

City of Emily

AGENDA

Tuesday, July 9, 2024

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- MINUTES: March 13, 2024 Council Meeting
April 9, 2024 Council Meeting
- FINANCIAL REPORT: June 2024 Checking Beginning Balance \$970,382.50, Ending Balance \$1,294,844.61
- RECEIPTS: General \$536,129.91, Sewer \$2,220.58, Total \$538,350.49
- CLAIMS FOR APPROVAL: \$196,910.54 for Pine River State Bank Checks #61484 to #61549 and automatic withdrawals #330802 to #330808
- INVESTMENTS (Market Value): \$396,803.61
- TOTAL CHECKING/INVESTMENTS: \$1,691,648.22

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

SPEAKERS: 6:10 p.m. Lt. Craig Katzenberger and Kristen MacLeod re: Flock Security System
6:20 p.m. Jamie Lee re: candidacy for Crow Wing County Commissioner

FIRE DEPARTMENT

- Budgeted additional municipal contribution of \$44,000 to the Emily Firemen's Relief Association towards the deficit in the pension. *(Council action – motion)*
- SCBAs annual lease payment of \$15,944.03 to Tax-Exempt Leasing Corp from the General Fund as budgeted. *(Council action – motion)*
- Resolution 24-27 Accepting Donation to the City of \$5,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund. *(Council action – motion)*
- Resolution 24-29 Accepting Donation to the City of \$8,000 from the Emily Firemen's Relief Association to the Celebrate Emily Day Committee for Emily Day Fireworks. *(Council action – motion)*
- Recommendation of Fire Department to accept resignation/retirement of Kenny Roden from the Fire Department effective July 4, 2024 with no required repayment of fire training. *(Council action – motion)*
- LMC model policies for Alcohol and Drug Use Firefighter Response and Zero Tolerance Firefighter Response. *(Information/Council action – motion)*
- Update regarding development of Fire & Rescue Department ordinance. *(Information/Council action – motion)*

FIRST RESPONSE UNIT

- Officer elections will be re-held after the City Code amendment is approved for the combination of the Fire Department and First Response Unit. *(Information)*

LAW ENFORCEMENT

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

- Crow Wing County Sheriff's Office request to partner with the City for installation of a minimum of two Flock Safety automatic license plate reader systems for approximately \$2,500 to \$3,000 per system annually. *(Information/Council action – motion)*

WASTEWATER

- Update regarding MPCA required repairs of wastewater treatment system. *(Information)*
 - Wastewater Operator request for City Engineer to inspect the influent control structure and determine recommended level of repair, including coating or replacement. *(Council action – motion)*

PLANNING & ZONING

- Quotes for constructing a doorway between the Planning and Zoning and Clerk's Offices and installation of a door per structural engineer's specifications (\$4,000 budgeted) (\$30,000 saved for access/security system, \$10,245.51 spent to date): *(Council action – motion)*
 - HyTec Construction for \$10,750 with removal of electrical.
 - Wes Hanson Builders, Inc. for \$9,410.87 with no electrical.
 - Electrical only:
 - Up North Electric for removal of electrical for \$240.
- Planning Commission recommendation for Council moratorium on early cannabis cultivation to allow time for development of Land Use and Subdivision Ordinance revisions, including land use matrix. *(Information/Council action – motion)*

ATTORNEY

ROADS

- Crow Wing County Highway Department County Road 1 rehabilitation project in 2025 with opportunity for City to bid resurfacing project jointly. *(Information/Council action – motion)*
- MnDOT Miscellaneous Work on Trunk Highway Right of Way permit for installation of two electronic speed signs on State Hwy 6 approved with no required security deposit. Two electronic speed signs ordered from TrafficLogix. *(Information)*
- Update on damage to Blue Lane East pavement by contractors. *(Information/Council action – motion)*

MAINTENANCE

CITY HALL

- Up North Electric quote for adding receptacles for the new security system and for the TV in the hallway for a total of \$450. *(Council action – motion)*

CEMETERY

PARKS

- Resolution 24-26 Accepting Donation to the City of \$5,000 from the Outing Chamber of Commerce to the Park Fund – Pickleball Fund. *(Council action – motion)*
- Resolution 24-28 Accepting Donation to the City of \$1,000 from the Emily Firemen's Relief Association to the Park Fund – Pickleball Fund. *(Council action – motion)*
- Update on pickleball court construction. *(Information)*

LIBRARY

PERSONNEL

- Proposed Personnel Policy revision due to update in the Earned Sick and Safe Time law, including exemption for firefighters and first responders. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- City Slogan Contest open. *(Information)*
- City approved for Sourcewell Community Impact Funds. *(information)*

NEW BUSINESS:

- Proposed Capital Improvement Plan Projects by Funding Source spreadsheet for 2024 through 2028. *(Council action – motion)*

- Bond Trust Services interest payments for a total of \$18,275 plus \$950 in agent fees as follows:
 - 303 Debt Service Fund – 2012 City Hall Improvement - \$2,337.50
 - 304 Debt Service Fund – 2014 Road Improvement - \$3,491.25 and \$475
 - 602 Debt Service Fund – 2013 Sewer - \$12,446.25 and \$475
- Candidate filing period will be open from Tuesday, July 30, 2024 until Tuesday, August 13, 2024 at 5 p.m. for one Mayor candidate and two Council Member candidates.
- Schedule Meet the Candidate Night.
- Resolution 24-30 Accepting Donation to the City of \$2,000 from the Outing Chamber of Commerce to the Celebrate Emily Day Committee for Emily Day Fireworks

CORRESPONDENCE:

- ✓ League of Minnesota Cities re: notification of preliminary maximum dues increase, proposed fiscal year changes and timing of dues notices, and additional changes to League constitution and bylaws.
- ✓ Widseth re: SS4A Planning Grant Updates.
- ✓ International Union of Operating Engineers re: Notice of Desire to Negotiate.
- ✓ Crow Wing County Attorney re: misdemeanor prosecution fees will remain the same in 2025.

Scheduled Upcoming Meetings:

- The August Regular Council Meeting will be held on Monday, August 12, 2024 at 6 p.m.
- State Primary Election will be held on Tuesday, August 13, 2024.

ADJOURN

Request Placement on Agenda
City of Emily
Emily, MN 56447

RECEIVED
JUN 05 2024

BY:

Deadline: This form and all supporting material MUST be received in the Clerk's office by noon the Thursday before a Regular Council Meeting.

Name of person making request Jamie Lee

Subject for consideration Introduction of campaign for County Commissioner.

I will not be able to arrive until closer to 7PM. If this will be an issue, I understand and will need to reschedule for another time.

Regular Council Meeting Date July 9, 2024

Or other meeting date —

Will you attend the meeting? YES or NO

If NO, will you have representation & who? —

Are you making a monetary request? YES or NO

If YES, please explain (include all bids with City of Emily on bid) —

Will you have presentation material or other information for distribution? YES or NO

If yes, the Clerk's office must receive 7 copies for meeting packets.

I understand that my time is limited to 5 minutes:

I further understand that City Council Meetings are public; therefore, all presentation materials distributed are public information:

Jamie Lee
Signature

060424
Date

Jamie Lee
Print name

218 866 9040
Phone (in case of meeting cancellation)

Thank you!!

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

March 13, 2024

The Emily City Council met for a regular meeting on Wednesday, March 13, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:03 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. City Engineer Jeff Ledin, S.E.H., and Alex Voit, S.E.H., attended the meeting remotely. Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting and opened the Public Hearing at 6:03 p.m. The proposed 2024-02 Fee Schedule Ordinance included amendments to Section 152 Land Use and Subdivisions for addition of a fee for modification of variance, conditional use permit, or interim use permit condition(s), addition of a per_unit description for the interim use permit fee, and update to the per_unit descriptions for variance and conditional use permit fees. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing and reopened the regular Council Meeting at 6:05 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER HEMPHILL 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 February 13, 2024 Council Meeting and February 20, 2024 Special Council Meeting and the Treasurer's Report from February 2024: Checking Beginning Balance \$1,144,433.26 and Ending Balance \$1,058,666.24; Receipts to General fund \$18,715.60, Sewer fund \$4,401.56, Total \$23,117.16; and Claims for Approval: \$66,583.70 including Pine River State Bank checks #61199 to #61278 and automatic withdrawals #330772 to #330778; Investments \$396,042.67; Total Checking/Investments \$1,454,708.91. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Dan and Fran Barrett sponsor The Log Cabin Yetis softball team. Barrett reported the ten teams in the league decided to use Emily's baseball fields and the league holds two annual tournaments. Barrett requested the Council purchase an electronic scoreboard for the main baseball field. Barrett also requested the scoreboard recognize Barry Hite because Hite is the team's biggest fan, coached the players when they were younger, and attends all the games. Barrett provided a quote from Varsity Scoreboard for a total of \$4,645 including personalization. Barrett obtained a verbal quote from Northern Lakes Electric for \$1,500 to install the electrical with Maintenance personnel completing the trenching work.

Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector, and Rob Hall, Assistant County Highway Engineer, attended the meeting regarding the bridge report and bridge maintenance. Dosh reported on the Roosevelt Drive over Crooked Creek Bridge #L2877. Dosh reported the superstructure of the bridge is rated as a 4, which is poor condition, the condition of the bridge has deteriorated to the point where annual inspections are required, and the bridge is ranked third up from the bottom in the County. Dosh reported maintenance is needed to address washing under the wood portions of the abutments for stabilization, replace bolts on the timber rail, and remove a large tree that is across the channel. Dosh reported during high water the bridge has had scour problems in the past, which have been stabilized with the addition of concrete. Dosh reported as long as the concrete remains the bridge is protected from scouring unless the river gets under or behind the concrete. Dosh recommended watching the bridge during times of high water. Dosh reported the deck bituminous has potholes and the beams have section loss, so Dosh no longer recommends overlaying the deck. Overlaying the deck would cost \$25,000 to \$30,000.

Dosh stated no more weight may be added to the bridge. Dosh recommended patching the deck as needed until the bridge is replaced. Dosh reported there is a waterproof membrane under the bituminous to keep water from reaching the beams, but the current condition of the membrane is unknown. Dosh reported the State has been using a mastic sealant over the top of bridge decks and that may be an option for the City to provide some time before bridge replacement. Dosh reported the worst of the flaking rust is on top of the lower flanges of the interior steel beams and primarily in the wheel paths. Dosh reported the flaking rust is bad enough that loss can be measured, but there has been little section loss. Dosh believes the beams are ½", so loss of 1/32" is only 10% loss. Dosh reported the load ratings account for section loss of the beams. Dosh reported about 10 years of good life are left in the bridge. Dosh reported the bridge replacement process for funding takes about 4 to 5 years. The first step in the replacement process would be to get on the bridge replacement list, which requires an engineer's estimate. The bridge replacement process would include acquiring right-of-way for expansion.

Rob Hall recommended completing minimal maintenance to keep the bridge functional and working until replacement. Hall reported there are a number of funding options, but the main one is the Local Bridge Replacement Program. The Local Bridge Replacement Program funding is available on a first come, first served basis. Hall recommended the City work with the City Engineer on development of a bridge replacement design over the next year. Hall reported the design process would include the type of bridge, the amount of right-of-way the City would need to purchase, and how to keep one bridge functional while constructing another. Hall recommended using the State bonding program because it currently has healthy funding. Hall reported there are other options, including a couple of federal funding programs, but the processes have more requirements, reports, and up-front costs and do not pay more than the State's bonding program would. Hall reported with the State bonding program typically the City would pay the first \$10,000 towards the bridge replacement and the first \$10,000 towards the engineering. Hall reported the program could provide 70% to 80% of the cost of the bridge. The cost of the approach to the bridge would be a local cost and the design of the bridge determines the amount of approach needed. The purchase of right-of-way would also be a local cost. Hall reported the box culvert design is wider and may require more right-of-way.

Jeff Ledin, City Engineer, S.E.H., reported the City has been planning to order the preliminary design work for the Roosevelt Drive Bridge replacement and included funds in the budget for 2024. Ledin reported the City needs to determine right-of-way and environmental needs. Ledin reported the location may not be conducive to box culverts and a bypass would be needed downstream. Ledin recommended meeting with Dosh, Hall, and City representatives before starting on the preliminary design. Ledin reported the County has ranked the bridge very low, so the City is justified in expending funds to replace the bridge. Ledin reported construction costs will keep increasing and recommended starting the process soon.

Wayne Dosh recommended the City have an average daily traffic count completed for the bridge. Dosh reported the last count was completed in 1986 with an average of 15 cars per day crossing the bridge. The location has grown and traffic has drastically increased. Hall reported the County could set up the traffic count. Hall reported the traffic count would be considered during the application review process.

Dosh reported the Roosevelt Drive Bridge is on the County's resolution for replacement as a priority. Dosh reported the cost for bridge replacement with a box culvert design is estimated at \$939,000 with construction in 2029. Dosh reported roughly \$188,000 would be grading work, which does not qualify for bridge funding and would be local cost. Dosh reported an estimated 40% to 45% of the cost would be for the culvert, which would be a two cell pipe. The State bonding program would require the City to construct a bridge with a 30' to 32' wide deck with two 11' wide driving lanes and 2' wide shoulders to replace the current single lane bridge. Dosh reported constructing a new bridge would cost \$931,000 in 2029. Dosh estimated \$128,000 for the grading work. Dosh reported bridge construction costs increase by 4% to 4.5% per year. Dosh reported bridge replacement costs double every 10 to 12 years. Hall reported the grant would pay more for the bridge than the box culvert due to grading costs, but the box culvert style requires less long-term maintenance. Hall reported box culvert style bridges are pretty self-maintaining with very little water damage. Dosh reported crack sealing would be needed every 3 to 4 years for box culvert style bridges. Dosh reported typically concrete bridges would need to be sealed with epoxy every 3 to 5 years and any damage from scouring would need to be repaired. Dosh reported no guardrails would be required with a box culvert style bridge due to low traffic flow, but bridge railing would be required.

Jeff Ledin reported a prior plan for sandblasting and repainting the current bridge beams was more expensive than warranted by the life of the bridge. Ledin reported minimal maintenance should be completed, such as patching the potholes, to keep the bridge going. Ledin reported riprap should be installed under the abutment, but any other

maintenance should be set aside. Ledin reported the City should concentrate on bridge design, right-of-way acquisition, and environmental clearance to be ready for the bridge replacement. Ledin reported there are currently more funds available for bridge replacement than historically, so the City should prepare for the bridge replacement soon. Ledin reported a good preliminary bridge design and having the time-consuming requirements completed will put the City in the best position for funding.

After Council discussion Jeff Ledin reported S.E.H. will present an agreement for development of the preliminary design to replace the Roosevelt Drive Bridge at the April Council Meeting for Council consideration. Crow Wing County is in favor of the City moving forward with replacement of the bridge. Ledin reported he will collaborate with Crow Wing County on development of the design proposal. Ledin reported S.E.H. will complete the topographic survey and land survey and Crow Wing County will complete the traffic count and participate in a site meeting.

The Council thanked Wayne Dosh and Rob Hall for attending the meeting.

A Special Meeting was scheduled for Wednesday, March 20, 2024 at 1 p.m. for a field trip to review roads for the Feasibility Study.

The Council thanked Jeff Ledin and Alex Voit for attending the meeting.

FIRE DEPARTMENT: Chief Chad Genz reported the February Fire Department meeting was held with 15 members present and reported 0 fire calls. All equipment was checked and the Fire Hall was cleaned.

MAYOR JONES MADE THE MOTION TO APPROVE A FIRE PROTECTION CONTRACT RATE DECREASE FROM 3.14174% TO 2.874% AND FIRST RESPONSE COVERAGE CONTRACT RATE DECREASE FROM .67776% TO .51838%, FOR A TOTAL RATE DECREASE FROM 3.8195% TO 3.39238%. 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 24-16 DECLARING EQUIPMENT OR PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF THE SAME TO DISPOSE OF THE 1999 GMC FIRE PUMPER TRUCK TO CROOKED LAKE TOWNSHIP AT A PRICE OF \$15,000. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. Granite Electronics will remove the radio from the fire truck before it is sold and install the radio in the new fire truck for approximately \$1,000.

The Council discussed decommissioning the 1998 Polaris 6 wheel ATV. There had been a question of whether a firefighter could tow the Polaris 6 wheeler and trailer with their personal vehicle. A firefighter's own liability insurance would be primary when towing a City trailer. If the firefighter did not have sufficient liability limits, the City's auto liability would be excess coverage. The Council did not approve the option to make the City's liability insurance coverage primary for \$12 per person, with no physical damage coverage, for any firefighter using a personal vehicle to tow the trailer and Polaris 6 wheeler. The City had purchased a Ranger side by side to replace the Polaris 6 wheeler. The Fire Department members voted to keep the Polaris 6 wheeler. There was a discussion regarding the location of the 6 wheeler in the Fire Hall and difficulty in utilizing it. The possibility of moving the 6 wheeler to the old Maintenance Shop for ease of access was discussed. The Council made the decision to keep the 6 wheeler for now and may revisit whether to sell it in one year.

The Council also discussed possible decommissioning of 16 air packs and 30 air bottles that are out of service and stored in the old Maintenance Shop. Chief Genz will contact the DNR to determine if there is an excess property donation program for old air packs and bottles.

Chief Genz presented a plaque for Chad Jordan to recognize Jordan for his 17 years of service to the City as a firefighter.

FIRST RESPONSE UNIT: Council Liaison Hemphill reported the March First Response Unit meeting was held with 7 members present and reported 6 calls in February. The Food Shelf requested an AED for the building. The First Responders have a couple of extra AEDs at this time. A First Responder representative could do monthly checks on the AED. **MAYOR JONES MADE THE MOTION TO APPROVE THE FOOD SHELF'S REQUEST FOR AN AED IN THE CITY OWNED FOOD SHELF BUILDING. COUNCILMEMBER HEMPHILL 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 24-15 ACCEPTING DONATION TO THE CITY OF \$200 FROM BEATRICE RHODE TO THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: The Council discussed options for former Police Department vehicles as follows:

- 2016 Ford Explorer
 - Repurpose as an EMS rig pending the total cost to remove equipment and repurpose and to hire inspection and possible repair of the front end.
 - Sell to Guardian Fleet Safety for \$7,500.
 - Sell to Enforcement Lighting to decommission the vehicle for \$500 (deducted from sale proceeds) including pick up, sale of equipment, work with Adesa Auto Auction for 10% sale fee, and the City could set a minimum bid.
- 2008 Ford Explorer
 - Sell to Guardian Fleet Safety for \$2,500.
 - Sell to Enforcement Lighting to decommission the vehicle for \$500 (deducted from sale proceeds) including pick up, sale of equipment, work with Adesa Auto Auction for 10% sale fee, and the City could set a minimum bid.

COUNCILMEMBER BUTCHER MADE THE MOTION TO DECOMMISSION THE 2016 AND 2008 FORD EXPLORER SQUADS BY SELLING THEM TO GUARDIAN FLEET SAFETY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. COUNCILMEMBER BUTCHER AMENDED THE MOTION TO ADOPT RESOLUTION 24-17 DECLARING EQUIPMENT OR PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF THE SAME FOR SALE TO DISPOSE OF THE FORMER POLICE DEPARTMENT VEHICLES TO GUARDIAN FLEET SAFETY FOR \$7,500 FOR THE 2016 FORD EXPLORER SQUAD AND \$2,500 FOR THE 2008 FORD EXPLORER SQUAD. COUNCILMEMBER HEMPHILL SECONDED THE AMENDMENT. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Lt. Katzenberger, Sheriff's Office, and an interior designer from Connect Interiors inspected the former Police Department rooms to provide a renovation plan for the proposed northern outpost. The designer recommended the prior Police Chief's office become a conference room that could be used by the Sheriff's Office or by the City. The designer provided a design for the main Law Enforcement office and conference room. The designer will send quotes from Connect Interiors for the recommended furniture, carpet, and paint, including colors and finishes. The City is not required to choose the designer's provided options and plans to request additional quotes. Quotes have been requested for update of the City Hall's access and security system.

WASTEWATER: The Wastewater Operator and Maintenance Supervisor inspected the rapid infiltration basins for required maintenance. The Wastewater Operator reported some of the distribution tubes have been hit and some have been cut off from the tee. PeopleService is proposing to provide personnel to assist with replacing the tubes back to the way they were installed. Maintenance personnel would assist by digging trenches with the tractor, hauling sand, and refilling the rapid infiltration basins to the proper level with sand.

PLANNING & ZONING: Council Liaison Koch reported the Planning Commission approved an outdoor market permit for the Emily Wesleyan Church and will be holding a public hearing for an ordinance amendment to the Highway Mixed Use district description.

Quotes were requested for construction of a doorway and installation of a door between the Planning and Zoning Office and Clerk's Office for counter access and safety. One quote was received so the project was tabled until the next Council Meeting for additional quotes.

ATTORNEY: No report.

ROADS: MAYOR JONES MADE THE MOTION TO APPROVE THE MCCOY CONSTRUCTION & FORESTRY EQUIPMENT RENTAL AGREEMENT FOR A 2023 JOHN DEERE 320P BACKHOE LOADER, WITH OPTION C, FOR A TOTAL INSURABLE VALUE OF \$180,000 WITH POSSIBLE TRADE-IN OF 1987 BACKHOE TRACTOR, NO DOWN PAYMENT, AND PURCHASE/PAYMENT AT THE END OF JUNE. 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 RENTAL OF A STREET SWEEPING BROOM FROM RDO EQUIPMENT FOR UP TO 2 WEEKS AT A RATE OF UP TO \$1,800 PER WEEK FOR A TOTAL OF UP TO \$3,600. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAINTENANCE: Maintenance Supervisor Brian Foster reported grading roads, fixing potholes, picking up roadside garbage, park work, and cemetery work.

CITY HALL: The Council discussed two quotes for installation of a bottle filling station/fountain at City Hall. The Pike Plumbing and Heating quote was for \$3,000 to purchase and install a bottle filling station/fountain. The cost to purchase the bottle filling station/fountain from Amazon would be \$1,129. **MAYOR JONES MADE THE MOTION TO SUBMIT AN APPLICATION TO SHIP CROW WING ENERGIZED FOR A PARTNER AWARD FOR REIMBURSEMENT OF UP TO \$1,500 FOR AN UNFILTERED BOTTLE FILLING STATION/FOUNTAIN WITH NO INSTALLATION COSTS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The partner award would pay for the bottle filling station/fountain and the City would pay for the installation.

CEMETERY: No report.

PARKS: The Council discussed two quotes for replacement of the tops of the dugouts using Park Funds. The quote from Genz Construction for replacement of four dugout tops was \$24,909.12 and the quote from Emily Masonry was \$4,900 for replacement of two dugout tops or \$9,000 for replacement of four dugout tops. The lower block portions of two of the dugouts were replaced, but not the tops. The Council made the decision to table the quotes and inspect the dugouts to determine necessary repairs.

COUNCILMEMBER HANSON MADE THE MOTION TO PURCHASE AN 8' X 4' ELECTRONIC BASEBALL SCOREBOARD WITH PERSONALIZATION FROM VARSITY SCOREBOARDS USING PARK DEDICATION FUNDS. MAYOR JONES SECONDED THE MOTION. Discussion included Northern Lakes Electric provided a verbal bid of \$1,500 for electrical work. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

One quote has been received to construct new pickleball courts and another has been requested.

LIBRARY: No report.

PERSONNEL: **MAYOR JONES MADE THE MOTION TO APPROVE DEPUTY CLERK AMY PROKOTT'S ATTENDANCE OF THE 2024 YEAR TWO MINNESOTA MUNICIPAL CLERKS INSTITUTE IN ST. CLOUD FROM MAY 6 TO MAY 10 AT THE COST OF UP TO \$560 FOR REGISTRATION, 5 NIGHTS IN HOTEL NOT TO EXCEED \$875, AND REIMBURSEMENT OF MILEAGE, PARKING, AND FOOD. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER BUTCHER MADE THE MOTION TO ACCEPT THE RESIGNATION OF PAM RODEN FROM THE PARK COMMISSION EFFECTIVE MARCH 13, 2024. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPOINT WES MURNANE TO THE PARK COMMISSION FOR A 3 YEAR TERM OF MARCH 14, 2024 TO DECEMBER 31, 2026. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Two additional members are needed for the Park Commission.

The Council did not approve LMC Annual Conference attendance.

MAYOR JONES MADE THE MOTION TO ALLOW UP TO TWO PLANNING COMMISSION MEMBERS TO ATTEND THE LAND USE 101 TRAINING ON MARCH 27 FROM 10 A.M. TO 3 P.M. IN STAPLES, FREE REGISTRATION, WITH REIMBURSEMENT OF MILEAGE. COUNCILMEMBER HEMPHILL SECONDED THE

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

The Council did approve attendance of other training options of Open Meeting Law and Data Practices or Practical Leadership.

EMILY WATERS: MAYOR JONES MADE THE MOTION TO APPROVE THE 2024 EMILY WATERS COMMITTEE APPLICATIONS FROM JAN MOSMAN, JEAN MCLEOD, AND DAN BRENNAN. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The proposed 2024-02 Fee Schedule Ordinance included amendments to Section 152 Land Use and Subdivisions for addition of a fee for modification of variance, conditional use permit, or interim use permit condition(s), addition of a per_unit description for the interim use permit fee, and update to the per_unit descriptions for variance and conditional use permit fees. MAYOR JONES MADE THE MOTION TO ADOPT THE AMENDED 2024-02 FEE SCHEDULE ORDINANCE AS PRESENTED. 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 THE AMENDED 2024-02 FEE SCHEDULE ORDINANCE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported Electric Metals hired Brian Savage as the new President and Chief Executive Officer. Sandri reported NSM is completing a new Resource Estimate with Forte Dynamics on the drilled portion of the Emily Deposit. The report is expected to be released this Spring. The metallurgical testing and analysis of drilled samples continue to be assessed at Kemetco Research and are expected to continue through mid-2024. Sandri reported environmental visits associated with site reclamation (regrowth in disturbed areas) were reinitiated, and then later suspended, associated with the freeze/thaw conditions at the site. When the weather gets warmer the environmental visits will be reinitiated on a regular basis until the site has met the required reclamation levels. NSM continued its discussions with the Department of Natural Resources (DNR) on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing into 2024.

There were three major storms in 2022. One storm went to the Federal level and two storms stayed at the State level. The final project worksheets were submitted to the State and the City has been reimbursed \$21,114.82, which closes out the paperwork and reimbursement requests for the last of the three storms.

The Council discussed the request to determine interest in the City leasing land from a property owner at little or no cost for public use as an outdoor gun range, including insurance requirements. The Council decided not to pursue opening a gun range. The issue died for lack of a motion.

The Council discussed the request for City Hall to issue physical burning permits. The DNR prefers burning permits to be obtained online. If there was a need for a physical location, the DNR would prefer a location with longer operating hours than City Hall. The Council made the decision not to pursue the issuance of burning permits at City Hall.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE THE 2023 SUMMARY FINANCIAL REPORT FOR PUBLICATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CORRESPONDENCE: Discussion included Crow Wing County regarding final tax rates, Crow Wing County regarding public comment period for Land Use Ordinance revisions, MidMinnesota Federal Credit Union regarding the request to bid for bank account or investment of excess money, Landsburg Landscape Nursery regarding thank you for business last year, WonderTrek Children’s Museum regarding thank you for hosting February Pop-up Play Lab Event, and U.S. Treasury regarding updated ARPA FAQs on affordable housing.

SCHEDULED UPCOMING MEETINGS: The Fire Chief, First Responder Chief, and Council Liaisons will be requested to meet and review City Code to combine the departments.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:52 P.M.
COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

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

April 9, 2024

The Emily City Council met for a regular meeting on Tuesday, April 9, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:03 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. City Engineer Jeff Ledin, S.E.H., attended the meeting remotely. Cari Johnson, City Clerk/Treasurer, was 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 March 20, 2024 Special Council Meeting and the Treasurer's Report from March 2024: Checking Beginning Balance \$1,058,666.24 and Ending Balance \$1,042,285.17; Receipts to General fund \$46,173.39, Sewer fund \$876.56, Total \$47,049.95; and Claims for Approval: \$45,006.22 including Pine River State Bank checks #61279 to #61336 and automatic withdrawals #330779 to #330789; Investments \$396,691.65; Total Checking/Investments \$1,438,976.42. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

FIRE DEPARTMENT: Council Liaison Butcher reported the March Fire Department meeting was held with 14 members present and reported 2 fire calls. All equipment was checked. The radio was removed from the 1999 GMC Fire Pumper Truck and put in the new fire truck.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND TOWNSHIP OF LITTLE PINE WITH FIRE PROTECTION CONTRACT RATE OF 2.874% AND FIRST RESPONSE COVERAGE CONTRACT RATE OF .51838%. 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 APPROVE THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND FAIRFIELD TOWNSHIP WITH FIRE PROTECTION CONTRACT RATE OF 2.874% AND FIRST RESPONSE COVERAGE CONTRACT RATE OF .51838%. 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 THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND ROSS LAKE TOWNSHIP WITH FIRE PROTECTION CONTRACT RATE OF 2.874%. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the April First Response Unit meeting was held with 10 members present and reported 10 calls in March. A meeting was held with the Fire Chief, Chief LeBlanc, and Council Liaisons to review City Code for combination of the Fire and First Response departments. The First Response Unit elected Krista Kommer as Chief and Connie Pollock as Assistant Chief and requested confirmation of the results. **MAYOR JONES MADE THE MOTION FOR THE FIRST RESPONSE UNIT OFFICERS TO REMAIN THE SAME AS THE LAST ELECTION UNTIL THE ONGOING WORK ON THE COMBINED FIRE AND RESCUE ORDINANCE IS COMPLETE. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included not

having a change in leadership during ordinance revision and after the new ordinance is approved requesting the First Response Unit to hold another election. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO ACCEPT THE PAYMENT PLAN OF \$50 PER MONTH FOR A FIRST RESPONDER TRAINING REIMBURSEMENT OF \$600. 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 24-14 ACCEPTING DONATION TO THE CITY OF \$1,350 FROM ROOSEVELT AND LAWRENCE AREA LAKES ASSOCIATION TO THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: The Council discussed quotes for development of the northern outpost for the Sheriff's Office. The City has \$10,000 saved in the 228 Police Fund for paint, carpet, and furniture and \$30,000 saved in the 406 City Hall Fund for the access/security system upgrade. Birchdale Fire & Security currently provides City Hall access and security monitoring, but has not provided a quote to upgrade the system as requested. Midwest Security and Fire provided a quote to remove the existing security/card access system and install a new control panel, card access modules, and multi-class readers for a total of \$6,367.75 with 40% payment due on acceptance. Additional costs for Midwest Security and Fire include virtual keypad access/security monitoring at \$39.99 per month including card programming and remote door control via smartphone or web browser, advanced door reporting per door for \$4 per month, with a total of \$51.99 per month for monitoring with three access doors. Additional costs also include install of a fire alarm network/cellular communication to existing control panel for \$685 with commercial monitoring service of \$45.99 per month, Services Agreement with Security & Fire Partners for annual testing of fire alarm, etc. for \$312 per annual inspection, and access credentials of 50 pack proximity cards for \$305 and 50 pack proximity fobs for \$690. Optional costs for additional access doors (\$4 per month/door) include the kitchen for \$915, exterior gymnasium for \$2,150, interior mid hallway double doors for \$915, and Clerk's Office door for \$2,120. **COUNCILMEMBER KOCH MADE THE MOTION TO ACCEPT THE QUOTE FROM MIDWEST SECURITY AND FIRE TO REMOVE THE EXISTING SECURITY/CARD ACCESS SYSTEM AND INSTALL A NEW CONTROL PANEL, CARD ACCESS MODULES, AND MULTI-CLASS READERS FOR A TOTAL OF \$6,367.75 WITH 40% DOWN PAYMENT, INCLUDING ALL LISTED ADDITIONAL COSTS AND NOT INCLUDING ANY LISTED OPTIONAL COSTS. COUNCILMEMBER HANSON SECONDED THE MOTION.** Discussion included reducing the amount of proximity cards and fobs if able. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The design provided by the interior designer working for the Sheriff's Office includes one desk, two tables, nine office chairs, credenza, lounge, and ottoman. The Connect Interiors quote for the furniture per the design, with design and project management services of \$150, using Omnia and Sourcewell contracts, with a 50% required down payment, with no installation, would be a total of \$12,057.96. Purchase of the furniture per the design through Amazon would be \$3,733.62 with delivery. The Council requested the Clerk's Office request additional quotes for the next regular Council Meeting, including a quote from National Business Furniture. There was a preference for better quality furniture than Amazon.

The Council did not approve purchase of a TV at this time.

MAYOR JONES MADE THE MOTION TO APPROVE THE CONNECT INTERIORS QUOTES FOR CARPET TILES, VINYL WALL BASE, SHIPPING, AND INSTALLATION LABOR FOR THE MAIN OFFICE FOR \$3,170 AND FOR REPLACEMENT CARPET TILES, VINYL WALL BASE, SHIPPING, AND INSTALLATION LABOR FOR THE CONFERENCE ROOM FOR \$965 FOR A TOTAL OF \$4,135. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE FOX GLEN PAINTING QUOTE FOR PREPPING AND PAINTING THE WALLS, PRIMING AND PAINTING WINDOW PANELS, AND PRIMING AND STAIN-SEALING CEILING TILES FOR A TOTAL OF \$1,625. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The check from Guardian Fleet Services for \$10,000 for the sale of the former police vehicles was deposited in the 228 Police Fund.

WASTEWATER: Nothing new to report.

PLANNING & ZONING: Council Liaison Koch reported no Planning Commission meeting was held last month.

MAYOR JONES MADE THE MOTION TO HIRE BRIAN DOBIE, STRUCTURAL ENGINEER, TO INSPECT THE WALL BETWEEN THE PLANNING AND ZONING OFFICE AND CLERK'S OFFICE FOR A DOOR OPENING WITH CHARGE NOT TO EXCEED \$450 AND SUBMIT A REPORT WITH FINDINGS AND REQUIRED REMEDIES FOR \$150 PER HOUR WITH A TOTAL NOT TO EXCEED \$1,000. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ATTORNEY: No report.

ROADS: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-18 ACCEPTING S.E.H. FEASIBILITY REPORT, WITHOUT CALLING A PUBLIC HEARING AT THIS TIME FOR CONSIDERATION OF AN ALTERNATIVE SCALED BACK PROJECT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the resolution closes the Feasibility Report developed for a 2024 Road Improvement Project and makes the report available for future action. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

City Engineer Jeff Ledin, S.E.H., stated Alex Voit, S.E.H., would be available to assist with solicitation for the planned 2024 budgeted street improvements. The City budgeted \$65,689.88 to repair the most deteriorated portions of City streets this year.

MAYOR JONES MADE THE MOTION TO APPROVE THE S.E.H. SCOPE OF SERVICES FOR PRELIMINARY ENGINEERING FOR ROOSEVELT DRIVE OVER CROOKED CREEK BRIDGE REPLACEMENT TO DEVELOP PRELIMINARY PLANS FOR AN AMOUNT NOT TO EXCEED \$49,994. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The City could request reimbursement of up to \$10,000 from the Sourcewell Consultant Services Reimbursement program after payment of the S.E.H. invoice(s).

McCoy Construction & Forestry Equipment approved purchasing the City's 1987 backhoe tractor for \$7,000 on trade-in, which reduced the total backhoe tractor cost to \$132,200.

Pavestripe LLC provided an unsolicited quote for curb painting on State Highway 6 for \$1,100, which was not budgeted for 2024. Curb painting died for the lack of a motion.

MAINTENANCE: Maintenance Supervisor Brian Foster reported brush dump work, cutting trees, street sweeping, general maintenance, and washing and putting snow equipment away. The City of Emily decals were applied on the City vehicles.

CITY HALL: The City's application for a partner award to purchase a hydration station for City Hall was approved by SHIP Crow Wing Energized for up to \$1,500. **MAYOR JONES MADE THE MOTION TO APPROVE THE CROW WING COUNTY SHIP PARTNER AGREEMENT FOR THE PARTNER AWARD FOR REIMBURSEMENT OF UP TO \$1,500 FOR PURCHASE OF A HYDRATION STATION FOR CITY HALL WITH AN IN KIND CONTRIBUTION OF INSTALLATION BY THE CITY AND A REQUIREMENT TO PUBLISH A MIDWEEK MOTIVATOR ARTICLE IN THE BRAINERD DISPATCH WITH PHOTOS. 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 PURCHASE AN ELKAY BOTTLE FILLING STATION, NON-FILTERED, THROUGH AMAZON FOR UP TO \$1,500. 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 HIRE PIKE PLUMBING AND HEATING TO REMOVE THE EXISTING WATER COOLER AND INSTALL A SUPPLIED WATER COOLER/BOTTLE FILLING STATION FOR \$1,240.

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

CEMETERY: No report.

PARKS: MAYOR JONES MADE THE MOTION TO REQUEST QUOTES TO REPLACE THE SIDING AND FASCIA ON ALL FOUR DUGOUTS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included Councilmember Hemphill will assist with development of criteria for the quotes. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER KOCH MADE THE MOTION TO REQUEST QUOTES FOR THE CONSTRUCTION OF TWO PICKLEBALL COURTS, INCLUDING NETS, FENCING, AND PAINTING. 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 RENT THREE PORTABLE TOILET UNITS FROM AL'S SEWER SERVICE FOR THE CITY PARK, CITY HALL, AND BALLFIELD PARK FOR \$130 EACH PER MONTH WITH EXTRA CHARGE FOR CLEANING IF THE UNITS ARE VANDALIZED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO PURCHASE SCOREBOARD POSTS FROM QUALITY FABRICATING FOR TWO 20' VERTICAL I-BEAM POSTS AND TWO 4' HORIZONTAL BRACES INCLUDING LABOR, PRIME, PAINT, AND FINISH COATING FOR \$1,678. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LIBRARY: No report.

PERSONNEL: MAYOR JONES MADE THE MOTION TO APPOINT GREGORY KOCH TO THE PARK COMMISSION FOR A 3 YEAR TERM OF APRIL 10, 2024 TO DECEMBER 31, 2026 AS RECOMMENDED BY THE PARK COMMISSION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND HEMPHILL VOTED AYE. KOCH ABSTAINED. THE MOTION PASSED.

MAYOR JONES MADE THE MOTION TO HIRE BRIAN MOONEN AND TIMOTHY STROBEL AS PART-TIME SEASONAL MAINTENANCE WORKERS FOR UP TO 32 HOURS PER WEEK PER RECOMMENDATION OF THE PERSONNEL COMMITTEE WITH WAGE OF \$18 PER HOUR AND START DATE OF MAY 6, 2024 PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK AS PER DRAFTED JOB OFFER LETTERS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF KENNY RODEN FROM THE EMERGENCY MANAGEMENT DIRECTOR POSITION EFFECTIVE MAY 1, 2024. 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 APPOINT BRIAN FOSTER AS EMERGENCY MANAGEMENT DIRECTOR EFFECTIVE MAY 2, 2024. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

EMILY WATERS: MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY LAKES AND RIVERS PROTECTION FUND APPROPRIATIONS APPLICATIONS AS RECOMMENDED BY THE EMILY WATERS COMMITTEE AS FOLLOWS: ROOSEVELT AND LAWRENCE AREA LAKE ASSOCIATION FOR ONGOING INSPECTION AT LANDINGS, SURVEYING AND TREATING FOR INVASIVE PLANT AND ANIMAL SPECIES ON ROOSEVELT LAKE FOR \$5,738; RUTH LAKE IMPROVEMENT DISTRICT FOR EURASIAN WATERMILFOIL REMEDIATION ON RUTH LAKE, INCLUDING SURVEY AND TREATMENT FOR \$5,738; AND EMILY LAKES AND RIVER ASSOCIATION FOR INSPECTION AND CONTROL OF EURASIAN WATER MILFOIL IN EMILY AND MARY LAKES AND THE LITTLE PINE RIVER BETWEEN MARY AND EMILY LAKES FOR \$5,738. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported Electric Metals continued working on a new Resource Estimate with Forte Dynamics on the 2023 drilled portion of the Emily Deposit. The report is expected to be released in April. The metallurgical testing and analysis of drilled samples continue to be assessed at Kemetco Research and are expected to continue through mid-2024. Sandri reported environmental visits associated with site reclamation (regrowth in disturbed areas) were reinitiated, and then later suspended, associated with the freeze/thaw conditions at the site. As the weather gets warmer the environmental visits associated with site reclamation will be reinitiated on a regular basis. NSM continued its discussions with the Department of Natural Resources (DNR) on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing into 2024.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE CROW WING COUNTY'S REQUEST FOR CLASSIFICATION TO NON-CONSERVATION AND FUTURE SALE OF LANDLOCKED TAX FORFEITED LAND, PARCEL ID 21180513 WITH A REQUIREMENT FOR THE PARCEL TO ONLY BE OFFERED TO ADJACENT PROPERTY OWNERS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The City planned to apply for a Sourcewell Community Impact Funding Grant in 2024 to purchase and install a generator for City Hall for the Emergency Shelter and purchase and install new microphones in the Council Chambers. Grant applications are chosen via a lottery and the grant is to request between \$20,000 to \$50,000. The 2024 Budget does not include funds for a generator or microphones. The generator quotes received were from Generator Power Systems for \$129,818.10 including the electric boiler, Generator Power Systems for \$58,189.04 not including the electric boiler, and Holden Electric for \$74,425 with emergency power to boiler pumps for backup boiler. The microphone quote received from Tremolo was for \$1,390. The quotes are for over the grant amount and the 2024 Budget does not include funds for the purchases.

The City had planned to include purchase of electronic speed signs in the Sourcewell Community Impact Funding Grant application, but this year public safety purchases are no longer eligible. Purchase of electronic speed signs would be eligible for the Sourcewell Match Funding Grant, but the City would need a budget for the matching funds. **MAYOR JONES MADE THE MOTION TO CONTACT THE CITY ATTORNEY TO DETERMINE IF ELECTRONIC SPEED SIGNS WOULD BE AN ELIGIBLE USE OF PUBLIC SAFETY AID FUNDS. 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 PURCHASE AND INSTALL A NEW CLERK'S OFFICE COMPUTER FROM TREMOLO FOR \$874.94. 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 CROW WING COUNTY HISTORICAL SOCIETY'S REQUEST FOR A DONATION WITH A DONATION OF \$100 AS BUDGETED. 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 24-19 APPROVING A LAWFUL GAMBLING PERMIT FOR THE LAKERS LIONS OF EMILY, OUTING & FIFTY LAKES TO HOLD A RAFFLE DRAWING AT THE PICKLED LOON SALOON OF EMILY ON SATURDAY, AUGUST 17, 2024 WITH NO WAITING PERIOD. 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 MAKE PROCLAMATION 2024-01 RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CORRESPONDENCE: Discussion included State Auditor regarding approval of extension of the audit due date to June 14, 2024, Ehlers regarding potential refunding of existing bonds, and Initiative Foundation regarding thank you for past donations.

SCHEDULED UPCOMING MEETINGS: The Fire Chief, First Responder Chief, and Council Liaisons are working on review of City Code to combine the departments.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:05 P.M. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Statement of Receipts, Disbursements and Balances (Schedule 1)

As on 6/30/2024

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	637,434.00	1,050.05	0.00	510,913.34	3,328.79	0.00	801,914.39	120,085.32	921,999.71
Road and Bridge	106,569.71	78.02	0.00	0.00	3,840.00	0.00	0.00	102,807.73	0.00	102,807.73
Small Cities Revolving Loan Fund	15,705.14	4,195.87	0.00	0.00	0.00	0.00	0.00	19,901.01	0.00	19,901.01
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	34.69	0.00	0.00	0.00	0.00	0.00	45,998.44	0.00	45,998.44
Library	1,581.22	1.21	0.00	0.00	0.00	0.00	0.00	1,582.43	0.00	1,582.43
Firemens equip fund 225	86,287.79	20,068.00	0.00	0.00	20,625.72	0.00	0.00	85,730.07	0.00	85,730.07
1st Resp. equip fund 226	53,715.54	7,580.52	365.24	0.00	365.24	986.28	0.00	60,309.78	41,768.80	102,078.58
Emily Area Recycling 227	0.00	128.35	0.00	0.00	118.00	0.00	0.00	10.35	0.00	10.35
Police Fund 228	12,127.16	10,013.63	0.00	0.00	1,625.00	0.00	0.00	20,515.79	0.00	20,515.79
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	45,643.78	2,266.67	0.00	0.00	43,262.50	0.00	0.00	4,647.95	0.00	4,647.95
Debt Service PRI 2014 304	38,166.14	2,113.94	0.00	0.00	39,046.25	0.00	0.00	1,233.83	0.00	1,233.83
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	246.08	0.00	0.00	0.00	0.00	0.00	246.08	0.00	246.08
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	2,060.58	639.16	0.00	6,609.16	1,725.96	0.00	42,758.77	73,095.41	115,854.18
CEMETERY CD 407	30,003.82	21.74	0.00	0.00	7,424.41	0.00	0.00	22,601.15	0.00	22,601.15
SMALL CITIES CD 408	1,326.47	863.80	319.57	0.00	319.57	862.97	0.00	1,327.30	36,547.69	37,874.99
POLICE DEPART. 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER EQUIP. 410	3,313.16	618.89	228.28	0.00	228.28	616.42	0.00	3,315.63	26,105.49	29,421.12
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	7.77	0.00	0.00	0.00	0.00	0.00	10,083.96	0.00	10,083.96
CAP. PROJ. FIRE CD 414	5,015.54	3.81	0.00	0.00	0.00	0.00	0.00	5,019.35	0.00	5,019.35
CAP PROJ. RD CD 415	18,601.28	1,246.85	456.54	0.00	456.54	1,232.83	0.00	18,615.30	52,211.01	70,826.31
FUT. CITY DEV. CD 416	(2,204.61)	862.96	319.56	0.00	319.56	862.96	0.00	(2,204.61)	36,547.69	34,343.08

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	40,012.45	91.31	0.00	97,143.07	246.56	0.00	45,245.71	10,442.20	55,687.91
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	1,300,494.69	729,859.83	3,469.71	0.00	732,296.64	9,862.77	0.00	1,291,664.82	396,803.61	1,688,468.43

For the Period : 6/1/2024 To 6/30/2024

<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	\$458,157.95	\$534,924.93	\$191,168.49	\$801,914.39	\$0.00	\$3,179.79	\$805,094.18
Road and Bridge	\$102,796.49	\$11.24	\$0.00	\$102,807.73	\$0.00	\$0.00	\$102,807.73
Small Cities Revolving Loan Fund	\$19,201.82	\$699.19	\$0.00	\$19,901.01	\$0.00	\$0.00	\$19,901.01
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,993.46	\$4.98	\$0.00	\$45,998.44	\$0.00	\$0.00	\$45,998.44
Library	\$1,582.29	\$0.14	\$0.00	\$1,582.43	\$0.00	\$0.00	\$1,582.43
Firemens equip fund 225	\$85,720.68	\$9.39	\$0.00	\$85,730.07	\$0.00	\$0.00	\$85,730.07
1st Resp. equip fund 226	\$60,303.23	\$15.63	\$9.08	\$60,309.78	\$0.00	\$0.00	\$60,309.78
Emily Area Recycling 227	(\$40.90)	\$101.25	\$50.00	\$10.35	\$0.00	\$0.00	\$10.35
Police Fund 228	\$20,513.51	\$2.28	\$0.00	\$20,515.79	\$0.00	\$0.00	\$20,515.79
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$4,647.38	\$0.57	\$0.00	\$4,647.95	\$0.00	\$0.00	\$4,647.95
Debt Service PRI 2014 304	\$1,233.69	\$0.14	\$0.00	\$1,233.83	\$0.00	\$0.00	\$1,233.83
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$246.08	\$0.00	\$0.00	\$246.08	\$0.00	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$43,779.07	\$320.58	\$1,340.88	\$42,758.77	\$0.00	\$0.00	\$42,758.77
CITY HALL CD 406	\$30,023.14	\$2.42	\$7,424.41	\$22,601.15	\$0.00	\$0.00	\$22,601.15
CEMETERY CD 407	\$1,327.16	\$8.08	\$7.94	\$1,327.30	\$0.00	\$0.00	\$1,327.30
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,315.20	\$6.11	\$5.68	\$3,315.63	\$0.00	\$0.00	\$3,315.63
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,082.82	\$1.14	\$0.00	\$10,083.96	\$0.00	\$0.00	\$10,083.96
CAP. PROJ. FIRE CD 414	\$5,018.78	\$0.57	\$0.00	\$5,019.35	\$0.00	\$0.00	\$5,019.35
CAP PROJ. RD CD 415	\$18,613.31	\$13.33	\$11.34	\$18,615.30	\$0.00	\$0.00	\$18,615.30
FUT. CITY DEV. CD 416	(\$2,204.61)	\$7.94	\$7.94	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$47,474.01	\$2,220.58	\$4,448.88	\$45,245.71	\$0.00	\$0.00	\$45,245.71
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

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$957,788.97	\$538,350.49	\$204,474.64	\$1,291,664.82	\$0.00	\$3,179.79	\$1,294,844.61

Balanced
7-5-24
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Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

As of 7/5/2024

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	\$638,484.05	\$514,242.13	\$801,914.39
Road and Bridge	\$106,569.71	\$78.02	\$3,840.00	\$102,807.73
Small Cities Revolving Loan Fund	\$15,705.14	\$4,195.87	\$0.00	\$19,901.01
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$34.69	\$0.00	\$45,998.44
Library	\$1,581.22	\$1.21	\$0.00	\$1,582.43
Firemens equip fund 225	\$86,287.79	\$20,068.00	\$20,625.72	\$85,730.07
1st Resp. equip fund 226	\$53,715.54	\$7,945.76	\$1,351.52	\$60,309.78
Emily Area Recycling 227	\$0.00	\$128.35	\$118.00	\$10.35
Police Fund 228	\$12,127.16	\$10,013.63	\$1,625.00	\$20,515.79
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$45,643.78	\$2,266.67	\$43,262.50	\$4,647.95
Debt Service PRI 2014 304	\$38,166.14	\$2,113.94	\$39,046.25	\$1,233.83
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$246.08	\$0.00	\$246.08
Public Acquisition and Development (Optional)	\$48,394.15	\$2,699.74	\$8,335.12	\$42,758.77
CITY HALL CD 406	\$30,003.82	\$21.74	\$7,424.41	\$22,601.15
CEMETERY CD 407	\$1,326.47	\$1,183.37	\$1,182.54	\$1,327.30
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$847.17	\$844.70	\$3,315.63
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	\$7.77	\$0.00	\$10,083.96
CAP. PROJ. FIRE CD 414	\$5,015.54	\$3.81	\$0.00	\$5,019.35
CAP PROJ. RD CD 415	\$18,601.28	\$1,703.39	\$1,689.37	\$18,615.30
FUT. CITY DEV. CD 416	(\$2,204.61)	\$1,182.52	\$1,182.52	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$40,103.76	\$97,389.63	\$45,245.71
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,300,494.69	\$733,329.54	\$742,159.41	\$1,291,664.82

Date of Report : 7/5/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
06/05/2024	61462	EMILY ACE HARDWARE	\$1,175.99
06/05/2024	61454	Payroll Period Ending 06/05/2024	\$78.50
06/11/2024	61468	Payroll Period Ending 06/11/2024	\$34.34
06/12/2024	61488	Mike Armbrust	\$10.00
06/12/2024	61490	Tri-County Septic Inspection	\$35.00
06/20/2024	61502	Tri-County Septic Inspection	\$200.00
06/26/2024	61506	Wex Bank	\$1,326.09
06/26/2024	61507	Sue Fahrendorff	\$34.17
06/26/2024	61508	Verizon	\$103.98
06/26/2024	61509	Colonial Life	\$76.72
06/26/2024	61510	Tri-County Septic Inspection	\$105.00
		Total	\$3,179.79

For the period : 6/1/2024 To 6/30/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMM/Municipal Bonds:Varying Maturities,	396,717.40	06/01/2024			
			06/30/2024	4.65		396,722.05
			06/30/2024	1.62		396,723.67
			06/30/2024	2.83		396,726.50
			06/30/2024	1.41		396,727.91
			06/30/2024	1.02		396,728.93
			06/30/2024	2.02		396,730.95
			06/30/2024	1.41		396,732.36
			06/30/2024	0.40		396,732.76
			06/30/2024	21.44		396,754.20
			06/30/2024	7.46		396,761.66
			06/30/2024	13.05		396,774.71
			06/30/2024	6.53		396,781.24
			06/30/2024	4.66		396,785.90
			06/30/2024	9.32		396,795.22
			06/30/2024	6.53		396,801.75
			06/30/2024	1.86		396,803.61

Total		86.21		0.00		396,803.61
Total All Investments		86.21		0.00		396,803.61

	Balance	Re-Investments	Interest	Gain/Loss	Balance	Bond Earned Interest Deposited in MMDA12
MMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 3,913.34	\$ -	\$ 15.36	\$ -	\$ 3,928.70	
Money Market Total	\$ 3,913.34	\$ -	\$ 15.36	\$ -	\$ 3,928.70	
Muni Bonds/CDs						
132033GS4 Cambria County PA	\$ 14,953.35		\$ -	\$ 22.80	\$ 14,976.15	
842471BY9 Southern CA Pub Pwr Auth	\$ 5,000.50		\$ -	\$ (0.50)	\$ 5,000.00	
952347WQ1 West Contra Costa CA	\$ 75,104.25		\$ -	\$ (50.25)	\$ 75,054.00	
509262FD8 Lake City ILL Cmnty Unit Sch Bds	\$ 19,847.40		\$ -	\$ 24.80	\$ 19,872.20	
3130AV3M2 Federal Home Ln Bks Cons	\$ 60,026.40		\$ -	\$ (100.20)	\$ 59,926.20	
82669GGH1 Signature Bk New York NY CD	\$ 144,159.00		\$ -	\$ 130.50	\$ 144,289.50	
938828DC1 Washington Fed Bk Seattle CD	\$ 33,848.36		\$ -	\$ 22.10	\$ 33,870.46	
60416TJ41 MN SHsg Fin Agy Taxable Residential	\$ 39,864.80		\$ -	\$ 21.60	\$ 39,886.40	
Municipal Bonds/CDs Total	\$ 392,804.06	\$ -	\$ -	\$ 70.85	\$ 392,874.91	
TOTAL INVESTMENTS	\$ 396,717.40	\$ -	\$ 15.36	\$ 70.85	\$ 396,803.61	

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	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 120,059.23	\$ -	\$ 4.65	\$ -	\$ -	\$ -	\$ 21.44	\$ 120,085.32	\$ 120,085.32
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,759.73	\$ -	\$ 1.62	\$ -	\$ -	\$ -	\$ 7.46	\$ 41,768.81	\$ 41,768.81
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 73,079.53	\$ -	\$ 2.83	\$ -	\$ -	\$ -	\$ 13.05	\$ 73,095.41	\$ 73,095.41
407 Cemetery	\$ 35,000.00	\$ 36,539.75	\$ -	\$ 1.41	\$ -	\$ -	\$ -	\$ 6.53	\$ 36,547.69	\$ 36,547.69
409 Police Department	\$ 25,000.00	\$ 26,099.81	\$ -	\$ 1.02	\$ -	\$ -	\$ -	\$ 4.66	\$ 26,105.49	\$ 26,105.49
415 Capital Project Roads	\$ 50,000.00	\$ 52,199.66	\$ -	\$ 2.02	\$ -	\$ -	\$ -	\$ 9.32	\$ 52,211.00	\$ 52,211.00
416 Future City Development	\$ 35,000.00	\$ 36,539.75	\$ -	\$ 1.41	\$ -	\$ -	\$ -	\$ 6.53	\$ 36,547.69	\$ 36,547.69
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,439.94	\$ -	\$ 0.40	\$ -	\$ -	\$ -	\$ 1.86	\$ 10,442.20	\$ 10,442.20
Total	\$ 380,000.00	\$ 396,717.40	\$ -	\$ 15.36	\$ -	\$ -	\$ -	\$ 70.85	\$ 396,803.61	\$ 396,803.61

Fund Name: All Funds
 Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/03/2024	Jon Stern	13413*	Small Cities Revolving Loan	(06/04/2024) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
								\$ 167.51
06/03/2024	Derek Barto	13414	Land Use Permit - ACH	(06/03/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
								\$ 400.00
06/03/2024	Beau Munsell	13415	Land Use Permit - ACH	(06/03/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 450.00
								\$ 450.00
06/03/2024	Greta Cekalla	13419*	Reimbursement of Attorney Fees for Road Vacation of cul de sac Little Pine River Rd	(06/04/2024) -	N	Road Vacation/Cartway Fees	100-34304-	\$ 2,108.00
								\$ 2,108.00
06/04/2024	MN Fire Training	13417	Fire Training Reimbursement - ACH	(06/04/2024) -	N	Fire Training Reimbursement	100-33431-	\$ 2,400.00
								\$ 2,400.00
06/04/2024	Void	13418	***VOID\$2108.00***Void	(06/04/2024) -	Y	Refunds	100-36240-	\$ -
								\$ -
06/04/2024	Verizon Wireless	13420	Monthly Cell Tower Lease Payment	(06/05/2024) -	N	Verizon Rental	100-34951-	\$ 1,100.00
								\$ 1,100.00
06/04/2024	Brian Ronayne	13421	Land Use Permit	(06/05/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
								\$ 75.00
06/05/2024	Greta Norlander	13416	Land Use Permit - ACH	(06/05/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 100.00
								\$ 100.00

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
06/05/2024	Dan Johnson and Heather Miltlyng	13422*	Small Cities Revolving Loan	(06/05/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
06/05/2024	Lawyers Title Services	13423	Inv. 24-19 Assessment Search	(06/10/2024) -	N Assessment Searches	100-34107-	\$ 362.03
06/05/2024	Paul Mattsen	13424	Land Use Permit	(06/10/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
06/05/2024	UTILITY BILLING	13425*	Sewer Charges	(06/10/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,586.00 \$ 39.66
06/06/2024	UTILITY BILLING	13426*	Sewer Charges - ACH	(06/03/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22 \$ 17.62
06/07/2024	Breen and Person	13431	Inv. 24-23 Assessment Search	(06/10/2024) -	N Assessment Searches	100-34107-	\$ 25.00
06/10/2024	Michael Thiel	13432	Walter Thiel Cremation Burial Blk 23 Lot 4 N 1/4 of N 1/2	(06/10/2024) -	N Cemetery -Grave openings	100-34941-	\$ 300.00
06/10/2024	Linda Vanstraaten	13433*	Inv. 24-29 for Roosevelt Lane Road Repair	(06/11/2024) -	N Street, Sidewalk and Curb Repair Fees	100-34301-	\$ 478.18
06/10/2024	ECTC/Tremolo	13434	Franchise Taxes (Capital Credits from 1996)	(06/11/2024) -	N Franchise Taxes	100-31810-	\$ 844.11
06/10/2024	Black Bear Real Estate	13435	Inv. 24-18 Assessment Search	(06/11/2024) -	N Assessment Searches	100-34107-	\$ 25.00
06/10/2024	Lakes Area Title	13436	Inv. 24-25 Assessment Search	(06/11/2024) -	N Assessment Searches	100-34107-	\$ 25.00

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/10/2024	Lakes Area Title	13437	Inv. 24-24 Assessment Search	(06/11/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
06/10/2024	Susan Ball	13438	Invs. 24-26 and 24-28 Assessment Searches X2	(06/11/2024) -	N	Assessment Searches	100-34107-	\$ 50.00
								<u>\$ 50.00</u>
06/17/2024	Fairfield Township	13439	Inv. 24-12 for Public Safety Contract with Fire and EMR	(06/18/2024) -	N	Special Fire Protection Services	100-34202-	\$ 14,510.74
						First Responder Charges	100-34206-	\$ 2,617.29
								<u>\$ 17,128.03</u>
06/17/2024	Greg Koch	13440	Donation Resolution 24-23 for Park Fund - Pickleball Court	(06/18/2024) -	N	Contributions and Donations from Private Sources	404-36230-24	\$ 300.00
								<u>\$ 300.00</u>
06/17/2024	Ross Lake Township	13441	Inv. 24-13 Public Safety Contract - Fire	(06/18/2024) -	N	Special Fire Protection Services	100-34202-	\$ 19,220.33
								<u>\$ 19,220.33</u>
06/17/2024	Cygnature Title Solutions	13442	Inv. 24-27 Assessment Search	(06/18/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
06/17/2024	Lakes Area Title	13443	Inv. 24-17 Assessment Search	(06/18/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
06/18/2024	UTILITY BILLING	13444	Sewer Charges	(06/18/2024) -	N	Rate Class I	602-37210-	\$ 176.22
						Penalties and Forfeited Discounts	602-37260-	\$ 17.62
								<u>\$ 193.84</u>
06/18/2024	Crow Wing County	13445	General Property Taxes - 70% 1st 1/2	(06/18/2024) -	N	Current Ad Valorem Taxes	100-31010-	\$ 486,849.36
								<u>\$ 486,849.36</u>
06/18/2024	Linda Frodesen	13446	SSTS Permit	(06/21/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
								<u>\$ 260.00</u>

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/18/2024	Mark Hagemann	13447	SSTS Permit	(06/25/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
								\$ 260.00
06/20/2024	Secretary of State	13448	2024 PNP Reimbursement	(06/20/2024) -	N	PNP Election Reimbursement	100-33432-	\$ 1,023.83
								\$ 1,023.83
06/21/2024	Devin Nelson	13449	Land Use Permit - ACH	(06/26/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
								\$ 75.00
06/21/2024	Brian Billmeyer	13450	Camper Permit	(06/25/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								\$ 25.00
06/24/2024	Emily Wesleyan Church	13451	Land Use Permit	(06/25/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
								\$ 150.00
06/24/2024	Joann Becklund	13452	Land Use Permit	(06/27/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
								\$ 250.00
06/25/2024	Kira Floisand	13453	Invs. 24-22 and 24-32 1st Resp. Unit Training Reimbursement - ACH	(06/28/2024) -	N	Refunds	100-36240-	\$ 100.00
								\$ 100.00
06/25/2024	David Kovalik	13454	Land Use Permit	(06/27/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
								\$ 400.00
06/25/2024	James Beaman	13455*	Land Use Permit	(06/27/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
								\$ 250.00
06/25/2024	Kathy Graeff	13456*	Transfer of 3 Cemetery Lots	(06/27/2024) -	N	Cemetery -Sale of lots	100-34942-	\$ 15.00
								\$ 15.00

Fund Name: Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
06/25/2024	Oil Recycling	13457	Oil Recycling Collection - Cash	(06/27/2024) -	N Oil Recycling	227-37311-	\$ 101.25
							\$ 101.25
06/25/2024	Thomas Schneider	13458	Inv. 24-33 Ag Hauled WW Discharge Permit 2024	(06/27/2024) -	N Hauled Wastewater Fees	602-37270-	\$ 200.00
							\$ 200.00
06/25/2024	Martha Barkman	13459	SSTS Permit - ACH	(06/28/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
							\$ 260.00
06/26/2024	Anonymous	13460	Copies X10	(06/27/2024) -	N Copies/Faxes	100-34112-	\$ 2.50
							\$ 2.50
06/26/2024	Anonymous	13461	Copies X4	(06/27/2024) -	N Copies/Faxes	100-34112-	\$ 1.00
							\$ 1.00
06/27/2024	Jon Stern	13462*	Small Cities Revolving Loan	(06/27/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
							\$ 167.51
06/30/2024	PINE RIVER STATE BANK	13466	Int CR Checking	(06/30/2024) -	N Interest Earning	100-36210-	\$ 88.50
					Interest Earning	201-36210-	\$ 11.24
					Interest Earning	204-36210-	\$ 2.14
					Interest Earning	206-36210-	\$ 4.98
					Interest Earning	211-36210-	\$ 0.14
					Interest Earning	225-36210-	\$ 9.39
					Interest Earning	226-36210-	\$ 6.55
					Interest Earning	228-36210-	\$ 2.28
					Interest Earning	303-36210-	\$ 0.57
					Interest Earning	304-36210-	\$ 0.14
					Interest Earning	404-36210-	\$ 4.70
					Interest Earning	406-36210-	\$ 2.42
					Interest Earning	407-36210-	\$ 0.14
					Interest Earning	409-36210-	\$ 0.43
					Interest Earning	413-36210-	\$ 1.14
					Interest Earning	414-36210-	\$ 0.57
					Interest Earning	415-36210-	\$ 1.99
					Interest Earning	602-36210-	\$ 4.98
							\$ 142.30

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/30/2024	Pershing	13467	Unrealized Gain - Muni Bonds/CDs	(06/30/2024) -	N	Unrealized Investment Gain	100-39103-	\$ 21.44
						Unrealized Investment Gain	226-39103-	\$ 7.46
						Unrealized Investment Gain	404-39103-	\$ 13.05
						Unrealized Investment Gain	407-39103-	\$ 6.53
						Unrealized Investment Gain	409-39103-	\$ 4.66
						Unrealized Investment Gain	415-39103-	\$ 9.32
						Unrealized Investment Gain	416-39103-	\$ 6.53
						Unrealized Investment Gain	602-39103-	\$ 1.86
								\$ 70.85
06/30/2024	Pershing	13468	Int CR MIMMF	(06/30/2024) -	N	Interest Earning	100-36210-	\$ 4.65
						Interest Earning	226-36210-	\$ 1.62
						Interest Earning	404-36210-	\$ 2.83
						Interest Earning	407-36210-	\$ 1.41
						Interest Earning	409-36210-	\$ 1.02
						Interest Earning	415-36210-	\$ 2.02
						Interest Earning	416-36210-	\$ 1.41
						Interest Earning	602-36210-	\$ 0.40
								\$ 15.36
								\$ 538,350.49

Total for Selected Receipts

Date Range : 7/9/2024 To 7/9/2024

<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>
07/09/2024	GOPHER STATE ONE-CALL	Inv. 4060381 - Locates	71353	\$4.05			
07/09/2024	A W Research Laboratories	Sewer Sample Testing - Inv. #63844	71354	\$98.20	602-49490-385-	Sewer Utilities - Administration and General	\$4.05
07/09/2024	Connect Interiors	Inv. 67400 - Northern Outpost Carpet, Wall Base, and Install including conference room	71355*	\$4,135.00	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$98.20
07/09/2024	Sourcewell	Planning and Zoning Services for April and May - Invs. INV00002873 and INV00003112	71356	\$2,145.00	228-42170-404-	Police Stations and Buildings	\$4,135.00
07/09/2024	Ehlers Investment Partners, LLC	June 2024 Investment Account Management Fee	71357	\$81.30	100-41910-311-	Planning and Zoning	\$2,145.00
07/09/2024	CULLIGAN	Invs:150X01723600,150X 01753706 - Hall Softener Equip Rental and salt/Shop Water Rental	71358	\$99.31	100-49350-307-	Purchase of Investments	\$81.30
07/09/2024	PIKE PLUMBING & HEATING OF BRAINERD	Inv. 87378 - City Hall- Hydration station installation	71359*	\$1,240.00	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$83.20 \$16.11
					100-41941-404- 100-41941-221-	City Hall City Hall	\$880.00 \$360.00

Date Range: 7/9/2024 To 7/9/2024

<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>
07/09/2024	CITY OF FIFTY LAKES	2024 Annual Rd Maint - Buchite Road - 6/24/24 Invoice	71360	\$750.00	100-43122-404-	Unpaved Streets	\$750.00
07/09/2024	Elan Financial Services	Jun24:Cem,Park,SewrPo ndPoison,Flags,ClerksOff c Supp,PD TV	71361	\$2,370.25	100-45202-221- 100-49010-221- 602-49450-221-	Park Areas Cemetery Sewer Utilities - Sanitary Sewer Maintenance Paved Streets Clerk Police Stations and Buildings	\$436.59 \$436.58 \$436.58 \$756.38 \$37.84 \$266.28
07/09/2024	INTERNATIONAL UNION OF	Union dues - 7-2-24 Invoice	71362	\$140.00			
07/09/2024	Tri-County Septic Inspection	7-8Inv: SepticDesignRev:91SLake LawrenceRdNE	71363	\$35.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
07/09/2024	WM Corporate Services, Inc.	garbage - inv. 6834412-1767-9	71364	\$357.16	100-41910-310- 100-43240-384-	Planning and Zoning Waste (Refuse) Disposal	\$35.00 \$357.16
Total For Selected Claims				\$11,455.27			\$11,455.27

For the payroll period ending: 07/08/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1110-103	323	Butcher, Bryce L	300.14
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
Account Total			1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
Account Total			461.75
100-42501-103	451	Foster, Brian D	34.34
Account Total			34.34
100-45187-103	623	Davis, Jane M	210.87
Account Total			210.87
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
Total For Period			\$1,907.52

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

Date Range : 6/27/2024 To 7/3/2024

<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>
07/03/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance August 2024	71348	\$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
07/03/2024	Canon Financial Services, Inc.	COPIER LEASE- 6/20/24 Inv. #33212230	71349	\$148.93	100-41425-413-	Clerk	\$148.93
07/03/2024	Sue Fahrendorff	Mileage: Deliver audit boxes	71350	\$34.17	100-41425-331-	Clerk	\$34.17
07/03/2024	AFLAC	Monthly employee ins coverage Inv. #423766	71351	\$396.36	100-43110-101- 100-41425-101-	Maintenance-Shop Clerk	\$114.56 \$281.80
07/03/2024	EMILY ACE HARDWARE	Inv.6/30:ShopMaterials,F ireAdminOffcSupp,FireSh op Materials	71352	\$235.66	100-43110-215- 100-42210-201- 100-42220-215-	Maintenance-Shop Fire Administration Fire Fighting	\$194.79 \$8.91 \$31.96
Total For Selected Claims				\$6,715.12			\$6,715.12

For the payroll period ending: 07/03/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,530.28
	914	Prokott, Amy J	819.62
		Account Total	2,349.90
100-41425-103	909	Fahrendorff, Susan E	64.81
		Account Total	64.81
100-41910-103	909	Fahrendorff, Susan E	917.14
		Account Total	917.14
100-41941-101	451	Foster, Brian D	250.67
	502	Spindler, Calen Chris	176.05
		Account Total	426.72
100-41941-103	932	Moonen, Brian E	122.68
	933	Strobel, Timothy A	14.79
		Account Total	137.47
100-43110-101	451	Foster, Brian D	229.64
	502	Spindler, Calen Chris	253.95
		Account Total	483.59
100-43110-103	932	Moonen, Brian E	92.24
		Account Total	92.24
100-43121-101	451	Foster, Brian D	1,085.09
	502	Spindler, Calen Chris	973.75
		Account Total	2,058.84
100-43121-103	932	Moonen, Brian E	76.08
	933	Strobel, Timothy A	76.91
		Account Total	152.99
100-43240-101	451	Foster, Brian D	124.46
	502	Spindler, Calen Chris	116.85
		Account Total	241.31
100-45202-103	932	Moonen, Brian E	322.38
	933	Strobel, Timothy A	416.33
		Account Total	738.71
100-49010-101	451	Foster, Brian D	63.11
	502	Spindler, Calen Chris	37.39
		Account Total	100.50
100-49010-103	932	Moonen, Brian E	337.59
	933	Strobel, Timothy A	231.46
		Account Total	569.05
602-49490-101	914	Prokott, Amy J	175.07
		Account Total	175.07
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$8,508.34

For the payroll period ending: 07/03/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41910-114	916	Bartel, Lynda C	.50
	926	Hughes, Faye A	78.50
	722	JOHNSON, DAVID P	78.50
	930	Mosman, Mark D	78.50
	924	Rheaume, Patrick T	78.50
	87	Vukelich, Denise L	78.50
Account Total			471.00
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$471.00

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

Fund Name: All Funds
 Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/12/2024	Ehlers Investment Partners, LLC	61484	May 2024 Investment Management Fee	N	Purchase of Investments	100-49350-307-	\$ 84.00
	Total For Check	61484					\$ 84.00
06/12/2024	Clasen & Schiessel CPAs Ltd	61485	2023 Audit Services - Inv. 33979	N	Internal Auditing	100-41540-301-	\$ 11,950.00
	Total For Check	61485					\$ 11,950.00
06/12/2024	Midwest Machinery Co.	61486	Inv. 10025053, 10047713, 10055059: Repair Parts for Mowers	N	City Hall	100-41941-221-	\$ 300.23
		61486			Park Areas	100-45202-221-	\$ 300.25
		61486			Cemetery	100-49010-221-	\$ 300.25
		61486			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 204.02
	Total For Check	61486					\$ 1,104.75
06/12/2024	GAMMELLO - PEARSON, PLLC	61487	100034, 100035, 100037, 100038, 100039: PZ, Sew Collec, Data Reqs, Data Practice Policy, NorthLi	N	Clerk	100-41425-304-	\$ 624.00
		61487			Planning and Zoning	100-41910-304-	\$ 65.00
		61487			Sewer Utilities - Administration and General	100-41910-304-	\$ 572.00
		61487				602-49490-304-	\$ 91.00
	Total For Check	61487					\$ 1,911.00
06/12/2024	Mike Armbrust	61488	Reimbursement of Rental Fee for 2 Tables (paid for 10 and used 8)	N	City Hall	100-41941-810-	\$ 10.00
	Total For Check	61488					\$ 10.00
06/12/2024	INTERNATIONAL UNION OF	61489	Union dues - 6-4-24 Invoice	N	Clerk	100-41425-101-	\$ 70.00
		61489			Maintenance-Shop	100-43110-101-	\$ 70.00
	Total For Check	61489					\$ 140.00
06/12/2024	Tri-County Septic Inspection	61490	6-10: Design Rev: 23671 N Shore Dr	N	Planning and Zoning	100-41910-310-	\$ 35.00
	Total For Check	61490					\$ 35.00

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/12/2024	Dollar General - Regions 410526	61491	Statement 6/4/24 Transaction 1001312169-ShopMaterials	N	Maintenance-Shop	100-43110-215-	\$ 45.64
Total For Check 61491							\$ 45.64
06/12/2024	WM Corporate Services, Inc.	61492	garbage - inv. 6830453-1767-7	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
Total For Check 61492							\$ 357.16
06/12/2024	Vestis	61493	Invs.2530282868,2530282869:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 162.33
Total For Check 61493							\$ 162.33
06/20/2024	Payroll Period Ending 06/20/2024	61494	Regular Payroll - 6-5 to 6-18	N	Clerk	100-41425-103-	\$ 86.53
Total For Check 61494							\$ 86.53
06/20/2024	Payroll Period Ending 06/20/2024	61495	Regular Payroll - 6-5 to 6-18	N	Planning and Zoning	100-41910-103-	\$ 885.75
Total For Check 61495							\$ 885.75
06/20/2024	Payroll Period Ending 06/20/2024	61496	Regular Payroll - 6-5 to 6-18	N	City Hall	100-41941-101-	\$ 298.34
Total For Check 61496							\$ 298.34
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	Maintenance-Shop	100-43110-101-	\$ 235.23
Total For Check 61497							\$ 235.23
06/20/2024	Payroll Period Ending 06/20/2024	61498	Regular Payroll - 6-5 to 6-18	N	Paved Streets	100-43110-101-	\$ (0.01)
Total For Check 61498							\$ (0.01)
06/20/2024	Payroll Period Ending 06/20/2024	61499	Regular Payroll - 6-5 to 6-18	N	Park Areas	100-43121-101-	\$ 1,101.55
Total For Check 61499							\$ 1,101.55
06/20/2024	Payroll Period Ending 06/20/2024	61499	Regular Payroll - 6-5 to 6-18	N	Cemetery	100-45202-101-	\$ 107.10
Total For Check 61499							\$ 107.10
06/20/2024	Payroll Period Ending 06/20/2024	61499	Regular Payroll - 6-5 to 6-18	N	Sewer Utilities - Sanitary Sewer Maintenance	100-49010-101-	\$ 149.17
Total For Check 61499							\$ 149.17
Total For Check 61499							\$ 21.04
Total For Check 61495							\$ 1,912.42
06/20/2024	Payroll Period Ending 06/20/2024	61496	Regular Payroll - 6-5 to 6-18	N	Clerk	100-41425-101-	\$ 1,710.04
Total For Check 61496							\$ 1,710.04
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	City Hall	100-41941-103-	\$ 45.22
Total For Check 61497							\$ 45.22
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	Maintenance-Shop	100-43110-103-	\$ 152.75
Total For Check 61497							\$ 152.75
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	Paved Streets	100-43121-103-	\$ 380.88
Total For Check 61497							\$ 380.88
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	Park Areas	100-45202-103-	\$ 228.13
Total For Check 61497							\$ 228.13
06/20/2024	Payroll Period Ending 06/20/2024	61497	Regular Payroll - 6-5 to 6-18	N	Cemetery	100-49010-103-	\$ 197.98
Total For Check 61497							\$ 197.98
Total For Check 61497							\$ 1,004.96
06/20/2024	Payroll Period Ending 06/20/2024	61498	Regular Payroll - 6-5 to 6-18	N	Clerk	100-41425-101-	\$ 1,024.86
Total For Check 61498							\$ 1,024.86
06/20/2024	Payroll Period Ending 06/20/2024	61498	Regular Payroll - 6-5 to 6-18	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 23.05
Total For Check 61498							\$ 23.05
Total For Check 61498							\$ 1,047.91

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/20/2024	Payroll Period Ending 06/20/2024	61499	Regular Payroll - 6-5 to 6-18	N	City Hall	100-41941-101-	\$ 259.67
		61499			Maintenance-Shop	100-43110-101-	\$ 100.13
		61499			Paved Streets	100-43121-101-	\$ 1,098.06
		61499			Waste (Refuse) Disposal	100-43240-101-	\$ 59.40
		61499			Park Areas	100-45202-101-	\$ 139.17
		61499			Cemetery	100-49010-101-	\$ 40.73
	Total For Check	61499					\$ 1,697.16
06/20/2024	Payroll Period Ending 06/20/2024	61500	Regular Payroll - 6-5 to 6-18	N	Maintenance-Shop	100-43110-103-	\$ 60.88
		61500			Paved Streets	100-43121-103-	\$ 306.73
		61500			Park Areas	100-45202-103-	\$ 230.43
		61500			Cemetery	100-49010-103-	\$ 172.63
	Total For Check	61500					\$ 770.67
06/20/2024	McCoy Construction & Forestry	61501	Inv. 2335587: 2023 John Deere 320P Backhoe Loader	N	Road and Bridge Equipment	100-43126-550-	\$ 132,200.00
	Total For Check	61501					\$ 132,200.00
06/20/2024	Tri-County Septic Inspection	61502	6-18: Septicinspectn: 21527 S. Smokey Hollow	N	Planning and Zoning	100-41910-310-	\$ 200.00
	Total For Check	61502					\$ 200.00
06/20/2024	PEOPLESERVICE, INC.	61503*	Inv. PS-INV104860 - July 2024 Wastewater Operating Services w/Addl Labor for MPCA Reports	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,727.50
	Total For Check	61503					\$ 2,727.50
06/20/2024	Minnesota Life Insurance Company	61504	July 2024 Life Ins - Billing Date 6-18-24 - Policy #0023198	N	Clerk	100-41425-101-	\$ 28.50
		61504					\$ 11.90
		61504			Maintenance-Shop	100-43110-133-	\$ 11.90
	Total For Check	61504					\$ 52.30
06/20/2024	CROW WING POWER	61505	Monthly - 6-7-24 Invoices	N	City Hall	100-41941-381-	\$ 423.93
		61505				100-41941-381-	\$ 32.93
		61505			Fire Stations and Buildings	100-42280-381-	\$ 103.93
		61505			Maintenance-Shop	100-43110-381-	\$ 57.09
		61505				100-43110-381-	\$ 31.10
		61505				100-43110-381-	\$ 112.29
		61505			Street Lighting	100-43160-381-	\$ 291.00
		61505			Park Areas	100-45202-381-	\$ 31.79
		61505				100-45202-381-	\$ 29.61

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61505			Cemetery	100-49010-381-	\$ 42.10
		61505			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.98
		61505				602-49470-381-	\$ 38.09
		61505				602-49470-381-	\$ 51.60
		61505					\$ 1,283.44
06/21/2024	FEDERAL WITHHOLDING/ON LINE	330803	Federal Withholding - 6/20/24	N	Council/Town Board	100-41110-103-	\$ 99.44
		330803	Payroll				\$ 80.60
		330803			Mayor	100-41110-122-	\$ 18.84
		330803				100-41110-135-	\$ 38.25
		330803				100-41310-103-	\$ 31.00
		330803			Clerk	100-41310-122-	\$ 7.25
		330803				100-41310-135-	\$ 283.72
		330803				100-41425-101-	\$ 8.01
		330803				100-41425-103-	\$ 6.49
		330803				100-41425-122-	\$ 229.95
		330803				100-41425-122-	\$ 53.77
		330803				100-41425-135-	\$ 1.52
		330803				100-41425-135-	\$ 185.05
		330803			Planning and Zoning	100-41425-171-	\$ 2.23
		330803				100-41425-171-	\$ 81.95
		330803				100-41910-103-	\$ 66.42
		330803				100-41910-122-	\$ 15.53
		330803				100-41910-135-	\$ 22.78
		330803			City Hall	100-41910-171-	\$ 57.91
		330803				100-41941-101-	\$ 4.09
		330803				100-41941-103-	\$ 3.31
		330803				100-41941-122-	\$ 46.94
		330803				100-41941-122-	\$ 10.97
		330803				100-41941-135-	\$ 0.78
		330803				100-41941-135-	\$ 49.21
		330803				100-41941-171-	\$ 2.98
		330803			Civil Defense Expenditures	100-41941-171-	\$ 3.06
		330803				100-42501-103-	\$ 2.48
		330803				100-42501-122-	\$ 0.58
		330803				100-42501-135-	\$ 35.26
		330803			Maintenance-Shop	100-43110-101-	\$ 19.29
		330803				100-43110-103-	\$ 15.63
		330803				100-43110-122-	\$ 28.57
		330803				100-43110-122-	\$ 6.69
		330803				100-43110-135-	\$ 3.66
		330803				100-43110-135-	\$ 33.83

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

<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>
		330803				100-43110-171-	12.78
		330803			Paved Streets	100-43121-101-	227.68
		330803				100-43121-103-	61.99
		330803				100-43121-122-	50.24
		330803				100-43121-122-	184.52
		330803				100-43121-135-	43.16
		330803				100-43121-135-	11.75
		330803				100-43121-171-	188.31
		330803				100-43121-171-	38.76
		330803			Waste (Refuse) Disposal	100-43240-101-	5.91
		330803				100-43240-122-	4.79
		330803				100-43240-135-	1.12
		330803				100-43240-171-	2.82
		330803			Library	100-45187-103-	19.13
		330803				100-45187-122-	15.50
		330803				100-45187-135-	3.63
		330803				100-45187-171-	20.00
		330803			Park Areas	100-45202-101-	25.36
		330803				100-45202-103-	41.32
		330803				100-45202-122-	33.49
		330803				100-45202-122-	20.56
		330803				100-45202-135-	4.80
		330803				100-45202-135-	7.83
		330803				100-45202-171-	25.30
		330803				100-45202-171-	19.85
		330803			Cemetery	100-49010-101-	20.09
		330803				100-49010-103-	33.40
		330803				100-49010-122-	27.07
		330803				100-49010-122-	16.28
		330803				100-49010-135-	3.81
		330803				100-49010-135-	6.33
		330803				100-49010-171-	20.73
		330803				100-49010-171-	20.38
		330803			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	2.26
		330803				602-49450-122-	1.83
		330803				602-49450-135-	0.43
		330803				602-49450-171-	2.60
		330803			Sewer Utilities - Administration and General	602-49490-101-	2.32
		330803				602-49490-122-	1.88
		330803				602-49490-135-	0.44
		330803				602-49490-171-	0.33

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date Vendor Total For Check
330803

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/24/2024	MINNESOTA REVENUE	330805	State Withholding - 6/20/24 Payroll	N	Clerk	100-41425-172-	\$ 128.18
		330805			Planning and Zoning	100-41910-172-	\$ 11.22
		330805			City Hall	100-41941-172-	\$ 34.78
		330805			Maintenance-Shop	100-43110-172-	\$ 27.42
		330805			Paved Streets	100-43121-172-	\$ 153.18
		330805			Waste (Refuse) Disposal	100-43240-172-	\$ 3.07
		330805			Park Areas	100-45202-172-	\$ 29.39
		330805			Cemetery	100-49010-172-	\$ 24.09
		330805			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.42
		330805			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.86

Total For Check 330805 \$ 413.61

06/25/2024	PERA	330808	Retirement contributions - 6/20/24 Payroll	N	Clerk	100-41425-101-	\$ 268.47
		330808			Planning and Zoning	100-41425-103-	\$ 6.80
		330808			City Hall	100-41425-121-	\$ 7.85
		330808			Civil Defense Expenditures	100-41425-121-	\$ 309.77
		330808			Maintenance-Shop	100-41910-103-	\$ 69.64
		330808			Paved Streets	100-41910-121-	\$ 80.35
		330808			Waste (Refuse) Disposal	100-41941-101-	\$ 52.86
		330808			Park Areas	100-41941-121-	\$ 60.99
		330808			Cemetery	100-42501-103-	\$ 2.60
		330808			Sewer Utilities - Sanitary Sewer Maintenance	100-42501-121-	\$ 3.00
		330808			City Hall	100-43110-101-	\$ 32.15
		330808			Maintenance-Shop	100-43110-121-	\$ 37.09
		330808			Paved Streets	100-43121-101-	\$ 207.86
		330808			Waste (Refuse) Disposal	100-43121-121-	\$ 239.84
		330808			Park Areas	100-43240-101-	\$ 5.41
		330808			Cemetery	100-43240-121-	\$ 6.24
		330808			Sewer Utilities - Sanitary Sewer Maintenance	100-45202-101-	\$ 23.16
		330808			City Hall	100-45202-121-	\$ 26.72
		330808			Maintenance-Shop	100-49010-101-	\$ 18.31
		330808			Paved Streets	100-49010-121-	\$ 21.13
		330808			Waste (Refuse) Disposal	602-49450-101-	\$ 2.06
		330808			Park Areas	602-49450-121-	\$ 2.38

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330808			Sewer Utilities - Administration and General	602-49490-101-	\$ 2.26
		330808					2.61
		Total For Check					1,489.55
06/26/2024	Wex Bank	61506	Inv. 97667486 - Fuel - Road Equip and Fire	N	Fire Fighting	100-42220-212-	\$ 103.44
		61506			Road and Bridge Equipment	100-43126-212-	\$ 1,222.65
		61506					1,326.09
06/26/2024	Sue Fahrendorff	61507	Mileage: Pick up audit boxes	N	Clerk	100-41425-331-	\$ 34.17
		61508	Shop - Inv. #996652280	N	Maintenance-Shop	100-43110-321-	\$ 103.98
		61508					103.98
06/26/2024	Colonial Life	61509	Employee paid insurance - Inv # 47086730605184	N	Clerk	100-41425-101-	\$ 76.72
		61509					76.72
06/26/2024	Tri-County Septic Inspection	61510	6-24Invs: SepticDesignRev:42779BlueLkW ,21843 Whitetail,22910SShore	N	Planning and Zoning	100-41910-310-	\$ 105.00
		61510					105.00
06/30/2024	Money Market/Bonds	IAD3013	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 4.65
		IAD3013					4.65
06/30/2024	Money Market/Bonds	IAD3014	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 1.62
		IAD3014					1.62
06/30/2024	Money Market/Bonds	IAD3015	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 2.83
		IAD3015					2.83
06/30/2024	Money Market/Bonds	IAD3016	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 1.41
		IAD3016					1.41

Fund Name: All Funds

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/30/2024	Money Market/Bonds	IAD3017	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-493350-800-	\$ 1.02
Total For Check IAD3017							\$ 1.02
06/30/2024	Money Market/Bonds	IAD3018	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-493350-800-	\$ 2.02
Total For Check IAD3018							\$ 2.02
06/30/2024	Money Market/Bonds	IAD3019	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-493350-800-	\$ 1.41
Total For Check IAD3019							\$ 1.41
06/30/2024	Money Market/Bonds	IAD3020	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 0.40
Total For Check IAD3020							\$ 0.40
06/30/2024	Money Market/Bonds	IAD3021	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-493350-800-	\$ 21.44
Total For Check IAD3021							\$ 21.44
06/30/2024	Money Market/Bonds	IAD3022	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-493350-800-	\$ 7.46
Total For Check IAD3022							\$ 7.46
06/30/2024	Money Market/Bonds	IAD3023	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-493350-800-	\$ 13.05
Total For Check IAD3023							\$ 13.05
06/30/2024	Money Market/Bonds	IAD3024	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-493350-800-	\$ 6.53
Total For Check IAD3024							\$ 6.53
06/30/2024	Money Market/Bonds	IAD3025	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-493350-800-	\$ 4.66
Total For Check IAD3025							\$ 4.66
06/30/2024	Money Market/Bonds	IAD3026	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-493350-800-	\$ 9.32
Total For Check IAD3026							\$ 9.32
06/30/2024	Money Market/Bonds	IAD3027	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-493350-800-	\$ 6.53
Total For Check IAD3027							\$ 6.53

Fund Name: Funds

Date Range: 06/12/2024 To 06/30/2024

Date Vendor Total For Check Check #

06/30/2024 Money Market/Bonds IAD3028 IAD3028

Total For Check IAD3028

Total For Selected Checks

Void Account Name F-A-O-P

N Purchase of Investments 602-49350-800-

Description Total

Deposit into Money \$ 6.53

Market/Bonds \$ 1.86

Total \$ 167,853.29

Total \$ 1.86

6/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	688,405.12	526,561.45	(161,843.67)
Delinquent Ad Valorem Taxes	7,000.00	712.28	(6,287.72)
Mobile Home Tax	12.50	0.00	(12.50)
Fiscal Disparities	725.00	0.00	(725.00)
Total Acct 310	696,142.62	527,273.73	(168,868.89)
Franchise Taxes	0.00	844.11	844.11
Severed Mineral Tax	114.00	0.00	(114.00)
Total Acct 318	114.00	844.11	730.11
Penalties and Interest on Ad valorem Taxes	1,000.00	127.09	(872.91)
Forfeited Tax Sale Apportionments	2,700.00	0.00	(2,700.00)
Principal on Special Assessments	250.00	0.00	(250.00)
Penalties and Interest on Special Assessments	2.50	0.00	(2.50)
Total Acct 319	3,952.50	127.09	(3,825.41)
Licenses & Permits	50.00	0.00	(50.00)
Alcoholic Beverages	2,985.00	75.00	(2,910.00)
Rental Dwelling License	1,850.00	1,000.00	(850.00)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	4,885.00	1,075.00	(3,810.00)
Building Permits (Excludes surcharge)	13,000.00	9,580.00	(3,420.00)
Animal Licenses	10.00	5.00	(5.00)
Total Acct 322	13,010.00	9,585.00	(3,425.00)
Federal Payments in Lieu of Taxes	2.00	0.00	(2.00)
Total Acct 331	2.00	0.00	(2.00)
Homestead and Agricultural Credit Aid (HACA)	16,350.00	0.00	(16,350.00)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	11,000.00	21,114.82	10,114.82
Agricultural Market Value Credit	287.50	0.00	(287.50)
Fire Training Reimbursement	1,250.00	2,400.00	1,150.00
PNP Election Reimbursement	0.00	1,023.83	1,023.83
State Fire Aid	7,800.00	0.00	(7,800.00)
Supp. Fire State Aid	1,400.00	2,000.00	600.00
State Police Aid	0.00	0.00	0.00
Total Acct 334	38,087.50	26,538.65	(11,548.85)
Other County Grants and Aids	0.00	1,229.31	1,229.31
Grants & Aids from Other LGUs	18,750.00	1,500.00	(17,250.00)
Total Acct 336	18,750.00	2,729.31	(16,020.69)
City/Town Hall Rent	362.50	910.00	547.50
Zoning and Subdivision Fees	1,750.00	1,500.00	(250.00)
Assessment Searches	600.00	525.00	(75.00)
Candidate Filing Fee	7.00	0.00	(7.00)
Copies/Faxes	30.00	11.75	(18.25)
Total Acct 341	2,749.50	2,946.75	197.25
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	26,551.00	44,720.53	18,169.53
First Responder Charges	2,900.00	4,599.45	1,699.45
Total Acct 342	29,451.00	49,319.98	19,868.98
Street, Sidewalk and Curb Repair Fees	0.00	478.18	478.18
Sale of Culverts	500.00	620.80	120.80
Road Vacation/Cartway Fees	0.00	2,108.00	2,108.00
Contractor Water Use	50.00	0.00	(50.00)
Sale of Lockers	0.00	130.00	130.00
Total Acct 343	550.00	3,336.98	2,786.98
Refuse Collection Charges	0.00	0.00	0.00

6/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	250.00	515.00	265.00
Cemetery -Grave openings	2,250.00	750.00	(1,500.00)
Cemetery -Sale of lots	5,800.00	615.00	(5,185.00)
Misc. Rents	5.00	1.00	(4.00)
Verizon Rental	6,600.00	6,600.00	0.00
Total Acct 349	14,905.00	8,481.00	(6,424.00)
Court Fines	325.00	176.79	(148.21)
Administrative Fines (Penalties)	750.00	0.00	(750.00)
Total Acct 351	1,075.00	176.79	(898.21)
Interest Earning	2,900.00	2,680.04	(219.96)
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	7,250.00	1,720.06	(5,529.94)
Total Acct 362	10,150.00	4,400.10	(5,749.90)
Total Revenues	833,824.12	636,834.49	(196,989.63)
Other Financing Sources:			
Unrealized Investment Gain	650.00	599.51	(50.49)
Total Acct 391	650.00	599.51	(50.49)
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	10,000.00	1,050.05	(8,949.95)
Total Acct 399	10,000.00	1,050.05	(8,949.95)
Total Other Financing Sources	10,650.00	1,649.56	(9,000.44)

6/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	11,007.50	9,204.05	1,803.45
Ordinances and Proceedings	3,225.00	1,434.54	1,790.46
Total Acct 411	14,232.50	10,638.59	3,593.91
Mayor	4,277.50	3,444.81	832.69
Total Acct 413	4,277.50	3,444.81	832.69
Elections	4,726.00	2,020.32	2,705.68
Clerk	101,517.50	92,978.69	8,538.81
Total Acct 414	106,243.50	94,999.01	11,244.49
Internal Auditing	6,922.50	13,002.12	(6,079.62)
Total Acct 415	6,922.50	13,002.12	(6,079.62)
Planning and Zoning	32,835.00	22,436.00	10,399.00
General Government Buildings and Plant	1,285.00	2,338.00	(1,053.00)
City Hall	45,620.00	42,436.66	3,183.34
Total Acct 419	79,740.00	67,210.66	12,529.34
Police Administration	5,075.00	9,089.00	(4,014.00)
Patrol	1,000.00	1,056.05	(56.05)
Police Training	0.00	0.00	0.00
Total Acct 421	6,075.00	10,145.05	(4,070.05)
Fire Administration	44,640.50	21,146.76	23,493.74
Fire Fighting	65,112.00	4,767.40	60,344.60
Fire Training	6,669.00	3,706.99	2,962.01
Fire Stations and Buildings	10,235.00	11,948.14	(1,713.14)
Total Acct 422	126,656.50	41,569.29	85,087.21
Building Inspections Administration	1,250.00	1,150.00	100.00
Rental Inspections	1,100.00	1,375.00	(275.00)
Total Acct 424	2,350.00	2,525.00	(175.00)
Civil Defense Expenditures	574.50	261.36	313.14
Total Acct 425	574.50	261.36	313.14
Traffic Engineering Expenditures	9,600.00	390.01	9,209.99
Total Acct 426	9,600.00	390.01	9,209.99
Other Protection-1st Response	17,337.50	1,945.63	15,391.87
Total Acct 428	17,337.50	1,945.63	15,391.87
Maintenance-Shop	64,187.50	59,995.67	4,191.83
Paved Streets	81,192.44	29,063.81	52,128.63
Unpaved Streets	8,125.00	0.00	8,125.00
Ice and Snow Removal	2,500.00	0.00	2,500.00
Road and Bridge Equipment	111,697.06	144,726.41	(33,029.35)
Bridges, Viaducts and Grade Separations	47,650.00	0.00	47,650.00
Street Lighting	1,850.00	1,746.00	104.00
Total Acct 431	317,202.00	235,531.89	81,670.11
Waste (Refuse) Disposal	6,762.50	4,281.36	2,481.14
Total Acct 432	6,762.50	4,281.36	2,481.14
Historical Society	50.00	100.00	(50.00)
Total Acct 450	50.00	100.00	(50.00)
Library	3,020.00	1,741.93	1,278.07
Total Acct 451	3,020.00	1,741.93	1,278.07
Park Areas	13,325.00	15,196.14	(1,871.14)
Total Acct 452	13,325.00	15,196.14	(1,871.14)
Water Resources	500.00	1,000.00	(500.00)
Emily Waters	8,732.50	0.00	8,732.50

6/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	9,232.50	1,000.00	8,232.50
Economic Development and Assistance	637.00	0.00	637.00
Total Acct 465	637.00	0.00	637.00
Food Shelf	125.00	250.00	(125.00)
Cemetery	9,950.00	5,630.44	4,319.56
Total Acct 490	10,075.00	5,880.44	4,194.56
Total Disbursements	734,313.50	509,863.29	224,450.21
Other Financing Uses:			
Unrealized Investment Loss	3,000.00	1,050.05	1,949.95
Purchase of Investments	25,500.00	3,328.79	22,171.21
Total Acct 493	28,500.00	4,378.84	24,121.16
Total Other Financing Uses	28,500.00	4,378.84	24,121.16
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		638,484.05	
Total Disbursements and Other Financing Uses		514,242.13	
Cash Balance as of 06/30/2024		801,914.39	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 06/01/2024 To 06/30/2024

<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>
06/05/2024	UTILITY BILLING	13425*	Sewer Charges	(06/10/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,586.00 \$ 39.66 \$ 1,625.66
06/06/2024	UTILITY BILLING	13426*	Sewer Charges - ACH	(06/03/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22 \$ 17.62 \$ 193.84
06/18/2024	UTILITY BILLING	13444	Sewer Charges	(06/18/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22 \$ 17.62 \$ 193.84
06/25/2024	Thomas Schneider	13458	Inv. 24-33 Ag Hauled WW Discharge Permit 2024	(06/27/2024) -	N Hauled Wastewater Fees	602-37270-	\$ 200.00 \$ 200.00
06/30/2024	PINE RIVER STATE BANK	13466	Int CR Checking	(06/30/2024) -	N Interest Earning	602-36210-	\$ 4.98 \$ 4.98
06/30/2024	Pershing	13467	Unrealized Gain - Muni Bonds/CDs	(06/30/2024) -	N Unrealized Investment Gain	602-39103-	\$ 1.86 \$ 1.86
06/30/2024	Pershing	13468	Int CR MMMF	(06/30/2024) -	N Interest Earning	602-36210-	\$ 0.40 \$ 0.40 \$ 2,220.58
Total for Selected Receipts							

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 06/12/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/12/2024	Midwest Machinery Co.	61486	Invs.10025053,10047713,10055059:Repair Parts for Mowers	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 204.02
Total For Check 61486							\$ 204.02
06/12/2024	GAMMELLO - PEARSON, PLLC	61487	100034,100035,100037,100038,100039:PZ,SewCollec,DataReq	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 559.00
Total For Check 61487							\$ 559.00
06/20/2024	Payroll Period Ending 06/20/2024	61495	Regular Payroll - 6-5 to 6-18	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 21.04
Total For Check 61495							\$ 21.04
06/20/2024	Payroll Period Ending 06/20/2024	61498	Regular Payroll - 6-5 to 6-18	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 23.05
Total For Check 61498							\$ 23.05
06/20/2024	PEOPLESERVICE, INC.	61503*	Inv. PS-INV104860 - July 2024 Wastewater Operating Services w/Addl Labor for MPCA Reports	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,727.50
Total For Check 61503							\$ 2,727.50
06/20/2024	CROW WING POWER	61505	Monthly - 6-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.98
		61505				602-49470-381-	\$ 38.09
		61505				602-49470-381-	\$ 51.60
Total For Check 61505							\$ 127.67
06/21/2024	FEDERAL WITHHOLDING/ON LINE	330803	Federal Withholding - 6/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.26
		330803				602-49450-122-	\$ 1.83
		330803				602-49450-135-	\$ 0.43
		330803				602-49450-171-	\$ 2.60
		330803				602-49490-101-	\$ 2.32
Total For Check 330803							\$ 1.88
		330803				602-49490-122-	\$ 0.44
		330803				602-49490-135-	\$ 0.33
		330803				602-49490-171-	\$ 0.33
Total For Check 330803							\$ 12.09

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 06/12/2024 To 06/30/2024

<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>
06/24/2024	MINNESOTA REVENUE	330805	State Withholding - 6/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.42
		330805			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.86
		330805					\$ 2.28
06/25/2024	PERA	330808	Retirement contributions - 6/20/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.06
		330808				602-49450-121-	\$ 2.38
		330808				602-49490-101-	\$ 2.26
		330808				602-49490-121-	\$ 2.61
		330808					\$ 9.31
06/30/2024	Money Market/Bonds	IAD3020	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.40
		IAD3020					\$ 0.40
06/30/2024	Money Market/Bonds	IAD3028	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 1.86
		IAD3028					\$ 1.86
		Total For Selected Checks					\$ 3,688.22

6/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	43,206.25	2,082.73	(41,123.52)
Delinquent Ad Valorem Taxes	400.00	73.50	(326.50)
Mobile Home Tax	1.00	0.00	(1.00)
Fiscal Disparities	40.00	0.00	(40.00)
Total Acct 310	43,647.25	2,156.23	(41,491.02)
Severed Mineral Tax	6.00	0.00	(6.00)
Total Acct 318	6.00	0.00	(6.00)
Principal on Special Assessments	1,875.00	0.00	(1,875.00)
Penalties and Interest on Special Assessments	112.50	0.00	(112.50)
Total Acct 319	1,987.50	0.00	(1,987.50)
Licenses & Permits	62.50	0.00	(62.50)
Public Utilities	62.50	0.00	(62.50)
Total Acct 321	125.00	0.00	(125.00)
Homestead and Agricultural Credit Aid (HACA)	1,125.00	0.00	(1,125.00)
Total Acct 334	1,125.00	0.00	(1,125.00)
Interest Earning	285.00	227.60	(57.40)
Total Acct 362	285.00	227.60	(57.40)
Rate Class I	40,500.00	36,870.94	(3,629.06)
Connection/Reconnection Fees	1,000.00	0.00	(1,000.00)
Penalties and Forfeited Discounts	500.00	455.55	(44.45)
Hauled Wastewater Fees	225.00	250.00	25.00
Total Acct 372	42,225.00	37,576.49	(4,648.51)
Total Revenues	89,400.75	39,960.32	(49,440.43)
Other Financing Sources:			
Unrealized Investment Gain	62.50	52.13	(10.37)
Total Acct 391	62.50	52.13	(10.37)
Sale of Investment	75.00	91.31	16.31
Total Acct 399	75.00	91.31	16.31
Total Other Financing Sources	137.50	143.44	5.94
Disbursements:			
Bond Principal	30,000.00	60,000.00	(30,000.00)
Total Acct 471	30,000.00	60,000.00	(30,000.00)
Interest - Bonds	12,768.75	13,091.25	(322.50)
Total Acct 472	12,768.75	13,091.25	(322.50)
Fiscal Agent's Fees	237.50	100.00	137.50
Total Acct 475	237.50	100.00	137.50
Sewer Utilities - Sanitary Sewer Maintenance	26,614.50	16,995.31	9,619.19
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	14,675.00	1,570.78	13,104.22
Sewer Utilities - Administration and General	4,812.50	5,294.42	(481.92)
Total Acct 494	46,102.00	23,860.51	22,241.49
Total Disbursements	89,108.25	97,051.76	(7,943.51)

6/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	80.00	91.31	(11.31)
Purchase of Investments	350.00	246.56	103.44
Total Acct 493	<u>430.00</u>	<u>337.87</u>	<u>92.13</u>
Total Other Financing Uses	<u>430.00</u>	<u>337.87</u>	<u>92.13</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		40,103.76	
Total Disbursements and Other Financing Uses		<u>97,389.63</u>	
Cash Balance as of 06/30/2024		45,245.71	

REPORT FOR EMILY CITY COUNCIL MEETING
JULY 9TH, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 17 members at our last meeting
- 4 fire calls since the last meeting
- Checked all equipment / SCBA,s Washed all Trucks
- Members got things ready for Emily Day

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive style with a prominent "C" and "G".

Chad Genz
Chief - Emily Fire Dept.

2022 Budget (As Revised 9-19-22)	2022 Actual	2023 Budget (As Revised 8- 3-23)	2023 Spent to Date (9/14/23)	Estimated 2023 Year End (X1.299%)	2023 Spent to Date (12/20/23)	Estimated 2023 Year End (X1.030%)	2024 Final Budget	Percent Change from 2023
100: General Fund								
Wages and Salaries: Full-time Employees-Regular	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Fremens pay	\$4,500.00	\$4,460.95	\$0.00	\$0.00	\$4,479.52	\$4,613.91	\$5,100.00	13%
Employer Contributions for Retirement: PERA Contributions	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Employer Contributions for Retirement: FICA Contributions	\$300.00	\$278.84	\$285.00	\$0.00	\$279.15	\$287.52	\$335.00	18%
Employer Contributions for Retirement: FICA Contributions	\$35,769.00	\$35,769.00	\$28,976.00	\$37,639.82	\$28,976.00	\$29,845.28	\$60,896.00	110%
Employer Contributions for Retirement: Fire Pension Contribut	\$11,000.00	\$23,570.08	\$12,255.00	\$0.00	\$15,565.36	\$16,032.32	\$15,550.00	27%
Fire Pension State Aid	\$2,400.00	\$4,850.61	\$2,500.00	\$0.00	\$2,830.45	\$2,915.36	\$2,825.00	13%
Supp. Fire State Aid	\$75.00	\$65.20	\$70.00	\$0.00	\$65.29	\$67.25	\$80.00	14%
Employer Paid Insurance: Medicare	\$350.00	\$300.80	\$330.00	\$0.16	\$320.38	\$329.99	\$350.00	6%
Worker's Compensation: Insurance Premiums	\$30.00	\$23.17	\$25.00	\$0.00	\$12.54	\$12.92	\$30.00	20%
Employee Paid: Federal Income Tax	\$15.00	\$13.32	\$15.00	\$0.00	\$10.30	\$10.61	\$20.00	33%
Employee Paid: State Income Tax	\$50.00	\$40.99	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0%
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$50.00	\$0.00	\$50.00	\$472.84	\$364.00	\$374.92	\$300.00	500%
Professional Services: Legal Fees	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Professional Services: Personnel Testing and Recruitment	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
Professional Services: Administrative (Grant Writing)	\$1,735.00	\$1,731.24	\$1,820.00	\$1,688.10	\$1,733.52	\$1,785.53	\$1,820.00	0%
Communications: Telephone	\$125.00	\$151.50	\$170.00	\$801.00	\$801.00	\$825.03	\$850.00	400%
Insurance: Property	\$575.00	\$575.00	\$575.00	\$617.03	\$475.00	\$489.25	\$575.00	0%
Miscellaneous: Dues and Subscriptions								
Fire Fighting								
Fremens pay	\$9,500.00	\$9,186.65	\$11,000.00	\$0.00	\$6,299.19	\$6,488.17	\$11,000.00	0%
Employer Contributions for Retirement: FICA Contributions	\$700.00	\$777.44	\$700.00	\$0.00	\$392.29	\$404.06	\$715.00	2%
Employer Paid Insurance: Medicare	\$200.00	\$135.09	\$185.00	\$0.00	\$91.74	\$94.49	\$165.00	0%
Worker's Compensation: Insurance Premiums	\$400.00	\$428.69	\$450.00	\$0.30	\$659.67	\$679.46	\$700.00	56%
Employee Paid: Federal Income Tax	\$150.00	\$78.16	\$100.00	\$0.00	\$15.67	\$16.14	\$100.00	0%
Employee Paid: State Income Tax	\$75.00	\$48.90	\$60.00	\$0.00	\$12.88	\$13.27	\$55.00	-8%
Operating Supplies: Motor Fuels	\$1,000.00	\$1,365.86	\$1,500.00	\$517.29	\$605.77	\$623.94	\$1,500.00	0%
Operating Supplies: Shop Materials	\$100.00	\$323.95	\$400.00	\$58.10	\$58.10	\$59.84	\$400.00	0%
Operating Supplies: Uniforms (Turnout Gear)	\$533.00	\$2,898.95	\$1,937.95	\$1,937.95	\$1,937.95	\$1,936.09	\$1,000.00	-75%
Repair and Maintenance Supplies	\$4,000.00	\$408.75	\$4,000.00	\$76.34	\$76.34	\$78.63	\$4,000.00	0%
Small Tools and Minor Equipment	\$3,750.00	\$7,149.47	\$1,226.95	\$1,593.81	\$1,293.07	\$1,331.86	\$2,000.00	-90%
Professional Services: Legal Fees	\$0.00	\$208.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
Professional Services: Personnel Testing and Recruitment	\$1,000.00	\$350.00	\$500.00	\$99.17	\$99.17	\$78.63	\$500.00	0%
Prof. Serv. - Inspections	\$0.00	\$1,050.00	\$1,100.00	\$1,363.95	\$1,442.14	\$1,485.40	\$2,000.00	82%
Communications: Postage	\$290.00	\$89.13	\$400.00	\$0.00	\$0.00	\$0.00	\$45.00	13%
Communications: Messenger Service	\$200.00	\$273.00	\$290.00	\$409.19	\$315.00	\$324.45	\$325.00	12%
Transportation: Travel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Insurance: Automotive	\$1,100.00	\$1,046.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	30%
Repairs and Maintenance - Contractual (404)	\$8,000.00	\$6,271.30	\$8,000.00	\$1,432.80	\$1,103.00	\$1,136.09	\$8,000.00	0%
Miscellaneous: Dues and Subscriptions	\$125.00	\$132.75	\$140.00	\$248.87	\$3,248.87	\$3,632.68	\$260.00	86%
Sales and Use	\$20.00	\$12.00	\$20.00	\$295.20	\$255.25	\$262.91	\$150.00	650%
Capital Outlay: Motor Vehicles	\$0.00	\$0.00	\$0.00	\$181.86	\$140.00	\$144.20	\$150.00	100%
Capital Outlay: Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Debt Service: Other Long-Term Obligation Principal	\$36,398.96	\$34,221.75	\$66,750.00	\$8,698.35	\$66,742.38	\$68,744.65	\$67,378.79	1%
Debt Service: Other Long-Term Obligation Interest	\$6,387.24	\$6,387.24	\$28,770.00	\$37,367.83	\$28,766.61	\$29,629.61	\$28,130.20	-2%
Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$2.06	\$0.00	100%
Fire Training								
Fremens pay	\$4,350.00	\$4,043.88	\$4,300.00	\$0.00	\$3,766.65	\$3,879.65	\$4,500.00	5%
Employer Contributions for Retirement: FICA Contributions	\$280.00	\$252.90	\$270.00	\$0.00	\$234.69	\$241.73	\$300.00	11%
Employer Paid Insurance: Medicare	\$65.00	\$59.14	\$65.00	\$0.00	\$54.90	\$56.55	\$70.00	8%
Worker's Compensation: Insurance Premiums	\$350.00	\$279.33	\$325.00	\$0.19	\$290.43	\$299.14	\$325.00	0%
Employee Paid: Federal Income Tax	\$25.00	\$20.61	\$25.00	\$0.00	\$10.32	\$10.32	\$25.00	0%
Employee Paid: State Income Tax	\$12.00	\$14.43	\$15.00	\$0.00	\$8.23	\$8.48	\$18.00	20%
Professional Services: Instructors' Fees	\$6,000.00	\$3,450.00	\$6,000.00	\$2,533.05	\$4,550.00	\$4,686.50	\$7,500.00	25%
Transportation: Travel Expense	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$600.00	500%
Fire Stations and Buildings								
Wages and Salaries: Full-time Employees-Regular	\$600.00	\$1,395.57	\$1,400.00	\$1,581.60	\$2,078.50	\$2,140.86	\$2,000.00	43%
Wages and Salaries: Part-time Employees	\$0.00	\$0.00	\$0.00	\$15.33	\$14.88	\$15.33	\$0.00	100%
Employer Contributions for Retirement: PERA Contributions	\$60.00	\$112.63	\$125.00	\$147.09	\$190.35	\$196.06	\$150.00	20%

Union wage increase \$.60/hour

Add \$600 chief

Required contribution per auditor
X2 in 2022
X2 in 2022

CIP - Sewing - \$11K & Electrical gear - 1K of Fire Protection - \$1K

CIP - Sewing - \$1K & Electrical gear - 1K of Fire Protection - \$1K

CIP - Sewing - \$1K & Electrical gear - 1K of Fire Protection - \$1K

Active911
Moved to Fire Training

Vehicle Plates

CIP - Building
CIP - Garage Rehabilitation - replace safety front
Engines #1 and #2 and SCBAs Leases



8/10/24



Tax-Exempt Leasing Corp.
P.O. Box 847386
Boston, MA 02284-7386
Phone: 615-396-3131
Fax: 615-396-3232

INVOICE

City of Emily
Cari Johnson
PO Box 68
EMILY MN 56447

Invoice Number: 11499758
Invoice Date: 06/26/2024
Payment Due Date: 08/10/2024
Total Amount Due: \$15,944.03

CONTRACT	INVOICE DESCRIPTION	DUE DATE	AMOUNT
002-0027318-000	MSA G1 SCBA & Equip _ Payment	08/10/2024	15,944.03

RECEIVED
JUL 01 2024

BY:

42220 - 602 \$14,599.95 principal
42220 - 612 \$1,344.08 int.

PAGE 1 OF 1

Please note that any change in your payment amount may be due to a change in the sales tax for your city, county and/or state

TOTAL LATE CHARGES:	\$0.00
TOTAL AMOUNT DUE:	\$15,944.03

To ensure proper credit, you must return this portion along with your check payable to:

Tax-Exempt Leasing Corp.
P.O. Box 847386
Boston, MA 02284-7386

Invoice Number: 11499758
Invoice Date: 06/26/2024
Payment Due Date: 08/10/2024
Total Amount Due: \$15,944.03

Write Address Change Below:

City of Emily
Cari Johnson
PO Box 68
EMILY MN 56447

G163 7160828 293075 0626 0 000021 000002 002/002

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-27**

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	\$ 5,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-27	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: \$5,000.00 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 9th day of July 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

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: <u>Emily Firemens Relief Association</u>	License Number: <u>02215</u>
Address: <u>PO Box 163</u>	City/State/Zip: <u>Emily, MN 56447</u>

1. Amount of proposed lawful purpose expenditure: \$5,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - 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.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - 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.

3. Describe the proposed expenditure, including vendors:

Fire Equipment fund

- **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

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	<u>6/26/2024</u>	<u>06/26/24</u>
Chief Executive Officer's Signature	Date	
<u>John Chmielecki</u>	<u>218 851-7408</u>	
Print Name	Daytime Phone	

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$5,000.00. 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: <u>City of Emily</u>	Phone: <u>218 763-2480</u>
--	----------------------------

Address:	City/State/Zip: <u>Emily, MN 56447</u>
----------	--

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature	Date
<u>Tracy Jones</u>	<u>Mayor</u>
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.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-29**

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	\$ 8,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-29	Celebrate Emily Day Committee for Emily Day Fireworks

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: \$8,000.00 to the Celebrate Emily Day Committee for Emily Day Fireworks.
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 9th day of July 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

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 Firemens Relief Association	License Number: 02215
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Address: PO Box 163	City/State/Zip: Emily, MN 56447
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1. Amount of proposed lawful purpose expenditure: **\$8,000.00**
2. Check one expenditure category:
 - A. Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - 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.
 - D. Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - 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.

3. Describe the proposed expenditure, including vendors:

Emily Day Fireworks

- **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

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	6/26/2024	06/26/24
Chief Executive Officer's Signature	Date	
<u>John Chmielecki</u>	218 851-7408	
Print Name	Daytime Phone	

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: **\$8,000.00**. 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: Emily, MN 56447
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature	Date
<u>Tracy Jones</u>	<u>Mayor</u>
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.

RECEIVED
JUN 25 2024

BY:

Kenny Roden
22342 County Road 1
Emily, MN 56447

June 25, 2024

Emily Volunteer Fire Department
PO Box 68
Emily, MN 56447

Dear Chief, Assistant Chief, and fellow Firefighters;

Effective July 4, 2024, I give my resignation/retirement as Emily Volunteer Firefighter. Serving as an Emily Volunteer Firefighter has been a great honor and I appreciate the opportunity to serve my community.

I have enjoyed working with each of my fellow Firefighters past & present and would like to thank each of them for their service. I would like to believe that I have made a difference to the Emily Volunteer Fire Department.

Regards,



Kenny Roden



City of Emily, Minnesota Alcohol and Drug Use Firefighter Response Policy

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

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

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

4. A firefighter 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 Fire Officer in charge shall restrict the activities of any firefighter as s/he deems appropriate if the Fire Officer in charge reasonably believes or suspects that the firefighter may be unable for any reason to safely and properly perform the duties of a firefighter. This applies even if the firefighter is in compliance with the requirements of Paragraphs 1 through 4 of this policy.
6. Any firefighter who during an emergency response observes any indication that another firefighter is under the influence of alcohol or drugs shall immediately report those observations to the Fire 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 Department members, the Fire 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 July 9, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer



City of Emily, Minnesota Alcohol and Drug Use: Firefighter “Zero Tolerance” Response Policy

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

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

If a firefighter has consumed any substance that may impair physical activity or mental judgment, the firefighter shall not respond to an emergency incident, and shall not participate in training or any other Fire 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 firefighter can safely and properly perform the duties of a firefighter.
2. Any firefighter who during an emergency response observes any indication that another firefighter is under the influence of alcohol or drugs shall report those observations to the Fire 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 firefighter who observes such indications and fails to report them as required is subject to disciplinary action.
 3. If the Fire Officer in charge has a reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response, the Fire Officer shall ensure the firefighter is relieved of duty and kept in a safe area. A ride home will be provided to the firefighter as soon as possible. In no case will the firefighter be allowed to drive home from the fire 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 Fire 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 Fire Officer shall document the time, date, observed behavior, witnesses, what was done, and substance of any conversation conducted with the Firefighter. This documentation shall be immediately forwarded to the Fire Chief.

4. The Fire Officer shall require a firefighter 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. A Fire 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 firefighter 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 July 9, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

§ 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)

FIRE DEPARTMENT

§ 33.20 ESTABLISHMENT.

There is hereby established in the city a Volunteer Fire Department consisting of a Chief, an Assistant Chief and a total of not less than 15, nor more than 25, firefighters, including the Chief and Assistant Chief.

(Ord. 202, passed - -)

§ 33.21 ELECTION; APPOINTMENT.

The Chief of the Fire Department and the Assistant Chief shall be elected annually by the members of the Department subject to confirmation by the Council. Each shall hold office for one year and until his or her successor has been duly elected; except that, he or she may be removed by the Council for cause after a public hearing. Firefighters and probationary firefighters shall be appointed by the members of the Department, subject to confirmation by the Council. Firefighters shall continue as members of the Department during good behavior and may be removed by the Council only for cause after a public hearing.

(Ord. 202, passed - -)

§ 33.22 DUTIES OF CHIEF.

(A) The Chief shall have control of all the firefighting apparatus and shall be solely responsible for its care and condition. The Chief shall make a report, semi-annually, to the Council at its meeting in March and September as to the condition of the equipment and needs of the Fire Department.

(B) The Chief may submit additional reports and recommendations at any meeting of the Council and shall report each suspension by the Chief, of a member of the Fire Department at the first meeting of the Council following such suspension.

(C) The Chief shall be responsible for the proper training and discipline of the members of the Fire Department and may suspend any member for refusal or neglect to obey orders pending final action by the Council and on discharge or retention.

(Ord. 202, passed - -)

§ 33.23 RECORDS.

The Chief shall keep, in convenient form, a complete record of all fires. Such record shall include the time of the alarm, location of fire, cause of fire, if known, type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the Department responding to the alarm, and such other information as the Chief may deem advisable or as may be required from time to time by the Council or the state's Insurance Department.

(Ord. 202, passed - -)

§ 33.24 PRACTICE DRILLS.

It shall be the duty of the Chief to hold a monthly practice drill of at least two hours' duration for the Fire Department and to give the firefighters instructions in approved methods of firefighting and fire prevention.

(Ord. 202, passed - -)

§ 33.25 ASSISTANT FIRE CHIEF.

In the absence or disability of the Chief, the Assistant Chief shall perform all the functions and exercise all the authority of the Chief.

(Ord. 202, passed - -)

§ 33.26 FIREFIGHTER QUALIFICATIONS.

Firefighters shall be able-bodied and not less than 18 years of age. They shall maintain a probationary membership status for no less than a 12-month period and shall not be accepted as a regular firefighter until they have satisfactorily completed all required training. Each candidate, before becoming a firefighter, must satisfy certain minimum requirement qualifications specified by the Department with approval of the Council, and must pass a satisfactory mental and physical examination. Firefighters shall reside within an adequate response time from the fire hall, assuming travel by motor vehicle in accordance with the speed limit and traffic laws.

(Ord. 202, passed - -; Ord. 202, passed 1-29-1997)

§ 33.27 LOSS OF MEMBERSHIP.

Firefighters absent from three consecutive drills or calls, unless excused by the Chief, shall forfeit membership in the Department.

(Ord. 202, passed - -)

§ 33.28 COMPENSATION; MINIMUM PAY.

(A) Compensation for the Chief, Assistant Chief, Training Officer, trainings, meetings and calls will be included in the Fee Schedule Ordinance.

(B) In computing compensation for all emergency calls, each firefighter is paid for each call the firefighter responds to.

(Ord. 202, passed - -)

§ 33.29 BUDGET AND ANNUAL REPORT.

Prior to December 1 of each year, the Chief shall submit to the City Council a written report listing each firefighter including all meetings attended, drills completed, and calls responded to for the previous year. On or before June 30 of each year, the Chief shall submit to the City Council a proposed budget for the following year detailing anticipated purchases.

§ 33.30 RELIEF ASSOCIATION.

The members and officers of the Fire Department may organize themselves into a Fire Relief Association.

(Ord. 202, passed - -)

§ 33.31 INTERFERENCE WITH DEPARTMENT.

It shall be unlawful for any person to give or make, or cause to be given or made, an alarm of fire without probable cause, or to neglect or refuse to obey any reasonable order of the Chief at a fire, or to interfere with the Fire Department in the discharge of its duties.

(Ord. 202, passed - -) Penalty, see § 33.99

VOLUNTEER FIRST RESPONSE UNIT

§ 33.45 ESTABLISHMENT.

(A) There is hereby established a Volunteer First Response Unit, hereinafter "Unit", the purposes which shall be to provide the most immediate emergency medical treatment possible for and to promote the public health, safety, comfort and welfare of the citizens of the city and those surrounding governmental areas which may contract with the city for such services.

(B) The Unit shall consist of not more than 15 members, including probationary members and members on leave of absence, as defined in the by-laws of the Unit, and to include the following officers.

(1) *Chief.* The Chief shall be responsible for overall supervision, training and discipline of the Unit's members, and shall have the power to suspend a member from participation in the Unit, or otherwise to discipline a member, pending final action by the City Council. The Chief shall act as chairperson at regular membership meetings, shall appoint committees as necessary, and shall call special meetings as needed. The Chief shall have ultimate control of and responsibility for the care and condition of all equipment and materials of the Unit. The Chief shall be responsible for design and implementation of appropriate procedures and rules to meet the needs which the Unit is organized to address and shall perform such other duties as may be required by the Unit or the City Council.

(2) *Assistant Chief.* The Assistant Chief shall act, pursuant to the Chief's command, on the Chief's behalf or in the Chief's absence, shall have such other responsibilities as may be ordered by the Chief, and shall perform such other duties as may be required by the Unit or the City Council.

(3) *Secretary.* The Secretary shall report and maintain records concerning all activities of the Unit, including calls by type, location and such other information as may be appropriate from time to time, shall notify members of drills, meetings or elections, shall be responsible for all correspondence, and shall perform such other duties as may be required by the Unit or the City Council.

(4) *Treasurer.* The Treasurer shall be responsible for all monies of the Unit, including petty cash and the making of monthly written reports to the Unit and to the City Council, shall keep an accurate account of all methods of financing and shall pay all indebtedness as authorized, and shall perform such other duties as may be required by the Unit or the City Council.

(Ord. 209, passed 9-10-1991)

§ 33.46 MEMBERSHIP.

Membership shall be by appointment by a two-thirds majority vote of the total membership of the Unit from those applications on file with the Secretary of the Unit, and shall be subject to confirmation by the City Council. An applicant for appointment must be able-bodied, no less than 18 years of age, and living within the city, or within an adequate response time. An applicant may be required to pass a physical examination and/or meet other reasonable requirements established by the Chief, or required for membership in a first response or similar unit by the state, the city and/or the by-laws, procedures or rules adopted by the Unit. The Unit may provide in its by-laws for probationary membership and removal of probationary members from the Unit. A member shall not be required to be an active city firefighter. A member shall be expected, at all times, to know, understand, abide by and meet the requirements of the by-laws, procedures or rules of the Unit. A violation of any by-laws, procedure or rule may subject the member to disciplinary action or expulsion from the Unit, all as set forth in the Unit's by-laws and procedures, subject to review by the City Council. Members of that organization, commonly know as the "Emily First Responders", shall constitute the Unit's membership and are confirmed as such hereby.

(Ord. 209, passed 9-10-1991)

§ 33.47 ORGANIZATION AND ELECTIONS.

(A) The Unit shall adopt written by-laws, policy and procedures providing, among other things, for the election of the offices of Chief, Assistant Chief, Secretary and Treasurer.

(B) The offices of Secretary and Treasurer may be combined, at the discretion of the Unit. Such officers shall be elected annually by the members eligible to vote pursuant to the Unit's by-laws, except that those officers elected at the first meeting of the Unit shall serve only to the next annual meeting of the Unit.

(C) Elected officers shall be subject to confirmation, as well as removal for cause, by the City Council.

(Ord. 209, passed 9-10-1991)

§ 33.48 BUDGET AND ANNUAL REPORT.

Prior to December 1 of each year, the Unit shall submit to the City Council a written report listing all First Responders including all meetings attended, training sessions completed, and calls responded to for the previous year. On or before June 30 of each year, the Unit shall submit to the City Council a proposed budget for the following year detailing anticipated revenues, costs and reserve accounts.

(Ord. 209, passed 9-10-1991)

§ 33.49 MEETINGS.

It shall be the duty of the Chief to schedule, hold and direct monthly Unit meetings, for the purpose of providing Unit members with instruction in approved methods of emergency health care and to attend to the business of the Unit.

(Ord. 209, passed 9-10-1991)

§ 33.50 COMPENSATION.

Members of the Unit shall receive compensation, as maintained in the Fee Schedule Ordinance.

(Ord. 209, passed 9-10-1991)

§ 33.51 AVAILABILITY OF SERVICES.

The Unit shall endeavor to offer emergency medical assistance, but is not obligated to do so, in light of the volunteer nature of the Unit, possible illnesses, vacations and other unavailability reasons, on as sustained and regular a basis as reasonably possible for citizens and visitors to the city and for citizens of and visitors to such other governmental entities as may contract with the city for such services.

(Ord. 209, passed 9-10-1991)

§ 33.52 EQUIPMENT.

The Unit shall have access to and pertinent training for and on any and all equipment and supplies of the Unit, and access to the city's Fire Hall. All equipment issued to a member of the Unit shall remain the property of the city and shall be returned to the city upon said member leaving the Unit. Equipment shall be maintained as set forth by the policy and procedures of the Unit.

(Ord. 209, passed 9-10-1991)

§ 33.53 INTERFERENCE WITH SERVICE.

It shall be unlawful for any person to make, or cause to be made, a call for Unit service without probable cause for need for such assistance, or to neglect to obey any reasonable order of a Unit member at a Unit call scene or en route to or from such call scene, or to interfere with the discharge of any duty by a member of the Unit.

(Ord. 209, passed 9-10-1991) Penalty, see § 33.99



Monthly Report

07/02/2024

	June	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	17	12	9	4	5	5	4	3	9	10	1
Time		7h48m	6h47m	2h27m	2h55m	3h15m	3h30m	1h27m	5h42m	5h32m	40m
Meeting	1	1	1	1	1	1	1	1	1	1	0
Time	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	0
Trainings	2	2	2	2	2	2	2	2	2	2	0
Quarterly	0	0	0	0	0	0	0	0	0	0	0
Time	2 h	2 h	2 h	2 h	2 h	2 h	2 h	2 h	2 h	2 h	0
Year call Total	64	31	26	11	20	19	18	8	33	40	4
Year End Time		34 h 02 m	31 h 59 m	22 h 30 m	26 h 38 m	26 h 05 m	25 h 57 m	16 h 48 m	31 h 41 m	38 h 02 m	7 h 08 m

Our meeting was held on July 2nd. With all but 1 in attendance. In the month of June, we had 17 calls, and 2 Trainings, one on Anaphylaxis, and one on Respiratory Emergencies. Our new applicants are in class, and one will be testing out in the next couple of weeks and the other two in the beginning of August. In our meeting we talked about Emily Day, and who would be available to help in the parade and be available in the park for the day. The softball tournament in June went well, we grossed a little over \$2000.00, haven't got final numbers yet, and would like to thank Emily Meats for donating all the meat, buns and ice. We talked about who could help with the tournament in August. Everyone got their new shirts, hats, and vests. We reviewed calls, and talked about supplies and equipment we may still need.

flock safety

Let's defeat crime together

Help your city reduce crime with cameras that see like a detective

"Flock Safety made my job easy. The system was up and running in just a few weeks, and has proven to help our police department find the evidence to solve more crime."

City Manager in Ohio

Flock Safety provides an affordable, infrastructure-free automatic license plate reading (ALPR) camera system for cities who want to reduce crime within a principled framework. Unlike traditional ALPR, Flock uses Vehicle Fingerprint™ technology to transform hours of footage into a searchable database to find the single piece of evidence needed, even when a license plate isn't visible.

Not your average security cameras

Infrastructure-Free and Discreet Design

With solar power and LTE connectivity, we can install the devices almost anywhere. And the beautiful design means it will blend in with your city's aesthetic.

Safety-as-a-Service

We install and maintain the devices, so you can focus on running the city. That means we will support you from procurement, through permitting, and even preparing you to present this project to the city council.

Vehicle Fingerprint Technology

Your officers can find vehicle evidence by vehicle type, make, color, license plate state, missing and covered plates, and other unique features like bumper stickers, decals, and roof racks.

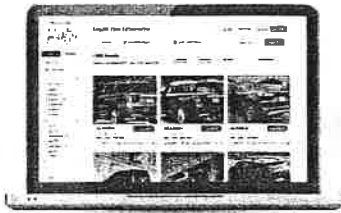


Join 2500+ cities using Flock Safety to eliminate crime



Detect

objective evidence your
police need to solve crime



Decode

footage with machine
learning so your police can
investigate



Deliver

real-time alerts to police
if a wanted or stolen
vehicle drives by

Public Safety Technology Built with Principles

You own the footage

We won't share it or sell it. It's 100% yours for your law enforcement to use to solve crime.

Protect resident privacy

All data automatically deletes by default every 30 days on a rolling basis and is encrypted with AES-256 encryption.

Promote transparency and accountability

Flock provides a transparency portal to share data with your community about how the devices work on an ongoing basis. Flock requires an investigative reason to search and proactively provides an audit report to city leadership.

Clear pricing and infrastructure free

\$2500 per camera / year. All the footage is stored in the cloud at no additional fee and there are no hidden costs.

Protect the Whole Community

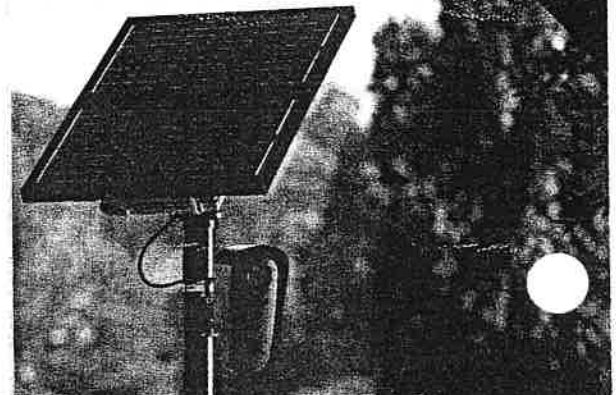
It takes all community members working together to eliminate crime, which is why we created a public-private partnership that enables businesses, neighborhoods, schools, and others to partner with your city and police department to build your network.

Learn More:



"Flock Safety continues to enhance and help our police department capture these vehicles and return the assets to their owners."

-Council member Josh McCurn of Lexington, KY



About Flock Safety ALPR

Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR Privacy and Ethics Factsheet

How long does Flock Safety keep data?

- Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.

What features do Flock Safety devices have that enable audits and oversight?

- While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.
- Authorized users go through training to properly use our system and communicate with their dispatch teams.
- Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.
- Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.

About Automatic License Plate Readers (ALPR)

The Problem: Violent Crime Is Not Going Away

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase recorded.

Over two-thirds of the country's most populous cities saw even more homicides in 2021.

One Solution: Technology that Detects Objective Evidence to Clear More Cases

Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC.

ALPR devices assist law enforcement in solving crime in two ways:

- Proactive - ALPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected.
- Investigative - ALPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

Is ALPR effective ?

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. In 2011, a study by the Police Executive Research Forum concluded that ALPRs used by the Mesa, Ariz., Police Department resulted in "nearly 3 times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR Provides Objective Evidence While Protecting Privacy

ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

ALPR Use Cases Include:

- **AMBER Alerts:** License plate readers in metro Atlanta were able to find a vehicle containing a kidnapped one-year-old, who had been taken from his mother at random off the street. The child was recovered unharmed. Some ALPR systems integrate directly with the National Center for Missing and Exploited Children's AMBER Alert system, sending real-time alerts to officers in seconds. [[New information released about 1-year-old's kidnapping](#)]
- **Silver Alerts:** Knoxville Police were able to locate a missing elderly man who suffers from dementia after he drove away in a family vehicle. ALPR technology has helped solve hundreds of Silver Alerts across the country. [[Missing man with dementia found using Flock camera](#)]
- **Firearm violence:** The Las Vegas Trail, a high-crime area in Fort Worth, TX, saw violent crime decrease by 22% in 2021 compared with the first nine months of 2019. Fort Worth Police attributed this drop partially to the license plate reader system implemented in the neighborhood during the same period of time. [[Crime is down 22% in Fort Worth's Las Vegas Trail. How neighbors and police made it safer](#)]
- **Organized theft:** Grafton, a growing village with a bustling retail district, is dealing with increased organized retail theft – Two-thirds of all the crimes reported to Grafton police in 2020 were retail thefts. Grafton Police have implemented a license plate reader system to identify vehicles that have been involved in thefts or have been stolen themselves. In one week alone, they recovered three stolen vehicles with drivers planning to engage in retail theft. [[Losses mount as retailers fight theft rings, accuse online storefronts of doing little to stop resale of stolen goods](#)]

Flock's response to common concerns

1. **Short data retention & No sharing with 3rd parties**
 - a. Data is by default stored for 30 days and then permanently deleted, unless connected to an active investigation.
 - b. You own your data, and we never sell your data.
2. **Public input and approval**
 - a. City Council approval
 - b. Community town-halls
3. **Transparent communication**
 - a. [Transparency portal](#)
 - b. Annual updates to City Council
4. **Slippery slope arguments**
 - a. Democratic authorization, good ALPR policies, and community engagement protects us and our customers from becoming what we want to avoid.
5. **Audits and accountability**
 - a. Our system automatically requires a law enforcement reason to search. These can be reported through the transparency portal.
6. **Over-policing**
 - a. Violent crime disproportionately affects the BIPOC community (8X more likely to be a victim than white counterparts), and violent crime has increased by more than 30% in the last 2 years.
 - b. Indiscriminate evidence. Unbiased, actionable leads

June 12, 2024

Sue Fahrendorff
Zoning Clerk
City of Emily
39811 State Highway 6
Emily, MN 56447

RECEIVED
JUN 12 2024

RE: Add door between planning & zoning and clerk's office

BY:

Dear Sue:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to demo an opening in a masonry wall and install a 3'x7' door for the sum of \$10,750.

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Demo door opening in masonry wall
- Remove electrical as needed for new opening
- Add standard door lintel per Professional Engineering Consultants details dated 4-22-24
- Install new door frame and door
- Match door profile with window
- Standard passage door hardware

Not included is any:

- New electrical
- New low voltage

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____

WES HANSON BUILDERS, INC.

License No. BC003452

PO Box 456 | 34103 Cty Road 3

Crosslake, MN 56442 | Phone: 218-692-1760 | Fax: 218-692-1770

Emily City Hall

6/20/2024

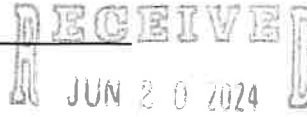
Job / Project Name

Date of Proposal

Job / Project Address

Prepared By

Project Description:



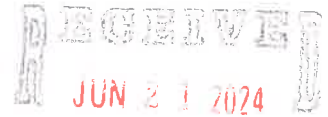
BY:

#	Construction Breakdown	Cost A	Cost B	Cost C
1	Lumber & Zip Wall & Millwork	\$1,060		
2	Truss Package			
3	Foundation Insulation			
4	Site Management / Observation	\$525		
5	Exterior Doors	\$2,426.37		
6	Install of Door	\$520		
7	Steel I Beam/ Lintel	\$405		
8	Steel I Beam/ Lintel Install	\$ 290.00		
9	Zip Wall - Labor	\$245		
10	Excavating - Backfilling			
11	Foundation & Concrete			
12	Waterproofing / Drain Tile / Dirt Work WHB Labor			
13	Demo & Cutting of Brick	\$1,267		
14	Miscellaneous Fasteners & Grout	\$385		
15	Rough Framing (Subcontractor / WHB Labor)			
16	Roofing Labor			
17	Exterior Siding & Trim - Labor			
18	Plumbing			
19	HVAC			
20	Electrical	TBD		
21	Insulation Materials/Labor			
22	Drywall Labor			
23	Paneling Labor			
24	Garage Door			
25	Finish Carpentry Labor	\$415		
26	Cabinets/Vanities/Hardware			
27	Cabinet Installation (included in 26)			
28	Granite / Cambria			
29	Appliances			
30	Appliance Installation			
31	Specialty Doors (Barn Doors / Hardware)			
32	Fireplace Units			
33	Stonework/Stone			

34	Finish Hardware (Included with door In #5)			
35	Bath Accessories			
36	Ceramic Tile / Installation			
37	Vinyl Flooring/Installation			
38	Carpet/Pads/Installation			
39	Wood Flooring			
40	Specialty Flooring (rubber / stained concrete)			
41	Shower Door			
42	Mirrors			
43	Light Fixtures			
44	Painting/stain- Interior	\$645		
45	Painting - Exterior			
46	Sauna / Hot Tub			
47	Septic System			
48	Well / Pump (Hook Up)			
49	Driveway			
50	Audio System			
51	Security System			
52	Central Vacuum System			
53	Dump Fees			
54	Cleaning / Duct Cleaning			
55	Builder's Risk Insurance			
56	Lawn & Landscape			
57	Forklift / Skidloader & Crane Service			
58	Architectural Design			
59	Building Permits / Land Surveys			
60	Ground Thaw / Temp Heat (Machines / WHB Labor)			
	Subtotal	\$ 8,183.37	\$ -	\$ -
	Contractor Fee 15%	\$1,227.50		
	Total	\$ 9,410.87	\$ -	\$ -

Emily City Hall

clerk@emily.net



BY:.....

Job #1- Adding receptacle for TV in hallway and a receptacle for the new security system.

Material-

1. 50 FT 12-2 MC
2. 2 4 square boxes
3. 2 receptacles
4. 4 MC connectors
5. 2 receptacles

Material- \$120.00

Labor- \$330.00

Total for Project 1- \$450.00

Job #2- Removing plug mold in office for new door.

Material-

1 receptacle with plate

Labor- \$220.00

Total for project #2- \$240.00

Total for All Work- \$690.00



Sourcewell, Community Solutions
202 12th St NE
Staples, MN 56479
Heather.bandeen@sourcewell-mn.gov

July 3, 2024

Emily City Council
39811 MN-6
Emily, MN 56447

Dear Members of the Emily City Council,

As you are aware, Sourcewell has partnered with the City of Emily through a Shared Service Agreement since the inception of the Community Development program.

We offer this letter of support regarding the continuing concerns with the Planning and Zoning (P&Z) office located near the front entrance of City Hall. As you know, the office lacks a secondary exit, which poses safety limitations when managing encounters with the public.

The City of Emily has taken steps to address this issue, including the existing security cameras and installation of a half-door. The current plan involves cutting a doorway to connect the P&Z office with Clerk's Office.

Considering that the building is a retrofitted former elementary school, we understand the challenges in modifying it to suit current needs. The proposed doorway seems to be a practical solution as there have been continuing concerns related to staff safety.

With gratitude for your partnership, we support the City Council's efforts to improve the safety and also the functionality of City Hall.

Thank you for the opportunity to submit this letter of support.

Sincerely,



Heather Bandeen
Director of Resources and Development
Sourcewell



Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447
Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

July 8, 2024

Mayor and City Council
City of Emily

Re: May Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on July 2, 2024, at which there was no public hearing. However, the Planning Commission Chair gave a brief report on the ongoing discussion about Cannabis at the Land Use Ordinance Subcommittee meeting. They will be making a recommendation to the city council about issuing a moratorium on cannabis while the planning commission and staff work on amending the land use matrix to include cannabis uses in certain zoning districts.

Mr. Adiatu (outgoing community development administrator - Sourcewell) introduced the new community development administrator, Steve Jones – Sourcewell, and thanked the Planning Commission for their support within a few weeks of working with them. Mr. Jones also addressed the Commission and stated that he is excited about the prospect of working closely with the Planning Commission on land use and zoning issues/needs in the city of Emily.

Sincerely,

CITY OF EMILY

Kayode Adiatu
Planning & Zoning Administrator

clerk@emily.net

From: Minnesota Office of Cannabis Management <MNOCM@public.govdelivery.com>
Sent: Monday, June 24, 2024 8:13 AM
To: clerk@emily.net
Subject: Social equity applicant verification is underway



Having trouble viewing this email? [View it as a Web page.](#)

June 24, 2024

Social equity applicant verification is underway

This morning the system for verifying a potential applicant's social equity status opened for use on the [Minnesota Office of Cannabis Management's website](#).

We strongly recommend that potential social equity applicants should start the verification process early. The verification system will close to applicants on July 10. Eligibility requirements and technical support resources are posted on [OCM's website](#).

Only those verified as a social equity applicant will be able to submit an application for a cannabis business license preapproval during the window beginning July 24 and closing Aug. 12, as required by law. There will be additional rounds to verify social equity status, as well as additional application rounds for licenses with and without social equity classification when general licensing opens in 2025.

Minnesota Office of Cannabis Management



Stay Updated with the Minnesota Office of Cannabis Management

SUBSCRIBER SERVICES



June 27, 2024

Attn: Cari Johnson
City of Emily
PO Box 68
Emily, MN 56447

RECEIVED
JUL 01 2024

BY:

RE: Future County Highway Project
SAP 018-601-022

The Crow Wing County Highway Department is planning to rehabilitate County State Aid Highway (CSAH) 1 in the summer of 2025. I am following up as a project manager for the above referenced project that is within the city of Emily. The information below will inform the city about the upcoming project and provide an opportunity for the city to give feedback.

The Crow Wing County Highway Department is planning to rehabilitate CSAH 1 between CSAH 66 to Trunk Highway (TH) 6. The project is anticipated to involve the addition of turn lanes and bypass lanes as well as a bituminous mill and overlay.

The purpose of this letter is to inform you that this project is currently in the preliminary planning and design phase. If the city wishes to address any certain aspects of this project, or bid any resurfacing project jointly, please contact me by October of 2024 so your concerns can be addressed. Meeting this deadline will assure the project remains on schedule for the projected letting date.

If you would like a representative from the County Highway Department to present this project at a future council meeting, or have questions relating to the project, please contact me at the number listed below or e-mail at daria.graupman@crowwing.gov. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman
Staff Engineer/Project Manager

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

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.

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us



APPLICATION FOR MISCELLANEOUS WORK ON TRUNK HIGHWAY RIGHT OF WAY

Document Management System #
District: 3A Permit #: US-2024-109845
C.S. 1802 T.H. 6
R.P. 31,345 to 32,236

ATTACH A SKETCH OF THE PROPOSED WORK AREA AND RELATION TO TRUNK HIGHWAY.
SUBMIT TO DISTRICT PERMIT OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.

APPLICANT: City of Emily, Telephone: 2187632480, Address: 39811 State Hwy 6 / PO Box 68 Emily, MN 56447
PARTY PERFORMING WORK: City of Emily, Telephone: 2187632480, Address: 39811 State Highway 6 / PO Box 68 Emily, MN 56447
LOCATION OF PROPOSED WORK: Highway 6 in Emily, Cran Wings 0.047 Miles, Specific Road Intersection or Landmark: 3rd Street + State Hwy 6 of State Hwy 6 + Bloomquist Dr, S Bay Dr.

WILL THIS FACILITY BE WITHIN TRIBAL LANDS? [] Yes [X] No IF YES, WHICH ONE?

NATURE OF WORK: Install two electronic speed signs

SURFACE TO BE DISTURBED (Check Appropriate Boxes)
[] Roadway [] Shoulder [] Concrete [] Bituminous [] Gravel [] Turf Only
[] Other (explain) N.A.

DEPTH OF EXCAVATION BELOW SURFACE: N.A.
NUMBER & SIZE OF EXCAVATIONS: N.A.
METHOD OF INSTALLATION/CONSTRUCTION: Maintenance Dept.

WORK TO START ON OR AFTER: once permit is approved and signs are ordered
WORK TO BE COMPLETED BY:
IS TRAFFIC DETOUR NECESSARY? [] Yes [X] No
(IF YES, TRAFFIC CONTROL PLAN IS REQUIRED.)

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules, and the standard conditions and special provisions of this permit. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.
The applicant is aware of circumstances or hazards that may arise while performing the work associated with this application that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers and hazards, whether reasonably foreseeable or not.
The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway, and may be subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and/or any other affected governmental agencies.
The undersigned applicant expressly agrees that except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the State, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

NAME AND TITLE: Tracy Jones, Mayor
EMAIL ADDRESS: clerk@emily.net, deputyclerk@emily.net

DATE: 6/20/2024
SIGNATURE: [Signature]

DO NOT WRITE BELOW THIS LINE
PERMIT NOT VALID UNLESS BEARING AUTHORIZED MnDOT SIGNATURE AND PERMIT NUMBER

AUTHORIZATION OF PERMIT

It is expressly understood that this permit is conditioned upon restoration of the trunk highway right-of-way to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Commissioner of Transportation pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and special provisions:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

Date All Work To Be Completed By: Oct 1 2024
Authorized MnDOT Signature: [Signature]
Date of Authorized Signature: 6/25/2024

DISTRIBUTION: Original to Area Maintenance Engineer, Applicant, Subarea Supervisor, Roadway Regulations Supervisor
DEPOSIT REQUIREMENTS: [X] No Deposit Required, [] Deposit Required in the Amount of \$ N/A
DEPOSIT TYPE: Cashier's Check #, Certified Check #, Money Order #, Bond #

DATE WORK COMPLETED: (The date when the work is completed must be reported to the MnDOT District Permits Office)

MAINTENANCE REPORT

7/9/2024

- Storm clean up
- Fixing wash outs
- Class fiving roads
- General maintenance

Brian Foster
Maintenance Supervisor

Emily City Hall

clerk@emily.net

RECEIVED
JUN 21 2024

BY:

Job #1- Adding receptacle for TV in hallway and a receptacle for the new security system.

Material-

1. 50 FT 12-2 MC
2. 2 4 square boxes
3. 2 receptacles
4. 4 MC connectors
5. 2 receptacles

Material- \$120.00

Labor- \$330.00

Total for Project 1- \$450.00

Job #2- Removing plug mold in office for new door.

Material-

1 receptacle with plate

Labor- \$220.00

Total for project #2- \$240.00

Total for All Work- \$690.00

Up North Electric
Emily, MN
Residential - Commercial - Industrial
218-820-2728

Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-26**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Outing Chamber of Commerce	\$5,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-26	Park Fund – Pickleball Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$5,000.00 to the park fund – pickleball fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Passed by the City Council of Emily, Minnesota this 9th day of July, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

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: OUTING CHAMBER OF COMMERCE	License Number: 02769
Address: PO BOX 33	City/State/Zip: OUTING MN 56662

1. Amount of proposed lawful purpose expenditure: \$ 5,000.00
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - 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.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - 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.

3. Describe the proposed expenditure, including vendors:

donate \$5,000 for the new pickleball court

- **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 snowmob 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

Chief Executive Officer's Signature

Date

Larson Haynes
Print Name

6/20/24
Date
218-821-9770
Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 5000.00. 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: 39811 State Hwy 6

City/State/Zip: Emily, 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

Date

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.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-28**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$1,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-28	Park Fund – Pickleball Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$1,000.00 to the park fund – pickleball fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Passed by the City Council of Emily, Minnesota this 9th day of July, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

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: <u>Emily Firemens Relief Association</u>	License Number: <u>02215</u>
Address: <u>PO Box 163</u>	City/State/Zip: <u>Emily, MN 56447</u>

1. Amount of proposed lawful purpose expenditure: \$1,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - 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.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - 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.

3. Describe the proposed expenditure, including vendors:

Pickle Ball Court improvement.

- **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 snowmob' 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

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	<u>6/26/2024</u>	<u>06/26/24</u>
Chief Executive Officer's Signature	Date	
<u>John Chmielecki</u>	<u>218 851-7408</u>	
Print Name	Daytime Phone	

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$1.00. 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: <u>City of Emily</u>	Phone: <u>218 763-2480</u>
Address: _____	City/State/Zip: <u>Emily, MN 56447</u>

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

_____ Signature	_____ Date
<u>Tracy Jones</u> Print Name	<u>Mayor</u> 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.

clerk@emily.net

From: Scott Mudgett <smudgett@andersonbrothers.com>
Sent: Monday, June 24, 2024 2:49 PM
To: clerk@emily.net
Subject: RE: City of Emily Pickle Ball Courts

I am thinking the week of July 15th. We are a week or two behind mainly due to weather. Would that date work for you guys?

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, June 24, 2024 10:58 AM
To: Scott Mudgett <smudgett@andersonbrothers.com>
Subject: RE: City of Emily Pickle Ball Courts

Scott,

Do you have an updated estimate for when the pickleball court project will begin?

Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 869

Effecting Positive Change

From: zoning@emily.net <zoning@emily.net>
Sent: Monday, May 20, 2024 9:32 AM
To: smudgett@andersonbrothers.com
Cc: 'Gregory Koch' <gw_koch@yahoo.com>; Gary Hanson <gerhart@emily.net>; clerk@emily.net
Subject: City of Emily Pickle Ball Courts

Hi Scott,

Attached is the signed quote for the City of Emily Pickleball courts.

Per our conversation this morning, estimated construction start date will be mid to late June. Anderson Brothers will coordinate directly with Oberg Fence Company for fence installation and Outdoor Specialties, LLC for sport surfacing and net, poles & sleeve installation. We understand there is a waiting period of a few weeks for the asphalt to cure before court surfacing can be applied.

Please let me know if you have any questions.

Personnel Policy

11/29/2023 11:41 AM

Article XI. LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 11.01 Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off and applies to all employees (including full-time employees, part-time employees, temporary employees, seasonal employees, full-time salaried and exempt employees, part-time salaried employees, ~~volunteer firefighters, volunteer first responders~~, commission and board members, and election judges) ~~anticipated to performing~~ work for at least 80 hours in a calendar year for the city. Effective January 1, 2024 any unused sick leave earned and accrued before January 1, 2024 will be converted to Earned Sick and Safe Leave.

(a) Accrual of Earned Sick and Safe Leave

1. Full-time, part-time, temporary, and seasonal employees ~~anticipated~~ ~~scheduled~~ to work at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the collective bargaining agreement or the Fee Schedule Ordinance.
2. Part-time salaried employees (Librarian) ~~anticipated to performing~~ work ~~for~~ at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked and can earn a maximum of 48 hours each calendar year. Part-time salaried employees will track daily hours worked. The amount of Earned Sick and Safe time that may be used for an absence will be the average hours worked on the applicable day. The hourly rate of Earned Sick and Safe Leave is the employee's monthly salary per the Fee Schedule Ordinance divided by the average number of hours worked per month.
- ~~3. Volunteer firefighters performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on-call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:
 - ~~○ One hour for each meeting.~~
 - ~~○ Three hours for each training.~~The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.~~

- ~~4. Volunteer first responders performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:~~
- ~~○ One hour for each meeting.~~
 - ~~○ Two hours for each monthly training.~~
 - ~~○ Four hours for each quarterly training.~~
- ~~The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.~~
5. Commission and board members performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. Commission and board members are not anticipated to work at least 80 hours in a year. Once a commission or board member works 80 hours in a year, Earned Sick and Safe Leave accruals will be awarded retroactively to the first hour worked by earning one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended meeting will be the length of the applicable meeting. The rate of Earned Sick and Safe Leave will be at the same rate of pay as the unattended meeting per the Fee Schedule Ordinance divided by the length of the applicable unattended meeting.
 6. ~~Election judges performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year.~~ Election judges are not anticipated to work at least 80 hours in a year. Once an election judge works 80 hours in a year, Earned Sick and Safe Leave accruals will be awarded retroactively to the first hour worked by earning one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended training or election will be the length of the applicable unattended activity. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Fee Schedule Ordinance.
 7. For employees holding multiple positions ~~anticipated to performing~~ work for at least 80 hours per calendar year all hours worked will contribute to Earned Sick and Safe time accrual up to the maximum of 48 hours each calendar year. Accrual is not based on separate positions. Accrued Earned Sick and Safe time may be used for all positions held by an employee. An employee will be paid the base rate of the applicable position when using accrued Earned Sick and Safe time.
 8. Employees ~~anticipated to performing~~ work for less than 80 hours per calendar year do not qualify for Earned Sick and Safe Leave.
 9. Effective May 25, 2024 per the Minnesota Department of Labor and Industry volunteer firefighters and volunteer first responders are excluded from the definition of employee and are exempt from Earned Sick and Safe Leave.
 10. Per the Minnesota Department of Labor and Industry elected officials ~~or a person who is appointed to fill a vacancy in an elected office~~ are not considered employees and are exempt from Earned Sick and Safe Leave.

11. Once an employee performs work for more than 80 hours per calendar year, the employee's annual eligibility threshold is met. Once the annual eligibility threshold is met, the accrual calculation includes all hours worked back to the first hour worked for the employer during the calendar year. ~~Once the annual eligibility threshold is met, the employee will remain eligible in subsequent calendar years even if the employee works less than 80 hours per year.~~ Once the annual eligibility threshold is met, the employee will accrue one hour for every thirty hours worked in compliance with the Carry Over and Pay Out requirements below.

(b) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (.25 hours) ~~or, for volunteer firefighters and first responders, as described below,~~ for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - ~~To make arrangements or attend funeral services or a memorial, or address financial or legal matters arising after the death of a family member.~~
 - Care of a family member:
 - With mental or physical illness, injury or other health condition:
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency

- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

~~For volunteer firefighters and first responders, leave may be used as it is accrued for the activities noted in Section (a), subsections 4 and 5. The request to use Earned Sick and Safe Leave for any unattended activity must be made in the month that it occurred. A form must be filled out with the applicable chief noting the unattended meeting/ training in order to use the leave. The firefighter/first responder will be paid the normal pay for the unattended activity with the annual payroll and the deduction of the employee's Earned Sick and Safe Leave will be made in the amount standardized above for each activity.~~

- (c) For Earned Sick and Safe Leave purposes, family member includes an employee's:
- Spouse or registered domestic partner
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
 - Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
 - Grandchild, foster grandchild or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
 - Any of the above family members of a spouse or registered domestic partner
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - Up to one individual annually designated by the employee

(d) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

(e) Carry Over and Pay Out of Earned Sick and Safe Leave

Full-time employees, full-time salaried and exempt employees, and permanent part-time employees working a minimum of 20 hours per week may carryover unused Earned Sick and Safe time into the following year up to a maximum of 480 hours, prorated for the number of hours the employee works per week: 480 hours for full-time employees working 40 hours per week (100%), 384 hours for full-time employees working 32 hours per week (80%) unless otherwise stated in the collective bargaining agreement, 336 hours for permanent part-time employees working 28 hours per week (70%), or the applicable percentage for permanent part-time employees working more or less hours per week. A lump sum payment prorated for the number of hours the employee works per week up to a maximum of 240 hours of accrued Earned Sick and Safe time will be paid out when a full-time employee, full-time salaried and exempt employee, or permanent part-time employee working a minimum of 20 hours per week leaves their job, either voluntarily or involuntarily, upon completion of the appropriate receipt. An employee who transfers positions retains their accrued Earned Sick and Safe time.

Part-time employees working less than 20 hours per week, part-time salaried employees, temporary employees, seasonal employees, ~~volunteer firefighters and first responders,~~ commission and board members, and election judges performing work for 80 hours per calendar year may carryover unused Earned Sick and Safe time into the next calendar year, but at no time may the accrued Earned Sick and Safe time exceed 80 hours. Accrued Earned Sick and Safe time will not be paid out when an employee leaves their job, either voluntarily or involuntarily. An employee who transfers positions retains their accrued Earned Sick and Safe time. An employee who returns to work for the same employer within 180 days of separation is entitled to the Earned Sick and Safe time accrued before leaving.

(f) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is

unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(g) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee, including a seasonal employee, is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used or paid out will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Section 11.02 Vacation Leave The city believes that vacation is important to the health and well-being of our employees and as such, provides paid vacation for eligible employees for rest and recuperation.

Vacation Leave Schedule

Full-time Employees

Years of Service	Annual Accrual on January 1*
One Year	40 Hours
Two Years	80 Hours
Five Years	120 Hours
Ten Years	120 Hours, plus 8 additional hours per year up to a maximum of 160 hours

* Earned vacation will be granted on January 1 of each year per the above schedule unless the employee is a new hire (see below).

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations, sick leave, or holidays (Federal or otherwise). These benefits are a matter of agreement between an employer and an employee (or the employee's representative).

New Hires

Employees hired during the preceding year will not be granted vacation leave until the one year anniversary of their hire date, but will accrue vacation leave according to the Vacation Leave Schedule. After a new hire's one year anniversary the employee would be granted the earned vacation leave from the prior year. On January 1 following the new hire anniversary, the employee would be granted the accrued vacation earned through the prior year, which would be a prorated amount.

Earned Sick and Safe Time Law: What Cities Need to Know

Published: October 16, 2023

Updated June 10, 2024

Effective Jan. 1, 2024, Minnesota's earned sick and safe time (ESST) law, requires employers to provide earned sick and safe paid leave to employees who work in Minnesota.

- An employee is anyone who works at least 80 hours in a year for an employer in Minnesota but does not include independent contractors.
- Temporary and part-time employees are covered under the law.
- Employers must provide each employee in Minnesota with one hour of ESST for every 30 hours worked, with the ability to accumulate at least 48 hours of ESST each year.

Additionally, in 2024, the Legislature made updates to ESST law as noted in the following FAQs. These updates include:

- Effective May 25, 2024, exceptions for certain employees that perform certain functions, including paid-on-call (POC) and volunteer firefighters, and ambulance personnel, as well as elected officials. See FAQ #9 for more information.
- Effective May 25, 2024, limited exceptions to reject certain essential service workers from using ESST for inclement weather or public emergency situations. See FAQ #12 for more information.
- Eligible employees are defined as those who are anticipated to work 80 hours. See FAQ #10 for more information.
- Effective Jan. 1, 2025, there is an expanded application of ESST protections to all employee leave used for personal illness or injury. See FAQ #10 for more information.
- Effective May 25, 2024, expanded eligible uses include leave to make arrangements, for, or attend a funeral service or memorial, or address financial or legal matters arising after the death of a family member. See FAQ #12 for more information.
- A change to the time increment in which leave may be used. See FAQ #7 for more information.
- Effective May 25, 2024, ESST hours reinstatement is not required if the returning employee had already exhausted their accumulated ESST balance prior to separation or was already paid out on the balance of their accumulated ESST hours upon the previous separation. See FAQ #14 for more information.
- Effective May 25, 2024, new consequences for employers failing to provide ESST to employees. See FAQ #23 for more information.

9. Are paid-on-call firefighters, EMTs, and elected officials eligible for ESST? (Updated June 10, 2024)

With the 2024 ESST law changes, there are new exclusions from the definition of employee. Effective immediately, the law provides for the following employee eligibility exceptions:

- Those who work less than 80 hours in Minnesota in a year.
- Independent contractors.
- **NEW** – An elected official or a person who is appointed to fill a vacancy in an elected office as part of a political subdivision.
- **NEW** – Volunteer and paid-on-call firefighters, for a department charged with prevention or suppression of fires within Minnesota boundaries, as well as volunteer ambulance attendants, or paid-on-call ambulance service personnel.

Election judges remain eligible for ESST if they work 80 hours in a year.

10. When did ESST accruals begin? (Updated June 10, 2024) –

The statute defines a year as a regular and consecutive 12-month period as determined by an employer and clearly communicated to each employee. Since the ESST law was in effect as of Jan. 1, 2024, your city would, at a minimum, begin counting from that date onward.

Generally, all employees, including full time, part time, temporary, and seasonal are eligible for ESST if they are anticipated to work at least 80 hours in a year, and they begin to accrue ESST at the start of employment (Minnesota Statutes, section 181.9446 (d)). ([Refer to the Minnesota Department of Labor and Industry ESST FAQs.](#)) In 2024 there are some new exceptions for paid-on-call and volunteer fire and ambulance personnel. [See FAQ #9 for more information.](#)

Effective immediately, the law changed to define an employee as a worker who “is anticipated by the employer to perform work for at least 80 hours in a year ...” As a result, ESST accruals were to begin as of Jan. 1, 2024, or at the start of employment, whichever comes first.

For those roles where it may not be clear that an employee will work at least 80 hours in a year, such as election judges for example, once that employee works 80 hours in a year, then ESST accruals are awarded retroactively to the first hour worked.

12. What are eligible uses of ESST? (Added June 10, 2024)

–

Employees can use their earned sick and safe time for reasons such as:

- The employee's mental or physical illness, treatment, or preventive care.
- A family member's mental or physical illness, treatment, or preventive care.
- Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member.
- Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency.*

*Effective immediately there is a new exception prohibiting the use of ESST during a public emergency or weather event for certain workers who are responsible for responding to a public emergency or weather event. This limited exception applies if:

- The employee's preassigned or foreseeable work duties requires the employee to respond to the public emergency or weather event.
- The employee is a firefighter, a police officer, a 911 dispatcher, a guard at a correctional facility, or an employee with a commercial driver's license (like a public works snowplow driver) **and** one of the following conditions are met:
 - If the represented employee is covered by a collective bargaining agreement or memorandum of understanding that explicitly references Minnesota Statutes, section 181.9447, subdivision 1 (4) regarding closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency **and** clearly waives application of that section for the employee's position.

#12
Cont.

■ For unrepresented employees, if they are needed by the city to maintain minimum staffing requirements and the city has an ESST policy referencing Minnesota Statutes, section 181.9447, subdivision 1 (4) regarding closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency in accordance with the notice and posting requirements of the ESST law. See Minnesota Statutes, section 181.9447, subdivision 9 regarding notice requirements. The Minnesota Department of Labor and Industry has posted a sample notice for employer use.

- To make arrangements or attend funeral services or a memorial, or address financial or legal matters arising after the death of a family member.
- When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

14. If a city pays out ESST hours at time of termination, do hours need to be reinstated if an employee is rehired by the city again? (Updated June 10, 2024)

The law states an employee who returns to work for the same employer within 180 days of separation is entitled to the previously accrued ESST hours the employee had on the books prior to leaving. However, effective immediately the ESST hours reinstatement is not required if the returning employee had already exhausted their accumulated ESST balance prior to separation or was already paid out on the balance of their accumulated ESST hours upon the previous separation.

Your city's payroll system should include a tracking mechanism to ensure any employees who leave and are not already paid out their ESST leave balance, but then return (such as seasonal employees) within the 180-day window receive their accrued ESST and unused leave balance.

15. Once an employee hits the 80 hours worked mark, do they need to work at least 80 hours again the next year to qualify for ESST?

A Minnesota DOLI representative confirmed to League staff that an employee only has to qualify once (meaning work at least 80 hours), typically at the time of hire.

For example, if a city has a part-time employee who worked 100 hours in one year (and qualified for ESST since they worked at least 80 hours in the city-defined 12-month period year), but worked only 70 hours the next year, the employee would still continue to earn ESST in the second year at the rate of one hour for every 30 hours worked.

22. What rate of pay will employees receive for ESST hours? (Added June 10, 2024)

Employees are paid their base rate for ESST hours used. Base rate means:

- For employees paid on an hourly basis, the same rate received per hour of work.
- For employees paid on an hourly basis who receive multiple hourly rates, the rate the employee would have been paid for the period of time in which leave was taken.
- For employees paid on a salary basis, the same rate guaranteed to the employee as if the employee had not taken the leave.
- For employees paid solely on a commission, piecework, or any basis other than hourly or salary, a rate no less than the applicable local, state, or federal minimum wage, whichever is greater.

Base rate does not include:

- Commissions.
- Shift differentials that are in addition to an hourly rate.
- Premium payments for overtime work.
- Premium payments for work on Saturdays, Sundays, holidays, or scheduled days off.
- Bonuses or gratuities defined in [Minnesota Statutes, section 177.23](#).



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

July 8, 2024

RE: Emily Manganese Project Update – June 2024

In June, environmental visits associated with continued site reclamation (regrowth in disturbed areas), and in association with heavy rainfall that have disturbed recently reclaimed areas have continued. Disturbance includes some gulying due to rapid water runoff and a loss of recently planted areas. These visits and the corresponding reclamation activities are in the planned activities by Barr Engineering, as approved by the Minnesota Department of Natural Resources.

As the weather gets warmer, the environmental visits associated with site reclamation will be increased after rain event periods (rainfall of more than 1/2 inch in a 24 hour period).

Metallurgical testing and analysis of drilled samples continues to be assessed at the Kemetco Research Inc. laboratory, located in Richmond, British Columbia. The final flow sheet is still in optimization.

The current Kemetco work is expected to be completed by this summer, but additional metallurgical work will continue through mid-2024 and into 2025.

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

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

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

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



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 Slogan Contest!

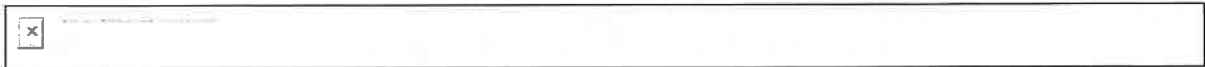
We received many slogans, and some were truly great entries, but we just didn't find that one slogan that captured ALL the wonderful features our community has to offer. We have lakes, trees, and trails, but we also have so much more. Maybe that is the problem, we are just too awesome! We are opening the contest up in hopes of finding that one phrase or slogan that will highlight ALL areas within our community.

There is no limit on the number of entries you can submit. ALL entries (new or previously submitted) will be considered.

Please use the QR code or visit our website at <https://forms.wix.com/f/7120511908330864762> to submit your slogan ideas online, or you may download the City of Emily Slogan Contest Form from the Announcements section on the home page at www.cityofemily.com and mail to City of Emily, PO Box 68, Emily, MN 56447. The form is also available at the City Clerk's Office located at 39811 State Highway 6, Emily.



From: Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>
Sent: Tuesday, June 25, 2024 10:02 AM
To: clerk@emily.net
Cc: Kayode Adiatu; Steve Jones
Subject: Congratulations!
Attachments: SM Impact Funding graphic.jpg



Congratulations, Caril!

We are excited to inform you that your Impact Funding project was selected by lottery to receive funding at the Sourcewell Local Government Advisory Committee meeting.

We will be sending out funding agreements in the coming weeks to the authorized signer that was indicated on your application. **As a reminder, you need to wait to start your project until the funds have been issued.** For now, congratulations on your selection.

If you would like to share your good news on social media, I have included a graphic that you can use. Feel free to @mention Sourcewell.

Amy Piekarski | Community Solutions Specialist

Office: (218) 895-4157 | Cell: (218) 821-0813
Website: mn.sourcewell.org

7/5/2024, 15:53

Sourcewell

Purchased

Savings

Budget Revised

public safety

ARPA

**City of Emily
PROPOSED CAPITAL IMPROVEMENT PLAN**

2024 through 2028

PROJECTS BY FUNDING SOURCE

- Priority Legend:
 A: Urgent - Fund if at all possible
 B: High Priority - Do when funding available
 C: Worthwhile - May be deferred for funding
 D: Desirable (Nonessential)

Code Source	Balance (G) 30-24)	Priority	2023	2024	2025	2026	2027	2028	2029-2033	TOTAL
100 General Fund	\$922,000									
Shop - 12,000 lbs. Two Post Hoist		B	\$ 13,900.18	\$ 12,000.00						\$ 25,900.18
Shop - Plasma Cutter		B	\$ 2,000.00	\$ 2,000.00						\$ 4,000.00
Shop - Cut Off Saw		B	\$ 1,239.99							\$ 1,239.99
Shop - Sweeper Vacuum		B	\$ 13,778.80	\$ 10,000.00						\$ 23,778.80
Shop - Salt Shed Roof Repair		A	\$ 19,500.00							\$ 19,500.00
Lawnmower		C			\$ 35,000.00					\$ 35,000.00
Hall - Bottle Filling Station/Fountain		C	\$ 1,500.00							\$ 1,500.00
Hall - Emergency Generator		B	\$ 40,000.00	\$ 65,000.00						\$ 105,000.00
Hall - Access/Security System Upgrade		A	\$ 30,000.00							\$ 30,000.00
Hall - Microphone Replacements (Council Chambers-X4)			\$ 2,000.00							\$ 2,000.00
Rotational Computer Replacement - Clerk & PZ Offices		B	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00					\$ 8,000.00
PZ - Filing Cabinet		C		\$ 5,000.00						\$ 5,000.00
PZ - Desk		C		\$ 1,500.00						\$ 1,500.00
PZ/Clerk - Connecting Door w/Electrical		B	\$ 10,750.00							\$ 10,750.00
Electronic Speed Signs X3 (\$3,200 each)		A	\$ 4,022.00	\$ 3,200.00						\$ 7,222.00
Hall - Upgrade of Council Chambers AV Equipment	\$102,808	C	\$ 70,845.00							\$ 70,845.00
206 American Rescue Plan Fund	\$45,594									
211 Library	\$1,582	B		\$ 500.00						\$ 500.00
Security Camera										
225 Firemens Equipment Fund	\$85,730									
Replacement of Expired Turmout Gear (\$3,000 each)		A	\$ 12,650.00							\$ 12,650.00
Radios (\$5,000 each)		A	\$ 5,000.00	\$ 15,000.00						\$ 20,000.00
Pagers (\$550 each)		B	\$ 1,100.00	\$ 550.00						\$ 1,650.00
Genesis 32" Push/Pull Ram Extraction Tool		A	\$ 12,000.00							\$ 12,000.00
Brush Rig 4 Door Pickup Truck		B	\$ 70,000.00	\$ 70,000.00						\$ 140,000.00
Engine R1 - Lease to Purchase Program		A	\$ 34,664.96	\$ 34,664.96						\$ 69,329.92
Engine R2 - Lease to Purchase Program (10 Years)		A	\$ 44,900.00	\$ 44,900.00	\$ 79,564.96	\$ 79,564.96	\$ 318,259.84			\$ 646,754.72
SCBAs - Lease to Purchase Program		A	\$ 15,844.03	\$ 15,944.03	\$ 15,944.03	\$ 15,944.03				\$ 47,632.09
Fire Station - Generator and Install		A	\$ 20,000.00	\$ 4,350.00	\$ 10,000.00					\$ 34,350.00
226 1st Responders Equipment Fund	\$102,079									
Radios (\$5,000 each)		A	\$ 6,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 39,000.00
Pagers (\$550 each)		B	\$ 1,100.00	\$ 1,100.00						\$ 2,200.00
First Responder Vehicle/Ambulance (Used)		H		\$ 100,000.00						\$ 100,000.00
AEDs (\$2,500 each)		C	\$ 2,500.00	\$ 2,500.00		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 17,500.00
227 Emily Area Recycling	\$10									
228 Police Fund	\$20,510									
404 Park Acquisition and Development	\$115,854									
Pickleball Courts - City Hall Park - Phase 1 (\$57,271)		B	\$ 40,000.00							\$ 40,000.00
Pavilion - City Hall Park - Phase 2		B								
Pickleball Court - City Hall Park - Phase 3		B								
Volleyball Court - City Hall Park - Phase 4		B								
Pickleball lines on second tennis court		B	\$ 5,000.00							\$ 5,000.00
Resurfacing of Tennis/Pickleball Courts		B		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00		\$ 60,000.00
Baseball Field Dugouts Roof Repairs		B	\$ 5,000.00	\$ 5,000.00						\$ 10,000.00
Baseball Field Scoreboard (Electronic)		B	\$ 800.00	\$ 700.00						\$ 1,500.00
Biking/Hiking Emily State Forest Trails		D		\$ 20,000.00	\$ 20,000.00					\$ 40,000.00
406 City Hall	\$22,601									
407 Cemetery	\$37,875									
Second Addition Preparation: Need trees		C		\$ 4,000.00						\$ 4,000.00
Benches for Memorial Circle		C		\$ 7,000.00						\$ 7,000.00
Flagpoles for Memorial Circle		C		\$ 2,000.00						\$ 2,000.00
Visible Block Markers		C		\$ 2,000.00						\$ 2,000.00
409 Law Enforcement/Emily Sheriff's Office	\$29,421									
Print/carpets/desks/office chairs				\$ 10,000.00						\$ 10,000.00
413 Rehab. Projects	\$10,084									
414 Capital Projects - Fire	\$5,019									

Priority Legend:
 A: Urgent - Fund if at all possible
 B: High Priority - Do when funding available
 C: Worthwhile - May be deferred for funding
 D: Desirable (Nonessential)

City of Emily
PROPOSED CAPITAL IMPROVEMENT PLAN
 2024 through 2028
 PROJECTS BY FUNDING SOURCE

7/5/2024 15:53
 Sourcedwell
 Purchased
 Savings
 Budget Required
 Public Safety
 AIRPA

Code	Source	Balance (6/30/24)	Priority	2023	2024	2025	2026	2027	2028	2019-2031	TOTAL
415	Capital Projects - Roads	\$70,826									
	2 Year Rotating Crack Sealing Plan		B		\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 135,000.00	\$ 243,000.00
	Rotating Poly Sealing Plan		B		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	\$ 135,000.00
	Street Improvements			\$ 65,689.88	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00	\$ 240,689.88
	Overlying Roads Project		A	\$ 635,000.00							\$ 635,000.00
	Roosevelt Drive Bridge (Crooked Creek)		B			\$ 20,000.00					\$ 20,000.00
	Overlay the bridge (no weight can be added)		C		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	\$ 130,000.00
	Bridge replacement - Est. 20-15 years \$460,000										\$ 460,000.00
	South Shore Drive Bridge (Little Pine River)		B		\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 70,000.00	\$ 140,000.00
	Seal the fascia - Est. \$70,000		A	\$ 20,000.00							\$ 20,000.00
	Emily Dam Repair		A	\$ 39,530.13							\$ 39,530.13
	Single Axle Plow Truck - Used		B-C				\$ 150,000.00				\$ 150,000.00
	624 Loader		C			\$ 80,000.00					\$ 80,000.00
	Bobcat		B			\$ 40,000.00					\$ 40,000.00
	Maintenance 3/4 to 1 Ton Pickup Truck (\$51,577.45)		C-D	\$ 74,069.11	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 514,069.11
	Grader			\$ 117,400.00							\$ 117,400.00
	Backhoe Tractor		A								\$ 117,400.00
418	Future City Development	\$34,343									
417	Shop Building	\$0	C		\$ 30,000.00						\$ 30,000.00
	Backup Aprons										\$ 30,000.00
602	Sewage Collection and Disposal	\$55,688									
	Liftstation Pumps Replacement Program 1/yr		B		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00	\$ 200,000.00
	Liftstation Pumps Rebuild Program 1/yr after replacement		B						\$ 15,000.00		\$ 15,000.00
	Omnit Site Beacon		C			\$ 4,000.00					\$ 4,000.00
	Reapid Infiltration Basin Pipe/Pond Riprap Repairs		A	\$ 3,000.00	\$ 15,000.00						\$ 18,000.00
	Savings Funds to be Used			\$ 284,449.32	\$ 556,663.96	\$ 504,058.99	\$ 493,508.99	\$ 255,564.96	\$ 255,564.96	\$ 1,113,259.84	\$ 3,178,621.70
	Budget Funds to be Used			\$ 284,449.32	\$ 693,661.96	\$ 684,058.99	\$ 493,508.99	\$ 255,564.96	\$ 255,564.96	\$ 1,113,259.84	\$ 3,495,619.70
	TOTALS			\$ 1,000,000	\$ (48,573.98)	\$ (250,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (250,000.00)
	GRANTS/POSSIBLE GRANTS			\$ -	\$ (48,573.98)	\$ (250,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (48,573.98)
	Biking/Hiking State Forest Trail - DNR Reg. Trail			\$ -	\$ (48,573.98)	\$ (250,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (48,573.98)
	Sourcedwell Boost Funds - Chambers Microphone/Monitors			\$ -	\$ (48,573.98)	\$ (250,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (48,573.98)
	Sourcedwell Impact Funds - ElecSigns/ChambersAV/SweeperVac			\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (291,573.98)
	Total Grants/Possible Grants			\$ (1,000.00)	\$ (48,573.98)	\$ (250,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (291,573.98)

* Emily Dam Repair \$19,433.32
 * \$49,940 from savings from 2023 transfer \$ 14,24; Transfer \$48k saved for maint truck to pump
 * \$25,000 (pump to rebuild) Plan to rebuild 1/yr for 6 yrs

Debt Service Statement

RECEIVED
JUN 12 2024

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

BY:

Statement #: 88068
Statement Date: June 12, 2024

RE: \$930,000.00 General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
08-01-2024	291254	\$0.00	\$2,337.50	\$2,337.50

Payment Instructions

WIRES due by July 31, 2024

Wells Fargo Bank
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 38035

CHECKS due by July 25, 2024

Make check payable to:
Bond Trust Services Corporation
Ref: 38035
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

303-47210-6011

**For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!**



Debt Service Statement

WIRES due by July 31, 2024
CHECKS due by July 25, 2024



BY:

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

Statement #: 88070
Statement Date: June 12, 2024

RE: \$540,000.00 General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
08-01-2024	291254	\$0.00	\$3,491.25	\$3,491.25

Payment Instructions

WIRES due by July 31, 2024

Wells Fargo Bank
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 327521

CHECKS due by July 25, 2024

Make check payable to:
Bond Trust Services Corporation
Ref: 327521
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

304-47210-611

For your convenience, multiple Statements/Invoices may be combined in one payment.

Thank you for your business!

Debt Service Statement

WIRES due by July 31, 2024
CHECKS due by July 25, 2024

RECEIVED
JUN 12 2024

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

BY:

Statement #: 88069
Statement Date: June 12, 2024

RE: \$1,505,000.00 General Obligation Sewer Revenue Refunding Bonds, Series 2013A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
08-01-2024	291254	\$0.00	\$12,446.25	\$12,446.25

Payment Instructions

WIRES due by July 31, 2024

Wells Fargo Bank
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 38889

CHECKS due by July 25, 2024

Make check payable to:
Bond Trust Services Corporation
Ref: 38889
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

602-47210-611

**For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!**

Amy Prokott, Deputy Clerk, City of Emily

From: payingagent@ehlers-inc.com
Sent: Wednesday, June 12, 2024 7:35 AM
To: clerk@emily.net; deputyclerk@emily.net
Subject: Bond Trust Services - Debt Service Invoice(s)
Attachments: 88068.docx; 88069.docx; 88070.docx



Importance: High

Greetings,

The following bond issues have upcoming Debt Service payments. Please review each attached invoice for payment due dates, payment amounts, and remit payment based on instructions.

Invoice #	Issue	Checks Due By	Wires Due By	Total Due
88068	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	07/25/2024	07/31/2024	\$2,337.50
88070	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	07/25/2024	07/31/2024	\$3,491.25
88069	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	07/25/2024	07/31/2024	\$12,446.1
			Total:	\$18,275.00

Contact Bond Trust Services at 651-209-1010 or email payingagent@ehlers-inc.com with any questions.

Thank You,
Ehlers Bond Trust Services



Individual invoices may have different payment dates, so it is important that each invoice be reviewed separately.



Paying Agent Fee Invoice

RECEIVED
JUN 1 2024

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

BY:

Invoice #: 89188
Invoice Date: 6/12/2024

Re: \$540,000.00 General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A

Due Date: 8/1/2024	Paying Agent Fee:	\$475.00
--------------------	-------------------	----------

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 89188-PA

Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

304-47501-620



Paying Agent Fee Invoice



City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

BY:

Invoice #: 89187
Invoice Date: 6/12/2024

Re: \$1,505,000.00 General Obligation Sewer Revenue Refunding Bonds, Series 2013A

Due Date: 8/1/2024	Paying Agent Fee:	\$475.00
--------------------	-------------------	----------

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 89187-PA

Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

602-47501-62D

Amy Prokott, Deputy Clerk, City of Emily

From: payingagent@ehlers-inc.com
Sent: Wednesday, June 12, 2024 8:22 AM
To: clerk@emily.net; deputyclerk@emily.net
Subject: Bond Trust Services - Paying Agent Fee Invoice(s)
Attachments: 89187.docx; 89188.docx
Importance: High

RECEIVED
JUN 12 2024
BY:

Greetings,

The following bond issues have upcoming Paying Agent Fee payments. Please review each attached invoice for payment due dates, payment amounts, and remit payment based on instructions.

Invoice #	Issue	Checks Due By	Wires Due By	Total Due
89188	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	07/25/2024	07/31/2024	\$475.00
89187	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	07/25/2024	07/31/2024	\$475.00
			Total:	\$950.00

Contact Bond Trust Services at 651-209-1010 or email payingagent@ehlers-inc.com with any questions.

Thank You,
Ehlers Bond Trust Services



Individual invoices may have different payment dates, so it is important that each invoice be reviewed separately.

City of Emily Notice of Filing for City Election

NOTICE IS HEREBY GIVEN that filing of Affidavits of Candidacy for the City of Emily offices of Mayor and two Councilmembers will open Tuesday, July 30, 2024 at 8 a.m. and close Tuesday, August 13, 2024 at 5 p.m. for the following offices:

Mayor, 2 year term, currently held by Tracy Jones
Councilmember, 4 year term, currently held by Bryce Butcher
Councilmember, 4 year term, currently held by Gary Hanson

Affidavits of Candidacy will be available and accepted weekdays during the filing period at the Emily City Hall, 39811 State Highway 6, during regular business hours of Mon. – Wed. from 8 a.m. to 4:30 p.m., Thurs. and Fri. from 8 a.m. to noon and until 5 p.m. on Tuesday, August 13. Filing fee of \$2.

The election for these City Offices will be held on Tuesday, November 5, 2024 at the Emily City Hall.

Cari Johnson
City Clerk/Treasurer



**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-30**

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>
Outing Chamber of Commerce	\$ 2,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-30	Celebrate Emily Day Committee for Emily Day Fireworks

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: \$2,000.00 to the Celebrate Emily Day Committee for Emily Day Fireworks.
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 9th day of July 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

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: OUTING CHAMBER OF COMMERCE	License Number: 02769
Address: PO BOX 33	City/State/Zip: OUTING MN 56662

- Amount of proposed lawful purpose expenditure: \$ 2,000.00
- Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - 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.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - 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.

3. Describe the proposed expenditure, including vendors:

to help Emily Day with the fireworks

- **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

	7-8-24
Chief Executive Officer's Signature	Date
Larson Haynes	218-821-9770
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 2,000.00. 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: 39811 State Hwy 6	City/State/Zip: Emily, 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	Date
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.



RECEIVED
JUN 20 2024

June 13, 2024

BY:

CITY OF Emily
Attn: Clerk-Treasurer
PO Box 68
Emily, MN, 56447-0068

Dear Cari,

Greetings from all of us at the League of Minnesota Cities! First and foremost, I want to thank you for your ongoing commitment to our organization and your community. It is through our members' dedication and collaboration that we were able to accomplish a great deal over the past year, including:

- Continuing to help city leaders navigate a dizzying array of new laws.
- Provided numerous learning opportunities through conferences, events, webinars, online courses, and meetings.
- Advocated for cities' interests at the State Capitol and in Washington, D.C.
- Assisted cities in their quest for state and federal funding opportunities.
- Responded to more than 6,000 inquiries from members.

As we reflect on our accomplishments, we also recognize the importance of keeping you informed and engaged. With that in mind, we want to make you aware of some upcoming changes that will further shape our collective efforts and continue to drive progress.

Notification of preliminary maximum dues increase

This letter services as your official notice regarding the preliminary maximum membership dues increase.

At its May meeting, the League Board of Directors approved a preliminary maximum dues schedule increase of 6% for a 16-month budget period that runs from Sept. 1, 2024 through Dec. 31, 2025 as the League seeks to adjust its fiscal year to align with the calendar year (read below for more information on proposed fiscal year changes). Dues are used to support the League's mission to promote excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

Setting the maximum dues schedule increase is similar to a city setting its preliminary levy increase, in that the final dues schedule increase to be approved by the League Board cannot exceed the preliminary approved increase. The Board will formally discuss and approve a final dues schedule increase along with the League's fiscal year 2025 budget at its August 2024 meeting.

Proposed fiscal year changes and timing of dues notices

At a recent meeting, the League Board recommended changing the League's fiscal year to align with the calendar year. Currently, the League's fiscal year is Sept. 1-Aug. 31. If approved by League members, the fiscal year (FY) will change to Jan. 1-Dec. 31, starting in 2026.

To account for the change in timing, FY 2025 would be spread over 16 months instead of 12 months. Members would receive two dues invoices: one in August 2024 in an amount equal to four months of

Cari Johnson
June 13, 2024
Page 2

expenses, and a second invoice in January 2025 to cover the next 12 months. Starting in 2026, members would receive one annual invoice each January.

Additional changes to League Constitution and bylaws

In addition to the fiscal year change, the League Board recommended amending the League's Constitution and bylaws to provide changes, including:

- Limiting membership eligibility to cities going forward.
- Clarifying permissible methods of written Board communications related to dues and meeting notices; as well as processes for Board meetings, elections and membership.
- Simple clean-up of some of the language.

Amendments to the League Constitution, including the fiscal year changes, will be voted on by the membership at the 2024 Annual Business Meeting, which will be held in conjunction with the LMC Annual Conference on June 27 in Rochester. Each member may designate one representative to vote on its behalf at the meeting.

A copy of the proposed changes will be provided at the meeting; if you would like to see them beforehand, please contact League Associate General Counsel Ed Cadman at ecadman@lmc.org or 651-281-1229.

Join us at the Annual Conference

We hope you will join us at LMC Annual Conference in Rochester June 26-28. In addition to the Annual Business Meeting, the conference will feature a variety of engaging speakers, educational sessions, tours, networking opportunities, and much more. To learn about the conference and register, visit lmc.org/ac24.

Questions?

If you have questions or want additional information on the League's dues or budget, please contact me at (651) 281-1279 or lfischer@lmc.org.

Thank you for being a valued member of the League. We are grateful for your support and look forward to continuing to work together to strengthen and empower cities across Minnesota.

Sincerely,



Luke Fischer
Executive Director

From: Jillian Reiner <Jillian.Reiner@widseth.com>
Sent: Tuesday, July 2, 2024 2:17 PM
To: lonip@timothytownship.com; jessica@fiftylakes.com; jessica@fiftylake.mn.com; clerk@manhattanbeachmn.org; clerk@emily.net; Ideal Township - Information; City of Crosslake; missionclerk@gmail.com; Jenny Max; Laura@eastgulllake.us; pelicantownship@gmail.com; mdavis@pequotlakes-mn.gov; David Chanski; Krista Okerman; thastings@cityoflakeshore.com
Cc: Tracey Von Barga; Tim Houle; Emma Clarke; Dave Reese; Mike Angland; Mike O'Connell
Subject: SS4A Planning Grant Updates
Attachments: Brainerd Lakes Study Area.pdf

Hello Brainerd Lakes Area team!

We wanted to take a moment to reach out to all of you and say **THANK YOU** for saying yes to being part of the SS4A Vulnerable User Plan should we be awarded funding. We are excited about the opportunity to study the vulnerable user (non-motorized transit) network in your area, and we hope to have the opportunity to work towards creating a community-based implementation plan for safety improvements. We just wanted to let everyone know that your grant was successfully submitted with your help, and we are hoping to hear back soon on if we were awarded. Below is a short timeline assuming we are awarded to give you an idea of where we are in the process and attached is a map of the area we will be studying.

July 16th, 2024 – SS4A Grant Submitted
Mid - July 2024 – Tentative Date of Grant Awards
August 29, 2024 – *Planning and Demonstration Grant Application last deadline (we plan to reapply at this time if we are unsuccessful)*
August 2024 – Being contract work with FHWA
September 2024 – RFP submitted for planning work
November Nov 2024 – Consultant chosen
January 2024 – FHWA contract finalized with the City of Crosslake and consulting team
February 2024 – SS4A vulnerable User plan kick-off (*tentatively this will be a 9-12 month process*)

Please feel free to reach out with any questions and we will keep you updated as we move forward.

Thank you and have a safe and fun 4th of July!

Regards,

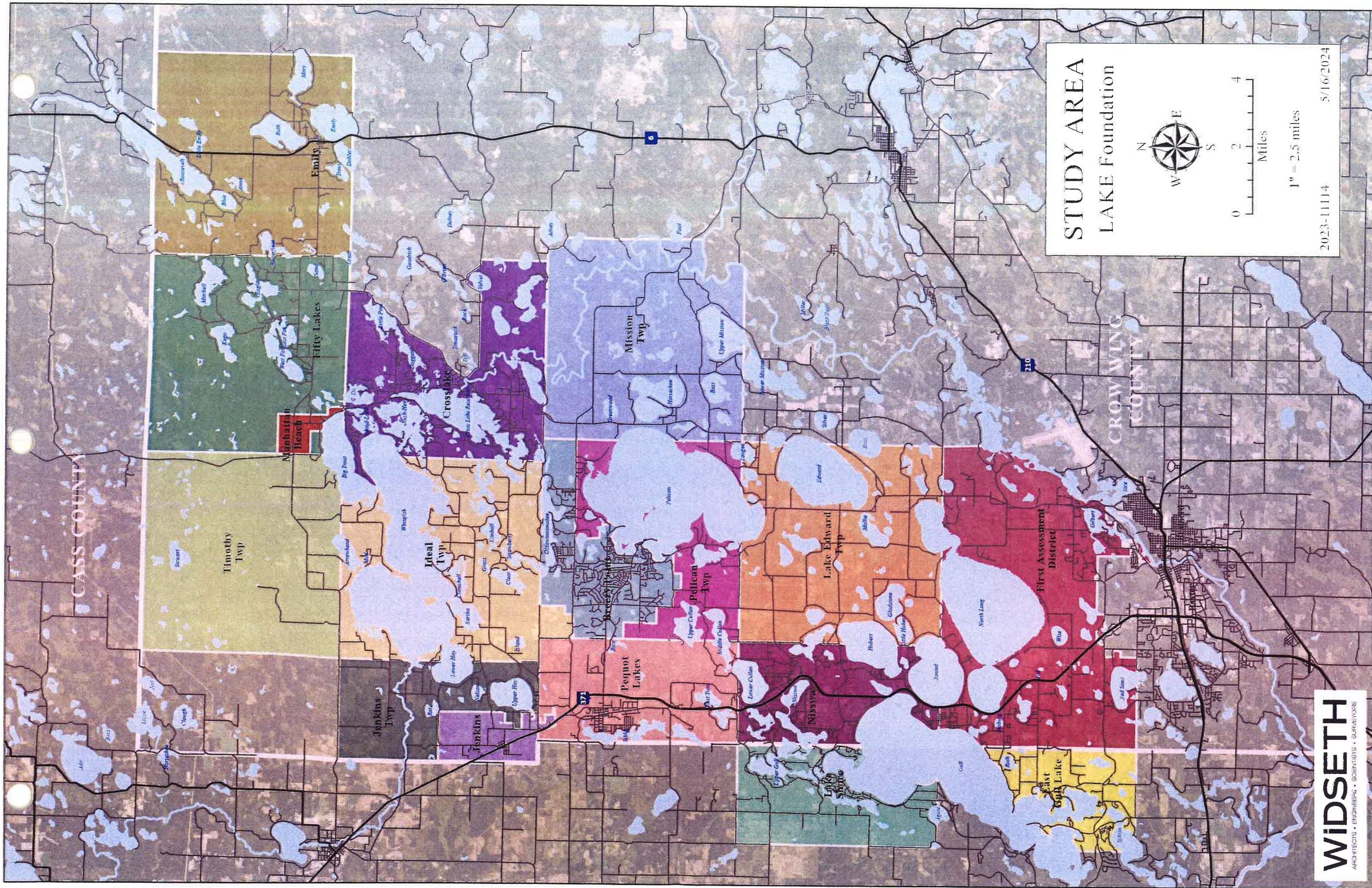
Jillian Reiner, PLA, ASLA

Landscape Architect
320-335-5011
610 Fillmore Street
Alexandria, MN 56308

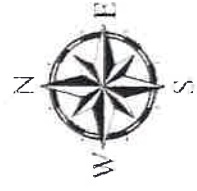
WIDSETH

widseth.com

50 Best Places to Work (*Prairie Business Magazine, 2023*)



STUDY AREA
LAKE Foundation



0 2 4
Miles

1" = 2.5 miles

2023-1111-4 5/16/2024

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
RYAN P. DAVIES, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer



JASON A. GEORGE
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

June 26, 2024

RECEIVED
JUL 01 2024

CERTIFIED MAIL # 9589 0710 5270 1874 2301 94
RETURN RECEIPT REQUESTED

BY:

Mayor Tracy Jones
City of Emily, Clerk's Office
P.O. Box 68
Emily, MN 56447

Dear Mayor Jones,

In accordance with the provisions in Article 21 of the January 1st, 2022 through December 31st, 2024 Agreement currently in effect between the City of Emily and the International Union of Operating Engineers, Local No. 49, we hereby notify you that we are opening the Agreement for changes and modifications. Enclosed is a "Notice of Desire to Negotiate" for your files.

If you have any questions or concerns, feel free to contact me on my cell at (320) 241-3675.

Sincerely,

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL NO. 49

Dan Revier, Area Bus. Representative
2109 251st Street
St. Cloud, MN 56301
DR/pn

Patricia Newham

From: Bureau of Mediation Services via Jotform <noreply@jotform.com>
Sent: Thursday, June 27, 2024 9:08 AM
To: Patricia Newham
Subject: We have received your submission re: Notice of Desire to Negotiate

You don't often get email from noreply@jotform.com. [Learn why this is important](#)



Notice of Desire to Negotiate

Sector: Public

Name of Employer: City of Emily

Address: 39811 State Highway 6, P.O. Box 68 , Emily, MN, 56447

Name of Employer Representative or Counsel: Mayor Tracy Jones

Address: 39811 State Highway 6, P.O. Box 68 , Emily, MN, 56447

Phone Number: (218) 851-5866

Email: Mayor.TracyJones@cityofemily.com

Address: 2109 251st Street, St. Cloud, MN, 56301

Name of Union Representative or Counsel: Dan Revier

Address: 2109 251st Street, St. Cloud, MN, 56301

Phone Number: (320) 241-3675

Email: drevier@local49.org

Type of Employer: City

Bargaining Unit Type: **Streets / Highway / Public Works**

Status of Employees Involved? (Minn. Stat. 179A.03, subd. 7): **Other Than Essential**

Number of Employees in Unit: **4**

Expiration Date of Current Contract: **12/31/2024**

Date Petitioner Will Send Copy to Other Party(s): **06-27-2024**

Name of Person Filing this Notice: **Dan Revier**

E-Mail Address of Person Filing this Notice: **stcloud@local49.org**

Signature: 



Donald F. Ryan, County Attorney
Crow Wing County Attorney's Office
213 Laurel Street, Suite 31
Brainerd, MN 56401
don.ryan@crowwing.us
Phone: 218.824.1025 Fax: 218.824.1026

RECEIVED
JUN 21 2024

June 21, 2024

BT:

Cari Johnson, City Clerk
City of Emily
PO Box 68
Emily, MN 56447

Re: 2025 Costs of Prosecution

Dear City Clerk Johnson:

This letter is to inform you that our fees for misdemeanor prosecution in 2025 will remain the same.

This marks the 6th year in a row of no increase. We will have to review and adjust this for the 2026 budgetary cycle.

Should you have any questions or concerns, please feel free to contact me at any time.

Very Truly Yours,

Donald F. Ryan
Crow Wing County Attorney

DFR:ke