

Minutes and Proceedings of the City  
Council of the City of Emily in the  
County of Crow Wing, State of Minnesota  
Including accounts audited by said Council

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November 14, 2023

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The Emily City Council met for a regular meeting on Tuesday, November 14, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, attended remotely. Alex Voit and Neil Heinonen, City Engineers, S.E.H., Rebecca Kurtz, Financial Municipal Advisor, Ehlers, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the October 10, 2023 Council Meeting, July 26, 2023 Council Meeting, and June 13, 2023 Council Meeting and the Treasurer's Report from October 2023: Checking Beginning Balance \$956,517.90 and Ending Balance \$914,051.34; Receipts to General fund \$14,940.64, Sewer fund \$16,766.65, Total \$31,707.29; and Claims for Approval: \$71,520.64 including Pine River State Bank checks #60870 to #60967 and automatic withdrawals #330744 to #330749; Investments \$386,503.30; Total Checking/Investments \$1,300,554.64. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

**SPEAKERS:** Alex Voit and Neil Heinonen, City Engineers, S.E.H., attended the meeting with an update on preparation for the planned 2024 Road Improvement Project. The City streets were inspected and then Voit rated the streets and assigned one of three recommended treatment types to each: full depth reclamation, mill and overlay, or overlay with no milling. Full depth reclamation involves grinding up the road surface and mixing asphalt with the underlying gravel, mill and overlay involves grinding the top of the road and paving over the top, and overlay with no milling involves a thin 1" overlay with no grinding. Voit did not recommend treatment of streets that are currently in good condition. Previously the City assessed benefiting property owners along newly paved streets for 50% of the cost of the project by splitting the assessments between a per parcel rate and a rate based on front footage. Voit reported the Council could consider a lower assessment rate than in the past because the project would be rehabilitation of existing paved streets, not new construction. Voit reported the City should assess the amount of value of the benefit to the property and the assessment cannot exceed the value of the benefit to the property. Voit reported if project costs are assessed, Minnesota Statute requires a minimum assessment of 20% of the project costs. However, Voit recommended a minimum assessment of 25% of the project costs. Voit reported the proposed project cost is \$4,400,000, would involve 883 lots and 226,000 feet of footage, and the assessable amount would be split evenly between parcels and footage. Voit reported a resolution is required per the Minnesota Statute Chapter 429 process to order preparation of a report on improvement. **MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-45 ORDERING PREPARATION OF REPORT ON IMPROVEMENT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Rebecca Kurtz, Financial Municipal Advisor, Ehlers, presented bond/payment scenarios for the planned 2024 Road Improvement Project. Kurtz reported under law if the City assesses a minimum of 20% of the project costs, then a referendum process is not required. Kurtz reported it is common for cities to assess the minimum of 20% because referendums can get very expensive. Special assessments are fees City Council's impose against properties

impacted by a project for a benefit to the affected properties, such as a new street or maintenance of a street adjacent to the properties. Kurtz reported the assessment is applied based on the market value of the affected parcel and does not include personal property. Kurtz reported Minnesota Statute Chapter 429 guides cities through the bonding process. Kurtz reported the Chapter 429 process allows projects to be completed without going through the referendum process, is a financing mechanism to complete improvement projects, and assists with bringing in funds to make debt service payments. Kurtz recommended development of an Assessment Policy, but the City has past practice to reference. Kurtz reported the assessment process gets the City to the point to issue general obligation improvement bonds to finance the project. Kurtz recommended assessing closer to 25% of the project costs as a cushion due to possible fluctuations in the project costs. Kurtz reported assessments could be from 20% to 100% of the project costs. Kurtz reported bonds could be issued after the project has been ordered based on estimated or actual project costs. Kurtz reported the bonding timeline would be based on when the City needs the funds for the project. Kurtz reported on the general obligation bond considerations, including flexibility on debt issuance (no more than 3 years after project completion), the bond term cannot exceed the life of the project, and the assessment term usually matches the term of the debt. Kurtz provided sample bond scenarios for a \$4.4 million project with 12 year and 15 year terms with 50% and 25% assessments. Kurtz presented the example of a 12 year bond term with 25% assessments would have an estimated total interest of \$1,918,128, estimated annual debt service payments of \$537,500, and estimated annual tax levy of \$412,300. Kurtz reported for a 12 year bond term with 50% assessments the estimated annual tax levy amount would reduce to \$259,000. Kurtz reported extending the bond term to 15 years would result in higher interest payments, but the annual debt service payments would be reduced. Kurtz reported her role is to work with the Council, S.E.H., and staff to develop a financing package to fully fund the project and find a way to balance assessments, the levy, and affordable debt service payments. Kurtz reported at the point of financing she would return to a meeting for the call for a sale of the bonds. Kurtz reported at that time there would be a walkthrough of the plans for financing, including the project amount, bond term, estimated assessment amounts, and estimated levy amounts. Kurtz reported the bonding process would take approximately 30 days to complete. Kurtz reported one bond could be issued for project stages over three years if needed, but the challenge would be future interest rate and project cost increases.

The Council thanked Alex Voit, Neil Heinonen, and Rebecca Kurtz for attending the meeting.

Bruce Miller, Vice President, Emily/Outing Snowbirds Snowmobile Club, requested permission to use the north end of the Ballfield Park for Annual Youth Snowmobile Training for children between the ages of 12 and 15. Miller reported if there is no snow they will install wheel kits on the snowmobiles so the turf is not disturbed. **MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY/OUTING SNOWBIRDS SNOWMOBILE CLUB TO USE THE BALLFIELD PARK ON DECEMBER 2, 2023 FOR ANNUAL YOUTH SNOWMOBILE TRAINING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Dan Brennan, Emily Mine Information Group, discussed the North Star Manganese (NSM) mineral lease requests on 800 acres of state land in Emily. Brennan stated the original manganese deposit exploration land is approximately 180 acres and NSM is requesting mineral leases for 800 acres of state land around it. Brennan stated the footprint of the manganese deposit exploration would increase five times with the leased land. Brennan stated the original intent from 2011 was to have a relatively small footprint, which suited a small operation. Brennan stated NSM applied for mineral leases in May 2021. Brennan reported there was a request for comments period during the mineral lease application process. The Emily Mine Information Group completed a data request, received the comments, and determined the opposition to the mineral leases was about two to one. Brennan stated negotiations for the mineral leases continue. Brennan stated the Executive Council is meeting in November 2023 and the Emily Mine Information Group understood there may be a good chance a recommendation for the mineral lease applications may be considered. Brennan reported if the Department of Natural Resources (DNR) recommends the mineral leases for 800 acres, the process provides an opportunity for people to make their positions known to the Executive Council. Brennan discussed possible negative health effects and environmental issues if the land were to be mined. Brennan stated the Emily Mine Information Group searched for an area that benefited economically and health wise from manganese mining but could not find one. Brennan stated the Emily Mine Information Group's position on the mineral leases is to not approve the mineral leases due to health and environmental concerns. Brennan stated the mineral leases would be for a term of 50 years with possible extensions, the mineral lease process engages the mining process if it is going to occur, the requested land does not fit the footprint of the community, and there are risks to the community's recreation, tourism, and economy. Brennan stated the Emily Mine Information Group requests the City to seriously consider taking a position on NSM's mineral lease applications at this stage. Brennan stated the group is willing to share their research. The Council thanked Dan Brennan for attending the meeting.

FIRE DEPARTMENT: Chief Chad Genz reported the October Fire Department meeting was held with 16 members present and reported 1 fire call. Equipment and SCBAs were checked. The new Engine #2 has been delivered. Training was held on propane tank fires.

The Emily Firemen's Relief Association audit reports were received and the required 2024 municipal contribution to the Fire Relief pension was reported at \$16,896.

The Council discussed amendment of the Emily Firemen's Relief Association Bylaws as approved by the Fire Relief members. The amendments include an annual benefit level amount increase from \$1,750 per year to \$2,500 per year effective January 1, 2024 and to \$3,000 per year effective January 1, 2025 and employment of all Emily First Response Unit members on the Emily Volunteer Fire Department effective January 1, 2024. The benefit level amount increase is projected to require a 2024 municipal contribution of \$60,873, which was accounted for in the 2024 Preliminary Budget. Discussion included the benefit level amount would increase by 42% if approved, which exceeds the cost of living increase. Discussion included the impact to the budget and the required municipal contribution from a large benefit level amount increase and for the addition of the First Responders. There were recommendations for incremental benefit level amount increases over the next couple of years and to budget in the future to make additional contributions to the Fire Relief pension to allow for future benefit level amount increases. Chief Genz stated the Fire Relief benefit level amount has been lower than other departments for a long time and there has not been a raise for a while. Discussion included issues with recruitment and retention on the Fire Department and First Response Unit. Discussion included combination of the Fire and First Response Units has been considered for some time. **COUNCILMEMBER KOCH MADE THE MOTION TO RECOMMEND THE EMILY FIREMEN'S RELIEF ASSOCIATION CONSIDER REDUCING THE ANNUAL BENEFIT LEVEL AMOUNT INCREASE FROM \$2,500 TO \$2,000 WITH \$250 INCREASES OVER THE NEXT 2 YEARS AND TO KEEP EMPLOYMENT OF THE EMILY FIRST RESPONSE UNIT MEMBERS ON THE EMILY VOLUNTEER FIRE DEPARTMENT. THE MOTION DIED FOR THE LACK OF A SECOND. COUNCILMEMBER KOCH MADE THE MOTION TO RECOMMEND THE EMILY FIREMEN'S RELIEF ASSOCIATION CONSIDER A BENEFIT LEVEL AMOUNT INCREASE OF \$300 THIS YEAR AND \$300 NEXT YEAR AND TO KEEP EMPLOYMENT OF THE EMILY FIRST RESPONSE UNIT MEMBERS ON THE EMILY VOLUNTEER FIRE DEPARTMENT. THE MOTION DIED FOR THE LACK OF A SECOND. COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-40 RATIFYING AMENDED BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION WITH A BENEFIT LEVEL AMOUNT INCREASE FROM \$1,750 PER YEAR TO \$2,500 PER YEAR EFFECTIVE JANUARY 1, 2024 AND TO \$3,000 PER YEAR EFFECTIVE JANUARY 1, 2025 AND EMPLOYMENT OF ALL EMILY FIRST RESPONSE UNIT MEMBERS ON THE EMILY VOLUNTEER FIRE DEPARTMENT EFFECTIVE JANUARY 1, 2024. THE MOTION DIED FOR THE LACK OF A SECOND.** Chief Genz reported he will bring the proposed Emily Firemen's Relief Association Bylaws amendment back to the members for further discussion.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT RESOLUTION 23-42 ACCEPTING DONATION TO THE CITY OF \$6,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION FOR THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City will be receiving Minnesota Public Safety Aid for an estimated \$37,677. Allowable uses of the aid include purchase of equipment related to fire, rescue, and emergency services. Distribution of the funds will be made on December 26, 2023 and the State does not allow reimbursement for expenses prior to receiving the funds.

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-46 ACCEPTING DONATION TO THE CITY OF \$10,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION FOR THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

POLICE DEPARTMENT: A Sheriff's Office representative reviewed the Emily Police Department to determine how much time it may take to complete an inventory, determine what items could be reused, and determine what would be required for a possible northern outpost.

**WASTEWATER: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-44 REGARDING UNPAID SEWER CHARGES TO ASSESS A TOTAL OF \$4,864.34 IN UNPAID SEWER CHARGES TO PROPERTY TAXES AS IDENTIFIED AT THE INTEREST RATE OF 12% PER ANNUM PER CITY CODE 50.28 SECTION C.**

**COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAINTENANCE:** Maintenance Supervisor Brian Foster reported shouldering roads, working on the wingwalls of Emily Dam, putting equipment away for the winter, and installing snow equipment.

**CITY HALL:** After several pickleball player injuries in the City Hall Gym the League of Minnesota Cities Insurance Trust (LMCIT) recommended everyone using the Gym for an activity sign an Annual Waiver and Release of Liability form. **MAYOR JONES MADE THE MOTION TO APPROVE THE OPEN GYM POLICY AND ANNUAL WAIVER AND RELEASE OF LIABILITY REVISIONS AS PRESENTED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**CEMETERY:** Council Liaison Butcher reported two staking fees and three burials.

**ROADS: MAYOR JONES MADE THE MOTION TO APPROVE THE J.F. BRENNAN INVOICE FOR \$12,567.70 FOR LABOR, EQUIPMENT, AND MATERIALS TO REPAIR THE EMILY DAM. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**PERSONNEL:** Mayor Jones closed the meeting for consideration of a personnel matter and preliminary consideration of allegations of misconduct against an individual subject to the City Council's authority under Minnesota Statute 13D.05, Subd. 2(b) at 7:27 p.m.

The meeting re-opened at 7:54 p.m. **COUNCILMEMBER BUTCHER MADE THE MOTION TO SEND COMMUNICATION TO THE PARTY AS DISCUSSED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHLL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Council thanked City Attorney Pearson for attending.

Earned Sick and Safe Time (ESST) is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse. ESST goes into effect on January 1, 2024. An employee is eligible for ESST if they work at least 80 hours in a year for an employer in Minnesota. Eligible employees are believed to include temporary employees, part-time employees, seasonal employees, board and commission members, election judges, firefighters, first responders, and police officers working at least 80 hours in a year. The state determined elected officials are not eligible for ESST.

**CONCILMEMBER KOCH MADE THE MOTION TO APPROVE LOCAL 49 UNION COLLECTIVE BARGAINING AGREEMENT MEMORANDUM OF UNDERSTANDING TO ACKNOWLEDGE ADHERENCE TO MN STATUTE 181.9445-181.9448 EARNED SICK AND SAFE TIME REQUIREMENTS EFFECTIVE JANUARY 1, 2024. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ACCEPT RESIGNATION OF BILL SPIESS FROM THE PLANNING COMMISSION EFFECTIVE NOVEMBER 14, 2023. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPOINT DAVID JOHNSON AS A PLANNING COMMISSION MEMBER FOR A FOUR YEAR TERM, JANUARY 2024 THROUGH DECEMBER 2027. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPOINT DENISE VUKELICH AS A PLANNING COMMISSION MEMBER FOR A FOUR YEAR TERM, JANUARY 2024 THROUGH DECEMBER 2027. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**PLANNING & ZONING: MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 23-03 AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE AS IT RELATES TO THE LAND USE MATRIX TO MODIFY THE ALLOWED USES AND PROCESSES 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. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE AMENDMENT 23-03 AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE AS IT RELATES TO THE LAND USE MATRIX TO MODIFY THE ALLOWED USES AND PROCESSES AND PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 23-04 AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE AS IT RELATES TO RULES OF CONSTRUCTION; DEFINITIONS TO MODIFY THE DEFINITION OF “BLUFF” 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. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE AMENDMENT 23-04 AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE AS IT RELATES TO RULES OF CONSTRUCTION; DEFINITIONS TO MODIFY THE DEFINITION OF “BLUFF”. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Northern Lights Over Roosevelt Lake Homeowners Association requested modification to their previously approved plat. The requested changes to the conditions are to allow for parking within the “drop off” area and to allow their docking to be stored on the shoreline. If the Minnesota Department of Transportation (MnDOT) submits comments regarding the requested condition changes, the Planning Commission could further consider the modification request. **COUNCILMEMBER HANSON MADE THE MOTION TO DENY THE NORTHERN LIGHTS OVER ROOSEVELT LAKE HOMEOWNERS ASSOCIATION’S REQUEST FOR MODIFICATION TO THEIR PREVIOUSLY APPROVED PLAT (APPLICATION NUMBER 09-3327) PER THE RECOMMENDATION OF THE PLANNING COMMISSION DUE TO THE LIMITED ABILITY TO MAKE CHANGES TO THE CONDITIONS RECOMMENDED BY MNDOT DURING THE ORIGINAL PLAT APPROVAL IN 2009. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included Planning and Zoning Administrator Cotner reported the comment period for MnDOT has officially closed, the City went above and beyond the minimum requirements to try and communicate with MnDOT, and the City Council may proceed with their decision on the matter. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LIBRARY: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The 2023 Land Use and Subdivisions Ordinance amendments adopted to date will be sent to American Legal Publishing for update to the City Code.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM completed the final shipments of core samples to the assay laboratory for analysis in October and most of the work in the next few months will be undertaken at metallurgical facilities for testing and analyzing selected samples. NSM’s environmental consultants will continue to visit the site until the ground is frozen or winter snow to ensure all operations comply with the State’s environmental requirements. Additional activities that will take place over the next few months include continued site reclamation, reseeding drill pads and temporary trails, and contouring areas from rain runoff. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023 and into 2024.

Crow Wing Power provided the brief review/summary of the Emily well water testing completed from 2010/2011 as provided by Barr Engineering.

Clean Up Day 2023 expenses were discussed. Crow Wing Landfill Reimbursement Program reimbursed \$1,000. The remaining total of \$1,060.13 will be cost shared with Fifty Lakes. Fifty Lakes will be invoiced for \$530.06.

NEW BUSINESS: The proposed revised Wage Schedule Policy includes budgeted planned wage increases to be effective January 1, 2024. The revisions included Planning & Zoning Commissioners and Alternates to \$85 per meeting, Volunteer Fire Department Chief increase of \$600 to \$3,000 annually due to the planned combination of departments, Volunteer Fire Department Training Officer to \$500 annually, Seasonal Maintenance Worker to \$17 per hour, Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow

Driver to \$17 per hour, and Part-Time Zoning Clerk/Office Assistant to \$21 per hour. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY REVISIONS WITH CHANGES OF A WAGE INCREASE TO \$18 PER HOUR FOR THE SEASONAL MAINTENANCE WORKER, INTERMITTENT WINTER SEASONAL MAINTENANCE WORKER, AND INTERMITTENT WINTER SEASONAL BACKUP SNOWPLOW DRIVER POSITIONS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-41 TO SUPPORT THE EFFORTS OF IDEAL TOWNSHIP, CROW WING COUNTY, MN TO IMPROVE THEIR TRANSFER STATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-43 REGARDING UNPAID ADMINISTRATIVE CIVIL PENALTIES TO ASSESS A TOTAL OF \$2,500 IN UNPAID ADMINISTRATIVE CIVIL PENALTIES TO PROPERTY TAXES AS IDENTIFIED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City slogan contest is open through 2023. The City requests short, catchy phrases that will capture the spirit of the community. The last day to submit slogan ideas is December 31, 2023. Slogans may be submitted via QR code, a form on the City website, or a paper form from City Hall.

The Council discussed options for application to the Sourcewell Consultant Services Reimbursement Program for reimbursement of S.E.H. engineering services costs. The matching program is for up to \$10,000 (\$5,000 reimbursement) on a first come/first served basis. **MAYOR JONES MADE THE MOTION TO APPROVE APPLICATION TO THE SOURCEWELL CONSULTANT SERVICES REIMBURSEMENT PROGRAM FOR REIMBURSEMENT OF S.E.H. ENGINEERING SERVICES COSTS FOR THE 2023 EMILY DAM REPAIR FOR A TOTAL OF \$7,165.62 WITH POSSIBLE REIMBURSEMENT OF \$3,582.81. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE NOT WAIVING THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY FOR THE CITY'S LMCIT PROPERTY/CASUALTY INSURANCE COVERAGE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE CLASEN & SCHIESSL CPAS AUDIT ENGAGEMENT LETTER FOR 2024 FOR AUDIT SERVICES NOT TO EXCEED \$11,950. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

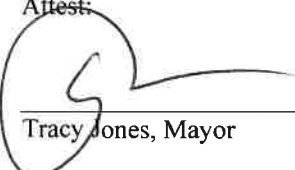
CORRESPONDENCE: Discussion included Crow Wing County regarding ALERT for updates on Crow Wing County's Little Emily Lake Park Project, Local 49 Union regarding health and welfare premium increase of \$55 to \$1,475 per union employee on March 1, 2024, MnDOT regarding Local Partnership Program Solicitation, and Initiative Foundation regarding thank you for the donation.

SCHEDULED UPCOMING MEETINGS: The Truth in Taxation Public Hearing will be held on Tuesday, December 12, 2023 at 6 p.m. at the Emily City Hall. A Special Council Meeting will be held on Wednesday, December 13, 2023 at 12 p.m. at the Emily City Hall for S.E.H. presentation of Feasibility Study for planned 2024 Road Improvement Project.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:20 P.M. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

  
Cari Johnson, MCMC, City Clerk/Treasurer

Attest:  
  
Tracy Jones, Mayor