabis testing procedures, you may contact your immediate supervisor, ~~Personnel Committee~~ to obtain additional information.

By this policy, the City of Emily has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

Definitions

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the City.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the City of Emily.

City premises: Means, but is not limited to, all City job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

City vehicle: Means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

Collection site: Means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of ~~controlled substances~~drugs and alcohol.

Confirmatory test: Means a ~~controlled substance or drug~~, alcohol or cannabis test on a sample to substantiate the results of a prior ~~controlled substance or drug~~, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: ~~Has the same meaning as "controlled substance" defined in Minn. Stat. § 152.01, subd. 4.~~

Drug and alcohol testing, drug or alcohol testing Drug: Includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a "drug" for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd. 1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy. Employees subject to this policy include Fire and Rescue personnel. Employees not subject to this policy include library board, economic development authority, and committee/commission members, elected officials, election judges, and the emergency management director.

Initial screening test: Means a drug ~~or~~, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the City and includes a person who has received a job offer made contingent on the person passing drug testing.

Oral fluid test: Means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, subd. 1 (i.e., for drugs and cannabis: the National Institute on Drug Abuse, the College of American Pathologists, and the New York Department of Health; or for alcohol: the College of American Pathologists and the New York Department of Health) and does not require the services of a testing laboratory.

Positive test result: Means a finding of the presence of alcohol, ~~illegal~~ drugs, cannabis or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject ~~to~~ the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug ~~or~~, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol ~~or~~ drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

Approved by the Emily City Council on the _____ day of _____.

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-53**

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 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>
Emily Firemen's Relief Association	\$ 10,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-53	Firemen's Equipment 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: \$10,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 10th day of December 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

02/16

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Fire Relief Association	License Number: 02215
Address: PO Box 163	City/State/Zip: Emily, MN 56447
<p>1. Amount of proposed lawful purpose expenditure: \$ <u>10,000.00</u></p> <p>2. Check one expenditure category:</p> <p><input checked="" type="checkbox"/> A. Contribution to a unit of government—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.</p> <p><input type="checkbox"/> B. Wildlife management project or activity that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).</p> <p><input type="checkbox"/> C. Grooming and maintaining snowmobile or all-terrain vehicle trails established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.</p> <p><input type="checkbox"/> D. Supplies and materials for safety training and educational programs coordinated by the DNR, including the Enforcement Division.</p> <p><input type="checkbox"/> E. Citizen monitoring of surface water quality testing for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.</p> <p>3. Describe the proposed expenditure, including vendors:</p> <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p>Fire Dept. Equipment Fund</p> </div> <ul style="list-style-type: none"> • NO FINANCIAL OR OTHER BENEFIT: I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C. • FOR DNR-RELATED PROJECTS: I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C. • FOR SURFACE WATER QUALITY TESTING: I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us <p><i>Jon Chmielecki, CEO Emily Fire Relief Assn.</i> 11/29/24</p> <p>_____ Chief Executive Officer's Signature 11/29/2024 Date</p> <p><u>Jon Chmielecki</u> 218 851-7408 Print Name Daytime Phone</p>	

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 10,000.00. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: City of Emily	Phone: 218 763-2480
Address:	City/State/Zip: Crosby, MN 56447
By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.	
Signature <u>Tracy Jones</u>	Date _____ Mayor
Print Name	Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Building a Better World
for All of Us[®]

MEMORANDUM

TO: City of Emily

FROM: Maria McCarty (Lic. MN)

DATE: November 19, 2024

RE: Wastewater Stabilization Pond Influent Splitter Box Assessment
SEH No. EMILY 182202 14.00

On August 20th, 2024, SEH conducted an inspection of the influent splitter box at the wastewater stabilization pond in Emily, MN. This inspection was prompted by a Notice of Violation from the MPCA regarding the condition of the influent structure and exposed distribution lines for the RIB cells. The City has addressed the RIBs and contracted SEH for a recommendation on the influent structure condition.

Inspection Findings:

- The manhole covers and casting show signs of deterioration.
- The interior concrete exhibited significant spalling, pocking, and blistering due to hydrogen sulfide exposure.
- The operability of the valves is unknown.

Recommendation:

It is recommended to replace the influent splitter structure to ensure a longer-lasting and more reliable solution. Based on recent comparable projects, the anticipated construction cost is approximately \$125,000, with engineering services estimated at \$25,000, bringing the total project cost to around \$150,000.

Rehabilitation vs. Replacement

Rehabilitation is not always the more cost-effective option due to increased labor and potential risks associated with change orders. At a minimum, rehabilitation would require bypassing, replacing the cover slab, valves and lining the structure, which may justify replacing the entire structure.

Design Considerations:

- Evaluate current MPCA recommended design criteria for influent structures.
- The current structure forcemain discharges below the water level elevation. Current MPCA standards recommend discharging forcemain 1 foot above the water level. The risk associated with a discharge below the water level is contents of the ponds draining through the forcemain and lift station in the event of a check valve failure.
- Consider bypass piping connected directly into the forcemain and terminated into one of the manholes before the primary ponds.
- Evaluate source of hydrogen sulfide.
- Evaluate concrete additives to reduce or inhibit the effects of hydrogen sulfide.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710
507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Memorandum
November 19, 2024
Page 2

Timeline:

While the structure's failure is not imminent, replacement should be included in the capital improvement plan. The City plans to replace the structure in 2029 to allow time to save for the project. This timeline is acceptable, but regular inspections should be conducted, and any changes should trigger a re-evaluation of the timeline.

Next Steps:

The City should reach out to SEH to help prepare drawings and contract documents for replacing the structure 12 months before the planned date of replacement.

We appreciate the opportunity to assist the City in reviewing the structure and providing recommendations.

mnm

c: Jeff Ledin (jledin@sehinc.com) – SEH
Cari Johnson (clerk@emily.net) - SEH
Lee Bundy (lbundy@peopleservice.com) – People Service

x:\a\emily\182202\4-prelim-dsgn-rpts\43-prelim-dsgn\memo - influent structure condition assessment_final.docx



Figure 1. Influent structure.

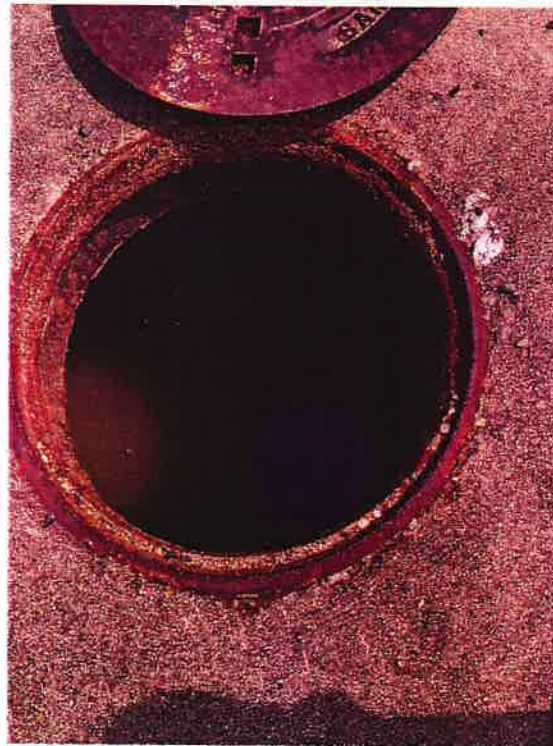


Figure 2. Manhole cover and casting.

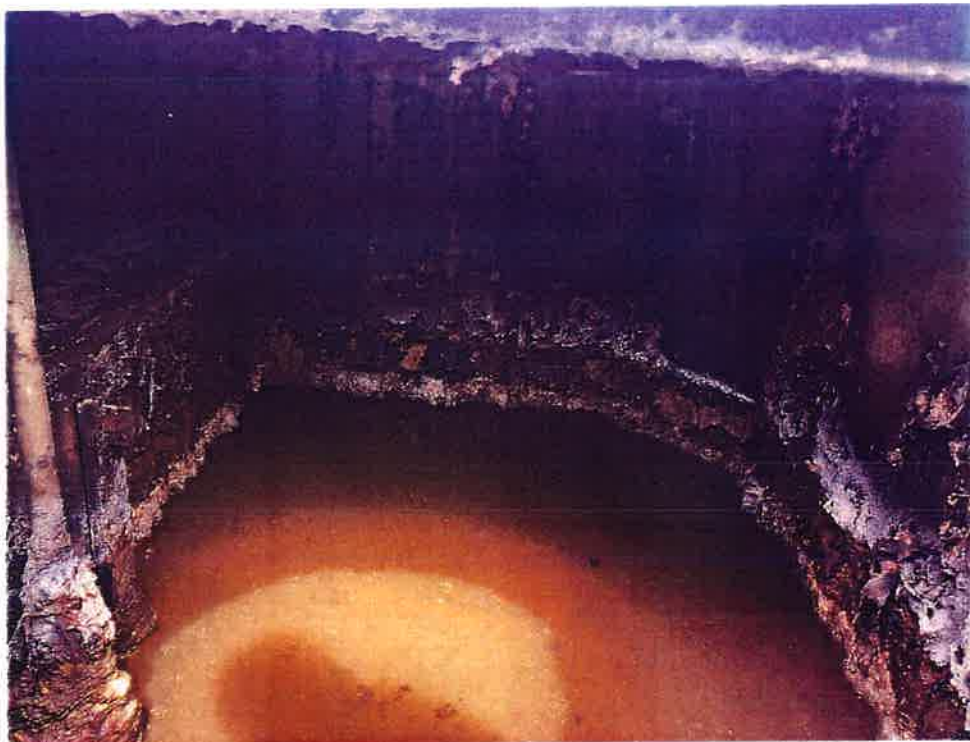


Figure 3. Concrete condition.



Figure 4. Concrete condition.



Figure 5. Concrete condition.

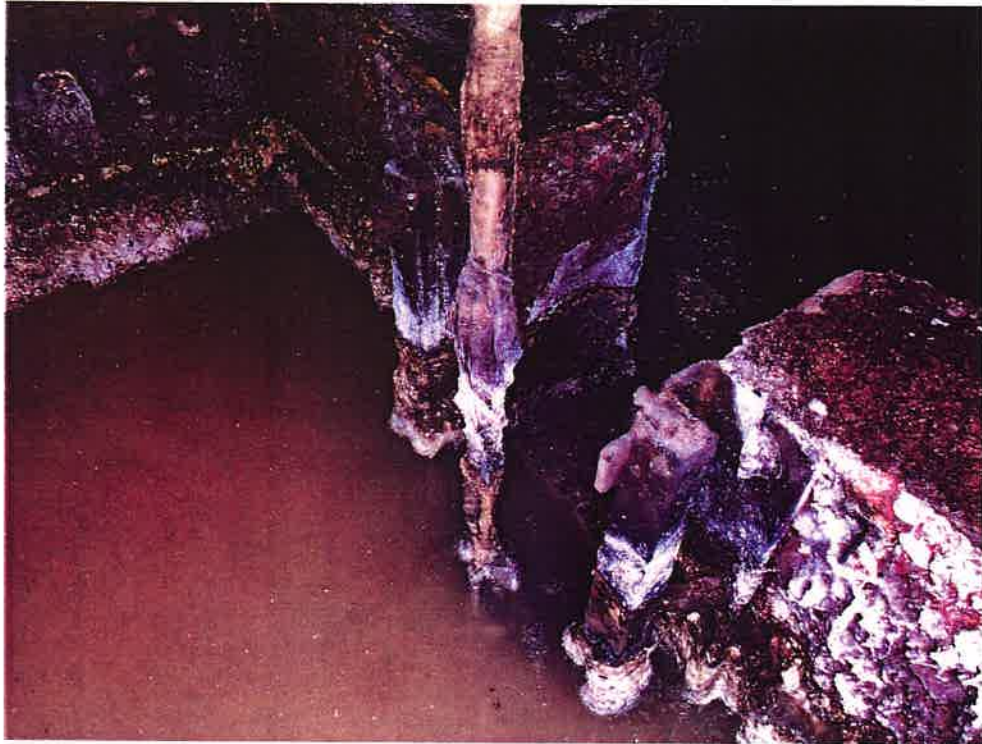


Figure 6. Slide gate condition.

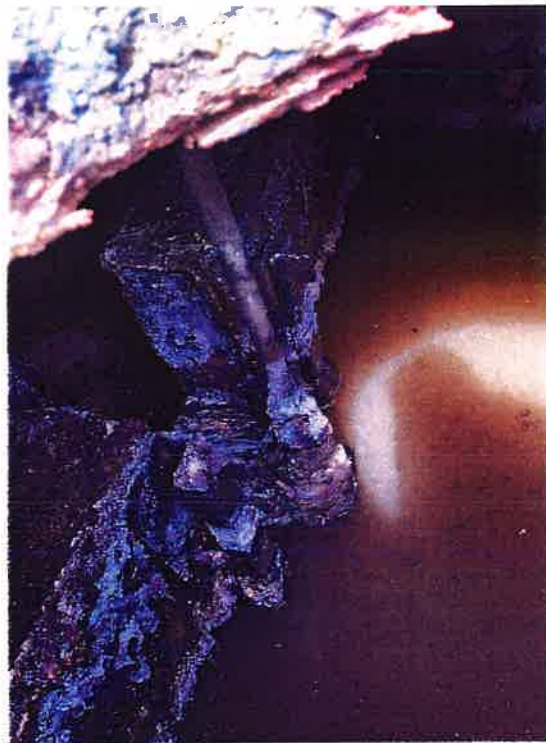


Figure 7. Slide gate condition.



Figure 8. Slitter condition.

clerk@emily.net

From: Wilkinson-Hanson, Mackenzie (MPCA) <Mackenzie.WilkinsonHanson@state.mn.us>
Sent: Monday, November 25, 2024 4:08 PM
To: clerk@emily.net
Cc: 'Gary'
Subject: RE: City of Emily Corrective Action Plans

Good afternoon Cari,

Thank you for sending the action plan. I have passed it along to the MPCA Staff Engineer assigned to your Facility to see if he had any comments for consideration. If he does I will pass along I also received your email with the update on the repair of the RIB distribution lines and I am glad to hear they are back in working condition.

Enjoy the holidays!

Mackenzie

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, November 22, 2024 11:14 AM
To: Wilkinson-Hanson, Mackenzie (MPCA) <Mackenzie.WilkinsonHanson@state.mn.us>
Cc: 'Gary' <gerhart@emily.net>
Subject: RE: City of Emily Corrective Action Plans

Mackenzie,

Please see attached memo developed by the City of Emily's engineers to address the City's plans for replacement of the influent control structure at the Emily Wastewater Treatment Plant, Crow Wing County, SDS Permit No. MN0067628.

Thank you and have a great weekend!

Cari Johnson, MCMC
City Clerk/Treasurer



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

City Hall Hours M-W 8am-4:30pm, Th-F 8am-noon
www.cityofemily.com
Fax 218.763.2481
Pop. 869

Effecting Positive Change

Commercial Flat Rate	\$198.25	2024 flat rate for all commercial accounts unless set
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USPS	20984 County Road 1
Creative Threads	39948 State Highway 6
ECTC	20757 County Road 1
ECTC	40040 State Highway 6
Emily United Methodist Church	39994 White Pine Street
Paul Huynh Red Pine Cookhouse	39910 State Highway 6
St. Joseph's Medical Center	20918 County Road 1
Troy Atwater	20796 County Road 1
Pine River State Bank	40099 State Highway 6
Paul Huynh	39885 State Highway 6
SJR Holdings	39959 State Highway 6
Kut & Kurl	20934 County Road 1
S & Y Investments LLC	39892 State Highway 6
Homex Inc.	39877 State Highway 6

Red Pine Cookhouse Hours

\$198.25

Thursday - Sunday 3 pm - 1 am 10 hours per day 45 hours per week
Mondays 6 pm - 11 pm 5 hours
Closed Tuesday and Wednesday

Diner's Chicken Shack Hours

\$271.52

Wednesday - Sunday 7 am - 1 pm 6 hours per day 30 hours per week
Closed Monday and Tuesday

The Log Cabin Hours

\$277.63

Sunday - Thursday 11 am - 12 am 13 hours per day 93 hours per week
Friday and Saturday 11 am - 1 am 14 hours per day

clerk@emily.net

From: Cathy Erickson <creativethreadsinc@hotmail.com>
Sent: Thursday, February 8, 2024 2:39 PM
To: clerk@emily.net
Subject: Fw: Comm Sewer Bill

February 8, 2024

City of Emily
Attn: Sewer Utility
PO Box 68
Emily, MN 56447
Clerk@emily.net

Dear City Clerk,

I am writing to you regarding my monthly sewer utility bill. My business is located at 39948 State Hwy 6, Emily, MN 56447. I am zoned 3A Commercial and conduct a small printing shop called Creative Threads, Inc. I am charged the same amount for sewer service like all of the businesses on the east side of State Hwy 6 which is \$195.33 per month, except that my volume of sewer service is far less than Emily Meats Shop, the Red Pine Cookhouse Restaurant and especially The Log Cabin Bar.

Is there any way that my sewer usage can be re-evaluated on the basis that the percentage of usage in my small shop is significantly less than a restaurant, bar and butcher shop? As you know, times have been lean these last few years and if I my utility could be adjusted to the residential rate of \$171.10 per month, it would be greatly appreciated.

Thank you for your consideration, I am looking forward to hearing from you.

Kindest Regards,

Cathy Erickson
Creative Threads, Inc.
612-418-1032

clerk@emily.net

From: clerk@emily.net
nt: Thursday, February 15, 2024 9:09 AM
o: 'Cathy Erickson'
Cc: 'Gary'
Subject: RE: Comm Sewer Bill

Cathy,

Your request for re-evaluation of your commercial sewer account has been received. The Wastewater Committee and Emily City Council had reviewed your prior request. The Council made the decision at the June 13, 2023 regular Council Meeting for Creative Threads to remain on commercial flat rate billing. Therefore the Council has already made their decision. I will forward your request for re-evaluation to the Wastewater Committee for their next meeting, which has not been scheduled at this time.

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
p. 862

Effecting Positive Change

From: Cathy Erickson <creativethreadsinc@hotmail.com>
Sent: Thursday, February 8, 2024 2:39 PM
To: clerk@emily.net
Subject: Fw: Comm Sewer Bill

February 8, 2024

City of Emily
tn: Sewer Utility
PO Box 68
Emily, MN 56447

NEW HOME BUILD ON BLOOMQUIST DRIVE. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. Ledin and the Clerk will work on a letter to the property owners.

The Wastewater Committee recommended working with the Wastewater Operator to develop a packet of information to give to prospective people and contractors wanting to connect to City sewer.

The Council discussed the Wastewater Committee's recommendation to waive the \$2,000 residential sewer service connection fee for an uncharged account at 21216 County Road 1 for an unknown City sewer connection (connected since the fall of 2019) and to start billing for the second quarter of 2023 (starting April 1, 2023). The property owner had applied for a building permit in 2019, but did not apply for a residential building sewer permit. Connection was made from the home to the City's sewer main in the fall of 2019, but the City was not aware of the connection and the property has not been charged connection or quarterly sewer service fees. The contractor should have ensured the property owner had applied for a connection permit and the connection should have been inspected. **COUNCILMEMBER KOCH MADE THE MOTION TO NOT WAIVE THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE FOR 21216 COUNTY ROAD 1, TO CHARGE THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE, AND TO START QUARTERLY SEWER BILLING EFFECTIVE JUNE 13, 2023. MAYOR JONES SECONDED THE MOTION.** Discussion included Ledin recommended requiring the property owner to pay for televising the sewer service lateral line from the home to the main for the City's Wastewater Operator to review to determine the condition of the line and the connection to the main. **COUNCILMEMBER KOCH WITHDREW THE MOTION. COUNCILMEMBER BUTCHER MADE THE MOTION TO REQUIRE THE PROPERTY OWNER OF 21216 COUNTY ROAD 1 TO APPLY FOR A RESIDENTIAL BUILDING SEWER PERMIT, PAY THE \$50 PERMIT FEE, AND PAY TO TELEVISION THE SEWER SERVICE LATERAL LINE FROM THE HOME TO THE MAIN FOR THE WASTEWATER OPERATOR TO INSPECT. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the Wastewater Committee's recommendation for Creative Threads to remain on commercial flat rate billing with waiver of current late fee, but any future delinquency will incur late fees. The business owner paid the residential rate for the last quarter, so the difference of \$24.23 would be owed. **MAYOR JONES MADE THE MOTION FOR CREATIVE THREADS TO REMAIN ON COMMERCIAL FLAT RATE BILLING WITH WAIVER OF THE CURRENT LATE FEE, BUT ANY FUTURE DELINQUENCY WILL INCUR LATE FEES, AND TO PAY THE DIFFERENCE OF \$24.23 FOR THE LAST QUARTER. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PLANNING & ZONING: The Council discussed the Planning Commission's recommendation to waive Nick Usherwood's Conditional Use Permit after-the-fact fine due to loss of the prior Conditional Use Permit when the business ceased operation for longer than one year and then Usherwood started up a different business. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO WAIVE NICK USHERWOOD'S CONDITIONAL USE PERMIT AFTER-THE-FACT FINE. MAYOR JONES SECONDED THE MOTION.** Discussion included Usherwood's grandfather had operated a machine shop on the property, the business ceased operation for longer than one year, so the prior Conditional Use Permit expired. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE CROW WING COUNTY'S REQUEST FOR CLASSIFICATION TO NON-CONSERVATION AND FUTURE SALE OF TAX FORFEITED LAND FOR PARCEL ID 21230574 AS RECOMMENDED BY THE PLANNING COMMISSION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the Beachcombers Landscaping request for refund of a land use permit fee of \$150 for a denied permit. The Council made the decision to send the request to the Planning Commission for review.

ATTORNEY: No report.

ROADS: Councilmember Butcher recused himself from the meeting.

Mayor Jones opened the sealed quotes for 3,000 yards of Class 5, including optional costs for loading, storage on site, and delivery. The quotes received were:

CITY OF EMILY

Transactions

Creative Threads
39948 STATE HWY 6

Account	Tran Type	Sub Type	Charge Number	Charge Name	Charge Type	Amount	Date	Per	Year	Calc #	Pen Comment
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$73.10	11/1/2024	12	2024	90	Yes
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$48.43	8/2/2024	9	2024	89	Yes
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$26.01	5/3/2024	6	2024	88	Yes
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$5.62	2/5/2024	3	2024	87	Yes
01-00000641-00-6	Receipt	n/a	0		UR	\$359.31	2/5/2024	3	2024	87	No Check#7113
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$24.86	11/3/2023	12	2023	86	Yes
01-00000641-00-6	Adjustment	n/a	4	COMM FLAT RAT	Service	-\$4.85	11/28/2023	12	2023	86	Yes 2023 cert to taxes
01-00000641-00-6	Adjustment	n/a	4	COMM FLAT RAT	Service	-\$48.46	11/28/2023	12	2023	86	No 2023 cert to taxes
01-00000641-00-6	Receipt	n/a	0		UR	\$171.10	7/31/2023	9	2023	85	No Check#7095
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$4.85	7/31/2023	9	2023	85	Yes
01-00000641-00-6	Receipt	n/a	0		UR	\$171.10	5/1/2023	6	2023	84	No Check#7146
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$2.42	5/1/2023	6	2023	84	Yes
01-00000641-00-6	Adjustment	n/a	4	COMM FLAT RAT	Service	-\$2.42	6/26/2023	6	2023	84	Yes per cc 6132023
01-00000641-00-6	Receipt	n/a	0		UR	\$189.64	2/6/2023	3	2023	83	No Check#7069
01-00000641-00-6	Receipt	n/a	0		UR	\$189.64	1/4/2022	12	2022	82	No Check#7106
01-00000641-00-6	Receipt	n/a	0		UR	\$189.64	8/1/2022	9	2022	81	No Check#7091
01-00000641-00-6	Receipt	n/a	0		UR	\$408.40	5/2/2022	6	2022	80	No Check#7081
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$20.14	1/31/2022	3	2022	79	Yes
01-00000641-00-6	Penalty	n/a	4	COMM FLAT RAT	Service	\$19.96	11/1/2021	12	2021	78	Yes
01-00000641-00-6	Receipt	n/a	0		UR	\$199.57	11/5/2021	12	2021	78	No Check#7037
01-00000641-00-6	Adjustment	n/a	4	COMM FLAT RAT	Service	\$18.14	8/5/2021	9	2021	77	Yes acct setup no penalty fixed PR
01-00000641-00-6	Receipt	n/a	0		UR	\$181.43	8/6/2021	9	2021	77	No Check#7029
01-00000641-00-6	Receipt	n/a	0		UR	\$181.43	5/3/2021	6	2021	76	No Check#7011
01-00000641-00-6	Receipt	n/a	0		UR	\$48.93	2/2/2021	3	2021	75	No Check#7003

FILTER: [Full Account Number] = "010000064100"

clerk@emily.net

From: JEKA-ZAMIRA SELYUKOV <jeka.zamira@icloud.com>
Sent: Wednesday, February 14, 2024 10:28 AM
To: Clerk@emily.net
Subject: Late fee Waiver

Hello City Council members,

We are new owners of 40099 Hite Lane, Emily

We had some concerns about not getting the bill and only getting a late fee letter. Our mailing address is all the way in Carver, MN.

Our mailing office in town has been going through remodeling and it was closed for few weeks and lots of mail correspondence was delayed or missed.

I called city last month to set up outopay and talked to front desk clerk and it was not an option. I also offered to pay in advance it was also not available as the clerk did not have the total correct amount to pay as it was going through change for new year.

We will be in town this Friday and would like to pay upfront to avoid this happening again.

Paying online also charges extra 6\$ processing fees and the only option we have just pay by check and we will do it.

We kindly ask you to waive the late fees being charged to us it's \$15+.

We are raising 4 children and are responsible adults that pay our bills on time.

Thank you,
Zamira

clerk@emily.net

From: clerk@emily.net
Sent: Thursday, February 15, 2024 12:23 PM
To: 'JEKA-ZAMIRA SELYUKOV'
Cc: 'Gary'
Subject: RE: Late fee Waiver

Zamira,

Your request for a sewer charge adjustment has been received. Requests for adjustment must go to the Wastewater Committee and then to the City Council. I will forward your request to the Wastewater Committee for their next meeting, which has not been scheduled at this time.

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
www.cityofemily.com
Pop. 862

Effecting Positive Change

CITY OF EMILY

Transactions

Selyukov, Eugene
40099 HITE LANE

Account	Tran Type	Sub Type	Charge Number	Charge Name	Charge Type	Amount	Date	Per	Year	Calc #	Pen Comment
01-00000351-00-8	Penalty	n/a	1	SEWER SERV CH	Service	\$17.62	11/1/2024	12	2024	90	Yes
01-00000351-00-8	Receipt	n/a	0		UR	\$176.22	11/15/2024	12	2024	90	No Check#ach
01-00000351-00-8	Receipt	n/a	0		UR	\$176.22	8/9/2024	9	2024	89	No Check#ach
01-00000351-00-8	Receipt	n/a	0		UR	\$87.45	1/17/2024	3	2024	87	No Check#ach
01-00000351-00-8	Penalty	n/a	1	SEWER SERV CH	Service	\$17.99	2/5/2024	3	2024	87	Yes
01-00000351-00-8	Receipt	n/a	0		UR	\$347.32	2/16/2024	3	2024	87	No Check#1224
01-00000351-00-8	Adjustment	n/a	1	SEWER SERV CH	Service	-\$26.74	2/29/2024	3	2024	87	No dispute of late fees
01-00000351-00-8	Adjustment	n/a	1	SEWER SERV CH	Service	\$26.74	2/29/2024	3	2024	87	Yes dispute of late fees
01-00000351-00-8	Receipt	n/a	0		UR	\$26.74	3/20/2024	3	2024	87	No Check#ach
01-00000351-00-8	Adjustment	n/a	1	SEWER SERV CH	Service	\$87.45	10/31/2023	12	2023	86	No moved in-closing date 8/14/23
01-00000351-00-8	Adjustment	n/a	1	SEWER SERV CH	Service	\$8.75	12/7/2023	12	2023	86	Yes 10% penalty 30days after bill

FILTER: [Full Account Number] = "010000035100"



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

December 4, 2024

Mayor and City Council
City of Emily

RE: City of Emily Planning and Zoning Report December 2024

Mayor and City Council:

Fall continued to be busy with a fair number of permits and inquiries. It also seems, in preparation for early Summer 2025 construction, we are getting new applications or inquiries for projects that will or may require Variance or Conditional Use Permits.

Emily was in the forefront of passage of the Cannabis Business Ordinance. I have shared the Emily code with a number of other communities. Thank you for your diligence in getting this completed. As we have talked before, it will likely need adjustment in 2025 as the State struggles with getting these new endeavors in place, but having the code in place will make that task much easier for us.

Over the last month or so city staff has also been reviewing past Conditional Use Permits for compliance with their conditions, and in a few instances, letters have gone out reminding the permit holders of their requirements. We will stay on top of this!

The Planning Commission Ordinance Subcommittee has remained active, and is presently reviewing the Variance Ordinance, applications and processes for possible changes. Recent changes to State Statutes or court actions have forced some changes on cities as variance are reviewed and processed. The old "Hardship" standard has given way to a new standard called "Practical Difficulties". Many of those changes are subtle, but do need to be reviewed.

Coming to Emily is the highlight of my week. This is a great community, and I enjoy the citizens and the staff immensely.

Again, thank you for letting me be part of a great community.

Sincerely,

Steve Jones
Senior Community Development Administrator, Sourcewell

CUP Permits--Emily Planning and Zoning

<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
1/3/2024	2/3/2023	21090613	Red's Storage LLC	steve Beneke	42823 State HWY 6	CUP	Six Total Storage Buildings	\$500.00	HMU	CUP Completed
5/17/2023	7/5/2023	21150526	Usherwood	Nicolas	42524 St HWY 6	CUP	Small business use; Machine shop & repair shop	500 Plus \$46.00 to CWC	HMU	CUP Completed
6/12/2023	8/1/2023	21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	CUP	Construct 4 135'X40' Storage Buildings	\$500.00	CT	9/21/2023 CUP sent to CWC for recording
4/1/2021		21090613	Red's Storage LLC	Steven Beneke	43823 State Hwy 6	CUP	40' x 150' (6,000 sf) commerial storage facility	\$500.00	HMU	CUP Completed
		21090613	Red's Storage LLC	Steven Beneke	43823 State Hwy 6	CUP	40' x 150' (6,000 sf) commerial storage facility	WAIVED BY COUNCIL	HMU	CUP Completed
9/3/2019		210273200B00009	Genz (Greer)	Chad (Tim)	40395 State hwy 6	CUP	CUP for auto repair, auto sales, towing, etc	\$500.00	CTLI	CUP Completed

2024 Permits-Emily Planning and Zoning

<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
24-01	1/3/2024	2/13/2023	21090613	Red's Storage LLC		42823 State HWY 6	CUP	Six Total Storage Buildings	\$500.00	HMU	CUP Completed
24-02	1/10/2024	3/6/2024	21270656	Emily Wesleyan Chruch	Jason Gressman	40141 State HWY 6	Outdoor Market	Outdoor Market May-September 2024; Saturdays only-Various dates	\$75.00	DMU	NAV/Outdoor Market
24-03	1/22/2024	1/23/2024	21030519	Proctor	Todd	21438 Evening Star Lane	Camper Permit	Annual Camper Permit	\$25.00	RP	
24-04	2/5/2024	2/6/2024	21270771	Kellogg	James	21498 Ruth Lake Drive	Land Use Permit	Construct a 16'X25' (400 SqFt) addition to dwelling	\$150.00	SR	
24-05	2/12/2024	2/12/2024	21170564	Kloss Homes	James Field	19478 Blue Ln E	Land Use Permit	Construct a 40'X30' (1,200 SqFt) New Dwelling	\$450.00	SR	
24-06	2/12/2024	3/6/2024	21150522	Bute	Jeffrey	42144 State HWY 6	Land Use Permit	Construct a 52'X62' (3,224 SqFt) New Dwelling with 60'X60' (3,600 SqFt) Attached garage	\$550.00	HMU	
24-07	2/20/2024	2/20/2024	21170564	Kloss Homes	James Field	19478 Blue Ln E	SSTS	Install a Pressure Bed/Trench Septic System; Type 1, 600 GPD, 2250 Gallon Tank	\$260.00	SR	Yes-8/15/2025 GK
24-08	2/20/2024	2/20/2024	21250500	Swinehart	Michael	23372 North Shore Drive	Land Use Permit	Construct a 30'X60' (1,800 SqFt) Addition to existing accessory structure	\$400.00	NR	
24-09	2/20/2024	2/20/2024	21090613	Red's Storage LLC		43823 State Hwy 6	Land Use Permit	Construct a 48'X150' (7,200 SqFt) Commercial Storage Building	\$600.00	HMU	Yes-10/15/2025 SF
<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>

24-10	3/4/2024	3/6/2024	21090551	St. Martin	Mike & Amy	20152 Clearwater Dr.	Land Use Permit	Construct a 36'X36' (1,296 SqFt) Dwelling with 36'X36'(1,296 SqFt)attached garage.	\$550.00	SR	
24-11	3/12/2024	3/19/2024	21340895	Bemis	Richard	39892 Lake St	Land Use Permit	Paver Patio with Firepit 452 SqFt	\$150.00	SR	
24-12	3/13/2024	3/19/2024	21170537	Rief	Mike & Bridget	19289 Blue Lane E	Land Use Permit	Construct a 40'X60' (2,400 SqFt) Accessory Structure	\$400.00	NR	
24-13	3/13/2024	3/19/2024	21170585	Slive	Brad & Sharon	42887 Blue Lane W	Land Use Permit	Construct a 60'X104' (6,240 SqFt) Accessory Structure	\$400.00	NR	
24-14	3/18/2024	3/19/2024	21250526	Adamsheck	Jeff	23252 South Shore Drive	Land Use Permit	Construct a 14'X24' (336 SqFt) Patio	\$150.00	SR	
24-15	3/15/2024	3/19/2024	21150522	Bute	Jeffrey	42144 State HWY 6	SSTS Permit	Install a Pressure Bed/Trench Septic System; Type 1, 600 GPD, 1500 Gallon Tank	\$260.00	HMU	Yes-10-31-2024
24-16	4/4/2024	4/9/2024	21080563	Rief	Mike	19632 Blue Lake Road	Land Use Permit	Ice-Ridge Repair	\$60.00	SR	Denied-over-the-50' limit.
								DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-18	04/08/24	4/9/2024	21260526	DiGiovanni	Nathan	40340 E Emily Dr.	Land Use Permit	(288 SqFt) deck attached to existing home	\$150.00	NR	
24-19	4/9/2024	4/9/2024	21270692	Barrett	Dan	20962 County Rd 1	Land Use Permit	Install a wooden privacy fence	\$60.00	DMU	
24-20	4/9/2024	4/9/2024	21280505	Roden	Pam	40025 Evergreen Dr.	Land Use Permit	Construct a 10'X12' (120 SqFt) Accessory Structure	\$75.00	NR	Yes 7/30/2024
24-21	4/11/2024	4/15/2024	21250531	Corey Ledin	Carlson, Peter & Patricia	23122 S Shore Drive	Land Use Permit	Patio 12'X45' & Retaining Wall repair	\$60.00	SR	
24-22	4/11/2024	4/12/2024	21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-23	4/22/2024	4/22/2024	21260571	Ronayne	Brian	40107 E Emily Dr	Camper Land Use Permit	Annual Camper Permit	\$25.00	SR	NA
24-24	4/29/2024	4/30/2024	21340894	Anderson	Mike & Robyn	39870 Lake St	Land Use Permit	Installing stairs to the lake	\$60.00	SR	
24-25	5/6/2024	5/14/2024	21220538	Carlton Construction	Brosch Family Cabin	41987 Birchwood Dr	Land Use Permit	Construct a 30'X30' (900 SqFt) Accessory Structure	\$250.00	SR	

24-26	5/6/2024	5/14/2024	21250524	Porter	Robert & Dionne	23280 S Shore Dr	Land Use Permit	Remove existing boardwalk and replace with a new 5'X85 boardwalk	\$60.00	SR	
24-27	5/8/2024	5/9/2024	21030564	Lerach	Steve	21527 S Smokey Hollow Rd	SSTS Permit	Install a Type I Pressure Bed/Trench Pump Design ; 300 GPD, 1,500 Tank System	\$260.00	SR	YES-6/3/2023 Greg Kossan
24-28	5/6/2024	5/7/2024	21260585	Fahrendorff	Mark & Sue	40449 E Emily Dr	Land Use Permit	Construct a 9'X13' (117 SqFt) addition to existing deck.	\$75.00	SR	
24-29	5/16/2024	5/22/2024	21030530	Christian	Eric	44764 Twilight Ct, Outing, MN 56662	Land Use Permit	Construct a 30'X48' accessory structure	\$400.00	RP	
NUMBER	Recd	Apprvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-30	5/20/2024	5/22/2024	21080566	Diana D. Thomas Trust	Mary T. Hanson	19604 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	Yes-7/15/2025
24-31	5/21/2024	5/22/2024	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Dr	Land Use Permit	Construct 3 decks- Covered Deck 8'X26' (208 SqFt); Entry Deck 8'X8' (64 SqFt); Patio Deck 10'X12' (120 SqFt)	\$150.00	NR	
24-32	5/23/2024	5/28/2024	21190537	Shermock	Arno	41153 Woodpecker Point Rd	Land Use Permit	Construct a 50'X40' (2,000 SqFt) Accessory Structure	\$400.00	SR	
24-33	5/29/2024	6/4/2024	21190521	Barfo	Derek and Sarah	41299 Woodpecker Point Rd	Land Use Permit	Construct a 32'X32' (1,024 SqFt) and 48'X30' (1,440 SqFt) Accessory Structures	\$400.00	SR	
24-34	5/30/2024	6/4/2024	21030519	Excelsior Homes West, LLC	Todd Proctor	21438 Evening Star Lane	Land Use Permit	Construct a New Dwelling 27.66'X60' (1,660 SqFt)	\$450.00	RP	
24-35	5/31/2024	6/4/2024	21220560	Backyard Reflections	Michael Smithson	21930 County Rd 1	Land Use Permit	Grade & Fill- Extend Rip Rap 16'	\$100.00	SR	
24-36	6/4/2024	6/25/2024	21090536	Mattsen	Paul	20038 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-37	6/4/2024	7/16/2024	21260603	Little Pine Construction	Penny Allen	22760 South Shore Dr	Land Use Permit	Construct a 25'X10' (250 SqFt) 3 season porch	\$150.00	SR	
24-38	6/4/2024	6/18/2024	21260571	Ronayne	Brian	40107 E Emily Dr	Land Use Permit	Construct a 8'X8' (64 SqFt) Accessory Structure	\$75.00	SR	

24-39	6/17/2024	6/8/2024	21260521	Nelson	Devin	22357 S Shore Dr	Land Use Permit	Construct a 8'X14' (112 SqFt) Accessory Structure	\$75.00	NR	
24-40	6/18/2024	6/25/2024	21260550	Frodesen	Linda	21843 Whitetail Dr	SSTS	Install a Type I Trench/Pressure Bed Design system, 375 GPD, 1,500 Gallon Tank with 2 compartments	\$260.00	NR	
24-41	6/18/2024	6/18/2024	21330618	Hagemann	Mark	20203 County Rd 1	SSTS	Install a Type I Trench/Pressure Bed Design system, 450 GPD, 1,500 Gallon Tank with 2 compartments	\$260.00	RP	YES 7-22-2024 GK
24-42	6/21/2024	6/24/2024	21260548	Billmeyer	Brian	21549 Cty Rd 1	Camper Permit	Annual Camper Permit	\$25.00	NR	NAYes
24-43	6/24/2024	6/25/2024	21170588	Kovalik	David & Patricia	42779 Blue Lane West	Land Use Permit	Construct a 30'X40' (1,200 SqFt) Accessory Structure	\$400.00	NR	
24-44	6/24/2024	6/25/2024	2170687	Emily Wesleyan Chruch	Bruce Hite	40141 State Hwy 6	Land Use Permit	Construct a 15'X28' (420 SqFt) Accessory Structure	\$150.00	HIMU	
24-45	6/24/2024	6/25/2024	21190516	Becklund	Thomas & JoAnn	17786 Emerald Lane	Land Use Permit	Construct a 748 SqFt Deck. Tear down existing deck and replace	\$250.00	SR	
24-46	6/25/2024	6/25/2024	21170577	Beaman	James	42922 Blue Lane W	Land Use Permit	Construct a 28' X 42' (1,163 SqFt) Attached garage	\$250.00	SR	
24-47	6/25/2024	6/27/2024	21270575	Barkman	Martha	40489 Pinewood Drive	SSTS Permit	Install a Type I Trench Pressure Bed System, 450 GPD, 1,500 Gallons 2 compartment tank	\$260.00	SR	YES-7/11/2024 Greg Kossan
24-48	7/1/2024	7/9/2024	21330566	LPS Construction	Tawnya Bonsante	20566 Dahler Ave	Land Use Permit	Construct a new dwelling 36'X28' (1,088 SqFt) with 24'X26' (624 SqFt) attached garage	\$450.00	SR	

24-49	7/2/2024	7/3/2024	21250567	Haarman	Janet	23671 N Shore Dr	SSTS Permit	Install a Type 1 Trench/Pressure Bed System UPGRADE, 300 GPD, 1,000 Gallons tank (existing tank 1,350 gallon) 2 compartment	\$260.00	SR	YES-7/17/2024 GK
24-50	7/2/2024	7/3/2024	21220543	Battistini	Anna	41456 Poplar Dr	Land Use Permit	Install a 144' fence, 6' high	\$60.00	SR	
24-51	7/11/2024	7/15/2024	21330566	LPS Construction	Tawnya Bonsante	20566 Dahler Ave	SSTS Permit	Install a Type 1 Mound Design Septic System; GPD 450; 1,500 Gallon tank	\$260.00	SR	
24-52	7/11/2024	7/16/2024	21260522	Jorgensen	Mike & Laurie	22257 S Shore Dr	Land Use Permit	Construct a 40'X80'(3,200 SqFt) Pole Shed Dwelling with 40'X60' (2,400 SqFt) Living Quarters	\$550.00	NR	
24-53	7/15/2024	7/16/2024	21270745	Butcher	Bryce	40519 HWY 6	SSTS	Install-Upgrade a Type 1 Trench/Pressure Bed Design, 750 GPD, 2,750 Tank. (Existing Tank 1,250 ; New Tank 1,500)	\$260.00	Commerical Transition-Light Industrial	Yes-8/5/2024 GK
24-54	7/17/2024	7/30/2024	21090537	Langefels	David & Michelle	20026 Blue Lake Rd	Land Use Permit	Construct a 17'X16' (272 SqFt) Addition to existing deck for 3 season porch; construct a 8'X16' (128 SqFt) accessory structure	\$150.00	SR	
24-55	7/22/2024	7/22/2024	21330571	Rocky Road LLC	Ryan Erickson	20637 Dahler Ave	Camper Permit-Long Term	Long Term Placement of Camper	\$200.00	SR	NA
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-56	7/11/2024	7/24/2024	21260522	Jorgensen	Mike & Laurie	22257 S Shore Dr	SSTS Permit	Install a Type 1 Mound Design Septic System; GPD 600; 1,500 Gallon tank (2 compartments)	\$260.00	NR	YES 7/24/2024 GK

24-57	7/30/2024	8/6/2024	21340888	Merrell	Kevin	39949 White Pine St	Land Use Permit	Construct a 24'X16' (384 SqFt) Accessory Structure	\$150.00	DTMU	
24-58	8/5/2024	8/5/2024	21250539	Quilling	Jason	22910 S Shore Dr	SSTS Permit	Install a Type III Mound Septic System; GPD 300; 1,500 NEW gallon tank	\$260.00	SR	YES-8/5/24 Greg Kossan
24-59	8/6/2024	8/12/2024	21030540	Pestello	William	XXXX Twilight Ct	SSTS Permit	Install a Type 1 Mound Septic System; GPD 450; 1000 Gallon tank	\$260.00	RP	
24-60	8/6/2024	8/6/2024	21030540	Pestello	William	XXXX Twilight Ct	Land Use Permit	Construct a new dwelling 1,700 total SqFt (1.5 Story Home)	\$450.00	RP	
24-61	8/7/2024	8/7/2024	21300511	McMahon	Natasha	40470 Sandhill Dr	Land Use Permit	Construct a 8'X8' (64 SqFt) Deck	\$75.00	SR	
24-62	8/7/2024	8/7/2024	21330583	Messerli	Milan	XXXX Dahler Ave	Land Use Permit	Construct a 10'X15' (150 SqFt) Accessory Structure	\$75.00	SR	
24-63	8/12/2024	8/27/2024	21270519	Bodin	Chet	40249 Eagle Ct	Land Use Permit	Construct a 24'X30' (720 SqFt) Accessory Structure with living quarters	\$250.00	SR	
24-64	8/12/2024	8/12/2024	21260550	Frodesen	Fred	21843 Whitetail Dr	Camper Permit	Annual Camper Permit for 2 campers/RV on lot	\$50.00	NR	NA
24-65	8/19/2024	8/20/2024	21100501	Moe	David	43818 State HWY 6	Land Use Permit	Construct a 4'X6' (24 SqFt) Porch	\$75.00	SR	
24-66	8/19/2024	8/26/2024	21240509	Steward	David	23187 County Rd 1	Land Use Permit	construct a 36'X32'(1,152 SqFt)Accessory Structure with a 9'X32 (288 SqFt) Lean-to	\$400.00	RP	
24-67	8/27/2024	8/27/2024	21230562	Nelson	Samantha	22342 County Rd 1	Land Use Permit	Construct a 5' Chain link fence	\$60.00	NR	
24-68	8/27/2024	9/3/2024	21250578	Linn	Jay & Teresa	23054 N Shore Drive	Land Use Permit	Construct a dwelling addition	\$400.00	NR	
24-69	8/28/2024	8/29/2024	21260598	Burroughs	Curtis	40350 Little Pine River Road	SSTS Permit	SSTS Upgrade Mound Design; Type I, 600 GPD, 1,500 Gallons with 500 gallon lift added	\$260.00	SR	Will be installed by Andy Moritz spring 2025

24-70	8/29/2024	8/29/2024	8/29/2024	21030583	Coleman Construction	Ryder Loon Properties, LLC	44488 State HWY 6	SSTS Permit	Install a new Pressure Bed/Trench with pump design, Type I, 450 GPD, 1,500 gallon system	\$260.00	NR	Yes-9/19/2024 GK
24-71	8/29/2024	9/3/2024	9/3/2024	21030583	Coleman Construction	Ryder Loon Properties, LLC	44488 State HWY 6	Land Use Permit	Construct a 30'X44' (1,320 SqFt) New Dwelling with 6'X44' (264 SqFt) deck, 10'X15' (150 SqFt) Patio	\$450.00	NR	
24-72	9/3/2024	9/3/2024	9/3/2024	21340841-21340844	Emily Meats	Tracy Jones	39990 State HWY 6	Temporary Trailer Permit	Placement for up to 6 trailers for temporary storage	\$60.00	DMU	NA
24-73	9/3/2024	9/3/2024	9/3/2024	21050514	Swedell	Gerold	44250 Roosevelt Dr	SSTS Permit	Install a Type 1 Mound Design system, 480 GPD, 2 compartment 2,250 gallon tank	\$260.00	SR	
24-74	9/3/2024	9/3/2024	9/3/2024	21050514	Swedell	Gerold	44250 Roosevelt Dr	Land Use Permit	Construct a 12'X24' (288 SqFt) Accessory Structure	\$150.00	SR	
24-75	9/3/2024	9/3/2024	9/3/2024	21230529	Aanestad	Chris	41779 Birchwood Dr	Land Use Permit	Construct a 12'X30' (360 SqFt) Lean-to attached to existing garage	\$150.00	SR	
24-76	9/3/2024	9/3/2024	9/3/2024	21260598	Burroughs	Curtis	40350 Little Pine River Road	Land Use Permit	Construct a 18'X28' (504 SqFt) Dwelling Addition	\$150.00	SR	Will be starting in Spring 2025
24-77	9/9/2024	9/10/2024	9/10/2024	21340807 & 21340806	SJR Holdings	Emily Ace Hardware	39964 White Pine St	Land Use Permit	Construct a 12'X24' (288 SqFt) portable storage shed	\$150.00	DMU	
24-78	9/9/2024	9/9/2024	9/9/2024	21220520	Fredrickson	Dale	41120 Loon Trail	SSTS Permit	Septic Upgrade-Install a Trench/Pressure Bed, Type 1, 450 GPD 2 compartment tank 1,500 up to 2,250 Trembo	\$260.00	SR	
24-79	9/10/2024	9/10/2024	9/10/2024	21220552	Motzko	Michelle	41308 Poplar Dr	Land Use Permit	Construct a 10'X16' (160 SqFt) Accessory Structure	\$150.00	SR	
24-80	9/11/2024	10/8/2024	10/8/2024	21090561	Graunke	John & Anne	20344 Clearwater Dr	Land Use Permit	Tear down existing structure and replace with a new 3,235 SqFt) Construct new dwelling	\$550.00	SR	

24-81	9/16/2024	9/24/2024	21270590	Peiphrey	Brandyn	21635 Norway Pine Ln	SSTS Permit	Install a new Pressure Bed/Trench with pump design, Type I, 300 GPD, 1,500 gallon system	\$260.00	NR	
24-82	9/16/2024	9/24/2024	21270590	Peiphrey	Brandyn	21635 Norway Pine Ln	Land Use Permit	Construct new dwelling 25'X40' (1,000 SqFt) and 2 Accessory Structures 40'X10'(400 SqFt) & 20'X10' (200 SqFt)	\$475.00	NR	
24-83	9/24/2024	9/24/2024	21340807 & 21340806	SJR Holdings	Emily Ace Hardware	39964 White Pine St	Land Use Permit	Construct a 60'X112' (6,720 SqFt) Commercial Accessory Structure Annual Camper	\$600.00	DMU	
24-84	10/7/2024	10/7/2024	21260522	Jorgensen	Mike & Laurie	22257 S Shore Dr	Camper Permit	Permit Construct a 6' X 9' sauna	\$25.00	NR	NA
24-85	10/16/2024	10/21/2024	21030594	Marshall	Todd	44689 Old Highway 6	Land Use Permit	Install a Type I, pressure bed/Trench pump design, 600 GPD, 1,500 gallon tank upgrade	\$75.00	SR	
24-86	10/21/2024	10/21/2024	21260613	Peterson	Kyle	22562 South Shore Drive	SSTS Permit	Construct a 50' X 100' (5000 SqFt) Accessory Structure	\$260.00	SR	YES 11-7-2024 GK
24-87	10/22/2024	10/23/2024	21340977	Hanson	Tom	21030 Dahler Ave	Land Use Permit	Construct a new 32'X44'(1,408 SqFt) Dwelling	\$400.00	Commerical Transition-Light Industrial	
24-88	10/28/2024	10/29/2024	21170588	LPS Construction	David & Patricia Kovalik	42779 Blue Lane West	Land Use Permit	Install a Type 1 Trench/Pressure Bed design; 300 GPD; 1,500 gallon tank	\$450.00	NR	
24-89	10/28/2024	10/28/2024	21170588	LPS Construction	David & Patricia Kovalik	42779 Blue Lane West	SSTS Permit	Construct a 36'X48' (1,728 SqFt) Accessory Structure	\$260.00	NR	
24-90	11/4/2024	11/5/2024	21170605	O'Donnell	Thomas	XXXX Anna Drive	Land Use Permit		\$400.00	SR	
								DESCRIPTION	FEE	DISTRICT	Project Completed Y/N

24-91	11/4/2024	11/5/2024		21170605	O'Donnell	Thomas	XXXX Anna Drive	SSTS Permit	Install a Holding Tank SSTS Design, Limited Use 1,500 Gallon Tank, <150 GPD	\$260.00	SR	
24-91	11/6/2024	11/12/2024		21030588	Acorn Builders, LLC	Larry Oaks	44515 State HWY 6	Land Use Permit	Construct a 1,414 SqFt New Dwelling with a 12'X 22' (264 SqFt) & 4'X9'(36 SqFt) Deck	\$450.00	SR	
24-92	11/6/2024	11/18/2024		21030588	Acorn Builders, LLC	Larry Oaks	44515 State HWY 6	SSTS	Install a Type I Pressure Bed/Trench Pump Design Upgrade ; 450 GPD, 2250 Tank System	\$260.00	SR	
24-93	11/14/2024	11/19/2024		21030583	Ryder Loon Properties, LLC	Joe Pankratz	44488 State HWY 6	Land Use Permit	Sign	\$60.00	NR	

CITY OF EMILY

CONDITIONAL USE PERMIT APPLICATION

APP # _____
Date _____
Fee _____
(for office use only)

Name of Applicant Northern Lights Over Roosevelt Lake Assoc. Phone 612-750-0022

Property Address (E911#) c/o Lynn Kosloske Local Phone 612-750-0022

Mailing Address 7162-121st St. W E-mail LKosloske12@gmail.com

City, State, Zip Apple Valley, MN 55124
(if different than above)

Applicant is:

- Legal Owner
- Contract Buyer
- Option Holder
- Agent
- Other Association

Title Holder of Property : *(if other than applicant)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): Lynn Kosloske
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) _____

Zoning District Rural Preservation B1P, Lake Name (if applicable) Roosevelt Lake

What are you proposing for the property? State nature of request in detail:
being able to have day parking for atv, utv's & golf carts in designated area by docks. Drop off & pick-up only for autos no long term parking of autos. Docks able to be stored on shoreline or walking path.

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: new parking restriction updates & docking on shoreline allowed path

Pursuant to the Emily City Code of Ordinances, Chapter 152.155, the applicant should be prepared at the Public Hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all of the following questions:

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

no impact the parking area is mandated by the MNDBT and they are who approved the parking & dock storage in the right away

- (2) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

all owners on the lake have docking stored on shore and the parking is needed due to safety and traffic on the Hwy as MNDBT recommended.

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

no impact no facilities or building on this right away land.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

the changes would not be different than any owner storing docking on the shoreline

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

parking as described in the changes would make it safer along that area of road & the association already installed a new driveway crossing to get across the road from the homeowners area as requested by MNDBT for safety

- (6) Discuss any environmental limitations of the site or area.

These changes will not impact the site area because of the setback for parking established by MNDBT & ONR approval.



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

CITY OF EMILY
NOTICE OF PUBLIC HEARINGS

TO WHOM IT MAY CONCERN: The following will be the subject of a public hearing at the City of Emily Planning Commission/Board of Adjustment meeting on Tuesday, February 4, 2025, beginning at 6:00 P.M at Emily City Hall.

Modification to an existing Final Plat (application number 09-3327) from 2009.
The request is to change the conditions to allow for parking within the "drop off" area. Based on the existing conditions that "drop off" area was not allowed. They are also requesting to be allowed to store docking on the shoreline which is also not allowed by existing conditions (West side of State Highway 6.)

The meeting packets will be available online approximately one week prior to the meeting or upon request. Packets can be accessed on the City of Emily Website. If you wish to provide written comments, please email to zoning@emily.net or mail to PO Box 68, Emily, MN 56447 prior to the meeting date.

City of Emily



**CITY OF EMILY
BOARD OF ADJUSTMENT
NOTICE OF PUBLIC HEARING
February 4, 2025
6:00 P.M.**

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on Tuesday, February 4, 2025, beginning at 6:00 P.M at Emily City Hall.

Hearing: The applicant is requesting to modify the conditions of an existing final plat approved in 2009 (application 09-3327). The request is to change the conditions to allow for parking within the “drop off” area. Based on the existing conditions that “drop off” area was not allowed. They are also requesting to be allowed to store docking on the shoreline which is also not allowed by existing conditions.

Property Owners/Applicants: Northern Lights over Roosevelt Lake Homeowners Association

Property Description: The subject property is the Northern Lights over Roosevelt Lake subdivision located along roads Twilight Court, and Evening Star Lane

A map identifying the subject property is on the reverse side of this notice.

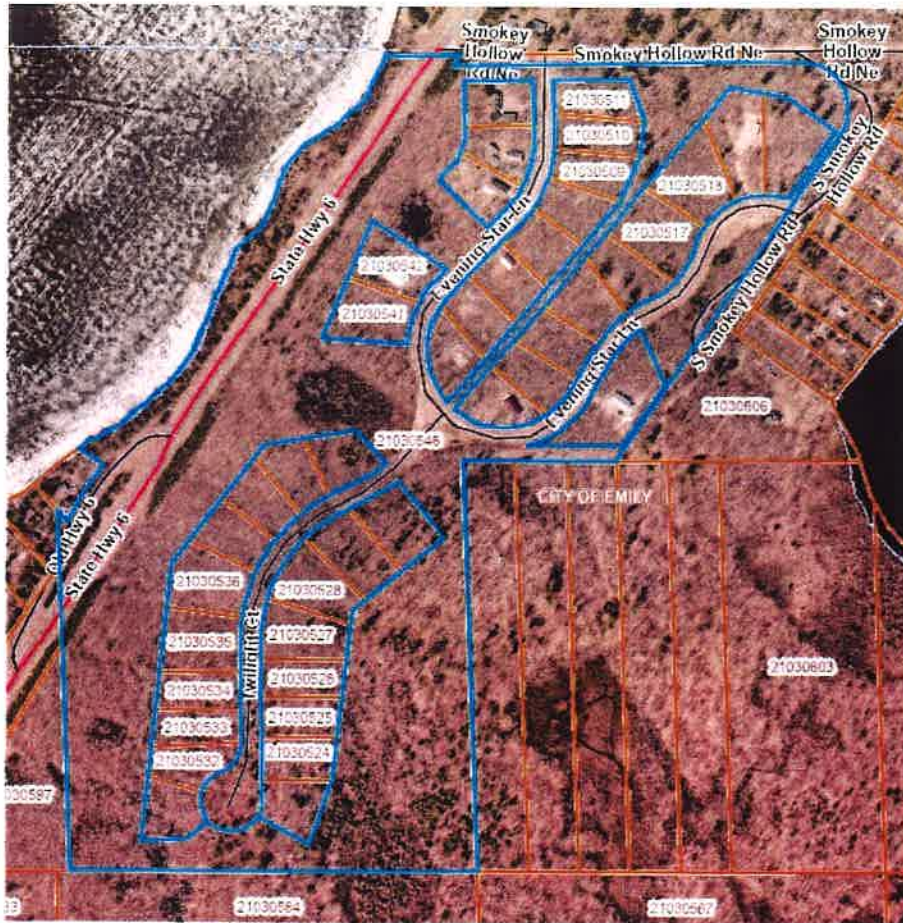
Purpose: The request is to allow for the modification of the original conditions that regulated the docking storage location and parking on the West side of State Highway 6.

Property Owners Please Note: Please share this information with your neighbors in the event that any property owner has been overlooked or is not contained in our records.

All interested persons are invited to attend these hearings and be heard. The meeting packets will be available online approximately one week prior to the meeting or upon request. If you wish to provide written comments, please email to zoning@emily.net or mail to PO Box 68, Emily, MN 56447 prior to the meeting date.

City of Emily

The subject property is the Northern Lights over Roosevelt Lake subdivision located along roads Twilight Court, and Evening Star Lane.



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

RESOLUTION NO. 24-22

**A RESOLUTION ADOPTING MODIFIED CONDITIONS FOR EXISTING FINAL PLAT
(APPLICATION NUMBER 09-3327) FROM 2009 ON BEHALF OF NORTHERN
LIGHTS OVER ROOSEVELT LAKE HOMEOWNER'S ASSOCIATION**

WHEREAS, on May 14, 2024 the Emily City Council reviewed an application to modify the original conditions for an existing final plat (application number 09-3327) that regulated the docking storage location and parking on the West side of State Highway 6 on behalf of: Northern Lights Over Roosevelt Lake Homeowner's Association, on the following property:

Legal Description: Northern Lights Over Roosevelt Lake Plat

Section 9- Township 138 -Range 26.

And,

WHEREAS, the Planning Commission has considered the applicant's request at a duly noticed Public Hearing which took place on May 7, 2024, and has recommended approval to the City Council; and,

Original Findings of Fact:

1. The applicant has complied with the conditions of the preliminary plat approval.
 - a. the applicant has submitted an exhibit of passive recreation facilities. the planning commission has accepted the drawing and its implementation has been included in the development agreement.
 - b. section 3.1, subpart e of the declarations indicates that all trails and walkways shall be constructed of wood chips or similar material.
 - c. section 3.1, subpart f of the declarations establishes the 50-foot vegetative buffer in outlot a and prohibits the clearing of live trees or brush in this buffer.
 - d. section 3.1, subpart g of the declarations prohibits vegetation removal in outlot a as pr the preliminary plat.
 - e. section 3.1, subpart h of the declarations restricts impacts to the ice ridge.
 - f. the applicant has submitted a plan for development on the west side of highway 6. the planning commission has accepted the plan.
 - g. section 2.12 of the declarations restrict the use of docking areas on roosevelt lake to lot owners.
 - h. section 2.12 of the declarations indicate that docks are to be removed annually.
 - i. section 2.12 of the declarations provides a mechanism agreeable to the planning commission for allocating rights to the mooring slips.
 - j. the applicant has prepared a stormwater pollution prevention plan. the plan has been reviewed and accepted by the planning commission.
 - k. the applicant has submitted a road plan that has been reviewed by the city engineer. the engineer's concerns have been resolved.
 - l. the portion of smokey hollow road that is owned by the applicant is being dedicated to the public as part of the subdivision.

- m. section 7.5 of the association documents limit the impervious coverage for each lot to that of the underlying zoning district.
 - n. the swimming area and boardwalk have been eliminated from the submitted plans.
 - o. section 2.12 of the declarations indicates that docks and lifts are to be stored off site or east of highway 6.
 - p. section 2.12 of the declarations limits the number of boat slips to 16 and requires the establishment of a key card system.
 - q. section 2.12 of the declarations requires the establishment of a no wake zone around the docking facility.
 - r. section 2.12 of the declarations prohibits all recreational facilities on the west side of highway 6, with the exception of the 16 mooring slips.
 - s. section 2.12 calls for property owners purchasing a mooring slip to receive information regarding best practices for safely crossing the highway.
 - t. the applicant has coordinated improvements with mn/dot, which is requiring a \$10,000 security deposit to ensure the improvements are completed.
 - u. crooked lake township has indicated that smokey hollow road is to have aggregate surfacing material added by the developer within the existing road section.
 - v. section xx of the development agreement indicates that nothing will be burned in the preparation of the lots.
2. The final plat is in agreement with the approved preliminary plat.
 3. The city attorney has completed review of the title work and found it to be acceptable.
 4. There are no public improvements required on the property. the only public improvements are to highway 6, which are being handled by mn/dot.
 5. A plat check by an independent land surveyor has been completed.
 6. A financial security of \$5,000 will be provided for security on the construction of the lights and the erection of signs in the drop off area.

Original Conditions with Modifications as highlighted:

- 1) To augment the existing submittals, the applicant shall provide an exhibit of passive recreation facilities within the development. This exhibit shall include the trails and shoreline recreation facilities submitted in previous drawings. Once this drawing has been accepted by the Planning Commission, the improvements shown will be used during the preparation of the development agreement.
- 2) Trails and walkways shall be constructed of wood chips or similar material so as to not increase the runoff from the trail surface.
- 3) The association documents will provide for a 50-foot vegetative buffer in Outlot A as depicted on the preliminary plat. Clearing of live trees or brush within this buffer shall be prohibited.

- 4) The association documents shall indicate that all buffers within Outlot A and lying between Highway 6 and Smokey Hollow Road will be maintained in their natural condition with no vegetative removal except for trails and forest management purposes. No clear cutting will be allowed.
- 5) The historic ice ridges shall not be damaged or diminished during the development process or in subsequent use of the property. This requirement, as well as the importance of the ice ridge in maintaining water quality, shall be clearly stated within the association documents.
- 6) The applicant shall submit a detailed plan for the improvements to the west side of Highway 6. Specifically identified must be:
 - a. Clearing limits,
 - b. Approach locations,
 - c. Wetland buffer areas,
 - d. Docking facilities, and
 - e. Mechanisms for erosion control during construction.

The plan shall be in a form acceptable to the Planning Commission prior to application for final plat.
- 7) Association documents shall restrict the use of the docking areas on Roosevelt Lake solely for the use of lot owners.
- 8) Association documents shall reflect that all docks are to be seasonal (not permanent) and thus must be removed annually.
- 9) OMIT
- 10) Association documents shall provide a mechanism, agreeable to the Planning Commission, for allocating rights to the mooring slips.
- 11) The applicant shall prepare and provide to the City a stormwater pollution prevention plan for the entire development that is acceptable to the Planning Commission.
- 12) Roads within the subdivision shall be built to minimum City standards, but can remain privately maintained. Approvals from the Road Committee are required.
- 13) That portion of Smokey Hollow Road that lies within this development and is 33-feet south of the centerline of the roadway shall be dedicated to the public, if a 66-foot corridor is not already dedicated for this roadway.
- 14) Association documents shall indicate that the impervious coverage allowed on each lot shall be limited to the impervious coverage limitation of the underlying zoning district.
- 15) Eliminate the swimming area and the boardwalk from the plan.
- 16) Docks and lifts shall be allowed to be stored off on-site on the shoreline and walking path each year with efforts made to store the docks out of clear view from the lake.
- 17) Lifts shall be professionally removed by the Association property owners and moved for storage to their place of residence in the Northern Lights Over Roosevelt Lake development.
- 18) The number of boat slips will be limited to 16. To further control access to the docking facility, a lock or key-card system will be established to provide access to only those that have purchased one of the slips.
- 19) A no wake zone shall be established around the proposed docking facility.

- 20) All proposed recreational facilities on the west side of Highway 6, except for the 16 mooring slips, are prohibited.
- 21) Property owners that purchase mooring slips shall receive information regarding best practices for safely crossing the highway.
- 22) The City will require that the developer continue to coordinate with Mn/DOT and that Mn/DOT's recommendations be implemented, including:
 - a. The north approach/drop off area will be allowed as outlined by MnDOT in their letters dated April 3, 2024 and April 19, 2024, attached as Exhibit A.
 - b. A northbound right turn lane and a southbound bypass lane must be constructed on TH 6 at the Smokey Hollow Road intersection.
 - c. Lighting and signs shall be installed as per Mn/DOT guidance.
 - d. Roadway and safety appurtenances will be installed as per Mn/DOT guidance.
 - e. Drainage patterns need to be perpetuated and erosion/ sediment controlled. A drainage plan must be submitted to Mn/DOT for review.
 - f. No drainage ponds will be allowed in the right of way.
 - g. There will be no net increase in development drainage to the highway right of way.
 - h. Proposed development signs must be located outside of the right of way.
 - i. No fences or structures are allowed in the right of way.
 - j. No excavation or grade changes are allowed in the right of way.
 - k. All Mn/DOT permits must be obtained.
- 23) Day parking for ATVs, UTVs, and golf carts shall be allowed 42 feet from the nearest white line on State Highway 6 and no closer than 75 feet from the lakeshore.
- 24) Automobiles and trucks may be used for drop off and pick up. Drop-off and pick up shall be allowed with motorized vehicles only.
- 25) No day parking shall be allowed for automobiles and trucks. Automobiles and trucks are not allowed to park at any time.
- 26) No overnight parking shall be allowed for any type of vehicle.
- 27) All costs of compliance with Mn/DOT conditions shall be paid for by the developer.
- 28) The City of Emily will require, subject to acceptance by Crooked Lake Township within 90 days of preliminary plat approval, that the developer improve Smokey Hollow Road to Crooked Lake Township's standards up to the second entrance to the development. If Crooked Lake Township does not accept the improvements, no improvements to Smokey Hollow Road will be required.
- 29) The developer shall not burn anything related to its construction activities in preparing the platted lots for sale, including such things as the construction of the roads, parks, trails, and clearing of potential home sites by the Developer. The Developer, however, may haul, chip or bury it.
- 30) The shoreline is to remain in its natural state. No clearing allowed.
- 31) Efforts shall be made to limit water flow down the walking path to avoid runoff and erosion.

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

The application to modify the original conditions of the existing Northern Lights Over Roosevelt Lake Final Plat to regulate the docking storage location and parking on the West side of State Highway 6 is hereby approved, subject to the above listed conditions.

Passed by the City Council of Emily, Minnesota this 14th day of May, 2024.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

Lawyers Title Services, LLC
ALTA Universal ID:
7153 Forthun Road
Suite 110
Baxter, MN 56425

File No./Escrow No. : 20240753
 Print Date & Time: November 22, 2024 11:23 am
 Officer/Escrow Officer : Michelle D. Kadus
 Settlement Location : 7153 Forthun Road, Suite 110
 Baxter, MN 56425

Property Address: N/A
 Emily, MN 56447

Buyer: City of Emily
 39811 Highway 6
 PO Box 68
 Emily, MN 56447

Seller: Pennie Plesnicar
 803 Bardeen Court
 Otsego, MI 49078

Settlement Date: November 27, 2024
 Disbursement Date: November 27, 2024

Description	Borrower/Buyer	
	Debit	Credit
Financial		
Sale Price of Property	6,000.00	
Deposit		500.00
Prorations/Adjustments		
County Taxes 11/27/24 - 01/02/25	3.53	
Title Charges and Escrow/Settlement Charges		
Closing Fee - Purchase Cash to Lawyers Title Services, LLC	200.00	
Recording Service Fee to Lawyers Title Services, LLC	30.00	
Owner's Title Insurance to Lawyers Title Services, LLC Coverage: 6,000.00 Premium: 150.00	150.00	
Government Recording and Transfer Charges		
Record Deed to Crow Wing County Recorder	46.00	

	Debit	Credit
Subtotals	6,429.53	500.00
Due from Buyer		5,929.53
Totals	6,429.53	6,429.53

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Lawyers Title Services, LLC to cause the funds to be disbursed in accordance with this statement.

Buyer

City of Emily

BY: _____

Tracy Jones
Mayor

Attested to BY: _____

Cari Johnson
Clerk

Michelle D. Kedus
Closing Agent/Manager

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.1.3 (2018)

e-CRV No.: _____

DEED TAX DUE: \$19.80

DATE: November 27, 2024

FOR VALUABLE CONSIDERATION, Pennie Plesnicar, also known as Mrs. Andrew Plesnicar, a single person ("Grantor"), hereby conveys and warrants to City of Emily, a Minnesota Municipal Corporation ("Grantee"), real property in Crow Wing County, Minnesota, legally described as follows:

Legal description attached hereto and made a part hereof marked Exhibit "A"

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____).
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Pennie Plesnicar
 Pennie Plesnicar

State of Minnesota, County of Crow Wing

This instrument was acknowledged before me on 11/25/24, by Pennie Plesnicar, a single person.

(Stamp)

ZANE ANDREWS
 NOTARY PUBLIC, STATE OF MI
 COUNTY OF ALLEGAN
 MY COMMISSION EXPIRES Jul 27, 2030
 ACTING IN COUNTY OF Allegan

[Signature]
 (signature of notarial officer)

Title (and Rank): Notary Public

My commission expires: 7/27/30
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
 Lawyers Title Services, LLC
 7153 Forthun Road, Suite 110
 Baxter, MN 56425

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED
 IN THIS INSTRUMENT SHOULD BE SENT TO:
 City of Emily, a Minnesota Municipal Corporation

EXHIBIT "A"

Lots 18 and 19, Block 11; in Emily - Platted from Northwest Quarter of Northwest Quarter (NW 1/4 of NW 1/4), Section 34, Township 138, Range 26.

Crow Wing County, Minnesota

Abstract Property

01/01/2024 To 12/31/2024

Fund Name: FUT. CITY DEV. CD 416
Account Number: 416-46320-304
Account Name: Urban Redevelopment
Object Code Name: Professional Services: Legal Fees

Budget \$0.00

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
9/25/2024	GAMMELLO - PEARSON, PLLC	61766	\$754.00	\$754.00	(\$754.00)
10/23/2024	GAMMELLO - PEARSON, PLLC	61840	\$65.00	\$819.00	(\$819.00)
11/27/2024	GAMMELLO - PEARSON, PLLC	61934	\$221.00	\$1,040.00	(\$1,040.00)

Fund Name: FUT. CITY DEV. CD 416
Account Number: 416-46320-510
Account Name: Urban Redevelopment
Object Code Name: Capital Outlay: Land

Budget \$0.00

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
10/8/2024	LTS Escrow	61811	\$500.00	\$500.00	(\$500.00)
11/26/2024	Lawyers Title Services, LLC	330841*	\$5,934.53	\$6,434.53	(\$6,434.53)

FUT. CITY DEV. CD 416 Totals

Total Payments for the Year

\$7,474.53

Total Budget

\$0.00

(-) Over / Under Budget

(\$7,474.53)

From: Daria Graupman <Daria.Graupman@crowwing.gov>
Sent: Thursday, November 14, 2024 2:05 PM
To: clerk@emily.net
Cc: Andy Hemphill; 'Bryce Butcher'; Rob Hall
Subject: RE: Future County Highway Project

Cari,

Thank you for taking the time to talk to me on the phone earlier.

To join our contract, we will need to have plans and special provision language by the end of December.

In my original email below, I asked for a list of the roads by December since we didn't know who you were going to hire to do the design yet.

Like we discussed it would be beneficial for you to verify with your city engineer if plans and special provisions will be ready for the December 10th council meeting or just a list of roads. If the city engineer will only be putting together a list of roads for the council meeting, you should verify with them if they will have time to get plans and special provisions put together by the end of December.

Please let me know if you have any more questions.

Thank you,

Daria Graupman, EIT
Staff Engineer

Office: (218) 824-1110

Direct: (218) 822-2680

www.crowwing.gov

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



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Our Mission: Serve well. Deliver value. Drive results.

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clerk@emily.net

From: clerk@emily.net
Sent: Thursday, November 14, 2024 1:30 PM
To: 'Alex Voit'
Cc: 'Andy.Hemphill@hotmail.com'; 'Bryce Butcher'; 'maintenancesup@cityofemily.com'
Subject: RE: Future County Highway Project

Alex,

I notified CWC that S.E.H. is going to do the design and inspection of the planned 2025 road improvement project with Crow Wing County's project and the exact streets to include in the project have not been decided yet. Also asked CWC if December 11 (day after Council Meeting) is acceptable to be informed of the list of roads the City would like to include in the project. Daria, CWC, called and said we could give them the list of roads on December 11, but plans and special provision language are required by December 31. Will that timeframe work for you to draw up the plans for CWC?

Thank you for your assistance!

Cari Johnson, MCMC
City Clerk/Treasurer



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

City Hall Hours M-W 8am-430pm, Th-F 8am-noon

www.cityofemily.com

Fax 218.763.2481

Pop. 869

Effecting Positive Change

From: Alex Voit <avoit@sehinc.com>
Sent: Tuesday, November 5, 2024 2:19 PM
To: clerk@emily.net
Subject: RE: Future County Highway Project

Cari,

I just touched base with Andy. I sent him the Feasibility Report and he is going to mark up / measure the areas the City wants to address and send them back to me. I suppose you could let the County know that SEH will be doing plans and inspection and we will have them plans in December although we do not have the exact streets settled yet.

From: Daria Graupman <Daria.Graupman@crowwing.gov>
Sent: Monday, December 9, 2024 10:21 AM
To: clerk@emily.net; Alex Voit
Cc: Rob Hall
Subject: City of Emily - Sanitary Sewer

Good morning Cari and Alex,

As we start putting plans together for County Road 1 to be done next summer there are a few questions I have about the sanitary sewer.

We are adding a right-hand turn lane at Yost Road. Where the sanitary sewer sits in our right of way, we will have two manhole structures that fall in the new in-slope of the turn lane. We will need to add a riser to the top of these two structures, so the manhole openings are raised to the new elevation of our in-slope. We were looking at the record drawings you sent us and the two structures that fall east of Yost Road (#63 Air Release Manhole and #64 Cleanout Manhole) were not surveyed in the correct spot according to the record drawings. We have the field location of these two manhole structures along with the elevation of the manhole covers but have a few questions to follow up with listed below:

1. Was manhole 63 still put in as an air release manhole just shifted roughly 30 feet to the east from what it states in the record drawings?
2. Was manhole 64 still put in as a cleanout manhole just shifted roughly 300 feet to the west of where it shows on the record drawings?
3. When we get verification of what these manholes are it will be the responsibility of SEH to get us the design for the risers and then we will include that design in our plans. Alex, if you would like to set up a meeting or phone call to discuss this further we certainly can. I am not sure if you would be the person putting the riser design together or if there is someone else in SEH I should be reaching out to?

There are also a few manhole covers in the shoulder of County Road 1 between Evergreen Drive and Trunk Highway 6 that will be effected by our project. Our plan for County Road 1 is to do a 1.5" mill and fill with a 1.5" overlay, so we would also need to know from SEH what they would like for a riser on these manholes since the elevation of the pavement will be raised 1.5 inches.

I wanted to send this email to both of you, so both the city of Emily and SEH are aware of what is going on with the sanitary sewer.

Please let me know if either of you have any questions.

Thank you,

Daria Graupman, EIT
Staff Engineer

Office: (218) 824-1110
Direct: (218) 822-2680

www.crowwing.gov

Crow Wing County Highway Department

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

March 20, 2024
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Wednesday, March 20, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 1:07 p.m. Councilmembers Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Councilmember Bryce Butcher was present for the field trip. Alex Voit, City Engineer, S.E.H., Brian Foster, Maintenance Supervisor, and Cari Johnson, City Clerk/Treasurer, were also present.

The Pledge of Allegiance was recited.

The Council reviewed the road improvement maps provided by S.E.H. with recommended treatments for each paved road. The Council discussed the possibility of repairing sections of roads in the worst conditions instead of repairing/replacing entire roads. Maintenance Supervisor Foster reported most of the roads are 1 1/2" thick so there is not enough pavement to do a mill and overlay.

Mayor Jones recessed the Special Council Meeting at 1:11 p.m. for a field trip to review multiple roads for the Feasibility Study:

- Yellow Birch Lane – the green portion on the map was overlaid in the past. Sections of the road need to be overlaid.
- East Emily Drive – the section of pavement between 40373, just beyond the culvert, up the hill to 40449 needs to be replaced. The condition of that section of pavement has deteriorated enough that it cannot be overlaid.
- South Shore Drive – there are approximately five sections of pavement that cannot be overlaid and need to be replaced. One deteriorated section is just after the “Y” with East Emily Drive.
- Shadow Point – there are three locations that need work just before the cul de sac.
- South Bay Drive (Old Highway 6) – the road is 6” to 8” thick. There is a deteriorated section after the intersection with State Highway 6 on the north side.
- Par West – there are alligator cracks at the south end just before the hammer, but there are no residences there. The Council discussed setting a priority on repairing deteriorated sections that provide access to residences.
- Wood Lake Boulevard – Foster reported five deteriorated sections.

Mayor Jones reopened the meeting at 2:31 p.m. at the Emily City Hall.

The Road Committee members, Foster, and Alex Voit will inspect the roads and mark and measure the most deteriorated sections. Quotes will then be requested for repair of those road sections. Voit reported the Feasibility Study is required to assess properties for a portion of the road improvement costs. Voit reported the City cannot assess properties when repairing small sections of roads.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADJOURN THE MEETING. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 2:35 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

ROAD ASSESSMENTS 2004

Anna Drive
Blue Lake Road
East Emily Drive
Faye Court
Mill Road
North Shore Drive
Pinewood Drive
Poplar Drive
South Shore Drive
Whitetail Drive
Yellow Birch Lane

ROAD ASSESSMENTS 2005

Birchwood Drive
Clearwater Drive
Eladron Drive
Emerald Lane
Evergreen Drive
Jermark Road
Little Pine River Road
Wood Lake Blvd

ROAD ASSESSMENTS 2007

Dahler Avenue

ROAD ASSESSMENTS 2014

Anna Drive
Bloomquist Drive
Blue Lane East
Blue Lane West
Robinson Drive
West Trout Avenue

Feasibility Report

2024 Road Improvements

Prepared for City of Emily, Minnesota

1 Introduction

As authorized by the City Council, this Feasibility Report was prepared for improvements to approximately 24 miles of paved City streets as shown in Figure 1. All paved City streets were evaluated in the field and rated using the PASER method, which gives a rating between 1 and 10. Three treatments were considered to rehabilitate the roads and assigned based on the relative condition of each road segment. Some roads received a rating that indicates the roads do not need treatment at this time.

This report contains an opinion of probable costs and design recommendations for street improvements. The report has been developed based on previous reports, field observations and discussions with City staff and Council.

2 Existing Conditions

Existing roads were generally paved in the last 20 years. Roads vary in width between 20 feet and 24 feet. The roads studied ranked between 3 and 8 using the PASER method. See Road Treatments figures for ratings for individual road. Appendix B contains the PASER Manual for reference on the ranking criteria used. Road rankings were used to determine treatment type.

3 Proposed Improvements

Based on ratings, treatment types were assigned to every road. Three treatment types were considered, and Full depth Reclamation, Mill and Overlay and Overlay.

Full Depth Reclamation, where the pavement and underlying aggregate base will be ground up, shaped and repaved was applied where roads were rated 4 and below.

Mill and Overlay was the treatment selected when roads were rated at a 5, where one inch of the existing pavement surface is ground off and 2 inches are paved back on top.

A Thinner Overlay, where a one inch layer of pavement is added directly on top of the existing pavement is planned where roads were rated a 7 or 6.

All treatments are intended to address existing deficiencies and extend pavement life.

4 Opinion of Probable Cost

An estimate probable project costs are summarized in the table below.

Table 1 – Cost Breakdown

Treatment	Miles	Cost per Square Yard	Total Cost
Overlay	9.68	\$11.80	\$1,611,418.49
Mill and Overlay	9.6	\$17.70	\$2,271,819.39
Full Depth Reclamation	2.26	\$29.50	\$641,980.31
			\$4,525,218.19

5 Financial Considerations

Past practice for street projects has been to assess a portion of improvements to abutting properties. Previous paving projects have assessed approximately one half of the estimated project cost to benefiting properties. This project is rehabilitating existing pavements so a lower assessment rate may be appropriate. After discussions with City Staff one third of project costs was used as an assessment rate.

Previous practice is to split the assessment between a per lot rate and a per front footage rate. This project used the same methodology, weighing the assessments to account for approximately 75% of the rate to be determined on a "per lot" basis and approximately 25% determined on a "front footage" basis. Other sources of funds will be utilized to cover the remaining portion of the costs, with the City to determine the appropriate financing for these costs. The City must ultimately decide the method of financing.

The table below summarizes the Assessment costs and rates.

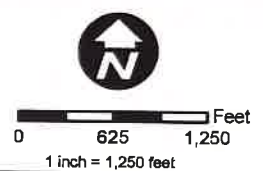
Table 2 – Assessment Costs and Rates

Other Fund Sources	Total Cost Assessed	Assessed to Footage	Estimated Footage	Cost Per Foot	Assessed to Lots	Estimated Lots	Cost Per Lot
\$3,031,525.81	\$1,493,692.38	\$373,698.33	211,129	\$1.77	\$1,119,994.05	885	\$1,265.53

These figures are estimates, final assessment rates and amounts would be determined at the completion of the project. Assessment Figures at the end of this report show the parcels to be assessed. A detailed breakdown of the preliminary assessments is included in the Appendix.



Path: X:\ME\EMILY\171857\5-final-dgn\151-drawings\00_GISMap\2023_Road_Segments_Treatments.mxd



Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: meisourpage1
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Overlay
- Mill and Overlay
- Full Depth Reclamation
- No Treatment
- X Road Rating

2024 Road Improvements

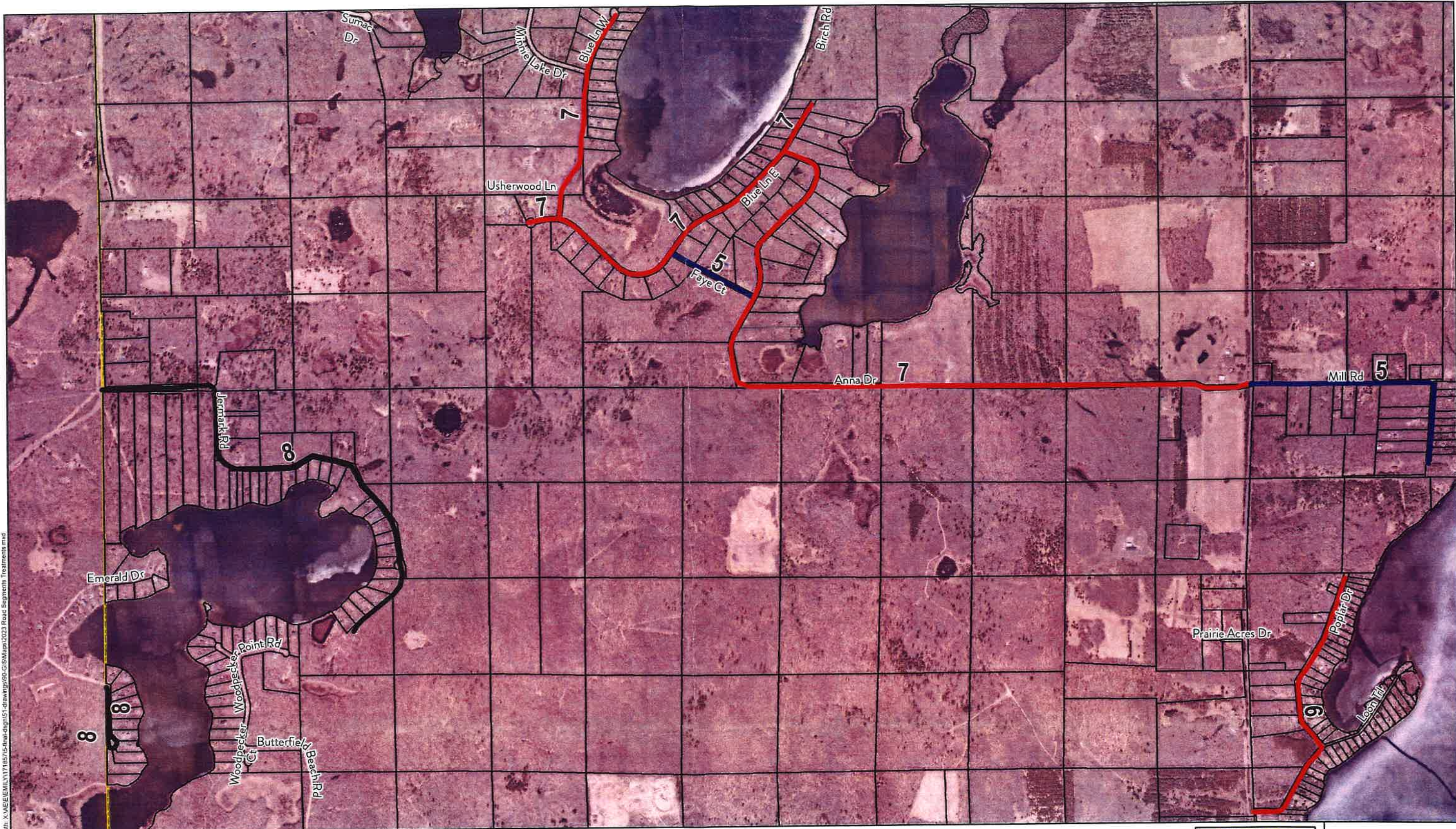
Road Treatments Figures

City of Emily, Minnesota

1	2
3	4
5	6

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error-free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which flow out of the user's access or use of data provided.

Path: X:\AE\EMILY\171857\5-final-dgn\01-drawings\00-GIS\Map\2023-Road-Treatments.mxd



Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: matsuemage1
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Overlay
- Mill and Overlay
- Full Depth Reclamation
- No Treatment
- X** Road Rating

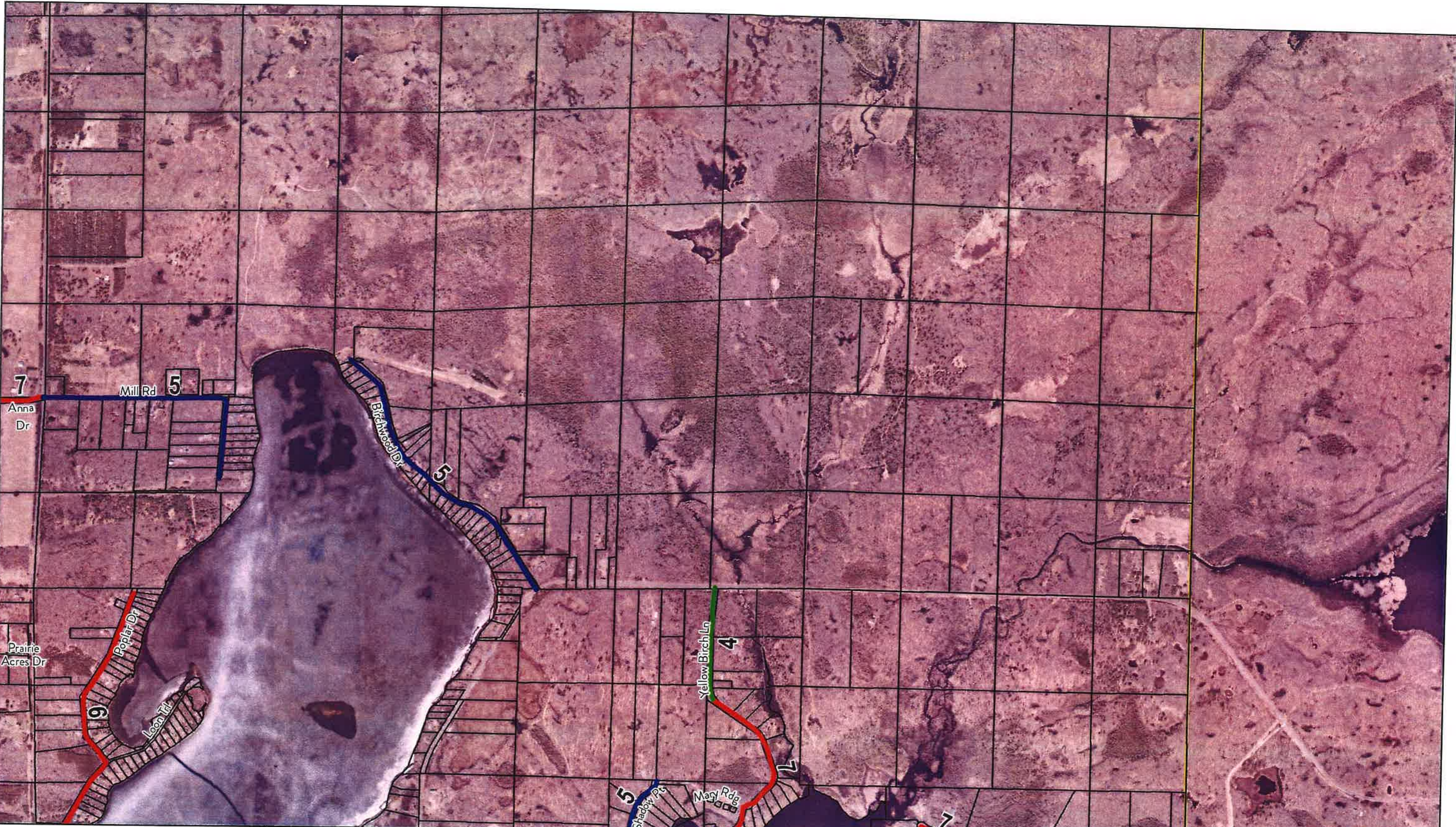
2024 Road Improvements

Road Treatments Figures

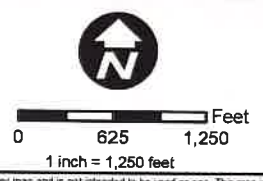
City of Emily, Minnesota

1	
2	3
4	5

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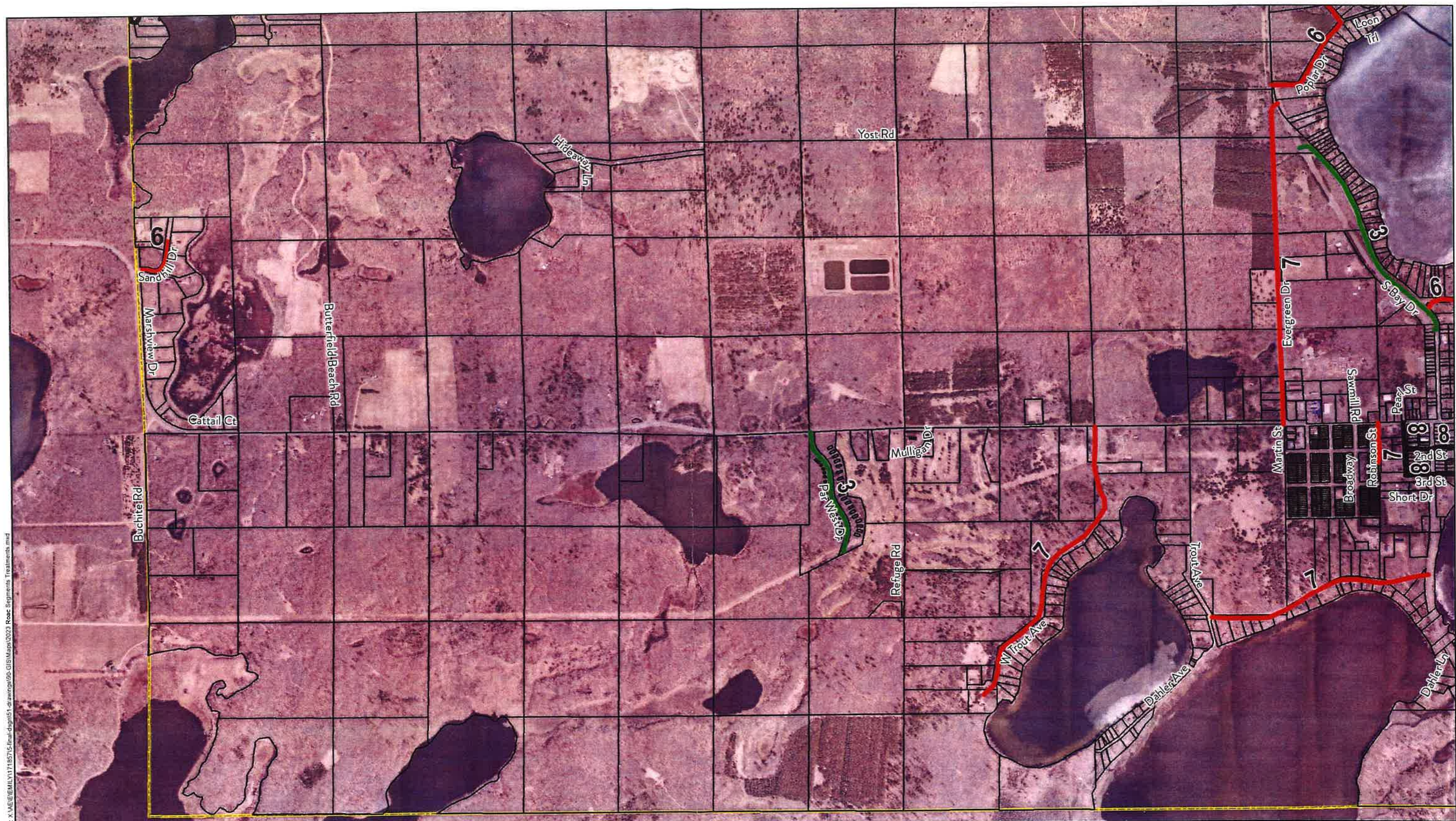
Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: metaurmage1
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Overlay
- Mill and Overlay
- Full Depth Reclamation
- No Treatment
- X** Road Rating

2024 Road Improvements Road Treatments Figures City of Emily, Minnesota

1	2
3	4

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Path: X:\VE\EMILY\171857\5-Plan-digital\5-drawings\90-GIS\Mapa\2023 Road_Segments_Treatments.mxd



Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: mstouernagel
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Overlay
- Mill and Overlay
- Full Depth Reclamation
- No Treatment
- X** Road Rating

2024 Road Improvements

Road Treatments Figures



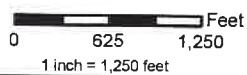
City of Emily, Minnesota

1	
2	3
4	5

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Path: X:\VE\EMILY171857\5_Aerial.dgn\51-drawings\50-GIS\Map\2023_Road_Segments_Treatments.mxd

Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: meluennagel
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Overlay
- Mill and Overlay
- Full Depth Reclamation
- No Treatment
- X** Road Rating

2024 Road Improvements

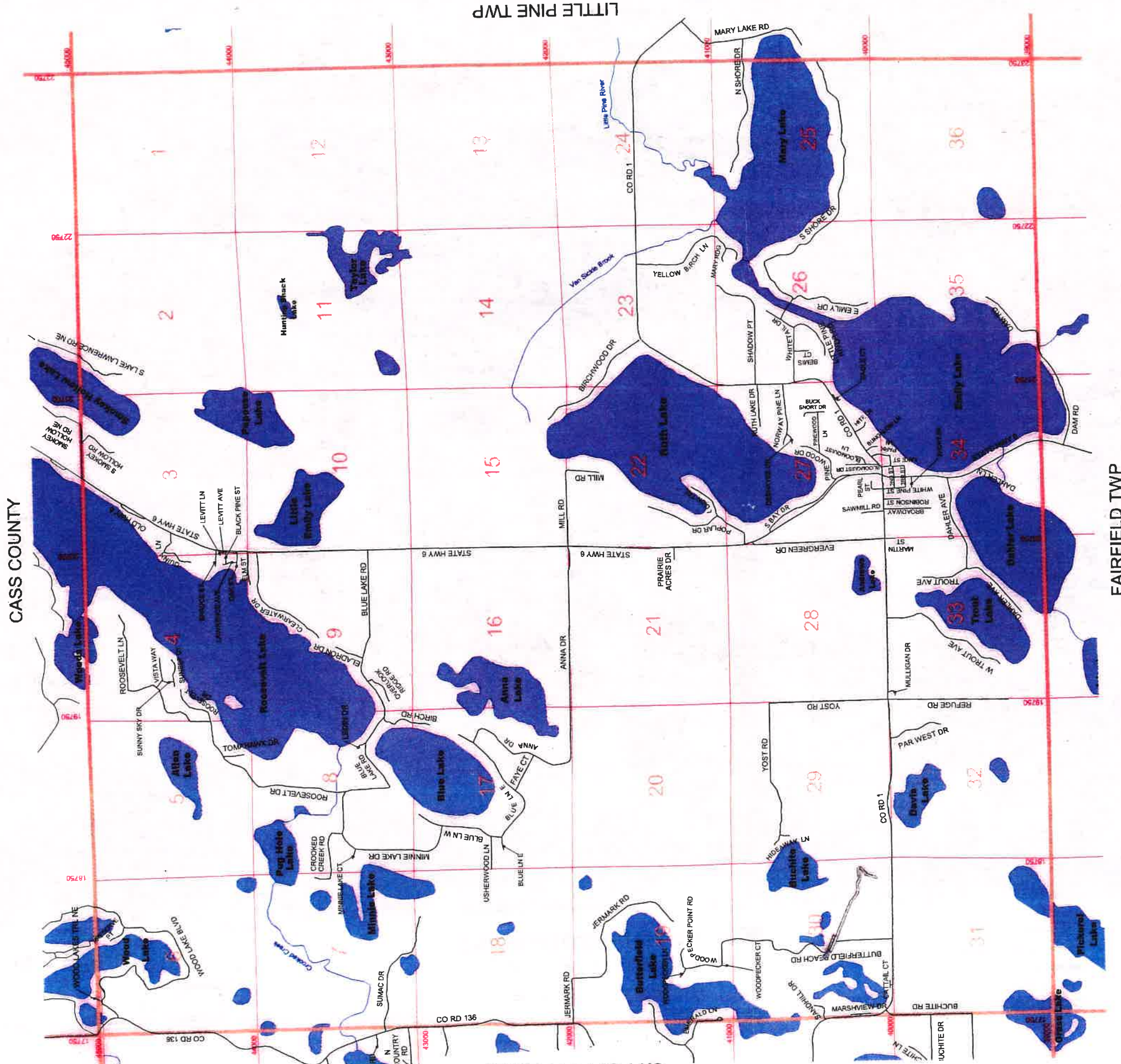
Road Treatments Figures

City of Emily, Minnesota

1	2
3	4

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T 138 N R 26 W



UPDATED 1-5-10

2025 Street Improvement Project

2021	\$22,622.00	Small Cities Assistance - Streets (Remainder)
2024	\$37,510.50	Small Cities Assistance - Streets
2025	\$54,923.00	Small Cities Assistance - Streets - Estimated
2024	\$33,347.80	2023 Budgeted Transfer (Res. 23-52)
2024	\$65,689.88	Budgeted - Save for 2025
	\$214,093.18	Total from Savings
2025	\$27,000.00	CIP for 2 year rotating crack sealing plan
2025	\$15,000.00	CIP for Rotating Poly Sealing Plan
2025	\$25,000.00	CIP for Street Improvements
2025	\$28,116.25	Additional Budget for Street Improvements
	\$95,116.25	Total Budgeted 2025
	\$309,209.43	Total for Street Improvement Project

11-14: Talked to Jessica Shea, CWC, today regarding the sale of Anna Drive. She said CWC is working with the County Attorney on scenarios that will allow the County to sell the road property back to the City. The State is no longer allowing CWC to sell property to the City for \$1 because property owners can somehow get money back from the State for the value of the tax forfeited property, which would mean the state would lose money. CWC is looking for loopholes. Jessica said this property specifically is not planned to be added to auctions because it is a City road (also not selling the private road – it's on her list of no sales). If she hears any updates from state legislature due to the amount of feedback they are getting from similar properties or from the County Attorney she will let the City know.



RECEIVED
AUG 27 2024
BY:

Emily City Hall
Cari Johnson
PO BOX 68
Emily MN 56447

August 27, 2024

Subject: Special Assessments due on Tax Forfeited Properties

To Whom it May Concern:

The State of Minnesota passed new legislature in 2024 that affects the sale and management of tax forfeited properties in Crow Wing County. We will no longer be remitting any outstanding balances on special assessments that have been levied against properties forfeited in the years 2016 – 2023 at the time of sale. Proceeds from sale of properties that forfeited in the years 2016-2023 will be sent to the state under the new legislation.

Additionally, properties that forfeit in 2024 and future years will have all taxes and special assessments cancelled at the time of forfeiture. If your taxing district wishes to collect special assessments due on properties forfeited in 2024 or future years, your tax district must recertify within 90 days of forfeiture. All the properties forfeited in 2024 and future years will be taken to sale within six months of their forfeiture date. Typically, the date of forfeiture for Crow Wing County occurs in late September every year.

Attached is a list of properties within your taxing district that forfeited from 2016-2023. If there are any outstanding special assessments due on these parcels, they **WILL NOT** be collected at the time of sale by the county.

If you have questions regarding this letter or the process of tax forfeiture, please contact the Land Services Department at 218-824-1010.

Sincerely,

Jessica Shea
Operations Manager
Land Services Department
218-824-1123

Gary Griffin, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401
Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.gov

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.



Properties within your taxing district that forfeited from 2016-2023. If there are any outstanding special assessments due on these parcels, they **WILL NOT** be collected at the time of sale by the county.

PIN

21040516 CITY OF EMILY

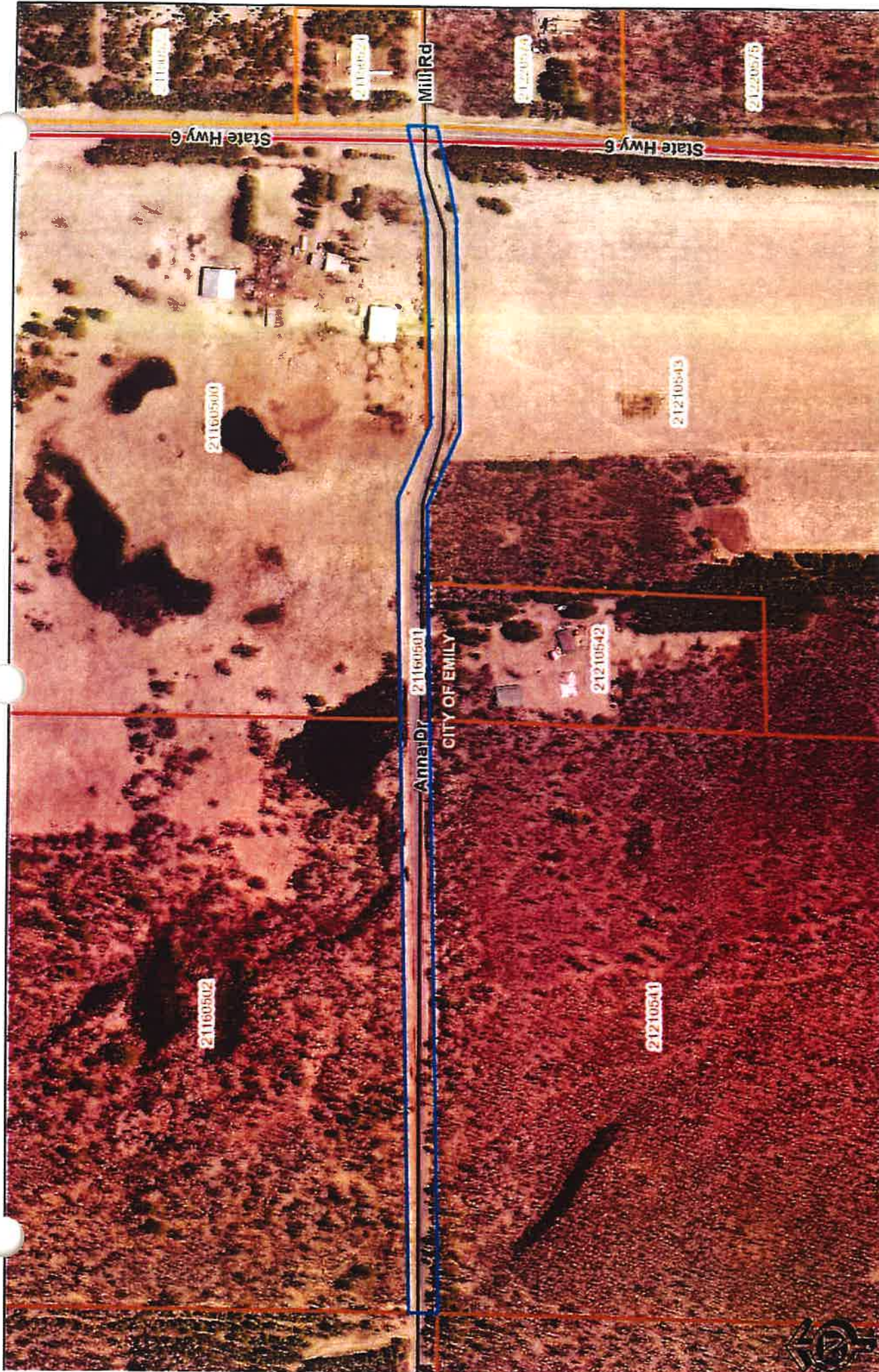
21060524 CITY OF EMILY

21160501 CITY OF EMILY

If you have questions regarding this letter or the process of tax forfeiture, please contact the Land Services Department at 218-824-1010.

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Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Gary Griffin, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401
Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.gov



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Anna Drive

Date: 8/29/2024 Time: 10:49 AM

clerk@emily.net

From: Wayne Dosh <Wayne.Dosh@crowwing.gov>
Sent: Tuesday, November 26, 2024 2:13 PM
To: clerk@emily.net; jledin@sehinc.com
Cc: Rob Hall; Steve Stroschein
Subject: Traffic Count for Bridge L2877 (Roosevelt Dr.)
Attachments: Roosevelt Dr (Bridge) AADT.rtf; Roosevelt Dr (Bridge) VehicleCount.rtf; Roosevelt Dr (Bridge) DailyClass.rtf

See attached,

Looks like we got an average daily count of 90 cars a day.

Wayne Dosh
Senior Engineering Technician

Office: (218)-824-1110

Direct: (218)-822-2690

www.crowwing.gov

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401



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clerk@emily.net

From: Wayne Dosh <Wayne.Dosh@crowwing.gov>
Sent: Tuesday, November 26, 2024 3:26 PM
To: clerk@emily.net
Subject: RE: Traffic Count for Bridge L2877 (Roosevelt Dr.)

The previous count was 10 cars a day done in 1986. Being under 100 keeps the bridge from getting too muck wider, so that is a good thing for the budget!

These numbers will but the bridge deck/roadway requirement at 28 feet and a clear zone of 9 feet will be needed.

Wayne Dosh
Senior Engineering Technician

Office: (218)-824-1110
Direct: (218)-822-2690
www.crowwing.gov

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401



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From: clerk@emily.net <clerk@emily.net>
Sent: Tuesday, November 26, 2024 3:13 PM
To: Wayne Dosh <Wayne.Dosh@crowwing.gov>
Subject: RE: Traffic Count for Bridge L2877 (Roosevelt Dr.)

This message was sent from outside your organization. Please proceed with caution.

Wayne,

Thank you! What was the prior average daily count? Is 90 good or will that count require a larger bridge?

Hope you have a Happy Thanksgiving!

MetroCount Traffic Executive Daily Classes

DailyClass-567 -- English (ENU)

Datasets:

Site: [Roosevelt Dr] <35>
Attribute: S of Bridge
Direction: 5 - South bound A>B, North bound B>A. Lane: 0
Survey Duration: 8:44 Monday, October 28, 2024 => 13:50 Monday, November 4, 2024,
Zone:
File: Roosevelt Dr 0 2024-11-04 1250.EC0 (Plus)
Identifier: NX817E59 MC5900-X13 (c)MetroCount 09Nov16
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 8:45 Monday, October 28, 2024 => 8:45 Monday, November 4, 2024 (7)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 6 - 99 mph.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: GapX > 0 sec, Span 0 - 328.084 ft
Name: Default Profile
Scheme: Vehicle classification (Scheme F3)
Units: Non metric (ft, mi, ft/s, mph, lb, ton)
In profile: Vehicles = 580 / 614 (94.46%)

Daily Classes

DailyClass-567

Site: Roosevelt Dr.0.1SN
Description: <35>
Filter time: 8:45 Monday, October 28, 2024 => 8:45 Monday, November 4, 2024
Scheme: Vehicle classification (Scheme F3)
Filter: Cls(1-13) Dir(NESW) Sp(6,99) GapX(>0) Span(0 - 328.084) Lane(0-16)

Monday, October 28, 2024

	1	2	3	4	5	6	7	8	9	10	11	12	13
Total													
Mon* 75	0	33	30	0	12	0	0	0	0	0	0	0	0
(%)	0.0	44.0	40.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Tue 99	0	47	40	0	12	0	0	0	0	0	0	0	0
(%)	0.0	47.5	40.4	0.0	12.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Wed 102	1	49	41	4	7	0	0	0	0	0	0	0	0
(%)	1.0	48.0	40.2	3.9	6.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Thu 91	1	39	37	0	12	2	0	0	0	0	0	0	0
(%)	1.1	42.9	40.7	0.0	13.2	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fri 77	2	39	30	0	4	1	0	0	1	0	0	0	0
(%)	2.6	50.6	39.0	0.0	5.2	1.3	0.0	0.0	1.3	0.0	0.0	0.0	0.0
Sat 73	0	42	27	0	4	0	0	0	0	0	0	0	0
(%)	0.0	57.5	37.0	0.0	5.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sun 57	0	33	23	0	1	0	0	0	0	0	0	0	0
(%)	0.0	57.9	40.4	0.0	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Average daily volume

Entire week

	1	42	33	1	7	1	0	0	0	0	0	0	0
83													
(%)	0.8	49.9	39.7	0.8	8.0	0.6	0.0	0.0	0.2	0.0	0.0	0.0	0.0

Weekdays

	1	44	37	1	9	1	0	0	0	0	0	0	0
92													
(%)	1.1	47.2	40.1	1.1	9.5	0.8	0.0	0.0	0.3	0.0	0.0	0.0	0.0

Weekend

	0	38	25	0	3	0	0	0	0	0	0	0	0
65													
(%)	0.0	57.7	38.5	0.0	3.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

* - Incomplete

Daily Classes

DailyClass-567

Site: Roosevelt Dr.0.1SN
Description: <35>
Filter time: 8:45 Monday, October 28, 2024 => 8:45 Monday, November 4, 2024
Scheme: Vehicle classification (Scheme F3)
Filter: Cls(1-13) Dir(NESW) Sp(6,99) GapX(>0) Span(0 - 328.084) Lane(0-16)

Monday, November 4, 2024

	1	2	3	4	5	6	7	8	9	10	11	12	13
<u>Total</u>													
Mon* 6	0	3	3	0	0	0	0	0	0	0	0	0	0
(%)	0.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Tue* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Wed* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Thu* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fri* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sat* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sun* 0	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Average daily volume

Entire week No complete days.

Weekdays No complete days.

Weekend No complete days.

* - Incomplete

MetroCount Traffic Executive Vehicle Counts

VehicleCount-566 -- English (ENU)

Datasets:

Site: [Roosevelt Dr] <35>
Attribute: S of Bridge
Direction: 5 - South bound A>B, North bound B>A. **Lane:** 0
Survey Duration: 8:44 Monday, October 28, 2024 => 13:50 Monday, November 4, 2024,
Zone:
File: Roosevelt Dr 0 2024-11-04 1250.EC0 (Plus)
Identifier: NX817E59 MC5900-X13 (c)MetroCount 09Nov16
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 8:45 Monday, October 28, 2024 => 8:45 Monday, November 4, 2024 (7)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 6 - 99 mph.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: GapX > 0 sec, Span 0 - 328.084 ft
Name: Default Profile
Scheme: Vehicle classification (Scheme F3)
Units: Non metric (ft, mi, ft/s, mph, lb, ton)
In profile: Vehicles = 580 / 614 (94.46%)

*** Monday, October 28, 2024 - Total=74 (Incomplete) , 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	
2300	-	-	-	-	-	-	-	-	-	-	11	9	7	9	9	6	4	5	3	7	3	1	0	
0	0	-	-	-	-	-	-	-	-	-	1	1	1	1	1	3	3	0	1	2	1	0	0	
0	0	0	-	-	-	-	-	-	-	-	4	4	0	0	3	0	1	1	0	4	1	0	0	
0	0	0	-	-	-	-	-	-	-	-	3	1	4	0	2	0	0	4	1	0	0	1	0	
0	0	0	-	-	-	-	-	-	-	-	1	3	3	2	8	3	3	0	0	1	1	1	0	0

PM Peak 1245 - 1345 (14), PM PHF=0.44

*** Tuesday, October 29, 2024 - Total=99, 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
2300	0	0	0	0	0	0	2	3	8	5	14	11	8	12	7	8	9	5	3	1	2	1	
0	0	0	0	0	0	0	0	0	2	2	3	3	3	6	1	4	3	3	1	0	0	0	
0	0	0	0	0	0	0	0	1	1	0	6	3	2	4	2	2	2	2	2	0	1	0	
0	0	0	0	0	0	0	0	1	4	0	2	4	0	1	4	2	3	0	0	0	1	1	
0	0	0	0	0	0	0	0	1	1	1	3	1	3	1	0	0	1	0	0	1	0	0	

AM Peak 1000 - 1100 (14), AM PHF=0.58 PM Peak 1245 - 1345 (14), PM PHF=0.58

*** Wednesday, October 30, 2024 - Total=102, 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
2300	0	0	0	0	0	0	1	5	6	11	15	11	3	9	15	8	8	3	2	2	1	1	
1	0	0	0	0	0	0	0	0	2	4	5	6	2	2	4	4	1	0	0	1	0	0	
0	0	0	0	0	0	0	0	0	1	0	4	2	1	2	3	0	3	1	1	1	1	0	
1	0	0	0	0	0	0	1	3	3	3	2	1	0	2	4	2	2	1	1	0	0	0	
0	0	0	0	0	0	0	0	2	0	4	4	2	0	3	4	2	2	1	0	0	0	1	

AM Peak 0930 - 1030 (16), AM PHF=0.80 PM Peak 1400 - 1500 (15), PM PHF=0.94

*** Thursday, October 31, 2024 - Total=91, 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
2300	0	0	0	0	0	0	2	3	7	7	5	7	8	11	4	7	16	7	3	1	2	1	
0	0	0	0	0	0	0	0	0	0	1	1	1	4	2	0	2	5	1	1	0	0	0	
0	0	0	0	0	0	0	0	1	0	1	2	5	4	2	2	2	9	2	1	0	0	0	
0	0	0	0	0	0	0	1	0	4	1	1	0	0	3	0	1	1	4	0	1	0	0	
0	0	0	0	0	0	0	1	2	3	4	1	1	0	4	2	2	1	0	1	0	2	1	

AM Peak 1115 - 1215 (10), AM PHF=0.50 PM Peak 1530 - 1630 (17), PM PHF=0.47

*** Friday, November 1, 2024 - Total=77, 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
2300	0	0	0	0	0	0	2	4	5	5	4	5	6	2	9	8	5	5	9	5	0	0	
3	0	0	0	0	0	0	0	0	0	0	1	0	2	1	1	1	0	2	2	2	0	0	
1	0	0	0	0	0	0	0	2	2	1	1	3	1	1	2	2	4	2	2	0	0	0	
2	0	0	0	0	0	0	1	1	0	2	1	1	1	0	1	0	0	0	0	1	0	0	
0	0	0	0	0	0	0	1	1	3	2	1	1	2	0	5	5	1	1	5	2	0	0	

AM Peak 1115 - 1215 (7), AM PHF=0.58 PM Peak 1400 - 1500 (9), PM PHF=0.45

*** Saturday, November 2, 2024 - Total=73, 15 minute drops**

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
--	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

MetroCount Traffic Executive Adjusted Flow

AADT-565 -- English (ENU)

Datasets:

Site: [Roosevelt Dr] <35>
Attribute: S of Bridge
Direction: 5 - South bound A>B, North bound B>A. **Lane:** 0
Survey Duration: 8:44 Monday, October 28, 2024 => 13:50 Monday, November 4, 2024,
Zone:
File: Roosevelt Dr 0 2024-11-04 1250.EC0 (Plus)
Identifier: NX817E59 MC5900-X13 (c)MetroCount 09Nov16
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 8:45 Monday, October 28, 2024 => 8:45 Monday, November 4, 2024 (7)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 6 - 99 mph.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: GapX > 0 sec, Span 0 - 328.084 ft
Name: Default Profile
Scheme: Vehicle classification (Scheme F3)
Units: Non metric (ft, mi, ft/s, mph, lb, ton)
In profile: Vehicles = 580 / 614 (94.46%)

Day	Hits	RawVol	DayFac	MonFac	AdjVol	Date
0						Monday, October 28, 2024
1	1	99.000	1.108	0.966	105.978	Tuesday, October 29, 2024
2	1	102.000	1.039	0.966	102.353	Wednesday, October 30, 2024
3	1	91.000	0.950	0.966	83.528	Thursday, October 31, 2024
4	1	77.000	0.806	1.186	73.631	Friday, November 1, 2024
5	1	73.000	1.144	1.186	99.106	Saturday, November 2, 2024
6	1	57.000	1.146	1.186	77.483	Sunday, November 3, 2024
7						Monday, November 4, 2024

Total days = 6, Coverage = 1.64%

ADT = 83.167, SD = 17.279

AADT = 90.347, SD = 13.832

Weekdays = 4, Coverage = 1.10%

AWDT = 92.250, SD = 11.177

AAWDT = 91.373, SD = 15.386

Weekend days = 2, Coverage = 0.55%

AWET = 65.000, SD = 11.314

AAWET = 88.294, SD = 15.289

ADT and adjustment factor by month

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct - Vol = 292.000, Days = 3, ADT = 97.333, Adjust = 0.85445, 1/Adjust = 1.17034

Nov - Vol = 207.000, Days = 3, ADT = 69.000, Adjust = 1.20531, 1/Adjust = 0.82966

Dec

ADT and adjustment factor by day of week

Mon

Tue - Vol = 99.000, Days = 1, ADT = 99.000, Adjust = 0.84007, 1/Adjust = 1.19038

Wed - Vol = 102.000, Days = 1, ADT = 102.000, Adjust = 0.81536, 1/Adjust = 1.22645

Thu - Vol = 91.000, Days = 1, ADT = 91.000, Adjust = 0.91392, 1/Adjust = 1.09419

Fri - Vol = 77.000, Days = 1, ADT = 77.000, Adjust = 1.08009, 1/Adjust = 0.92585

Sat - Vol = 73.000, Days = 1, ADT = 73.000, Adjust = 1.13927, 1/Adjust = 0.87776

Sun - Vol = 57.000, Days = 1, ADT = 57.000, Adjust = 1.45906, 1/Adjust = 0.68537



Pine Ridge Cemetery Policy

Please refer to City Code 90.01 for regulations and rules regarding the management, operation, and maintenance of the Pine Ridge Cemetery. The following policy provides additional clarification:

CEMETERY ~~LOT~~-PLOT

Cemetery ~~lots~~ plots are for human remains ONLY.

Purchase of a cemetery ~~lot~~ plot is required prior to burial. One cemetery ~~lot~~ plot may hold one full casket and one cremation container OR four cremation containers OR four cremations in a columbarium.

After the City receives payment and the funds have been deposited, a Deed for the ~~lot~~ plot will be issued to the purchaser. The Cemetery Deed states "*hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said City will warrant and defend the same to said grantee, HER/HIS/THEIR heirs and assigns forever.*"

~~An original deed is required to be surrendered for all cemetery lot plot buyback and transfer applications for record keeping purposes. A transferred cemetery lot cannot be resold back to the City or resold for profit. The City may buyback a cemetery plot for the purchase amount of the plot on the deed if the following conditions are met:~~

- ~~• The original deed for the cemetery plot shall be surrendered to the City for record keeping purposes.~~
- ~~• The cemetery plot shall not be occupied by interments or by entombed or inurned human remains.~~
- ~~• The cemetery plot shall have never been transferred.~~
- ~~• Proof of ownership of the cemetery plot shall be provided if the seller is not the original plot owner, such as a will or written and notarized approval of the sale by all heirs.~~

The City may transfer a cemetery plot if the following conditions are met:

- ~~• Completion of a Cemetery Lot Transfer Request Form.~~
- ~~• The original deed for the cemetery plot shall be surrendered to the City for record keeping purposes.~~
- ~~• The cemetery plot shall not be occupied by interments or by entombed or inurned human remains.~~
- ~~• Proof of ownership of the cemetery plot shall be provided if the transfer is not initiated by the original plot owner, such as a will or written and notarized approval of the transfer by all heirs.~~
- ~~• Pay the per plot transfer fee.~~

INTERMENT/BURIAL

Payment of the burial fee is required prior to burial, including casket, cremation, and columbarium cremation burials. A DISPOSITION PERMIT or CERTIFICATE OF CREMATION is required prior to interment. The Clerk's Office will verify that a ~~lot~~ plot has been purchased and is available. It is the responsibility of the funeral home or family to contact the City of Emily to schedule the interment. During the winter months when the ground is frozen, Pine Ridge Cemetery needs FOUR business days to thaw and prepare the gravesite. The remainder of the year it is recommended the City of

Emily be notified at least two business days prior to interment, including for columbarium cremation burials. For columbarium cremation burials, a monument company shall be responsible for the opening, closing, sealing and/or locking of the niche and engraving the niche faceplate.

No ashes may be scattered on top of ground within Pine Ridge Cemetery.

COLUMBARIUM

A columbarium is an above ground structure of vaults, called "niches", for the interment of one person's cremains in each niche.

It is the responsibility of the ~~lot~~ plot owner or family to purchase a columbarium. The columbarium must be installed by a professional with a foundation that is adequate for the size of the columbarium and must have enough clearance to fully open each niche for cremains. The maximum columbarium dimension for one ~~lot~~ plot is 4'x4'x4'. If there are consecutive ~~lots-plots~~, the maximum height remains at 4 feet and the maximum width could be the width of the combined consecutive ~~lots-plots~~. Columbarium niches are for interment of ashes of cremated human ONLY. Each urn cannot exceed the interior dimensions of the niche. Columbaria may be installed on more than one purchased consecutive ~~lot~~ plot. Niches in columbaria installed on consecutive ~~lots~~ plots must be designed to hold a maximum of 4 cremations per ~~lot~~ plot. The name and year of birth and death of each decedent will be inscribed on the niche faceplate.

FUNERAL FLOWERS

Funeral flowers placed on gravesites following an interment will be left for a minimum of two days and will then be discarded. Any funeral decorations family or friends of the deceased would like to keep should be removed after interment.

GRAVE DECORATIONS

Flowerpots may be put in a holder and stuck in the ground next to the monument/columbarium. Flowers or wreaths may be placed on graves next to the monument/columbarium so that they do not interfere with mowing. No trees or shrubs will be planted within the cemetery, with the following exception: the Maintenance Supervisor may give prior approval for planting provided the tree, shrub, and/or future root structures will not encroach on surrounding cemetery ~~lots~~ plots and prevent future use of the ~~lots-plots~~.

City Maintenance personnel may remove wilted flowers, wreaths, plants, or other objects, as necessary.

Any decorations not conforming to this policy will be promptly removed. The cemetery is a large open space with many visitors. The City is not responsible for items left in the cemetery and is in no way obligated to replace or pay for decorations that are moved, removed, stolen, damaged, or destroyed.

GRAVESITE MARKER/MONUMENT/COLUMBARIUM

Payment of the staking fee is required before Maintenance personnel may stake the gravesite for a monument/columbarium. It is the responsibility of the monument company or family to notify the City of Emily that a marker/monument/columbarium will be delivered a minimum of two business days prior.

While City Maintenance Personnel will exercise all reasonable care to protect all markers, monuments, and columbaria, the City disclaims responsibility for any damage done by an Act of God, war, insurrection, or vandalism. Should any marker or monument become unsightly, dilapidated or a menace to visitors or employees, Pine Ridge Cemetery has the right to repair or

remove the same. Should any columbarium become unsightly, dilapidated or a menace to visitors or employees, Pine Ridge Cemetery has the right to repair the same.

RECORDS/FEES

The Emily Clerk's Office maintains all records of the Pine Ridge Cemetery.

All fees are as set forth in the current Fee Schedule Ordinance, shall be made payable to the City of Emily, and delivered to the Clerk's Office.

POLICY REVISIONS

The Emily City Council reserves the right to change this policy at any time without prior notice as deemed necessary for the operation of the cemetery.

Adopted by the Emily City Council on ~~November 9, 2022~~ December 10, 2024.

Tracy Jones, Mayor

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

2025 Elected Leaders Institute – Foundational Program

Learn the basics of governing a city.

The Elected Leaders Institute Foundational Program is designed to provide elected leaders with the nuts and bolts of city leadership. The program is driven by 10 core competencies that make elected leaders successful, perfect for anyone new to elected office or leaders who wish to brush up on the basics.

During this program, you will become familiar with your new responsibilities via a combination of online, on-demand courses ahead of a two-day in-person program. Learn, network and sharpen your skills during the Elected Leaders Institute!

Who should attend?

The Foundational Program is designed for newly elected city officials who have served for less than two years. We will cover the fundamentals of governing a city.

If you are a more experienced elected official, or if you have attended the Foundational program before, the Advanced Program may be a better fit.

Fee

\$350. Lodging not included.

Reservations can be made via phone or online with [this booking link](#).

Contact the hotel directly to make a reservation. To receive the special room rate via phone, ask for the “League of Minnesota Cities” group block when making reservations. Book by Jan. 30 to receive this special rate.

In-Person Agenda – Plymouth (Foundational Program)

Friday, February 21

10:15 a.m.

Check-in opens!

10:45 a.m.

Greeting from Host City and Welcome from League Leadership

LMC Board President Justin Miller, League of Minnesota Cities staff

11 a.m.

Elected Leadership: An Invitation to Make a Positive Difference

Luke Fischer, Executive Director, League of Minnesota Cities

Explore the skills required to be an effective leader, including how values and ethics help shape your personal leadership style and set a course for your public service career.

Learning Objectives:

- Demonstrate insight into leadership expectations you most likely will encounter in this role.
- Apply key skills which will aid your experience as a leader and help build relationships.
- Reflect on your own personal leadership principles that you bring to the city.

12 p.m.

Networking Lunch

1 p.m.

Good Governance and Open Meeting Law

Amber Eisenschenk, Research Manager, League of Minnesota Cities

There is a lot to learn as you get started in local government. This session will walk you through common Open Meeting Law challenges elected officials face. Ask questions, hear from others, and work through scenarios. **Please note:** This session builds on information learned in the Open Meeting Law MemberLearn course. It is recommended that you complete the course in MemberLearn ahead of this session.

Learning Objectives:

- Understand the basic requirements of an open meeting and how/when you can close a meeting.

- Explore common trip-ups your city may face and how to avoid breaking the Open Meeting Law.

2:15 p.m.
Break

2:30 p.m.
Risk and Legal Obligations for Cities in Context

Patricia Beety, General Counsel, League of Minnesota Cities

Revisit common legal scenarios that elected leaders may face, including considerations around social media. Practice with other participants during breakouts, where you will get a chance to share questions and hear from others. **Please note:** This session builds on information learned during the Risk and Legal Obligations and Social Media Best Practices MemberLearn courses. It is recommended that you complete the courses in MemberLearn ahead of this session.

Learning Objectives

- Become familiar with the legal standards and concepts you need to uphold as an elected official.
- Understand how to work with city staff and your city attorney, and develop a habit of perusing the League's website for latest trends and issues, including loss control and risk reduction from the League of Minnesota Cities Insurance Trust.
- Recognize where to go if you need assistance navigating a tricky problem or have questions.

3:45 p.m.
Break

4 p.m.
Advocacy at the Capitol

League of Minnesota Cities Intergovernmental Relations Team

In this session you will identify the role you and the League play in lobbying at the Capitol. Understand the League's policy development process, gain tips for communicating with legislators, discover models and toolkits available to city councils, and become familiar with the way Minnesota cities impact Washington D.C.

Learning Objectives:

- Become familiar with the League's legislative policy development process.
- Learn how you can make an impact at the Capitol through advocacy efforts.

4:30 p.m.
Social Time

5:30 p.m.
Dinner & Remarks from League Leadership and Event Sponsors

6:30 p.m.
Adjourn

Saturday, Feb. 22

7:45 a.m.

Continental Breakfast

8:30 a.m.

Public Finance in Context

Mark Ruff, Finance Director, League of Minnesota Cities; Lisa Sova, Assistant Finance Director, League of Minnesota Cities

Put theory into practice through discussion and examining common financial situations. Practice with other participants during breakouts, where you will get a chance to share questions and hear from others. **Please note:** this session builds on information learned in the Finance 101 and 201 MemberLearn courses. It is recommended that you complete the courses in MemberLearn ahead of this session.

Learning Objectives:

- Understand your role in the city's budgeting process.
- Learn critical components of public finance.
- Gain confidence in making budget decisions.

9:45 a.m.

Break

10 a.m.

Elected Leaders Panel

Moderator: Dan Greensweig, Administrator, League of Minnesota Cities Insurance Trust
Panel: Representatives from League Board of Directors and member cities

A perennial favorite! Learn from a panel of experienced elected and appointed officials about the expectations and duties of an elected official. Share your challenges and get tips on how to be successful in your critical city role.

Learning Objectives:

- Feel confident in the duties and opportunities of your new role.
- Distinguish how other elected officials manage challenges and expectations for their city.
- Gain insight on how to have a successful relationship with your city departments and staff.

11 a.m.

The Power of Purpose

Charles Weinstein, Ethical Leaders in Action

All local government leaders want their communities to thrive – it provides a sense of purpose in our work. But how do you sustain yourself without burning out or burning bridges? How do you consistently engage others in pursuit of common goals that put your city, staff, and community first? This interactive session will present practical skills and techniques that will help you act with integrity, honesty, and fairness while strengthening relationships and building trust.

Learning Objectives:

- Recognize the Power of Purpose in order to maintain energy and focus.
- Identify Greenleaf's Principles of Servant Leadership with a goal of incorporating them into

daily leadership activities.

- Use Ethical Persuasion when communicating and interacting with fellow leaders, staff, and the community.
- Use Fair Process principles in civic discussions to build trust.

12 p.m.

Closing Remarks

Your LMC Resource

Event and Learning Staff

(651) 281-1200

registration@lmc.org

Cancellation Policy

Cancellations must be sent via email to registration@lmc.org before the program start date (the release of the first online coursework) for your cohort.

The last day to receive a full refund for the Plymouth cohort will be Feb. 2.

Cancellations sent after this date will be subject to a \$99 cancellation fee. You will still have access to the online, on-demand courses as part of the program.

Special Thanks to our 2025 Sponsor:

2025 Elected Leaders Institute – Advanced Program

Take your leadership skills to the next level.

The Elected Leaders Institute Advanced Program gives experienced elected officials a chance to come together to learn higher level leadership skills and network with other elected leaders from across the state.

The Advanced Program changes each year to focus on topical leadership skills for experienced elected officials who are mastering teamwork, communication and community impact.

By attending this program, you will:

- Strengthen team-based decision-making processes.
- Learn to navigate employment law and labor negotiations.
- Build skills to bridge generational gaps in the workplace.

Who should attend?

The Advanced Program is designed for experienced elected city officials who have served in local government for two or more years or have participated in a previous Elected Leaders Institute program.

If you are a newly elected official or are looking to learn the basics of governing a city, the [Foundational Program](#) may be a better fit.

Fee

\$350

Agenda – Plymouth (Advanced Program)

Friday, Feb. 21

9:45 a.m.

Check-in opens!

10:15 a.m.

Greeting from Host City

Jeff Wosje – Mayor, Plymouth

10:20 a.m.

LMC Board / Leadership Welcome

10:30 a.m.

Minnesota Public Sector Union Negotiations: A Guide for City Councils

Lisa Schaefer, Human Resources & Learning Director, League of Minnesota Cities

As a city council member you are responsible for your city's most important resource – its people! Attracting and retaining skilled and engaged employees is critical to the delivery of services. Setting personnel policies that treat employees fairly and lawfully is an important aspect of governing a city. This includes keeping up to date on changes to public sector employment laws as well as navigating public sector collective bargaining processes. In this session, you'll gain insight into the union negotiation process, recent changes to public sector employment law, and promoting consistency and fairness in a mixed union and non-union environment.

Learning Objectives:

- Understand changes to public sector employment laws and their impact on city employment policies.
- Understand the various roles of the city councils play in union negotiations, and gain tips for successful outcomes.
- Learn to ask the right questions to ensure your employment policies are lawful, consistent, and fair for all employees including unionized and non-unionized employees.

11:30 p.m.

Networking Lunch

12:30 p.m.

Preparing for the Future: Building Strong Relationships Across Generational Lines

Kim Leer, Inlay Insights

Studies show that multigenerational teams outperform more homogeneous groups by almost every measure. While the advantages are numerous, working together across generational lines is easier said than done. Today's teams are often plagued by issues regarding everything from work ethic and retention to civility and fairness.

To truly harness the benefits of generational diversity, it's essential to move beyond "out with the old, in with the new." Every generation contributes valuable perspectives to our communities and

city councils. In this session, we'll delve into effective communication tactics that foster connection across ages, improve team cohesion, and enable teams to execute plans more efficiently.

3 p.m.

Break

3:15 p.m.

Building Trust and Enhancing Organizational Culture

Moderator: Luke Fischer, Executive Director, League of Minnesota Cities

League of Minnesota Cities Panelists: Amber Eisenschenk, Research Manager; Julie Liew, Communication & Events Director; Lisa Schaefer, HR & Learning Director

Hear tips from a panel of League of Minnesota Cities staff on how elected officials build stronger teams and organizations. This session shares common themes that we see across the state in cities of all sizes who are looking to increase trust, create healthy organizational cultures, and build relationships within city hall and out in the community. Hear advice you can apply in your city, as well as things to avoid.

Learning Objectives:

- Think critically about your role as a council member in moving the organizational culture forward in your city.
- Walk away with clear boundaries for where policy decisions end and operational decisions begin.
- Understand what plans are helpful to have in place to help triage common situations.
- Know who you can turn to for help when you end up in a sticky situation.

4:30 p.m.

Social Time

5:30 p.m.

Dinner and Remarks from League Leadership and event sponsors

6:30 p.m.

Adjourn

Saturday, Feb. 22

7:45 a.m.

Continental Breakfast

8:30 a.m.

Homerun Leadership: Your Best Frameworks for Difficult Decisions

Dr. Dave Webb

In this session, Dr. Dave Webb, Author of *Homerun Leadership*, will coach you on the IROD problem-solving formula to achieve better solutions and faster decisions. *Homerun Leadership's* IROD (Information, Reactions, Options, Decisions) is the ultimate tool for quick team/board/council decision-making. In this workshop you will gain insight to your greatest strengths as a leader, and how these strengths help with team settings and decision making. Through hands-on, interactive experiences, participants will leave not only knowing their own leadership type, but also the four leadership types most commonly found on every leadership team. In addition, participants will leave knowing the best four questions to achieve better team results and solutions, while improving team participation, decision making, and collaboration.

*Includes a mid-morning stretch and snack break

12 p.m.

Adjourn

Elected Leaders Institute - Foundational Program

Feb. 7-8 — Mankato

Feb. 21-22 — Plymouth

Feb. 28 - March 1 — Alexandria

Important: Online learning begins three weeks prior to each in-person cohort!

The [Foundational Program](#) is designed for newly elected city officials who have served for less than two years.

During this program, you will become familiar with your new responsibilities through a combination of online, on-demand courses ahead of a two-day, in-person program. Learn, network, and sharpen your skills!

Fee: \$350

[Register for the Foundational Program](#)

Elected Leaders Institute - Advanced Program

Feb. 21-22 — Plymouth

Feb. 28 - March 1 — Alexandria

The [Advanced Program](#) is designed for experienced elected city officials who have served in local government for two or more years or have participated in a previous Elected Leaders Institute program.

The Advanced Program changes each year to focus on topical leadership skills for elected officials who are mastering teamwork, communication, and community impact.

Fee: \$350

[Register for the Advanced Program](#)

From: Jan Mosman <janicemosman@gmail.com>
Sent: Saturday, November 16, 2024 7:22 AM
To: Cari Johnson, City of Emily
Cc: Robert Eddy; Daniel Brennan; jeanfmcleod@gmail.com
Subject: Re: 2025 IAPM Grant Application Period

Cari,

The three main Emily lake groups are applying to the DNR for next year. They're all somewhat frustrated by the system, which appears to favor the metro area, but applying each year can help highlight the broad need. State funding does not come close to covering expenses related to maintaining public waters.

Jan
Emily Waters Committee.

On Thu, Nov 14, 2024, 4:05 PM Jan Mosman <janicemosman@gmail.com> wrote:

Cari,

Each lake association or lake improvement district generally applies to the DNR. Our local lake groups have had limited success in recent years. I will discuss this with representatives in Emily and we'll get back to you soon.

On Thu, Nov 14, 2024, 3:57 PM <clerk@emily.net> wrote:

Hi All,

The Council reviewed the below email regarding an invasive aquatic plant management grant opportunity. The directions state only one application is allowed per waterbody. Are your lake associations/district already applying for this grant opportunity?

Thank you for your assistance!

Cari Johnson, MCMC

City Clerk/Treasurer

**ORDINANCE NO. 24-07
AN ORDINANCE AMENDING EMILY
ORDINANCE SECTION 33.65
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Emily City Ordinance, Section 33.65.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 33.65, by striking current Sections 33.65 – 33.70 and enacting a new Section 33.65 as follows:

Section 33.65 LAW ENFORCEMENT

(A) An Emily City Police Department is hereby discontinued. Law Enforcement Services shall be provided by the Crow Wing County Sheriff's Office pursuant to statute.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024,
by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk

ORDINANCE NO. 24-07
AN ORDINANCE AMENDING EMILY ORDINANCE
SECTION 33.65
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The following is the official Summary of Ordinance No. 24-07, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Section 33.65 of Emily Ordinances with repeal of Police Department Sections 33.65 through 33.70 and addition of Law Enforcement Section 33.65 with Statutory coverage provided by the Crow Wing County Sheriff's Office.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ____/5ths vote of the Emily City Council.

By: _____
Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

**ORDINANCE NO. 24-08
AN ORDINANCE AMENDING SECTION 111.05
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Section 111.05, CONSUMPTION IN PUBLIC PLACES.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 111.05, by striking current Section 111.05 and enacting a new Section 111.05 as follows:

Section 111.05

Amended as attached.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Section 111.05 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024,
by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk

§ 111.05 CONSUMPTION IN PUBLIC PLACES.

It is unlawful for any person to consume, or possess in an unsealed container, any alcoholic beverages on any (1) street, (2) private parking lot, to which the public has access, without a current lawful liquor license or permit, or (3) public property other than the city parks, ~~except that members of the City Fire Department may possess and or consume alcoholic beverages at the City Fire Hall,~~ and on such premises when and where permission has not been specifically permitted or licensed by the Council, or as otherwise provided for in this section. Provided, that this section shall not apply to the possession of an unsealed container in a motor vehicle when the container is kept in the trunk of such vehicle if it is equipped with a trunk, or kept in some other area of the vehicle not normally occupied by the driver or passengers, if the motor vehicle is not equipped with a trunk. For the purpose of this section, a utility or glove compartment shall be deemed to be within the area occupied by the driver or passengers. Provided, further, that this section shall not apply to a bus operated under a charter, or to a limousine, both as defined by statute.

(Ord. 501.16, 3rd Series, passed 4-13-2004)

**ORDINANCE NO. 24-08
AN ORDINANCE AMENDING SECTION 111.05
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-08, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Section 111.05, Consumption in Public Places of Emily Ordinances to remove permission for possession and consumption of alcoholic beverages at the City Fire Hall.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ____/5ths vote of the Emily City Council.

By: _____
Tracy Jones, Mayor

Attest:: _____
Cari Johnson, City Clerk

**ORDINANCE NO. 24-09
AN ORDINANCE AMENDING SECTION 90.01
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Section 90.01, Pine Ridge Cemetery.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 90.01, by striking current Section 90.01 and enacting a new Section 90.01 as follows:

Section 90.01 Pine Ridge Cemetery

Amended as attached.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Section 90.01 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024,
by a ____/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk

§ 90.01 PINE RIDGE CEMETERY.

The following regulations and rules are hereby adopted for the management, operation and maintenance of Pine Ridge Cemetery, owned by the city and located in Section 28, Township 138 North, Range 26 West.

(A) No ~~lot~~ plot enclosures such as fences, hedges, curbs and the like shall be herein after constructed.

(B) All graves shall be level with the ground; mounds being prohibited.

(C) No automobiles, trucks, wagons or other vehicles shall drive on any cemetery ~~lots~~ plots.

(D) Plank or other protecting materials shall be placed on the ~~lots~~ plots before heavy materials are moved over or onto them.

(E) No advertising of any form shall be displayed in the cemetery.

(F) No flowers, either wild or cultivated, shall be picked in the cemetery. No trees or shrubs or other plants shall be marred and no monument or stone shall be damaged or broken into.

(G) All domestic animals must be under restraint and in control while in the cemetery.

(H) No refreshments or liquors of any kind shall be taken into or consumed in the cemetery.

(I) There will be no hunting or target shooting allowed within the cemetery boundaries. Removal of nuisance animals will be authorized by the City Council.

(J) There shall be no motorized recreational vehicles within the cemetery other than those used for cemetery purposes.

(K) All monuments shall be placed in the center, at either end of the ~~lots~~ plots on foundations. No foundation shall extend above the level of the surrounding ground.

(L) No persons shall open or close any grave, except under the supervision of the person/persons appointed by the City Council in charge of the cemetery maintenance. ~~The City Council shall make such charge for the opening and closing of graves as set forth in the Fee Schedule Ordinance on file in the city offices.~~

(M) No unauthorized person shall make any excavation, or place any monument, except under supervision of the person/persons appointed by the City Council in charge of the cemetery ~~who shall make no charge for such supervision, except as herein provided for graves.~~

(N) All burials shall be in permanent vaults or grave boxes of permanent materials into which the caskets are deposited, excluding wood. Due to ground conditions, there will be no new approval for stacking.

(O) Cemetery ~~lot~~ plot owners must provide prior authorization for any burial in their deeded ~~lot~~ plot.

~~(P) A non-resident who purchases a lot plot or lots plots will be charged the sum as set forth in the Fee Schedule Ordinance on file in the city offices.~~

~~(Q) All grave lots plots shall be sold for the sum as the City Council determines subject to change from time to time as set forth in the Fee Schedule Ordinance on file in the city offices.~~

(R) The cemetery shall be closed to the public between sundown and sunrise each day.

(S) Cemetery mausoleums are hereby prohibited.

(T) ~~Lots plots~~ cannot be purchased and resold for profit. ~~Lots plots~~ can only be resold back to the city at purchased price.

(U) Minors must be accompanied and supervised by an adult.

~~(V) All cemetery fees will be charged as set forth in the Fee Schedule Ordinance on file in the city offices.~~

(Ord. 301, passed - -) Penalty, see § 90.99

Statutory reference:

Related provisions, see M.S. § 306.15(b) and (c)

**ORDINANCE NO. 24-09
AN ORDINANCE AMENDING SECTION 90.01
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-09, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Section 90.01, Pine Ridge Cemetery of Emily Ordinances with replacement of the words lot(s) with plot(s) and clean up of references to the Fee Schedule Ordinance.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ____/5ths vote of the Emily City Council.

By: _____
Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

**ORDINANCE NO. 24-10
AN ORDINANCE AMENDING SECTION 50.26
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Section 50.26, DETERMINATION OF SEWER SERVICE CHARGES.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 50.26, by striking current Section 50.26 and enacting a new Section 50.26 as follows:

Section 50.26 DETERMINATION OF SEWER SERVICE CHARGES

Amended as attached.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Section 50.26 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024, by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

§ 50.26 DETERMINATION OF SEWER SERVICE CHARGES.

(A) Effective January 1, 2017, laundromat facilities located within the city shall receive a per gallon user fee evaporation credit to their monthly sewer service charges. See the Fee Schedule Ordinance on file in the city offices.

(B) (1) Users of the city wastewater treatment works shall be identified as belonging to one of the following user classes:

(a) Residential;

1. The property owner of guest quarters must pay quarterly residential sewer rates and the residential sewer service connection fee per the Fee Schedule Ordinance on file in the city offices.

(b) Commercial (including industrial, institutional and governmental); and

(c) Laundromat.

(2) The allocation of users to these categories for the purpose of assessing user charges shall be the responsibility of the city. Allocation of users to user classes shall be based on the substantive intent of the definitions of these classes contained herein.

(C) (1) The city will require commercial users to install water meters for the purpose of determining wastewater volume. Such meters shall be of a type approved by the city, equipped with remote registering recorders and located at an accessible site on the owner's property.

(2) If there is a chronic issue with continuous meter failure, the issue will be reviewed on a case by case basis.

(D) (1) Each user shall pay based on assignment to user class and according to user fees. User fees will include a base rate charge that may or may not include an initial amount of gallons used. Usage in excess of the included base rate gallons are added to the base rate at the usage rate. User rates are to be billed according to the Fee Schedule Ordinance, which is on file in the city offices. .

(2) (a) Water meters provided by the city to measure usage are to be installed at the time of the Superintendent's approval of the property owner's connection to the municipal sewer system. A commercial property owner that is connected to the municipal sewer system, and which does not have a water meter installed for the purpose of determining waste water usage volume, within one month of connection to the municipal sewer system will be presumed to have used the following gallons of water upon which the sewer user fees are based: commercial, usage shall be presumed to be 18,500 gallons per month, resulting in a usage rate, as set forth in the Fee Schedule Ordinance on file in the city offices.

(b) The presumed usage rate shall be doubled for each consecutive month in which the water meter is not installed until such time as the property owner installs the city-provided water meter and the city is able to read the meters for billing purposes. Usage rate fees paid by the property owner prior to installation of the water meter shall not be refundable after becoming due and payable.

(3) (a) Sewer rates, including the monthly base rate and the usage rate, shall increase as set forth in the Fee Schedule Ordinance on file in the city offices.

(b) The increase shall take effect on the first day of the second quarter in the year of the approval. Subsequent increases shall take effect on the first day of the year thereafter.

(c) The City Council reserves the ability to modify sewer charges on a more frequent basis if the City Council so desires.

(E) Calculation of basis for availability and connection charges shall be as follows.

(1) Except as provided herein, the city will charge properties a connection or debt service charge at the time such property is required to connect to the public sewer pursuant to § 50.03(C) of this chapter. A connection charge will be allocated for a single ERC. For commercial and industrial users, the City Engineer and Superintendent shall determine the appropriate equivalent number of ERCs by which to multiply the connection charge.

(2) Except as provided herein, the city will charge property an availability charge if it has a deferred connection or is vacant, but served by a lateral sewer. For the fee charged in this division, see the Fee Schedule Ordinance on file in the city offices.

**ORDINANCE NO. 24-10
AN ORDINANCE AMENDING SECTION 50.26
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-10, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Section 50.26, Determination of Sewer Service Charges of Emily Ordinances with addition of sewer service charges for guest quarters.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ____/5ths vote of the Emily City Council.

By: _____
Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

ORDINANCE NO. 24-11
AN ORDINANCE AMENDING SECTION 50.05(F)
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Section 50.05 Building Sewers and Connections (F), to add sewer and connection requirements for Guest Quarters.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 50.05(F), by striking current Section 50.05(F) and enacting a new Section 50.05(F) as follows:

Section 50.05(F)

(F) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. The building sewer from the front building may be extended to the rear building and the whole considered one building sewer. The city does not and will not assume any obligation or responsibility for damage caused by or resulting from any such connection aforementioned.

(1) Guest quarters ancillary to the primary residence and suitable for human occupancy shall require a separate sewer service connection.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Section 50.05 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024, by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

**ORDINANCE NO. 24-11
AN ORDINANCE AMENDING SECTION 50.05(F)
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-11, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Section 50.05(F) of Emily Ordinances with addition of sewer service connection for guest quarters.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ___/5ths vote of the Emily City Council.

By: Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

**ORDINANCE NO. 24-12
AN ORDINANCE AMENDING CHAPTER 92
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Chapter 92, ANIMALS.

Section 2. **Amendments.** This ordinance amends City Ordinance Chapter 92, by modifying as follows:

Chapter 92

Amended as attached.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Chapter 92 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024,
by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk

Revision:

Option A: Hire Animal Control Enforcement Officer to enforce dangerous dogs portion of the Animals Ordinance only and remove license requirement for dogs and cats. (Remove red, green, and purple wording, except keep underlined red wording.)

Option B: Hire Animal Control Enforcement Officer to enforce Animals Ordinance with removal of license requirement for dogs and cats. (Remove red and purple wording.)

Option C: Hire Animal Control Enforcement Officer to enforce Animals Ordinance with revision of removal of references to Emily Police Department. (Remove purple wording.)

CHAPTER 92: ANIMALS

Section

92.01 Definitions

92.02 Dogs and cats

92.03 Wild or exotic non-domesticated animals

92.04 Farm animals

92.05 Abandonment

92.06 Impounding

92.07 Commercial kennels, hobby kennels, and/or boarding facilities

~~92.08 Notices~~

92.09 Nuisances

92.10 Trespasses

92.11 Seizure of animals

92.12 Animals presenting a danger to health and safety of city

92.13 Diseased animals

92.14 Regulation of dangerous dogs

92.15 Dangerous animal requirements

92.16 Basic care

92.17 Interference with officers

92.18 Unlawful acts

92.99 Penalties

§ 92.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANIMAL. Any mammal, reptile, amphibian, fish, bird (including all fowl and poultry) or other member commonly accepted as part of the animal kingdom. Animals shall be classified as follows:

(1) **CAT.** Shall be intended to mean both the male and female of the Felidae species commonly accepted as domesticated household pets.

(2) **DOG.** Shall be intended to mean both the male and female of the canine species, commonly accepted as domesticated household pets, and other domesticated animals of a dog kind. Any non-domestic animal must meet state guidelines and the owner must receive approval from the City.

(3) **DOMESTIC ANIMALS.** Those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, ferrets (if vaccinated against rabies), domesticated rabbits, domesticated rats, fish and non-venomous reptiles or amphibians and other similar animals.

(4) **WILD or EXOTIC NON-DOMESTICATED ANIMALS.** Those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

(a) Any member of the large cat family (family Felidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.

(b) Any naturally wild member of the canine family (family Canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.

(c) Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.

(d) Any member or relative of the rodent family including any skunk (whether or not de-scented), raccoon, squirrel, or ferret (unless vaccinated against rabies), but excluding those members otherwise defined as domesticated pets.

(e) Any venomous, or inherently dangerous member of the reptile or amphibian families as well as crocodiles and alligators.

(f) Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this section, including but not limited to bears, deer, monkeys and game fish.

(3) FARM ANIMALS. Those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, roosters, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stable.

AT LARGE. Shall be intended to mean off the premises of the owner and not under the custody and control of the owner or other person, either by restraint, cord, or chain.

ENFORCEMENT OFFICER or OFFICER. The Animal Control Officer, ~~members of the Emily Police Department~~, and/or the city appointed authority for the city who shall enforce the provisions of this section. The duties of the Enforcement Officer are as follows:

(1) Capture, seize and deliver to any designated pound any animal running at large within the city.

(2) Investigate all reported incidents wherein a dog has bitten a person and confirm that said animal is quarantined as required herein.

(3) Such other matters as may be prescribed by the City Council, ~~Police Chief~~ or designee.

OWNER. Shall be intended to mean any person or persons, firm, association or corporation owning, keeping, or harboring an animal.

RESTRAINT.

(1) Physical confinement such as; by leash, chain, cable, fence, electronic control, or building;

(2) Under competent voice control of a person who is physically present with an animal when that animal is on the property of the owner; or

(3) Under competent voice control when an animal is engaged in a recognized animal activity or form of training requiring that it not be physically confined.

§ 92.02 DOGS AND CATS.

(A) Running at large prohibited. It shall be unlawful for any person, or the parents or the guardians of any such person under 18 years of age, who owns, harbors, or keeps a dog or cat, to allow the dog or cat to run at large. Dogs or cats must be restrained by a responsible person and shall be permitted on streets, sidewalks, trails or on other public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited."

(B) Animals per residence. It shall be unlawful for any owner residing on less than two acres to possess or maintain more than three animals, dogs/cats or any combination thereof, over the age of 90 days at his, her or their residence or any single unit of occupancy within city limits.

~~(C) License required.~~

~~—(1) All dogs/cats over the age of four months kept, harbored, or maintained by their owners in the city, shall be licensed and registered with the city. Animal licenses shall be issued by the city upon payment of the annual license fee. The annual license fee shall be set in the Fee Schedule Ordinance on file in the city offices. The owner shall state, at the time application is made for the license and upon forms provided for such purpose, his or her name and address and the name, breed, color, and sex of each dog/cat owned or kept by him or her. No license shall be granted for a dog/cat which has not been vaccinated against rabies, as provided in this section. Vaccination shall be performed only by a doctor qualified to practice veterinary medicine in the state in which the dog/cat is vaccinated. A veterinarian who vaccinates a dog/cat to be licensed in the city shall complete a certificate of vaccination. One copy shall be issued to the dog/cat owner for affixing to the license application. An applicant for a license for a neutered dog/cat shall sign an affidavit indicating that the dog/cat has been neutered and shall give the date of the operation.~~

~~—(2) It shall be the duty of each owner of a dog/cat subject to this section to pay to the city the license fee as set forth in the Fee Schedule Ordinance on file in the city offices.~~

~~—(3) Upon payment of the license fee, the city shall issue to the owner a license certificate and metallic tag for each dog/cat licensed. The tag shall have stamped the number corresponding with the number on the certificate. Every owner shall be required to provide each dog/cat with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case an animal tag is lost or destroyed, a duplicate shall be issued by the city upon the presentation of a receipt showing the payment of the license fee, as set forth in the Fee Schedule Ordinance on file in the city offices, for the then current license year and after payment by the applicant of the fee as set forth in the Fee Schedule Ordinance for issuance of the duplicate license. Animal tags shall not be transferable from one dog/cat to another and no refunds shall be made on any animal license fee or tag because of death of a dog/cat or the owner's leaving the city before the expiration of the license period. It is unlawful to counterfeit or attempt to counterfeit tags provided for herein, or to take from any dog/cat a tag legally placed upon it by its owner with the intention of placing it upon another dog/cat.~~

~~—(4) The licensing provisions of this division shall not apply to dogs/cats whose owners are non-residents temporarily within the city (not more than 30 days), nor to dogs/cats brought into the city for the purpose of participating in any dog/cat show. Further, this provision shall not apply to "seeing eye" dogs properly trained for the purpose of providing service to persons with disabilities to aid them in going from place to place provided that a certification of assistance training from a recognized school or program is submitted with the license application.~~

~~— (5) The funds received by the city from all animal licenses and metallic tags shall first be used to defray any costs incidental to the enforcement of this section, including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of the dogs/cats.~~

~~— (6) Any dogs/cats brought into the city must be properly licensed within 30 days of having been moved into the city.~~

~~— (D) Cats. Cats shall be included as controlled by this section insofar as licensing, running at large, pickup, impounding, boarding and proof of vaccine is concerned. All other provisions of this section, shall also apply to cats unless otherwise provided.~~

(E) Vaccination.

(1) All dogs and cats kept harbored, maintained, or transported within the city shall be properly immunized by a licensed veterinarian for:

Rabies A properly administered vaccine by a licensed veterinarian with a documented expiration date

(2) A certificate of vaccination must be kept, on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the Enforcement Officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the city. Failure to do so shall be deemed a violation of this section.

(3) Any animal covered by this subdivision found off the owner's premises and not wearing a valid rabies vaccination tag shall be impounded. Any unvaccinated animal that is so impounded may be reclaimed by its owner by payment of the prescribed pound fees and compliance with the rabies vaccination requirement of this section, proof of which shall be furnished to the city within 72 hours of its release from the pound.

Penalty, see § 92.99

Editor's note:

~~— For any fees or costs associated with a licenses, see the ordinance adopting a schedule of fines and fees on file in the city offices.~~

§ 92.03 WILD OR EXOTIC NON-DOMESTICATED ANIMALS.

It shall be legal for any person to own, possess, or harbor any wild or exotic non-domesticated animal with proper permits within the city limits, but illegal to offer for sale.

Any owner of such an animal at the time of adoption of this section shall have 30 days in which to remove the animal from the city after which time the city may impound the animal as provided for in this section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, education or training event, or a licensed show or exhibition, and meet state guidelines, including the owner must receive approval from the city.

§ 92.04 FARM ANIMALS.

Farm animals shall only be kept in zoning districts if permitted under the city zoning ordinance. An exception shall be made to this Section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

Penalty, see § 92.99

§ 92.05 ABANDONMENT.

No person shall abandon any dog/cat or other animal within the boundaries of the city.

Penalty, see § 92.99

§ 92.06 IMPOUNDING.

(A) Running at large. Any animal running at large is hereby declared a public nuisance. The Enforcement Officer may impound any dog or other animal found running at large and shall give notice of the impounding within 24 hours to the owner of such dog or other animal, if known. Except as otherwise provided in this section, it shall be unlawful to kill, destroy, or otherwise cause injury to any animal, including dogs and cats running at large, with the exception of animals being hunted during a lawful hunting season.

(B) Biting animals.

(1) Person bitten by animal. Any animal that has not been inoculated by a current rabies vaccine administered by a licensed veterinarian and which has bitten any person, wherein the skin has been punctured or the services of a doctor are required, may be confined in an appropriate location for a period of not less than ten days, at the expense of the owner. The animal may be released at the end of such time if healthy and free from symptoms of rabies, and by the payment of all costs by the owner. However, if the owner of the animal shall elect immediately upon receipt of notice of need for such confinement by the Officer to voluntarily and immediately confine the animal for the required period of time in a veterinary hospital of the owner's choosing, not outside of the county in which

this city is located, and provide immediate proof of such confinement in such manner as may be required, the owner may do so. If, however, the owner has proof of the vaccination by a certificate from a licensed veterinarian, the owner may confine the dog or other animal to the owner's property.

(2) Animal bitten by rabid animal.

(a) Unvaccinated animals. In the case of animals which have not been vaccinated in accordance with this section which have been bitten by a known rabid animal, said animal shall be euthanized upon the written consent of the owner. If the owner is unwilling to have the bitten animal euthanized, strict isolation of the animal in a kennel under veterinarian supervision shall be required. The owner of the animal shall bear the expense of same.

(b) Vaccinated animals. If the bitten animal is vaccinated in accordance with the provisions of this section, the animal shall be held as follows:

1. The animal shall immediately be revaccinated and confined at the owner's home for a period of 30 days following revaccination; or

2. If the animal is not immediately revaccinated, the animal shall be confined in strict isolation in a kennel for six months under the supervision of a veterinarian.

3. Euthanasia. In either situation noted in this subdivision, if the veterinarian determines that the bitten animal is rabid, said animal shall be euthanized.

(C) Reclaiming. All animals conveyed to the impoundment location shall be kept, with humane treatment and sufficient food and water for their comfort, at least seven days after the animal is taken into custody, unless reclaimed sooner by their owners or keepers as provided by this section. In case the owner or keeper shall desire to reclaim the animal from the pound, the following shall be required:

~~(1) If a dog is unlicensed, payment of a regular license fee and valid certificate of vaccination for rabies is required.~~

(2) Payment of all fees accumulated including, but not limited to, expenses incurred by the animal shelter, including impound fees, boarding of dog/cat, any necessary veterinary treatment, and rabies vaccination if said dog/cat is not current.

(D) Unclaimed animals. At the expiration of the times established in division (C), if the animal has not been reclaimed in accordance with the provisions of this section, the Officer designee appointed to enforce this section may let any person claim the animal by complying with all provisions in this section, or cause the animal to be destroyed in accordance with the provisions of this section.

§ 92.07 COMMERCIAL KENNELS, HOBBY KENNELS, AND/OR BOARDING FACILITIES.

(A) Compliance with Minnesota Statutes. All commercial kennels, hobby kennels, and/or boarding facilities shall be operated in accordance with Minnesota Statutes.

(B) Animal boarding facility. An establishment that houses animals, other than those belonging to the occupant, overnight or over an extended period of time.

(C) Definition of KENNEL. The keeping of three or more dogs on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute a KENNEL; except that a fresh litter of pups may be kept for a period of three months before that keeping shall be deemed to be a KENNEL.

(D) Kennel as a nuisance. Because the keeping of three or more dogs on the same premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of three or more dogs on the premises is hereby declared to be a nuisance and no person shall keep or maintain a kennel within the city.

~~§ 92.08 NOTICES.~~

~~—The City Clerk/Treasurer shall cause a notice to be published in the official newspaper of the city one time prior to June 1 each year.~~

§ 92.09 NUISANCES.

(A) Habitual barking/noise. It shall be unlawful for any person to keep or harbor a dog that habitually barks, yelps, howls, cries or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The phrase "unreasonably disturb the peace and quiet" shall include but is not limited to the creation of any noise by a dog that can be heard by any person, including the Enforcement Officer designee, for repeated intervals of at least three minutes with less than one minute of interruption. Such noise must also be audible off of the owner's or caretaker's premises.

(B) Damage to property. It shall be unlawful for any person's dog or other animal to damage any lawn, garden, or other property, whether or not the owner has knowledge of the damage. Any animal covered by this division may be impounded as provided in this section or a complaint may be issued by anyone aggrieved by an animal under this subdivision, against the owner of the animal for prosecution under this section.

(C) Cleaning up litter/feces. The owner of any animal or person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner whether on their own property, on the property of others or on public property. The clean-up of feces on the animal owner's property shall not exceed 72 hours from May 1 through October 31 and once per week from November 1 through April 30. The clean-up of feces on the property of others or public property shall be immediate. Any person violating this section shall be punished with a fine as set forth in the Fee Schedule Ordinance on file in the city offices.

(D) Other. Any animals kept contrary to this section are subject to impoundment as provided in this section.

Penalty, see § 92.99

§ 92.10 TRESPASSES.

(A) It is unlawful for any person to herd, drive, or ride any farm animal or domesticated animal over and upon any grass, turf, boulevard, city park, cemetery, garden, or lot without specific permission from the owner of the property.

(B) It is unlawful for any person to permit any farm animal or domesticated animal to go upon any grass, turf, boulevard, cemetery, garden, or lot without the specific permission to do so from the owner of the property.

Penalty, see § 92.99

§ 92.11 SEIZURE OF ANIMALS.

A designee Any Enforcement Officer may enter upon private property and seize any animal provided that the following exists:

(A) There is an identified complainant other than the Enforcement Officer **designee** making a contemporaneous complaint about the animal;

~~(B) The Officer reasonably believes that the animal meets the criteria for cruelty set out in § 92.16; or the criteria for an at large animal set out in § 92.02(A);~~

~~(C) The Officer can demonstrate that there has been inhumane treatment of the animal; or that the animal was at large at this address on a prior date;~~

(D) The Officer **designee** has made a reasonable attempt to contact the owner of the property and those attempts have either failed or have been ignored;

(E) The seizure will not involve the forced entry into a private residence. Use of a pass key obtained from a property manager, landlord, innkeeper, or other authorized person to have such key shall not be considered unauthorized entry; and

(F) Written notice of the seizure is left in a conspicuous place if personal contact with the owner of the dog is not possible.

§ 92.12 ANIMALS PRESENTING A DANGER TO HEALTH AND SAFETY OF CITY.

If, in the reasonable belief of any person or Enforcement Officer, an animal presents an immediate danger to the health and safety of any person, or the animal is threatening imminent harm to any person, or the animal is in the process of attacking any person, the

Officer may destroy the animal in a proper and humane manner. Otherwise the person or Officer may apprehend the animal and deliver it to the pound for confinement under § 92.06. If the animal is destroyed, a charge as set forth in the Fee Schedule Ordinance on file in the city offices, to dispose of the animal is payable by the owner of the animal. If the animal is found not to be a danger to the health and safety of the city, it may be released to the owner or keeper in accordance with § 92.06(C).

§ 92.13 DISEASED ANIMALS.

(A) Running at large. No person shall keep or allow to be kept on his or her premises, or on premises occupied by them, nor permit to run at large in the city, any animal which is diseased so as to be a danger to the health and safety of the city, even though the animal be properly licensed under this section.

(B) Confinement. Any animal reasonably suspected of being diseased and presenting a threat to the health and safety of the public, may be apprehended and confined in the pound by the owner or Enforcement Officer designee. The Officer designee shall have a qualified veterinarian examine the animal. If the animal is found to be diseased in such a manner so as to be a danger to the health and safety of the city, the Officer designee shall cause such animal to be painlessly killed and shall properly dispose of the remains. The owner or keeper of the animal killed under this section shall be liable for all costs of maintaining and disposing of the animal, plus the costs of any veterinarian examinations.

(C) Release. If the animal, upon examination, is not found to be diseased within the meaning of this section, the animal shall be released to the owner or keeper free of charge.

§ 92.14 REGULATION OF DANGEROUS DOGS.

(A) Definition of DANGEROUS DOG. The definition of a DANGEROUS DOG shall be taken from M.S. §§ 347.50 to 347.56, as those statutes may be amended from time to time, which are hereby adopted and incorporated by reference into the City Code. The Enforcement Officer, or designee, shall have the authority to order the euthanasia of a dangerous dog meeting the criteria established in state statute, subject to the procedure set forth herein.

(B) Proper enclosure. Proper enclosure means securely confined indoors or in a securely locked outdoor pen or structure suitable to prevent the dog from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting.

(C) Unprovoked. Unprovoked shall mean the condition in which the animal is not purposely excited, stimulated, agitated, or disturbed.

(D) Procedure/hearing. The procedure to seize an animal that appears to be dangerous shall be as follows:

(1) Notify the owner, by registered mail that the animal appears to be dangerous. The notice shall specify the dates, times, places and parties or animals bitten. Said notice shall also apprise the owner of the animal that he or she may request a hearing before the City Council by notifying the City Clerk/Treasurer within ten days after the receipt of the notice.

(2) If the owner does not request a hearing within 14 days of said notice, the Enforcement Officer shall immediately take possession of the animal and euthanize the same.

(3) If the owner of the animal requests a hearing as to the dangerous nature of the animal, the City Clerk/Treasurer shall place the matter before the City Council at its next regular meeting. The owner may present evidence in opposition to the designation of the animal as dangerous. The Enforcement Officer shall present evidence to the City Council that supports the determination that the animal is dangerous. Following the hearing, the Council shall make a determination of the facts and issue an order as to whether or not said animal is properly characterized as dangerous. If the Council determines that the animal is dangerous, it will then order the owner to deliver said animal to the Enforcement Officer for the purpose of euthanizing said animal, unless the owner provides an alternative proposal, acceptable to the City Council which may include the permanent removal of the animal from the city limits.

Editor's note:

~~—For any fees or costs associated with a licenses, see the ordinance adopting a schedule of fines and fees on file in the city offices.~~

§ 92.15 DANGEROUS ANIMAL REQUIREMENTS.

(A) Requirements. If the City Council does not order the destruction of an animal that has been declared dangerous, the City Council may, as an alternative, order any or all of the following:

(1) That the owner provides and maintain a proper enclosure for the dangerous animal as specified in § 92.13(B);

(2) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in M.S. §§ 347.50 to 347.56, as it may be amended from time to time;

(3) Provide and show proof annually of public liability insurance in the minimum amount of \$300,000;

(4) If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or restraint (not to exceed six feet in length) and under the physical restraint of a person 18 years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration; and

(5) The owner must annually license dangerous and potentially dangerous dogs with the city and must license a newly declared dangerous or potentially dangerous dog within 14 days after notice that a dog has been declared dangerous or potentially dangerous. Regardless of any appeal that may be requested, the owner must comply with the requirements of M.S. § 347.52(a) and (c), as it may be amended from time to time regarding proper enclosures and notification to the city upon transfer or death of the dog, until and unless a hearing officer or court of law reverses the declaration.

(6) Any or all additional requirements permitted under M.S. § 347.50 to 347.56, as it may be amended from time to time.

(B) Seizure. The Enforcement Officer shall immediately seize any dangerous animal if the owner does not meet any of the above requirements imposed by the City Council within 14 days after the date notice is sent to the owner that the animal is dangerous.

(C) Reclaiming dangerous animals. A dangerous animal seized under division (B), above, may be reclaimed by the owner of the animal upon payment of impounding and boarding fees, and presenting proof to Enforcement Officer that each of the requirements under division (A), above, is fulfilled. An animal not reclaimed under this section within 14 days may be disposed of as provided under § 92.06 and the owner is liable to the city for all costs incurred in confining the animal and having the animal destroyed including, but not limited to, reimbursement of all of the city's legal fees and court costs.

(D) Subsequent offenses. If an owner of an animal has subsequently violated the provisions under § 92.14 with the same animal, the animal must be seized by the Enforcement Officer. The owner may request a hearing as provided for in § 92.14. If the owner is found to have violated the provisions for which the animal was seized, the Enforcement Officer shall order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining, impounding and destroying the animal. If the person is found not to have violated the provisions for which the animal was seized, the owner may reclaim the animal under the provisions of § 92.15(C). If the animal is not yet reclaimed by the owner within 14 days after the date the owner is notified that the animal may be reclaimed, the animal may be disposed of as provided under § 92.06 and the owner is liable to the animal control for the costs incurred in confining, impounding and destroying of the animal.

Penalty, see § 92.99

§ 92.16 BASIC CARE.

All animals shall receive from their owners or keepers kind treatment, housing in the winter, and sufficient food and water for their comfort. Any person not treating their pet in such a humane manner will be subject to the penalties provided in this section.

§ 92.17 INTERFERENCE WITH OFFICERS.

No person shall in any manner molest, hinder, or interfere with any person authorized by the Council to capture dogs, cats or other animals and convey them to the pound while engaged in such operation. Nor shall any unauthorized person break open the pound, or attempt to do so, or take or attempt to take from any agent any animal taken up by him or her in compliance with this section, or in any other manner to interfere with or hinder such officer in the discharge of his or her duties under this section.

Penalty, see § 92.99

§ 92.18 UNLAWFUL ACTS.

It is unlawful for the owner of any domestic animal to violate the provisions of this section or (1) to own or keep a domestic animal which is dangerous (any animal which has caused injury to persons or property shall be deemed "dangerous"); or (2) to interfere with the Animal Enforcement Officer, ~~any Police Officer~~, or other city employee, in the performance of their duty to enforce this section; or (3) to allow their domestic animal to frequent school grounds, parks, or public beaches or to chase vehicles, or to molest or annoy any person away from the property of its owner or custodian, or to damage, defile or destroy public or private property.

Penalty, see § 92.99

§ 92.99 PENALTIES.

Unless otherwise provided herein, violation of this section shall constitute a misdemeanor. Violations of §§ 92.02, 92.08 and 92.16 are petty misdemeanors punishable by a fine of up to \$200.

**ORDINANCE NO. 24-12
AN ORDINANCE AMENDING CHAPTER 92
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-12, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Chapter 92, ANIMALS regarding removal of animal licensing and contracting with Animal Control Enforcement Officer for enforcement of the dangerous dogs ordinance.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ___/5ths vote of the Emily City Council.

By: Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

ORDINANCE NO. 24-13
AN ORDINANCE AMENDING SECTION 50.01
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City of Emily ordains:

Section 1. **Purpose and Intent.** The purpose and intent of this Ordinance is to amend Section 50.01 DEFINITIONS to add a Guest Quarters definition.

Section 2. **Amendments.** This ordinance amends City Ordinance Section 50.01, by striking current Section 50.01 and enacting a new Section 50.01 as follows:

Amended as attached.

Section 3. **Repeal.** This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith. All aspects of Section 50.01 not amended herein shall remain in full force and effect.

Section 4. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily City Council this _____ day of _____, 2024 by a ___/5ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk

Section 50.01 DEFINITIONS

For the purpose of this chapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

ACT. The Federal Water Pollution Control Act, also referred to as the “Clean Water Act”, as amended, 33 U.S.C. §§ 1251 et seq.

ADMINISTRATION. Those fixed costs attributable to administration of the wastewater treatment works (i.e., billing and associated bookkeeping and accounting costs).

APARTMENT UNIT. Rental housing quarters used as residence for a family of one or more members or one or more unrelated persons.

ASTM. American Society for Testing Materials.

AUTHORITY. The City of Emily, Minnesota, or its representative thereof.

AVAILABILITY CHARGE. A charge of a fractional portion of the connection charge for providing sewer service to deferred or vacant properties adjacent to the sewer lines. This charge will be credited upon payment of the full availability and connection charge. For those properties adjacent to the sewer lines constructed during the initial construction of the wastewater system, no AVAILABILITY CHARGE will be assessed.

BOD5 or BIOCHEMICAL OXYGEN DEMAND. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20°C in terms of milligrams per liter (mg/l).

BUILDING DRAIN. That part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer which begins five feet outside the building wall.

BUILDING SEWER. The extension from the building drain to the public sewer. Also referred to as a HOUSE CONNECTION or SERVICE CONNECTION, which begins five feet outside the building wall.

CHEMICAL OXYGEN DEMAND (COD). The quantity of oxygen utilized in the chemical oxidation of organic matter as determined by standard laboratory procedures, and as expressed in terms of milligrams per liter (mg/l).

CITY. The area within the corporate boundaries of the City of Emily as presently established or as amended by ordinance or other legal actions at a future time. The term CITY, when used herein, may also be used to refer to the City Council and its authorized representative.

COMMERCIAL USER. Any place of business which discharges sanitary waste as distinct from industrial wastewater. COMMERCIAL USER shall not include multiple-family rental structures or apartment buildings or multiple-family rental buildings.

COMMERCIAL WASTEWATERS. Domestic wastewater emanating from a place of business as distinct from industrial wastewater.

COMPATIBLE POLLUTANT. Biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the NPDES/SDS permit if the treatment facilities are designed to treat such pollutants to a degree which complies with effluent concentration limits imposed by the permit.

CONNECTION CHARGE or DEBT SERVICE CHARGE. A charge levied on users of wastewater collection and treatment facilities for the cost of repaying money bonded to construct said facilities, including interest. For those properties which have operational on-site individual septic treatment systems and are adjacent to the sewer lines constructed during the initial construction of the wastewater system in 2006, no CONNECTION CHARGE or DEBT SERVICE CHARGE will be assessed, as long as such property owner(s) connect to the wastewater system in the period of time allowed or extended by the city. For those properties which are adjacent to the sewer lines constructed during the initial construction of the wastewater system in 2006, and which have operational on-site individual septic treatment systems, and which do not connect to the wastewater system within the time permitted by this chapter and allowed or extended by the city, a CONNECTION CHARGE will be assessed pursuant to § 50.26(D) of this chapter.

CONTROL MANHOLE. A structure specially constructed for the purpose of measuring flow and sampling of wastes.

EASEMENT. An acquired legal right for the specific use of land owned by others.

ERC or EQUIVALENT RESIDENTIAL CONNECTION. For the purpose of calculating the connection charge, a building service with an anticipated peak month volumetric flow not exceeding 300 gallons per day or a service servicing a primary individual dwelling unit. The concentration of the sewage shall be normal domestic strength wastewater.

EXTRA STRENGTH WASTE. Wastewater having a BOD and/or TSS greater than domestic waste and not otherwise classified as an incompatible waste.

FECAL CONFORM. Bacteria common to the intestinal tract of humans and warm-blooded animals.

FLOATABLE OIL. Oil, fat or grease in a physical state, such that it will separate by gravity from wastewater.

GARBAGE. Animal and vegetable waste resulting from the handling, preparation, cooking and serving of food.

GOVERNMENTAL USER. Users which are units, agencies or instrumentalities of federal, state or local government discharging normal domestic strength wastewater.

GUEST HOUSE. A second dwelling on residential property not used as the residence of a family.

GUEST QUARTERS. The residential occupancy of a structure, including bathroom and/or kitchen facilities, located on the same parcel as the primary dwelling unit, but separated from it by at least 10 feet.

INCOMPATIBLE POLLUTANT. Any pollutant that is not defined as a compatible pollutant, including non-biodegradable dissolved solids.

INCOMPATIBLE WASTE. Waste that either singly or by interaction with other wastes interferes with any waste treatment process, constitutes a hazard to humans or animals, creates a public nuisance or creates any hazard in the receiving waters of the wastewater treatment works.

INDUSTRIAL USERS or INDUSTRIES.

(1) (a) Entities that discharge into a publicly-owned wastewater treatment works, liquid wastes resulting from the processes employed in industrial or manufacturing processes or from the development of any natural resources. These are identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemental under one of the following divisions:

1. Division A: Agriculture, Forestry and Fishing;
 2. Division B: Mining;
 3. Division D: Manufacturing;
 4. Division E: Transportation, Communications, Electric, Gas and Sanitary Sewers;
- and
5. Division I: Services.

(b) For the purpose of this definition, domestic waste shall be considered to have the following characteristics:

1. BOD5: less than 250 mg/l; and
2. Suspended solids: less than 302 mg/l.

(2) Any non-governmental user of a publicly-owned treatment works which discharges wastewater to the treatment works which contains toxic pollutants or poisonous solids, liquids or gases in sufficient quantity either singly or by interaction with other wastes, to contaminate the sludge of any municipal systems or to injure or to interfere with any sewage treatment process, or which institutes a hazard to humans or animals, creates a public nuisance or creates any hazard in or has an adverse effect on the waters receiving any discharge from the treatment works.

INDUSTRIAL WASTE. Gaseous, liquid and sewerable wastes resulting from industrial or manufacturing processes, trade or business, or from the development recovery, and processing of natural resources, as distinct from residential or domestic strength wastes.

INDUSTRIAL WASTEWATER. The liquid processing wastes from an industrial manufacturing process, trade or business including, but not limited to, all Standard Industrial Classification Manual Divisions A, B, D, E and I manufacturers as distinct from domestic wastewater.

INDUSTRY. Any non-governmental or nonresidential user of a publicly owned treatment works which is identified in the Standard Industrial Classification Manual, latest edition, which is categorized in Divisions A, B, D, E and I.

INFILTRATION. Water entering the sewage system (including building drains and pipes) from the ground through such means as defective pipes, pipe joints, connections and manhole walls.

INFILTRATION/INFLOW - (I/I). The total quantity of water from both infiltration and inflow.

INFLOW. Water other than wastewater that enters a sewer system (including building drains) from sources such as, but not limited to, roof leaders, cellar drains, yard and area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross-connections from storm sewers, catch basins, surface runoff, street wash waters or drainage.

INSTITUTIONAL USER. Users other than commercial, governmental, industrial or residential users, discharging primarily normal domestic strength wastewater (e.g., non-profit organizations).

INTERFERENCE. The inhibition or disruption of the city's wastewater disposal system processes or an operation which cause or significantly contributes to a violation of any requirement of the city's NPDES and/or SDS permit. The term includes violation of sewage sludge use or disposal by the city in accordance with published regulations providing guidelines under § 405 of the Act or any regulations developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act or more stringent state criteria applicable to the method of disposal or use employed by the city.

LAUNDROMAT. A commercial establishment equipped with washing machines and dryers, usually coin-operated and self-service.

MAY. The act referred to is permissive.

MPCA. Minnesota Pollution Control Agency.

NATIONAL CATEGORICAL PRETREATMENT STANDARDS. Federal regulations establishing pretreatment standards for introduction of pollutants in publicly-owned wastewater treatment facilities which are determined to be not susceptible to treatment by such

treatment facilities or would interfere with the operation of such treatment facilities, pursuant to § 307(b) of the Act.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT. A permit issued by the MPCA, setting limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to §§ 402 and 405 of the Act.

NATURAL OUTLET. Any outlet, including storm sewers and combined sewers, which overflow into a watercourse, pond, ditch, lake or other body of surface water or ground water.

NON-CONFORMING STRUCTURE. See Ch. 152 of this code of ordinances.

NON-CONTACT COOLING WATER. The water discharged from any use such as air conditioning, cooling or refrigeration, or during which the only pollutant added, is heat.

NORMAL DOMESTIC STRENGTH WASTEWATER. Wastewater that is primarily introduced by residential users with a BOD5 concentration not greater than 250 mg/l and a suspended solid (TSS) concentration not greater than 302 mg/l.

OPERATION AND MAINTENANCE. Activities required to provide for the dependable and economical functioning of the treatment works, throughout the design or useful life, whichever is longer of the treatment works, and at the level of performance for which the treatment works were constructed. OPERATION AND MAINTENANCE includes "replacement".

OPERATION AND MAINTENANCE COSTS. Expenditures for operation and maintenance, including replacement.

PERSON. Any individual, firm, company, association, society, corporation or group.

pH. The logarithm of the reciprocal of the concentration of hydrogen ions in terms of grams per liter of solution.

PRETREATMENT. The treatment of wastewater from industrial sources prior to the introduction of the waste effluent into a publicly-owned treatment works. (See § 50.05(L) of this chapter.)

PROPERLY SHREDDED GARBAGE. The wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch (1.27 cm) in any dimension.

PUBLIC WASTEWATER COLLECTION SYSTEM. A system of sanitary sewers owned, maintained, operated and controlled by the city.

REPLACEMENT. Obtaining and installing of equipment, accessories or appurtenances which are necessary during the design life or useful life, whichever is longer, of the

treatment works to maintain the capacity and performance for which such works were designed and constructed.

REPLACEMENT COSTS. Expenditures for replacement.

RESIDENTIAL DWELLING. A dwelling structure on residential property used as the residence of a family of one or more members or one or more unrelated persons whether year around or seasonal.

RESIDENTIAL USER. A user of the treatment facilities whose premises or building is used primarily as a residence for one or more persons, including dwelling units such as detached and semi-detached housing, apartments and those structures which contain more than one dwelling unit such as an apartment or multiple-family housing.

RESORT UNIT. A rental unit not used as a residence.

SANITARY SEWER. A sewer intended to carry only liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with minor quantities of ground, storm and surface waters which are not admitted intentionally.

SEWAGE. The spent water of a community. The preferred term is **WASTEWATER**.

SEWER. A pipe or conduit that carries wastewater or drainage water.

(1) **COLLECTION SEWER.** A sewer whose primary purpose is to collect wastewaters from individual point source discharges and connections.

(2) **COMBINED SEWER.** A sewer intended to serve as a sanitary sewer and a storm sewer.

(3) **FORCE MAIN.** A pipe in which wastewater is carried under pressure.

(4) **INTERCEPTOR SEWER.** A sewer whose primary purpose is to transport wastewater from collection sewers to a treatment facility.

(5) **PRIVATE SEWER.** A sewer which is not owned and maintained by a public authority.

(6) **PUBLIC SEWER.** A sewer owned, maintained and controlled by a public authority.

(7) **STORM SEWER or STORM DRAIN.** A drain or sewer intended to carry storm waters, surface runoff, ground water, sub-surface water, street wash water, drainage and unpolluted water from any source.

SEWER SERVICE CHARGE. The aggregate of all charges, including charges for operation, maintenance and replacement; debt service; and other sewer related charges that are billed periodically to users of the city's wastewater treatment facilities.

SEWER SERVICE FUND. A fund into which income from sewer service charges is deposited along with other income, including taxes intended to retire debt incurred through capital expenditure for wastewater treatment. Expenditure of the **SEWER SERVICE**

FUND will be for operation, maintenance and replacement costs; and to retire debt incurred through capital expenditure for wastewater collection and treatment.

SHALL. The act referred to is mandatory.

SIGNIFICANT INDUSTRIAL USER. Any industrial user of the wastewater treatment facility which has a discharge flow:

- (1) In excess of 25,000 gallons per average work day;
- (2) Has exceeded 5% of the total flow received at the treatment facility;
- (3) Whose waste contains a toxic pollutant in toxic amounts pursuant to § 307(a) of the Act; or
- (4) Whose discharge has a significant effect, either singly or in combination with other contributing industries, on the wastewater disposal system, the quality of sludge, the system's effluent quality or emissions generated by the treatment system.

SLUG. Any discharge of water or wastewater which, in concentration of any given constituent, or in quantity of flow, exceeds for any period of duration longer than 15 minutes, more than five times the average 24-hour concentration of flows during normal operation, and shall adversely affect the collection and/or performance of the wastewater treatment works.

STANDARD INDUSTRIAL CLASSIFICATION MANUAL. Office of Management and Budget, 1972.

STATE DISPOSAL SYSTEM (SDS) PERMIT. Any permit (including any terms, conditions and requirements thereof) issued by the MPCA pursuant to M.S. § 115.07, as it may be amended from time to time, for a disposal system as defined by M.S. § 115.01, Subd. 8, as it may be amended from time to time.

SUPERINTENDENT. The Utilities Superintendent or a deputy, agent or representative thereof.

SUSPENDED SOLIDS (SS) or TOTAL SUSPENDED SOLIDS (TSS). The total suspended matter that either floats on the surface of, or is in suspension in water, wastewater or other liquids, and is removable by laboratory filtering as prescribed in Standard Methods for the Examination of Water and Wastewater, latest edition, and referred to as NON-FILTERABLE RESIDUE.

TOXIC POLLUTANT. The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse effects as defined in standards issued pursuant to § 307(a) of the Act.

UNPOLLUTED WATER. Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards, and

would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities. (See NON-CONTACT COOLING WATER.)

USER. Any person who discharges or causes or permits the discharge of wastewater into the city's wastewater disposal system.

USER CHARGE. A charge levied on users of the collection and treatment works for the user's proportionate share of the cost of operation and maintenance, including replacement.

USERS. Those residential, commercial, governmental, institutional and industrial establishments which are connected to the public sewer collection system.

WASTEWATER. The spent water of a community and referred to as sewage. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any unauthorized ground water, surface water and storm water that may be present.

WASTEWATER TREATMENT WORKS or TREATMENT WORKS. An arrangement of any devices, facilities, structures, equipment or processes owned or used by the city for the purpose of the transmission, storage, treatment, recycling and reclamation of municipal sewage, domestic sewage or industrial wastewater, or structures necessary to recycle or reuse water including interceptor sewers, outfall sewers, collection sewers, pumping, power and other equipment and their appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and similar facilities; and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

WATERCOURSE. A natural or artificial channel for the passage of water, either continuously or intermittently.

WPCF. The Water Pollution Control Federation.

**ORDINANCE NO. 24-13
AN ORDINANCE AMENDING SECTION 50.01
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA**

The following is the official Summary of Ordinance No. 24-13, approved by the Emily City Council on the _____ day of _____, 2024.

The purpose of this Ordinance is to amend Chapter 50: Sewers, Section 50.01 of Emily Ordinances with addition of a definition for guest quarters.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the City Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute.

A printed copy of the Ordinance is available for inspection by any person at the office of the City of Emily Clerk.

Passed by the City Council this _____ day of _____, 2024, by a ___/5ths vote of the Emily City Council.

By: _____
Tracy Jones, Mayor

By: _____
Cari Johnson, City Clerk

PROPOSED ORDINANCE NO. 2024-03
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2024-02 adopted on March 13, 2024 is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

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Ordinance and Description	Fee	per ___ unit	Reference
10 RULES OF CONSTRUCTION; GENERAL			
Administrative Civil Penalty	\$100	Administrative Civil Penalty may be issued for violations including, but not limited to, the following: cleanup, nuisance, SSTS failure to comply, storm water, unauthorized camping, or unauthorized rental. Each individual day a violation continues to exist is considered a separate violation, not to exceed \$2,000 per separate offense.	10.99, 150.45, 152.163
Administration Charge	\$25	per unpaid Administrative Civil Penalty for processing assessment of each unpaid fine against the property of the owner charged with the violation as provided in Minnesota Statute 429.101	10.99
Administrative Hearing Officer	\$150	per hour	10.99
<u>Administrative Citations</u>		Violators have 90 days to pay Administrative Citation. Failure to pay will result in Administrative Citation being dismissed and a new Misdemeanor Citation issued under Minnesota Statute 609.033.	
Repeat Offender Violations	\$60	per subsequent violation within 12 months after a compliance letter has been issued to the same owner for the same or similar offense.	10.99
License Violations	\$60	per violation; including not having a license	10.99
Traffic or Parking Violations	\$60	per violation; includes all motorized vehicles and overnight parking	10.99, 70.99, 71.99
Sidewalk Obstruction Violations	\$60	per violation; obstructions on sidewalks, including signs and snow or ice dumped on sidewalk, will be removed during plowing/clearing of sidewalks. Removed personal property will be available for pickup at the City after payment of the fine.	10.99, 93.03
Sidewalk Operation Violations	\$60	per violation; operation on sidewalk violation	10.99, 71.03
Animal License Violations	\$35	per violation	10.99, 92.99
Noise Violations	\$60	per violation	10.99,
Mowing Fee for City Code Violations	\$65	per hour	10.99

Ordinance and Description	Fee	per unit	Reference
30 CITY COUNCIL WAGES			
Mayor	\$500	per month	30.07
Council Member	\$325	per month	30.07
Additional Council Meetings - Mayor and Council Member	\$50	per meeting	30.07
Additional Meetings - Mayor	\$50	per meeting; up to 4 per month	30.07
50 SEWER			
Residential Rate	\$176.22	2024 rate. Billed quarterly	50.08, 50.25
Commercial Flat Rate	\$198.25	2024 flat rate for all commercial accounts unless set individually based on prior metered usage or calculated based on similar business sewer rates and hours of operation.	50.08, 50.26
St. Emily Church Flat Rate	\$199.72	2024 rate. Billed quarterly	50.08, 50.26
Log Cabin Flat Rate	\$277.63	2024 rate. Billed quarterly	50.08, 50.26
Emily Meats Flat Rate	\$233.51	2024 rate. Billed quarterly	50.08, 50.26
JMKS Properties Flat Rate	\$437.55	2024 rate. Billed quarterly	50.08, 50.26
Sweets N Such Flat Rate	\$248.48	2024 rate. Billed quarterly	50.08, 50.26
Diner's Chicken Shack Flat Rate	\$271.52	2024 rate. Billed quarterly	50.08, 50.26
Dollar General Flat Rate	\$211.47	2024 rate. Billed quarterly	50.08, 50.26
Holiday Stationstores Flat Rate	\$277.56	2024 rate. Billed quarterly	50.08, 50.26
Paul Huynh (Red Pine Cookhouse)	\$270.00	2024 rate. Billed quarterly, effective 1/1/2025	50.08, 50.26
Penalty/Late Fee	10%	Calculated 30 days after each quarterly billing using entire balance due.	50.08, 50.26
Annual Increase on January 1	3%	Sewer rates and charges	50.26
Laundromat Evaporation Credit	7%	per gallon	50.26
Residential/Commercial Building Sewer Permit Fee	\$50		50.05
Sewer Permit Fee for Establishments Producing Industrial Wastes	\$250		50.05
Residential Sewer Service Connection	\$2,000	per equivalent residential connection (ERC)	50.03, 50.26
Commercial or Industrial Sewer Service Connection		Determined by City Engineer or Wastewater Operator by determining the appropriate equivalent number of ERCs by which to multiply the connection charge.	50.26

Ordinance and Description	Fee	per ___ unit	Reference
50 SEWER (Continued)			
Availability Charge if Deferred Connection or Vacant but served by a lateral sewer	25%	of the connection charge	50.26
Sewer Contractor License Fee	\$125		50.05
Contractor Sewer License and Permit Bond to the City	\$2,000		50.05
Hauled Wastewater Discharge Disposal Rate	\$30	per 1,000 gallons	50.06, 50.10
Agricultural Hauled Wastewater Discharge Disposal Rate	\$50	per 1,000 gallons	50.06, 50.10
Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10
Agricultural Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10
90.01 CEMETERY			
One Let Plot for Resident/Property Owner (Including Little Pine Township)	\$300		90.01
One Let Plot for Non-Resident/Non-Property Owner	\$750		90.01
Summer Casket Burial (Monday, Tuesday, Wednesday, or Thursday)	\$300		90.01
Summer Casket Burial (Friday, Saturday, Sunday, and Holidays)	\$500		90.01
Winter Casket Burial (Every Day)	\$600		90.01
Summer Cremation Burial (Monday, Tuesday, Wednesday, or Thursday)	\$150	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$200	per burial if container/urn size is 16" X 16" or larger	90.01
Summer Cremation Burial (Friday, Saturday, Sunday, and Holidays)	\$300	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$350	per burial if container/urn size is 16" X 16" or larger	90.01
Winter Cremation Burial (Every Day)	\$450	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$500	per burial if container/urn size is 16" X 16" or larger	90.01
Columbarium Cremation Burial	\$50	per burial	90.01

Ordinance and Description	Fee	per unit	Reference
90.01 CEMETERY (Continued)			
Cremation Disinterment Fee	\$150	per disinterment of cremation burial. Requirements: Disinterment shall only be completed during Maintenance Personnel regular working hours (no overtime). Disinterment shall only be completed when the ground is not frozen.	90.01
Monument Staking	\$50	per staking: Single or Husband/Wife	90.01
Transfer of Cemetery Deed	\$15	per plot (not per cemetery deed)	
90.33 ROAD VACATION			
Road Vacation Petition Processing Fee	\$2,000	Nonrefundable. When City costs associated with reviewing or processing a petition exceed the original \$2,000 processing fee; the petitioner(s) shall reimburse the City for any City costs incurred over the \$2,000 processing fee. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire.	90.33
92 ANIMALS			
New or Replacement Dog/Cat License	\$5	Annual or renewal with replacement tag. Must provide proof of current rabies vaccination.	92.02
Renewal of Dog/Cat License	\$2	Annual tag not needed. Must provide proof of current rabies vaccination.	92.02
License for Potentially Dangerous Dog	\$5	License must be purchased within 14 days after receiving notice that a dog has been declared potentially dangerous and annually thereafter.	92.15
License for Dangerous Dog	\$20	License must be purchased within 14 days after receiving notice that a dog has been declared dangerous and annually thereafter.	92.15
Charge for Disposal of an Animal Presenting a Danger to the Health and Safety of the City	\$175		92.12
Fine for Violation of Clean Up of Litter/Feces	\$25		92.09
Late fee	\$5	per month after February 15th	

Ordinance and Description	Fee	per ___ unit	Reference
94 RIGHT-OF-WAY MANAGEMENT			
Excavation Permit	\$250	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Obstruction Permit	\$50	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Delay Penalty	\$50	per day for each additional day	94.03,94.09
Permit Extension Fee	\$50	per permit	94.09
Franchise Management	\$0		94.10,94.12
Restoration Cost	Actual Cost	When City restores the right-of-way, the permittee shall pay the costs within 30 days of billing.	94.03,94.13
Construction Performance Bond	\$2,000	If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond.	94.03,94.10 94.13
<u>Degradation Fees</u>		A right-of-way user may elect to pay a degradation fee in lieu of restoration. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.	94.03,94.13
Degradation Fee; Turf Replacement	\$4.50	per square yard	94.03,94.13
Degradation Fee; Pavement Restoration	\$40.00	per square yard, calculated at time of permit	94.03,94.13
Revoked Permit	Actual Cost	When permit revoked, the permittee shall reimburse the city for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with the revocation.	94.24
Damage to Other Facilities	Actual Cost	Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages.	94.26
110 PAWBROKER			
Pawnbroker Annual License Fee	\$1,500		110.03
New Manager In State Investigation Fee	\$500		110.04
New Manager Out of State Investigation Fee	Cost of Investigation	Shall not exceed \$10,000	110.04
Pawnbroker Bond	\$5,000		110.05

Ordinance and Description	Fee	per unit	Reference
111 LIQUOR LICENSES			
On Sale Intoxicating	\$1,200	Annual License Fee (3 Allowed per Ordinance)	111.23
On Sale Wine	\$600	Annual License Fee	111.23
On Sale 3.2 Malt Liquor	\$75	Annual License Fee	111.23
Sunday On Sale	\$200	Annual License Fee	111.22, 111.23
Off Sale Intoxicating	\$200	Annual License Fee (4 Allowed per Ordinance)	111.22, 111.23
Off Sale 3.2 Malt Liquor	\$25	Annual License Fee	111.23
Temporary On Sale Intoxicating	\$25		111.22, 111.23
Temporary On Sale 3.2	\$10		111.23
Temporary Off Sale Wine	\$25		111.22
Brewpub On Sale Intoxicating	\$200	Only allowed for a Restaurant that also holds an on sale intoxicating license. Restaurant exclusion would apply.	111.22
Brewpub On Sale 3.2	\$75	Only allowed for a Restaurant that also holds an on sale intoxicating license. Restaurant exclusion would apply.	111.22
Brewer Taproom	\$150	Brewer taproom - Retail portion of a small brewery to sell their own product for consumption on the premise. Cannot hold license to sell any other type of alcohol or any beer but theirs. Does not count toward allowed number of licenses per Ordinance.	111.23
Brewer (Growler) Off Sale Intoxicating	\$100	Does not count toward allowed number of licenses per Ordinance.	111.22
Brewer Temporary On Sale Intoxicating	\$25		111.23
Microdistillery Cocktail Room	\$25		111.23
Culinary Class Limited On Sale	\$25		111.23
One Day Consumption and Display Permit	\$20		111.23
Liquor License Application and Background Investigation Fee	\$100	Nonrefundable	111.29
131 GAMBLING (Establish by Resolution)			
Gambling Permit Investigation Fee	\$100	for organizations applying for a state-issued premises permit.	131.08
Local Gambling Permit	\$10		131.09

Ordinance and Description	Fee	per ___ unit	Reference
150 RENTAL PROPERTIES			
Rental Inspection Fee	\$50	per unit	
Multi Unit Rental Inspection Fee	\$50	for first unit and \$10 for each additional unit	
Initial Rental Dwelling License	\$75	per unit annually for first year licensed only.	150.17
Annual Rental Dwelling License	\$50	per unit annually after first year licensed.	150.18
Initial Multi-Unit Dwelling License Annual License	\$75	for first unit and \$10 for each additional unit for first year licensed only.	
Annual Multi-Unit Dwelling License Annual License	\$50	for first unit and \$10 for each additional unit annually after first year licensed.	
152 LAND USE AND SUBDIVISIONS			
<u>Residential</u>			
<i>Principal Dwelling</i>		All construction represents actual footprint of dwelling plus attached garage, deck, porch or other usable area being constructed.	
Up to 1,000 sq. ft.	\$250		152.018
1,001 to 2,000 sq. ft.	\$450		152.018
over 2,001 sq. ft.	\$550		152.018
Sewage Treatment System	\$260	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$300		152.018
Extra Site Visit/Inspection	\$100		152.018
<i>Accessory Structures</i>		Includes sheds, pole barns, decks, garages, porches, etc.	
0 to 200 sq. ft.	\$75		152.018
201 to 600 sq. ft.	\$150		152.018
601 to 1,200 sq. ft.	\$250		152.018
over 1,201 sq. ft.	\$400		152.018
Solar Panels	\$75		152.018
<u>Commercial</u>		All construction based on actual square footage of structure footprint.	
Up to 1,000 sq. ft.	\$400		152.018
over 1,001 sq. ft.	\$600		152.018
Sewage Treatment System	\$250 \$260	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$500		152.018
Extra Site Visit/Inspection	\$100		152.018

Ordinance and Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Temporary Commercial Structure	\$60		152.018
Other			
Grade and Fill	\$100	Wetlands issued only after SWCD and/or COE approval.	152.018
Annual Ice Ridge Grading	\$60		152.018
Signs (On/Off Site)	\$60		152.018
E911 Address Assignment and Signs	\$100	Payable to CWC Treasurer. Property owner needs to send the fee to CWC.	152.018
Fences	\$60		152.018
Retaining Wall	\$60		152.018
Stairway	\$60		152.018
Lot Splits	\$150		152.018
Boundary Line Adjustments	\$150		152.018
Variance	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.156
Conditional Use Permit	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.155
Interim Use Permit	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.157
Modification of Variance, Conditional Use Permit, or Interim Use Permit Condition(s)	\$375	per process to modify condition(s) of existing approved variances, conditional use permits, or interim use permits. Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.155, 152.156, 152.157
Zoning Map Change/Zoning Ordinance Amendment	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018
Preliminary Plat Approval	\$500	Six lots or fewer	152.018, 152.159

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Preliminary Plat Approval	\$1000 plus \$200 per lot escrow	More than six lots. All preliminary plat applications shall be accompanied by cash placed in escrow. The escrow amount placed with the City shall be \$1,000 plus \$200 per lot for each proposed lot within the subdivision. The escrow amount shall be used to cover the City's costs in reviewing and processing the application. Itemized accounting of the funds used from the escrow account shall be provided to the applicant. If at any point the escrow amount falls below \$1,000, the applicant shall be notified and given 20 days to replenish the account to the original amount. Failure to replenish the account shall result in suspension of the application review and processing. All remaining escrow shall be returned to the applicant within 30 days of final action on the subdivision by the City.	152.018, 152.159
Final Plat Approval	\$300 plus \$25 per lot		152.018, 152.159
PZ/BOA Special Meeting	\$500		152.018
Property Assessment Search	\$25		152.018
Home Occupation Permit (One Time)	\$25	CUP also needed for Type III and IV	152.018
RV/Camper Permit	\$25	Annual Fee	152.018
RV/Camper Permit	\$200	Long term fee	152.018
Outdoor Market Permit	\$75	Annual Fee	152.115
Demolition Permit	\$50	for demolition of any structure containing plumbing facilities provided the structure is not being replaced.	
Recording Fee	\$46	Payable to Crow Wing County Recorder	152.018
Late Permit Application	\$50	Resolved within 15 days of notice.	152.018
After the Fact Fees for Permitted Construction/Work		10 times base fee (permit included)	152.018, 152.160
Permit Extension Request	\$50	for second request for a land use permit extension to go before the Planning Commission. Nonrefundable.	152.018

Ordinance and Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Penalty When Violation Must be Corrected by Removal or Restoration		50% of penalty fee - Work or construction NOT allowed by the Land Use Ordinance.	152.018
Copies			
Zoning Ordinance	\$20	Bound books	152.018
Subdivision Ordinance	\$0.25	per page	152.018
Comprehensive Plan	\$5	Text only	152.018
Comprehensive Plan	\$25	Graphic version	152.018
All other ordinances	\$0.25	per page	152.018
Land Use Map	\$5	Small	152.018
Land Use Map	\$15	Poster size	152.018
Miscellaneous	\$0.25	per page	152.018
Over 100 copies	\$0.25	per page - Includes time and materials	152.018
Appeals			
To Board of Adjustment	\$0	from action of Zoning Administrator	152.018
To Council	\$200	from action of Planning Commission or Board of Adjustment.	152.018
NOTE		When costs associated with processing or reviewing an application exceed the original application fees; the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire in reviewing permits.	152.018
NOTE		Outstanding fees shall be paid before issuance of the permit and any construction of the project begins.	152.018
Background Investigation Prior to Issuance of a License to Operate an Adult Oriented Uses Business	\$500		152.108
License to Operate an Adult Oriented Uses Business	\$2,500	Annually	152.108
Antenna/Tower Permit and/or Application Fee	\$100		152.089

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Park Dedication Fees		Set by Planning Commission, with the concurrence of the City Council, after taking into consideration the open space, park, recreational or common areas and facilities which the applicant proposes to reserve for public use within the subdivision.	152.140
MISCELLANEOUS			
Road Grading or Plowing an Adjacent City/Township	\$200	per hour - 1 hour minimum fee. No private road grading or snowplowing.	
8 inch PVC Culvert	\$9.70	per foot - 20 foot sections	
10 inch PVC Culvert	\$12.50	per foot - 20 foot sections	
12 inch PVC Culvert	\$13.00	per foot - 20 foot sections	
Culvert Delivery	\$25	Within City Boundaries	
<u>City Brush Dump</u>		Only for use by City Property Owners or Contractor working for City Property Owner	
Stump Disposal - Residential	\$5	per stump	
Stump Disposal - Contractor	\$55	per Single Axle Dump Truck	
Stump Disposal - Contractor	\$75	per Double Axle Dump Truck	
Locker	\$5	per locker for old Charter School lockers	
Contractor Use of Water at Fire Hall	\$0.01	per gallon. Contractor must submit total gallons used to Clerk's Office daily to be invoiced biweekly.	
<u>Hall Rental</u>		Rental Agreement and payment required prior to reservation and rental. Damage deposit is returned after rental, minus cost of clean up and repairs made by the City. Additional costs will be billed to the renter.	
Gym	\$100	Property owner or long term renter	90.03
	\$100	Property owner or long term renter damage deposit	90.03
	\$250	Non Property owner	90.03
	\$250	Non Property owner damage deposit	90.03
Multipurpose or Conference Room	\$30	Property owner or long term renter	90.03
	\$30	Property owner or long term renter damage deposit	90.03
	\$75	Non Property owner	90.03
	\$75	Non Property owner damage deposit	90.03

Ordinance and Description	Fee	per unit	Reference
MISCELLANEOUS (Continued)			
Reduced Rentals (Gym, Multipurpose or Conference Rooms)	\$10	Local Clubs, Associations, Sporting Events, Churches and Fund Raisers	90.03
Free Rentals (Gym, Multipurpose or Conference Rooms)	\$100	Damage Deposit	90.03
	Free	Local Nonprofits, Community Services, Government Agencies, Red Cross, Funerals, Senior Birthdays & Anniversaries	90.03
	\$100	Damage Deposit	90.03
Police Supervision	\$250	Up to six hours of Emily Police Department supervision when liquor and/or beer are served during rental of the Hall.	
Open Gym	Free	No Damage Deposit	90.03
Tables	\$5	per table per day	90.03
Chairs	\$1	per chair per day	90.03
	\$100	Damage Deposit	90.03
Park Rental	\$0	Pavilions, Tennis Courts, and Ball fields are reservable.	
Request for Special Council Meeting or Planning Commission Meeting/Public Hearing	\$300	per meeting	152.018
Copies			
Letter size (8.5X11)	\$0.25	Per side, over 100 - cost and labor first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 10th day of December, 2024.
 Attest:

 Mayor Tracy Jones

 Cari Johnson, MCMC
 City Clerk/Treasurer

**ORDINANCE NO. 2024-03
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2024-03, approved by the City Council of the City of Emily, on the 10th day of December, 2024.

The purpose of this Ordinance is to revise the Fee Schedule Ordinance establishing a schedule of fees and charges for permits, licenses, and services as follows:

Section 30 City Council Wages	Addition of City Council Wages Section for mayor and council member monthly and per meeting wages.
Section 50 Sewer	Addition of clarification of individual commercial rate calculation. Addition of a quarterly commercial rate for Paul Huynh (Red Pine Cookhouse).
Section 90.01 Cemetery	Revision of all references to lot revised to plot. Addition of description for Transfer of Cemetery Deed.
Section 92 Animals	Removal of the following fees: New or Replacement Dog/Cat License, Renewal of Dog/Cat License, and Late Fee
Section 152 Land Use and Subdivisions	Increase to Commercial Sewage Treatment System fee. Removal of PZ/BOA Special Meeting fee.
Miscellaneous Section	Addition of ordinance reference for Request for Special Council Meeting or Planning Commission Meeting/Public Hearing.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 10th day of December, 2024, by a __/5 vote of the Council.

Attest:

Tracy Jones
Mayor
City of Emily

Cari Johnson, MCMC
City Clerk/Treasurer



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

December 9, 2024

RE: Emily Manganese Project Update – November 2024

In November, the Company continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study / Preliminary Economic Assessment. This work will continue through the end of the year and into 2025.

Winter environmental visits associated with site reclamation, are being suspended as central Minnesota, including the Emily site, become frozen and / or snow covered. The visits and the corresponding reclamation activities will be reinitiated with any field activities and / or after spring thaw.

North Star is continuing 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 in 2025.

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@electricmetals.com

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

RESOLUTION NO. 24-46, AMENDED

RESOLUTION REVISING THE 2024 ADOPTED BUDGET

WHEREAS, the City Council of the City of Emily did formally adopt a 2024 Budget on December 21, 2023 in accordance with State Statute 412.711; and

WHEREAS, the annual 2024 Budget may be amended by the City Council due to omissions, corrections, or unanticipated expenditures or revenues; and

WHEREAS, the 2024 Budget has been reviewed by staff and certain accounts require amendments; and

WHEREAS, the Emily City Council desires to revise the adopted 2024 Budget to more accurately depict expected expenditures for the current year.

NOW, THEREFORE BE IT RESOLVED, that the Emily City Council authorizes the City Clerk/Treasurer to amend the amounts in designated accounts in the 2024 Budget as identified in the list below:

Account	Account Description	Purpose	Amount
100-32210	Building Permits	Land Use Permits	(\$3,000.00)
100-33631	Grants & Aids From Other LGUs	Sourcewell Comm. Impact Funds & EMT Training	\$12,573.98
100-34202	Special Fire Prot. Services	Fire Coverage Contract	(\$8,381.47)
100-34206	First Responder Charges	1 st Resp. Coverage Contract	(\$1,200.55)
100-34942	Cemetery-Sale of Lots	Sale of Lots	(\$9,100.00)
100-41941-221	City Hall Repair/Maint. Supplies	Boiler Repair Parts	\$3,300.00
100-41941-404	Hall Repair/Maint. Contractual	4 Microphones	(\$2,500.00)
100-41941-580	Hall Cap. Out.: Other Equipment	Chambers AV Equipment	\$845.00
100-42601-580	Traffic Engineering	Electronic Speed Signs (2)	(\$15,000.00)
100-43110-580	Shop Cap. Out.: Other Equipment	Two Post Hoist/Sweeper Vacuum	\$27,728.98
100-43121-224	Paved Streets Repair/ Maint. Con.: Street Maint	Crack Sealing	(\$6,500.00)
100-43121-303	Paved Streets Engineering Fees	2025 Road Project Engineering Fees	\$10,000.00
100-43122-404	Unpaved Streets Repair/ Maint. Contractual	Class 5	\$6,500.00
100-49350-800	Purchases of Investments	Purchases of Investments	(\$33,482.02)

All other aspects of the previously approved 2024 Budget shall remain in full force and effect.

Passed by the City Council of Emily, Minnesota this 10th day of December, 2024.

Attested:

Tracy Jones
Mayor

Cari Johnson, MCMC
City Clerk/Treasurer

Revised

Disbursements

100: General Fund

Public Safety

Civil Defense

Civil Defense Expenditures

Wages and Salaries: Full-time Employees-Regular	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	-100.00
Wages and Salaries: Part-time Employees	\$480.00	\$480.00	\$400.00	\$480.00	\$0.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$3.00	\$15.00	\$3.00	\$0.00	\$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	\$29.76	\$32.00	\$24.80	\$32.00	\$0.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$6.96	\$8.00	\$5.80	\$8.00	\$0.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$34.48	\$35.00	\$0.00	\$40.00	\$0.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$0.00	\$4.00	\$0.00	\$4.00	\$0.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$0.00	\$2.00	\$0.00	\$2.00	\$0.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	-100.00
Total Civil Defense	\$551.20	\$1,144.00	\$445.60	\$1,149.00	\$0.00	\$0.00	-100.00

Traffic Engineering

Traffic Engineering Expenditures

Repair and Maintenance Supplies: Sign Repair Materials	\$2,950.86	\$3,800.00	\$1,508.79	\$4,200.00	\$0.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$3,112.28	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Traffic Engineering	\$6,063.14	\$4,550.00	\$1,508.79	\$4,200.00	\$0.00	\$0.00	-100.00

Other Protection

11-12-24 Budget revision from 15k to 0. CTAS will not make that change. Have to revise the original budget amount to 0 instead.

Original

Disbursements

	2023 Actual	2023 Actual Budget	2024 as of 11/15/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
100: General Fund						
Public Safety						
Civil Defense						
Civil Defense Expenditures						
Wages and Salaries: Full-time Employees-Regular	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	-100.00
Wages and Salaries: Part-time Employees	\$480.00	\$480.00	\$400.00	\$480.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$3.00	\$15.00	\$3.00	\$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	\$29.76	\$32.00	\$24.80	\$32.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$6.96	\$8.00	\$5.80	\$8.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$34.48	\$35.00	\$0.00	\$40.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$0.00	\$4.00	\$0.00	\$4.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$0.00	\$2.00	\$0.00	\$2.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	-100.00
Total Civil Defense	\$551.20	\$1,144.00	\$445.60	\$1,149.00	\$0.00	-100.00
Traffic Engineering						
Traffic Engineering Expenditures						
Repair and Maintenance Supplies: Sign Repair Materials	\$2,950.86	\$3,800.00	\$1,508.79	\$4,200.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$3,112.28	\$750.00	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Other Equipment	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	-100.00
Total Traffic Engineering	\$6,063.14	\$4,550.00	\$1,508.79	\$19,200.00	\$0.00	-100.00
Other Protection						

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

RESOLUTION NO. 24-47, AMENDED

**RESOLUTION TO APPROVE INTERNAL REINVESTMENT OF FUNDS,
INCLUDING MOVING FUNDS BETWEEN INVESTMENT ACCOUNTING FUNDS
AND TRANSFERRING BETWEEN CHECKING ACCOUNT ACCOUNTING FUNDS**

WHEREAS, the Emily City Council has designated Pershing Wealth Solutions BNY Mellon as a custodial investment account for the invested funds of the City of Emily; and

WHEREAS, a portion of the invested funds needs to be transferred between the investments and the checking account for the following purposes: in 2024 invested funds for the Park Fund were used for purchases for construction of new pickleball courts, saved checking account Firemen’s Equipment Funds not planned to be used in 2024 or 2025 should be invested, the current negative checking account balance of the Future City Development Fund requires a transfer from invested funds to become positive, and additional invested Future City Development funds are needed for purchase of two parcels; and

WHEREAS, the Emily City Council does not want to decrease the total of the City’s current investment portfolio and would prefer to move invested funds between Accounting Funds instead of selling an investment; and

WHEREAS, moving invested funds between Accounting Funds results in an increase and decrease to the corresponding checking account Accounting Fund balances. Therefore, corresponding transfers are also required between Accounting Funds in the checking account, such as moving funds invested for Fund 100 to Fund 225 requires a corresponding checking account transfer from Fund 225 to Fund 100 for the Accounting Funds to remain balanced.

NOW, THEREFORE BE IT RESOLVED, that the Emily City Council authorizes the City Clerk/Treasurer to move the following invested funds between Accounting Funds and make the corresponding transfers between checking account Accounting Funds **retroactive to November 13, 2024** as identified in the list below:

Investment Account	Account Description	Purpose	Investment Amount	Market Value Amount
225-49350-800	Firemen’s Equipment Fund	Invest funds	\$18,700	\$20,068.58
100-39990	General Fund	General	(\$18,700)	(\$20,068.58)
404-49350-800	Park Fund	Negative Balance	(\$10,000)	(\$10,731.87)
100-39990	General Fund	General	\$10,000	\$10,731.87
416-49350-800	Future City Development	Negative Balance and Purchase	(\$8,700)	(\$9,336.71)
100-39990	General Fund	General	\$8,700	\$9,336.71

Passed by the City Council of Emily, Minnesota this 10th day of December, 2024.

Attested:

Tracy Jones
Mayor

Cari Johnson, MCMC
City Clerk/Treasurer



SERVICE AGREEMENT for DANGEROUS DOGS IN city limits of Emily, MN
HEARTLAND ANIMAL RESCUE TEAM HUMANE SOCIETY (HART)
Office: (218) 829 4141 Fax: (218) 829 6866

This service agreement made _____, by **Heartland Animal Rescue Team**,
date/year
hereafter referred to as HART, and _____, hereafter referred to as the
municipality name
municipality:

- I. **HART agrees to provide the services listed below to the municipality, and that those services will be carried out under the terms stated in this service agreement.**
 1. The HART facility will serve as a holding facility for impounded dangerous dogs.
 2. Municipality law enforcement/animal control officer will have 24-hour access to bring animals into the facility for holding.
 3. HART will hold animals brought in for a minimum of ten (10) days. The disposition of the impounded animal will be determined by the entity that impounded animal.
 4. HART will invoice the municipality on a monthly basis, for all impound charges for unclaimed animals including euthanasia fee. HART will not take possession of any animal brought in on a bite/attack hold.

- II. **The municipality agrees to the following terms:**
 1. They will maintain a current (annual) agreement with HART for dangerous dog control services. This agreement may be changed by either party with thirty (30) days written/verbal notice.
 2. All dangerous dog impounding will be a function of the municipality law enforcement. These functions will include, but not limited to, picking up animals, tranquilizing when necessary and disposing of dangerous/vicious animals.
 3. The municipality will be responsible for any veterinary cost incurred during impound period.
 4. Impound fees will be collected from the owner at HART if impounded animal is released back to owner. Animals will be released only upon payment from the owner and authorization from law enforcement/animal control.
 5. The municipality will pay HART according to the following fee schedule if an owner does not get animal back..
 - Impound fees: \$ 75.00 per day for each animal impounded with a minimum of ten (10) days. It may go over the ten (10) days if legal action is taken by owner.

- A \$50.00 non-contract fee for each impounded animal will be charged.
- Veterinary charges as charged by the clinic.
- Euthanasia and disposal costs for each animal euthanized.

III. The undersigned have read and understand this contractual service agreement. They agree to the terms and conditions stated.

Municipality Representative

Title

Date: _____

HART Representative

Summary of General Provisions:

- Animal care will be in compliance to standards listed in the Minnesota Animal Welfare Statues.
- Sick or injured animals will be evaluated for medical needs and treated if required. HART will not be responsible for animals that arrive sick, injured or die as a result of arrival conditions, while in impound.
- HART will invoice the city monthly.



SERVICE CONTRACT FOR IMPOUND SERVICES

HEARTLAND ANIMAL RESCUE TEAM (HART)

Office: (218) 829 4141 Fax: (218) 829 6866

This service agreement made by, **Heartland Animal Rescue Team** and the city of **Emily, MN**. Hereafter referred to as HART, and the city of Emily, MN hereafter referred to as the Municipality, witness:

- 1. HART contractually agrees to provide the services listed below to the municipality and that those services will be carried out under the terms stated in this service agreement.**
 - The HART facility will serve as a holding facility for stray and impounded animals.
 - Municipality law enforcement/animal control will have 24-hour access to bring animals into the HART facility for impounding.
 - HART will hold animals brought in for a minimum of seven (7) days. If no owner claims an animal within that time, the animal becomes the legal property of HART. Municipality will pay impound fees in addition to euthanasia fee if animal is deemed unadoptable.
 - HART will collect all Impound fees before any impounded animal is release to owner.
 - HART will invoice the municipality monthly for administrative fees and any impounding fees incurred that month.

- 2. The Municipality contractually agrees to the following terms:**
 - They will maintain a current contract with HART. This contract may be changed by either party with thirty (30) days written notice.
 - All animal control will be a function of the municipality law enforcement. These functions will include, but not be limited to, picking up animals, tranquilizing when necessary and disposing of dangerous/vicious animals.
 - All public requests for animal control will be handled by municipality law enforcement.
 - The municipality will be responsible for any veterinary cost incurred during impound period.

- The municipality will pay HART according to the fee schedule set forth between HART and the municipality to include:
 - a. Impound fees:
 - \$17.00 per day for each animal impounded; maximum of seven (7) days. *If owner claims animal the fees collected for pick up will be turned over to municipality. If no owner claims animal the municipality will pay daily impound fee.*
 - b. An annual administrative fee of \$1.75 per capita. Based on the 2020 census. This fee can be billed monthly, quarterly, or annually and covers administrative duties related to impound.
 - c. Veterinary charges as charged by the clinic
 - d. Euthanasia fees for unadoptable animal
 - e. Quarantined animals (e.g.) aggressive, rabies observation, will be charged for special care handling at the rate of \$75.00 per day impound for a minimum of ten (10) days.

3. The undersigned have read and understand this contractual service agreement. They agree to the terms and conditions stated.

Municipality Representative

Title

HART Representative

Title

Date: _____

Summary of General Provisions:

- Animal care will be in compliance to standards listed in the Minnesota Animal Welfare Statues.
- Sick or injured animals will be evaluated for medical needs and treated if required. HART will not be responsible for animal that arrive sick, injured or die as a result of arrival condition, while in impound.
- HART will invoice the municipality monthly.



CUYUNA RANGE REGIONAL SAFETY GROUP
2025 SAFETY TRAINING SCHEDULE
 Crosby, Crosby HRA, Emily, Deerwood, Fifty Lakes
TRAINING SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Attendance</u>
<u>YTBD (Jan)</u> Time: 9:30am and 1:00pm Host City: Crosby	<u>An Overview of AWAIR, MN Right to Know, Bloodborne Pathogens</u> <i>Safety Committee Meeting – to follow 1st training</i>	All Staff
<u>YTBD (Feb)</u> Time: 9:30am Host City: Emily City Hall	<u>CPR / AED Certification (~ 2 hrs.)</u> <i>Safety Committee Meeting – to follow training (~11 am)</i>	Any Staff
<u>YTBD (March)</u> Time: 9:30am Host City: Crosby	<u>Lockout Tagout / Personal Protective Equipment</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i>	PW Staff
<u>YTBD (April)</u> Time: 9:30 am Host City: Crosby	<u>Confined Space Entry / Excavation & Trenching</u> <i>Safety Committee Meeting to follow training (~10:30)</i> Value-Added Time: Crosby	PW Staff
<u>YTBD (May)</u> Time: 9:30am Host City: Crosby	<u>Good Housekeeping Safety Training (PW Shop)</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i>	PW Staff
<u>YTBD (June)</u> Time: 9:30am Host City: Emily	<u>Chainsaw / Mower / Heat Illnesses</u> <u>Seasonals (they should attend (9:30 to Noon))</u> * No Safety Committee Meeting this month	PW Staff (~ 90 min) Seasonals (~ 2.5 hrs ttl)
<u>YTBD (July)</u> Time: 9:30am Host City: Crosby	<u>Record Keeping / Injury Logs / Safety Manuals</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i> Value-Added Time: Crosby HRA	Admin Staff
<u>YTBD (Aug)</u> Time: 9:30 am Host City: Deerwood	<u>Park Safety</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i> Value-Added Time: Deerwood	PW Staff
<u>YTBD (Sept)</u> Time: 9:30am Host City: Emily	<u>Liftstation & WWT Safety</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i> Value-Added Time: Emily	PW Staff
<u>YTBD (Oct)</u> Time: 9:30 am Host City: Crosby	<u>Emergency Action Plans / Fire Extinguisher Use</u> <i>Safety Committee Meeting (~ 11 am in City Hall)</i>	All Employees
<u>YTBD (Nov)</u> Time: 9:30 am Host City: Emily City Hall	<u>Snowplow / Cold Weather Emergencies</u> <i>Safety Committee Meeting – 10:30 am</i>	PW EEs
<u>YTBD (Dec)</u> Time: 9:30am Host City: Crosby	<u>Year End Review</u> <i>Safety Committee Meeting – 10:30 am</i> Value-Added Time: Fifty Lakes	All Staff Welcome

WAGE SCHEDULE POLICY

(Includes Employees, Elected Officials, and Appointed Officials Not Covered By Union Contract or Employment Agreement)

Description	Wage/ Salary	per ____ unit	City Ordinance Reference
Mayor	\$500	per month, effective 1/1/2021	30.07
Council Member	\$325	per month, effective 1/1/2021	30.07
Additional Council Meetings – Mayor and Council Member	\$50	per meeting	30.07
Additional Meetings – Mayor (Up to 4 per month)	\$50	per meeting	30.07
Emergency Management			
Emergency Management Director	\$40	per month	33.03
EDA Authority Members (Mayor/Council)	\$25	per meeting	30.07
Citizen Board Members			
Planning & Zoning Commissioners and Alternates	\$85 \$20	per meeting, effective 1/1/2024 per additional meeting	30.07
Planning & Zoning Commissioners and Alternates	\$10	per site visit	
EDA Commission	\$35	per meeting	30.07
Park Commission	\$35	per meeting, up to 4 meetings per year, additional meetings upon approval by Council	30.07
First Response Unit			
		Increases in effect from 12/1/21	
		call, training, meeting wages apply to all First Response personnel	
	\$25	per call	33.50
	\$10	per meeting	33.50
	\$10	per drill/training (one per night)	33.50
Chief	\$2,400	annually	33.50
Asst. Chief	\$1,800	annually	33.50
Volunteer Fire Department			
		Increases in effect from 12/1/21	
	\$25	per call	33.28
	\$10	per drill/training	33.28
	\$10	per meeting	33.28
Chief	\$3,000	annually, effective 12/1/2023	33.28
Asst. Chief	\$1,800	annually	33.28
Training Officer	\$500	annually, effective 12/1/2023	33.28
Police Department			
Assistant Chief	\$23	per hour, in effect from 10/12/2021	
Full Time and Part-Time Police Officers	\$20.50	per hour, unless under contract	33.65
Seasonal Personnel			
Seasonal Maintenance	\$18	per hour, for up to six months, effective 1/1/2024	
Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver	\$18	per hour, for up to six months, effective 1/1/2024	
Personnel			
Full-Time Office Assistant	\$20	per hour	
Part-Time Zoning Clerk/Office Assistant	\$21	per hour, effective 1/1/2024	
Intermittent Office Assistant	\$12	per hour	
Intern	\$17 \$18	per hour with \$14 \$15 per hour reimbursement from Sourcewell	
Librarian	\$250	per month, in effect from 1-1-2023	
Election Judges			
		Increases in effect from 1/1/2020	
Head Election Judge	\$14.50	per hour	
Election Judge	\$14	per hour	

Policy adopted by the City Council of the City of Emily, Minnesota this 10th day of December, 2024.

Tracy Jones, Mayor

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

November 22, 2024

Local Government Official
Emily
P.O. Box 68

Emily, MN 56447

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

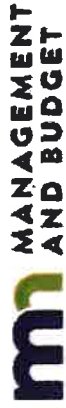
Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator



Notice of Pay Equity Compliance

Presented to

Emily

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2024 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

November 22, 2024

Date

A handwritten signature in blue ink, appearing to read 'Jim Schowalter', written over a horizontal line.

Jim Schowalter, Commissioner

Results of Tests for Pay Equity Compliance

Date: November 22, 2024

Jurisdiction: Emily

ID#: 1150

1. Completeness and Accuracy Test

Passed. Required information was submitted accurately and on time.

2. Alternative Analysis Test

Passed. Jurisdiction had three or fewer male classes and there was no compensation disadvantage for at least 80% of female classes compared to male classes.

Passed. Jurisdiction had four or five male classes, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

Passed. Jurisdiction had at least six male classes, no classes with a salary range, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

3. Salary Range Test

Passed. Too few classes had an established number of years to move through a salary range.

Passed. Salary range test showed a score of 80% or more.

4. Exceptional Service Pay Test

Passed. Too few classes received exceptional service pay.

Passed. Exceptional service pay test showed a score of 80% or more.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us



Clasen & Schiessl CPAs, Ltd.

PO Box 90, Pequot Lakes, MN 56472

(218) 568-5242 Fax (218) 568-8680

Visit us at lakesareacpas.com

November 25, 2024

Ms. Cari Johnson
and Members of the City Council
City of Emily
P.O. Box 68
Emily, MN 56447

Dear Ms. Johnson and Members of the Council:

We would like to take this opportunity to thank you for allowing us to provide your annual City audit and professional services for the past years.

Enclosed please find our standard audit engagement letter that confirms the terms of our agreement to provide future audit services. The services we are to provide and the fees for the services are as follows:

<u>Services</u>	<u>2024</u>
♦ Audit Services	\$ 14,850
Included with Audit Fee	
♦ 7 Bound Audited Financial Statements and Electronic Copy	-
♦ Minnesota State Auditor's City Financial Reporting Form	-
♦ Submission of State Auditor's Electronic Audit Copy	-
♦ Travel and Other Out-of-Pocket Expenses	-
♦ Limited Interim Consulting and Bookkeeping Assistance	-
	<u>\$ 14,850</u>

Personnel authorized to discuss this proposal are as follows:

Susan M. Schiessl, CPA

If you are in agreement with the terms of our engagement agreement, please sign and return it to us. If you have any questions, please give us a call.

Very truly yours,

Susan M. Schiessl
Certified Public Accountant

SMS:ms
Enclosure: Engagement Letter



Clasen & Schiessl CPAs, Ltd.
Consultants & Accountants

PO Box 90, Pequot Lakes, MN 56472

(218) 568-5242 Fax (218) 568-8680

Visit us at lakesareacpas.com

November 25, 2024

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

We are pleased to confirm our understanding of the services we are to provide the City of Emily, Minnesota for the year ended December 31, 2024.

Audit Scope and Objective

We will audit the financial statements of each major fund of the City of Emily, Minnesota (the City), and the disclosures, which collectively comprise the basic financial statements of the City of Emily, Minnesota as of and for the year ended December 31, 2024. We understand that the financial statements will be presented in accordance with the City Audited Financial Statements for Cities Under 2,500 Population Reporting on the Regulatory Basis of Accounting as prescribed by the office of the State Auditor, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP).

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory Section
2. Supplementary Information Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting. 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 auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. If your financial institution or creditors use a third-party confirmation service, i.e. confirmation.com, and they charge for the confirmation process, this service fee will be added to your invoice. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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, misrepresentation or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the regulatory basis of accounting with the oversight of those charged with governance.

Management is responsible for including all informative disclosures that are appropriate for the *Regulatory Basis of Accounting*. Those disclosures will include (1) a description of the Regulatory Basis of Accounting, including a summary of significant accounting policies, and how the Regulatory Basis of Accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of supplementary information in conformity with the regulatory basis of accounting.

Other Services

We will also prepare the financial statements of the City of Emily in conformity with the regulatory basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined, the state reporting form, trial balance, adjusting journal entries, and maintaining the depreciation schedule. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, the state reporting form, trial balance, adjusting journal entries, maintaining the depreciation schedule and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Clasen & Schiessl CPAs, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Office of the State Auditor or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Clasen & Schiessl CPAs, Ltd.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Minnesota Office of the State Auditor or its designee. The State Auditor or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Susan M Schiessl, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit and issue our reports at a time convenient for both parties.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses will not exceed \$14,850 for the year ending December 31, 2024. This fee will include seven bound audit reports and one electronic report copy. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the City of Emily's financial statements. Our audit will be addressed to the Mayor and City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reason with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City of Emily and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below, take a copy for your files, and return the complete original to us.

Very truly yours,

Clasen + Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

RESPONSE:

This letter correctly sets forth the understanding of the City of Emily.

Management Signature

Governance Signature

Title

Title

Date

Date



November 25, 2024



Dear AllPaid Customer:

AllPaid strives to provide seamless, convenient payment processing services to you and your payers at a reasonable price. Whenever possible, we absorb increases in business costs by driving efficiency in our operations. AllPaid has not increased any payer fees in more than two years. However, recent inflationary pressures have increased our costs to the point that we must pass some of the increase on to your payers. These fee increases represent an average increase of less than 57 cents per transaction. They do not apply to flat fees stated in our tiered fee tables.

The fee changes with explanations are as follows:

- **Increases to Minimum Service Fees.** The minimum service fee on all card transactions will increase to \$3.99. For most customers, this represents a \$1.49 increase; however, several obsolete fee schedules with no minimum transaction fee will be changed to a \$3.99 minimum. The minimum service fee for eChecks will be \$2.00, and the discount for debit card transactions will be eliminated. These increases reflect the recent increases in the transaction processing fees assessed to electronic payment processors such as AllPaid.
- **Increase in Operator-Assistance Fees.** The fee for making a payment with Call Center representative assistance will increase from \$2.50 to \$3.50 per transaction (if your current fee for this service is less than \$3.50). Despite steadily increasing labor costs, this fee has not increased in nearly seven years.

In August, we announced that AllPaid had separated from our prior parent organization and is again a stand-alone company. Once separated, we immediately began investing in our operations and platforms to improve service levels that have deteriorated in recent years. For instance, payers previously experienced waiting times of more than five minutes when attempting to reach our call center during peak hours. Since August, we have increased call center staffing and will continue until we reach our goal of answering payer calls in fewer than two minutes.



Further, under prior management over the past two years, our platform experienced several extended outages. We are making significant investments in our technology to increase the stability and availability of our platform. This investment also allows us to develop convenience features and enhancements our customers request. These investments are only possible if we pass on a small portion of our increased cost of doing business to your payers. We strive to keep our fees as low as possible while maintaining the superior level of service our customers have come to expect from AllPaid.

A modification to your AllPaid agreement reflecting these changes is attached. If you have questions, don't hesitate to contact your Account Manager.

Thank you,

Your AllPaid Team



General Service Fee Modification

Notice Date: November 25, 2024

Service Fee Modification Effective Date: January 1, 2025

Your agency is party to a Merchant Agreement with AllPaid, Inc. f/k/a Government Payment Service, Inc. ("AllPaid") permitting AllPaid to modify service fees under such agreement. AllPaid, having given notice to your agency as may be required under the Merchant Agreement, shall apply the modified fees in the table below to your agency's transactions commencing with the first transaction on or after 12:00 AM, January 1, 2025.

No signature or action on your part is required for the modified service fees to become effective. All other terms and conditions of the Merchant Agreement, including but not limited to any tiered service fees, remain unchanged.

Modified Service Fees for Non-Cash Bail Transactions	
Minimum Fee (Credit or Debit)	\$3.99 per Transaction
Debit Card Transaction Fees	Same as Credit Card Service Fee Schedule
All eCheck Transactions	\$2.00 Minimum Flat Fee
Operator-Assisted Transactions	Add \$3.50 per transaction (if currently below \$3.50)



November 12, 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'.

Rebecca Kurtz
Senior Municipal Advisor/ Vice President

A handwritten signature in black ink that reads 'Bruce Kimmel'.

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 November 12, 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 November 12, 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 November 12, 2024, we estimate that this refunding would not generate sufficient savings to be considered.

From: Katrina Wood <Katrina.Wood@sourcewell-mn.gov>
Sent: Tuesday, November 12, 2024 9:51 AM
Subject: Sourcewell Voting Member Entities: Upcoming Election
Attachments: 2020 Board of Directors Job Description.pdf; 2024_Region 5 Voting Members.pdf; 2024_Nomination Form for the Board of Directors .docx; Board Nomintation_Resolution Blank Template.docx

This information has also been sent via USPS mail

To: Sourcewell Voting Member Entities

From: Katrina Wood, Election Judge

Re: Upcoming Election

We are pleased to announce the upcoming election for the Board of Directors. To ensure a fair and transparent process, we would like to outline the procedure for nominating candidates for this role.

Sourcewell membership is divided into four subregions. Subregions I, II, and III comprise school districts, and Subregion IV comprises cities, counties, and other government agencies. Each Subregion elects two elected officials to serve on the Sourcewell Board of Directors.

There are two (2) seats available:

- one (1) four-year term from Sub Region III
- one (1) four-year term from Sub Region IV

Terms of office, which expire on 12/31/2024, are presently held by:

- Sub-Region III Douglas Dahlberg – Board Member, Little Falls School District
- Sub-Region IV Greg Zylka- Mayor, City of Little Falls

Candidacy nominations must be filed with the Sourcewell Chief Executive Officer between **October 31, 2024, and December 13, 2024**. Each candidate must be nominated by a resolution passed by the majority of the governing body of the Voting Member. It is important to note that all persons nominated must be elected officials as of January 2025 and remain nominated officials throughout their term.

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the indicated terms. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member. Then, complete the enclosed nomination form and return it with a copy of the minutes by **December 13, 2024**.

Online Submissions

If you would like to complete the nomination process online, you will need the following information to complete the process.

1. Nominee information, including a copy of their biographical background/qualifications.
2. A copy of the meeting minutes reflecting that a majority of the governing body passed the candidate nominated.

Click on the link to access the nomination form: [2024 Online Nomination Form](#)

Attached:

2024 Nomination Form

Sourcewell Board Member Job Description

Sourcewell Full Voting Sub-Regional Membership

Nomination Resolution Template (not required, provided as a resource)

Many Thanks,



Katrina Wood (she, her, hers) | Executive Support & Administrative Operations Manager

Office: 218-541-5227 | Cell: 218-820-3348

Website: sourcewell-mn.gov



From: Heather Bandeen <Heather.Bandeen@sourcewell-mn.gov>
Sent: Monday, December 9, 2024 9:15 AM
Subject: Active Violence – What Community and Elected Leaders Should Know | January 17th @ 9am (Virtual; Sourcewell Studio)

Thanks so much for being a part of the Region 5 Clerk-Treasurers Network. We have a special professional development opportunity, coming in January, through Sourcewell's government-to-government collaboration with the [South Carolina Law Enforcement Division \(SLED\)](#).

In January, Sourcewell will host the South Carolina Law Enforcement Division (SLED) for a week of training with our dispatchers and emergency responders. Those in attendance will learn best practices for responding to active violence incidents. Additionally, Sourcewell is hosting a virtual course for community and elected leaders on how to support emergency responders during those situations. The course, listed below, was developed from direct feedback from our regional entities.

Please share this information with your colleagues who would benefit from attending. You can reach out to [Amy Piekarski](#) with any questions.

Active Violence – What Community and Elected Leaders Should Know

Date: January 17, 2025

Time: 9 am – 10 am

Location: Virtual

Cost: Free

Audience: city administrators, city clerks, mayors, city council members, county administrators, county commissioners, school board members

Registration link: [Active Violence | Sourcewell](#)

See you all in the new year – grateful for all you do!

Very best wishes and take care,

Heather

Heather Bandeen, Ph.D. | Director of Resources and Development

Cell: 651-302-6959

Website: sourcewell.org





950 W. Bethany Dr, Suite 700
Allen, TX 75013



December 3, 2024

City of Emily
39811 State Highway 6
Emily, Minnesota, 56447

RE: **VB Site Name: Lake Emily**
VB Site ID: US-MN-5344
Verizon MDG: 5000227397
Site Address: 39775 Broadway, Emily, MN, 56447 (the "Site")

Dear City of Emily:

We are pleased to inform you that Verizon has entered into an agreement with Vertical Bridge that will allow Vertical Bridge to exclusively lease, operate and manage the Site pursuant to the transaction more fully described in the attached Press Release. The transaction is expected to close by the end of 2024.

As part of the transaction, your lease, easement or other agreement (your "Lease") will not be assigned to Vertical Bridge; however, Vertical Bridge will be acting on behalf of Verizon regarding all rights and obligations under the Lease, including, but not limited to, making all required payments and entering into any further documentation and discussions related to your Site. This transaction does not change, amend or alter your current Lease with Verizon.

Payments from Vertical Bridge are expected to begin within 90 days of closing. Prior to that time, Verizon will continue to make all payments required under the Lease. In order to make this transition as seamless as possible, Verizon will be transferring certain payment information and documentation to Vertical Bridge.

Once we close the transaction, a Vertical Bridge representative or a Verizon representative will be reaching out to you with specific contact information for Vertical Bridge and requesting any additional information necessary to ensure that Vertical Bridge is in a position to make timely payments.

For more information about Vertical Bridge, please visit its website at www.VerticalBridge.com.

Thank you and we look forward to working with you.



News Release

FOR IMMEDIATE RELEASE
September 30, 2024

Media contacts:

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201-602-9235

Blair Crawford
Blair.Crawford@verticalbridge.com
209-482-2030

Verizon and Vertical Bridge agree to \$3.3 billion tower transaction

NEW YORK, NY & BOCA RATON, FL – September 30, 2024 – Verizon Communications Inc. (NYSE, Nasdaq: VZ) and Vertical Bridge today announced they have entered into a definitive agreement for Vertical Bridge to obtain the exclusive rights to lease, operate and manage 6,339 wireless communications towers across all 50 states and Washington, D.C. from subsidiaries of Verizon for approximately \$3.3 billion, including certain commercial benefits. The transaction is structured as a prepaid lease with upfront proceeds of approximately \$2.8 billion in cash.

Under the terms, Verizon will enter into a 10-year agreement¹ to lease back capacity on the towers from Vertical Bridge, serving as the anchor tenant, with options that could extend the lease term up to 50 years. Verizon will also have access to certain additional space on the towers for its future use, subject to certain restrictions. This agreement, along with Verizon's existing build-to-suit joint venture with Vertical Bridge, will support Verizon's efforts to drive down tower-related costs and provide greater vendor diversity in a concentrated industry.

“As the nation's largest mobility provider, we are well positioned with greater financial flexibility to invest in our business, return value to our shareholders and make the nation's best network even better for customers,” said Verizon Chairman and CEO Hans Vestberg. “This transaction builds on our existing relationship with Vertical Bridge while realizing substantial value for this unique set of assets and allows us to be agile in optimizing the network with one of the best operating partners.”

"We are pleased to have been selected by Verizon as the counterparty in the largest US tower transaction in almost a decade," said Ron Bizick, President and CEO of Vertical Bridge. "This transaction represents a significant step for Vertical Bridge. The vision of the company founders 10 years ago was to create a permanent, private, and at-scale US tower company. This transaction marks a significant milestone in the realization of that vision. Upon the completion of this transaction, these assets, together with our existing portfolio which includes thousands of young, purpose-built towers, enhance Vertical Bridge's position as a fast, friendly, and flexible colocation partner to the wireless industry."

"Since co-founding Vertical Bridge in 2014, we've been on a transformative journey, and this landmark transaction with Verizon Communications marks an inflection point in that evolution," said Marc Ganzi, CEO of DigitalBridge and Vice Chairman of Vertical Bridge. "This transaction not only solidifies our leadership in the tower space but also strategically positions us to capitalize on the growing demand for wireless infrastructure, especially as AI-driven technologies and 5G continue to reshape connectivity needs across industries."

DigitalBridge, a leading global alternative asset manager dedicated to investing in digital infrastructure and majority owner of Vertical Bridge, has committed capital to support the transaction.

CDPQ, a global investment group and an important shareholder of Vertical Bridge since 2019, also committed capital to finance this transaction.

The transaction is expected to close by the end of 2024, subject to customary closing conditions.

Advisors

J.P. Morgan acted as financial advisor to Verizon and Jones Day acted as legal counsel. Centerview Partners LLC served as financial advisor to Vertical Bridge and Greenberg Traurig acted as legal counsel. Simpson Thacher & Bartlett acted as legal counsel to DigitalBridge. Mayer Brown LLP acted as legal counsel to CDPQ.

About Verizon

Verizon Communications Inc. (NYSE, Nasdaq: VZ) powers and empowers how its millions of customers live, work and play, delivering on their demand for mobility, reliable network connectivity and security. Headquartered in New York City, serving countries worldwide and nearly all of the Fortune 500, Verizon generated revenues of \$134.0 billion in 2023. Verizon's world-class team never stops innovating to meet customers where they are today and equip them for the needs of tomorrow. For more, visit verizon.com or find a retail location at verizon.com/stores.

About Vertical Bridge

Vertical Bridge REIT, LLC, headquartered in Boca Raton, Florida, was founded in 2014 and is the largest private owner and operator of communications infrastructure and locations in the United States, with a portfolio of more than 500,000 sites, including over 11,000 owned and master-leased towers pre-transaction. Vertical Bridge provides build-to-suit and colocation solutions to the wireless industry. The Company's portfolio spreads across all 50 states and Puerto Rico.

In 2020, Vertical Bridge became the first tower company in the world to achieve the CarbonNeutral® company certified status and has been recertified every year since. For more information, please visit www.verticalbridge.com.

Forward-Looking Statements

In this communication we have made forward-looking statements. These statements are based on our estimates and assumptions and are subject to risks and uncertainties. Forward-looking statements include the information concerning our possible or assumed future results of operations. Forward-looking statements also include those preceded or followed by the words "anticipates," "assumes," "believes," "estimates," "expects," "forecasts," "hopes," "intends," "plans," "targets" or similar expressions. For those statements, we claim the protection of the safe harbor for forward-looking statements contained in the Private Securities Litigation Reform Act of 1995. We undertake no obligation to revise or publicly release the results of any revision to these forward-looking statements, except as required by law. Given these risks and uncertainties, readers are cautioned not to place undue reliance on such forward-looking statements.

[1] Initial term of 10 years, plus 8 optional renewal terms of 5 years each, subject to certain early termination rights.