

City of Emily

AGENDA

Tuesday, March 11, 2025

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:** February 11, 2025 Council Meeting
December 10, 2024 Council Meeting
December 18, 2024 Special Meeting
October 8, 2024 Council Meeting
September 10, 2024 Council Meeting
August 12, 2024 Council Meeting
July 23, 2024 Council Workshop
January 29, 2025 Special Meeting
January 23, 2025 Special Meeting
- **FINANCIAL REPORT:** February 2025 Checking Beginning Balance \$1,355,344.06, Ending Balance \$1,225,779.04
- **RECEIPTS:** General \$9,866.05, Sewer \$2,543.69, Total \$12,409.74
- **CLAIMS FOR APPROVAL:** \$57,742.90 for Pine River State Bank Checks #62149 to #62203 and automatic withdrawals #330863 to #330868
- **INVESTMENTS (Market Value):** \$418,362.41
- **TOTAL CHECKING/INVESTMENTS:** \$1,644,141.45

PUBLIC FORUM (Opportunity for public to address the Council during the Council Meeting.)**FIRE AND RESCUE DEPARTMENT**

- Proposed fire suppression operations protection contract rate increase from 2.874% to 3.06361% and emergency medical services protection contract rate increase from .51838% to .55505%, for a total rate increase from 3.39238% to 3.61866%. *(Council action – motion)*
- NAK Machining & Repair estimate to repair emergency lighting for the Polaris Ranger Side X Side for \$1,629. *(Council action – motion)*
- Posting for Fire and Rescue Department members. *(Council action – motion)*

LAW ENFORCEMENT

- Update on Flock Safety automatic license plate reader system. *(Information)*

WASTEWATER**PLANNING & ZONING**

- Final draft of Conditional Use Permit for Northern Lights Over Roosevelt Lake Homeowner's Association as recommended by the Planning Commission. *(Council action – motion)*
- Sourcewell educational or training opportunities with mileage reimbursement: *(Council action – motion)*
 - Land Use Essentials seminar on Thursday, March 27 from 10 a.m. to 3 p.m. in Staples
 - Open Meeting Law and Data Practices training on Thursday, April 3 from 9 a.m. to noon at the Crosslake Fire Hall

ATTORNEY

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

ROADS

- Rental of street sweeping broom from RDO Equipment for up to 2 weeks at a rate of \$1,638 per week for an estimated total of \$3,276. *(Council action – motion)*
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information)*
- Quotes for dust control (10,000 gallons used last year/\$15,000 budgeted): *(Council action – motion)*
 - Corbin Excavating - \$1.30 per gallon magnesium chloride - \$13,000 total
 - EnviroTech Services - \$1.73 per gallon calcium chloride - \$17,300 total (updated to 10,000 gallons)

MAINTENANCE

CITY HALL

- Replacement of outdoor building lights planned to be included in a Sourcewell Impact Funds Grant application to be submitted in late summer. *(Information)*
- Letter of Intent to Canon Financial to cancel current Canon copier lease in 60 days. *(Council action – motion)*
- Bids for copier lease/rental as follows: *(Council action – motion)*
 - Metro Sales Inc. Ricoh copier options include delivery and installation :
 - State of MN Rental Contract 189673 for 60 month copier rental at \$157.11 per month
 - Color prints \$.059 (locked)
 - Black and white prints \$.0089 (locked)
 - Agreement includes all parts, labor, toner, staples and consumables except paper
 - 60 month copier lease for \$130.63 per month
 - Color prints \$.0817 (10% annual increase)
 - Black and white prints \$.017 (10% annual increase)
 - Agreement includes all parts, labor, toner and consumables except paper
 - The Office Shop Canon 60 month copier lease (State contract pricing) at \$149.28 per month
 - Color prints \$.0504
 - Black and white prints \$.0064
 - Ultimate service maintenance agreement includes all parts, supplies, repair, and labor

CEMETERY

PARKS

- Resolution 25-16 Approving Use of City Park for the Bicycle Alliance of Minnesota organization to use Emily as a host site for the Bicycling Around Minnesota tour, designation of Downtown City Park as a campsite for one night for tour participants and organizers, and use of Downtown City Park as a staging area. *(Council action – motion)*

LIBRARY

- Resolution 25-13 Accepting Donation to the City of two rotor book displays from Outing Volunteer Library to the City of Emily Public Library. *(Council action – motion)*
- Outreach Program BLA request to operate free "if you need one, take one" food cart service in the City of Emily Public Library. Outreach Program BLA would provide the food cart and food. Librarian Jane Davis would restock the food cart. *(Council action – motion)*

PERSONNEL

- Deputy Clerk Amy Prokott's attendance of the 2025 year three Minnesota Municipal Clerks Institute in Brooklyn Center May 5 – May 9 at the cost of up to \$640 for registration, 5 nights in hotel not to exceed \$800, and reimbursement of mileage, parking, and meals. *(Council action – motion)*

EMILY WATERS

- 2025 Emily Waters Committee applications from Jean McLeod, Douglas Norstrom, and Jan Mosman. *(Council action – motion)*

ECONOMIC DEV. (EDA)

- Topics for meetings between one to two EDA members and local businesses, planned for three times per year. *(Information)*

MODIFICATION

125th ANNIVERSARY

- Compiled list of 125th Anniversary celebration ideas and celebration budget. *(Information/Council action – motion)*
- City of Emily 125th Anniversary logo developed by Crosby-Ironton Courier. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Emily Emergency Food Shelf Lease Agreement. *(Information/Council action – motion)*

NEW BUSINESS:

- 2024 Summary Financial Report for publication. *(Council action – motion)*
- Resolution 25-14 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 16, 2025 with no waiting period. *(Council action – motion)*
- Resolution 25-15 Approving a Lawful Gambling Permit for Over the Hills Gang ATV Club to hold a raffle drawing on October 4, 2025 at the Log Cabin Bar with no waiting period. *(Council action – motion)*
- Emily Food Shelf request for a donation. Donation budgeted for \$250. *(Council action – motion)*
- Crow Wing County Historical Society request for a donation. Donation budgeted for \$100. *(Council approval – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County re: sealed bid auction for timber appraisals.
- ✓ Minnesota Paid Leave re: premium rate and launch in 2026.

Scheduled Upcoming Meetings:

- Road Committee Meeting on Friday, March 14 at 2 p.m. at City Hall with Roosevelt Drive Bridge site visit.

ADJOURN

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

February 11, 2025

The Emily City Council met for a regular meeting on Tuesday, February 11, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, attended remotely. Alex Voit and Mark Maves, S.E.H., City Engineer, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting at 6:00 p.m. and opened the Public Hearing for the proposed 2025-01 Fee Schedule Ordinance with update to 2025 sewer rates for the annual 3% increase. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:01 p.m. and reopened the regular Council Meeting.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, 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 January 14, 2025 Council Meeting, January 14, 2025 EDA Meeting, and July 18, 2024 Special Council Meeting and the Treasurer's Report from January 2025: Checking Beginning Balance \$1,504,955.16 and Ending Balance \$1,355,344.06; Receipts to General fund \$74,486.84, Sewer fund \$19,481.90, Total \$93,968.74; and Claims for Approval: \$302,367.11 including Pine River State Bank checks #62077 to #62148 and automatic withdrawals #330855 to #330862; Investments \$417,087.09; Total Checking/Investments \$1,772,431.15. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKER: Steve Stroschein, Crow Wing County (CWC) Highway Department, attended the meeting on behalf of Wayne Dosh to present the bridge reports and bridge maintenance summaries. Stroschein reported on necessary Roosevelt Drive Bridge (L2877) maintenance, including the south wingwalls are shifting (tipping in), flaking rust is present on the lower webs and top of the lower flanges of the bridge beams, and pack rust was found on the exterior beams at the bridge rail connections. CWC recommended patching the holes and sealing the cracks in the bituminous surface over the deck. Dosh requested the City's Engineer provide an engineer's update on the project, including preliminary project costs, by mid-March for the Roosevelt Drive Bridge to be added to CWC's resolution for bridge replacements, which makes the bridge eligible for bridge funding.

Steve Stroschein reported on necessary Emily Dam Bridge (L2878) maintenance. Stroschein reported flaking rust is present on the ends of each bridge beam over the abutments and pier for about two feet. Stroschein reported the bridge seats need to be kept clear of dirt and debris because dirt holds moisture and speeds rusting. Dosh reported the bridge beams could be cleaned and scraped to slow the deterioration, but permits may be required. Stroschein reported minor erosion around the southwest and southeast wingwalls and recommended repair before the erosion gets worse. Stroschein reported some of the trees and brush need to be cleared from the wingwalls and the approach.

Steve Stroschein reported on necessary South Shore Drive Bridge (18515) maintenance, including cracking on the wingwalls needs to be filled and sealed to decrease moisture penetration and to extend the life of the wingwalls. Dosh reported in the past small sink holes were noted on the shoulder of the road over the culvert, but no sink holes

were found during the 2024 inspection. Stroschein reported the shoulders need to be paved directly over the culvert and the shoulders need to be shaped to allow as much runoff as possible.

Steve Stroschein reported the City needs to inform CWC of high water marks for the bridges.

Mark Maves, S.E.H., City Engineer, reported on the preliminary design for the replacement of the Roosevelt Drive Bridge. Maves reported the preliminary designs include constructing the bridge either to the east or to the west of the current bridge. Maves reported the west design is preferred at this time due to the way the approach roadways come in and out from the bridge and the bridge would be significantly shorter in length. Maves reported the east design is not ideal due to reverse curves on the approach roadways coming into and out of the bridge and the longer length of the bridge due to the creek geometry. Both options have similar right-of-way constraints. The City's road right-of-way is farther east than either option. Maves reported it would be difficult to fit the road and bridge into the City's small road right-of-way and it would create a lot of expense for the City, including a much longer bridge and longer approaches would be needed. Maves reported the City would need to discuss both design options, including any acquisition of property, with property owners in order to provide right-of-way. Alex Voit, S.E.H., reported the east option has a longer span and requires more fill. Maves reported the east option could be constructed in 3 to 4 months and believes construction of the west option would be quicker. The Council requested Maves update the designs to include the names of the property owners of the surrounding properties. Maves reported S.E.H. could put an estimated cost together for either bridge/approach design. Maves was not able to provide estimated right-of-way acquisition costs. Maves recommended the City start discussions with the property owner of the property on the west side of the bridge. Maves reported S.E.H. has personnel that could assist with platting and legal descriptions if needed. Maves and Voit will work on very rough estimate construction costs for both options. The City plans to request the City Attorney send a letter to the property owner on the west side to begin discussions.

MAYOR JONES MADE THE MOTION TO APPROVE THE CONSTRUCTION COST SHARE AGREEMENT WITH THE CITY OF EMILY (CP 18-300-31) FOR THE BITUMINOUS SURFACING OF ROADWAYS UNDER THE JURISDICTION OF CROW WING COUNTY AND THE CITY OF EMILY AND FOR COUNTY STATE AID HIGHWAY (CSAH 1) COST SHARE ELEMENTS (SAP 018-601-022) FOR ESTIMATED TOTAL CITY PROJECT COSTS OF \$158,203.41 AS FOLLOWS:

- **CONSTRUCTION COSTS FOR RESURFACING PAR WEST AND YELLOW BIRCH LANE - \$150,100.40**
- **CWC FEE OF 3% OF THE CITY'S CONSTRUCTION COSTS TO ADMINISTER THE CONTRACT - \$4,503.01**
- **CONSTRUCTION COSTS FOR CSAH 1 (MANHOLE COVERS) - \$3,600**

COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The City Attorney had reviewed and approved the contract. Alex Voit, S.E.H., reported the City already entered into a contract with S.E.H. to cover the design and inspection of the project.

The Council thanked Steve Stroschein, Mark Maves, and Alex Voit for attending the meeting.

FIRE AND RESCUE DEPARTMENT: Fire and Rescue Chief Blair Mileski reported 10 calls, 8 EMS calls and 2 fire calls, for the department in January. Mileski reported the CWC Sheriff's Office put on Armer radio training for the entire department. All trucks, equipment, and SCBAs were checked.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE MOBILE HEALTH SERVICES QUOTE FOR 25 BASIC ANNUAL PHYSICAL TESTS FOR TOTAL OF \$2,270. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE KALE JONES TRAINING AT CRMC FOR EMT FULL COURSE FOR \$1,500 WITH 50% DOWN PAYMENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 25-10, AMENDED, ESTABLISHING THE SIZE AND COMPOSITION OF THE EMILY FIRE AND RESCUE DEPARTMENT WITH CLARIFICATION OF REPRESENTATION OF DEPARTMENT MEMBERS ON THE EXECUTIVE REVIEW BOARD. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BRENNAN MADE THE MOTION TO APPOINT ANDY MORITZ, BRIAN FOSTER, AND JOSH ROOKER AS FIRE CAPTAINS PER THE RECOMMENDATION OF CHIEF MILESKI. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPOINT BRYCE BUTCHER AS TRAINING OFFICER PER THE RECOMMENDATION OF CHIEF MILESKI. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF JON CHMIELECKI EFFECTIVE FEBRUARY 3, 2025 PER THE RECOMMENDATION OF CHIEF MILESKI WITH NO REQUIRED REPAYMENT OF FIRE TRAINING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The Council thanked Jon Chmielecki for his 13 years of service.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-12 ACCEPTING DONATION TO THE CITY OF \$4,000 FROM THE OUTING CHAMBER OF COMMERCE TO THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: MAYOR JONES MADE THE MOTION TO APPROVE INSTALLATION OF ONE FLOCK SAFETY AUTOMATIC LICENSE PLATE READER SYSTEM NEAR THE DNR'S EMILY BOAT ACCESS ON STATE HIGHWAY 6 FOR APPROXIMATELY \$3,650 USING PUBLIC SAFETY AID FUNDS (WITH APPROXIMATELY \$2,500 TO \$3,000 PER SYSTEM ANNUALLY). COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included the Council will try the system for one year and CWC reports fourteen systems are planned to be installed. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 25-11 REGARDING AMENDED PUBLIC SAFETY AID USE WITH UPDATED AMOUNTS, INCLUDING \$3,811 FOR ONE FLOCK SECURITY SYSTEM. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Sheriff Deputy Nick Davis reported the Flock Safety system notifies dispatch instantaneously. Davis reported on the types of system alerts, including amber alters and missing/abducted people alerts. Davis will request the Sheriff's Office to report to the City after one year regarding how useful the system has been.

WASTEWATER: Wastewater Operator Lee Bundy will provide quotes for a 15 hp pump for the second annual liftstation purchase. Bundy reported he will keep inspecting the grinder station at 40111 Hite Lane to determine if it needs to be upgraded from a 60 gallon wet well to a 500 gallon pump tank with larger grinder pumps.

PLANNING & ZONING: The Planning Commission appointed Patrick Rheume as Chairperson and David Johnson as Vice Chairperson. Chairperson Rheume reported the City Attorney is updating the Northern Lights Conditional Use Permit for review by the Planning Commission at their next meeting. Rheume reported the Planning Commission discussed the Council's request for revision of the permit application process to include pictures be taken of any adjacent City road to the property during the permit application process and after the permitted project is complete. Rheume reported the Planning Commission did not come up with a good solution.

Rheume reported the Planning Commission recommended waiving the after-the-fact permit fee of \$2,600 (\$260 permit fee times 10) for an unpermitted septic system installation and only charge the permit fee of \$260. Rheume reported the septic system was installed by the contractor without a permit. Rheume reported the property owner believed the contractor was obtaining the permit and the property owner has been very responsive.

COUNCILMEMBER KOCH MADE THE MOTION TO NOT WAIVE THE AFTER-THE-FACT PERMIT FEE OF \$2,600 FOR AN UNPERMITTED SUBSURFACE SEPTIC SYSTEM INSTALLATION FOR 40107 EAST EMILY DRIVE, PID 21260571, PROPERTY OWNER BRIAN RONAYNE, AND CHARGE 50% OF THE AFTER-THE-FACT PERMIT FEE. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included installation of an unpermitted subsurface septic system is a serious issue, especially in Emily with the many lakes and wells. Discussion also included the property owner was aware that permits are required and obtaining permits is the responsibility of property owners. The Council does not want to set a precedent for allowing unpermitted septic system installations. The property owner reported the contractor did not notify him that obtaining the permit was the property owner's responsibility or state that the contractor would be responsible for the permit. The property owner paid \$260 for the permit to date, so the Council approved deducting \$260 from the 50% total. **ROLL CALL VOTE –**

JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. COUNCILMEMBER KOCH MADE THE MOTION TO NOTIFY THE CONTRACTOR THAT WORK MUST NOT BEGIN WITHOUT VERIFYING EACH PROPERTY OWNER HAS OBTAINED A PERMIT. MAYOR JONES SECONDED THE MOTION. Discussion included posting notification of the requirement for permits on the website. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

S.E.H provided map data files to Widseth to use for update of the Emily Zoning Map. Widseth is working on the Zoning Map update.

Sourcewell educational and training sessions include a Land Use Essentials seminar and Open Meeting Law and Data Practices training. The Council tabled the sessions until the next meeting to determine interest.

ATTORNEY: The Council discussed the long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations. James Sperry, property owner, attended the meeting as requested. City Attorney Tom Pearson verified with Sperry that Sperry has received notices on zoning violations on his property. Sperry reported after receiving a camper violation notice his friend moved out of the camper on the property. Sperry stated the property will be cleaned up by a deadline of April 15, 2025. Sperry gave permission for a City inspector to meet with Sperry and go onto Sperry's property after the April 15, 2025 deadline to inspect the property and verify compliance. Pearson requested the Council accept Sperry's proposal. **COUNCILMEMBER KOCH MADE THE MOTION TO PROVIDE A COUNCIL DEADLINE OF APRIL 15, 2025 FOR JAMES SPERRY TO CLEAN UP HIS PROPERTY, 39945 WEST TROUT AVENUE, AND FOR THE CITY INSPECTOR TO COORDINATE AN INSPECTION OF THE PROPERTY WITH JAMES SPERRY TO VERIFY COMPLIANCE AT THAT TIME. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

City Attorney Tom Pearson reviewed the proposed Sourcewell Shared Services Agreement for community development services. Pearson also reviewed notes provided by Chris Smith, League of Minnesota Cities. Sourcewell's legal team is reviewing the City's requested agreement as amended. The Council tabled the agreement until the next meeting to provide time for Sourcewell's review.

ROADS: MAYOR JONES MADE THE MOTION TO REQUEST QUOTES FOR DUST CONTROL FOR 9,500 GALLONS OF MAGNESIUM OR CALCIUM CHLORIDE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAINTENANCE: Maintenance Supervisor Brian Foster reported plowing and sanding roads and general maintenance.

CITY HALL: The Council reviewed the quotes for replacing outdoor building lighting with LED fixtures. The quotes are not comparable because they do not include the same number of lights. The Council tabled the quotes until the same number of lights are included in both.

CEMETERY: No report.

PARKS: The Park Commission made the determination that the available Department of Natural Resources (DNR) grants would not work for the City's planned Phase 2 project this year. Liaison Koch reported the Park Commission will research grant opportunities to assist with the planned project.

LIBRARY: No report.

PERSONNEL: MAYOR JONES MADE THE MOTION TO PUBLISH A CLASSIFIED AD FOR TWO SEASONAL MAINTENANCE WORKER POSITIONS FOR UP TO 32 HOURS PER WEEK AT \$18 PER HOUR. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE EMPLOYEE ATTENDANCE OF SAFETY AND LOSS CONTROL WORKSHOPS ON APRIL 3 IN ST. CLOUD WITH ADMINISTRATIVE AND MAINTENANCE PERSONNEL FOR \$20 PER PERSON PLUS REIMBURSEMENT OF MILEAGE. COUNCILMEMBER KOCH

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

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: The Council discussed the Economic Development Authority's (EDA) plan to develop topics for meetings between one to two EDA members and local businesses with the first meeting planned for April.

CODIFICATION: COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT 2025-01 FEE SCHEDULE ORDINANCE AS PRESENTED. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF 2025-01 FEE SCHEDULE ORDINANCE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

125TH ANNIVERSARY: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE AMENDED COUNCIL 125TH ANNIVERSARY COMMITTEE GUIDELINES AS PRESENTED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council reviewed the City of Emily 125th Anniversary logo developed by Crosby-Ironton Courier. The Celebrate Emily Day Committee is working on a streetlight banner design for the 125th Anniversary. Ten banners would be needed.

The Council reviewed all submissions of proposed ideas for the Emily 125th Anniversary celebration. Additional ideas include a car show and pickleball tournament. The Council requested development of a list of all submissions for Council review before the next Council Meeting. The list needs to include whether volunteers are willing to complete the idea or not. The budget for the event with expenses to date will also be provided.

Kathy Hachey and Jan Mosman, GoNorthMN, attended the meeting in person and remotely to present GoNorthMN's ideas for the celebration. Hachey and Mosman reported on GoNorthMN's proposed Emily Day events for a total of \$2,000 with volunteers available.

Kathy Hachey and Jan Mosman reported on GoNorthMN's preference for more permanent 125th Anniversary items. Hachey reported grants are available, but applications for the next IRRRB culture and tourism grant open on July 1, 2025. The grant would require matching funds from the City. GoNorthMN proposed installation of a decorative fence around the City's Public Parking Lot to direct foot traffic to crosswalks and a veterans bench and pergola in the northeast corner of the Public Parking Lot including wayfinding, historical, and natural elements. Hachey reported the historical element would celebrate 125 years of Emily. Mosman reported the fence would be a safety measure and could be removed in the winter. Mosman reported a community project would be completed to add decorative fish to the fence. The Council had concerns regarding items installed or constructed within State and County road rights-of-way. Hachey reported the proposal includes upgrading GoNorthMN's historic downtown post office and log cabin with electricity, but the buildings are not on City property. Mosman reported the buildings are historic Emily buildings. Hachey reported GoNorthMN would like to have vendors and historic photo panels in the log cabin and the old post office is used as a museum. Mosman reported the City's costs outside of the matching grant for the Public Parking Lot project would be restriping and ongoing replanting for the natural element. Mosman reported the project could be completed by Emily Day, but the City would be required to pay the full cost with no grant funds due to the grant application timeframe. Mosman and Councilmember Hanson will meet to review the Public Parking Lot.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued its work on engineering and process optimization to advance towards a Scoping Study/Preliminary Economic Assessment and the work will continue into 2025. Sandri reported University of Minnesota professors and graduate students visited the site and took samples from the recent and historic drilling for mineralogical characterization of the Emily iron formation in conjunction with a doctoral thesis in geology. The site was also visited by staff members from Minnesota Geological Survey who took samples for age dating and analysis. Sandri reported NSM is planning some winter related environmental activities associated with the removal of drilling pipe from the previous drilling program. Sandri reported this work is being done in conjunction with the DNR and is

expected to be conducted in the next month. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

NEW BUSINESS: Clerk Johnson presented the 2024 Annual Clerk/Treasurer Financial Report. The General Fund 2024 beginning balance was \$677,672.47 and the ending balance was \$888,673.23 including investments. The beginning balance for the total of all funds was \$1,300,494.69 and the ending balance was \$1,902,928.27, including \$409,831.58 in investments. The 2024 net income of the Sewer Fund was \$81,268.97. The Sewer Fund 2024 beginning balance was \$102,531.58 and the ending balance was \$106,750.61. The City's outstanding debt at the end of 2024 was \$1,842,682.25, including \$1,295,000 in bonds for the City Hall improvement, 2014 Road Improvements, and Sewer system and \$547,682.25 in leases for the fire trucks and SCBAs. The total for accounts receivable was \$72,463.56 and accounts payable was \$27,028.65. The 2024 Statement of Orders Issued total was \$1,837,996.24. **MAYOR JONES MADE THE MOTION TO APPROVE THE 2024 ANNUAL CLERK/TREASURER FINANCIAL REPORT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Summary Budget Statement included 2025 General Fund Budget total for revenues was \$1,604,908 and the total for expenditures balanced at \$1,604,908. The 2025 Property Tax Levy required to fund the budget for all funds was \$1,445,651. **MAYOR JONES MADE THE MOTION TO APPROVE THE 2025 SUMMARY BUDGET STATEMENT AND REQUIRED PUBLICATION. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE WAIVING THE LAND USE PERMIT FEE FOR THE EMILY EMERGENCY FOOD SHELF LAND USE PERMIT APPLICATION TO MAKE CHANGES TO A LEASED CITY BUILDING AND PROPERTY. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the Emily Emergency Food Shelf's request to enclose the drive through awning for dry/cold storage at the City's building and to replace the sign with a new 4X6 sign in the same location on City property. The Planning and Zoning Administrator reports both requests comply with zoning code/setbacks. The Emily Emergency Food Shelf leases the building and property from the City. **COUNCILMEMBER HEMPHILL MADE THE MOTION FOR THE CITY TO ALLOW THE EMILY EMERGENCY FOOD SHELF TO ENCLOSE THE DRIVE THROUGH AWNING OF THE LEASED CITY BUILDING AND REPLACE THE SIGN WITH A NEW 4X6 SIGN IN THE SAME LOCATION. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Cindy Miller, Chairperson, and John Ryder, Secretary, Emily Emergency Food Shelf, requested the Council meet with Emily Emergency Food Shelf board members to review the current lease agreement with the City. The cost for the current lease is \$1 per year. Miller and Ryder discussed building maintenance costs. Councilmembers Hanson and Hemphill will meet with the Emily Emergency Food Shelf board members to review the lease agreement. The Council requested an annual update on the number of families served by the Emily Emergency Food Shelf.

CORRESPONDENCE: Discussion included Sourcewell regarding 2025-26 Impact Funding application timeline changing to open in the late summer. Discussion also included Vertical Bridge regarding closing on the Verizon cell tower giving Vertical Bridge exclusive rights to lease, operate, and manage Emily's cell tower site. Vertical Bridge reports Verizon will continue to make payments under the lease until the transition is finalized and Vertical Bridge takes over the payments directly.

SCHEDULED UPCOMING MEETINGS: None.

COUNCILMEMBER KOCH MADE THE MOTION TO ADJOURN THE MEETING AT 8:08 P.M. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, 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

December 10, 2024

The Emily City Council met for a regular meeting on Tuesday, December 10, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:04 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, Alex Voit, S.E.H., City Engineer, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting at 6:07 p.m. and opened the Public Hearing for the Truth in Taxation meeting. The 2025 100 General Fund Preliminary Budget total receipts and disbursements balance at \$1,767,388.74. The additions to the 2025 Preliminary Budget include \$45,753.75 for the planned and proposed levy for Debt Service Fund (DSF) 303 for the 2012 CIP City Hall Bond, the planned levy for DSF 304 for the 2014 Road Improvement Bond is \$20,271.61, but the recommended levy is \$29,500 to provide adequate funds at the end of 2025 to make the corresponding bond payment the following January, and the planned levy for Sewer Fund 602 for the Sewer Refunding Bond is \$62,919.75, but the proposed levy is \$120,843.75 to provide additional funds for the future influent control structure replacement project and the liftstation pump annual replacement plan. The 2025 602 Sewer Fund Preliminary Budget total receipts and disbursements balance at \$213,507.75. The remaining balances for bonded debt are as follows: 2012 CIP City Hall Bond - \$170,000, 2014 Road Improvement Bond - \$240,000, and Sewer Refunding Bond - \$885,000. The remaining balances for long term debt are as follows: fire truck - \$33,560.79, SCBAs - \$30,517.28, and custom fire pumper truck - \$483,604.18. The 2025 Preliminary Budget for the 100 General Fund was \$1,767,388.74 which is a 5.21% increase from 2024. The 2025 Preliminary City Tax Levy was \$1,445,650.74 which was a 5% increase from 2024. The planned projects for 2025 include a zero turn gas lawnmower for \$20,000, emergency generator for City Hall for \$65,000 contingent upon receipt of a FEMA grant, Phase 2 City Hall Park picnic shelter, sand volleyball court, and pickleball court for \$20,000, 2025 Road Improvement Project for \$95,116.25, funds saved for the Roosevelt Drive Bridge replacement plan of \$25,000, funds saved for South Shore Drive Bridge repair of \$14,000, funds saved for a grader of \$50,000, liftstation pump replacement program for \$20,000, and five year savings plan for replacement of the influent control structure for \$30,000 annually. The City must end the year with at least 50% of the next year's City Tax Levy, which would be \$723,000 at year end 2024. The City is currently on target to end the year with adequate funds to meet the requirement. The City has received 58% of the 2024 budgeted funds to date and has spent 69% of the 2024 budgeted funds to date. Mayor Jones requested public comment. Jan Mosman commented on the planned budget addition for the Emily 125th Anniversary celebration. Mosman stated local history can bring people together. Mosman thanked the Council for the budget addition. Mayor Jones requested additional public comment. There were no additional comments. Mayor Jones closed the Truth in Taxation Public Hearing at 6:12 p.m.

Mayor Jones opened the Public Hearing at 6:12 p.m. for proposed Ordinance Amendment 24-07, which was separated into individual ordinance amendments as follows:

- Ordinance 24-07 with repeal of Chapter 33: Public Safety, Police Department Sections 33.65 through 33.70 and addition of Chapter 33: Public Safety, Section 33.65 Law Enforcement regarding statutory law enforcement coverage by Crow Wing County Sheriff's Office.
- Ordinance 24-08 amending Chapter 111: Liquor Regulations, Section 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall.
- Ordinance 24-09 amending Section 90.01 Pine Ridge Cemetery regarding wording updates, including revising "lot" to "plot", and clean up.
- Ordinance 24-10 amending Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters.
- Ordinance 24-11 amending Chapter 50: Sewer, Section 50.05(F) Building Sewers and Connections regarding addition of guest quarters sewer service connections.

- Ordinance 24-12 amending Chapter 92: Animals regarding animal licensing and contracting with Animal Control Enforcement Officer.
- Ordinance 24-13 amending Chapter 50: Sewer, Section 50.01 Definitions with addition of a definition for guest quarters.

Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:14 p.m.

Mayor Jones opened the Public Hearing at 6:14 p.m. for the proposed Fee Schedule Ordinance 24-03 with addition of Section 30 City Council Wages and amendments to the following sections: 50 Sewer, 90.01 Cemetery, 92 Animals, 152 Land Use and Subdivisions, and Section Miscellaneous. The proposed ordinance transfers Council wages from the Wage Schedule Policy to the Fee Schedule Ordinance, clarifies individual commercial sewer rate calculation, adds a quarterly sewer commercial rate for Paul Huynh (Red Pine Cookhouse), revises all cemetery references of “lot” to “plot”, adds a description for transfer of cemetery deed, removes animal license fees and late animal license fees, increases commercial sewage treatment system fee, removes PZ/BOA Special Meeting fee, and adds ordinance reference for Request for Special Council Meeting or Planning Commission Meeting/Public Hearing. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:16 p.m. and reopened the regular Council Meeting.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER BUTCHER 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 the Treasurer’s Report from November 2024: Checking Beginning Balance \$1,204,274.68 and Ending Balance \$1,116,606.62; Receipts to General fund \$52,567.92, Sewer fund \$2,510.59, Total \$55,078.51; and Claims for Approval: \$149,227.02 including Pine River State Bank checks #61904 to #61997 and automatic withdrawals #330839 to #330848; Investments \$408,168.17; Total Checking/Investments \$1,524,774.79. **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: Anna Battistini reported organization of a Lantern Parade to be held on Saturday, December 21. Battistini reported the parade will begin at the Emily City Hall parking lot and the participants will walk through the City to the Baseball Field Park Pavilion. Battistini reported free lantern making workshops will be held prior to the event.

FIRE AND RESCUE DEPARTMENT: Liaison Butcher reported the November Fire and Rescue Department meeting was held with 15 members present and reported 1 fire call. All equipment and SCBAs were checked.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included clarification is needed on page 4 of the SOPs, Age and Limitation Section from “bi-annual” in the following sentence, “All Emily Fire and Rescue Department members shall have a bi-annual test by Med Compass or equivalent company that does health testing.” to “every two years”. Additional clarification was discussed on page 4 of the SOPs, Age and Limitation Section from “bi-annually” in the following sentence, “All Emily Fire and Rescue Department members who reach the age of 45 shall be required to have a physical examination bi-annually.” to “every two years”. The Council’s plan is to approve the Standard Operating Procedures as a beginning framework and the Fire and Rescue Chief will work with department officers to revise the plan. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Fire and Rescue Department is a combined department and all personnel, including emergency medical services personnel and fire suppression operations personnel, have the right to vote for the Fire and Rescue Chief. The Fire and Rescue Department election for the Fire and Rescue Chief will be held on Tuesday, December 17. The Fire and Rescue Chief is appointed by the Council taking into consideration the recommendation of the members of the department. The Fire and Rescue Chief appoints the Assistant Chief positions pending Council approval.

COUNCILMEMBER HANSON MADE THE MOTION TO REPEAL THE BY-LAWS OF THE EMILY VOLUNTEER FIRE DEPARTMENT AND EMILY FIRST RESPONSE UNIT POLICIES AND PROCEDURES. 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 FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included the maximum number of members in item #2 will be revised from thirty-five to forty. Item #2 was also revised from at least 67% of members shall have passed a Firefighter 1 course to 50% and from at least 33% of the members shall have passed First Responder training to 50%. Item #17 was revised from the presence at any meeting of 15 active members shall constitute a quorum to the presence at any meeting of 51% of active members shall constitute a quorum. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE THE ALCOHOL AND DRUG USE: FIRE AND RESCUE DEPARTMENT MEMBER “ZERO TOLERANCE” RESPONSE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council tabled the proposed Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT) until the January Council Meeting for additional review.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 24-53 ACCEPTING DONATION TO THE CITY OF \$10,000 FROM THE EMILY FIREMEN’S RELIEF ASSOCIATION FOR THE FIREMEN’S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: No report.

WASTEWATER: The Council reviewed the S.E.H. Wastewater Stabilization Pond Influent Splitter Box Assessment memo. S.E.H. recommended the City replace the influent control structure to ensure a longer-lasting and more reliable solution. S.E.H. reported based on recent comparable projects, the anticipated construction cost is approximately \$125,000, with engineering services estimated at \$25,000, bringing the total project cost to around \$150,000. S.E.H. reported rehabilitation is not always the more cost-effective option due to increased labor and potential risks associated with change orders. S.E.H. reported at a minimum rehabilitation would require bypassing, replacing the cover slab, valves, and lining the structure, which may justify replacing the entire structure. S.E.H. reported the structure’s failure is not imminent, but replacement should be included in the Capital Improvement Plan. The City plans to replace the structure in 2029 to allow time to save for the project. S.E.H. reported the timeline is acceptable, but regular inspections should be conducted and any changes should trigger a re-evaluation of the timeline.

The Wastewater Committee reviewed commercial sewer rates and made a recommendation for an increase to the rate for Red Pine Cookhouse. The proposed rate was calculated using the rates of similar businesses.

COUNCILMEMBER KOCH MADE THE MOTION TO INCREASE THE QUARTERLY COMMERCIAL FLAT SEWER RATE FOR PAUL HUYNH, RED PINE COOKHOUSE, FROM \$198.25 TO \$270.00 EFFECTIVE JANUARY 1, 2025 DUE TO THE CHANGE IN THE BUSINESS TO A RESTAURANT, SUBJECT TO ADDITIONAL 3% ANNUAL SEWER RATE INCREASE ON JANUARY 1, 2025 TO \$278.10, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO DENY THE FEBRUARY 2024 SECOND REQUEST FROM CREATIVE THREADS, 39948 STATE HIGHWAY 6, TO CHANGE FROM A COMMERCIAL FLAT SEWER RATE OF \$198.25 TO A RESIDENTIAL RATE OF \$176.22, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO DENY THE FEBRUARY 2024 REQUEST TO WAIVE LATE FEES FOR 40099 HITE LANE, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PLANNING & ZONING: Liaison Koch reported the Land Use Ordinance Subcommittee is working on revising the City’s Ordinance, applications, and processes regarding variances due to changes in State Statute.

ATTORNEY: City Attorney Pearson provided a memo on the Statutory processes to address the long term nuisance property located at 39945 West Trout Avenue regarding Ordinance 91.18 (O) and 91.20 violations. The Council gave approval for Pearson to write to the property owner, recite the long term history of the nuisances, and invite the property owner to attend the January Council Meeting to address the issues.

City Attorney Pearson reported the City received a Conditional Use Permit (CUP) application from Northern Lights Over Roosevelt Homeowner's Association today. The process to consider the application requires more time than the 60 day timeline would allow due to meeting dates, so Steve Jones, Planning and Zoning Administrator, will work with Pearson to request an additional 60 day timeline extension for consideration of the CUP application.

City Attorney Pearson reported the purchase of two lots from Pennie Plesnicar closed, so the lots are now owned by the City. The purchase costs, including closing costs and attorney's fees, for a total of \$7,474.53 to date plus any additional attorney's fees will be paid from the Future City Development Fund.

ROADS: Alex Voit, S.E.H., attended the meeting regarding the determination of roads to include in the 2025 Road Improvement Project to be included with Crow Wing County (CWC) Highway Department's planned 2025 rehabilitation project. **MAYOR JONES MADE THE MOTION TO INCLUDE THE FULL LENGTH OF PAR WEST AND YELLOW BIRCH LANE IN THE 2025 ROAD IMPROVEMENT PROJECT PENDING THE COST ESTIMATE OF THE PROPOSED PROJECT FROM S.E.H. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the tax forfeited portion of Anna Drive. CWC is working with the County Attorney on scenarios that will allow CWC to sell the road property back to the City. CWC reported the State is no longer allowing CWC to sell property to the City for \$1 due to State requirements. CWC reported the tax forfeited portion of Anna Drive is not planned to be added to auctions because it is a City road. CWC will notify the City if CWC receives any updates from the State regarding tax forfeited roads.

Wayne Dosh, Senior Engineering Technician, CWC, reported the traffic count on Roosevelt Drive Bridge was completed. Dosh reported the average daily count is 90 cars per day and the previous traffic count completed in 1986 was 10 cars per day. Dosh reported a traffic count under 100 per day keeps the required width of the bridge down and keeps bridge replacement costs lower. Dosh reported the traffic count numbers will put the bridge deck/roadway requirement at 28 feet with a clear zone of 9 feet.

MAINTENANCE: No report.

CITY HALL: A squirrel caused a City Hall transformer fuse to blow and there have been resulting electrical issues throughout the Hall.

CEMETERY: Liaison Hanson reported one lot transfer, two lots sold, and one cremation burial: Cassandra Stange.

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

PARKS: Liaison Koch reported a Park Commission meeting will be held tomorrow.

LIBRARY: No report.

PERSONNEL: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE DAN BRENNAN TO ATTEND THE 2025 ELECTED LEADERS INSTITUTE FOUNDATIONAL PROGRAM FOR \$350, UP TO 2 NIGHTS IN HOTEL NOT TO EXCEED \$500, AND REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council did not approve attendance of the 2025 Elected Leaders Institute: Advanced Program.

EMILY WATERS: The three Emily lake associations/improvement district are applying for the DNR 2025 invasive aquatic plant management grant. Only one application is allowed per lake, so the City is not able to apply.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-07 ADOPTING ADDITION OF SECTION 33.65 LAW ENFORCEMENT REGARDING LAW ENFORCEMENT COVERAGE BY THE CROW WING COUNTY SHERIFF'S OFFICE AND REPEAL OF CHAPTER 33: PUBLIC SAFETY, POLICE DEPARTMENT, SECTIONS 33.65 THROUGH 33.70. 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 APPROVE THE SUMMARY OF ORDINANCE 24-07 SECTION 33.65 LAW ENFORCEMENT AMENDMENTS FOR PUBLICATION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT ORDINANCE 24-08 ADOPTING REVISION OF CHAPTER 111: LIQUOR REGULATIONS, SECTION 111.05 CONSUMPTION IN PUBLIC PLACES REGARDING ALCOHOL CONSUMPTION AND POSSESSION IN THE FIRE HALL. COUNCILMEMBER HEMPHILL 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 SUMMARY OF ORDINANCE 24-08 SECTION 111.05 AMENDMENT FOR PUBLICATION. 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 ORDINANCE 24-09 ADOPTING REVISIONS OF SECTION 90.01 PINE RIDGE CEMETERY REGARDING WORDING REVISIONS AND UPDATES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE 24-09 SECTION 90.01 PINE RIDGE CEMETERY AMENDMENT FOR PUBLICATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the proposed Ordinance 24-10 adopting revision of Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters. The issue came up due to a land use permit application for a garage with living quarters that the property owner is considering renting. If there is more than one residence on a property, the ordinance amendment would require the property owner of guest quarters to pay quarterly residential sewer rates and the residential sewer service connection fee. City Attorney Pearson recommended approval of the Sewer Ordinance amendments as presented and the Council to review individual situations for possible exemption in the future. **COUNCILMEMBER HANSON MADE THE MOTION TO ADOPT ORDINANCE 24-10 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.26 DETERMINATION OF SEWER SERVICE CHARGES REGARDING ADDITION OF SEWER SERVICE CHARGES FOR GUEST QUARTERS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE 24-10 SECTION 50.26 DETERMINATION OF SEWER SERVICE CHARGES AMENDMENT FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-11 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.05(F) BUILDING SEWERS AND CONNECTIONS REGARDING ADDITION OF SEWER SERVICE CONNECTION OF GUEST QUARTERS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE 24-11 SECTION 50.05(F) AMENDMENTS FOR PUBLICATION. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

City Attorney Pearson reported an Animal Control Enforcement Officer would be required to enforce the dangerous dogs ordinance requirements. Pearson reported the City could contract with the Animal Control Enforcement Officer in the County or a resident of the City could be appointed. The Animal Control Enforcement Officer would require the City to contract with an animal shelter before working with the City. The Council tabled the proposed Ordinance 24-12 amendment of Chapter 92: Animals for additional research.

MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-13 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.01 DEFINITIONS REGARDING ADDITION OF A DEFINITION FOR GUEST QUARTERS.

COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE 24-13 SECTION 50.01 AMENDMENT FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT FEE SCHEDULE ORDINANCE 24-03 WITH ADDITION OF SECTION 30 CITY COUNCIL WAGES AND AMENDMENTS TO THE FOLLOWING SECTIONS: 50 SEWER, 90.01 CEMETERY, 152 LAND USE AND SUBDIVISIONS, AND SECTION MISCELLANEOUS AS REVISED TO NOT INCLUDE SECTION 92: ANIMALS AMENDMENTS. 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 SUMMARY OF FEE SCHEDULE ORDINANCE 24-03 FOR PUBLICATION AS REVISED TO NOT INCLUDE SECTION 92: ANIMALS AMENDMENTS. COUNCILMEMBER BUTCHER 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 NSM continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study/Preliminary Economic Assessment. This work will continue into 2025. Sandri reported winter environmental visits associated with site reclamation are being suspended as the Emily site has become frozen and/or snow covered. The visits and the corresponding reclamation activities will be reinitiated with any field activities and/or after spring thaw. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-46, AMENDED, REVISING THE 2024 ADOPTED BUDGET. 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 ADOPT RESOLUTION 24-47, AMENDED, TO APPROVE INTERNAL REINVESTMENT OF FUNDS, INCLUDING MOVING FUNDS BETWEEN INVESTMENT ACCOUNTING FUNDS AND TRANSFERRING BETWEEN CHECKING ACCOUNT ACCOUNTING FUNDS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

NEW BUSINESS: Contract options were not received from the Animal Control Enforcement Officer. The Animals Ordinance was tabled, so the Council tabled the proposed HART Service Agreement and proposed HART Service Contract.

MAYOR JONES MADE THE MOTION TO APPROVE INCREASING FROM EIGHT TO TWELVE CUYUNA RANGE REGIONAL SAFETY GROUP TRAINING SESSIONS PER YEAR. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included the training is for Maintenance and office personnel and costs are covered by Sourcewell and the League of Minnesota Cities. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

The City received a Notice of Pay Equity Compliance for successfully meeting the requirements of the Local Government Pay Equity Act. The notice was a result of the official review of the City's 2024 Pay Equity Report.

MAYOR JONES MADE THE MOTION TO APPROVE THE CLASEN & SCHIESSL CPAS AUDIT ENGAGEMENT LETTER FOR AUDIT SERVICES IN 2025 FOR \$14,850. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Final City Tax Levy is due December 30, 2024.

CORRESPONDENCE: Discussion included AllPaid regarding an increase to minimum service and operator assistance fees for credit card users, Ehlers regarding potential refunding of existing bonds would not generate a significant savings, Sourcewell regarding the Sourcewell Board of Directors election, Sourcewell regarding Active

Violence – What Community and Elected Leaders Should Know training, and Verizon regarding cell tower operation and management agreement with Vertical Bridge. Vertical Bridge will exclusively lease, operate and manage the cell tower site, will be making all required payments, and would enter into any further documentation and discussions related to the cell tower site.

SCHEDULED UPCOMING MEETINGS: A Special Council Meeting was scheduled for Wednesday, December 18 at 6 p.m. for the proposed 2025 Final Budget, proposed 2025 Final City Tax Levy, and appointment of the Fire and Rescue Chief.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:30 P.M. COUNCILMEMBER HEMPHILL 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

December 18, 2024
Special Meeting

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

The Emily City Council met for a Special Meeting on Tuesday, December 18, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

MAYOR JONES MADE THE MOTION TO APPROVE RENEWAL OF HIGHWAY 6, LLC DBA LOG CABIN BAR 2025 ON SALE INTOXICATING, OFF SALE, AND SUNDAY LIQUOR LICENSES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included the 2024 liquor licenses for Highway 6, LLC dba Log Cabin Bar were approved last week. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Fire and Rescue Department held an election on December 17, 2024 for the position of Fire and Rescue Chief. The results for the two candidates were: Chad Genz – 11 votes and Blair Mileski – 14 votes. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPOINT BLAIR MILESKI AS FIRE AND RESCUE CHIEF EFFECTIVE IMMEDIATELY. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Fire and Rescue Chief Blair Mileski thanked the Council for the position. Next month Mileski plans to continue with separate department meetings for discussions/feedback, but plans to hold one full department meeting per month in the future. Mileski plans to continue to hold separate department trainings.

The Council discussed the appointment of Fire and Rescue Department Officer positions. Fire and Rescue Chief Mileski requested time to speak to the current officers and open the positions up to other department members if interested. Mileski anticipated making a decision for Council consideration at the February Council Meeting. Until the Council appoints officers Tyson Kinkaid holds the temporary position of Assistant Chief of Fire Suppression Operations and Cary LeBlanc holds the temporary position of Assistant Chief of Emergency Medical Services.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-54 TO MAKE YEAR END TRANSFERS AS FOLLOWS:

- \$164.18 FROM 100 GENERAL FUND TO 227 EMILY AREA RECYCLING FUND
- \$265.00 FROM 306 DEBT SERVICE FUND FOR THE 2005 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND

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

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-55 2024 BUDGETED YEAR END TRANSFERS AS FOLLOWS:

- \$4,350 TO FUND 225 – FIRE – GENERATOR AND INSTALL FOR FIRE STATION
- \$65,689.88 TO FUND 415 – ROADS – STREET IMPROVEMENTS
- \$15,000 TO FUND 415 – ROADS – ROOSEVELT DRIVE BRIDGE REPLACEMENT
- \$14,000 TO FUND 415 – ROADS – SOUTH SHORE DRIVE BRIDGE FASCIA
- \$33,995.92 TO FUND 415 – ROADS – ROOSEVELT DRIVE BRIDGE ENGINEERING
- \$34,069.11 TO FUND 415 – ROADS – GRADER
- \$167,104.91 TOTAL 2024 BUDGETED YEAR END TRANSFERS

COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included based on the proposed 2025 Final City Tax Levy the City needs to end the year with \$739,000 in the 100 General Fund and is projected to end with approximately \$750,000 after the transfers are made. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the proposed 2025 Property Tax Values provided by Crow Wing County. The target used for the proposed 2025 Final City Tax Levy was a 5% increase. The impacts to property taxes with a 6% increase were reviewed.

The Council discussed the proposed Capital Improvement Plan (CIP) Projects by Funding Source 2025-2029 spreadsheet. Sourcewell Community Impact Funds Grant and Public Safety programs were reviewed. The proposed CIP includes a grant of

\$50,000 in Community Impact Funds, including plasma cutter, zero turn gas lawnmower, pressure washer, Clerk’s Office, Library, and Council Chamber panic buttons, Clerk’s Office rotational computers replacement (to be purchased with or without grant funds), Library security camera, gym floor repair, and Hall outdoor lights repair. Details of what items may be included in Sourcewell’s Public Safety program are not available at this time. CIP items that are ineligible for Sourcewell Public Safety funds could be purchased using savings instead. Fire and Rescue Department purchases for radios, pagers, and AEDs are proposed from Sourcewell Public Safety funds if possible. The City plans to apply for a FEMA/USDA grant for an emergency generator for City Hall. Public Safety Aid funds are planned to be used for purchasing turnout gear and the Genesis push/pull ram extrication tool. A Genesis brute combi tool is planned to be purchased using Fire savings. \$21,000 is planned for Phase 2 of the City Park project for a picnic shelter, sand volleyball court, and pickleball court. Baseball dugouts repair and new cemetery preparation purchases were not completed in 2024 and were moved to 2025. The City needs to budget for street improvements to not draw down the City’s reserves for the project. The cost for the 2025 street improvement project was roughly estimated at \$250,000. CIP items being saved for the future include Roosevelt Drive Bridge replacement - \$25,000, South Shore Drive Bridge fascia repair - \$14,000, grader - \$50,000, liftstation pump - \$20,000, and influent control structure replacement - \$30,000. The proposed CIP items for 2025 have been added to the proposed 2025 Final Budget. **MAYOR JONES MADE THE MOTION TO APPROVE THE 2025 THROUGH 2029 CAPITAL IMPROVEMENT PLAN PROJECTS BY FUNDING SOURCE SPREADSHEET AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council reviewed bonds and other long term debt. The City’s bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 2013 Refunding of Sewer Revenue. Projected debt service fund balances at year end 2025 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$45,753.75
Fund 304	Recommended levy addition of \$26,250.00 (Ehlers recommended \$20,271.61)
Fund 602	Recommended levy addition of \$120,504.75 with additional \$57,585.00 for new main liftstation pump and replacement of the influent control structure (Ehlers recommended \$62,919.75)

The Council discussed the proposed 2025 Final Budget for the 100 General Fund. The proposed 100 General Fund 2025 Final Budget balanced at \$1,797,416.24, which is a 7% increase. The proposed 2025 Final City Tax Levy is \$1,445,650.74, which is a 5% increase. The proposed budget included revisions to combine to a Fire and Rescue Department and revision of the Police Department to Law Enforcement. Revisions to the proposed budget included:

- Revision of Bridges, Viaducts and Grade Separations for engineering fees for the Roosevelt Drive Bridge replacement from \$34,000 to \$33,995.92 as transferred above
- Revision of Medical Services – 1st Response for personnel testing and recruitment from \$1,650 to \$2,050
- Revision of Paved Streets for capital outlay – CIP street improvements from \$118,914.63 to \$118,518.71

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2025 FINAL BUDGET FOR THE 100 GENERAL FUND AS REVISED AT \$1,797,416.24. 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 ADOPT THE 2025 FINAL BUDGET FOR THE 602 SEWER FUND AT \$214,585.75 AS PRESENTED. 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 24-57 ADOPTING THE 2025 FINAL CITY TAX LEVY AS PRESENTED AT \$1,445,650.74. 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 ADJOURN THE MEETING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 6:44 p.m.

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

October 8, 2024

The Emily City Council met for a regular meeting on Tuesday, October 8, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:03 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, and Gregory Koch were present. Councilmember Andrew Hemphill attended remotely. Alex Voit and Maria McCarty, S.E.H., City Engineer, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the September 17, 2024 Special Council Meeting and the Treasurer's Report from September 2024: Checking Beginning Balance \$1,420,165.40 and Ending Balance \$1,267,662.56; Receipts to General fund \$23,470.60, Sewer fund \$949.66, Total \$24,420.26; and Claims for Approval: \$188,080.59 including Pine River State Bank checks #61728 to #61813 and automatic withdrawals #330823 to #330831; Investments \$407,656.08; Total Checking/Investments \$1,675,318.64. **MAYOR JONES MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Bruce Miller, Vice President, Emily/Outing Snowbirds Snowmobile Club, attended the meeting to request permission to use the City Ballfield Park for annual youth snowmobile training on Saturday, December 7, 2024. The ballfield would be used for the driving portion of the snowmobile training. Wheel kits would be installed on the snowmobile skis to minimize turf damage if there is not sufficient snow coverage. **MAYOR JONES MADE THE MOTION TO ALLOW THE EMILY/OUTING SNOWBIRDS SNOWMOBILE CLUB TO USE THE BALLFIELD PARK FOR ANNUAL YOUTH SNOWMOBILE TRAINING ON THE FIRST SATURDAY OF DECEMBER FOR A PERIOD OF FOUR YEARS. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included a request for the Emily/Outing Snowbirds to notify the City annually of the date of the training. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Perry May, Over the Hills Gang ATV Club, attended the meeting to inform the Council of a new project for a multi use recreational boardwalk south of Emily on the west side of State Highway 6 in road right-of-way from Dam Road north one quarter of a mile. May reported the plan is to construct a multi recreational 12' wide boardwalk with a clear center span with a 20,000 lb. weight capacity. May reported the location would be the first 1,000' of the ATV trail from Dam Road. May reported use of the boardwalk could include hikers, bikers, snowmobiles, and ATVs. May reported trail counters record an average of 20,000 users annually. May reported the current boardwalk is 8' wide, is designed for 3,000 lb. weight capacity, does not allow 2-way traffic, is not multi use, is high maintenance, and floods. May is working to gain stakeholder support, including the City, Crow Wing County, Minnesota Department of Transportation, Emily/Outing Snowbirds, and the Minnesota Department of Natural Resources. May reported the Over the Hills Gang plans to hire an engineering design firm and would request approval of the design from the stakeholders. May reported the timeframe for the boardwalk replacement should be about three years. May reported the Over the Hills Gang would be willing to work with the City to possibly include a project addition, such as a bike trail in the Emily State Forest.

FIRE AND RESCUE DEPARTMENT: Liaison Butcher reported the September Fire and Rescue Department meeting was held with 15 members present and reported 0 fire calls. All equipment was checked and the SCBAs were tested. Members were fit tested.

MAYOR JONES MADE THE MOTION TO APPROVE THE RESIGNATION OF TERESA DATZMAN FROM THE EMILY FIRE AND RESCUE DEPARTMENT WITH POSSIBLE REQUIRED RETURN OF EQUIPMENT AND NO REQUIRED TRAINING REIMBURSEMENT PER THE RECOMMENDATION OF THE FIRE AND RESCUE DEPARTMENT. COUNCILMEMBER HANSON 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 PURCHASE OF THE FOLLOWING FROM GREAT PLAINS FIRE USING FUND 225 PUBLIC SAFETY AID FUNDS OF \$12,000 AND FUND 225 FIREMEN'S EQUIPMENT FUNDS OF \$15,657: 31" SL2 PUSH PULL RAM EFORCE 28V WITH DELUXE KIT FOR A TOTAL OF \$12,420 AND 17C SL3 BRUTE COMBI TOOL 28V, TIP VARIO, AND RIT TIP FOR A TOTAL OF \$15,237 FOR A COMBINED TOTAL OF \$27,657. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The annual Trunk or Treat Event will be held on Thursday, October 31 from 5 to 7 p.m. at the Emily Fire Hall.

The Emily Fire Relief Association audit and schedules were provided for information. The required 2025 municipal contribution increased from \$48,010 to \$49,004. The required 2024 municipal contribution increased from \$16,896 to \$17,944. In 2024 the City contributed an additional \$44,000 to the Fire Relief Association pension fund, so the City does not have to make an additional 2024 contribution.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE BLAIR MILESKI TO ATTEND MSFDA CONFERENCE AND FIRE SCHOOL ON SEPTEMBER 20 AND 21, 2024 IN MANKATO FOR \$275, 2 NIGHTS IN HOTEL FOR UP TO \$420 TOTAL, PLUS REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Assistant Chief Cary LeBlanc reported the October Emergency Medical Services meeting was held with 9 members present and reported 11 calls in September.

LAW ENFORCEMENT: The Northern Outpost couch was delivered so all furniture has been received. New card readers should be installed this week to provide additional security for the Northern Outpost. The Sheriff's Office reports it is good to have an office in Emily and the office is being used.

WASTEWATER: Maria McCarty, S.E.H., presented the proposed S.E.H. Agreement for Professional Services for the WWTP Influent Structure Replacement including preliminary design, final design, and bidding for a lump sum fee of \$59,300 including expenses and equipment. McCarty reported the replacement design would meet the current MPCA design standards and would address the hydrogen sulfide issues causing the spalling of the interior concrete. The prior rough estimate of the cost to replace the influent control structure was \$150,000 so City plans are to budget \$30,000 per year for the next five years. The budget does not include engineering. McCarty will work on a proposal with a phased approach for the preliminary design, final design, and bidding. The proposal was tabled until next month.

Lee Bundy, Wastewater Operator, reported replacement of pump #1 at liftstation #1 as planned with the Capital Improvement Plan. Bundy reported the distribution line repair parts have been delivered to the rapid infiltration basin site. The repair parts have been installed, but sand needs to be spread on top.

PLANNING & ZONING: Chair Dave Johnson reported the Planning Commission held a Public Hearing and then recommended approving proposed Ordinance 2024-06 Adding Section 154: Cannabis Businesses. Johnson reported proposed Section 3.2 Zoning and Land Use defines the zones where various types of cannabis businesses would be allowable with a conditional use permit. The proposed ordinance was based on a League of Minnesota Cities model. The proposed ordinance defines buffer requirements as not to exceed State maximum standards for setbacks, such as from schools or day cares. **MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 2024-06 ADDING SECTION 154: CANNABIS BUSINESSES AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included the State has reported no cannabis business licenses will be issued until 2026. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ATTORNEY: The City Attorney is reviewing the tax forfeited portion of Anna Drive and the modified conditional use permit conditions for the Northern Lights Over Roosevelt Homeowner’s Association.

ROADS: The Council discussed preparation for a proposed joint 2025 City road resurfacing project with Crow Wing County (CWC) Highway Department’s planned 2025 west County Road 1 rehabilitation project. Alex Voit, S.E.H., provided a proposed 2025 Street Project Proposal for Design and Construction for the City’s portion of the proposed project including preparation of plans and specifications, construction administration and observation, project management, meeting with the Road Committee, coordination with CWC staff, presentation of plans and bid results, and project closeout on a fee hourly basis estimated at a total of \$20,000 including expenses and equipment. The City needs to inform CWC of the roads to be included in the project by December 2024. Voit reported the estimated cost to resurface one mile of road is \$215,591 including design and inspection fees and CWC’s administration fee, but the estimate depends on pavement prices and construction costs. The Council discussed including Par West and the north end of Yellow Birch Lane in the project. Voit reported the estimated project cost for the two roads is \$135,822. Voit reported with the City’s planned available funds of \$313,000 for roads, the entire length of Yellow Birch Lane could be resurfaced. Voit reported the proposal cost of \$20,000 was based on a road improvement project budget of just over \$100,000, so the cost of the design and construction would be higher based on higher project costs. The Council discussed resurfacing bad spots of certain roads versus resurfacing the full length of roads. The Road Committee reported Wood Lake Boulevard has 6 bad spots which are each about 50’ long, South Bay Drive has some bad spots, and East Emily Drive has some bad spots. **MAYOR JONES MADE THE MOTION TO APPROVE THE S.E.H. 2025 STREET PROJECT PROPOSAL FOR DESIGN AND CONSTRUCTION TO INCLUDE A CITY RESURFACING IMPROVEMENTS PROJECT WITH CWC HIGHWAY DEPARTMENT’S PLANNED 2025 REHABILITATION PROJECT FOR A FEE HOURLY ESTIMATED TO BE \$20,000 INCLUDING EXPENSES AND EQUIPMENT. 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 APPLY FOR THE SOURCEWELL THIRD-PARTY SERVICES REIMBURSEMENT PROGRAM FOR REIMBURSEMENT OF UP TO \$20,000 OF S.E.H. ENGINEERING FEES FOR THE ROOSEVELT DRIVE BRIDGE REPLACEMENT. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Road Committee will inspect Anna Drive due to hauling of sand to or from the Anderson Brothers pit.

Councilmember Butcher recused himself from the following discussion.

MAYOR JONES MADE THE MOTION TO APPROVE PAYING THE EMILY SAND & GRAVEL INVOICE FOR \$11,200 FOR 1,000 YARDS OF CLASS 5 AGGREGATE, STORAGE ON SITE, AND USE OF A LOADER USING \$4,700 IN SMALL CITIES ASSISTANCE FOR STREETS FUNDS AND REPURPOSING \$6,500 FROM BUDGETED CRACK SEALING FUNDS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. BUTCHER ABSTAINED. THE MOTION PASSED.

Councilmember Butcher rejoined the meeting.

The Blue Lane East damage to pavement by contractors issue was tabled.

MAINTENANCE: Maintenance Supervisor Brian Foster reported cutting and chipping trees, fixing potholes, sewer pond work, finishing up some small projects, pulling out the fishing pier, and general maintenance.

CITY HALL: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE THELEN HEATING & ROOFING QUOTE FOR PREVENTATIVE MAINTENANCE FOR SEMIANNUAL VISITS WITH CONTRACT/ PAYMENT OPTION OF \$1,300 PER VISIT. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The first step in requesting a grant from FEMA in 2025 for a generator for City Hall is to ask CWC to add the generator to their All-Hazard Mitigation Plan, which is currently being revised. **MAYOR JONES MADE THE MOTION TO REQUEST CROW WING COUNTY TO ADD AN EMILY CITY HALL GENERATOR TO THEIR ALL-HAZARD MITIGATION PLAN IN PREPARATION FOR THE PLANNED GRANT APPLICATION TO FEMA IN 2025. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CEMETERY: Liaison Hanson reported two monument stakings, two lots sold, and burial of Steven O'Brien.

PARKS: No report.

LIBRARY: No report.

PERSONNEL: The Personnel Committee, Dan Revier, Business Agent, International Union of Operating Engineers Local 49, Union Steward Brian Foster, and Calen Spindler had two meetings and negotiated a tentative Union Contract. Revier presented the terms of the tentative 2025-2027 Union Contract. Discussion included the proposed term to provide an option for an employee to request a payout of unused annual vacation time not to exceed 40 hours, over the maximum of 80 hours carryover, on the last payroll period of the year. Revier reported vacation time is a benefit and there are employees that lose vacation time because they are unable to take all of their vacation hours due to workload. The Council discussed the priority of employees taking vacation for time to decompress for increased productivity. Revier reported the terms include a total of 13 paid holidays, or 12 holidays with one floater holiday, with the addition of December 24, Christmas Eve. Revier reported employees are currently paid overtime if they work over eight hours per day and if they work over 40 hours in one week. Revier reported a proposed term of the work week for full-time Maintenance employees to four nine hour workdays Monday through Thursday and a four hour workday on Fridays. The Council discussed full-time Maintenance employees working five eight hour workdays as currently to provide coverage on Fridays. The Council reported the four nine hour workdays with four hour workday on Fridays has been done in the past and five eight hour workdays for Maintenance employees is preferred. **MAYOR JONES MADE THE MOTION TO APPROVE THE 2025-2027 INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49 UNION CONTRACT WITH MODIFICATION OF FULL-TIME MAINTENANCE EMPLOYEE HOURS OF OPERATION REMAINING AT FIVE EIGHT HOUR WORKDAYS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Council approved signature of the 2025-2027 Union Contract after Revier's revision for the modification to Maintenance employee hours of operation.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The City Attorney is reviewing possible revision of ordinances, including animals for removal of animal licensing and public safety to remove the City's Police Department and provide for law enforcement coverage by the Sheriff's Office.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM completed the metallurgical testing and analysis of drilled samples at the Kemetco Research laboratory. The results were reported in an Electric Metals press release on September 24, 2024. Electric Metals reported that the Kemetco Research testing program successfully demonstrated the production of high-purity manganese sulfate monohydrate (HPMSM) from manganese samples recovered from the 2023 drill program at the Emily manganese deposit. Sandri reported highlights of metallurgical test work include producing high-purity HPMSM, leaching achieving manganese extraction rates exceeding 95%, impurity removal and crystallization yielded HPMSM aimed for the battery-materials market, and the results from this test work provide a foundation for the future technical development. Sandri reported the next phase of metallurgical work will focus on flowsheet development and further process optimization to advance towards a Scoping Study/Preliminary Economic Assessment. The final flow sheet is still in optimization. Sandri reported the current Kemetco work is expected to be completed soon. Sandri reported environmental visits associated with site reclamation (regrowth in disturbed areas) will continue until revegetation is complete and plant growth has reached target levels. The visits and the corresponding reclamation activities are in the planned activities by NSM and conducted by Barr Engineering and Moritz Excavation as approved by the DNR. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be ongoing in 2024 and in 2025.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE LIQUOR LICENSE RENEWALS PENDING RECEIPT OF ALL INFORMATION, COMPLETED BACKGROUND CHECK, AND ANY AMOUNT DUE TO THE CITY PAID IN FULL AS FOLLOWS:

- **BARRETT'S LOG CABIN INC – ON SALE \$1,200, OFF SALE \$200, SUNDAY ON SALE \$200**
- **LARSON SALOON 2 INC – ON SALE \$1,200, OFF SALE \$200, SUNDAY ON SALE \$200**
- **RED PINE VENTURES INC – ON SALE \$1,200, SUNDAY ON SALE \$200**

- **DINERS CHICKEN SHACK INC – ON SALE WINE \$600 WITH STRONG BEER, 3.2 ON SALE \$75, SUNDAY ON SALE \$200**
- **REDDINGS SPORTS & SPIRITS INC – OFF SALE \$200**
- **ELCF INC (LAKE COUNTRY FOODS) – OFF SALE \$200**
- **ERNIE ROSE GOLF III LLC – 3.2 ON SALE 7 MONTHS \$44**

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

CORRESPONDENCE: Discussion included Crow Wing County regarding Recreation Ordinance comment period and Crow Wing County regarding Solid Waste Ordinance comment period.

SCHEDULED UPCOMING MEETINGS: The General Election will be held on Tuesday, November 5, 2024. The Truth in Taxation Public Hearing will be held on Tuesday, December 10, 2024 at 6 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:34 P.M. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, 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

September 10, 2024

The Emily City Council met for a regular meeting on Tuesday, September 10, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Alex Voit, S.E.H., City Engineer, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting at 6:01 p.m. and opened a Public Hearing on a Landowner Petition for Vacation of Public Road Cartway from Dennis and Bridget Honsa to request vacation of the public road cartway established over PIDs 21090603 and 21090521. PID 21090521 is located in the Roosevelt's Sunset Hills plat in Emily. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:02 p.m.

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 May 14, 2024 Council Meeting and the Treasurer's Report from August 2024: Checking Beginning Balance \$1,587,586.56 and Ending Balance \$1,420,165.40; Receipts to General fund \$21,233.90, Sewer fund \$7,600.31, Total \$28,834.21; and Claims for Approval: \$125,064.07 including Pine River State Bank checks #61644 to #61727 and automatic withdrawals #330815 to #330822; Investments \$405,603.81; Total Checking/Investments \$1,825,769.21. **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.

SPEAKERS: Steve Hudson Cotariu, School Board Candidate, gave an introduction and briefly discussed his platform.

Dr. Jamie Skjeveland, Superintendent, and Mike Domin, School Board Member, Crosby-Ironton Schools, attended the meeting regarding the school district operating referendum on the ballot on November 5, 2024. Domin requested the public contact the School Board with any questions regarding the referendum.

Bob Eddy presented the second annual update on the Emily lake associations and lake improvement district (including Roosevelt, Ruth, Emily, and Mary Lakes) and the Emily Waters Committee. Eddy reported the lake associations/district work on aquatic invasive species (AIS) management, including education. Eddy reported the associations/district have water quality testing and lake level monitoring completed. Eddy reported a decontamination unit was deployed at the Roosevelt launch site, Youth Boating Training was conducted in July, and 12 months of Enbridge Water Testing were completed. Eddy reported there has been a significant expansion of Eurasian Watermilfoil over the last two years. Eddy reported no AIS treatment of Emily or Mary Lakes was completed last year, but 23.9 acres have been identified this year. Eddy reported 6.7 acres were treated for AIS on Ruth Lake last year and this year over 20 acres have been identified. Eddy reported 14 acres were treated on Roosevelt last year and this year 40 acres have been identified. Eddy reported the costs of AIS treatment are high. Eddy reported the lake associations have increased membership fees and received donations and the lake improvement district has increased their assessments, but the additional funds are not keeping up with the treatment costs for the expansion of AIS. Eddy requested an increase in annual financial support from the City from \$15,000

to \$30,000 in 2025 and any unspent budget funds be made available in 2024. Eddy reported on AIS management efforts. Eddy reported the associations/district do not have adequate funds to treat all the AIS this year, have had to take less effective measures, and were not able to treat some areas.

FIRE DEPARTMENT: Liaison Butcher reported the August Fire Department meeting was held with 14 members present and reported 3 fire calls. All equipment and SCBAs were checked. One member will attend school in September and a car rescue drill was held with the First Responders.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE FIRE ENGINE #1 LEASE PAYMENT OF \$34,664.96 TO SANTANDER LEASING. COUNCILMEMBER HEMPHILL 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 FIRE ENGINE #2 LEASE PAYMENT OF \$44,900 TO COMMUNITY LEASING PARTNERS. 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 24-43 ACCEPTING DONATION TO THE CITY OF \$10,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION TO THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE BLAIR MILESKI TO ATTEND THE MSFDA CONFERENCE AND FIRE SCHOOL SEPTEMBER 20 AND 21, 2024 IN MANKATO FOR \$275, 2 NIGHTS IN HOTEL UP TO \$300 TOTAL, PLUS REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Liaison Hemphill reported the September First Response Unit meeting was held with 10 members present and reported 14 calls in August.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-39 ACCEPTING DONATION TO THE CITY OF \$520.40 FROM THE EMILY FIREMEN'S RELIEF 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.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-42 ACCEPTING DONATION TO THE CITY OF \$1,000 FROM AN ANONYMOUS DONOR TO THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: The Northern Outpost for the Sheriff's Office is operational. Internet service has been installed and monthly costs will be paid for by the City, the door locks have been repaired, and a couch was provided on loan until the City's couch is delivered. The City will be receiving a quote for additional security measures for the Northern Outpost. The ribbon cutting event for the Northern Outpost and the new outdoor pickleball courts went well.

WASTEWATER: Lee Bundy, Wastewater Operator, and Brian Foster, Maintenance Supervisor, will be working on repairing the rapid infiltration basin distribution lines.

PLANNING & ZONING: Liaison Koch reported the Planning Commission has been working on a proposed ordinance regarding cannabis businesses. The Planning Commission will be holding a Public Hearing on the proposed ordinance at their October meeting.

ATTORNEY: Pennie Plesnicar accepted the City's offer to purchase parcels 21340552 and 21340553 for \$3,000 per lot plus closing and attorney costs. One of the property owners passed away, so the resolution to purchase the parcels was amended. **MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-35, AMENDED, APPROVING THE PURCHASE OF PROPERTY WITHIN THE CITY LIMITS OF THE CITY OF EMILY AS AMENDED TO ONE PROPERTY OWNER TO PURCHASE PARCELS 21340552 AND 21340553 FROM PENNIE PLESNICAR FOR \$3,000 EACH USING FUTURE CITY DEVELOPMENT FUNDS, PENDING CITY ATTORNEY**

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

No information was provided regarding the modified conditional use permit conditions for the Northern Lights Over Roosevelt Homeowner's Association.

ROADS: COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-44 VACATING A PUBLIC ROAD CARTWAY TO VACATE A CARTWAY ESTABLISHED OVER PIDS 21090603 AND 21090521 AS REQUESTED BY DENNIS AND BRIDGET HONSA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed preparation for a proposed joint 2025 City road resurfacing project with Crow Wing County (CWC) Highway Department's planned 2025 west County Road 1 rehabilitation project. The City needs to inform CWC of the roads to be included in the project by December 2024. A cost sharing agreement would be needed in the future. Alex Voit, S.E.H., City Engineer, provided a proposed 2025 Street Project Proposal for Design and Construction for the City's portion of the proposed project including preparation of plans and specifications, construction administration and observation, project management, meeting with the Road Committee, coordination with CWC staff, presentation of plans and bid results, and project closeout on a fee hourly basis estimated at a total of \$20,000 including expenses and equipment. The City is estimated to receive \$54,923 in Small Cities Assistance for Streets in 2025 and the City received \$37,510 in Small Cities Assistance for Streets in 2024. The City saved \$65,000 from 2024 for streets. With anticipated annual budgeted funds, the City was estimated to have \$200,000 available for a road improvement project in 2025. Voit reported the estimated cost to mill and overlay one quarter of a mile of road is \$100,000. The Council discussed including Par West in the proposed project. If CWC were to do the road project design instead of the City's Engineer, CWC would charge 8% of the City's construction amount. If CWC were to do the inspection, they would charge 7% of the construction amount. CWC would charge 3% of the construction amount for having CWC bid the City's project with their project. The City could apply for Sourcewell Professional Services Reimbursement of up to \$20,000 for S.E.H.'s costs to work on the proposed road improvement project. The reimbursement program is on a first come, first served basis until Sourcewell's reimbursement funds are expended. A Road Committee Meeting is planned for Tuesday, September 17 at 9 a.m. to review City street pavement conditions. The 2025 Preliminary Budget needs to be set by the end of September, so the proposed project was tabled.

The Council discussed charging the property owners for damage to Blue Lane East pavement by contractors. There was a discussion regarding addition to the land use permitting process of taking before and after pictures of road conditions near properties when permits are approved for construction projects. The Road Committee will inspect the damage. The issue was tabled.

MAINTENANCE: Maintenance Supervisor Brian Foster reported mowing ditches, cutting trees, dump clean up, sewer pond work, picking up garbage from bears, and general maintenance. Foster requested the City purchase 1,000 yards of Class 5 gravel while the crusher is at Emily Sand and Gravel's pit. The City's current Class 5 stockpile is estimated to be 1,500 yards and 1,500 yards have been used this summer. MAYOR JONES MADE THE MOTION TO PURCHASE 1,000 YARDS OF CLASS 5 FROM EMILY SAND AND GRAVEL FOR AN ESTIMATED \$10,000. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. BUTCHER ABSTAINED. THE MOTION PASSED.

The Maintenance Department was thanked for adding sod around the new pickleball courts and moving picnic tables for use near the courts.

CITY HALL: Tremolo will be working on updating the audio/visual equipment in the Council Chambers.

CEMETERY: Liaison Hanson reported one monument staking and four cremation burials: Betty LaBorde, Patrick LaBorde, Susan LaBorde, and Curtis LaBorde.

PARKS: Liaison Koch reported construction of the outdoor pickleball courts is complete and the courts are in use. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO PURCHASE TWO SIGNS FROM ECONO SIGNS FOR THE PICKLEBALL COURT WITH RULES FOR COURT USAGE AND ONE SIGN FROM ECONO SIGNS WITH COURT SPONSORS FOR A TOTAL OF \$177 PLUS SHIPPING AND ONE PICKLEBALL PADDLE RACK ROTATION SYSTEM FROM NEXTUP PEACEKEEPER FOR \$421.94 WITH SHIPPING USING FUND 404 PARK**

DEDICATION FUNDS PER THE RECOMMENDATION OF THE PARK COMMISSION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-40 ACCEPTING DONATION TO THE CITY OF \$2,200 FROM EMILY OUTING FIFTY LAKES AREA LIONS TO THE PARK FUND – PICKLEBALL FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-41 ACCEPTING DONATION TO THE CITY OF \$300 FROM GERHART HANSON, JR. TO THE PARK FUND – PICKLEBALL FUND. 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 KAREN TRENN TO THE PARK COMMISSION FOR A 2 YEAR TERM OF SEPTEMBER 11, 2024 TO DECEMBER 31, 2025 PER THE RECOMMENDATION OF THE PARK COMMISSION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LIBRARY: Liaison Koch reported the Library Board approved a proposed 2025 Preliminary Library Budget.

PERSONNEL: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The Council discussed possible revision of ordinances, including animals for removal of animal licensing and public safety to remove the City's Police Department and provide for law enforcement coverage by the Sheriff's Office. The Council gave approval for working with the City Attorney on ordinance revisions.

The adopted ordinances to date will be sent to American Legal Publishing after additional ordinance updates are complete.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported the focus of NSM was to complete the metallurgical testing and analysis of drilled samples being evaluated at Kemetco Research laboratory. The final flow sheet is still in optimization. Sandri reported the current Kemetco work is expected to be completed by this September. Sandri reported environmental visits associated with site reclamation (regrowth in disturbed areas) have continued and as of August over 80% of the plant growth and revegetation is complete. Sandri reported in association with the recent heavy rainfall, a limited number of the reclaimed areas show minor erosional disturbance requiring some repair (recontouring in the areas of 'gully washes'). The visits and the corresponding reclamation activities are in the planned activities by NSM and conducted by Barr Engineering and Moritz Excavation as approved by the DNR. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be ongoing in 2024.

Meet the Candidate Night is planned for Monday, September 30 at 6 p.m. in the City Hall Gymnasium with local elected candidates only.

The City Slogan Contest has been open for one year and many slogan entries were received, but the Council did not feel any of the entries were a great fit. The Council closed the City Slogan Contest.

CWC Highway Department notified the City that Crow Wing Power City accounts for streetlights on County roads may be eligible to be transferred to CWC. CWC reviewed the City's streetlight accounts and made the determination that two streetlights are eligible to be transferred, one at the intersection of State Highway 6 and County Road 1 and one at the intersection of County Road 136 and Wood Lake Boulevard.

NEW BUSINESS: The Council tabled the two propane pricing vendor options to request additional quotes.

The Council discussed renewal of LMCIT Workers' Compensation Plan options. **MAYOR JONES MADE THE MOTION TO EXCLUDE ELECTED AND APPOINTED OFFICIALS OF THE CITY AND BOARD MEMBERS OF**

SEPARATE ADMINISTRATIVE BOARDS AND COMMISSIONS FROM THE WORKERS' COMPENSATION PLAN. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council reviewed the vehicles and properties included on the LMCIT Property/Casualty Insurance renewal application. The Council made the decision not to include coverage for the Economic Development Authority and decided to include coverage for fireworks for the Emily 125th Anniversary. **MAYOR JONES MADE THE MOTION TO APPROVE NOT WAIVING THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY FOR THE CITY'S LMCIT PROPERTY/CASUALTY INSURANCE COVERAGE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Mayor Jones and Councilmember Butcher volunteered to be Council Liaisons for the Emily 125th Anniversary Committee. The Council approved advertising/posting for eight volunteer members for the Emily 125th Anniversary Committee. The Emily 125th Anniversary Committee members would meet with the current Celebrate Emily Day Committee members to plan the event.

Standard and Poor's completed a ratings review of Emily and reported there are no significant changes since their last publication. Rebecca Kurtz, Ehlers, was very helpful and assisted with the ratings review interview.

CWC reported the State passed new legislation in 2024 that affects the sale and management of tax forfeited properties in CWC. CWC will no longer remit any outstanding balances on special assessments that have been levied against properties forfeited between 2016 and 2023 at the time of sale. Proceeds from the sale will be sent to the State. CWC reported that properties that forfeit in 2024 and future years will have all taxes and special assessments cancelled at the time of forfeiture. If the City wants to collect special assessments due on properties forfeited in 2024 or future years, the City must recertify within 90 days of forfeiture. All properties forfeited in 2024 and future years will be taken to sale within six months of their forfeiture date, which typically occurs in late September. CWC provided a list of properties that forfeited from 2016 to 2023. Two of the properties listed are roads. Parcel ID 21160501 is a portion of Anna Drive and Parcel ID 21040516 is a private road in a development that is not maintained by the City. The listed portion of Anna Drive is a prescriptive easement and the property is not owned by the City. CWC reported in the past when plats were drawn up the developers did not account for roads correctly. Anna Drive was mistakenly designated as a parcel with a property owner. CWC made note that Anna Drive and Roosevelt Ridge are both roads. CWC is working with the County Attorney on options for how to sell a tax forfeited road. The Council approved consulting the City Attorney on the tax forfeited portion of Anna Drive.

The 2025 Preliminary Budget and Preliminary City Tax Levy are due September 30, 2024.

Sourcewell programs available for local governments were reviewed.

CORRESPONDENCE: Discussion included Liberty Tree Society regarding an offer for a William Bradford Memorial for the City. The Council did not approve the offer.

SCHEDULED UPCOMING MEETINGS: 2025 Preliminary Budget meetings were scheduled for Tuesday, September 17, 2024 at 6 p.m. and Wednesday, September 25, 2024 at 6 p.m. The General Election will be held on Tuesday, November 5, 2024. The Truth in Taxation Public Hearing will be held on Tuesday, December 10, 2024 at 6 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:09 P.M. COUNCILMEMBER HEMPHILL 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

August 12, 2024

The Emily City Council met for a regular meeting on Monday, August 12, 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 Attorney Tom Pearson and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting and opened a Public Hearing on proposed Interim Ordinance No. 2024-03 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses (Cultivation, Processing, and Distribution) in the City of Emily at 6:03 p.m. The moratorium would be in place, at the latest, until December 31, 2024. The Interim Ordinance (Moratorium) would allow the Planning Commission time to study regulations related to the manner of the operation of Cannabis Businesses (cultivation, processing, or distribution) allowed under Minnesota State Statutes. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:09 p.m.

Mayor Jones opened a Public Hearing on proposed Ordinance No. 2024-04 to Revise the Code of Ordinances for the City of Emily With the Establishment of a Fire and Rescue Department at 6:09 p.m. The proposed ordinance would repeal Chapter 33 Public Safety, Fire Department Section (Subsections 33.20 through 33.31) and Volunteer First Response Unit Section (Subsections 33.45 through 33.53) and establish a combined Fire and Rescue Department Section. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing and reopened the regular Council Meeting at 6:10 p.m.

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 the Treasurer's Report from July 2024: Checking Beginning Balance \$1,294,844.61 and Ending Balance \$1,587,586.56; Receipts to General fund \$384,433.45, Sewer fund \$63,896.68, Total \$448,330.13; and Claims for Approval: \$223,207.47 including Pine River State Bank checks #61550 to #61643 and automatic withdrawals #330809 to #330814; Investments \$401,941.13; Total Checking/Investments \$1,989,527.69. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

FIRE DEPARTMENT: Liaison Butcher reported the July Fire Department meeting was held with 16 members present and reported 4 fire calls. All equipment and SCBAs were checked and the trucks were washed. Butcher presented a plaque for Kenny Roden for 17 years of service on the Fire Department with 7 years as Fire Chief. The plaque will be presented to Roden at his retirement party.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 24-36 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION TO THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER KOCH 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 August First Response Unit meeting was held with 7 members present and reported 11 calls in July. Planned trainings include obstetrics and delivering a baby and a combined training with the Fire Department on extraction/car accidents.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-32 ACCEPTING DONATION TO THE CITY OF \$801.25 FROM THE EMILY FIREMEN'S RELIEF 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 City's portion of the development of the Northern Outpost has mostly been completed, including painting, carpet installation, delivery of most of the furniture, and installation of the TV. The couch will be delivered in August. The City needs to purchase a computer. After the computer is delivered the Sheriff's Office IT personnel plan to install the computer, firewall, etc. The Sheriff's Office is working with Midwest Security to provide a list of Sheriff's Office deputies to provide access to the Hall and the Northern Outpost.

WASTEWATER: No report.

PLANNING & ZONING: Chair David Johnson presented the report from the August Planning Commission Meeting. Johnson reported the Planning Commission recommended not approving Matt Anderson's request to purchase fire lane access to Wood Lake in the Wood Lake Boulevard right-of-way. The Fire Department would like to keep the fire lane for access to water. **MAYOR JONES MADE THE MOTION TO NOT SELL THE WOOD LAKE FIRE LANE ACCESS IN THE WOOD LAKE BOULEVARD RIGHT-OF-WAY. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Johnson reported the Planning Commission reviewed the Comprehensive Plan and City Ordinances and recommended the City proceed with purchasing parcels 21340552 and 21340553 from Andrew and Pennie Plesnicar. The parcels are surrounded by City property and are located west of the Broadway Maintenance Shop. **MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-35 APPROVING THE PURCHASE OF PROPERTY WITHIN THE CITY LIMITS OF THE CITY OF EMILY TO PURCHASE PARCELS 21340552 AND 21340553 FROM ANDREW AND PENNIE PLESNICAR FOR \$3,000 EACH USING FUTURE CITY DEVELOPMENT FUNDS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES AMENDED THE MOTION TO ADOPT RESOLUTION 24-35 APPROVING THE PURCHASE OF PROPERTY WITHIN THE CITY LIMITS OF THE CITY OF EMILY TO PURCHASE PARCELS 21340552 AND 21340553 FROM ANDREW AND PENNIE PLESNICAR FOR \$3,000 EACH PLUS CLOSING/ ATTORNEY COSTS USING FUTURE CITY DEVELOPMENT FUNDS WITH A REVISION TO ITEM 4 C FOR A TITLE COMPANY TO UNDERTAKE AND COMPLETE THE CLOSING ON THE PROPERTY. COUNCILMEMBER BUTCHER SECONDED THE AMENDMENT. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The City Attorney will draft a Purchase Agreement and send it to the property owner for approval.

ATTORNEY: City Attorney Pearson reported he will have paperwork for the Council to consider regarding the modified conditional use permit conditions for the Northern Lights Over Roosevelt Homeowner's Association at the next Council Meeting. The Council tabled the Northern Lights agenda item.

ROADS: Dennis and Bridget Honsa submitted a petition for vacation of a cartway established over PIDs 21090521 (their residence) and 21090603 in July 2012 to provide access from Outlook Ridge to their landlocked property, PID 21090602. Honsa reported in 2020 he purchased the property the cartway crossed, PID 21090603, so a cartway is no longer needed. City Attorney Pearson reported next steps in the process include notifying the public and, if necessary, the Department of Natural Resources (DNR) and a public hearing will be held. Pearson reported even though this is a cartway, the City needs to follow the road vacation process because the cartway was public. **MAYOR JONES MADE THE MOTION TO DECLARE SUFFICIENCY OF THE HONSA PETITION FOR VACATION OF A PUBLIC CARTWAY. 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 ADOPT RESOLUTION 24-34 REGARDING AMERICAN RESCUE PLAN ACT FUNDS USE FOR PURCHASES FOR DEVELOPMENT OF THE NORTHERN OUTPOST FOR \$8,821.22 AND USE OF REMAINING FUND 206 ARPA FUNDS TOWARDS PURCHASE OF A MAINTENANCE TRUCK FOR \$37,183 FOR A TOTAL OF \$46,004.22. COUNCILMEMBER HANSON SECONDED THE MOTION.

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

MAYOR JONES MADE THE MOTION TO PURCHASE A 2024 FORD F250 FROM MIDWAY FORD COMPANY FOR \$51,635.20 FOR THE MAINTENANCE DEPARTMENT USING A STATE COOPERATIVE PURCHASING VENTURE CONTRACT WITH THE FOLLOWING FUNDS: \$37,183 ARPA FUNDS, \$7,800 REMAINING BUDGETED FUNDS FOR THE BACKHOE TRACTOR, AND \$6,652.20 IN FUNDS THAT WERE REPURPOSED TO SAVE FOR A GRADER. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The City received Small Cities Assistance Program funds of \$37,510.50 from the State for construction and maintenance of roads. The funds were deposited in the 201 Road and Bridge Fund.

Crow Wing County (CWC) was informed that the City would like to bid a road resurfacing project jointly with the County next year with the County Road 1 west rehabilitation project. CWC reported they would need to know the roads the City would like resurfaced with their project and if the City's Engineer would be doing the design and inspection for the City's portion of the project. CWC also reported the City would need to enter into a cost sharing agreement for the City's portion of the project. **MAYOR JONES MADE THE MOTION TO APPROVE INFORMING CWC OF THE ROADS TO BE RESURFACED JOINTLY WITH CWC'S PROJECT BY DECEMBER 2024. COUNCILMEMBER KOCH SECONDED THE MOTION. THE MOTION FAILED FOR LACK OF A VOTE.** The roads to be resurfaced need to be determined. There was a question regarding whether it is a requirement for the City's Engineer to do the design and inspection and how much CWC would charge if the City's Engineer does not do the design and inspection. Alex Voit, S.E.H., had reported he would be available to review the roads with the Road Committee to assist with determination of what roads to include in the project.

Enforcement action will be discussed regarding the Blue Lane East damaged pavement when the project is closer to completion.

MAINTENANCE: Maintenance Supervisor Brian Foster reported cutting trees, fixing washouts, mowing ditches, general maintenance, and cemetery work.

CITY HALL: Electrical work was completed in the Clerk's Office and Zoning Office in preparation for the future doorway between the offices and was also completed to install an outlet for the new security system and for the TV in the hallway.

CEMETERY: Council Liaison Hanson reported two monument stakings and five burials: Robert Reineck, Lieselotte Spiess, Dona Mae Weaver, Leonard Miglieri, and Owen Daly.

MAYOR JONES MADE THE MOTION TO APPROVE DEPUTY CLERK ATTENDANCE OF MINNESOTA ASSOCIATION OF CEMETERIES CEMETERY MANAGEMENT COURSE ON WEDNESDAY, SEPTEMBER 18, 2024 IN BLOOMINGTON FOR \$150, ONE NIGHT IN HOTEL FOR UP TO \$150, PLUS REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PARKS: **MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-37 ACCEPTING DONATION TO THE CITY OF \$1,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION TO THE PARK FUND – PICKLEBALL FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Liaison Koch reported the pickleball courts are constructed, but the courts need to be painted and the nets need to be installed. A Park Commission meeting will be requested to consider purchase of signs for the pickleball courts to define the court rules and to thank the donors. An open house for the pickleball courts and northern outpost is planned.

LIBRARY: **COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-33 ACCEPTING DONATION TO THE CITY OF \$446.25 FROM MULTIPLE ANONYMOUS DONORS AT THE JULY 19 AND JULY 20 BOOK SALES TO FUND 211 LIBRARY FOR USE BY THE CITY OF EMILY PUBLIC LIBRARY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PERSONNEL: MAYOR JONES MADE THE MOTION TO APPROVE CITY CLERK ATTENDANCE OF MUNICIPAL CLERKS ADVANCED ACADEMY ON SEPTEMBER 19 AND 20, 2024 IN STAPLES FOR \$225 AFTER SCHOLARSHIP OF \$100, 2 NIGHTS IN HOTEL FOR UP TO \$300 TOTAL, PLUS REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT INTERIM ORDINANCE NO. 2024-03 AUTHORIZING A STUDY AND IMPOSING A MORATORIUM ON THE OPERATION OF CANNABIS BUSINESSES (CULTIVATION, PROCESSING, AND DISTRIBUTION) IN THE CITY OF EMILY. 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 APPROVE THE SUMMARY OF INTERIM ORDINANCE NO. 2024-03 AUTHORIZING A STUDY AND IMPOSING A MORATORIUM ON THE OPERATION OF CANNABIS BUSINESSES (CULTIVATION, PROCESSING, AND DISTRIBUTION) IN THE CITY OF EMILY FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

City Attorney Pearson requested the Council approve the proposed Fire and Rescue Department Ordinance subject to Pearson and the City Clerk completing some clean up including addition of some wording for Section 33.21 and possible renumbering. The Ordinance states service fees for fire protection and/or emergency response may be charged. **COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT ORDINANCE NO. 2024-04 TO REVISE THE CODE OF ORDINANCES FOR THE CITY OF EMILY WITH THE ESTABLISHMENT OF A FIRE AND RESCUE DEPARTMENT SUBJECT TO MODIFICATIONS BY CITY ATTORNEY AND CITY CLERK. COUNCILMEMBER HEMPHILL 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 SUMMARY OF ORDINANCE NO. 2024-04 TO REVISE THE CODE OF ORDINANCES FOR THE CITY OF EMILY WITH THE ESTABLISHMENT OF A FIRE AND RESCUE DEPARTMENT FOR PUBLICATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

City Attorney Pearson reported a property owner is requesting a lot rezone for PID 21270704 because a portion of their property is zoned differently than the remainder of the property. Pearson requested the Council approve the ordinance amendment subject to Pearson and the City Clerk cleaning up the wording and confirming the zoning of the current lot. **MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE NO. 2024-05 AMENDING THE CITY OF EMILY CODE OF ORDINANCES, CHAPTER 152: LAND USE AND SUBDIVISIONS AND ZONING MAP FOR A LOT REZONE SUBJECT TO MODIFICATIONS BY THE CITY ATTORNEY AND CITY CLERK. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE NO. 2024-05 AMENDING THE CITY OF EMILY CODE OF ORDINANCES, CHAPTER 152: LAND USE AND SUBDIVISIONS AND ZONING MAP FOR A LOT REZONE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Updated ordinances need to be sent to American Legal Publishing.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported environmental visits associated with continued site reclamation (regrowth in disturbed areas) have continued. Sandri reported plant growth and revegetation is accelerating with the summer months, however, in association with the recent heavy rainfall a limited number of the reclaimed areas show erosional disturbance requiring some repair (recontouring in the areas of ‘gully washes’). The visits and the corresponding reclamation are planned activities by Barr Engineering as approved by the DNR. Sandri reported metallurgical testing and analysis of drilled samples continue to be assessed at the Kemetco Research laboratory. The final flow sheet is still in optimization. Sandri reported the current Kemetco work is expected to be completed by this summer. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be ongoing in 2024.

The candidate filing period is open until Tuesday, August 13, 2024 at 5 p.m. for one Mayor candidate and two Council Member candidates.

A Meet the Candidate Night is planned for Wednesday, September 18 at 6 p.m. in the City Hall Gymnasium with local elected candidates only.

The City Slogan Contest is open.

NEW BUSINESS: The Council discussed the 2024 Foundation for Rural Service Community Grant Program through Tremolo available for business and economic development, community development, education, or telecommunications applications.

The 2025 Preliminary City Tax Levy is due on September 30, 2024.

MAYOR JONES MADE THE MOTION TO SCHEDULE THE TRUTH IN TAXATION PUBLIC HEARING FOR TUESDAY, DECEMBER 10, 2024 AT 6 P.M. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CORRESPONDENCE: Discussion included a thank you from Barry Hite for the scoreboard dedication, a thank you from Ideal Township for support for the grant for construction of a new building at their Transfer Station, and Minnesota Small Cities regarding a request for annual membership.

SCHEDULED UPCOMING MEETINGS: The State Primary Election will be held on Tuesday, August 13, 2024. The General Election will be held on Tuesday, November 5, 2024.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:04 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

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

July 23, 2024
Council Workshop

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

The Emily City Council met for a Council Workshop on Tuesday, July 23, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 4:30 p.m. Councilmembers Bryce Butcher, Gary Hanson, Andrew Hemphill, and Gregory Koch were present. Fire Chief Chad Genz, First Responder Chief Cary LeBlanc, Assistant Fire Chief Tyson Kinkaid, Assistant First Responder Chief Krista Kommer, and City Clerk/Treasurer Cari Johnson were also in attendance.

Development of a combined Fire and Rescue Department was discussed, including a proposed Fire and Rescue Department Ordinance, Personnel Policy, and Standard Operating Procedures. The main goal of the combination of the Fire Department and First Response Unit is to provide a pension for the First Responders. The First Responders must be hired by the Fire Department to become members of the Fire Relief Association, which requires an ordinance amendment. Once the First Responders become members of the Fire Relief Association, they become eligible for a pension.

Options for the combination of the departments include leaving the current structure the same or changing the structure of the departments. One structure change could include creation of an Executive Review Board to manage department hiring, firing, discipline, etc. with final Council approval.

There was a discussion regarding holding a confidential paper ballot vote for the next department election(s).

There was a discussion regarding having a truly combined Fire and Rescue Department with combined meetings or continuing to hold separate meetings. The First Responders would be able to attend Fire Relief meetings after combination. Possible cross-training between departments, meeting space, meeting attendance, and team building were discussed. Paging/call response options were discussed.

The discussed plan is to work on adoption of a Fire and Rescue Department Ordinance and then work on the Personnel Policy and Standard Operating Procedures revisions with input by department members. A Public Hearing notice will be published and the proposed Fire and Rescue Department Ordinance will be considered by the Council at the August regular Council Meeting.

MAYOR JONES MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. MOTION CARRIED.
The meeting ended at 5:21 p.m.

Respectfully submitted,

Attest:

Cari Johnson
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

January 29, 2025
Special Meeting

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

The Emily City Council/125th Anniversary Committee met for a Special Meeting on Wednesday, January 29, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 1:00 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

The 125th Anniversary Committee discussed ideas for the 125th Anniversary celebration to be held on Saturday, July 19, 2025. Ideas included streetlight banners, historic newspaper publication, history tent, and car show.

The Emily 125th Anniversary Committee Guidelines need to be revised with the Council as the committee members. Revised guidelines will be presented at the next Council Meeting for consideration.

Purchases for the 125th Anniversary need to meet the public purpose expenditure test and invoices need to be in the City's name.

An agenda item for the 125th Anniversary will be added for regular Council Meetings for public engagement. A notice will be added to the website and published to request ideas for the 125th Anniversary celebration with a preference for ideas that include the expense of the project and volunteers to accomplish it.

The ResPyro fireworks quote was reviewed with the following options:

- 20 minute display for \$10,000 with 378 shots
- 20 minute display for \$20,000 with 634 shots

The Celebrate Emily Day Committee requests donations for fireworks for the annual event and typically receives between \$8,000 and \$12,000. **COUNCILMEMBER KOCH MADE THE MOTION FOR THE CITY TO COMMIT \$12,000 TO THE 125TH ANNIVERSARY CELEBRATION FIREWORKS DISPLAY. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER KOCH MADE THE MOTION TO PAY THE NON-REFUNDABLE DEPOSIT OF \$3,375 AND APPROVE THE TIME MUSIC AGENCY, INC. MUSICAL PERFORMANCE SERVICES AGREEMENT FOR A 4-HOUR CONCERT WITH 3 SETS WITH BREAKS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the remaining balance of \$3,375 is due on the day of the show. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The committee members will coordinate with the Celebrate Emily Day Committee to plan the historic event. When the 125th Anniversary Committee members plan to meet with the Celebrate Emily Day Committee the meetings will be posted.

MAYOR JONES MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 1:33 p.m.

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

January 23, 2025
Special Meeting

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

The Emily City Council met for a Special Meeting on Thursday, January 23, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 1:00 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Blair Mileski, Fire and Rescue Chief, and Cari Johnson, City Clerk/Treasurer, were also present.

The Pledge of Allegiance was recited.

The Council discussed the Emily Fire and Rescue Department organization and Personnel Policies, including the formation of the volunteer Executive Review Board. The Member-at-Large position will be advertised for the Executive Review Board. Fire and Rescue Chief Blair Mileski stated the Executive Review Board should include a minimum of one fire suppression operations member and one emergency medical services member. There was a discussion regarding allowing Assistant Chiefs to become members of the Executive Review Board. Chief Mileski reported the Fire and Rescue Department plans to work on revision of the Standard Operating Procedures. Chief Mileski discussed firefighter training and certification requirements, plans to build an officer leadership team with each member able to run fire scenes, and plans to revise the SOPs with training requirements for officers/captains.

COUNCILMEMBER BRENNAN MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE PURCHASING ONE SET OF TURNOUT GEAR FROM GREAT PLAINS FIRE FOR \$3,135. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the repeal of the volunteer 125th Anniversary Committee and designation of the Council as the committee members instead. There has been confusion regarding the roles of the volunteer committee members and Celebrate Emily Day Committee members. The City Attorney made the determination that there is no conflict of interest for Mayor Jones to be the CEO of the Celebrate Emily Day Committee and a member of a Council 125th Anniversary Committee or with managing budgeted funds for the 125th Anniversary. The Council and Celebrate Emily Day Committee would be willing to work with members of the public, including implementing elements/activities celebrating the history of Emily. Anna Battistini and Jan Mosman reported they are working on a list of potential projects for Council review. **MAYOR JONES MADE THE MOTION TO REPEAL THE VOLUNTEER 125TH ANNIVERSARY COMMITTEE AND ADOPT RESOLUTION 25-01, AMENDED, STATING ANNUAL DESIGNATIONS TO DESIGNATE THE FULL COUNCIL AS THE 125TH ANNIVERSARY COMMITTEE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. COUNCILMEMBER BRENNAN MADE THE MOTION TO DESIGNATE ANDREW HEMPHILL AS THE FIRE AND RESCUE DEPARTMENT EXECUTIVE REVIEW BOARD LIAISON. THE MOTION FAILED FOR LACK OF A SECOND. MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-01, AMENDED, STATING ANNUAL DESIGNATIONS AMENDED TO ALSO DESIGNATE THE FIRE AND RESCUE DEPARTMENT LIAISON AS THE EXECUTIVE REVIEW BOARD LIAISON. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE EMERGENCY OPERATIONS CENTER STAFFING LIST OF THE EMERGENCY MANAGEMENT PLAN PENDING CONTACT INFORMATION UPDATE(S). COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO SUBMIT ALL ADOPTED 2024 CITY CODE UPDATES/ADDITIONS TO AMERICAN LEGAL PUBLISHING FOR PUBLICATION. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 1:31 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 2/28/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	764,645.25	58,393.52	0.00	0.00	175,221.93	2,668.52	0.00	645,148.32	126,609.68	771,758.00
Road and Bridge	132,835.14	34.02	0.00	0.00	0.00	0.00	0.00	132,869.16	0.00	132,869.16
Small Cities Revolving Loan Fund	23,933.46	8,102.06	0.00	0.00	0.00	0.00	0.00	32,035.52	0.00	32,035.52
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library	2,030.21	100.67	0.00	0.00	0.00	0.00	0.00	2,130.88	0.00	2,130.88
Firemens equip fund 225	88,613.01	4,740.65	0.00	0.00	25,775.00	419.81	0.00	67,158.85	20,587.84	87,746.69
1st Resp. equip fund 226	62,679.74	5,214.75	0.00	0.00	0.00	897.96	0.00	66,996.53	44,038.12	111,034.65
Emily Area Recycling 227	0.00	0.00	0.00	0.00	50.00	0.00	0.00	(50.00)	0.00	(50.00)
Police Fund 228	12,146.32	3.14	0.00	0.00	0.00	0.00	0.00	12,149.46	0.00	12,149.46
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	46,469.17	1,849.01	0.00	0.00	42,912.50	0.00	0.00	5,405.68	0.00	5,405.68
Debt Service PRI 2014 304	40,856.36	1,399.76	0.00	0.00	38,591.25	0.00	0.00	3,664.87	0.00	3,664.87
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	53.80	0.00	0.00	0.00	0.00	0.00	53.80	0.00	53.80
Park Acquisition and Development (Optional) CITY HALL CD 406	3,434.27	1,347.97	0.00	0.00	0.00	1,346.98	0.00	3,435.26	66,057.22	69,492.48
CEMETERY CD 407	8,289.93	2.14	0.00	0.00	0.00	0.00	0.00	8,292.07	0.00	8,292.07
SMALL CITIES CD 408	1,328.35	786.08	0.00	0.00	0.00	785.75	0.00	1,328.68	38,533.40	39,862.08
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	3,318.21	562.05	0.00	0.00	0.00	561.24	0.00	3,319.02	27,523.84	30,842.86
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAP. PROJ. FIRE CD 414	10,091.76	2.47	0.00	0.00	0.00	0.00	0.00	10,094.23	0.00	10,094.23
CAP PROJ. RD CD 415	5,023.17	1.33	0.00	0.00	0.00	0.00	0.00	5,024.50	0.00	5,024.50
FUT. CITY DEV. CD 416	181,405.75	1,169.04	0.00	0.00	0.00	1,122.47	0.00	181,452.32	55,047.68	236,500.00
	(758.43)	590.43	0.00	0.00	0.00	590.43	0.00	(758.43)	28,955.09	28,196.66

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	106,750.61	22,025.59	0.00	0.00	85,140.03	224.49	0.00	43,411.68	11,009.54	54,421.22
SEWER 617	0.00	0.00	0.00	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	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 :	1,493,096.69	106,378.48	0.00	0.00	367,690.71	8,617.65	0.00	1,223,166.81	418,362.41	1,641,529.22

For the Period : 2/1/2025 To 2/28/2025

<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	\$698,519.17	\$4,416.18	\$57,787.03	\$645,148.32	\$0.00	\$2,612.23	\$647,760.55
Road and Bridge	\$132,853.21	\$15.95	\$0.00	\$132,869.16	\$0.00	\$0.00	\$132,869.16
Small Cities Revolving Loan Fund	\$31,502.14	\$533.38	\$0.00	\$32,035.52	\$0.00	\$0.00	\$32,035.52
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,130.58	\$0.30	\$0.00	\$2,130.88	\$0.00	\$0.00	\$2,130.88
Firemens equip fund 225	\$67,150.73	\$70.88	\$62.76	\$67,158.85	\$0.00	\$0.00	\$67,158.85
1st Resp. equip fund 226	\$62,988.41	\$4,142.36	\$134.24	\$66,996.53	\$0.00	\$0.00	\$66,996.53
Emily Area Recycling 227	\$0.00	\$0.00	\$50.00	(\$50.00)	\$0.00	\$0.00	(\$50.00)
Police Fund 228	\$12,147.98	\$1.48	\$0.00	\$12,149.46	\$0.00	\$0.00	\$12,149.46
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	\$5,405.09	\$0.59	\$0.00	\$5,405.68	\$0.00	\$0.00	\$5,405.68
Debt Service PRI 2014 304	\$3,664.43	\$0.44	\$0.00	\$3,664.87	\$0.00	\$0.00	\$3,664.87
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$53.80	\$0.00	\$0.00	\$53.80	\$0.00	\$0.00	\$53.80
Park Acquisition and Development (Optional)	\$3,434.82	\$201.81	\$201.37	\$3,435.26	\$0.00	\$0.00	\$3,435.26
CITY HALL CD 406	\$8,291.04	\$1.03	\$0.00	\$8,292.07	\$0.00	\$0.00	\$8,292.07
CEMETERY CD 407	\$1,328.53	\$117.61	\$117.46	\$1,328.68	\$0.00	\$0.00	\$1,328.68
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,318.58	\$84.34	\$83.90	\$3,319.02	\$0.00	\$0.00	\$3,319.02
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	\$10,093.05	\$1.18	\$0.00	\$10,094.23	\$0.00	\$0.00	\$10,094.23
CAP. PROJ. FIRE CD 414	\$5,023.91	\$0.59	\$0.00	\$5,024.50	\$0.00	\$0.00	\$5,024.50
CAP PROJ. RD CD 415	\$181,430.46	\$189.66	\$167.80	\$181,452.32	\$0.00	\$0.00	\$181,452.32
FUT. CITY DEV. CD 416	(\$758.43)	\$88.27	\$88.27	(\$758.43)	\$0.00	\$0.00	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$44,043.89	\$2,543.69	\$3,175.90	\$43,411.68	\$0.00	\$0.00	\$43,411.68
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Plus
 Outstanding Checks \$0.00
 Total Per Bank Statement \$0.00
 \$2,612.23
 \$1,225,779.04
 Balances
 3-6-25
 CS

Less
 Deposits In Transit \$0.00
 Ending Balance \$0.00
 \$1,223,166.81

Total Disbursed \$0.00
 \$61,868.73

Total Receipts \$0.00
 \$12,409.74

Beginning Balance \$0.00
 \$1,272,625.80

Name of Fund
 Donor pass thru 851
 Total

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

As of 3/5/2025

Fiscal Year : 2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$764,645.25	\$58,393.52	\$177,890.45	\$645,148.32
Road and Bridge	\$132,835.14	\$34.02	\$0.00	\$132,869.16
Small Cities Revolving Loan Fund	\$23,933.46	\$8,102.06	\$0.00	\$32,035.52
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,030.21	\$100.67	\$0.00	\$2,130.88
Firemens equip fund 225	\$88,613.01	\$4,740.65	\$26,194.81	\$67,158.85
1st Resp. equip fund 226	\$62,679.74	\$5,214.75	\$897.96	\$66,996.53
Emily Area Recycling 227	\$0.00	\$0.00	\$50.00	(\$50.00)
Police Fund 228	\$12,146.32	\$3.14	\$0.00	\$12,149.46
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	\$46,469.17	\$1,849.01	\$42,912.50	\$5,405.68
Debt Service PRI 2014 304	\$40,856.36	\$1,399.76	\$38,591.25	\$3,664.87
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$53.80	\$0.00	\$53.80
Facility Acquisition and Development (Optional)	\$3,434.27	\$1,347.97	\$1,346.98	\$3,435.26
CITY HALL CD 406	\$8,289.93	\$2.14	\$0.00	\$8,292.07
CEMETERY CD 407	\$1,328.35	\$786.08	\$785.75	\$1,328.68
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,318.21	\$562.05	\$561.24	\$3,319.02
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	\$10,091.76	\$2.47	\$0.00	\$10,094.23
CAP. PROJ. FIRE CD 414	\$5,023.17	\$1.33	\$0.00	\$5,024.50
CAP PROJ. RD CD 415	\$181,405.75	\$1,169.04	\$1,122.47	\$181,452.32
FUT. CITY DEV. CD 416	(\$758.43)	\$590.43	\$590.43	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$106,750.61	\$22,025.59	\$85,364.52	\$43,411.68
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 :	\$1,493,096.69	\$106,378.48	\$376,308.36	\$1,223,166.81

Date of Report : 3/5/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
12/04/2024	61964	Payroll Period Ending 12/04/2024	\$591.04
12/26/2024	62026	Amy Prokott	\$5.96
02/11/2025	62128	Cuyuna Range Fire Chief's Assoc.	\$150.00
02/11/2025	62144	Payroll Period Ending 02/11/2025	\$34.34
02/19/2025	62156	Vestis	\$50.58
02/26/2025	62171	Colonial Life	\$56.92
02/26/2025	62172	Verizon	\$104.34
02/26/2025	62173	Canon Financial Services, Inc.	\$148.93
02/26/2025	62174	Wex Bank	\$1,226.85
02/26/2025	62175	Vestis	\$232.80
02/26/2025	62165	Payroll Period Ending 02/26/2025	\$10.47
Total			\$2,612.23

For the period: 2/1/2025 To 2/28/2025

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMMF/Municipal Bonds:Varying Maturities,	417,087.09	02/01/2025			
			02/28/2025	56.50		417,143.59
			02/28/2025	9.19		417,152.78
			02/28/2025	19.65		417,172.43
			02/28/2025	29.48		417,201.91
			02/28/2025	17.19		417,219.10
			02/28/2025	12.28		417,231.38
			02/28/2025	24.56		417,255.94
			02/28/2025	12.92		417,268.86
			02/28/2025	4.91		417,273.77
			02/28/2025	106.06		417,379.83
			02/28/2025	17.24		417,397.07
			02/28/2025	36.89		417,433.96
			02/28/2025	55.34		417,489.30
			02/28/2025	32.28		417,521.58
			02/28/2025	23.06		417,544.64
			02/28/2025	46.11		417,590.75
			02/28/2025	24.26		417,615.01
			02/28/2025	9.22		417,624.23
			02/28/2025	223.40		417,847.63
			02/28/2025	36.33		417,883.96
			02/28/2025	77.70		417,961.66
			02/28/2025	116.55		418,078.21
			02/28/2025	67.99		418,146.20
			02/28/2025	48.56		418,194.76
			02/28/2025	97.13		418,291.89
			02/28/2025	51.09		418,342.98
			02/28/2025	19.43		418,362.41
Total				1,275.32	0.00	418,362.41
Total All Investments				1,275.32	0.00	418,362.41

	Bbalance	Re-Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited In MMDA12
MMMF Investments						
Cash/Dreyfus Tr Money Market Deposit Account	\$ 661.26	\$ (33.96)	\$ 186.68	\$ -	\$ 813.98	\$ 184.73
Money Market Total	\$ 661.26	\$ (33.96)	\$ 186.68	\$ -	\$ 813.98	\$ 184.73
Muni Bonds/CDS/Treasury Bill						
77357DAJ7 Rockland Fed Cr Un Rockland Mass	\$ 54,862.50	\$ -	\$ 210.21	\$ (224.51)	\$ 54,848.20	
910286HZ9 United FID BK FSB Evansville Ind	\$ 50,049.00	\$ -	\$ 6.00	\$ -	\$ 50,055.00	184.73
91288ZCEU1 US Treasury NTS	\$ 62,663.58	\$ -	\$ 68.67	\$ -	\$ 62,732.25	
912797NJ2 US Treasury Bills	\$ 35,906.40	\$ (36,210.21)	\$ 140.25	\$ -	\$ 0.00	
912797MW6 US Treasury Bills	\$ 64,550.85	\$ -	\$ 211.90	\$ 64,762.75	\$ 148,879.50	
912797PC5 US Treasury Bills	\$ 148,393.50	\$ -	\$ 486.00	\$ -	\$ 148,879.50	
912797PP6 US Treasury Bills	\$ 36,244.17	\$ -	\$ 26.56	\$ -	\$ 36,270.73	
Municipal Bonds/CDS/Treas. Bill Total	\$ 416,425.83	\$ 33.96	\$ 350.46	\$ 738.18	\$ 417,548.43	
TOTAL INVESTMENTS	\$ 417,087.09	\$ (0.00)	\$ 537.14	\$ 738.18	\$ 418,362.41	

Balanced 3-6-25 at

	Original Investment	Reinvestment	Updated Investment Balance	Beginning Market Value	MMMF Reinvest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 126,223.72	\$ (10.29)	\$ 56.50	\$ 10.29	\$ 106.06	\$ 223.40	\$ 126,609.68	\$ 126,609.68
225 Fireman's Equipment Fund	\$ 40,000.00	\$ 18,700.00	\$ 58,700.00	\$ 20,525.08	\$ (1.67)	\$ 9.19	\$ 1.67	\$ 17.24	\$ 36.33	\$ 20,587.64	\$ 20,587.64
226 1st Resp. Equipment Fund	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 43,903.89	\$ (3.57)	\$ 19.65	\$ 3.57	\$ 36.89	\$ 77.70	\$ 44,036.13	\$ 44,036.13
404 Park Acquisition and Devt	\$ 35,000.00	\$ (10,000.00)	\$ 25,000.00	\$ 65,855.85	\$ (5.38)	\$ 29.48	\$ 5.36	\$ 55.34	\$ 116.55	\$ 66,057.22	\$ 66,057.22
407 Cemetery	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 38,415.93	\$ (3.13)	\$ 17.19	\$ 3.13	\$ 32.28	\$ 67.99	\$ 38,533.39	\$ 38,533.39
409 Police Department	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 27,439.94	\$ (2.23)	\$ 12.28	\$ 2.23	\$ 23.06	\$ 48.56	\$ 27,523.84	\$ 27,523.84
415 Capital Project Roads	\$ 35,000.00	\$ (8,700.00)	\$ 26,300.00	\$ 54,879.88	\$ (4.47)	\$ 24.56	\$ 4.47	\$ 46.11	\$ 97.13	\$ 55,047.68	\$ 55,047.68
416 Future City Development	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 29,866.82	\$ (2.35)	\$ 12.92	\$ 2.35	\$ 24.26	\$ 51.09	\$ 29,955.09	\$ 29,955.09
602 Sewage Collection and Disp.	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,975.98	\$ (0.89)	\$ 4.91	\$ 0.89	\$ 9.22	\$ 19.43	\$ 11,009.54	\$ 11,009.54
Total	\$ 380,000.00	\$ -	\$ 380,000.00	\$ 417,087.09	\$ (33.96)	\$ 186.68	\$ 33.96	\$ 350.46	\$ 738.18	\$ 418,362.41	\$ 418,362.41

11/12/2024

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/06/2025	Jon Stern	13780*	Small Cities Revolving Loan	(02/10/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51 <u>\$ 167.51</u>
02/06/2025	Verizon Wireless	13781	Monthly Cell Tower Lease	(02/10/2025) -	N Verizon Rental	100-34951-	\$ 1,100.00 <u>\$ 1,100.00</u>
02/07/2025	UTILITY BILLING	13782*	Sewer Charges - ACH	(02/04/2025) -	N Rate Class I	602-37210-	\$ 352.45 <u>\$ 352.45</u>
02/07/2025	UTILITY BILLING	13783*	Sewer Charges - ACH	(02/05/2025) -	N Rate Class I	602-37210-	\$ 160.20
					Penalties and Forfeited Discounts	602-37260-	\$ 16.02
							<u>\$ 176.22</u>
02/07/2025	UTILITY BILLING	13785	Sewer Charges	(02/10/2025) -	N Rate Class I	602-37210-	\$ 160.20
					Penalties and Forfeited Discounts	602-37260-	\$ 16.02
							<u>\$ 176.22</u>
02/07/2025	Cari Johnson	13788	Copy	(02/10/2025) -	N Copies/Faxes	100-34112-	\$ 0.25 <u>\$ 0.25</u>
02/10/2025	Brian Ronayne	13789	Camper Permit - Annual #25-05	(02/13/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00 <u>\$ 25.00</u>
02/10/2025	Anonymous	13790	Copies	(02/13/2025) -	N Copies/Faxes	100-34112-	\$ 2.00 <u>\$ 2.00</u>
02/12/2025	Outing Chamber of Commerce	13791	Resolution 25-12 - First Response Equipment	(02/13/2025) -	N Contributions and Donations from Private Sources	226-36230-	\$ 4,000.00 <u>\$ 4,000.00</u>
02/18/2025	Pat Rheahme	13792	Copies	(02/19/2025) -	N Copies/Faxes	100-34112-	\$ 2.00 <u>\$ 2.00</u>

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/18/2025	LITTLE PINE TOWNSHIP	13793	2025 Pine Ridge Cemetery Contribution Inv. 25-01	(02/19/2025) -	N Cemetery Revenues	100-34940-	\$ 500.00
							\$ 500.00
02/18/2025	Brian Ronayne	13794	50% After-the-fact SSTS Permit Fee (after \$260 payment) per Council 2-11-25	(02/19/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,040.00
							\$ 1,040.00
02/18/2025	Marka LLC	13795	Variance	(02/19/2025) -	N Zoning and Subdivision Fees	100-34103-	\$ 500.00
							\$ 500.00
02/19/2025	Laura Leckband	13796	Rental Dwelling License	(02/20/2025) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
02/19/2025	Miles Metkowski	13797	Copies	(02/24/2025) -	N Copies/Faxes	100-34112-	\$ 7.00
							\$ 7.00
02/19/2025	UTILITY BILLING	13798*	Sewer Charges - ACH	(02/18/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 160.20
							\$ 16.02
							\$ 176.22
02/19/2025	UTILITY BILLING	13799*	Sewer Charges - ACH	(02/18/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22
							\$ 17.62
							\$ 193.84
02/20/2025	UTILITY BILLING	13800*	Sewer Charges - ACH	(02/20/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.22
							\$ 17.62
							\$ 193.84
02/21/2025	KOOP FUNERAL HOME	13801	Cremation Burial - Ruby Iverson Blk 24 Lot 6 N 1/4 of N 1/2	(02/24/2025) -	N Cemetery -Grave openings	100-34941-	\$ 450.00
							\$ 450.00
02/21/2025	Dan Johnson and Heather Mitiyng	13802*	Small Cities Revolving Loan Inv. 25-05	(02/24/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
							\$ 362.03

Fund Name: All Funds

Date Range: 02/01/2025 To 02/28/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
02/28/2025	Pershing	13815	Int CR MMMF, MuniBonds, Treasury Bills	(02/28/2025) -	N	Interest Earning	100-36210-	56.50
						Interest Earning	100-36210-	106.06
						Interest Earning	225-36210-	17.24
						Interest Earning	225-36210-	9.19
						Interest Earning	226-36210-	19.65
						Interest Earning	226-36210-	36.89
						Interest Earning	404-36210-	55.34
						Interest Earning	404-36210-	29.48
						Interest Earning	407-36210-	17.19
						Interest Earning	407-36210-	32.28
						Interest Earning	409-36210-	23.06
						Interest Earning	409-36210-	12.28
						Interest Earning	415-36210-	24.56
						Interest Earning	415-36210-	46.11
						Interest Earning	416-36210-	24.26
						Interest Earning	416-36210-	12.92
						Interest Earning	602-36210-	4.91
						Interest Earning	602-36210-	9.22
								537.14
02/28/2025	Pershing	13816	Unrealized Gain - Muni Bonds, Treasury Bills	(02/28/2025) -	N	Unrealized Investment Gain	100-39103-	223.40
						Unrealized Investment Gain	225-39103-	36.33
						Unrealized Investment Gain	226-39103-	77.70
						Unrealized Investment Gain	404-39103-	116.55
						Unrealized Investment Gain	407-39103-	67.99
						Unrealized Investment Gain	409-39103-	48.56
						Unrealized Investment Gain	415-39103-	97.13
						Unrealized Investment Gain	416-39103-	51.09
						Unrealized Investment Gain	602-39103-	19.43
								738.18
								12,409.74

Total for Selected Receipts

Date Range : 3/6/2025 To 3/11/2025

<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>
03/11/2025	AFLAC	Monthly employee ins coverage Inv. #245055	71747	\$396.36	100-43110-101- 100-41425-101-	Maintenance-Shop Clerk	\$114.56 \$281.80
03/11/2025	LEAGUE OF MINNESOTA CITIES	Inv. 425359 - Safety and Loss Control Workshop - 5 employees	71748	\$100.00	100-41425-308- 100-43110-308- 100-41910-308-	Clerk Maintenance-Shop Planning and Zoning	\$40.00 \$40.00 \$20.00
03/11/2025	The Office Shop, Inc.	3/1/25 Statement Inv. 335207-0 - Canon Contract Charges	71749	\$719.54	100-41425-413-	Clerk	\$719.54
03/11/2025	Active911, Inc.	1 Additional EMS - Inv. 613069	71750	\$13.07	100-42270-324-	Medical Services	\$13.07
03/11/2025	CULLIGAN	Invs:150X02082204,150X 02051704 -HallSoftener EquipRentalandSalt,Shop WaterRental	71751	\$177.11	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$99.20 \$77.91
03/11/2025	Minnesota State Fire Chiefs Assoc	Fire Officer and Training Officer School - Duluth - Mileski	71752	\$285.00	100-42240-308-	Fire Training	\$285.00
03/11/2025	LITTLE FALLS MACHINE, INC.	Inv. 373315: Parts for Plow Trucks	71753	\$2,880.63	100-43126-221-	Road and Bridge Equipment	\$2,880.63
03/11/2025	INTERNATIONAL UNION OF	Union dues - 3-5-25 Invoice	71754	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00

Date Range : 3/6/2025 To 3/11/2025

<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>
03/11/2025	Sourcewell	Planning and Zoning Services for December/January - Invs. INV00004027,INV00004074	71755	\$1,925.00	100-41910-311-	Planning and Zoning	\$1,925.00
03/11/2025	Demco Inc.	Inv. 7607795 - Library book ends	71756	\$73.86	100-45187-201-	Library	\$73.86
03/11/2025	F.I.R.E.	Inv. 7297 - Confined Space Trailer	71757	\$1,200.00	100-42240-308-	Fire Training	\$1,200.00
Total For Selected Claims				\$7,910.57			\$7,910.57

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

For the payroll period ending: 03/11/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1110-103	938	Brennan, Daniel J	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
Daniel J Brennan	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 : 2/27/2025 To 3/5/2025

<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>
03/05/2025	EMILY ACE HARDWARE	Acct10240,Inv.2/28:Shop Materials/SmallTools, CemetaryRep/Maint,SewerRep/Maint	71741	\$188.69	100-43110-215- 100-43110-240- 100-49010-221- 602-49450-221-	Maintenance-Shop Maintenance-Shop Cemetery Sewer Utilities - Sanitary Sewer Maintenance	\$52.98 \$55.79 \$76.21 \$3.71
03/05/2025	GOPHER STATE ONE-CALL	Inv. 5020384 - Locates	71742	\$2.70	602-49490-385-	Sewer Utilities - Administration and General	\$2.70
03/05/2025	CROSBY-IRONTON COURIER	Inv. 2-27: PT Seasonal Classified Ad X2	71743	\$100.20	100-43110-341-	Maintenance-Shop	\$100.20
03/05/2025	Tremolo Communications	City phone service - 3/1/2025 invoices	71744	\$939.18	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321- 100-42110-321- 100-45187-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop Police Administration Library	\$39.22 \$46.73 \$39.22 \$462.89 \$148.01 \$111.11 \$90.00 \$2.00
03/05/2025	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance April 2025	71745	\$6,260.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$357.52 \$2,772.48 \$357.52 \$2,772.48
03/05/2025	Elan Financial Services	Feb25:ClerkPostage,CouncilTrainingHotel,Library OfficeSupplies	71746	\$221.16	100-41425-322- 100-41110-331- 100-45187-201-	Clerk Council/Town Board Library	\$3.54 \$166.34 \$51.28

Date Range : 2/27/2025 To 3/5/2025

<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>
-------------	---------------	--------------------	----------------	--------------	------------------	---------------------	---------------

Total For Selected Claims							\$7,711.93	\$7,711.93
---------------------------	--	--	--	--	--	--	------------	------------

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

For the payroll period ending: 03/05/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41910-114	916	Bartel, Lynda C	50
	722	JOHNSON, DAVID P	78.50
	930	Mosman, Mark D	78.50
	924	Rheaume, Patrick T	78.50
Account Total			314.00
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$314.00

Andrew D Hemphill	City Council/Town Board	Date
Daniel J Brennan	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: 02/12/2025 To 02/28/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/12/2025	PERA	330865	Retirement contributions - 1/29/25 Payroll	N	Clerk	100-41425-101-	\$ 268.06
		330865				100-41425-103-	\$ 25.13
		330865				100-41425-121-	\$ 29.00
		330865			Planning and Zoning	100-41425-121-	\$ 309.31
		330865				100-41910-103-	\$ 50.34
		330865			City Hall	100-41910-121-	\$ 58.08
		330865				100-41941-101-	\$ 33.95
		330865				100-41941-121-	\$ 39.17
		330865			Fire Stations and Buildings	100-42280-101-	\$ 15.82
		330865				100-42280-121-	\$ 18.25
		330865			Maintenance-Shop	100-43110-101-	\$ 167.35
		330865				100-43110-121-	\$ 193.08
		330865			Paved Streets	100-43121-101-	\$ 96.47
		330865				100-43121-121-	\$ 111.31
		330865			Park Areas	100-45202-101-	\$ 2.12
		330865				100-45202-121-	\$ 2.45
		330865			Cemetery	100-49010-101-	\$ 2.12
		330865				100-49010-121-	\$ 2.45
		330865			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 5.67
		330865				602-49450-121-	\$ 6.55
		330865			Sewer Utilities - Administration and General	602-49490-101-	\$ 8.22
		330865				602-49490-121-	\$ 9.48
		330865					\$ 1,454.38
02/12/2025	Payroll Period Ending 02/12/2025	62149	Regular Payroll - 1-29 to 2-11	N	Clerk	100-41425-103-	\$ 241.47
		62149			Planning and Zoning	100-41910-103-	\$ 571.55
		62149					\$ 813.02
02/12/2025	Payroll Period Ending 02/12/2025	62150	Regular Payroll - 1-29 to 2-11	N	City Hall	100-41941-101-	\$ 345.69
		62150			Maintenance-Shop	100-43110-101-	\$ 666.84
		62150				100-43110-101-	\$ (0.01)
		62150			Paved Streets	100-43121-101-	\$ 1,034.83
		62150			Park Areas	100-45202-101-	\$ 89.21
		62150			Cemetery	100-49010-101-	\$ 46.84
		62150			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 46.84

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

<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>
		Total For Check					\$ 2,230.24
02/12/2025	Payroll Period Ending 02/12/2025	62151	Regular Payroll - 1-29 to 2-11	N	Clerk	100-41425-101-	\$ 1,993.96
		Total For Check					\$ 1,993.96
02/12/2025	Payroll Period Ending 02/12/2025	62152	Regular Payroll - 1-29 to 2-11	N	Clerk	100-41425-101-	\$ 1,028.74
		62152			Sewer Utilities - Administration and General	602-49490-101-	\$ 204.76
		Total For Check					\$ 1,233.50
02/12/2025	Payroll Period Ending 02/12/2025	62153	Regular Payroll - 1-29 to 2-11	N	City Hall	100-41941-101-	\$ 221.52
		62153			Maintenance-Shop	100-43110-101-	\$ 649.14
		62153			Paved Streets	100-43121-101-	\$ 932.30
		62153			Cemetery	100-49010-101-	\$ 61.64
		62153			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 61.64
		Total For Check					\$ 1,926.24
02/12/2025	CUYUNA REGIONAL MEDICAL CENTER	62154	Guarantor #80002493 - Preemployment Drug Test	N	Medical Services	100-42270-306-	\$ 58.00
		Total For Check					\$ 58.00
02/12/2025	Blair Mileski	62155	Fire Chief Boot Camp Mileage/Hotel, CWC Fire Chiefs Meeting Mileage	N	Fire Training	100-42240-331-	\$ 340.89
		Total For Check					\$ 340.89
02/14/2025	FEDERAL WITHHOLDING/ON LINE	330863	Federal Withholding - 2/12/25 Payroll	N	Council/Town Board	100-41110-103-	\$ 130.04
		330863				100-41110-122-	\$ 105.40
		330863				100-41110-135-	\$ 24.64
		330863			Mayor	100-41310-103-	\$ 45.90
		330863				100-41310-122-	\$ 37.20
		330863				100-41310-135-	\$ 8.70
		330863			Clerk	100-41425-101-	\$ 317.96
		330863				100-41425-103-	\$ 22.22
		330863				100-41425-122-	\$ 18.01
		330863				100-41425-122-	\$ 257.69
		330863				100-41425-135-	\$ 60.27
		330863				100-41425-135-	\$ 4.21
		330863				100-41425-171-	\$ 7.43
		330863				100-41425-171-	\$ 274.08

Fund Name: All Funds

Date Range: 1/12/2025 To 02/28/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
			330863		Planning and Zoning	100-41910-103-	\$ 52.61
			330863			100-41910-122-	\$ 42.64
			330863			100-41910-135-	\$ 9.97
			330863		City Hall	100-41910-171-	\$ 17.58
			330863			100-41941-101-	\$ 60.30
			330863			100-41941-122-	\$ 48.87
			330863			100-41941-135-	\$ 11.43
			330863			100-41941-171-	\$ 65.13
			330863		Civil Defense Expenditures	100-42501-103-	\$ 3.06
			330863			100-42501-122-	\$ 2.48
			330863			100-42501-135-	\$ 0.58
			330863		Maintenance-Shop	100-43110-101-	\$ 138.61
			330863			100-43110-122-	\$ 112.35
			330863			100-43110-135-	\$ 26.26
			330863		Paved Streets	100-43110-171-	\$ 138.78
			330863			100-43121-101-	\$ 207.56
			330863			100-43121-122-	\$ 168.22
			330863			100-43121-135-	\$ 39.34
			330863		Library	100-43121-171-	\$ 210.95
			330863			100-45187-103-	\$ 19.13
			330863			100-45187-122-	\$ 15.50
			330863			100-45187-135-	\$ 3.63
			330863		Park Areas	100-45187-171-	\$ 20.00
			330863			100-45202-101-	\$ 9.81
			330863			100-45202-115-	\$ 10.72
			330863			100-45202-122-	\$ 8.68
			330863			100-45202-122-	\$ 7.95
			330863			100-45202-135-	\$ 1.86
			330863			100-45202-135-	\$ 2.04
			330863		Economic Development and Assistance	100-45202-171-	\$ 13.42
			330863			100-46510-103-	\$ 13.40
			330863			100-46510-122-	\$ 10.85
			330863			100-46510-135-	\$ 2.55
			330863		Cemetery	100-49010-101-	\$ 11.35
			330863			100-49010-122-	\$ 9.20
			330863			100-49010-135-	\$ 2.15
			330863			100-49010-171-	\$ 10.70
			330863		Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 11.35
			330863			602-49450-122-	\$ 9.20
			330863			602-49450-135-	\$ 2.15

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

<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>
		330863				602-49450-171-	\$ 10.70
		330863			Sewer Utilities - Administration and General	602-49490-101-	\$ 21.22
		330863				602-49490-122-	\$ 17.20
		330863				602-49490-135-	\$ 4.02
		330863				602-49490-171-	\$ 12.43
		330863	Total For Check				\$ 2,931.68
02/19/2025	Vestis	62156	Inv.2530362597:Fire Hall Rugs and Towels	N	Fire Stations and Buildings	100-42280-418-	\$ 50.58
		62156	Total For Check				\$ 50.58
02/19/2025	GAMMELLO - PEARSON, PLLC	62157	Inv.103864,103866,103867,103870 Clerk,PZ,Bldg InspectionsAdmin	N	Clerk	100-41425-304-	\$ 832.00
		62157			Planning and Zoning	100-41425-304-	\$ 78.00
		62157			Building Inspections Administration	100-41910-304-	\$ 390.00
		62157	Total For Check				\$ 52.00
							\$ 1,352.00
02/19/2025	PEOPLESERVICE, INC.	62158	Inv. PS-INV106692 - March 2025 Wastewater Op Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,150.00
		62158	Total For Check				\$ 2,150.00
02/19/2025	Tri-County Septic Inspection	62159	2-18 Inv: DesReview Preserve Pt	N	Planning and Zoning	100-41910-310-	\$ 35.00
		62159	Total For Check				\$ 35.00
02/19/2025	S.E.H.	62160	Inv. 482540 - Emily 2025 Road Improvement Project	N	Paved Streets	100-43121-303-	\$ 1,524.69
		62160	Total For Check				\$ 1,524.69
02/19/2025	S.E.H.	62161	Inv. 482195 - Emily Preliminary Engineering for Roosevelt Drive Bridge Replacement	N	Bridges, Viaducts and Grade Separations	100-43130-303-	\$ 3,499.58
		62161	Total For Check				\$ 3,499.58
02/19/2025	CROW WING POWER	62162	Monthly - 2-7-25 Invoices	N	City Hall	100-41941-381-	\$ 2,886.35
		62162			Fire Stations and Buildings Maintenance-Shop	100-41941-381-	\$ 32.93
		62162				100-42280-381-	\$ 153.51
		62162				100-43110-381-	\$ 131.06
		62162				100-43110-381-	\$ 87.44
		62162				100-43110-381-	\$ 31.10

Fund Name: All Funds

Date Range: 4/12/2025 To 02/28/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		62162			Street Lighting	100-43160-381-	\$ 267.80
		62162			Park Areas	100-45202-381-	\$ 30.07
		62162				100-45202-381-	\$ 29.50
		62162			Cemetery	100-49010-381-	\$ 42.32
		62162			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.86
		62162				602-49470-381-	\$ 37.86
		62162				602-49470-381-	\$ 54.92
		62162					\$ 3,822.72
02/19/2025	Minnesota Life Insurance Company	62163	March 2025 Life Ins - Billing Date 2-18-25 - Policy #0023198	N	Clerk	100-41425-101-	\$ 28.50
		62163				100-41425-133-	\$ 11.90
		62163			Maintenance-Shop	100-43110-133-	\$ 11.90
		62163					\$ 52.30
02/19/2025	CROSBY-IRONTON COURIER	62164	Invs. 1-29:EmilyWatersComm/Appropr iationApps, PZPublicHearing,OrdPublicHeari ng	N	Ordinances and Proceedings	100-41130-351-	\$ 54.34
		62164			Clerk	100-41425-352-	\$ 90.57
		62164			Planning and Zoning	100-41910-351-	\$ 28.46
		62164					\$ 173.37
02/24/2025	MINNESOTA REVENUE	330868	State Withholding - 2/12/25 Payroll	N	Council/Town Board	100-41110-172-	\$ 4.00
		330868			Clerk	100-41425-172-	\$ 156.35
		330868			Planning and Zoning	100-41910-172-	\$ 1.27
		330868			City Hall	100-41941-172-	\$ 37.53
		330868			Maintenance-Shop	100-43110-172-	\$ 84.83
		330868			Paved Streets	100-43121-172-	\$ 127.41
		330868			Park Areas	100-45202-172-	\$ 6.48
		330868			Economic Development and Assistance	100-46510-172-	\$ 0.33
		330868			Cemetery	100-49010-172-	\$ 6.85
		330868			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 6.85
		330868			Sewer Utilities - Administration and General	602-49490-172-	\$ 8.91
		330868					\$ 440.81

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

Date: 02/25/2025 Vendor: PERA

Check #	Description	Void	Account Name	F-A-O-P	Total
330866	Retirement contributions - 2/12/25 Payroll	N	Clerk	100-41425-101-	\$ 287.37
330866				100-41425-103-	\$ 18.89
330866				100-41425-121-	\$ 21.79
330866				100-41425-121-	\$ 331.58
330866			Planning and Zoning	100-41910-103-	\$ 44.70
330866			City Hall	100-41910-121-	\$ 51.58
330866			City Hall	100-41941-101-	\$ 53.33
330866			City Hall	100-41941-121-	\$ 61.54
330866			Civil Defense Expenditures	100-42501-103-	\$ 2.60
330866			Civil Defense Expenditures	100-42501-121-	\$ 3.00
330866			Maintenance-Shop	100-43110-101-	\$ 122.64
330866			Maintenance-Shop	100-43110-121-	\$ 141.52
330866			Paved Streets	100-43121-101-	\$ 183.62
330866			Paved Streets	100-43121-121-	\$ 211.87
330866			Park Areas	100-45202-101-	\$ 8.67
330866			Park Areas	100-45202-121-	\$ 10.00
330866			Cemetery	100-49010-101-	\$ 10.04
330866			Cemetery	100-49010-121-	\$ 11.58
330866			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 10.04
330866			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-121-	\$ 11.58
330866			Sewer Utilities - Administration and General	602-49490-101-	\$ 19.58
330866			Sewer Utilities - Administration and General	602-49490-121-	\$ 22.59
330866					\$ 1,640.11
02/26/2025	Payroll Period Ending 02/26/2025	N	Clerk	100-41425-103-	\$ 10.47
62165					\$ 10.47
02/26/2025	Payroll Period Ending 02/26/2025	N	Clerk	100-41425-103-	\$ 169.58
62166					\$ 686.90
62166			Planning and Zoning		\$ 856.48
02/26/2025	Payroll Period Ending 02/26/2025	N	City Hall	100-41941-101-	\$ 109.29
62167			Maintenance-Shop	100-43110-101-	\$ 1,193.54
62167			Maintenance-Shop	100-43110-101-	\$ 0.01
62167			Paved Streets	100-43121-101-	\$ 216.85
62167			Cemetery	100-49010-101-	\$ 196.03
62167			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.08
62167					\$ 1,734.80

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/26/2025	Payroll Period Ending 02/26/2025	62168	Regular Payroll - 2-12 to 2-25	N	Clerk	100-41425-101-	\$ 1,828.56
	Total For Check	62168					\$ 1,828.56
02/26/2025	Payroll Period Ending 02/26/2025	62169	Regular Payroll - 2-12 to 2-25	N	Clerk	100-41425-101-	\$ 930.18
		62169	Sewer Utilities - Administration and General			602-49490-101-	\$ 105.66
	Total For Check	62169					\$ 1,035.84
02/26/2025	Payroll Period Ending 02/26/2025	62170	Regular Payroll - 2-12 to 2-25	N	City Hall	100-41941-101-	\$ 188.26
		62170	Fire Stations and Buildings			100-42280-101-	\$ 41.65
		62170	Maintenance-Shop			100-43110-101-	\$ 703.06
		62170	Paved Streets			100-43121-101-	\$ 588.11
		62170	Cemetery			100-49010-101-	\$ 124.95
		62170	Sewer Utilities - Sanitary Sewer Maintenance			602-49450-101-	\$ 19.99
	Total For Check	62170					\$ 1,666.02
02/26/2025	Colonial Life	62171	Employee paid insurance - Inv # 47086730205036	N	Clerk	100-41425-101-	\$ 56.92
	Total For Check	62171					\$ 56.92
02/26/2025	Verizon	62172	Shop - Inv. #6105966414	N	Maintenance-Shop	100-43110-321-	\$ 104.34
	Total For Check	62172					\$ 104.34
02/26/2025	Canon Financial Services, Inc.	62173	COPIER LEASE- 2/18/25 Inv. #38813950	N	Clerk	100-41425-413-	\$ 148.93
	Total For Check	62173					\$ 148.93
02/26/2025	Wex Bank	62174	Inv. 102833800 - Fuel - Road Equip & Fire	N	Fire Fighting	100-42220-212-	\$ 73.61
		62174	Road and Bridge Equipment			100-43126-212-	\$ 1,153.24
	Total For Check	62174					\$ 1,226.85
02/26/2025	Vestis	62175	Inv.2530372983,2530372982:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 179.18
		62175	Fire Stations and Buildings			100-42280-418-	\$ 53.62
	Total For Check	62175					\$ 232.80
02/28/2025	FEDERAL WITHHOLDING/ON LINE	330864	Federal Withholding - 2/26/25 Payroll	N	Clerk	100-41425-101-	\$ 288.67
		330864				100-41425-103-	\$ 18.16

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
			330864			100-41425-122-	\$ 14.72
			330864			100-41425-122-	\$ 233.95
			330864			100-41425-135-	\$ 54.72
			330864			100-41425-135-	\$ 3.44
			330864			100-41425-171-	\$ 24.95
			330864			100-41425-171-	\$ 228.55
		Planning and Zoning	330864			100-41910-103-	\$ 63.31
			330864			100-41910-122-	\$ 51.31
			330864			100-41910-135-	\$ 12.00
			330864			100-41910-171-	\$ 20.05
		City Hall	330864			100-41941-101-	\$ 30.15
			330864			100-41941-122-	\$ 24.44
			330864			100-41941-135-	\$ 5.71
			330864			100-41941-171-	\$ 20.05
		Fire Stations and Buildings	330864			100-42280-101-	\$ 4.11
			330864			100-42280-122-	\$ 3.33
			330864			100-42280-135-	\$ 0.78
			330864			100-42280-171-	\$ 1.79
		Maintenance-Shop	330864			100-43110-101-	\$ 195.81
			330864			100-43110-122-	\$ 158.69
			330864			100-43110-135-	\$ 37.12
			330864			100-43110-171-	\$ 160.92
		Paved Streets	330864			100-43121-101-	\$ 81.02
			330864			100-43121-122-	\$ 65.66
			330864			100-43121-135-	\$ 15.36
			330864			100-43121-171-	\$ 49.00
		Cemetery	330864			100-49010-101-	\$ 33.09
			330864			100-49010-122-	\$ 26.82
			330864			100-49010-135-	\$ 6.27
			330864			100-49010-171-	\$ 26.84
		Sewer Utilities - Sanitary Sewer Maintenance	330864			602-49450-101-	\$ 3.99
			330864			602-49450-122-	\$ 3.24
			330864			602-49450-135-	\$ 0.75
			330864			602-49450-171-	\$ 2.95
		Sewer Utilities - Administration and General	330864			602-49490-101-	\$ 10.88
			330864			602-49490-122-	\$ 8.82
			330864			602-49490-135-	\$ 2.06
			330864			602-49490-171-	\$ 5.00
		Total For Check	330864				\$ 1,998.48

Fund Name: "I Funds

Date Range: 02/12/2025 To 02/28/2025

<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>
02/28/2025	Money Market/Bonds	IAD3157	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 56.50
	Total For Check	IAD3157					\$ 56.50
02/28/2025	Money Market/Bonds	IAD3158	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 9.19
	Total For Check	IAD3158					\$ 9.19
02/28/2025	Money Market/Bonds	IAD3159	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 19.65
	Total For Check	IAD3159					\$ 19.65
02/28/2025	Money Market/Bonds	IAD3160	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 29.48
	Total For Check	IAD3160					\$ 29.48
02/28/2025	Money Market/Bonds	IAD3161	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 17.19
	Total For Check	IAD3161					\$ 17.19
02/28/2025	Money Market/Bonds	IAD3162	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 12.28
	Total For Check	IAD3162					\$ 12.28
02/28/2025	Money Market/Bonds	IAD3163	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 24.56
	Total For Check	IAD3163					\$ 24.56
02/28/2025	Money Market/Bonds	IAD3164	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 12.92
	Total For Check	IAD3164					\$ 12.92
02/28/2025	Money Market/Bonds	IAD3165	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 4.91
	Total For Check	IAD3165					\$ 4.91
02/28/2025	Money Market/Bonds	IAD3166	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 106.06
	Total For Check	IAD3166					\$ 106.06
02/28/2025	Money Market/Bonds	IAD3167	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 17.24

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/28/2025	Money Market/Bonds	IAD3167	IAD3168	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 17.24
	Total For Check	IAD3168						\$ 36.89
02/28/2025	Money Market/Bonds	IAD3169	IAD3169	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 55.34
	Total For Check	IAD3169						\$ 55.34
02/28/2025	Money Market/Bonds	IAD3170	IAD3170	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 32.28
	Total For Check	IAD3170						\$ 32.28
02/28/2025	Money Market/Bonds	IAD3171	IAD3171	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 23.06
	Total For Check	IAD3171						\$ 23.06
02/28/2025	Money Market/Bonds	IAD3172	IAD3172	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 46.11
	Total For Check	IAD3172						\$ 46.11
02/28/2025	Money Market/Bonds	IAD3173	IAD3173	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 24.26
	Total For Check	IAD3173						\$ 24.26
02/28/2025	Money Market/Bonds	IAD3174	IAD3174	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 9.22
	Total For Check	IAD3174						\$ 9.22
02/28/2025	Money Market/Bonds	IAD3175	IAD3175	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 223.40
	Total For Check	IAD3175						\$ 223.40
02/28/2025	Money Market/Bonds	IAD3176	IAD3176	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 36.33
	Total For Check	IAD3176						\$ 36.33
02/28/2025	Money Market/Bonds	IAD3177	IAD3177	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 77.70
	Total For Check	IAD3177						\$ 77.70

Fund Name: All Funds

Date Range: 02/12/2025 To 02/28/2025

<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>
02/28/2025	Money Market/Bonds	IAD3178	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 116.55
Total For Check IAD3178							\$ 116.55
02/28/2025	Money Market/Bonds	IAD3179	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 67.99
Total For Check IAD3179							\$ 67.99
02/28/2025	Money Market/Bonds	IAD3180	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 48.56
Total For Check IAD3180							\$ 48.56
02/28/2025	Money Market/Bonds	IAD3181	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 97.13
Total For Check IAD3181							\$ 97.13
02/28/2025	Money Market/Bonds	IAD3182	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 51.09
Total For Check IAD3182							\$ 51.09
02/28/2025	Money Market/Bonds	IAD3183	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 19.43
Total For Check IAD3183							\$ 19.43
Total For Selected Checks							\$ 39,898.88

2/28/2025

General Fund

	Budget	Actual	Va
Receipts:			
Current Ad Valorem Taxes	240,940.83	45,458.02	(195,482.81)
Delinquent Ad Valorem Taxes	2,433.32	1,416.61	(1,016.71)
Mobile Home Tax	3.00	0.00	(3.00)
Fiscal Disparities	283.33	518.69	235.36
Total Acct 310	243,660.48	47,393.32	(196,267.16)
Franchise Taxes	140.00	0.00	(140.00)
Severed Mineral Tax	38.17	0.00	(38.17)
Total Acct 318	178.17	0.00	(178.17)
Penalties and Interest on Ad valorem Taxes	114.17	369.55	255.38
Forfeited Tax Sale Apportionments	500.00	0.00	(500.00)
Principal on Special Assessments	83.33	0.00	(83.33)
Penalties and Interest on Special Assessments	0.83	0.00	(0.83)
Total Acct 319	698.33	369.55	(328.78)
Licenses & Permits	16.67	0.00	(16.67)
Alcoholic Beverages	995.00	44.00	(951.00)
Rental Dwelling License	500.00	200.00	(300.00)
Total Acct 321	1,511.67	244.00	(1,267.67)
Building Permits (Excludes surcharge)	3,833.32	2,360.00	(1,473.32)
Animal Licenses	0.00	5.00	5.00
Total Acct 322	3,833.32	2,365.00	(1,468.32)
Federal Grant - Hazard Mitigation	10,833.29	0.00	(10,833.29)
Federal Payments in Lieu of Taxes	0.42	0.00	(0.42)
Total Acct 331	10,833.71	0.00	(10,833.71)
Homestead and Agricultural Credit Aid (HACA)	3,833.32	0.00	(3,833.32)
State Emergency Management Aid	0.00	0.00	0.00
Agricultural Market Value Credit	108.33	0.00	(108.33)
Fire Training Reimbursement	416.67	900.00	483.33
State Fire Aid	2,889.99	0.00	(2,889.99)
Supp. Fire State Aid	502.50	0.00	(502.50)
Total Acct 334	7,750.81	900.00	(6,850.81)
Other County Grants and Aids	166.67	0.00	(166.67)
Grants & Aids from Other LGUs	15,266.61	0.00	(15,266.61)
Total Acct 336	15,433.28	0.00	(15,433.28)
City/Town Hall Rent	183.33	0.00	(183.33)
Zoning and Subdivision Fees	333.33	500.00	166.67
Assessment Searches	190.00	25.00	(165.00)
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	10.83	27.00	16.17
Total Acct 341	717.49	552.00	(165.49)
Special Fire Protection Services	7,083.31	0.00	(7,083.31)
First Responder Charges	766.66	0.00	(766.66)
Total Acct 342	7,849.97	0.00	(7,849.97)
Sale of Culverts	105.00	0.00	(105.00)
Contractor Water Use	16.67	0.00	(16.67)
Total Acct 343	121.67	0.00	(121.67)
Refuse Collection Charges	416.67	0.00	(416.67)
Total Acct 344	416.67	0.00	(416.67)
Cemetery Revenues	83.33	500.00	416.67
Cemetery -Grave openings	670.83	900.00	229.17
Cemetery -Sale of lots	833.33	0.00	(833.33)
Misc. Rents	0.17	1.00	0.83
Verizon Rental	1,666.66	2,200.00	533.34

2/28/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Acct 349	3,254.32	3,601.00	346.68
Court Fines	91.67	106.66	14.99
Administrative Fines (Penalties)	83.33	0.00	(83.33)
Total Acct 351	175.00	106.66	(68.34)
Interest Earning	1,033.33	2,350.12	1,316.79
Refunds	1,666.66	100.00	(1,566.66)
Total Acct 362	2,699.99	2,450.12	(249.87)
Total Revenues	299,134.88	57,981.65	(241,153.23)
Other Financing Sources:			
Unrealized Investment Gain	225.00	411.87	186.87
Total Acct 391	225.00	411.87	186.87
Sale of Investment	208.33	0.00	(208.33)
Total Acct 399	208.33	0.00	(208.33)
Total Other Financing Sources	433.33	411.87	(21.46)

2/28/2025

General Fund

	Budget	Actual	Variance
Disbursements:			
Council/Town Board	3,648.34	3,907.51	(259.17)
Ordinances and Proceedings	1,266.67	1,360.34	(93.67)
Total Acct 411	4,915.01	5,267.85	(352.84)
Mayor	1,487.49	1,238.05	249.44
Total Acct 413	1,487.49	1,238.05	249.44
Elections	0.00	0.00	0.00
Clerk	36,217.38	35,466.11	751.27
Total Acct 414	36,217.38	35,466.11	751.27
Internal Auditing	2,767.49	100.00	2,667.49
Total Acct 415	2,767.49	100.00	2,667.49
Planning and Zoning	10,079.96	6,298.45	3,781.51
General Government Buildings and Plant	398.33	45.00	353.33
City Hall	26,161.59	11,278.97	14,882.62
Total Acct 419	36,639.88	17,622.42	19,017.46
Police Administration	993.33	2,690.00	(1,696.67)
Patrol	0.00	0.00	0.00
Total Acct 421	993.33	2,690.00	(1,696.67)
Fire Administration	16,806.10	50,084.54	(33,278.44)
Fire Fighting	21,782.92	285.46	21,497.46
Fire Training	2,279.18	395.49	1,883.69
Medical Services	6,124.13	159.66	5,964.47
Fire Stations and Buildings	3,028.67	1,737.06	1,291.61
Total Acct 422	50,021.00	52,662.21	(2,641.21)
Building Inspections Administration	500.00	52.00	448.00
Rental Inspections	500.00	0.00	500.00
Total Acct 424	1,000.00	52.00	948.00
Civil Defense Expenditures	191.68	92.12	99.56
Total Acct 425	191.68	92.12	99.56
Traffic Engineering Expenditures	2,449.99	0.00	2,449.99
Total Acct 426	2,449.99	0.00	2,449.99
Maintenance-Shop	27,802.37	25,429.73	2,372.64
Paved Streets	37,276.31	15,955.54	21,320.77
Unpaved Streets	2,708.32	0.00	2,708.32
Ice and Snow Removal	833.33	980.00	(146.67)
Road and Bridge Equipment	16,623.26	2,938.73	13,684.53
Bridges, Viaducts and Grade Separations	12,215.93	3,999.52	8,216.41
Street Lighting	600.00	534.80	65.20
Total Acct 431	98,059.52	49,838.32	48,221.20
Waste (Refuse) Disposal	3,163.31	1,037.36	2,125.95
Total Acct 432	3,163.31	1,037.36	2,125.95
Historical Society	16.67	0.00	16.67
Historic Celebration 125 Years	8,333.30	3,375.00	4,958.30
Total Acct 450	8,349.97	3,375.00	4,974.97
Library	1,091.66	539.49	552.17
Total Acct 451	1,091.66	539.49	552.17
Park Areas	8,141.78	1,013.90	7,127.88
Total Acct 452	8,141.78	1,013.90	7,127.88
Water Resources	166.67	1,000.00	(833.33)
Emily Waters	3,517.68	0.00	3,517.68
Total Acct 461	3,684.35	1,000.00	2,684.35

2/28/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Economic Development and Assistance	212.32	188.21	24.11
Total Acct 465	212.32	188.21	24.11
Food Shelf	41.67	0.00	41.67
Cemetery	3,389.15	1,438.89	1,950.26
Liquor Licensing	0.00	1,600.00	(1,600.00)
Total Acct 490	3,430.82	3,038.89	391.93
Total Disbursements	262,816.98	175,221.93	87,595.05
Other Financing Uses:			
Unrealized Investment Loss	333.33	0.00	333.33
Purchase of Investments	4,333.32	2,668.52	1,664.80
Total Acct 493	4,666.65	2,668.52	1,998.13
Total Other Financing Uses	4,666.65	2,668.52	1,998.13
Beginning Cash Balance		764,645.25	
Total Receipts and Other Financing Sources		58,393.52	
Total Disbursements and Other Financing Uses		177,890.45	
Cash Balance as of 02/28/2025		645,148.32	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/01/2025 To 02/28/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/07/2025	UTILITY BILLING	13782*	Sewer Charges - ACH	(02/04/2025) -	N Rate Class I	602-37210-	\$ 352.45
							\$ 352.45
02/07/2025	UTILITY BILLING	13783*	Sewer Charges - ACH	(02/05/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 160.20
							\$ 16.02
							\$ 176.22
02/07/2025	UTILITY BILLING	13785	Sewer Charges	(02/10/2025) -	N Rate Class I	602-37210-	\$ 160.20
						602-37260-	\$ 16.02
							\$ 176.22
02/19/2025	UTILITY BILLING	13798*	Sewer Charges - ACH	(02/18/2025) -	N Rate Class I	602-37210-	\$ 160.20
						602-37260-	\$ 16.02
							\$ 176.22
02/19/2025	UTILITY BILLING	13799*	Sewer Charges - ACH	(02/18/2025) -	N Rate Class I	602-37210-	\$ 176.22
						602-37260-	\$ 17.62
							\$ 193.84
02/20/2025	UTILITY BILLING	13800*	Sewer Charges - ACH	(02/20/2025) -	N Rate Class I	602-37210-	\$ 176.22
						602-37260-	\$ 17.62
							\$ 193.84
02/24/2025	UTILITY BILLING	13803	Sewer Charges	(02/24/2025) -	N Rate Class I	602-37210-	\$ 271.52
						602-37260-	\$ 27.15
							\$ 298.67
02/24/2025	UTILITY BILLING	13804*	Sewer Charges - ACH	(02/24/2025) -	N Rate Class I	602-37210-	\$ 176.22
						602-37260-	\$ 17.62
							\$ 193.84
02/27/2025	UTILITY BILLING	13808	Sewer Charges	(02/28/2025) -	N Rate Class I	602-37210-	\$ 742.06
						602-37260-	\$ 1.60
							\$ 743.66
02/28/2025	PI	13814	Int CR Checking	(02, .025) -	N Interest Earning	602-36210-	5.17

Fund Name: 02 - Sewage Collection and Disposal

Date Range: 01/01/2025 To 02/28/2025

<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>
02/28/2025	Pershing	13815	Int CR MIMF, MuniBonds, Treasury Bills	(02/28/2025) -	N Interest Earning	602-36210-	\$ 5.17
					Interest Earning	602-36210-	\$ 4.91
							\$ 9.22
							\$ 14.13
02/28/2025	Pershing	13816	Unrealized Gain - Muni Bonds, Treasury Bills	(02/28/2025) -	N Unrealized Investment Gain	602-39103-	\$ 19.43
							\$ 19.43
							\$ 2,543.69

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/12/2025 To 02/28/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/12/2025	PERA	330865	Retirement contributions - 1/29/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 5.67
		330865				602-49450-121-	\$ 6.55
		330865			Sewer Utilities - Administration and General	602-49490-101-	\$ 8.22
		330865				602-49490-121-	\$ 9.48
		330865					\$ 29.92
02/12/2025	Payroll Period Ending 02/12/2025	62150	Regular Payroll - 1-29 to 2-11	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 46.84
		62150					\$ 46.84
02/12/2025	Payroll Period Ending 02/12/2025	62152	Regular Payroll - 1-29 to 2-11	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 204.76
		62152					\$ 204.76
02/12/2025	Payroll Period Ending 02/12/2025	62153	Regular Payroll - 1-29 to 2-11	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 61.64
		62153					\$ 61.64
02/14/2025	FEDERAL WITHHOLDING/ON LINE	330863	Federal Withholding - 2/12/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 11.35
		330863				602-49450-122-	\$ 9.20
		330863				602-49450-135-	\$ 2.15
		330863				602-49450-171-	\$ 10.70
		330863			Sewer Utilities - Administration and General	602-49490-101-	\$ 21.22
		330863				602-49490-122-	\$ 17.20
		330863				602-49490-135-	\$ 4.02
		330863				602-49490-171-	\$ 12.43
		330863					\$ 88.27
02/19/2025	PEOPLESERVICE, INC.	62158	Inv. PS-INV106692 - March 2025 Wastewater Op Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,150.00
		62158					\$ 2,150.00
02/19/2025	CROW WING POWER	62162	Monthly - 2-7-25 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.86
		62162				602-49470-381-	\$ 37.86
		62162				602-49470-381-	\$ 54.92

Fund Name: 02 - Sewage Collection and Disposal

Date Range: 02/12/2025 To 02/28/2025

<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>
		Total For Check					130.64
02/24/2025	MINNESOTA REVENUE	330868	State Withholding - 2/12/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	6.85
		330868			Sewer Utilities - Administration and General	602-49490-172-	8.91
		Total For Check					15.76
02/25/2025	PERA	330866	Retirement contributions - 2/12/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	10.04
		330866			Sewer Utilities - Administration and General	602-49450-121-	11.58
		330866				602-49490-101-	19.58
		330866				602-49490-121-	22.59
		Total For Check					63.79
02/26/2025	Payroll Period Ending 02/26/2025	62167	Regular Payroll - 2-12 to 2-25	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	19.08
		Total For Check					19.08
02/26/2025	Payroll Period Ending 02/26/2025	62169	Regular Payroll - 2-12 to 2-25	N	Sewer Utilities - Administration and General	602-49490-101-	105.66
		Total For Check					105.66
02/26/2025	Payroll Period Ending 02/26/2025	62170	Regular Payroll - 2-12 to 2-25	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	19.99
		Total For Check					19.99
02/28/2025	FEDERAL WITHHOLDING/ON LINE	330864	Federal Withholding - 2/26/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	3.99
		330864				602-49450-122-	3.24
		330864				602-49450-135-	0.75
		330864				602-49450-171-	2.95
		330864				602-49490-101-	10.88
		330864				602-49490-122-	8.82
		330864				602-49490-135-	2.06
		330864				602-49490-171-	5.00
		Total For Check					37.69
02/28/2025	Money Market/Bonds	IAD3165	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	4.91

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/12/2025 To 02/28/2025

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/28/2025	Money Market/Bonds		IAD3165	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 4.91
		Total For Check	IAD3174					\$ 9.22
02/28/2025	Money Market/Bonds		IAD3183	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 19.43
		Total For Check	IAD3183					\$ 19.43
		Total For Selected Checks						\$ 3,007.60

2/28/2025

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	20,084.04	3,237.07	(16,846.97)
Delinquent Ad Valorem Taxes	141.67	72.20	(69.47)
Mobile Home Tax	0.17	0.00	(0.17)
Fiscal Disparities	15.83	36.93	21.10
Total Acct 310	20,241.71	3,346.20	(16,895.51)
Severed Mineral Tax	2.50	0.00	(2.50)
Total Acct 318	2.50	0.00	(2.50)
Principal on Special Assessments	650.00	0.00	(650.00)
Penalties and Interest on Special Assessments	12.50	0.00	(12.50)
Total Acct 319	662.50	0.00	(662.50)
Licenses & Permits	20.83	0.00	(20.83)
Public Utilities	20.83	0.00	(20.83)
Total Acct 321	41.66	0.00	(41.66)
Homestead and Agricultural Credit Aid (HACA)	266.67	0.00	(266.67)
Total Acct 334	266.67	0.00	(266.67)
Interest Earning	99.17	199.92	100.75
Total Acct 362	99.17	199.92	100.75
Rate Class I	13,833.28	18,277.62	4,444.34
Connection/Reconnection Fees	333.33	0.00	(333.33)
Penalties and Forfeited Discounts	200.00	166.03	(33.97)
Hauled Wastewater Fees	41.67	0.00	(41.67)
Total Acct 372	14,408.28	18,443.65	4,035.37
Total Revenues	35,722.49	21,989.77	(13,732.72)
Other Financing Sources:			
Unrealized Investment Gain	20.83	35.82	14.99
Total Acct 391	20.83	35.82	14.99
Sale of Investment	20.83	0.00	(20.83)
Total Acct 399	20.83	0.00	(20.83)
Total Other Financing Sources	41.66	35.82	(5.84)
Disbursements:			
Ordinances and Proceedings	0.00	195.00	(195.00)
Total Acct 411	0.00	195.00	(195.00)
Bond Principal	10,833.29	65,000.00	(54,166.71)
Total Acct 471	10,833.29	65,000.00	(54,166.71)
Interest - Bonds	4,032.28	12,446.25	(8,413.97)
Total Acct 472	4,032.28	12,446.25	(8,413.97)
Fiscal Agent's Fees	95.83	100.00	(4.17)
Total Acct 475	95.83	100.00	(4.17)
Sewer Utilities - Sanitary Sewer Maintenance	12,019.45	5,004.28	7,015.17
Sewer Utilities - Sanitary Sewer Cleaning	2,166.66	0.00	2,166.66
Sewer Utilities - Sewer Lift Stations	4,888.31	1,131.74	3,756.57
Sewer Utilities - Administration and General	1,605.01	1,262.76	342.25
Total Acct 494	20,679.43	7,398.78	13,280.65
Total Disbursements	35,640.83	85,140.03	(49,499.20)

2/28/2025

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	20.83	0.00	20.83
Purchase of Investments	102.50	224.49	(121.99)
Total Acct 493	<u>123.33</u>	<u>224.49</u>	<u>(101.16)</u>
Total Other Financing Uses	<u>123.33</u>	<u>224.49</u>	<u>(101.16)</u>
Beginning Cash Balance		106,750.61	
Total Receipts and Other Financing Sources		22,025.59	
Total Disbursements and Other Financing Uses		<u>85,364.52</u>	
Cash Balance as of 02/28/2025		43,411.68	

Emily Fire and Rescue

City Council Report 3/11/2025

- 5 calls in February
 - 4 EMS Calls
 - 1 Fire Call
 - Wire Down
- Next Fire Training, Relief Association, and Fire and Rescue Meeting 3/25/25. FIRE Inc will be putting on training about Reading Smoke.
- 2/4/25 First Responders Training. Members in attendance

Krista K.
Fawn J.
Nick D.
Sarah J.

Kaiser J.
LeAnn W.
Cindy T.
Blair M.

Connie P.
Tabby F.
Mark W.
Kale J.

- 2/4/25 First Responders Meeting. Members in Attendance

Krista K.
Fawn J.
Nick D.
Sarah J.

Kaiser J.
LeAnn W.
Cindy T.
Connie P.

Tabby F.
Mark W.
Kale J.

- 2/18/25 Fire Training. FIRE Inc put on SCBA training. Members in Attendance

Pat R.
Mike A.
Josh R.

Kaiser J.
Bryce B.
Blair M.

Phil Y.

- 2/18/25 Relief Association and Fire and Rescue Meeting

Pat R.
Mike A.
Josh R.
Kaiser J.

Bryce B.
Blair M.
Phil Y.
Sarah J.

Tabby F.
Nick D.

2025 FIRE AND RESCUE DEPARTMENT PROTECTION CONTRACT FIGURES (Option 1)

	2025 Fire Suppression Operations Budget		2025 Emergency Medical Services Budget		Recommended Totals					
	2024	2025	2024	2025						
	Total Tax Capacity		\$198,027.00			\$32,145.00	\$230,172.00			
City of Emily	4,805,874	2.874%	\$134,587.35	3.06361%	\$147,233.24	0.51838%	\$24,275.35	0.55505%	\$26,675.00	\$173,908.24
Fairfield Township	530,139		\$14,510.74		\$16,241.39		\$2,617.29		\$2,942.54	\$19,183.93
Little Pine Township	455,314		\$10,989.46		\$13,949.05		\$1,982.16		\$2,527.22	\$16,476.27
Ross Lake Township	672,498		\$19,220.33		\$20,602.72		\$0.00		\$0.00	\$20,602.72
Total	6,463,825		\$179,307.88		\$198,026.39		\$28,874.80		\$32,144.76	\$230,171.15

Difference
(\$0.85)

	Fire Suppression Operations		Total	
	Contract Changes	EMS Contract Changes	Contract Changes	Total Contract Changes
2024 to 2025				
Fairfield Township	\$1,730.65	\$325.25	\$2,055.90	
Little Pine Township	\$2,959.59	\$545.06	\$3,504.65	
Ross Lake Township	\$1,382.39	\$0.00	\$1,382.39	

Fire and Rescue Department charges:
 Fire suppression operations budget includes fire disbursements and fire training, state fire aid, supplemental state fire aid, and fire protection services receipts.
 Emergency medical services (EMS) budget includes EMS disbursements and EMS protection receipts.

2025 Fire Supp. Ops. Budget	
Disbursements	\$263,382
Receipts:	
Fire Training Reimburs	\$2,500
State Fire Aid	\$17,340
Supp. State Fire Aid	\$3,015
Spec. Fire Prot. Serv.	\$42,500
Total	\$198,027

Above Budget includes Leases for 2 fire trucks and SCBAs	
Principal	\$69,874
Interest	\$25,635
Total	\$95,509

2024 EMS Budget	
Disbursements	\$36,745
Receipts:	
First Resp. Charges	\$4,600
Total	\$32,145

2025 FIRE AND RESCUE DEPARTMENT PROTECTION CONTRACT FIGURES (Option 2)

	2024		2025		2024		2025		Recommended Totals
	Total Tax Capacity	2024	2025	2025 Fire Suppression Operations Budget	2024	2025	2025 Emergency Medical Services Budget	2025	
City of Emily	4,805,874	2.874%	\$134,587.35	\$133,102.53	0.51838%	\$24,275.35	\$26,675.00	\$159,777.53	
Fairfield Township	530,139		\$14,510.74	\$14,682.62		\$2,617.29	\$2,942.54	\$17,625.16	
Little Pine Township	455,314		\$10,989.46	\$12,610.29		\$1,982.16	\$2,527.22	\$15,137.51	
Ross Lake Township	672,498		\$19,220.33	\$18,625.37		\$0.00	\$0.00	\$18,625.37	
Total	6,463,825		\$179,307.88	\$179,020.80		\$28,874.80	\$32,144.76	\$211,165.56	

Difference
(\$0.44)

	Fire Suppression Operations Contract Changes	EMS Contract Changes	Total Contract Changes
2024 to 2025			
Fairfield Township	\$171.88	\$325.25	\$497.13
Little Pine Township	\$1,620.83	\$545.06	\$2,165.89
Ross Lake Township	(\$594.96)	\$0.00	(\$594.96)

Fire and Rescue Department charges:

Fire suppression operations budget includes fire disbursements and fire training, state fire aid, supplemental state fire aid, and fire protection services receipts. Includes removal of additional \$19,006 contribution to fire relief pension
Emergency medical services (EMS) budget includes EMS disbursements and EMS protection receipts.

FINAL PAYABLE 2025
2024 Assessment, Taxes Payable 2025

EMILY FIRE DISTRICTS

	Total Tax Capacity	***** Land	***** Market Value	***** Building
City of Emily (All)	4,805,874	241,856,466		219,400,452
Fairfield Township (part) All of Sec 1-5; 10-15; 22-27; & 34-36 (VALBYSEC)	530,139	34,332,570		19,424,077
Little Pine (All)	455,314	31,050,578		14,295,534
PART OF Ross Lake TOWNSHIP 07,17,18,19	672,498	37,289,315		28,710,327

2024 FIRE AND FIRST RESPONSE CONTRACT FIGURES

	Total Tax Capacity	2024 Fire Budget		2024 1st Response Budget		Recommended Totals
		2023	2024	2023	2024	
City of Emily	4,682,928	3.14174%	2.874%	0.67776%	0.51838%	
		\$135,748.02	\$134,587.35	\$29,284.59	\$24,275.36	\$158,862.71
Fairfield Township	504,897	\$15,361.76	\$14,510.74	\$3,313.95	\$2,617.29	\$17,128.02
Little Pine Township	382,375	\$11,755.92	\$10,989.46	\$2,536.08	\$1,982.16	\$12,971.61
Ross Lake Township	668,766	\$19,224.97	\$19,220.33	\$0.00	\$0.00	\$19,220.33
Total	6,238,966	\$182,090.67	\$179,307.88	\$35,134.62	\$28,874.80	\$208,182.69

Difference
(\$3.31)

	2023 to 2024	1st Response Contract Changes	Total Contract Changes
Fairfield Township	(\$851.02)	(\$696.66)	(\$1,547.69)
Little Pine Township	(\$766.46)	(\$553.92)	(\$1,320.39)
Ross Lake Township	(\$4.64)	\$0.00	(\$4.64)

Fire budget includes fire department disbursements and fire training, fire state aid, supplemental state aid, and fire protection services receipts.

First response budget includes first response disbursements and first response services receipts.

2024 Fire Department Budget	
Disbursements	\$253,313
Receipts:	
Fire Training Reimburs	\$2,500
State Fire Aid	\$15,600
Supp. State Fire Aid	\$2,800
Spec. Fire Prot. Serv.	\$53,102
Total	\$179,311

Above Budget includes Leases for 2 fire trucks and SCBAs	
Principal	\$67,379
Interest	\$28,130
Total	\$95,509

2024 First Response Budget	
Disbursements	\$34,675
Receipts:	
First Resp. Charges	\$5,800
Total	\$28,875

ESTIMATE

NAK Machining and Repair
42524 State Highway 6
Emily, MN 56447

rockcrusher701@gmail.com
+1 (218) 838-8795

NICK USHERWOOD
218-838-8795



Bill to
Blair
Emily Fire Department

Estimate details

Estimate no.: 1091
Estimate date: 03/04/2025

Product or service	Description	Qty	Rate	Amount
Labor	Diagnose Light and siren controller, found broked wire, and bad controller. Needs to be replaced	3	\$135.00	\$405.00
Part	Z853600632A-SSP2K Controller	1	\$1,199.00	\$1,199.00
Shop suppiies	Misc shop supplies	1	\$25.00	\$25.00
			Total	\$1,629.00

Accepted date

Accepted by



The Emily Fire and Rescue Department is seeking members.

Members willing to cross train are preferred.

Benefits include:

Paid-on-call

Paid meetings and drills

Fire Relief retirement pension plan

Firefighter and EMR training provided

Must be 18 years of age or older.

Applications should be completed and returned to the
City Clerk's Office. Applications are available online

at www.cityofemily.com

or at the City Clerk's Office.

Contact Fire and Rescue Chief Blair Mileski
with questions at 612-670-3243 or
firechief@cityofemily.com.

E.O.E.

clerk@emily.net

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Sent: Thursday, February 13, 2025 10:48 AM
To: clerk@emily.net
Cc: 'Tracy Jones'
Subject: RE: Flock

That's great news!!

Flock will be starting the permit process once we sign the contract...the contract will go before the County board on March 11th. Flock may reach out to you and the County during the permit process.

Thank you for all your help Cari!

Craig Katzenberger
Operations Lieutenant
Crow Wing County Sheriff's Office
304 Laurel Street
Brainerd, MN 56401
(218) 829-4749
craig.katzenberger@crowwing.gov
crowwing.us/sheriff



Leadership • Visibility • Preparation

The information contained in this email is intended only for the use of the individual or entity named above. If the reader of this email is not the intended recipient, you are requested to refrain from reading any of the attachments to the email. Please notify the person sending the message of the mistaken delivery immediately.

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, February 13, 2025 10:37 AM
To: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Cc: 'Tracy Jones' <mayor.tracyjones@cityofemily.com>
Subject: RE: Flock

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

Craig,

The Emily City Council approved installation of one Flock Safety automatic license plate reader system at their February 11 Council Meeting. The Council also approved the installation location of near the DNR's Emily boat access on SH6.

Will Flock be requesting permit(s) for installation or is that a City responsibility? What paperwork is needed to confirm the installation approval, such as a contract/agreement?

Thank you!

Cari Johnson, MCMC
City Clerk/Treasurer



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

City Hall Hours M-W 8am-430pm, Th-F 8am-noon
www.cityofemily.com
Fax 218.763.2481
Pop. 869

Effecting Positive Change

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Sent: Monday, February 3, 2025 10:27 AM
To: clerk@emily.net
Subject: RE: Flock

Hi Cari,

No....Emily will be 1 camera of 14 we are looking at installing across the County.

We are looking at installing yours near the Lake Emily boat landing on State Highway 6 capturing all vehicles into Emily.

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, January 31, 2025 8:30 AM
To: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Cc: 'Tracy Jones' <mayor.tracyjones@cityofemily.com>
Subject: RE: Flock

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

Craig,



Date: February 12, 2025

To: City of Emily

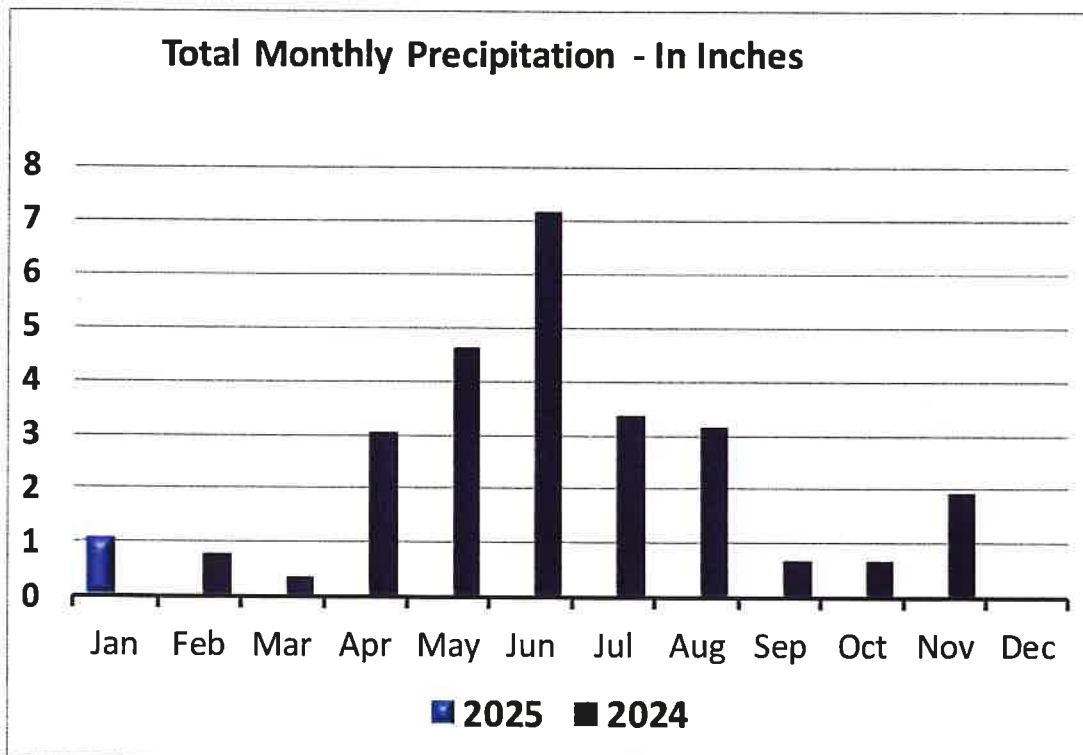
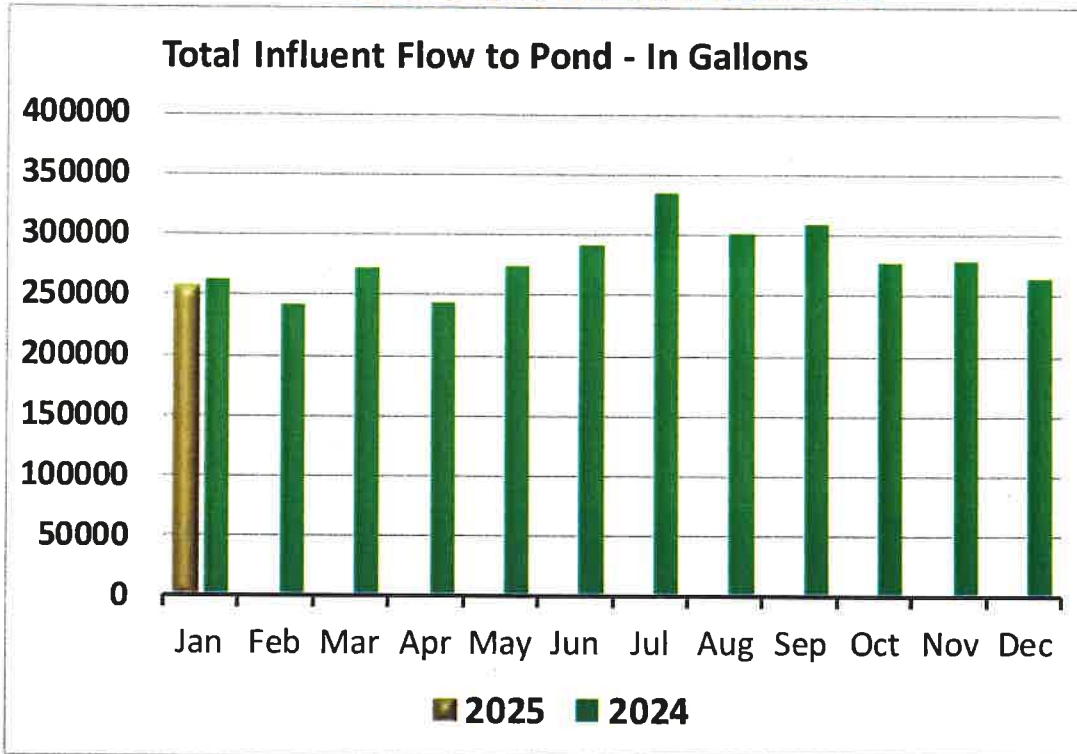
From: Leland Bundy, Operator

O & M Report: January 2025

Wastewater Operation & Maintenance

- Lift station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift station run time meters are recorded onsite weekly to verify pump efficiency.
- No pond discharges this month.
- All monthly reports to the MPCA have been submitted on time. The facility is operating as designed or better.
- No other wastewater business was conducted on your behalf this month.

		January-25	December-24	January-24
Wastewater				
CBOD				
CBOD Influent	mg/L	0	474	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	217	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	7	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,308	8,496	8,463
Influent Flow Monthly Maximum	gallons	10,385	11,831	20,292
Influent Flow Monthly Total	gallons	257,555	263,388	262,381
Precipitation Monthly Total	invches	1	0	0
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0



Date completed	Equipment	Location	Notes	Task	Task desc
1/14/2025	East Side Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
1/14/2025	White Pine Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
1/14/2025	West Side Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

SERVICE INFORMATION

Service ID: 487806
Service Type: Submit DMR
Created On: 02/12/2025

Summary

Minnesota Pollution Control Agency

Discharge Monitoring Report Form

Agency Interest
83904 - Emily WWTP

Permit Number
MN0067628

Monitoring Period
01/01/2025 - 01/31/2025

Station Information: MONI0000000003 - WS 001 (Waste Stream)
 No Discharge/No Flow for Monitoring Period

Parameter	Quantity		Quality		Frequency of Analysis		Sample Type	Exception
	Average	Maximum	Average	Maximum	Units	Maximum		
Flow	Result ***** Limit *****	.259 REPORT calendar month total	Mgal Mgal	.008 REPORT calendar month average	mgd mgd	once per day once per day	Measurement, Continuous Measurement, Continuous	
Precipitation	Result ***** Limit *****	0 REPORT calendar month total	In In	***** *****	***** *****	once per day once per day	Measurement Measurement	

Comment:

Station Information: MONI0000000004 - WS 002 (Waste Stream)
 No Discharge/No Flow for Monitoring Period

Parameter	Quantity		Quality		Frequency of Analysis		Sample Type	Exception
	Average	Maximum	Average	Maximum	Units	Maximum		
Chloride, Total	Result ***** Limit *****	***** *****	***** *****	***** *****	mg/L mg/L	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
Flow	Result ***** Limit *****	***** *****	Mgal Mgal	***** *****	mgd mgd	once per day once per day	Measurement, Continuous Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N)	Result ***** Limit *****	REPORT calendar month total intervention	***** *****	***** *****	mgd mgd	once per day once per day	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N)	Result ***** Limit *****	***** *****	***** *****	***** *****	mg/L mg/L	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total	Result ***** Limit *****	***** *****	***** *****	***** *****	mg/L mg/L	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
pH	Result ***** Limit *****	***** *****	***** *****	***** *****	SU SU	once per month once per month	Grab Grab	
Solids, Total Suspended (TSS)	Result ***** Limit *****	***** *****	***** *****	***** *****	mg/L mg/L	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	

Comment:

Attachment Upload

Attachment Type	Uploaded Filename
Pond Observations	Pond Observations 1-25.xls

Electronic Signature

Signator: Leland Bundy
Signator ID: LBOPERATIONSPECIALTIES2
Challenge/Response Question: What is your favorite sport?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 02/12/2025 09:27

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittal. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder;
- I am the authorized representative for the entity associated with my electronic signature credential;
- I submitted a signed original Subscriber Agreement to the MPCA and received authorization for electronic document submittal;
- I am in compliance with all terms in my Subscriber Agreement;
- This attestation is true to the best of my knowledge;
- I may be subject to civil or administrative enforcement and penalties for noncompliance with regulatory reporting requirements for the entity I represent; and
- I may be subject to criminal liability for falsification of the data submitted for that entity.

DMR Signatory: Leland Bundy
Date: 02/12/2025

Submission

Date/Time of Submission: 02-12-2025 09:27:21 AM

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

PERMIT #	LIMIT STATUS	FORMER #
MN00067628		

MONITORING PERIOD	
YEAR [MO] DAY	YEAR [MO] DAY
2025-01-01	2025-01-31

FROM: TO:

STATION INFORMATION:
WS 001 (Influent Waste Stream)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT REQ	REPORT	SAMPLE VALUE PERMIT REQ	REPORT				
Flow 50050	*****	.259	*****	.01	mgd	once per day	Measurement, Continuous	
	*****	calendar month total	*****	REPORT				
	*****	0	*****	calendar month maximum				
Precipitation 00199	*****	0	*****	*****		once per day	Measurement	
	*****	REPORT	*****	*****				
	*****	calendar month total	*****	*****				

COMMENTS:

FACILITY NAME/ADDRESS:
 Emily WWTP
 York Rd
 Emily, MN 56447

STATION INFORMATION:
 WS 002 (Effluent to RIBs)
 Waste Stream

No Discharge/No Flow
 (Enter 'x' if no discharge/no flow occurred for this station):

X

WASTEWATER TREATMENT
 DISCHARGE MONITORING REPORT

PERMITEE
 NAME/ADDRESS:
 Emily city of
 21236 2nd St
 Emily, MN 56447

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-01-01	2025-01-31

FROM:

TO:

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception	
	SAMPLE VALUE	PERMIT REQ		SAMPLE VALUE	PERMIT REQ					
Chloride, Total 00940	*****	*****	Mgal	*****	*****	mgd	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month average	*****		REPORT calendar month max intervention limit	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		*****	once per day	Measurement, Continuous	
Flow 50050	*****	*****	Mgal	*****	*****	mgd	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month total intervention	*****		*****	once per day	Measurement, Continuous	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****	mg/L	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month average	*****		*****	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610	*****	*****	mg/L	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month average	*****		*****	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625	*****	*****	mg/L	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month average	*****		*****	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	
pH 00400	*****	*****	SU	*****	*****	SU	once per month	Grab		
	*****	*****		REPORT calendar month minimum	*****		REPORT calendar month maximum	once per month	Grab	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	
Solids, Total Suspended (TSS) 00530	*****	*****	mg/L	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****		REPORT calendar month average	*****		*****	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		*****	once per month	4-Hour Flow Composite	

COMMENTS:

2025-00 Emily Flows

Date	Rdg From Wkly Data Sheet	Dif. (x100)	Flow Converted to MGD	As Reported or Calc'd on Daily Log	Precip in Inches of water	Comments:
last day of prev month			NOTE: DIFFERENCES IN RED			Fill in Yellow Boxes
1	8127	8127	0.08127		0	
2	7399	-728	0.07399		0	
3	8965	1566	0.08965		0	
4	8172	-793	0.08172		0	
5	9832	1660	0.09832		0	
6	8780	-1052	0.0878		0	
7	6813	-1967	0.06813		0	Rounds at lift stations and pond rounds.
8	6150	-663	0.0615		0	
9	8122	1972	0.08122		0	
10	8931	809	0.08931		0	
11	9280	349	0.0928		0	
12	9151	-129	0.09151		0	
13	9784	633	0.09784		0	
14	7534	-2250	0.07534		0	Rounds at lift stations and pond rounds.
15	7506	-28	0.07506		0	
16	6782	-724	0.06782		0	
17	8965	2183	0.08965		0	
18	8276	-689	0.08276		0	
19	8740	464	0.0874		0	
20	8182	-558	0.08182		0	
21	8413	231	0.08413		0	Rounds at lift stations and pond rounds.
22	6784	-1629	0.06784		0	
23	8786	2002	0.08786		0	
24	9705	919	0.09705		0	
25	8204	-1501	0.08204		0	
26	9685	1481	0.09685		0	
27	10385	700	0.10385		0	
28	7582	-2803	0.07582		0	Rounds at lift stations and pond rounds.
29	7428	-154	0.07428		0	
30	7563	135	0.07563		0	
31	7529	0	0.07529		0	
	257555	Totals	2.57555		0.0000	

Instructions: This form must be filled out and submitted electronically with the Discharge Monitoring Reports.

Facility name: Emily Wastewater treatment Facility Permit number: MN0067628
 Month: January Year: 2025

Type of Pond (Aerated, Primary, Secondary, etc.) Week of the month	Pond: Primary 1					Pond: Primary 2					Pond: Secondary 1				
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th
1. Date of observation (mm/dd/yyyy):	1/7/2025	1/14/2025	1/21/2025	1/28/2025		1/7/2025	1/14/2025	1/21/2025	1/28/2025		1/7/2025	1/14/2025	1/21/2025	1/28/2025	
2. Odor (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no	
3. Aquatic plants (% of coverage, type):	0%	0%	0%	0		0%	0%	0%	0		0%	0%	0%	0	
4. Floating mats (% of coverage, type):	no	no	no	no		no	no	no	no		no	no	no	no	
5. Water depth (inches):	40	40.5	41	41.5		40	40.5	41	41.5		40	40	40	40	
6. Muskrats, rodents, etc. (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no	
7. Dike condition (Erosion, etc.):	ok	ok	ok	ok		ok	ok	ok	ok		ok	ok	ok	ok	
8. Ice cover (% of coverage):	100%	100%	100%	100%		100%	100%	100%	100%		100%	100%	100%	100%	

Comments:



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

March 5, 2025

Mayor and City Council
City of Emily

RE: City of Emily Planning and Zoning Report March 4, 2025

Mayor and City Council:

Here is a recap of the Planning Commission meeting on March 4, 2025.

- The Planning Commission reviewed the final draft of The Northern Lights CUP that was presented by the attorney. The Planning Commission approved the CUP as presented and will forward it to the city council with a recommendation for approval. I appreciate the hard work by the City Attorney and the Planning Commission on what has been a complicated issue to resolve.
- The Planning Commission granted a permit extension for #22-58 PID 21320504 to August 23, 2025.
- The Land Use Ordinance Subcommittee has been working on the Variance application form in regard to language and questions within the form. The committee will review the final draft at their next meeting and present it to the Planning Commission for approval.
- Patrick Rheaume was approved by the Planning Commission to replace Dave Johnson on the Land Use Ordinance Subcommittee.

If you have any questions or concerns, please feel free to contact me at 320-841-1793 or by email at steve.jones@sourcewell-mn.gov.

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

Sincerely,

Steve Jones

Senior Community Development Administrator, Sourcewell

**CITY OF EMILY
PLANNING COMMISSION
CONDITIONAL USE PERMIT APPROVAL**

On the 4th, of March 2025, following an earlier held public hearing conducted by the Emily Planning Commission, the City of Emily hereby approved a conditional use permit request on behalf of: **Northern Lights Over Roosevelt Lake Homeowner's Association**

In accordance with the provisions of the City of Emily Land Use Ordinance and pursuant to the requirements of Chapter 462 of the Minnesota Statutes the approved conditional use permit is issued in conjunction with Northern Lights Over Roosevelt Lake Homeowner's Association earlier granted plat approval on the following property located in the City of Emily, Crow Wing County:

Legal Description: **Outlots A and B, Common Interest Community Number 1113, a Planned Community, Northern Lights Over Roosevelt Lake, Crow Wing County, Minnesota.**

The approval was made based on the following findings of fact and with the following conditions of approval.

Finding of Facts:

- 1) The subject property identified by PIN 21030546.
- 2) The conditional use permit request is made by the applicant in order to fulfill requirements of the 2009 final plat approval granted by the City of Emily.
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for residential and homeowner's association purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood.

The subject property is located adjacent to State Highway 6 and is in the vicinity of commercial businesses.

- 5) The proposed use will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.
- 8) The Emily City Council approved Resolution 24-22 on May 14, 2024 revising terms of the applicant's 2009 final plat approval.

Conditions:

- 1) All conditions imposed by the 2009 final plat approval, as well as those imposed by the City Council's Resolution 24-22 of May 14, 2024.
- 2) The Northern Lights Over Roosevelt Lake Homeowner's Association shall continue to coordinate with MnDOT and MnDOT's recommendations shall be implemented and maintained including, but not limited to:
 - A. The north approach/drop off area will be allowed as outlined by the terms of the 2009 plat approval and with respect to MnDOT recommendations in that approval, as well as requirements by MnDOT in their letters dated April 3, 2024 and April 19, 2024, attached hereto as **Exhibit A**.
 - B. A northbound right turn lane and a southbound bypass lane must be constructed on TH 6 at the Smokey Hollow Road intersection, if at any point in the future MnDOT would require it.
 - C. Lighting and signs shall be installed as per MnDOT guidance.
 - D. Roadway and safety appurtenances will be installed as per MnDOT guidance.
 - E. Drainage patterns need to be perpetuated and erosion/sediment controlled. A drainage plan must be submitted to MnDOT for review, if MnDOT requires it.
 - F. No drainage ponds will be allowed in the right-of-way.
 - G. There will be no net increase in development drainage to the highway right-of-way.
 - H. Proposed development signs must be located outside of the right-of-way.

- I. No fences or structures are allowed in the right-of-way.
 - J. No excavation or grade changes are allowed in the right-of-way.
 - K. All MnDOT permits must be obtained.
- 3) Day parking for ATVs, UTVs and golf carts shall be allowed, no closer than 42 feet from the nearest white line on State Highway 6, and no closer than 75 feet from the lakeshore.
 - 4) Automobiles and trucks can be used for drop off and pick up purposes but automobiles and trucks may not be allowed to park at the day parking area at any time.
 - 5) No overnight parking shall be allowed at the day parking area for any type of vehicle.
 - 6) All costs of compliance with MnDOT conditions shall be paid for by the Northern Lights Over Roosevelt Lake Homeowner's Association.
 - 7) Docking will be stored on the shoreline and walking path each year.
 - 8) Lifts will be removed by a professional service hired by Northern Lights Over Roosevelt Lake Homeowner's Association/owners and moved for storage to the individual owner's place of residence in the development at Northern Lights Over Roosevelt Lake Association.
 - 9) Northern Lights Over Roosevelt Lake Homeowner's Association will develop a plan for approval by the Planning Commission and City Council to divert water at the top of the trail to prevent erosion. The two signs at the top of the trail indicating no motorized vehicles may stay in place, subject to MnDOT approval.
 - 10) Northern Lights Over Roosevelt Lake Homeowner's Association will install and maintain an 8-10 foot ditch driveway for crossing over the road on Highway 6, as recommended by MnDOT, and subject to MnDOT approval.
 - 11) All costs of compliance with MnDOT conditions shall be paid for by Northern Lights Over Roosevelt Lake Homeowner's Association.
 - 12) Subject to acceptance by Crooked Lake Township, Northern Lights Over Roosevelt Lake Homeowner's Association will improve Smokey Hollow Road to Crooked Lake Township's road standards up to the second entrance to the development. If Crooked Lake Township does not accept the improvements, no improvements to Smokey Hollow Road will be required.
 - 13) Northern Lights Over Roosevelt Lake Homeowner's Association shall not burn anything related to its construction activities in compliance with this Conditional Use Permit and its terms.

I certify that the above is a true and correct statement based on the approved minutes of the Emily Planning Commission meeting held on March 4, 2025, and the Emily City Council meeting held on _____, 2025, and on record at Emily City Hall, 39811 State Highway 6, Emily, MN 56447.

Date: _____, 2025

Cari Johnson
City Clerk

EXHIBIT A

zoning@emily.net

From: Munsch, Richard (DOT) <richard.munsch@state.mn.us>
Sent: Wednesday, April 3, 2024 9:44 AM
To: Emily Zoning Office
Cc: Mike Gates; Cruikshank, Thomas (DOT)
Subject: Northern Lights on Roosevelt Lake

Brittney,

We received your letter dated October 3, 2023. I apologize for the slow response regarding the property owners request to modify the original conditions of the permit. We brought the request to our Development Review Committee. The items discussed included are as follows:

Access from the plat – MnDOT feels there should be a trail access to TH 6 from the development. This would improve the walkability to the lake from the development. This would include building an 8' to 10' wide access across the ditch. The ditch in this area is part of the ATV trail and is continually in disrepair with ruts and standing water, and not always in the best shape for walking across. This access would provide a safer and more visible crossing to both the traveling motorists and ATV's. MnDOT will be placing pedestrian crossing ahead signs in advance of the crossing. We will not be allowing a designated painted crosswalk due to the high speeds on this rural segment.

Parking/Drop Off Area – The old road will continue to be allowed to be used for loading/unloading with no long-term parking allowed. No real estate signing will be allowed on MnDOT Right of Way, all existing signs should be removed.

Dock Storage – The dock and lifts will be allowed to be placed along the shoreline of the lake for winter storage.

If you have any questions, feel free to call or email me.
Thanks rich

Richard Munsch
Minnesota Department of Transportation
Roadway Regulations Supervisor
7694 Industrial Park Road
Baxter, MN 56425
218-821-6358
richard.munsch@state.mn.us

zoning@emily.net

From: Munsch, Richard (DOT) <richard.munsch@state.mn.us>
Sent: Friday, April 19, 2024 10:31 AM
To: Emily Zoning Office
Cc: Mike Gates; Cruikshank, Thomas (DOT); lkosllske12@gmail.com
Subject: RE: Northern Lights on Roosevelt Lake

Brittney,

I am sending a note to clear up the lo term parking comment below.

Daytime parking will be allowed outside the roadside clear zone. The clear zone is measured from the edge of the traveling lane (white line). The clear zone distance at this location is 42 feet from the white line of the nearest lane. MnDOT will be posting "no overnight parking" signs at this location.

If you have any questions, feel free to call me.
Thanks rich

From: Munsch, Richard (DOT)
Sent: Wednesday, April 3, 2024 9:44 AM
To: Emily Zoning Office <zoning@emily.net>
Cc: Mike Gates <thegators55@yahoo.com>; Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>
Subject: Northern Lights on Roosevelt Lake

Brittney,

We received your letter dated October 3, 2023. I apologize for the slow response regarding the property owners request to modify the original conditions of the permit. We brought the request to our Development Review Committee. The items discussed included are as follows:

Access from the plat – MnDOT feels there should be a trail access to TH 6 from the development. This would improve the walkability to the lake from the development. This would include building an 8' to 10' wide access across the ditch. The ditch in this area is part of the ATV trail and is continually in disrepair with ruts and standing water, and not always in the best shape for walking across. This access would provide a safer and more visible crossing to both the traveling motorists and ATV's. MnDOT will be placing pedestrian crossing ahead signs in advance of the crossing. We will not be allowing a designated painted crosswalk due to the high speeds on this rural segment.

Parking/Drop Off Area – The old road will continue to be allowed to be used for loading/unloading with no long-term parking allowed. No real estate signing will be allowed on MnDOT Right of Way, all existing signs should be removed.

Dock Storage – The dock and lifts will be allowed to be placed along the shoreline of the lake for winter storage.

If you have any questions, feel free to call or email me.
Thanks rich

Richard Munsch
Minnesota Department of Transportation
Roadway Regulations Supervisor

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

RESOLUTION NO. 24-22

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

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

Legal Description: Northern Lights Over Roosevelt Plat

Section 9- Township 138 -Range 26.

And,

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

Original Findings of Fact:

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

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

Original Conditions with Modifications as highlighted:

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

- 4) The association documents shall indicate that all buffers within Outlot A and lying between Highway 6 and Smokey Hollow Road will be maintained in their natural condition with no vegetative removal except for trails and forest management purposes. No clear cutting will be allowed.
- 5) The historic ice ridges shall not be damaged or diminished during the development process or in subsequent use of the property. This requirement, as well as the importance of the ice ridge in maintaining water quality, shall be clearly stated within the association documents.
- 6) The applicant shall submit a detailed plan for the improvements to the west side of Highway 6. Specifically identified must be:
 - a. Clearing limits,
 - b. Approach locations,
 - c. Wetland buffer areas,
 - d. Docking facilities, and
 - e. Mechanisms for erosion control during construction.The plan shall be in a form acceptable to the Planning Commission prior to application for final plat.
- 7) Association documents shall restrict the use of the docking areas on Roosevelt Lake solely for the use of lot owners.
- 8) Association documents shall reflect that all docks are to be seasonal (not permanent) and thus must be removed annually.
- 9) OMIT
- 10) Association documents shall provide a mechanism, agreeable to the Planning Commission, for allocating rights to the mooring slips.
- 11) The applicant shall prepare and provide to the City a stormwater pollution prevention plan for the entire development that is acceptable to the Planning Commission.
- 12) Roads within the subdivision shall be built to minimum City standards, but can remain privately maintained. Approvals from the Road Committee are required.
- 13) That portion of Smokey Hollow Road that lies within this development and is 33-feet south of the centerline of the roadway shall be dedicated to the public, if a 66-foot corridor is not already dedicated for this roadway.
- 14) Association documents shall indicate that the impervious coverage allowed on each lot shall be limited to the impervious coverage limitation of the underlying zoning district.
- 15) Eliminate the swimming area and the boardwalk from the plan.
- 16) Docks and lifts shall be allowed to be stored on-site on the shoreline and walking path each year with efforts made to store the docks out of clear view from the lake.
- 17) Lifts shall be professionally removed by the Association Property Owners and moved for storage to their place of residence in the Northern Lights Over Roosevelt Lake development.
- 18) The number of boat slips will be limited to 16. To further control access to the docking facility, a lock or key-card system will be established to provide access to only those that have purchased one of the slips.
- 19) A no wake zone shall be established around the proposed docking facility.

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

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

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

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

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

SHARED SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT SERVICES

THIS SHARED SERVICES AGREEMENT (Agreement) is effective upon the date of the last signature below (Effective Date), by and between **Sourcewell**, located at 202 – 12th Street NE, PO Box 219, Staples, MN 56479, and the **City of Emily** (Community) located at 39811 MN-6 (PO Box 86), Emily, MN 56447. Sourcewell and Community shall be known collectively as the “Parties”.

ARTICLE 1: PURPOSE

- 1.1 **Purpose.** Sourcewell and Community agree that the purpose of this Agreement is to outline the Parties’ responsibilities with respect to Community’s purchase of community development services from Sourcewell.

ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

- 2.1 **Community Duties.** Community is the authority for all land use regulation within its borders. Community may designate a Zoning Administrator under its land use ordinance. Community is responsible for consulting its legal counsel on issues outside the scope of work of this Agreement.
- 2.2 **Staffing.** Sourcewell shall furnish a Community Development Administrator (CDA) to perform community development services for Community. Said CDA shall be employed by Sourcewell and supervised by Sourcewell’s Associate Director of Community Development. Sourcewell shall pay all employment-related expenses for the CDA, including salary, benefits, travel expenses, and training. Sourcewell reserves the right to assign any CDA on its staff and to provide an alternative CDA as needed to fulfill its obligations under this Agreement. In the event Sourcewell experiences a loss of staff which significantly impacts its ability to perform under this Agreement, Sourcewell may, in its sole discretion, work with Community to modify the scope of the Agreement or it may withdraw from this Agreement. Sourcewell will give Community written notice of its intent as soon as possible following the significant loss of staff. Email notice is sufficient. The notice will contain a date on which the Agreement and all services would end. The end date will be no sooner than two weeks from the date notice was given and no longer than 30 days from the date of the notice. In the alternative, Sourcewell and Community may agree to modify the scope of this Agreement and the CDA’s work. Any such modification must be in writing, signed by both parties, and attached to this Agreement as an addendum.

- 2.2.1 Scope of Work. CDA will provide services in support of the Community as issuing authority. Community may designate CDA to perform only those functions of the Zoning Administrator as defined in this Agreement. During the initial and any renewal terms of this Agreement, the CDA's roles and responsibilities shall be limited to:

Land Use Administrator functions. The CDA will perform the services of the Administrator as defined in Community's land use/zoning ordinance and as limited by this Agreement:

a. General Zoning Administrative Duties.

- i. Answer zoning administration questions from public.
- ii. Review zoning applications for compliance.
- iii. Advise and assist in issuing administrative permits.
- iv. CDA may conduct site visits to ensure compliance with permit requirements. CDA will perform no building inspections or related service.

b. Public Meetings.

- i. CDA will attend meetings as determined by the CDA and in consultation with the Community. Attendance may include virtual attendance, via phone, or in-person, as necessary and determined in the discretion of the CDA. Community will make affirmative efforts to minimize in-person attendance of CDA. CDA is not responsible for logistical support and administrative duties at public meetings, including tasks such as setting up the room and taking minutes, etc.
- ii. CDA may prepare certain notices, reports, recommendations, and additional support documents as needed for meetings of the council and planning commission.
- iii. CDA will participate in planning commission meetings in an advisory capacity only.

c. Enforcement.

- i. Community is responsible for enforcement of its Land Use/Zoning Ordinance. The procedure for enforcement issues will be as follows:
 - a. Community will develop a form (paper, electronic or both) on which violation complaints may be submitted.
 - b. Citizens will submit the complaint form to City Hall or other designated place of official community business.
 - c. Community staff will provide the complaint to the appropriate authority. If the complaint is related to enforcement of Community's Land Use/Zoning Ordinance, such complaint may be directed to the CDA.

- d. The CDA may review the complaint and attempt to gain voluntary compliance in the resolution of such complaint.
- e. In their sole discretion, the CDA may visit the property of the alleged violation. In doing so, the CDA may request support from Community including, but not limited to, support from law enforcement. CDA will not be required to conduct any site visit or meeting where any safety concerns exist.
- f. The CDA shall prepare a letter (violation notice), in draft form, and send it to Community. Community will then put it on Community letterhead and have an appropriate community authority sign the letter and send it to the party responsible for the property containing the alleged violation.
- g. If voluntary compliance to resolve the complaint has not been obtained, the CDA may prepare a second letter (violation notice) using the same process as the first letter.
- h. If after two letters, the CDA is unable to gain voluntary compliance, the CDA will recommend that the matter be referred by the Community to the Community's attorney for advice and counsel regarding further action.
- i. Other than the procedures described above, the CDA will have no other responsibility or authority related to enforcement of Community's planning and zoning ordinance.
- j. The Community remains fully responsible for any and all enforcement actions including, but not limited to, issuance of any citations and other compliance tools as defined in the Ordinance.

2.3 Community Responsibility. In exchange for Sourcewell's services, Community agrees to the following:

- 2.3.1 Community will provide staffing for all planning commission and city council meetings.
- 2.3.2 Participation in a meeting with the CDA or other Sourcewell staff regarding the Roles and Responsibilities of the CDA and the Community. This meeting will occur at least every two years, or more frequently if necessary and as recommended by the CDA or other Sourcewell staff.
- 2.3.3 Participation in a Land Use Essentials Training with the CDA or other Sourcewell staff. This training will occur at least every two years, or more frequently if necessary and as recommended by the CDA or other Sourcewell staff.
- 2.3.4 The CDA or other Sourcewell staff must not be given keys to the community's buildings or official places of business. The CDA or other Sourcewell staff may only be present in a community building or official place of business when another employee of community is present.

- 2.3.5 Provide the CDA with information regarding emergency procedures, policies, shelters and exit routes, for any building where the CDA provides services.
- 2.3.6 Provide the CDA with a work environment free from hostile conduct including but not limited to perceived or actual threats to the CDAs personal safety, professional standing, or family safety, regardless of whether those threats are made directly or indirectly, in person, in writing, on an electronic source or platform, or through a third party. The work environment will also be free of harassment including but not limited to repeated unwanted contacts without reasonable business purpose, insults and offensive language. Harassing or threatening conduct toward the CDA, or other Sourcewell personnel, will be grounds for immediate termination of this Agreement.
- 2.3.7 Provide the CDA with a work environment free from exposure to criminal activity, fraud, or other conduct which is not consistent with the professional ethics and values of the CDA and/or Sourcewell. Such conduct will be grounds for immediate termination of this agreement by Sourcewell.
- 2.3.8 In lieu of immediate termination, Sourcewell may, at its sole discretion, temporarily suspend services under this Agreement and seek information related to conduct alleged to be hostile, harassing, unsafe, criminal, fraudulent or similarly concerning in nature. Community agrees to cooperate with requests for information and understands that failure to do so will result in immediate termination of this Agreement.
- 2.3.9 In the event Sourcewell determines that prohibited conduct occurred, Sourcewell may choose any of the following options for relief:
 - a. Terminate the Agreement upon notice to Community.
 - b. Suspend the Agreement until action steps to correct the circumstances or conduct have been completed to the satisfaction of Sourcewell.
 - c. Modify the Agreement.
- 2.4 Compensation. Community shall compensate Sourcewell for providing community development services at the rate outlined in Appendix A. The rate of payment is subject to annual review and modification at Sourcewell's discretion. Sourcewell shall notify Community of any rate modification, at which time Community shall accept the modification or provide notice of termination in accordance with section 3.2 below. Agreed upon modifications shall be documented and attached to this Agreement as a new Appendix A, which shall be entitled "Fee Schedule." The remainder of this Agreement shall remain in full force and effect.
- 2.5 Billing and Payment. Sourcewell shall submit a monthly invoice to Community for services rendered. Community shall remit payment to Sourcewell for the invoiced amount within thirty (30) calendar days of the date of the invoice.
- 2.6 Additions and Modifications. Except as otherwise stated herein, any modification to this Agreement shall be mutually agreed upon between the Parties in writing.

ARTICLE 3: TERM AND TERMINATION

- 3.1 **Term.** This Agreement, and any duly executed modifications to this Agreement, shall commence on the Effective Date and will continue indefinitely unless or until the Agreement is terminated by either party or until a new Agreement takes effect. Either party may modify this Agreement as outlined below. Sourcewell reserves the right to request that Community enter into a new Agreement. If a new Agreement is signed by the parties, and unless a different date is agreed to in writing, the terms of this Agreement will become null and void upon the date of last signature on the new agreement.
- 3.2 **Modifications.** This Agreement may be modified by agreement between the parties. Any modifications must be detailed, in writing, and must be attached to this Agreement. The writing must be signed and dated. The modification will take effect upon the date of the last signature and will continue indefinitely, unless further modified or until the Agreement has been terminated.
- 3.3 **Termination for Convenience.** Either party may terminate this Agreement at any time upon sixty (60) days' written notice to the other party. Termination pursuant to this section does not relieve Sourcewell of its obligations to complete any open services. Nor will Community be relieved of its obligation to pay for such open services.
- 3.4 **Termination for Cause.** In addition to the grounds for termination set forth in Article 2, either party may terminate this Agreement upon written notice of material breach to the other Party provided the other Party does not cure the breach within thirty (30) days of receiving notice. The notice must describe the breach in detail and state the non-breaching Party's intent to terminate the Agreement.
- 3.5 **Survival.** Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination, and Articles 3, 4, and 5 will survive. All other rights granted under this Agreement shall cease.

ARTICLE 4: DATA AND MATERIALS

- 4.1 **Government Data.** The Parties acknowledge that each is subject to the Minnesota Government Data Practices Act (MGDPA) at Minnesota Statutes, Chapter 13. The Parties further acknowledge that any data collected, created, received, maintained, or disseminated in conjunction with this Agreement is collected, created, received, maintained, or disseminated for Community's benefit and is the sole property of Community.

- 4.1.1 Community shall be responsible for ensuring government data related to this Agreement is appropriately classified, categorized, and inventoried as required by the MGDPA, for protecting such data in accordance with the Act, and for responding to any related public data requests.
- 4.1.2 Sourcewell shall restrict access to Community's government data to staff whose work assignments reasonably require such access, and it shall take reasonable measures to protect Community's data during the term of this Agreement. Upon expiration or termination of this Agreement, Sourcewell shall return or destroy Community's data except to the extent that such data must be retained to satisfy auditing or statutory requirements.
- 4.2 Work Product. The Parties acknowledge that any reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation (Materials) developed or used in conjunction with this Agreement are generated for Community's benefit and are the sole property of Community.
- 4.2.1 Community shall use all Materials only for the purpose for which they were prepared. If the Materials are used for any other purpose, Community shall indemnify and hold Sourcewell harmless for such reuse.
- 4.2.2 Notwithstanding the foregoing, Sourcewell may maintain and reuse standard details related to this Agreement in the normal course of its business.
- 4.3 Audit and Record Disclosure. Pursuant to Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either party, the State Auditor, and other duly authorized entities. For that purpose, the Parties shall maintain these and other related records for a period of six (6) years after the date of termination of this Agreement. This section does not apply to government data generated or used solely for Community's benefit and, therefore, owned by Community as outlined above.

ARTICLE 5: GENERAL TERMS AND CONDITIONS

- 5.1 Subcontracting. Sourcewell shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval from Community.
- 5.2 Notices. All notices, invoices, and statements (Notice) related to this Agreement must be in writing. Except as otherwise provided in Article 2, notice of termination shall be delivered in person or mailed to the intended recipient at its current address. All other correspondence or communication may be mailed, hand delivered, or sent via fax or email to the other Party.

- 5.2.1 Each Party shall notify the other of any change to contact information, including address, telephone number, point of contact, and email address.
- 5.2.2 Notice will be deemed to have been given: (a) when delivered in person during normal business hours; (b) upon confirmation of receipt when transmitted by facsimile or electronic mail; (c) upon receipt when sent by registered or certified mail, postage prepaid; or (d) on the date of receipt if transmitted by national overnight courier with confirmation of delivery.
- 5.3 Governing Law, Jurisdiction and Attorney's Fees. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in a Minnesota court of competent jurisdiction. In any action or proceeding to enforce rights under this Agreement, the prevailing Party shall be entitled to recover costs and reasonable attorney's fees from the other Party.
- 5.4 Assignment. Neither Party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement without prior written consent from the other Party. If assignment is permitted, any successor in interest shall acquire the assigning Party's entire interest in this Agreement. Any prohibited assignment shall be invalid.
- 5.5 Relationship. Each Party is an independent entity under the terms of this Agreement. Except as defined herein, neither Party will have any right, power, or authority to act or create any obligation on behalf of the other Party. Except as provided herein, all operational expenses incurred by either Party will be borne by the Party incurring the expense.
- 5.6 Limitations of Liability. Sourcewell's liability shall be governed by Minnesota Statutes, Chapter 466. Neither party shall be liable to the other for any punitive, special, incidental or consequential damages including but not limited to: compensation or damages for loss of present or prospective profits or revenues, loss of actual or anticipated commissions on sales or anticipated sales, or expenditures, investments or commitments made in connection with the establishment, development or maintenance of the selling representation created by this Agreement or in connection with the performance of obligations regardless of the form of action, whether in contract, tort or other legal theory. The foregoing limitation shall apply: (a) even if such party has been advised of the possibility of such damages; and (b) notwithstanding any failure of essential purpose of any limited remedy herein.
- 5.7 Indemnification. To the fullest extent permitted by law, Sourcewell agrees to defend, indemnify and hold the community harmless from and against all claims, actions, damages, losses and expenses including reasonable attorney fees, arising

out of Sourcewell's negligence or failure to perform its obligations under this Agreement.

To the fullest extent permitted by law, Community agrees to defend, indemnify and hold Sourcewell harmless from and against all claims, actions, damages, losses and expenses including reasonable attorney fees, arising out of Community's negligence or failure to perform its obligations under this Agreement.

- 5.8 Insurance. Sourcewell maintains Public Officials Liability Insurance related to Sourcewell's services under this Agreement with a limit of three million dollars (\$3,000,000.00) per occurrence. Sourcewell maintains Commercial General Liability Insurance in a minimum amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) annual aggregate.
- 5.9 Force Majeure. The Parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform for any cause beyond its reasonable control. Such causes shall include, but not be restricted to, fire, storm, flood, earthquake, explosion, war, failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable to carry out its obligations under this Agreement, that party shall give written notice to the other including an explanation of the circumstances.
- 5.10 Binding Effect. This Agreement binds and inures to the benefit of the Parties and their respective successors and permitted assigns.
- 5.11 Entire Agreement. The individuals signing this Agreement hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and the Agreement contains the entire understanding between the Parties concerning the subject matter.
- 5.12 Severability. In the event that any terms of this Agreement are in conflict with or are otherwise unenforceable under any rule, law, or statutory provision, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any other terms of the Agreement unless the invalidity or unenforceability of such provisions substantially harms, compromises an integral part of, or are otherwise inseparable from the remainder of this Agreement.
- 5.13 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

5.14 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors, and assigns shall do all things to execute and deliver any documents necessary, at any time, to carry out and effectuate the terms and conditions of this Agreement.

IN WITNESS THEREOF, Community and Sourcewell have executed this Agreement as of the date hereof.

Sourcewell

By: _____
Justin Burslie

Title: Associate Director of
Community Development

Date: _____

City of Emily

By: _____
Tracy Jones

Title: Mayor

Date: _____

City of Emily

By: _____
Cari Johnson

Title: City Clerk/Treasurer

Date: _____

APPENDIX A: FEE SCHEDULE

Fees. Sourcewell will provide community development services at a rate of \$55.00 per hour, billed in 15-minute increments. Sourcewell will not charge for travel time. The service rate will increase \$5.00 per hour starting January 1, 2026 and each year thereafter when this Agreement is in effect. Sourcewell will periodically evaluate the rate and increase. Sourcewell shall not impose costs and fees other than those outlined above.

Summary of Changes:

1. ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

- 2.2. Staffing- added language related to what happens if Sourcewell experiences a significant loss of staff which impacts its ability to perform under the Agreement.
- 2.2.1 Scope of Work- added a sentence to clarify that CDA will perform only those functions of the Zoning Administrator as defined in the Agreement.
 - 2.2.1(a)(iv) replaced the word "inspections" with the word "visits."
 - 2.2.1(b)(i) changed language to remove word discretion and added language of "as determined by the CDA and in consultation with the Community."
 - 2.2.1(b)(ii) added that CDA will attend meetings at their own discretion, made some phrasing changes to the last sentence about what the CDA will not assist with and specifically removed the "screening for health conditions" language.
 - 2.2.1(b)(iv) added this paragraph related to CDA not being responsible to run the meetings, only to work in an advisory capacity.
 - 2.2.1(c) updated all language to reflect current practice on CDAs involvement with enforcement matters.
- 2.3 Community Responsibility- this whole paragraph was added to the Agreement to address various expectations/ responsibilities the community has including two required meetings with Sourcewell staff and language to address an overall safe work environment for CDAs.
 - 2.3.9(a) removed the phrase "with or without notice" and replaced with "upon."

2. ARTICLE 3: TERM AND TERMINATION

- 3.1. Term – added new language related to modification and the possibility of new/updated agreements.
- 3.2. Modifications – added this paragraph to specifically address how modifications can be made.
- 3.4 Termination- added language referencing the grounds for termination in Article 2.

3. ARTICLE 5: GENERAL TERMS AND CONDITIONS

- 5.6 Limitations of Liability- removed the word "responsibility" from the first line and replaced it with the word "liability."
- 5.7 Indemnification- added mutual indemnification clause.
- 5.8 Insurance- adjusted the language to reflect Sourcewell's current and relevant insurance policies and coverage amounts.

4. APPENDIX A: Fee Schedule

- Was modified to increase the hourly rate for services (effective January 1, 2026), add a per-hour annual rate increase.



Rental Schedule

RECEIVED
MAR 05 2025

RDO Equipment Co.
6700 Highway 10 Northwest
Sauk Rapids MN, 56379
Phone: (320) 259-6222 - Fax: (320) 259-6014

BY:

Invoice To:
CITY OF EMILY
PO BOX 68
EMILY, MN, 564470068
County: CROW WING
(218) 763-2480

Rental Type: Rental
Deal Number: 1874289
Customer Account#: 2480020
Sales Professional: Daniel Dostal
Phone: (320) 534-2927
Fax:
Email: DDostal@rdoequipment.com

Rental Information

Ordered By: Brian Foster
Estimated Rental Schedule: Starting on: 3/31/2025, Ending on: 4/14/2025
Billing Dates: Starting on: 3/31/2025, Ending on: 4/14/2025
Job Site Address: PO BOX 68
EMILY, MN 564470068

Equipment Rental Rates

Serial	Stock	Year/Make/Model	Quantity	OT/Hourly	Weekly	Monthly
923930	X891497	2023 SUPERIOR BROOM SM74J	1	\$24.38	\$1,400.00	\$3,900.00

Rental Rate Totals

	Weekly	Monthly
Base Rental Rate:	\$1,400.00	\$3,900.00
LDW: (14% of Rental) (described in Legal Information section below)	\$196.00	\$546.00
Environmental Fee: (3% of Rental)	\$42.00	\$117.00
Cost Per Term (Before Additional Charges)	\$1,638.00	\$4,563.00

Legal Information

Term, start, end dates, rental rates, and sales tax are all approximated and subject to change. RDO Equipment Co. reserve the right to replace equipment with 'like' equipment at any time. The rental rate for Equipment covers normal use only not to exceed 8-hours/1day, 40 hours/week, or 160 hours/month, based on 20 working days. Any excess hours will be charged at the designated Overtime Rate (OT Rate). Equipment returned that require fuel, cleanup, repair work or replacement parts due to unusual wear & tear will warrant additional charges. Should you not provide RDO Equipment Co. with physical damage insurance coverage, a Loss Damage Waiver fee of 14% of the rental charge will be applied. Applicable sales tax, property and environmental fees to apply. Use only Low Sulfur Diesel (ULSD). Applicant agrees this be a Schedule to the Rental Agreement.

By placing this order and receiving a copy of this Schedule (whether in person or by email or facsimile), customer agrees to be bound by the Terms contained herein as well as those of the Master Rental Agreement, and is accepting the equipment, including attachments, in "AS IS" condition, and agreeing to notify RDO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

Signature Area

Applicant:

(Customer's Signature)

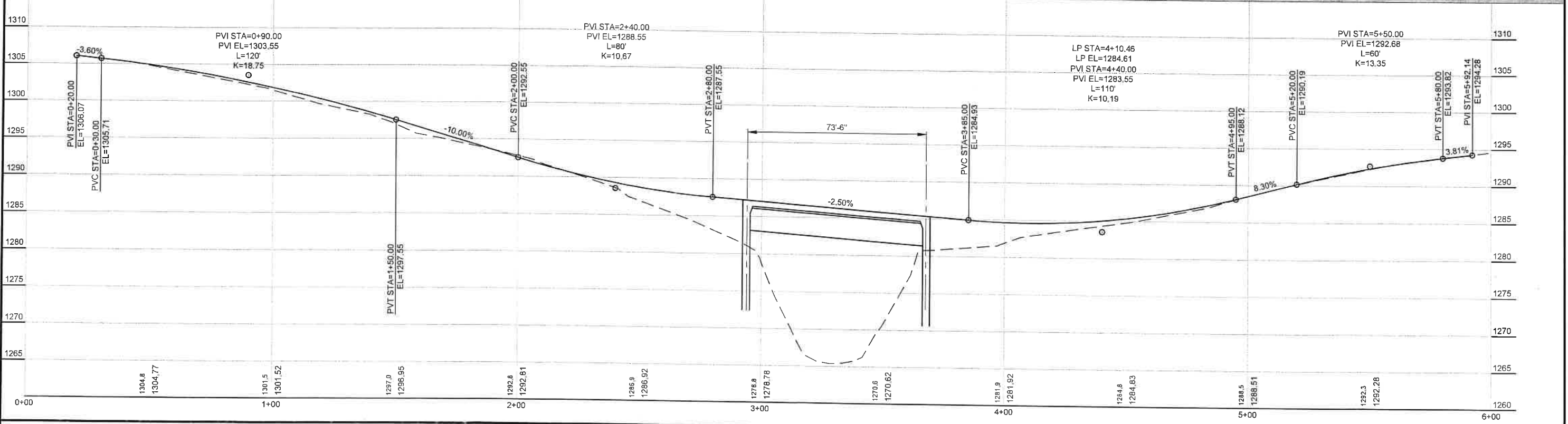
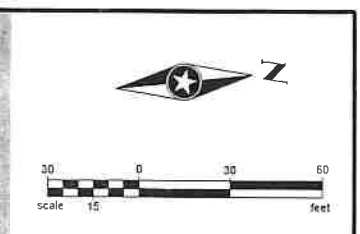
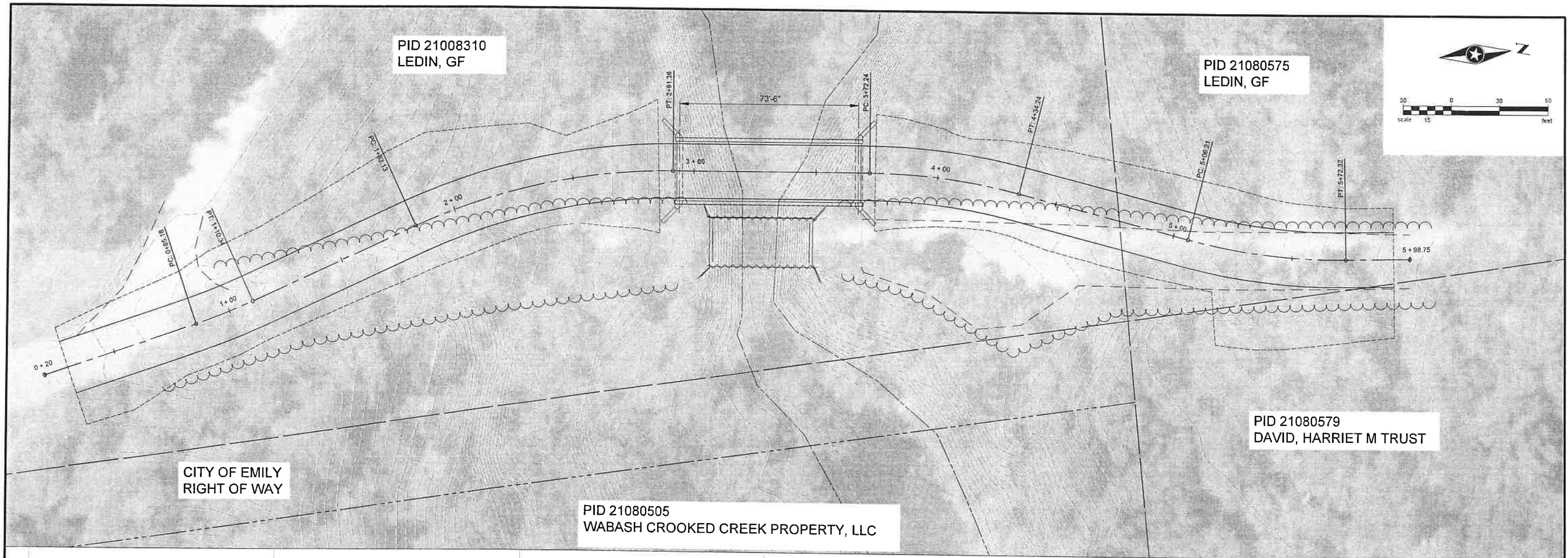
(Customer's Printed Name)

(Applicant Title)

(Date Signed)

This is not an invoice. You will receive an invoice when the first billing cycle is complete, or when the machines are returned, whichever occurs first.
This Rental Schedule was created on 3/5/2025 and is valid until 4/4/2025. After that date, the terms may need to be revised

Save: 2/5/2025 11:32 AM avit: Plot: 2/17/2025 10:49 AM X:\AE\EMILY\17924015-final-dgn\51-drawings\20-Struct\Bridges\Sheets\GENERAL PLAN ELEVATION - OPTION 1.dwg



SEH Project	EMILY 179240	Rev #	Plan Revision Issue Description	Date	Rev #	Sheet Revision Issue Description	Date
Drawn By		**		**	**		**
Designed By		**		**	**		**
Checked By		**		**	**		**

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

LICENSE NAME: XX
DATE: XX-XX-XX
LICENSE NO. _____ LICENSE NO. _____

ROOSEVELT BRIDGE
EMILY, MINNESOTA

PLAN AND PROFILE
OPTION 1

B2
of XX

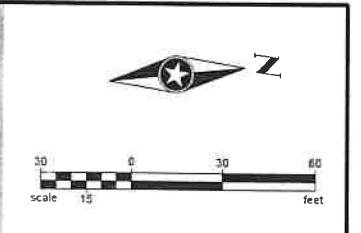
PID 21008310
LEDIN, GF

PID 21080575
LEDIN, GF

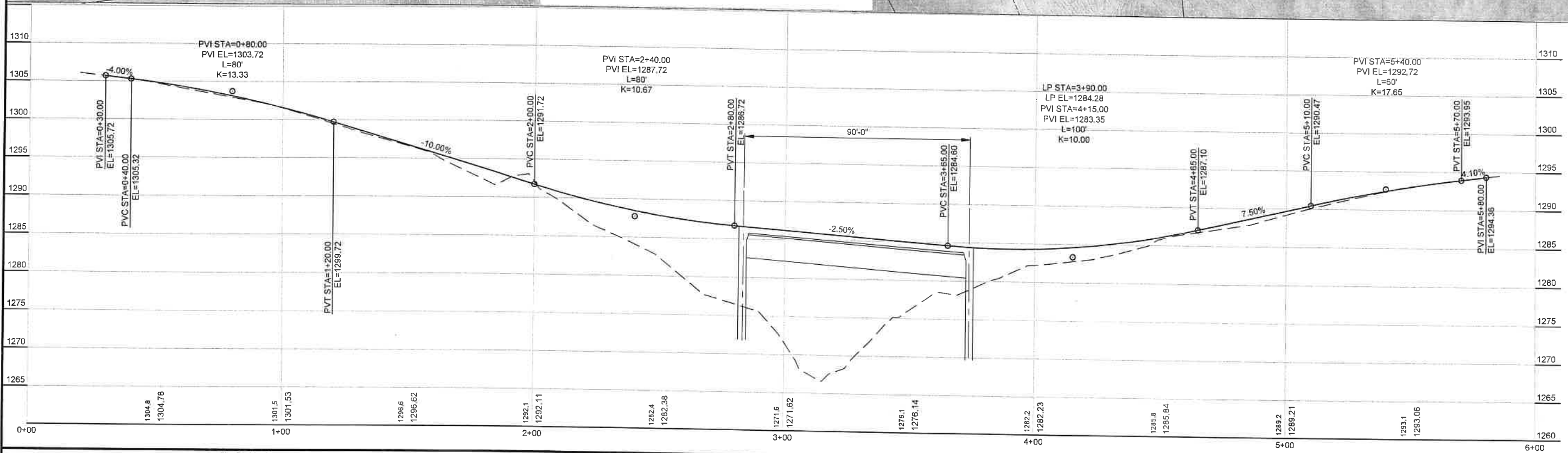
PID 21080579
DAVID, HARRIET M TRUST

PID 21080505
WABASH CROOKED CREEK PROPERTY, LLC

CITY OF EMILY
RIGHT OF WAY



Save: 2/5/2025 1:31 AM avoit Plot: 2/17/2025 10:50 AM X:\A\EMILY\179240\5-final-dgn\51-drawings\20-Struct\Bridg\Sheet\GENERAL PLAN ELEVATION - OPTION 2.dwg



SEH Project	EMILY 179240	Rev. #	Plan Revision Issue Description	Date	Rev. #	Sheet Revision Issue Description	Date
Drawn By		#			#		
Designed By		#			#		
Checked By		#			#		

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

LICENSE NAME: XX
DATE: XX.XX.XX
LICENSE NO. _____ LICENSE NO. _____

ROOSEVELT BRIDGE
EMILY, MINNESOTA

PLAN AND PROFILE
OPTION 2

B3
of XX

Corbin Excavating, Inc.
Stengers Dust Control
17631 300th St.
Sebeka, MN 56477
Office 218-639-8271
Corbinexcavating2004@outlook.com

RECEIVED
MAR 05 2025
BY:

Dust Control Season 2025

Greetings from all of us at Corbin Excavating, Inc.,

With spring right around the corner, we are making plans for the upcoming dust control application season.

Soon, budgets will be created and dust control for your constituents will be one of your many priorities. We would like to ask for the opportunity to furnish your city with a quote for your upcoming 2025 dust control program. Our price for this season will be \$1.30 per gallon.

We offer the lowest prices using the highest quality, best performing and most environmentally friendly chloride product available in the state of Minnesota. We stand behind our workmanship and strive for nothing less than complete satisfaction from our customers. Please consider and plan your application date(s), one in which you are confident that you will have your roads prepped and ready for dust control. Contact us as soon as possible to get on the schedule for your preferred application dates. We will do our best to apply product during your specified time frame. We realize dates will be dependent on the weather and conditions, so your date is somewhat tentative but becomes more permanent as the spray dates approach. It is important for your township to keep us updated on your road prep progress. If an original date needs to be rescheduled due to weather conditions or additional road prep, please understand we will do our best to fit you in an already booked schedule. This could mean a delay of several days.

*Please contact Janine in our office for all scheduling at 218-639-8271. **If you have any questions, contact Darrell at 218-639-1591 or Evan at 218-639-8211.** We can also be reached at:*
corbinexcavating2004@outlook.com

Let us know if you will need a quote for your upcoming budget planning. We will be happy to email or mail the information. If you have made any changes to your contact information, please inform us of this so that our communication with your township is more efficient.

To our past customers, thank you for choosing Corbin Excavating Inc. for your business and we look forward to serving you in 2025. To our future customers, we would appreciate the chance to serve you this season.

Sincerely,

Darrell Corbin
Darrell Corbin

Evan Corbin
Evan Corbin

Janine Corbin
Janine Corbin

DUSTGARD®



Product Name: DustGard®

Alternative Names: Magnesium Chloride Aqueous Solution

Source: Ogden, Utah, U.S.

Packaging: Bulk

Chemical Analysis			
Constituent	Formula	Unit	Specification
Magnesium Chloride	MgCl ₂	%	29 - 32.5
Sulfate	SO ₄ ⁻²	%	1 - 4
Water (calculated)	H ₂ O	%	63.5 - 70

Physical Properties	
Measurement	Typical
Specific Gravity:	1.31 +/- 0.03
pH (5% solution):	7 - 9
Density:	10.7 - 11.3 lb/gallon
Color	tan to dark brown

Storage:

- This liquid MgCl₂ product in storage should be agitated regularly to minimize precipitation of solids and formation of crystals
- Application and storage equipment should be washed daily with water to prevent buildup of solids
- Aluminum storage tanks or hauling equipment should not be grounded

Compass Minerals 877-462-7258

9900 West 109th Street, Suite 100, Overland Park 66210

© 2024 Compass Minerals. All Rights Reserved. For Internal Use Only

This information is based on our current state-of-the-art knowledge and is intended to provide general information only. It is not intended to be used as a substitute for professional advice. The information should not be construed as a guarantee of performance or quality. The information is provided for informational purposes only and is not intended to be used as a substitute for professional advice.



PO Box 5512 • Denver, CO 80217

For Inquiries:
West Region • 509-936-7102
Rocky Mtn Region • 800-577-5346
Midwest Region • 800-881-5848
ETS East • 877-664-3401

Quotation

Quotation Date: 3/7/25	Date Printed: 3/7/25	Expiration Date: 10/31/25
Quotation Number: S7059	Revision No: 1	Customer Number: 18773
Your Reference:		Our Reference: Rodney Havard

Delivery Address:
City of Emily
General Delivery
Various Roads
Emily MN 56447

Document Address:
City of Emily
PO Box 68
Emily MN 56447

Product Application
Length in Feet:
Width in Feet:
Rate in Gallons:

Wanted Delivery Date:

Payment Terms:
30 Days Net
Label Note:
Dust Control Quote

Water Application
EnviroTech: N
Rate:
Gallons Required:

Del	Description	Qty	Unit	Price/Unit	Disc. %	Net Amount	Gross Amount
1	Calcium Chloride 38% - Applied	9,500	gal	1.73	0.00%	16,435.00	16,435.00
2	DuraBlend® CEP	9,500	gal	1.83	0.00%	17,385.00	17,385.00

Net Total: 33,820.00

Gross Total 33,820.00

Disclaimer: No warranty is conveyed concerning this product, be it expressed or implied. This includes but is not limited to a warranty of merchantability or fitness for a particular purpose. Product performance may vary depending on road conditions, traffic counts, weather and other related factors.

Roads Planned for Dust Control

Road	Miles
Roosevelt Drive (North of Bridge)	1.12
Pinewood Lane	0.26
Pinewood Drive (Gravel portion)	0.13
Buck Snort Drive	0.14
Trout Avenue	0.29
Dahler Avenue (from asphalt to beach)	0.20
Yost Road (to corner)	0.75
Broadway	0.29
Butterfield Beach Road	1.78
Woodpecker Point Road	0.39
Sawmill Road	0.14
Loon Trail	0.26
Buchite Road	0.91
Alley Between SH6/Lake St and CR1/3rd St	0.13
Minnie Lake Dr.	0.65
Bungalow Lane	0.13
Total miles	7.57

MAINTENANCE REPORT

3/11/2025

- Plowing & sanding roads
- Cutting trees & removal
- Moving snow
- Working on water problems
- General Maintenance

Brian Foster
Maintenance Supervisor

Send to : customer@cfs.canon.com

Emily City of

21236 2nd St South

Emily, MN 56447

To: Canon Financial Services

As per our lease Agreement #0509782-005 Machine model Canon IR C3525i, Serial #2GH14496.

We are sending notice at the end of our lease saying we choose to not renew the lease agreement with you. Please send us the Return Authorization paperwork when you bill us the last payment. We show our last payment being 05/10/25.

Thank you,

Amy Prokott, Deputy Clerk, City of Emily

From: David Anderson <david.anderson@abmnow.com>
Sent: Friday, March 7, 2025 8:44 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Subject: RE: Scanners
Attachments: City Emily LOI.pdf

Amy,

I have attached the Letter of Intent that needs to be signed and emailed to Canon Financial (email address at top of letter). We now do our leases in house, so we won't be using Canon Financial again. They require a 60-day written notice to end the lease, which this letter will do. You should do that as soon as you can. Let me know if you have any questions on this or the copier. Have a wonderful weekend.

Warm regards,



The Office Shop^{Inc.}
•Supplies • Furniture • Equipment • Service•

Is Now A Division of:



David Anderson

Equipment Sales

1.800.450.9000

<https://www.theofficeshopinc.com>

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Sent: Thursday, March 6, 2025 10:01 AM
To: David Anderson <david.anderson@abmnow.com>
Subject: RE: Scanners

Hi Dave –

I was just following up to see if you have the new quote for the copier and possible scanner.

We are hoping to present this to the City Council on Tuesday, March 11. Thank you!

Respectfully,

Amy Prokott | Deputy Clerk | City of Emily

Effecting Positive Change

deputyclerk@emily.net

39811 State Highway 6, PO Box 68

Emily, MN 56447

NEW PLACEMENT FOR CITY OF EMILY

RICOH IM C2510 COPY/PRINT/SCAN/FAX

- 25 PAGE PER MINUTES B&W AND **COLOR**
- 4 SECOND B&W 1ST COPY OUT TIME
- 10.1" SMART OPERATION CUSTOMIZABLE PANEL
 - INCLUDES ABILITY TO PROGRAM COMMON JOBS
- 220 SHEET SINGLE PASS DOCUMENT FEEDER
 - SCAN UP TO 300 PAGES PER MINUTE
 - BLANK PAGE REMOVAL
- SCAN- TO-EMAIL OR SCAN-TO-FOLDER CAPABILITIES
- NETWORK PRINTING, **COLOR** NETWORK SCANNING STANDARD
 - PRINT MOBILY WHILE ON SAME NETWORK
- 2 X 550 SHEET DRAWERS
 - SUPPORTS UP 12" X 18" AND CARDSTOCK
 - 1,100 SHEET CAPACITY
- 100 SHEET BYPASS TRAY
 - GREAT FOR ENVELOPES, LABELS, CHECKS, ETC.
- INTERNAL STAPLER AND HOLE PUNCH



Investment Options: State of MN Rental Contract 189673

60-Month Rental: \$157.11/Mo.

60-Month Lease: \$130.62/Mo.

MFP Maintenance Agreement:

State Contract

- **Color** prints billed at \$.059 (LOCKED for 5 years)
- **B&W** prints billed at \$.0089 (LOCKED for 5 years)
- Agreement includes all parts, labor, toner, **staples** and consumables except paper

Lease

- **Color** prints billed at \$.0817 (10% increase each year)
- **B&W** prints billed at \$.017 (10% increase each year)
- Agreement includes all parts, labor, toner and consumables except paper

- Free access to Metro Sales "Help Desk" Monday through Friday 8:00 AM to 5:00 PM
- Local technician support ensures a 4-hour service guarantee

Includes the delivery and installation of new Ricoh

Local Partners: City of Lakeshore, City of Crosslake, City of Nisswa, City of Baxter, City of Jenkins, Etc.

MSI METRO SALES INC

Benefits of the State of Minnesota Contract

Covers the entire state of Minnesota through one point of contact

Rental

- Evaluation period
- Upgrade/downgrade without penalty
- Non-appropriations clause
- Loaner equipment available
- Vendor responsible for equipment pickup
- No automatic renewal
- Hard drive security and cleansing

Cost Effective

- Competitively solicited for the entire state of Minnesota
- Volume discounts (up to 70% off retail prices)
- No delivery or installation/return charges
- No cost move
- Includes all start-up supplies
- No networking charges
- Includes all supplies and staples
- Locked rates

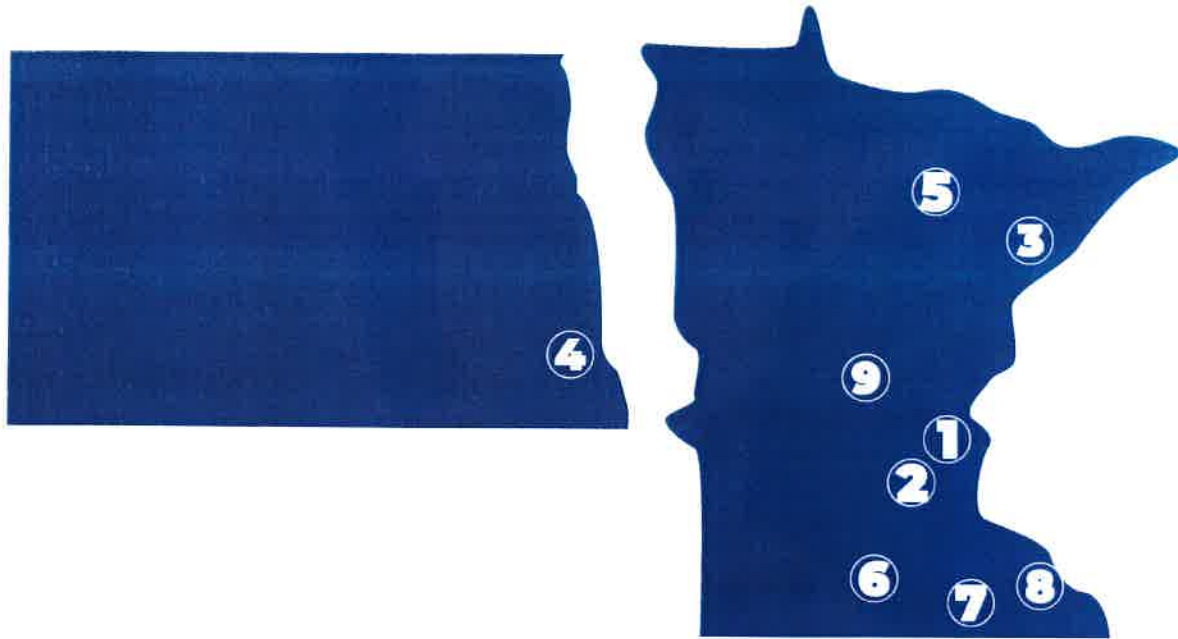
Ease of Use

- Detailed Summary Billing (prepared and billed locally)
- One point of contact
- Contract allows for both rental and purchase
- Flexible terms
- Pooling of old and new contracts
- Same great Metro service! 0-3 hour response times guarantee in-state (4 hours out-of-state)

Fleet Management

- Accurate and timely meter readings and billing
- Fleet monitoring
- Fleet optimization
- Resolve printing efficiencies
- Auto-toner ordering

Metro Sales locations to serve the entire state



1 Headquarters

250 N River Rdg Cir Suite
100, Burnsville, MN 55337
Phone: (612) 861-4000

2 Fargo

1630 1st Avenue North,
Suite B 58102
Phone: (701) 232-4000

3 Duluth

4602 Airpark Boulevard
Duluth, MN 55811
Phone: (218) 722-8000

4 St. Cloud

108 Division Street
Waite Park, MN 56387
Phone: (320) 654-1111

5 Hibbing

2900 East Beltline Suite 3
Hibbing, MN 55746
Phone: (218) 262-0040

6 Mankato

195 W Lind Court
Mankato, MN 56001
Phone: (507) 345-8098

7 Owatonna

1880 Austin Road, Suite
2, Owatonna MN 55060
Phone: (507) 451-5647

8 Rochester

1610 14th Street NW
Rochester, MN 55901
Phone: (507) 285-0039

Amy Prokott, Deputy Clerk, City of Emily

From: Dominic Austing <dausting@metrosales.com>
Sent: Tuesday, February 25, 2025 2:05 PM
To: Emily City Hall
Subject: Metro Sales-Copier Quote
Attachments: State of Minnesota Contract_REV D.pdf; New Placement for City of Emily.pdf

Flag Status: Flagged

Hi Amy

Here is a quote based off what we discussed today. I also included a one pager describing some of the benefits the State of MN Contract offers should you go that route.

I think if I was in your position, I would recommend the State Contract Option vs the Lease. Although the lease is slightly less on the monthly lease, the drastically cheaper maintenance on the State Contract will result in a larger cost savings over the next 5 years. Much of that being a result of the rates being locked, which is not something Office Shop offers.

In addition, the first 90 days of maintenance on the state contract are considered an evaluation period and you would not be charged for that time period. I'm thinking that would likely result in somewhere around \$500 savings.

We'd be happy to allow the city to test out the Ricoh on a cost free demonstration if that would help your decision.

Dominic

Dominic Austing

Employee Owner-Technology Consultant

MSI METRO SALES INC

An Employee Owned Company!



RICOH



The Office Shop
Inc.
•Supplies • Furniture • Equipment • Service•

A DIVISION OF
**advanced
business methods**
employee owned
abamtw.com

Proposal will expire 30 days from date created.
Items & pricing are subject to availability

City of Emily

DATA SHEET

Canon imageRUNNER ADVANCE DX C3926i

KEY FEATURES & BENEFITS

- Up to 26 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality printing
- Easily manage tasks with the 10.1-inch LCD color touchscreen display panel
- Standard interface:
Network:1000Base-T/100Base-TX/10Base-T, Optional:
Wireless LAN Board F-1
- Automatic duplexing for effortless two-sided prints
- Base model dimensions: 22W X 29D X 35H inches

INCLUDED ACCESSORIES

- 2/3 Hole Puncher Unit-A1
- Cabinet Type-W
- Staple Finisher-AE1
- Super G3 FAX Board-BH1
- Wireless LAN Board-F1

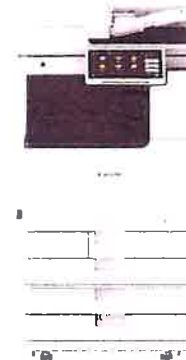


Photo may not represent final configuration

The Canon imageRUNNER ADVANCE DX C3926i is a color multifunction device with the ability to print, copy, scan, and fax. It is designed for offices with low to mid-volume printing requirements. It is fully customizable to individual preferences using the Canon My ADVANCE system. It supports mobile solutions and integrations with many popular cloud services. Multiple professional finishing options are available.



The Office Shop
 Inc.
 •Supplies • Furniture • Equipment • Service•

advanced business methods
 A Division of
 employed image1
 abarat.com

Proposal will expire 30 days from date created.
 Items & pricing are subject to availability

City of Emily

PROPOSED SOLUTION

Qty	Manufacturer	Model	Description
1	Canon	imageRUNNER ADVANCE DX C3926I	imageRUNNER ADVANCE DX C3926I Cabinet Type-W Staple Finisher-AE1 2/3 Hole Puncher Unit-A1 Super G3 FAX Board-BH1 Wireless LAN Board-F1

Service Agreement

	B/W Images		Color Images	
	Volume	Overage	Volume	Overage
imageRUNNER ADVANCE DX C3926I	750	0.00640	2,050	0.05040
USMA - Ultimate Service Maintenance Agreement: Provides support for all equipment listed on this agreement, including trip charges, inspections, on-call repair service, all parts and supplies. (Excludes Networking support and paper)				
Monthly Lease Investment			60 Month	
Less Current Monthly Cost			\$257.40	
Incremental Monthly Investment / Savings			-\$353.25	
			\$-95.85	

Customer Signature: _____

Date: _____

RECEIVED
 MAR 10 2025

BY:



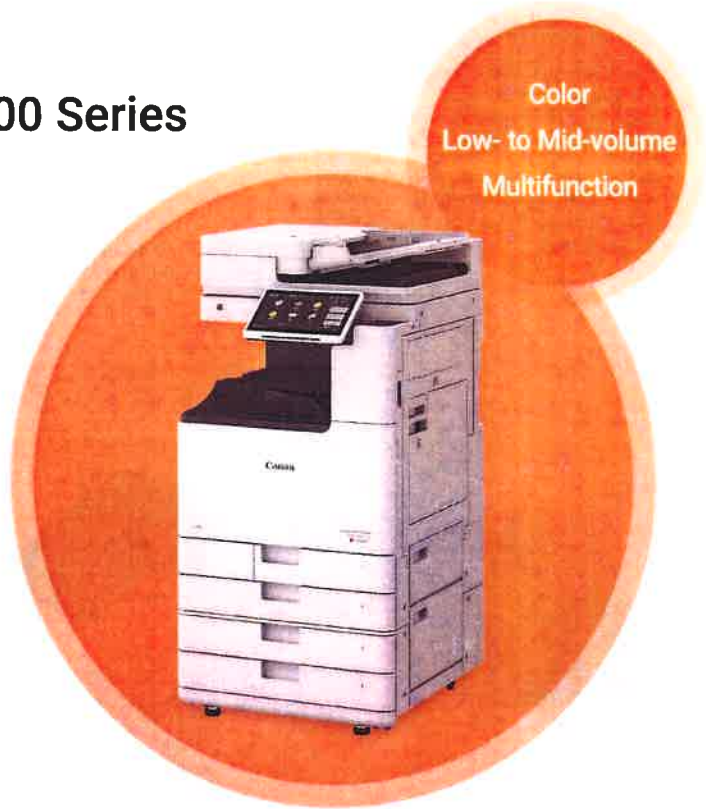
imageRUNNER
ADVANCE DX
C3935i/C3930i
C3926i

imageRUNNER ADVANCE DX C3900 Series

Color
Low- to Mid-volume
Multifunction

Print up to 35 ppm (BW/color)
Scan up to 270 ipm (300 dpi) (BW/color, duplex)
Print up to 12" x 18"
2,300-sheet maximum paper capacity

Canon's comprehensive portfolio of imageRUNNER ADVANCE DX multifunction printers and integrated solutions can help **simplify** the end user experience and management of technology, better **control** sensitive information and print-related costs, and help ensure that technology investments proactively **evolve** with changing needs.



WORKFLOW EFFICIENCY

- A large, 10.1" responsive and intuitive touchscreen with smartphone-like usability, making operation clear and virtually seamless.
- Consistent interface across the imageRUNNER ADVANCE DX product line, allowing work to proceed effortlessly and with a minimal learning curve.
- A unique, customized experience that can be tailored to individual preferences using My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Integrates with existing, third-party SIEM*² systems to help provide real-time, comprehensive insights into potential threats to the network and printers.
- Technology to verify that the device boot process, firmware, and applications initialize without alteration at setup. Includes automatic recovery of boot process for self resiliency.
- McAfee Embedded Control³ utilizes whitelisting to help protect against malware and tampering of firmware and applications.
- Security settings can be established at once by selecting the environment type in Recommended Security Settings. Security policy settings can be configured from a central location and exported to other supported devices.
- Control access to the device and specific features using a host of flexible authentication methods—PIN code, user name/password, or card access.⁴



QUALITY AND RELIABILITY

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for consistently striking images, thanks to Canon's V² color profile.
- Designed to achieve maximum uptime with status notifications that help keep supplies replenished and intuitive maintenance videos for consumables replacement.
- imageRUNNER ADVANCE models have received many awards and recognition from leading industry analysts, often referencing strong reliability. This includes the 2022-2024 BLI Most Reliable A3 Brand Award from Keypoint Intelligence.



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, turn off device settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



COST MANAGEMENT

- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.



SUSTAINABILITY

- A combination of fusing technologies and lower-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Environmentally friendly packaging utilizes recyclable cardboard.
- Drum covers are constructed of regrind plastic, helping to lower environmental impact.
- ENERGY STAR® certified and rated EPEAT® Gold.⁵

CONFIGURATION OPTIONS

imageRUNNER ADVANCE DX C3900 Series



INNER 2-WAY TRAY-M1



INNER FINISHER-L1

- 2-tray, 550-sheet capacity
- Corner and double stapling up to 50 sheets within the footprint of the main unit
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (Inner 2/3 Hole Puncher-D1)



UTILITY TRAY-B1



COPY TRAY-T1



BOOKLET FINISHER-AE1

- 2-tray, 3,250-sheet capacity
- Corner and double stapling up to 50 sheets
- Booklet-making up to 20 sheets and saddle-folding up to 3 sheets
- Supports Staple-free Stapling and Staple On Demand
- Supports optional 2/3-hole puncher (2/3 Hole Puncher Unit-A1)



STAPLE FINISHER-AE1

- 2-tray, 3,250-sheet capacity
- Corner and double stapling up to 50 sheets
- Supports Staple-free Stapling* and Staple On Demand
- Supports optional 2/3-hole puncher (2/3 Hole Puncher Unit-A1)



CASSETTE FEEDING UNIT-AW1

- Two 550-sheet cassettes
- Supports up to 12" x 18"
- Supports 14 lb. Bond to 80 lb. Cover



CABINET TYPE-W

* Staple-Free stapling, up to 10 pages of 17 lb. Bond.

Main Unit**Type**

Color Laser Multifunctional

Core FunctionsStandard: Print, Copy, Scan, Send, Store
Optional: Fax**Processor**

1.8 GHz Dual Core Processor

Control Panel

10.1" TFT LCD WSVGA Color Touch-panel

Memory

3.5 GB RAM

Solid State Drive

Standard: 256 GB/Maximum: 1 TB

Interface ConnectionNetwork: 1000Base-T/100Base-TX/10Base-T,
Optional: Wireless LAN Board F-1**Others**Standard: USB 2.0 x1 (Host), USB 3.0 x1 (Host),
USB 2.0 x1 (Device)
Optional: Copy Control Interface, Serial Interface**Paper Capacity (LTR, 20 lb. Bond)**Standard: 1,200 Sheets
Maximum: 2,300 Sheets**Paper Sources (LTR, 20 lb. Bond)**Standard: Dual 550-sheet Paper Cassettes,
100-sheet Multipurpose Tray
Optional: Dual 550-sheet Paper Cassettes
(Cassette Feeding Unit-AW1)**Paper Output Capacity (LTR, 20 lb. Bond)**Standard: 250 Sheets
Maximum: 3,450 Sheets
(with Staple Finisher-AE1/Booklet
Finisher-AE1 and Copy Tray-T1)**Finishing Capabilities**Standard: Collate, Group
With Finishers: Collate, Group, Offset, Staple, Saddle-Stitch,
Hole Punch, Eco Staple, Staple On Demand**Supported Media Types**Multi-purpose Tray: Thin, Plain, Heavy, Recycled, Coated,
Color, Tracing, Bond, Transparency,
Label, Pre-punched, Envelope,
Postcard, LetterheadUpper Cassette: Thin, Plain, Heavy, Recycled, Color,
Tracing, Bond, Transparency, Pre-
punched, Envelope, Postcard, Letterhead
Lower Cassette: Thin, Plain, Heavy, Recycled, Color,
Bond, Transparency, Pre-punched,
Envelope, Postcard, Letterhead**Supported Media Sizes**Multi-purpose Tray: 12"x18", 11"x17", Legal, Letter, Letter-R,
Executive, Statement, Statement-R
Custom Size/Free Size: 4" x 5-7/8" to
12" x 18", Envelopes (COM10 No.10,
Monarch, ISO-C5, DL), Envelope Custom
Size (3-7/8" x 3-7/8" to 12-5/8" x 18")
Upper Cassette: Letter, Executive, Statement-R
Custom Size (4-1/8" x 5-7/8" to 11-3/4" x
8-1/2"), Envelopes (ISO-C5)
Lower Cassette: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Executive, Statement-R, Custom Size
(4-1/8" x 5-7/8" to 12" x 18"), Envelopes⁸
(COM10 No.10, Monarch, DL)**Supported Media Weights**Cassettes: 14 lb. Bond to 140 lb. Index (52 to 256 g/m²)
Multipurpose Tray: 14 lb. Bond to 110 lb. Cover (52 to 300 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)**Print/Copy Speed (BW and Color)**C3935i: Up to 35 ppm (Letter); Up to 23 ppm
(Letter-R); Up to 17 ppm (Legal/11" x 17")
C3930i: Up to 30 ppm (Letter); Up to 20 ppm
(Letter-R); Up to 15 ppm (Legal/11" x 17")
C3926i: Up to 26 ppm (Letter); Up to 20 ppm
(Letter-R); Up to 15 ppm (Legal/11" x 17")**Warm-up Time**From Power On: Approx. 10 Seconds⁷From Sleep Mode: Approx. 10 Seconds⁸Quick Startup Mode: Approx. 4 Seconds⁹**Dimensions (W x D x H)**22-1/4" x 28-1/2" x 35-3/8" (565 mm x 722 mm x 897 mm)¹⁰**Installation Space (W x D)**Basic: 38-1/2" x 44-1/8" (978 mm x 1119 mm)¹¹Fully Configured: 65" x 44-1/8" (1651 mm x 1119 mm)¹²**Weight**

Approx. 187.4 lb. (85 kg) including toner

Print Specifications**Print Resolution (dpi)**

1200 x 600, 1200 x 1200

Standard Page Description LanguagesUFR II, PCL[®]6, Adobe[®] PS[®] 3**Supported File Types**

PDF, TIFF, JPEG, EPS, XPS

Printing from Mobile Devices and Cloud-based ServicesA range of standard and optional software and MEAP-
based solutions (including AirPrint, Mopria, Universal
Print by Microsoft[®], Canon PRINT Business, and uniFLOW
Online) are available to provide printing from mobile
devices or internet-connected devices and cloud-based
services depending on your requirements. Please contact
your sales representative for further information.**Fonts**PCL: 93 Roman, 10 Bitmap fonts, 2 OCR fonts,
Andalé Mono WT J/K/S/T (Japanese,
Korean, Simplified and Traditional
Chinese);¹³ Barcode Fonts¹⁴

PS: 136 Roman

Operating System¹⁵UFR/II/PS: Windows[®] 10/11/Server 2012/Server 2012
R2/Server 2016/Server 2019/Server 2022,
macOS (10.13 or later)PCL: Windows[®] 10/11/Server 2012/Server 2012
R2/Server 2016/Server 2019/Server 2022PS: Windows[®] 10/11/Server 2012/Server 2012
R2/Server 2016/Server 2019/Server 2022,
macOS (10.13 or later)PPD: Windows[®] 10/11, macOS (10.13 or later)**Copy Specifications****First-Copy-Out Time (LTR)**C3935i: Approx. 5.5 seconds (BW)/
7.4 seconds (Color)C3930i/
C3926i: Approx. 6.1 seconds (BW)/
8.4 seconds (Color)**Copy Resolution (dpi)**

600 x 600

Multiple Copies

Up to 999

Magnification

25%-400% (1% Increments)

Preset Reduction/Enlargement25%, 50%, 64%, 73%, 78%, 100% (1:1), 121%, 129%, 200%,
400%**Scan Specifications****Type**Single-pass Duplexing Automatic Document Feeder¹⁶**Document Feeder Paper Capacity**

Up to 200 Sheets (20 lb. Bond)

Document Feeder Supported Media Sizes11" x 17", Legal, Letter, Letter-R, Statement, Statement-R,
Custom Size: 2-3/4" x 5-1/2" to 12" x 17" (69.9 mm x 139.7
mm to 304.8 mm x 431.8 mm)**Document Feeder Supported Media Weights**BW/Color: 13.3 lb. Bond to 80 lb. Cover (50 to
Original: 220 g/m²)**Platen Acceptable Originals**

Sheet, Book, 3-Dimensional Objects

Platen Maximum Scanning Size

Up to 11-3/4" x 17" (297.0 mm x 431.8 mm)

Pull ScanColor Network ScanGear2 for both Twain and WIA
Supported OS: Windows[®] 8.1/10/Server 2012/Server 2012
R2/Server 2016**Scan Resolution (dpi)**

Scan for Copy: 600 x 600

Scan for Send: Push (600 x 600), SMB/FTP/WebDAV,
Pull (600 x 600)

Scan for Fax: 600 x 600

Scan to Mobile Devices and Cloud-based ServicesA range of solutions is available to provide scanning to
mobile devices and cloud-based services depending on
your requirements.**Scan Speed (LTR) (BW/CL)**

Single-sided: 135 ipm (300 dpi)/80 ipm (600 dpi)

Scanning: Double-sided: 270 ipm (300 dpi)/160/90 ipm (600 dpi)
Scanning:**Send Specifications****Destination**Standard: E-mail/Internet FAX (SMTP), SMB 3.0,
FTP, WebDAV, Mail Box

Optional: Super G3 FAX, IP Fax

Address Book

LDAP (2,000)/Local (1,600)/Speed Dial (200)

Send Resolution (dpi)

Push: Up to 600 x 600 dpi

Pull: Up to 600 x 600 dpi

Communication ProtocolFile: FTP (TCP/IP), SMB 3.0 (TCP/IP), WebDAV
Email: SMTP, POP3**File Format**TIFF, JPEG, PDF(Compact, Searchable, Apply Policy,
Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted,
Device Signature, User Signature), XPS (Compact,
Searchable, Device Signature, User Signature), Office
Open XML (PowerPoint, Word)**Fax Specifications****Maximum Number of Connection Lines**

2

Modem Speed

Super G3: 33.6 Kbps

G3: 14.4 Kbps

Compression Method

MH, MR, MMR, JBIG

Resolution (dpi)

400 x 400, 200 x 400, 200 x 200, 200 x 100

Sending/Receiving Size

Statement-R to 11" x 17"

Fax Memory

Up to 30,000 Pages (2,000 Jobs)

Speed Dials

Max. 200

Group Dials/Destinations

Max. 199 Dials

Sequential Broadcast

Max. 256 Addresses

Memory Backup

Yes

Store Specifications

Box (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, Maximum 10,000 Pages (2,000 Jobs Stored)

Advanced Box

Communication Protocol: SMB or WebDAV Supported

Client PC: Windows® 10/11

Concurrent Connections (Max.)

SMB: 64

WebDAV: 3 (Active Sessions)

Advanced Box Available Disc Space

Standard: 16 GB (With Option: max. 480 GB)

Security Specifications

Authentication and Access Control

User Authentication (Picture Login, Picture and PIN Login, Card Login, Username and Password Login, Function Level Login, Mobile Login), Department ID Authentication (Department ID and PIN Login, Function Level Login), uniFLOW Online Express¹⁷ (PIN Login, Picture Login, Picture and PIN Login, Card Login, Card and PIN Login, Username and Password Login, Department ID and PIN Login, Function Level Login), Access Management System (Access Control)

Document Security

Print Security (Secure Print, Encrypted Secure Print, Forced Hold Printing, uniFLOW Secure Print¹⁸), Receive Data Security (Confidential Fax Inbox Forwarding Received Documents Automatically), Scan Security (Encrypted PDF, Device Signature PDF/XPS, User Signature PDF/XPS, Adobe LiveCycle® Rights Management ES2.5 Integration), BOX Security (Mail Box Password Protected, Advanced Space Access Control), Send Data Security (Setting for requesting password input per transmission, Restricted E-mail/File send functions, Confirming FAX number, Allow/Restrict Fax Driver Transmissions, Allow/Restrict Sending from History, S/MIME Support), Document Tracking (Secure Watermark)

Network Security

TLS 1.3, IPsec, IEEE802.1X authentication, SNMP V3.0, Firewall Functionality (IP/MAC Address Filtering), Dual Network Support (Wired LAN/Wireless LAN, Wired LAN/Wired LAN), WPA3 support (Wi-Fi), Disabling Unused Functions (Enabling/Disabling Protocols/Applications, Enabling/Disabling Remote UI, Enabling/Disabling USB Interface), Communication Line Separation (G3 FAX, USB Port, Advanced Space, Scan and Send-Virus Concerns for E-mail Reception)

Device Security

Protecting SSD Data [SSD Data Encryption (FIPS140-2 Validated), SSD Lock], Standard SSD Initialize, Trusted Platform Module (TPM), Job Log Conceal Function, Protecting MFP Software Integrity, Automatic Recovery, Checking MFD Software Integrity (Verify System at Startup, Runtime Intrusion Detection)

Device Management and Auditing

Administrator Password, Digital Certificate and Key Management, Audit Log, Cooperating with External Security Audit System (Security Information and Event Management), Image Data Logging, Security Policy Setting

Environmental Specifications

Operating Environment

Temperature: 50 to 86 °F

Humidity: 20 to 80 % RH (Relative Humidity)

Power Requirements

110V-127V, 60Hz, 8.5A

Power Consumption

Maximum: Approx. 1,500 W

Sleep Mode: Approx. 0.8 W¹⁹

Typical Electricity Consumption (TEC) Rating²⁰

C3935i: 0.33 kWh

C3930i: 0.29 kWh

C3926i: 0.26 kWh

Standards

ENERGY STAR® Certified

Rated EPEAT® Gold⁵

Consumables

Toner²¹

GPR-66 Toner BK/C/M/Y

GPR-66L Toner C/M/Y

Toner Yield (Estimated @ 5% Coverage)

GPR-66 Toner

BK: 38,000 pages

GPR-66 Toner

C/M/Y: 25,500 pages

GPR-66L Toner

C/M/Y: 11,000 pages

¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' Terms and Conditions.

² Third-party SIEM system required. Subject to third-party SIEM system's Terms and Conditions. Canon cannot ensure compatibility with all third-party SIEM systems.

³ This feature is off by default and must be turned on by the user. Warm-up times are affected once turned on.

⁴ Requires additional option.

⁵ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.

⁶ Envelope Feeder Attachment A (standard) is required.

⁷ Time from device power-on until copy ready (not print reservation).

⁸ Time from exiting Sleep mode to when printing is operational.

⁹ Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.

¹⁰ Includes Single Pass DADF.

¹¹ With right cover open + Multi-purpose tray extension extended + paper cassette open.

¹² Includes Staple Finisher-AE1/Booklet Finisher-AE1 + Copy Tray-T1 extension extended + paper cassette open.

¹³ Requires the optional PCL International Font Set-A1.

¹⁴ Requires the optional Barcode Printer Kit-D1.

¹⁵ Other operating systems and environments, including AS/400, UNIX, Linux, and Citrix, may be supported. Some solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.

¹⁶ Detect Feeder Multi Sheet Feed is supported.

¹⁷ No charge for this solution; however, activation is required.

¹⁸ Requires uniFLOW Online/uniFLOW.

¹⁹ 0.8 W Sleep mode not available in all circumstances due to certain settings.

²⁰ Based on ENERGY STAR Product Specification for Imaging Equipment Version 3.0.

²¹ GPR-66L Toner also available for Color (C, M, Y).

Yield (estimated @ 5% coverage) is 11,000 images.

USA.CANON.COM/SIMPLYADVANCED



Canon

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has certified these models as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. AirPrint and the AirPrint logo are trademarks of Apple Inc. Canon, imageRUNNER, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its features will prevent security issues. Some security features may impact functionality/performance; you may want to test these settings in your environment. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. McAfee and the McAfee logo are trademarks of McAfee LLC in the US and/or other countries. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Dealer for details. Products shown with optional accessories. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21 or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.
©2023 Canon U.S.A., Inc. All rights reserved.

Federal Law prohibits copying of certain documents. Violators may be subject to penalties. We suggest that you check with your own legal counsel. Canon U.S.A., Inc. and Canon Canada, Inc. intend to cooperate with Law Enforcement Agencies in connection with claims of unauthorized copying.

04/23-0345-8064



Trellix

CANON
GENUINE
TONER, CARTRIDGE
& PARTS



To learn about Canon's many awards, visit usa.canon.com/awards.

Amy Prokott, Deputy Clerk, City of Emily

From: David Anderson <david.anderson@abmnow.com>
Sent: Monday, March 10, 2025 9:11 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Subject: RE: Scanners
Attachments: City Emily with lease.pdf

Good Morning Amy,

I hope you had a great weekend. I have attached the updated quote to show your current service (copies) and the monthly lease payment (Canon) together. I should have had the lease on the first one, but I missed it somehow. Here is the breakdown.

Current – monthly Lease payment to Canon Financial \$128.28 / Average monthly service contract (all toner, parts, and labor) \$225.00

New – Monthly Lease Payment to The Office Shop / ABM \$149.28 / average monthly service contract (using the copy counts from the previous year) \$108.12

I apologize for missing the current lease payment on the first quote. You are saving almost \$100 per month on the new setup. The paper isn't included in either contract.

Warm regards,



The Office Shop Inc.
•Supplies • Furniture • Equipment • Service•
Is Now A Division of:


**advanced
business methods**
employee owned
abmnow.com

David Anderson

Equipment Sales

1.800.450.9000

<https://www.theofficeshopinc.com>

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>

Sent: Friday, March 7, 2025 11:19 AM

To: David Anderson <david.anderson@abmnow.com>

Subject: RE: Scanners

Is the paper we purchased included in that \$225? Or just only service? We are looking for the monthly lease amount along with the per copy charge.

Based off the quote, would our monthly invoice be around \$148.93 plus the \$32.40 totaling \$181.33? Am I understanding the quote correctly? Is this only for the lease itself? Thank you!

Respectfully,

Amy Prokott | Deputy Clerk | City of Emily
Effecting Positive Change



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

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

RESOLUTION NO. 25-16

RESOLUTION APPROVING USE OF CITY PARK

WHEREAS, the Bicycle Alliance of Minnesota organization requests the City of Emily to be a host city on their Bicycling Around Minnesota (BAM) tour for one night between August 20 and 24, 2025.

WHEREAS, the Bicycle Alliance of Minnesota organization requests to use the Downtown City Park as a staging area and for tent camping for up to 350 tour participants.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA to grant approval of the Bicycle Alliance of Minnesota organization's request for the City of Emily to be a host city for the BAM tour for one night to promote the City of Emily and to boost the local economy.

BE IT FURTHER RESOLVED that the Emily City Council gives approval for the Bicycle Alliance of Minnesota organization to use the Downtown City Park as a staging area for one night of the tour, including use of the pavilion, use of City electrical hookup, set up of a couple of large tents with seating, shower truck connection to fire hydrant for water and discharge into City sewer system via manhole, use of water spigot, and closing off Lake Street on the west side of the park.

BE IT FURTHER RESOLVED that per Emily City Code 90.92 City Parks, Section C the Emily City Council hereby designates the Downtown City Park as an allowable campsite for BAM tour participants and organizers for tent camping for one night during the tour.

BE IT FURTHER RESOLVED that the Emily City Council gives approval for BAM tour organizers and participants to use the Emily City Hall as an emergency shelter as needed.

BE IT FURTHER RESOLVED that the Bicycle Alliance of Minnesota organizers shall follow the liquor license laws of the State of Minnesota for any serving or sale of alcohol.

BE IT FURTHER RESOLVED that the Bicycle Alliance of Minnesota organizers will enforce the City's quiet hours of 10 p.m. to 7 a.m. on any weekday and 9 p.m. to 9 a.m. on any weekend.

BE IT FURTHER RESOLVED that the Bicycle Alliance of Minnesota organizers will ensure the Downtown City Park is cleaned and left in the same condition as found after the use. The Bicycle Alliance of Minnesota organizers will provide an adequate number of portable toilets for the number of tour participants and remove the portable toilets on the next business day.

Adopted: March 11, 2025

Tracy Jones
Mayor

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer



I am inquiring to see if your community would be interested in being considered as a host community for 1 or 2 nights on our 350-person 4-day annual BAM-Bicycling Around Minnesota bicycle tour during the timeframe of August 20-24 (Wed pm – Sunday.) Hosting the tour should be of no cost to you and should benefit your community.

BAM is a tour under the BikeMN (Bicycle Alliance of Minnesota) organization. BAM's focus is highlighting Minnesota communities to an ever-growing bicycling audience of moderate and experienced riders. The goals of the ride are to promote tourism and the scenic roadways of Minnesota, fitness and bicycling as a transportation mode.

BAM is primarily a tent camping tour, although some riders choose to stay in motels/indoor lodging. Riders who camp do so in tents, not RV's, campers, etc.

The role of the host city is important in the planning of the bicycle tour and, as such, the BAM planning committee will work with the host community to plan the event. BAM is looking for the following from the host community:

- Assist in finding a place for tent camping. This could be a park, campground, fairgrounds, church, school (last choice, given alcohol not allowed on school grounds), etc. for approximately 225 tents (1 acre). Camping location requirements are as follows:
 - Ample space for 225 tents, preferably with trees for some shade. Ideal location is on or near a lake. Per the MN Dept of Health guidelines, we would need approximately one acre of space.
 - Emergency shelter capable of sheltering 300 people overnight for sleeping either on site or within a block of the campground.
 - Able to accommodate shower truck with water/sewer hookups and fire hydrant. Shower truck vendor provided by BAM. See separate attachment.
 - Running water (drinkable) on-site.
 - Outdoor covered area for meals (breakfast and dinner) or space to set up a couple large tents and seating for 350 people.
 - Ability to have live music and beverage tent/vendor on camping grounds in late afternoon/early evening. BAM would work with a local brewery/vendor for the beverage tent; BAM would not be selling the beverages. We recognize that alcohol isn't allowed on school grounds, which is why we indicated camping on school grounds as our last choice.
 - Ability to have food trucks on site.
 - Not near train tracks
 - Prefer to be with 1 mile of downtown to allow riders to walk into town.
- Assist with logistics of a shower truck (water & sewer hookups). BAM provides shower truck.
- Provide information on caterers, restaurants and local groups who BAM would contact and contract with to provide meals to our riders at the campsite.
- Provide information on special points of interest, tours, etc. in the area that would be fun for our riders to partake in. To promote tourism, we strive to find points of interest and local entertainment along the way. Our riders have indicated this to be a key reason for coming on our ride. Past tours have included ethnic festivals, county fairs, threshing bees, bluegrass festivals, parades, tours of businesses/farms, horse-drawn buggy rides, water ski shows, boat cruises, historical sites, breweries, wineries, etc.

- Assist BAM in arranging for music and a beverage tent at the campsite. BAM will pay for this.
- Connect us with local bicycling groups, shops and/or enthusiasts in the area to assist with route planning.
- Provide an information booth at the camping location from 2-6 pm to answer questions riders have on points of interest and where to find certain businesses (i.e. grocery store, bar/restaurant, pharmacy, etc.)
- For the town that is the start/end town: provide parking space for 225 cars for the duration of the tour.

Registration for the BAM tour typically opens in early February and fills by early summer. The average rider profile is as follows:

- Riders are moderate-experienced bicyclists and range in age from 16 – 90, with the average rider being in their early 60's.
- There is a 50/50 split between males and females.
- Riders typically come from 25 different states, with approximately 70% residing in Minnesota.
- Riders are early to bed, early to rise. Most riders are ready for bed by 9 pm.

The typical rider schedule during the tour is as follows:

- BAM riders typically awake around 6 am each day, eat breakfast (which is pre-arranged for them), and are generally on their bikes no later than 8 am for an average daily ride of 40-70 miles.
- They stop in communities along the route every 15-25 miles for rest breaks and snacks at convenience stores, café's, pie shops, etc. and take in pre-arranged tourist sites/attractions along the way.
- Lunch is pre-arranged by BAM and provided by a community/caterer around the halfway point of the route.
- Riders arrive at the next community, or the same community if that community is hosting the ride for 2 nights, between 1-3 pm, at which time they shower, set up their tent and either relax or walk downtown for a beverage, a bite to eat, shopping, entertainment, etc. As a general rule, riders choose not to ride their bikes once they finish the daily ride; they opt to walk wherever they need to go.
- Dinner is pre-arranged by BAM and served from 5 – 6:45 pm by a local community group, caterer, restaurant, etc. After dinner, BAM arranges for local entertainment and a beverage tent (ideally at the campground). Some riders may go downtown to further explore the town before turning in for the evening, which is generally around 9 pm.

If your city is interested in being considered as a host city community on our 2025 tour or would like to discuss further, please contact me at your earliest convenience.

Thanks,

Mary Derks, Tour Director
 Bicycling Around Minnesota-BAM Inc.
 651-335-6505
bambiketour@gmail.com
www.bambiketour.org

§ 90.02 CITY PARKS.

(A) *Vehicles.* It shall be unlawful for any person to operate any vehicle, motor vehicle, ATV, mini-bike, motorcycle or dune buggy on any highway lane or street in any city park in excess of ten mph and no vehicle, motor vehicle, mini-bike, motorcycle or dune buggy shall be allowed anywhere in any city park, except on an established road lane or street or parking area.

(B) *Animals.* It shall be unlawful for any person to allow any horse, owned or controlled by said person, to enter any city park. It shall further be unlawful for any person to allow any pet owned by said person to be within any public eating place or on any swimming beach in any city park or to allow any pet owned by said person to be within the city park, except when under physical restrictive control.

(C) *Camping.* The pitching of tents, parking of trailers or other camping units will be permitted only at such areas in the city parks as the City Council shall from time to time designate and, then, only after such camping fees as set forth in the Fee Schedule Ordinance on file in the city offices.

(D) *Prohibitions.*

(1) Because city parks are provided for the use and enjoyment of the general public, it shall be unlawful for any person to litter, commit vandalism, destroy or misuse any property in the city parks.

(2) It shall be unlawful to deposit dishwater, garbage, refuse or any human excretion on any city park ground.

(Ord. 302, passed - -) Penalty, see § 90.99

§ 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)

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-13**

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 a gift as set forth below to the city:

<u>Name of Donor</u>	<u>Gift</u>
Outing Volunteer Library	Two rotor Book Displays

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-13	Emily Public Library approved to install two rotor book displays for paperback books

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 donations described above are accepted for the benefit of public library services, as allowed by law.
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 11th day of March, 2025.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

clerk@emily.net

From: Emily City Hall <library@emily.net>
Sent: Wednesday, February 12, 2025 1:22 PM
To: clerk@emily.net
Subject: food cart from Outreach Program BLA
Attachments: Outlook-bwx1sksd.png; Outlook-zimeynl0.png; Outlook-wmaf05p5.png; Outlook-fum1xiyn.png; Outlook-kf52r1qr.png; Outlook-btfrbjld.png; Outlook-yyigxmns.png; Outlook-vcvfuubn.png; tina with cart of foods.jpg

Cari, what do you think about the program below? I received this last week and replied that we may be interested. No cost is involved, and I offered to restock when necessary. I also replied that there is no room in the library but don't think a problem is in the hall, maybe between the library and sewing room.

I said I'd need to run this by you before saying yes though I would also have a couple more questions for Tina such as: if we decide it won't work, what then; do they have an end date for their service; how much room is required to stock the supplies for the card. I'm hoping there would be room in the entrance to the kitchen here.

What do you think? the pics are all the same except for the tina with cart...
Jane

From: "Tina Foster" <tina@outreachprogrambla.org>
To: "library" <library@emily.net>
Sent: Friday, February 7, 2025 10:52:42 AM
Subject: We would love to help!

Good morning, Jane,

My name is Tina Foster and I am the community coordinator here at the Outreach Program BLA. We recently had a volunteer here packing that learned that part of our distribution model is to provide "if you need one, take one" food carts in local area libraries. She took food back to the Emily Food shelf after the pack, noticed the limited hours and asked if we would reach out to you to see if you would be interested in making this service available to your community.

I have attached a picture of a filled cart (and me!). You will notice that it has a sign on it inviting your staff, guests, and volunteers to help themselves. We would provide the rack, food to fill it and additional inventory for you to refill it. When you get low, give us a call or email and let us know what you need, and we will get it delivered. That easy!

I have my carts back in stock and a volunteer ready to deliver when you are ready.

Let me know, we would love to help support your community,

Tina Foster

Tina Foster

Community Coordinator

The Outreach Program of Brainerd Lakes

24489 Hazelwood Drive

Nisswa, MN 56468

(Office) 218-961-0055

(Cell) 218-330-5461

It's always best to reach me on my cell

www.outreachprogramBLA.org

Follow Us on Facebook – The Outreach Program of Brainerd Lakes



The Outreach Program
of Brainerd Lakes



Ending Hunger. Enriching Lives.

clerk@emily.net

From: Emily City Hall <library@emily.net>
nt: Thursday, February 13, 2025 2:54 PM
To: clerk
Subject: Re: food cart from Outreach Program BLA

Thank you again, Cari.

Tina replied to my questions from yesterday: There is no end program, so ongoing. They bring in the carts and enough bags to fill and then bring in stock to replenish, 5 boxes with 18 packets consisting of 10 of their food options. When supplies are low, I would email or call for them to deliver more packs.

I would volunteer to maintain the cart on our end.

Tina also mentioned she has served on the Nisswa council so understands it sometimes takes time.
Jane

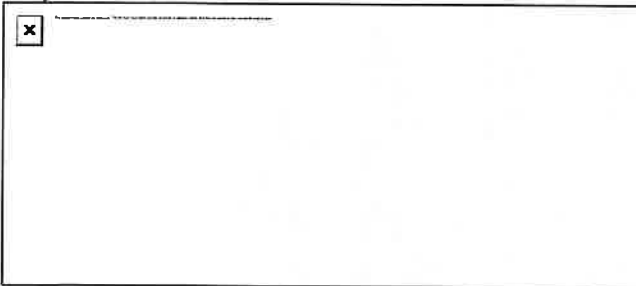
From: "clerk" <clerk@emily.net>
To: "Emily City Hall" <library@emily.net>
Sent: Thursday, February 13, 2025 8:44:15 AM
Subject: RE: food cart from Outreach Program BLA

ne,

We are going to add this request to the Council Packets for the March meeting. Please let Tina know. Adding it to the next agenda gives the Council input and also lets people know of the program if they approve it.

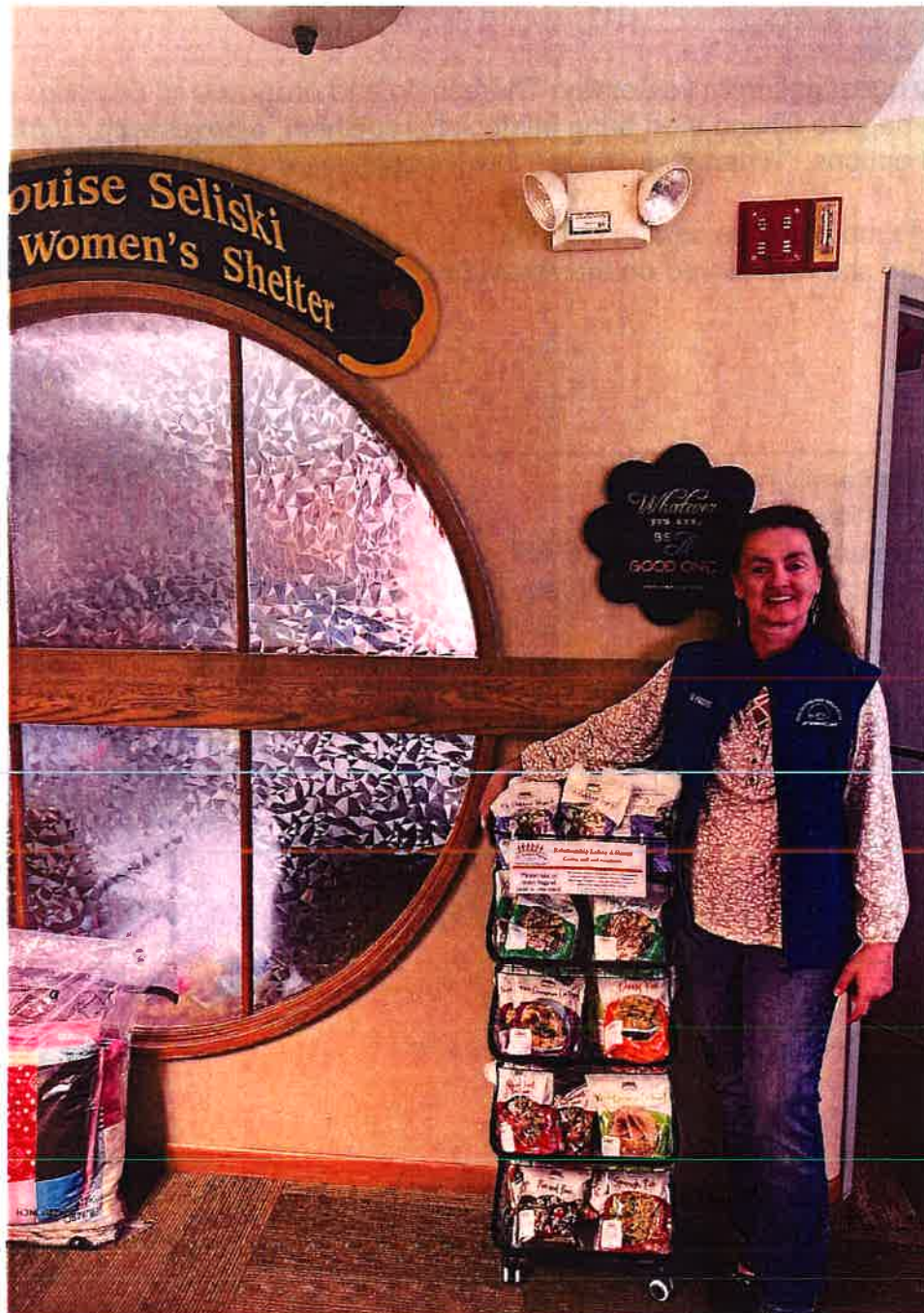
Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer



City Hall Hours M-W 8am-430pm, Th-F 8am-noon
www.cityofemily.com
Fax 218.763.2481
Pop. 869

ffecting Positive Change





MINNESOTA MUNICIPAL CLERKS INSTITUTE

The Institute Dates are: May 5 - 9, 2025 at the Heritage Center located in Brooklyn Center, this is a New Location!

Cost to Attend: \$640.00

General Program Description:

The Minnesota Clerks and Finance Officers Association (MCFOA) and St. Cloud State University's Center for Continuing Studies invite you to participate in the Minnesota Municipal Clerks Institute (MMCI or Institute). The MMCI is a three-year continuing education program leading to professional accreditation. Each year the Institute consists of a required five day, 40 hour curriculum, for a total of 120 hours of programming over the three year period. Once participants have completed the mandatory 120 hour curriculum, they become graduates of the Institute. This is an exceptional and internationally accredited program, for which SCSU is the only authorized provider in Minnesota. The International Institute of Municipal Clerks (IIMC) has set forth the guidelines and accredits the Institute. Clerks successfully completing the three year Institute program are awarded 50 points toward the Education requirements of the Minnesota Certified Municipal Clerk (MCMC) designation. Graduates must apply to the MCFOA for this certification, showing 25 points in the Experience category and 3 years of active membership in the MCFOA in addition to their 50 Education points. MMCI graduates can also apply for certification from the International Institute of Municipal Clerks for the Certified Municipal Clerk (CMC) designation which requires 60 points in Education and 50 experiences points with two years of active membership in the IIMC.

Why Attend?

The MMCI offers top-notch courses that are directly applicable to work in the field. Planned by a committee of accredited and experienced professionals, the program emphasizes professional development in the areas of public administration, social and interpersonal skills, and special topics central to emerging issues in the field. Specifically, Institute coursework focuses on the development of administrative knowledge, critical thinking skills, financial management, leadership abilities, social and interpersonal skills, and technical skills. Participants learn to view problems from multiple perspectives and to refine their problem solving techniques. Courses combine lecture, discussion, and hands-on training, and are taught by experts in the field with a focus on practical, how-to education. Utilizing accredited and experienced professionals allows the Institute to recognize the critical role of the municipal clerk in serving both large and small cities. No matter what size city, clerks are constantly learning how to adapt resources to meet greater demands. The Institute provides a valuable opportunity to help cities extend those resources. The MMCI provides an invaluable networking opportunity for discussion and idea sharing among clerks from throughout Minnesota (again, from municipalities of all sizes), thereby helping participants to build a network for problem solving that continues long after the formal sessions end. Building this resource network is an efficient and cost-effective way to help clerks with their professional growth. This training program strives to enhance the quality, professional competence and performance of municipal clerks in the state of Minnesota. The intent of training is to improve local governance and thus improve service to the local citizen. The Institute delivers the following outcomes: Participants will be well-versed in the theory and practice of their profession and learn how to keep abreast of new laws or changes affecting the profession. Participants will be able to apply what they have learned to their jobs. Participants will be able to gain insight into their profession through contact with instructors and through a network of experienced municipal clerks. Participants will be able to attain their CMC certification within three years if they have also obtained the IIMC required experience points and meet IIMC membership requirements. Graduates of the Institute can also apply for the designation of MCMC if they have also obtained the MCFOA required experience points and meet MCFOA membership requirements.

INSTITUTE MCFOA BOARD POLICY

ALL CURRICULUM HOURS ARE MANDATORY, AND REGISTRANTS WHO DO NOT COMPLETE THE REQUIRED CURRICULUM WILL NOT BE ALLOWED TO ADVANCE TO THE NEXT LEVEL TOWARDS GRADUATION. There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom (devices are allowed for session materials only). Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a "makeup assignment" that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). PARTICIPANTS WHO FAIL TO COMPLY WITH ATTENDANCE AND PUNCTUALITY REQUIREMENTS WILL NOT RECEIVE A CERTIFICATE OF COMPLETION.

Those who apply for a MMCI Grant will receive an email after the MCFOA March Board Meeting with a code to be used at registration.

Registration will open after the MCFOA Annual Conference in March 2025.

Registration Fees: \$640.00

Registration Deadline: April 21, 2025

- Any registrations postmarked/received after April 21, 2025 will incur a \$25 late registration fee.

Program Questions:

Kassidi Andres, 320-308-5759

Registration Questions:

Roxann Neu, 320-308-4962

+ Why Attend

+ General Program Description

+ Registration Fees & Cancellation Policy

— Hotel Accommodations - Rates

Main Block: Embassy Suites (connected to the venue via walkway)

- *Rate:* \$114.00 per night

- *Deadline:* April 21, 2025 (Encourage to book right away since the block tends to fill up fast)
- *Booking link:* [book here](#)
- 6300 Earle Brown Drive, Brooklyn Center, MN 55430
- 763-560-2700
- *Parking:* FREE

Overflow Block: Fairfield Inn (Located in the same parking lot as the Embassy)

- *Rate:* \$132.00 per night
- *Deadline:* April 20, 2025
- *Booking link:* [book here](#)
- 6250 Earle Brown Dr, Brooklyn Center, MN 55430
- 763-561-8000
- *Parking:* FREE

— Schedule and Details

[2025 MMCI Schedule](#)

+ Institute Policies

+ Scholarships

+ Sponsors

YEAR THREE – Captain's Room

<i>Sunday, M.</i>	<i>Monday, May 5</i>	<i>Tuesday, May 6</i>	<i>Wednesday, May 7</i>	<i>Thursday, May 8</i>	<i>Friday, May 9</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 7:00-7:30 AM – On-Site Registration 7:30-7:45 AM – Garden City Ballroom WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFEA Institute Comm Chair 7:45-9:30 AM Influential Gov. Leaders <i>(Matt Vorell)</i> 9:30 AM BREAK 9:45 AM-12:15 PM Municipal Case Study: Intro <i>(Maggi Wentler & Michelle Miller)</i>	6:45-7:30 AM – Breakfast 7:30-10:15 AM Sustainable Land Use Planning & Zoning <i>(Speaker TBD)</i> 10:15 AM BREAK 10:30 AM-12:15 PM Infrastructure Grant & Loan Funding for Cities <i>(Chelsea Alger & Nancy Thorkelson)</i>	6:45-7:30 AM – Breakfast 7:30 AM-12:15 PM Speak Up! Presenting & Facilitating – Part 1 <i>(Scott Nelson)</i> 10:15 AM BREAK	6:45-7:30 AM – Breakfast 7:30-9:30 AM Simulated Council Meeting <i>(Maggi Wentler & Michelle Miller)</i> 9:30 AM BREAK 9:45-11:15 AM Active Shooter <i>(Speaker TBD)</i> 11:15 AM – SWITCH SPEAKERS 11:30 AM-12:15 PM Presentation Prep & Questions <i>(Scott Nelson)</i> 12:15-1:00 PM - LUNCH Garden City Ballroom	6:45-7:30 AM – Breakfast 7:30-10:15 AM Parliamentary Procedure <i>(Jackie Bauer)</i> 10:15 AM BREAK 10:30 AM-12:45 PM Race Equity Advanced <i>(Heidi Lee)</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 23 rd at 11:59 PM)
	12:15-1:00 PM - LUNCH Garden City Ballroom 1:00-3:15 PM Tax Abatement <i>(Tammy Omdal & Jessica Green)</i> 3:15 PM BREAK 3:30-5:45 PM Municipal Case Study Cont. <i>(Maggi Wentler & Michelle Miller)</i> 6:00-7:00 PM – Welcome Social Celebration Room	12:15-1:00 PM - LUNCH Garden City Ballroom 1:00-3:30 PM Speak Up! Presenting & Facilitating – Part 2 <i>(Scott Nelson)</i> 3:30 PM BREAK 3:45-5:45 PM Simulated Planning Commission & Finance <i>(Maggi Wentler & Michelle Miller)</i>	12:15-1:00 PM - LUNCH Garden City Ballroom 1:00-2:30 PM Presentation Prep & Questions <i>(Maggi Wentler & Michelle Miller)</i> 2:30 PM BREAK 2:45-5:45 PM Municipal Issues in Carriage Hall <i>(Scott Nelson)</i> 6:45-9:00 PM Banquet in Garden City Ballroom		



RECEIVED
FEB 06 2025

For Office Use Only
Date Rec'd _____
By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: _____

Name: JEAN F. MCLEOD

Street Address: _____

City: EMILY

State: MN

Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H()

CC()

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? _____

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain I HAVE BEEN ON THE BOARD OF ELRA FOR 6 YEARS

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

EMILY WATERS COMMITTEE 2024

What do you have to offer to the City of Emily Commission or Committee? I AM, AND HAVE BEEN INTERESTED IN HELPING TO PROTECT AND IMPROVE THE EMILY LAKES & RIVER WATER QUALITY. ELRA WORKS HARD TO ENSURE OUR ASSOCIATIONS FUNDS ARE SPENT WELL.

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

I HAVE A MASTERS DEGREE IN HUMAN RESOURCE MANAGEMENT FROM THE U OF MN. I WORKED AT THE U OF MN FOR 31 YEARS DOING RESEARCH, WRITING PROPOSALS AND IMPLEMENTATION OF TRAINING PLANS

Applicant's Signature: Jean F McLeod

Date: Feb 5, 2025

Please return to City hall drop box or clerk@emily.net.



RECEIVED
FEB 19 2025

For Office Use Only

Date Rec'd

By

BY: _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: EMILY WATERS COMMITTEE FOR 2025

Name: DOUGLAS D NORSTROM

Street Address: _____

City: EMILY

State: MN

Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: HC (____) (____) _____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? 6 yrs

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain _____

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

What do you have to offer to the City of Emily Commission or Committee? _____

AS VICE PRESIDENT OF THE RUTH LAKE IMPROVEMENT DISTRICT (RLID) & PROPERTY OWNER I HAVE A VESTED INTEREST IN KEEP OUR AREA LAKES CLEAN, FREE OF INVASIVE SPECIES & USABLE.

What experience and/or education background do you have that would enhance your effectiveness as a

Commission or Committee member? RETIRED FROM U.S. COAST GUARD AFTER 37 YRS OF ACTIVE DUTY. I HAVE 6 YEARS OF TRAINING & EXPERIENCE AS A MN DNR BOAT INSPECTOR (LEVEL 1 & 2), INSPECTING AND DECONTAMINATING BOATS ENTERING & EXITING RUTH LAKE.

Applicant's Signature: [Signature]

Date: 02/19/2025

Please return to City hall drop box or clerk@emily.net.



RECEIVED
MAR 07 2025

For Office Use Only
Date Rec'd _____
By _____

BY: _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Emily Waters Committee

Name: Jana Masman

Street Address: _____

City: Emily State: IN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H (_____) W (_____) _____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? Since 2010

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain _____

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

Emily Waters - 2016 - present
P&Z - 2009-10 / Cr. Income Review Committee - 2016-17
Comp Plan update - 2019-20 / City Council - 2010-18

What do you have to offer to the City of Emily Commission or Committee?

Long-term dedication to the city and its success.
Skills to work professionally
Time

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member?

Long history working on boards, commissions, and
in municipal government at low or no pay.
Landscape Architecture degree U of U (background
with natural resource systems.)

Applicant's Signature: Jana Masman Date: 3/7/2025

Please return to City hall drop box or clerk@emily.net.

From: Jan Mosman <janicemosman@gmail.com>
nt: Tuesday, March 11, 2025 9:46 AM
To: City of Emily
Cc: Kathy Hachey
Subject: Council update on 125th

Cari,

GoNorthMn withdraws all its proposals related to Emily Day.
We anticipate bringing ideas later for projects that will benefit the city's businesses and residents and that honor local history when funds become available.

Sincerely,
Jan Mosman, GoNorthMn co-chair



Emily 125th Anniversary

Emily Day Existing Event Ideas:

- Pancake Breakfast (Snowbirds Snowmobile Club)
 - Craft Fair (EDC: Emily Day Committee)
 - Parade (EDC)
 - Beer Garden (Emily Fire Dept)
 - Food Booths (EDC)
 - Cornhole Tournament (EDC; Larry)
 - Miss Emily Contest (EDC)
 - Kids' Games (Lakers Lions)
 - Medallion Hunt (EDC)
 - Dunk Tank (EDC)
 - Frozen T-Shirt Contest (EDC)
 - Live Music TBD by EDC
 - Giant Fireworks (EDC & City of Emily)
 - Raffle Tickets (EDC)
-

Emily Day NEW Events (Volunteers have been secured for the events):

- Children's Medallion Hunt (*See attached sheet for details*) \$590
 - ~~Blacksmith demonstrations w/ traditional forge~~ \$450
 - ~~History tent and generator rental~~ \$225
 - ~~Rental of video set-up, screen, table and stools~~ \$150
 - ~~(20) 16x20" B&W photo panels on 1/8" metal~~ \$1,200
 - ~~Hatchet throwing vendor~~ \$1,300
-

Emily Day NEW Events Ideas (No Volunteers at this time):

- Ask churches to hold an Ecumenical Church Service together in the park. The community can provide camping chairs.
- Pie Social
- Dodgeball tournament
- Taffy pull

- An open house style program kicking off the celebration. Tell about the town's history—who founded it, historic events, founding fathers, etc.:
 - Welcome from the mayor, key community members, 5th District County Commissioner Jamie Lee, etc. Ask community to bring camping chairs.
 - Celebratory cake or cupcakes
 - Time Capsule
 - Cook pork on a large grill for pulled pork sandwiches, chips, beans, etc. or hot dogs or walking tacos. Ask Dahlheimer Beverage to donate small cans of 1919 root beer. Perhaps invite neighboring communities to assist. Maybe Giovanni's Pizza Popcorn (maybe Ace Hardware or church group)
 - Have a musician (from the Emily area) play guitar and sing or DJ for background music during the event. Similar to Music in the Park.
 - Activities for youth: invite local youth groups, boy/girl scouts, 4-H clubs, etc. to run/operate backyard games. (In the past I have asked AutoSmith Services of Ironton to "use" the games they have. Our committees usually provide the prizes for the games.) Touch a Truck event. Face painting, race car derby, tug-o-war, trivia challenge, scavenger hunt, etc. Sno cones, cotton candy, etc.
 - Plant a tree and/or have a garden club or business offer a make-it and take-it class with paper cup, soil, and flower seed pack. Add an etched stone or plaque at the base.
 - Photos/exhibits
 - Pickleball tournament at city hall courts (ask players to organize)
 - Lighting ceremony (a candle or lantern),
 - Gift bags for first 200 or 500 with extra distributed at the parade or the ticket booth in the park Saturday (ask fire dept for color books/crayon).
- Historic newspaper publication
- Farmers' Market
- Softball Tournament. Fire department challenge.
- Special Meat Raffle
- Photo Booth
- Petting zoo
- Live Radio Broadcast
- Clowns to hand out balloons
- A wishing well—has a slot for pennies to be donated to a local charity
- Recognize Pioneer Families
- Beautification Award: Best Kept Yard
- Commemorative Coins
- Mobile Rock Wall
- Invite Wild n Free for demonstrations
- 5K or Anniversary Fun Run/Walk
- Pet Pageant
- Pet Adoption
- Tractor Pull
- Hula-Hoop Contest
- Traveling Art Pub
- Pig Races (from Leader)
- Yoga class
- Car Show (Sunday?)

- Trampoline Show
 - Commemorative Cookbook
 - Poker Run Friday Night
 - Postcard commemorating the 125th
 - Wine Tasting Event
 - Coloring Contest
 - Outdoor movie
 - Afternoon Tea Party
 - Book Sale at Library or fund-raiser
 - Personalized spring water bottles
 - Shuttle recommended to improve safety
 - Streetlight banners for 125th Anniversary (Cost: \$1,195 for banners and additional costs for brackets)
-

125th Emily Anniversary permanent upgrades: *(see attached sheet for details)*

- **Historic downtown post office and log cabin improvements:** **\$4,500**
 - Electricity hookup to historic downtown buildings, which will house some of the photo panels, plus interactive displays already donated; plus light on the building sign and on flag.
 - Photo panels in both historic log cabin and historic original post office, and seasonally changing at City Hall
- **Main downtown intersection public parking lot:** **\$9,240 total**
 - Current downtown public parking lot corner with pergola, proposed fence and focal features:
 - Removable metal fence panels and posts **\$2,000**
 - Fish on fence, community project, painted, wood **\$ 400**
 - Pergola, cedar, 12x6' **\$1,500**
 - Visitor map, 36x42" on metal, on pergola **\$140**
 - Veterans bench with names, 8', wood (Eagles Healing Nest) **\$ 0**
 - (3) large planters, dirt and plantings **\$500**
 - Contingency - replanting and dirt for five additional years **\$200**
 - Reconfiguring north side parking stalls so the city loses no spaces (City cost)

Emily 125th Anniversary

Activity / Event

Activity / Event name:

Children's Medallion Hunt for 2 groups - ages 5 and under, and a second group for 6-9 year olds

Description:

This activity would involve creating a saw dust / wood chip pit approximately 16'x20' and 1' deep. The pit would be filled with 100 Emily 125th Anniversary coins. There would be 2 separate coin hunts, each lasting about 5 minutes. First the children 5 and under would hunt through the wood chip pit to find a coin. Once they find a coin, they can then trade their coin for a treat.

Following the 5 and under group, the pit would be restocked with 100 more Emily 125th anniversary coins and the 6- to 9-year-old group would hunt for a coin. Once they find a coin, they can then trade their coin for a treat.

Funding requirements:

- 1) There are places that give away wood chips for free, but they would have to be picked up and hauled. Cost for delivery/pickup (possibly City of Emily dump truck and staff): \$250
- 2) 200 printed composite poker chip coins that say Emily 125th Anniversary: \$140
- 3) 200 treats, mixture of pre-wrapped Oreo cookie packs, assorted cookie packs, & suckers to choose from: \$200

Funding total: \$590

Resources & Staffing:

Resources from the City of Emily or private contractor with a dump truck to pick up the wood chips.

Resources to rake out the chips in the wood pit: 3 – 6 volunteers for 1 hour

Resources to coordinate the 2 separate coin hunts: 3 – 6 volunteers to stock the coins in the pit and coordinate the 2 hunts: approximately 1 hour

Resources to hand out the treats: 2 volunteers: approximately 1 hour

Resource to coordinate the event, purchase items listed above, and soft talk maintenance into recycling the woods chips after the event: 5 hours

clerk@emily.net

From: Celebrate Emily Day <celebrateemilyday@gmail.com>
Sent: Thursday, February 13, 2025 4:07 PM
To: clerk@emily.net
Cc: mayor.tracyjones@cityofemily.com
Subject: Fwd: banners for street lights
Attachments: IMG_0002.pdf

Hi Cari,

Here is the information about the banners. Tracy asked me to forward this to you so you had it for the next council meeting. I've also attached the logo that the Courier came up with.

Thank you

----- Forwarded message -----

From: **Kristina Kullberg** <KKullberg@holidayoutdoordecor.com>
Date: Tue, Feb 4, 2025 at 3:03 PM
Subject: Re: banners for street lights
To: Celebrate Emily Day <celebrateemilyday@gmail.com>

(10) 24" x 48" - 22oz. Vinyl - 1 image printed both sides - 3.5" pole pockets and 2 grommets
\$113.50ea.

Rodflex banner brackets
\$69.50ea.

Shipping (10) banners
\$60.00

Shipping (10) brackets
\$80.00ea.

The current lead time is 2-3 weeks.

Let me know how you would like to proceed.

Kindly,
KRISTINA KULLBERG
Business Development Director - West

Direct: (952) 974.3207
Office: (877) 444 8888 x147
HolidayOutdoorDecor.com



From Moments to Memories
**American Craftmanship
in Every Space™**

[Book time with Kristina Kullberg](#)

From: Celebrate Emily Day <celebrateemilyday@gmail.com>
Sent: Tuesday, February 4, 2025 2:46 PM
To: Kristina Kullberg <KKullberg@holidayoutdoordecor.com>
Subject: Re: banners for street lights

They are 2 x 4. Please price brackets separately. I think we can use the ones we have now, but if not then we know how much for new ones.

Thank you

On Tue, Feb 4, 2025 at 1:53 PM Kristina Kullberg <KKullberg@holidayoutdoordecor.com> wrote:
What size do you need?

Do you need banner brackets?

Kindly,
KRISTINA KULLBERG
Business Development Director - West

Direct: (952) 974.3207
Office: (877) 444 8888 x147
HolidayOutdoorDecor.com



From Moments to Memories
**American Craftmanship
in Every Space™**

[Book time with Kristina Kullberg](#)

Emily 125th Anniversary Budget

Total Budget **\$50,000**

Planned Expenses	
Fireworks	\$12,000
Band - Time Music Agency	\$6,750

\$3,375 deposit paid 2.5.25

Amount Remaining **\$31,250**

City of
Emilly

125

ANNIVERSARY





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

March 10, 2024

RE: Emily Manganese Project Update – February 2025

In February, the Company continued its work on engineering and process optimization to advance towards a Scoping Study / Preliminary Economic Assessment (PEA)¹, being conducted by Forte Dynamics, Inc. (Forte), a United States-based mining and engineering consulting firm.²

Forte's results from the geotechnical testing associated with the PEA were reported in an Electric Metals (USA) Limited Press Release (February 27, 2025)³, and the tests confirmed that underground mining is the most effective approach for the future extraction of manganese minerals from the Emily manganese deposit. Using this geotechnical data, Forte selected cut-and-fill underground mining⁴ as the optimal approach.

Using this approach, based on a 10% manganese cut-off grade, Forte has calculated that approximately 88% of the estimated mineral resources are mineable and recoverable,

¹ A PEA is an initial, high-level review of a project's economics. It serves as an essential first step in assessing whether a project warrants further investment in more detailed studies.

² The PEA is being produced under the U. S. Securities & Exchange Commission S-K 1300 and Canadian National Instrument 43-101 guidelines.

³ <https://electricmetals.com/news-releases/electric-metals-advances-the-emily-manganese-project-in-minnesota-with-high-recovery-underground-mining-approach/>

⁴ Cut-and-fill underground mining involves mining ore in horizontal slices and subsequently filling the voids with paste or cemented backfill material to allow additional extraction. Cut and fill is extremely selective by targeting high ore extraction, low ore dilution, and the ability to reuse waste rock or tailings as backfill, thereby reducing the surface area of the operation.

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



with approximately 89% of the contained manganese. Forte also reports that further work may optimize the cost-recovery-cutoff profile.

Work on the PEA will continue into mid-2025 and results will be reported in Electric Metals' Press releases.

North Star also conducted some winter-related environmental activities associated with the removal of remaining drilling pipe from the previous drilling program. A second program is planned for later in the year to remove three remaining drill pipes. This work was undertaken in conjunction with the MnDNR.

North Star is continuing its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be on-going in 2025.

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

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

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D., Director
North Star Manganese Inc



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

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is entered into by and between THE CITY OF EMILY ("Landlord") and the EMILY EMERGENCY FOOD SHELF, INC., a Minnesota Non-Profit Corporation ("Tenant");

WTTNESSETH:

1. **Leased Premises.** Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the tract of land in the city of Emily, Minnesota, more particularly described on Exhibit "A" attached hereto ("Land") and any improvements situated thereon ("Improvements"). The leased Premises is located in the city of Emily and also known as the Unity Bank Building property located at 20948 County Road 1, Emily, MN 56447. Tenant shall use the leased premises for a food shelf only and for no other purposes. Tenant shall not sublease the leased premises to any other entity without the express written approval of Landlord.
2. **Term.** The lease shall be for a term of Twenty-Five (25) years commencing on the date upon which this agreement is executed by both parties. Upon completion of the twenty-five (25) year term, or successive twenty-five (25) year terms if this Lease Agreement is renewed, Tenant shall have the first option to renew this Lease Agreement for an additional term of 25 years under the same terms and conditions. If at any time during the lease, or during any successive renewals of the Lease Agreement, the Tenant finds it economically unfeasible to remain in operation or wishes to terminate the lease, Tenant shall offer a 60 day notice of intent to terminate lease, with no penalty.
3. **Rent.** The terms of the lease, (rent) will be as follows: Tenant shall pay \$1.00 rent per year to landlord.
4. **Utilities and Services.** During the Term all Utility billings will be in the Tenant's name, and Tenant agrees to fully and promptly pay for all Utility charges billed for each month during the term of the lease. As used herein, the term "Utilities" shall include, but not be limited to, all sources of energy, power, or materials necessary or useful in the operation of the Leased Premises, including electricity, gas, telephone, cable or any other types of utilities and used on the Leased Premises. Landlord agrees not to bill Tenant for sewer charges. Tenant shall be responsible for arranging and paying for all garbage and snow removal, janitorial services and building security services, if any.
5. **Signage Use.** Tenant shall have the right to place signs on the Leased Premises; provided, however, that such signage shall first be approved by Landlord, such approval not to be unreasonably withheld or delayed, and shall comply with all applicable governmental ordinances, rules and regulations. Tenant may use the Leased Premises for a community food shelf. Tenant will comply with all applicable laws, ordinances, rule and regulations of any duly constituted public authority relating to the Leased Premises.
6. **Maintenance and Repair.**
 - (a) Tenant will be responsible for maintenance of the building, and Tenant shall keep the building clean and in operable condition. Upon termination of the lease, Tenant shall return the premises to Landlord in a condition as close to the condition the building was in upon commencement of this lease. It shall not be necessary for Tenant to remove any additions or improvements to the building

that have been approved by the City when returning the premises upon termination of this Lease. Tenant shall be responsible for maintaining and keeping the property clean and is also responsible for snow and ice removal on the sidewalks and parking areas.

- (b) Tenant shall not make any alterations, changes, improvements, or additions to the Leased Premises without the prior consent of Landlord, which consent shall not be unreasonably withheld or delayed, Notwithstanding the foregoing, Tenant shall have the right to make such alterations to the Leased Premises as are or may be necessary or required for Tenant's contemplated use of the Leased Premises, so long as Tenant does not alter or compromise the structural integrity of the Leased Premises. In conjunction with the execution of this Lease Agreement, Landlord has approved Tenant's plan to add an addition on to the existing building structure solely at Tenant's expense, more particularly described on **Exhibit B** attached hereto.
 - (c) In the event the existing furnace at the Leased Premises should fail or need to be replaced, Landlord will cooperate to allow Tenant to replace the furnace with the furnace (if still available) from the former Emily City Hall building at no cost to Landlord.
7. **Condition of the Leased Premises.** Tenant accepts the Leased Premises as is, where is, and without any warranties of any nature, expressed or implied, except for Landlord's warranty that Landlord has good and marketable title to the Leased Premises. Landlord covenants that Tenant shall quietly have and enjoy the Leased Premises during the Term without hindrance or molestation by anyone claiming by or through the Landlord. Landlord expressly agrees not to remove any fixtures or Improvements from the Leased Premises.
 8. **Indemnity.** Tenant shall indemnify and hold harmless Landlord from all claims, suites, actions, and proceedings whatsoever which may be brought or instituted on account of; or resulting from, directly or indirectly, any and all losses, costs, or damages to persons or property, arising out of the use and occupation of the Leased Premises or in connection with or growing out of this Lease or the performance by Tenant of its obligations hereunder (hereinafter referred to as "Claims"), and all losses, costs, damages and expenses, including reasonable attorneys' fees and other costs, of defending against and investigating the Claims, except for those Claims attributable to Landlord's negligence or misconduct.
 9. **Insurance.** Tenant shall, at its sole expense, maintain in effect at all times during the Lease, liability and other appropriate insurance coverage, from a carrier acceptable to Landlord. Tenant shall provide proof of its insurance coverage upon request by Landlord.
 10. **Superior Rights.** Landlord shall have access to and the right to enter upon the Leased Premises at reasonable times to examine the conditions thereof. After the execution of this Lease, Landlord agrees not to create or allow the creation of any interest or lien encumbering the Leased Premises which would alter the current status of title to the Leased Premises, whether or not such interest or lien is subordinate to Tenant's interest in the Leased Premises.
 11. **Damage or Destruction.** In case of damage to the Leased Premises by fire or other casualty, if such damage is so extensive as to amount to practically the total destruction of Leased Premises, this Lease shall terminate. The Landlord shall have no duty to provide other premises to the Tenant, nor shall the Landlord be under any duty to repair the premises if the Landlord determines, in its sole discretion that the damage to the premises is too extensive. If the Landlord determines that the Lease Premises can be repaired to its original condition, the Landlord shall repair the damages using

available insurance proceeds. In determining what constitutes reasonable dispatch consideration shall be given to delays caused by strikes, adjustments of insurance, and other causes beyond the Tenant's control. In all cases where the Leased Premises can be repaired to its original condition, the Landlord shall have no duty to provide other premises to the Tenant during the period in which the Leased Premises are untenable.

12. **Notices.** Any notice which may or shall be given under the Term of Lease shall be in writing and shall either be delivered by hand or sent by United States mail, registered or certified, postage prepaid, addressed to the parties hereto at the respective addresses set off opposite the names below. Such addresses may be changed from time to time by either party giving notice as provided above. Notice shall be deemed delivered when received by the addressee (if delivered by hand) or when postmarked (if sent by mail).

TENANT:

Emily Emergency Food Shelf, Inc.
c/o Nancy Moritz
42145 Birchwood Drive
Emily, MN 56447

LANDLORD:

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

13. **Amendments and Survival.** This Lease shall not be amended, changed, or extended except by written instrument signed by both parties hereto. The provisions of this Lease shall inure to the benefit of and be binding upon the parties hereto and their respective legal representatives, successors, heirs and assigns.
14. **Default.** In the event of any default by Landlord or Tenant in their respective obligations hereunder, the other party shall not have the right to bring any action or make any claim under this Lease or otherwise because of such default until (a) in the event of a monetary default, the defaulting party fails to cure such default within ten (10) days after their receipt of written notice of such default from the non-defaulting party, and (b) in the event of a nonmonetary default, the defaulting party fails to cure such default within thirty (30) day period, in which event the default shall not be deemed to have occurred so long as the defaulting party commences to cure such default within such thirty (30) day period and diligently pursues such cure continuously thereafter, in the event either party defaults under any of the terms or provisions of this Lease, the non-defaulting party shall have a duty to mitigate its damages.
15. **Entire Agreement.** This Lease and any contemporaneous addenda or exhibits signed by the parties constitute the entire agreement between Landlord and Tenant and supersede all previous agreements for this stated Lease duration between Landlord and Tenant.
16. **Severability.** In case any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Lease shall be construed as if such invalid illegal, or unenforceable provision had never been contained herein.
17. **Construction.** The parties acknowledge that each party has reviewed and revised this Lease and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Lease or any amendments or exhibits hereto.
18. **Damages and Clean-up.** Tenant assumes the responsibility and liability for damages

to the property, other than insured damages, and ordinary wear and tear excepted, as such might occur during their use of said property. Tenant assumes responsibility for clean-up of said building.

19. **Injuries.** It is further understood that Tenant shall hold harmless the City of Emily, Emily City Council, and all agents of the CITY OF EMILY for any injuries sustained to persons or property as a result of the use of the City premises under this agreement. Further the lessee/user shall indemnify the CITY OF EMILY, the Emily City Council or its agents for any damage or amounts paid the City on behalf of the user for damages which the City as a result become liable due to use of said premises by the tenant. Tenant shall indemnify the CITY OF EMILY, the Emily City Council and all its agents, against all liability arising during the lease term from injury to person or property, occasioned wholly or in part by any act or omission of user, or of its agents, employees, assigns, or sublessees. The CITY OF EMILY, the Emily City Council, and all its agents, shall not be held responsible for any property of Tenant or its agents, employees, guests, assigns, or sublessees if left over night, or forgotten on premises, become lost or damaged.

EXECUTED on this 8th day of October, 2013.

LESSOR / LANDLORD:

By George J. Pepek
George Pepek
Its Mayor

By Patricia Kestner
Patricia Kestner
Its Clerk

LESSEE / TENANT:

By Nancy Moritz
Nancy Moritz
Its President

EXHIBIT "A"

That part of Lot B of Auditors Subdivision of Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section Twenty-seven (27), Township One Hundred Thirty-eight (138), Range Twenty-six (26), described as follows: Commencing at the Southwest Corner of said (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), thence North 89 Degrees 03 Minutes 56 seconds East assumed bearing 195.50 feet along the South line of said (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), to the point of beginning, then North 0 degrees 56 minutes 04 seconds West 258 feet, thence North 89 degrees 03 minutes 56 seconds East 100 feet to the West line of First Street, Andrews Addition to Emily, thence South 0 degrees 56 minutes 04 seconds East 258 feet along the West line of said First Street and its projection southerly to the South line of said (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), thence South 89 degrees 03 minutes 56 seconds West 100 feet along the South line of said (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), to the point of beginning, Subject to Highway Right of Way of record.

together with all hereditaments and appurtenances belonging thereto.

EXHIBIT "B"

Emily Food Shug

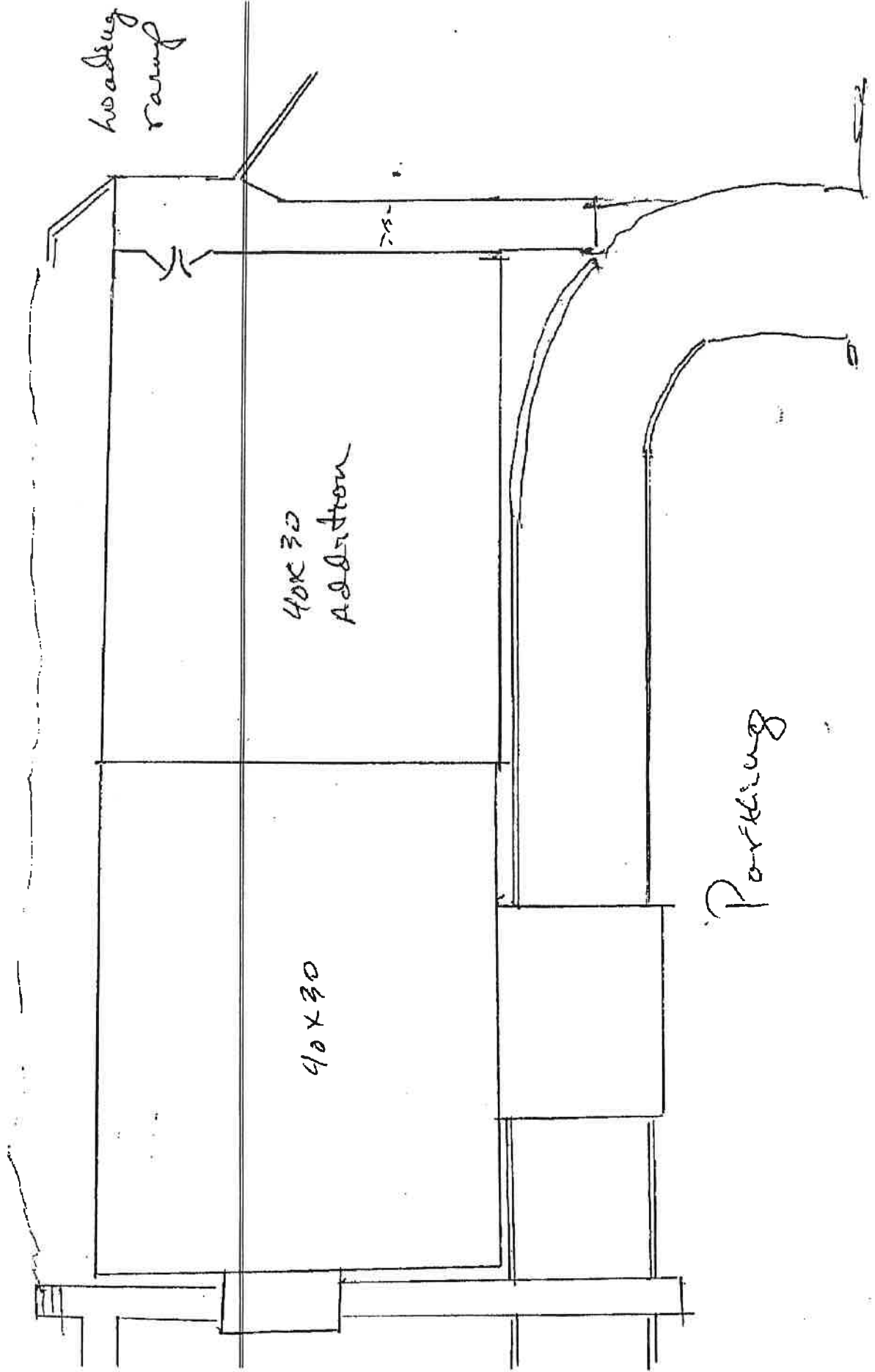
Parking

loading
ramp

40x30
Addition

40x30

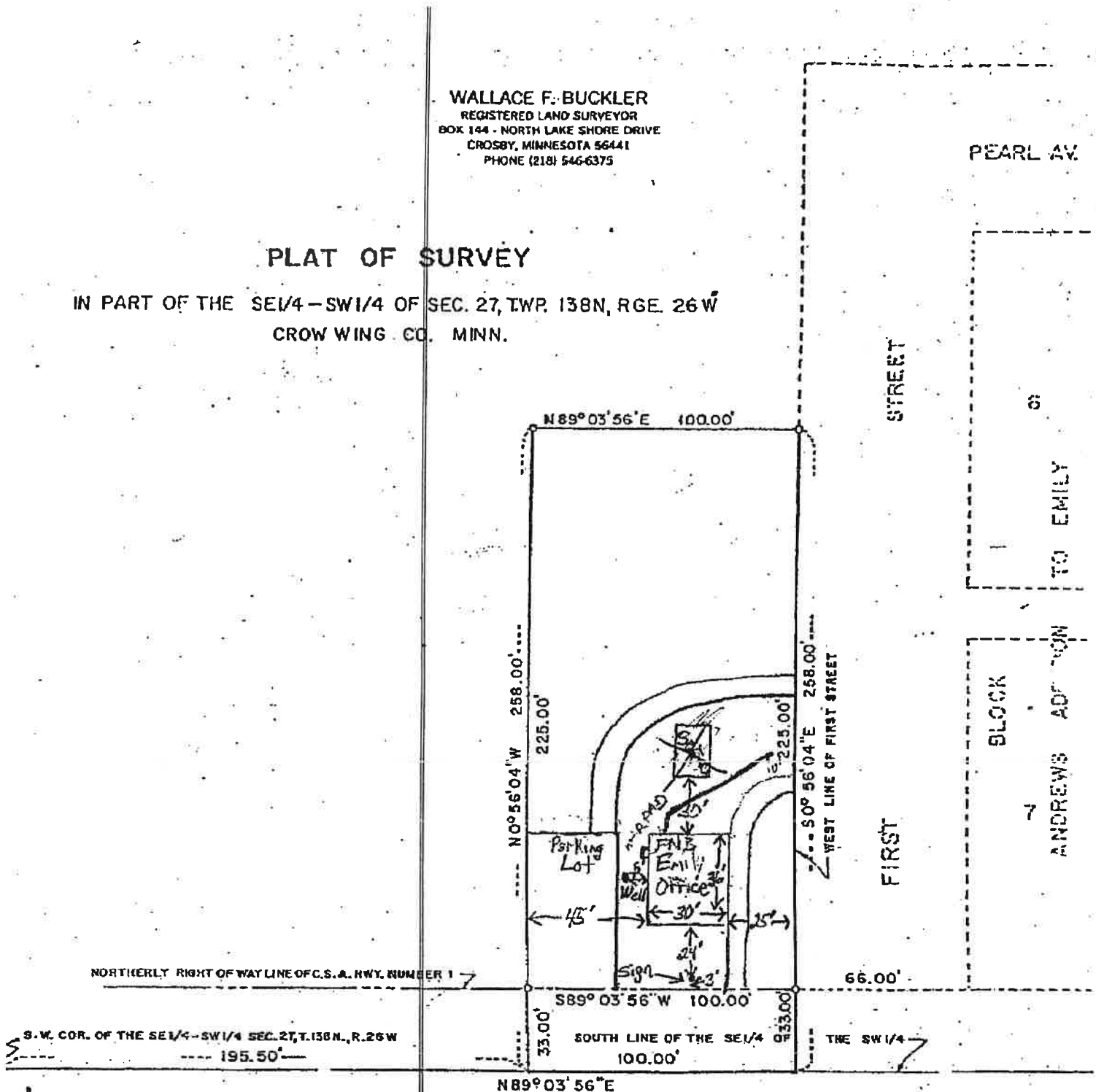
Parking



WALLACE F. BUCKLER
REGISTERED LAND SURVEYOR
BOX 144 - NORTH LAKE SHORE DRIVE
CROSBY, MINNESOTA 56441
PHONE (218) 546-6375

PLAT OF SURVEY

IN PART OF THE SE1/4-SW1/4 OF SEC. 27, TWP. 138N., RGE. 26W
CROW WING CO., MINN.



*First National Bank
of Crosby*

I HEREBY CERTIFY THAT THIS SURVEY PLAN OR REFERENCE
PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT
I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS
OF THE STATE OF MINNESOTA.

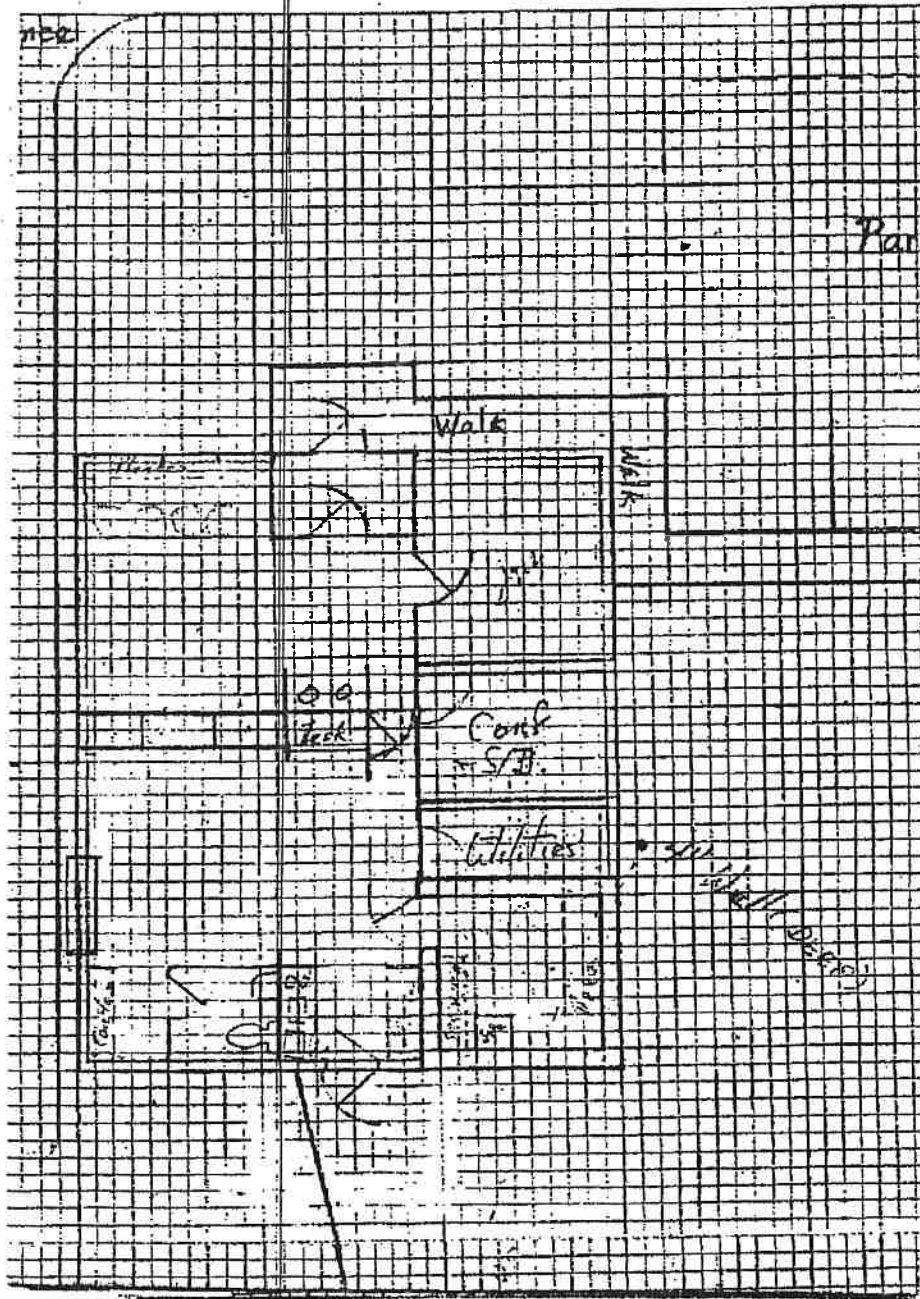
Wallace F. Buckler

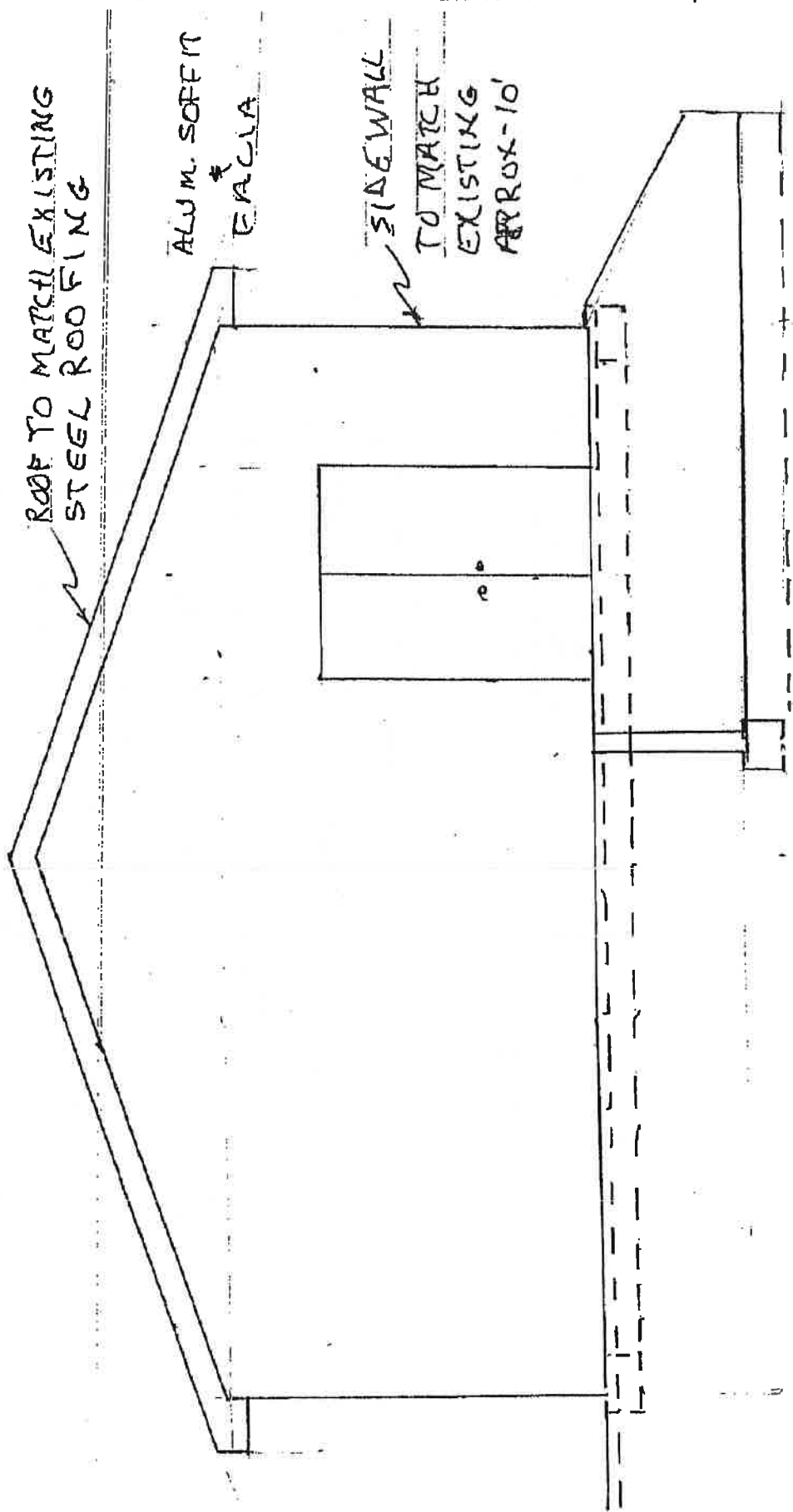
DATE 27 MARCH 1980 REG NO 9672

BEARING DATUM ASSUMED
SCALE: 1" = 100'
O = IRON MONUMENT

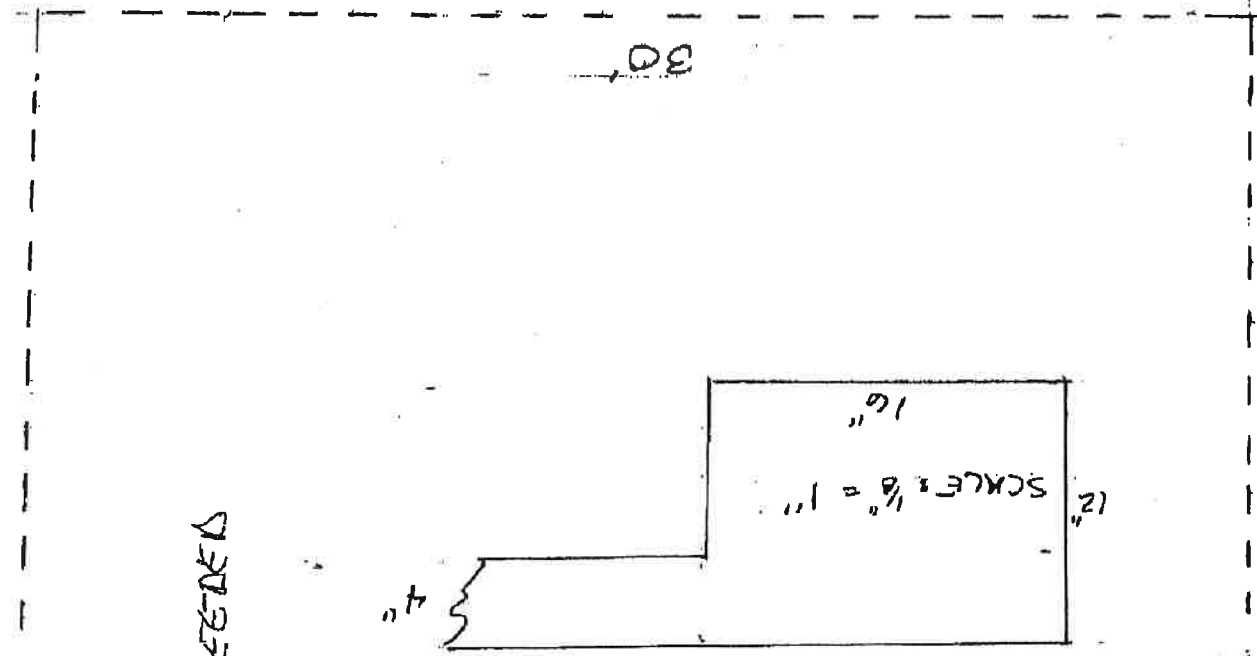


C. Rd. I



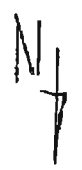


EXISTING BUILDING



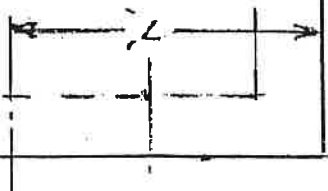
FOOTINGS

FOOTINGS 16" X 12"
ANCHOR BOLTS AS NEEDED



SCALE = 1/4" = 1'

6'-DOUBLE DOOR



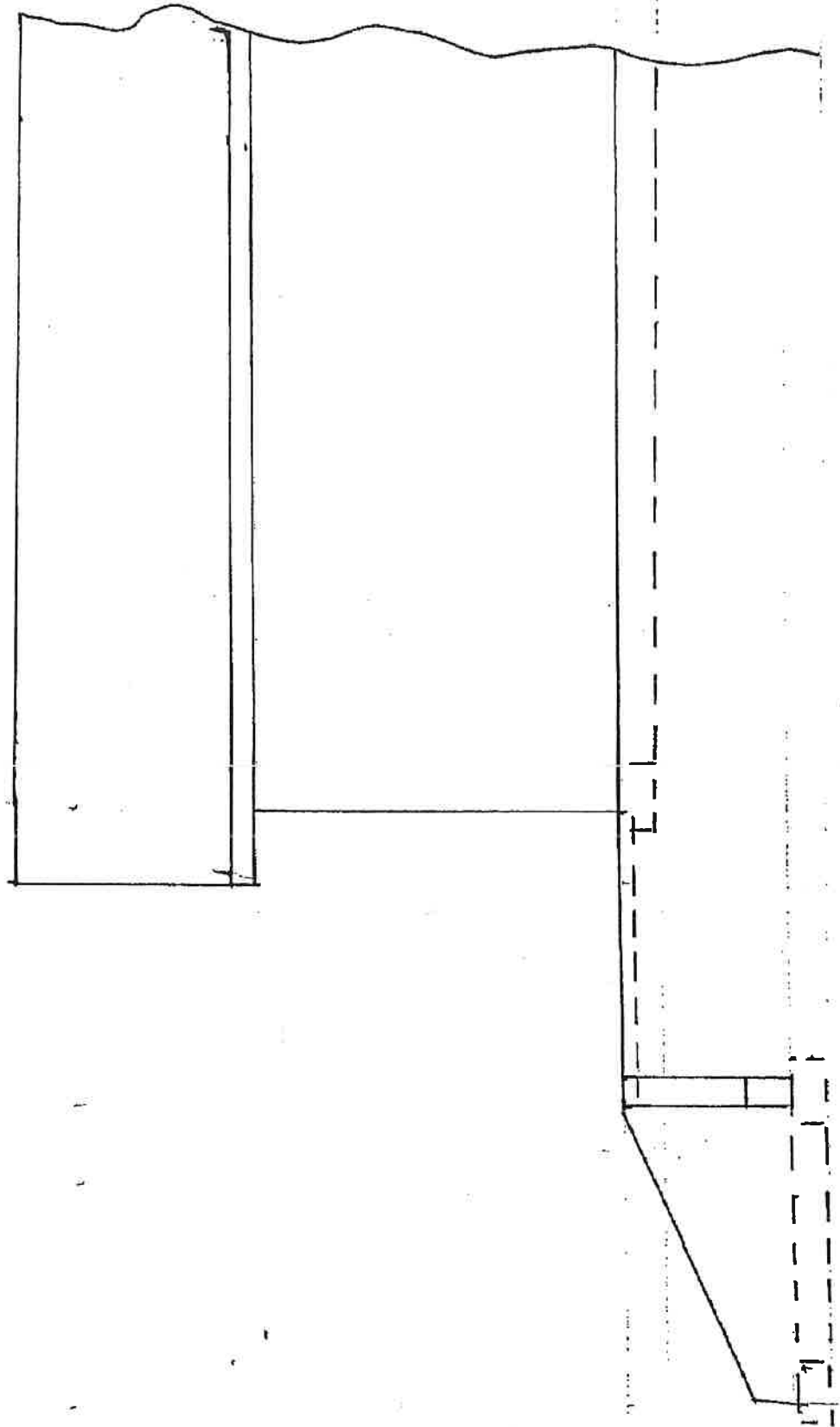
40'

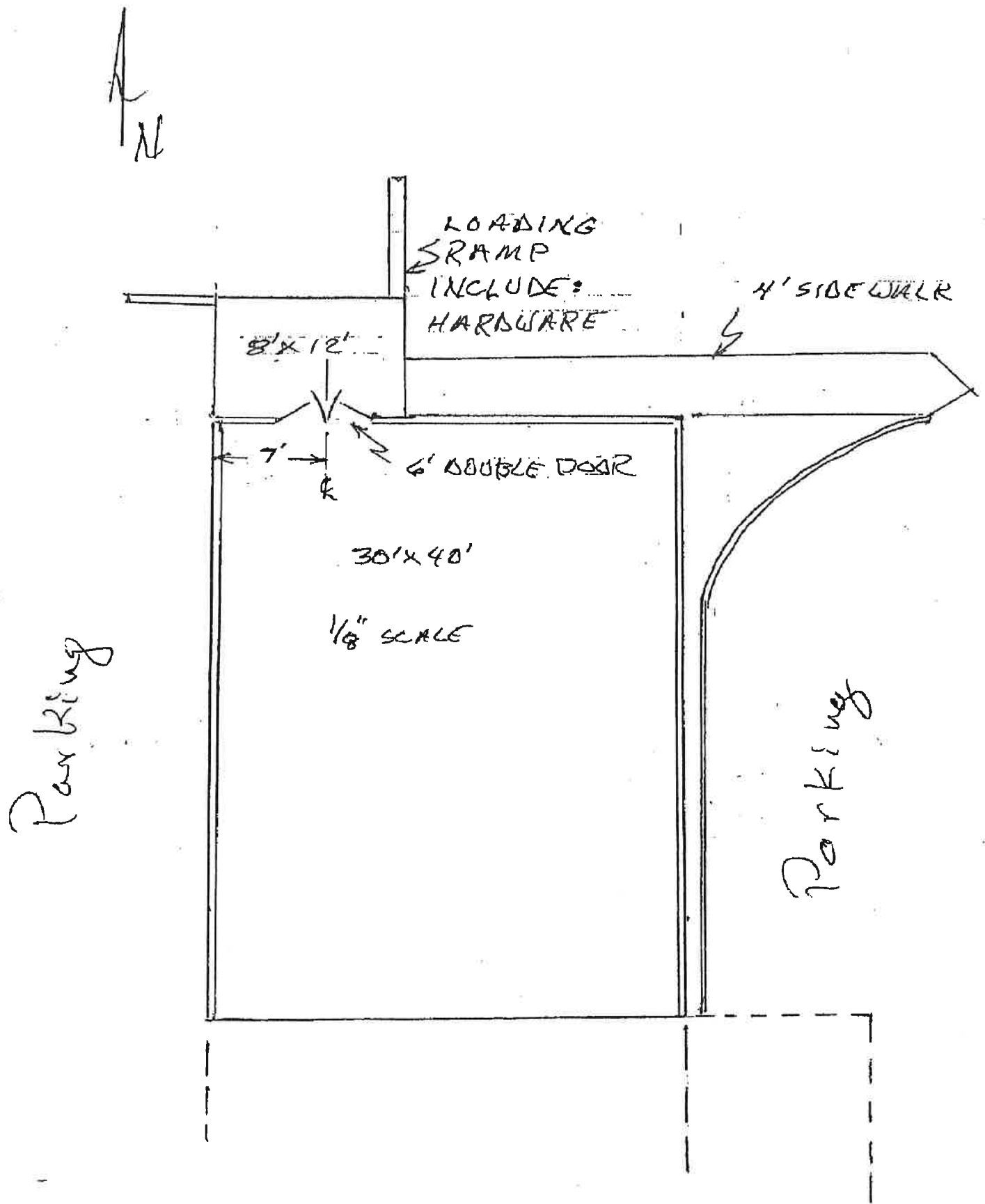
30'

16"

SCALE: 1/8" = 1'

4"





**CITY OF EMILY
SUMMARY FINANCIAL REPORT**

The purpose of this report is to provide a summary of 2024 financial information concerning the City of Emily to interested citizens. The complete 2024 financial statements may be examined at the Emily City Hall, 39811 State Highway 6. Questions about this report should be directed to Cari Johnson, City Clerk/Treasurer at (218) 763-2480.

**Receipts and Disbursements for General Operations
General Fund**

	Total 2023	Total 2024	Percent Increase (Decrease)
RECEIPTS			
Property Taxes	1,224,113	1,254,005	2.44%
Franchise Taxes	0	844	100.00%
Special Assessments	14,841	17,093	15.17%
Licenses and Permits	39,944	33,710	-15.61%
Intergovernmental	145,731	146,694	0.66%
Charges for Services	86,389	104,831	21.35%
Fines and Forfeits	3,911	583	-85.09%
Miscellaneous	91,211	86,264	-5.42%
Investment Earnings	19,736	20,713	4.95%
Other Financing Sources	5,757	3,552	-38.30%
Transfers from Other Funds	163,156	167,534	2.68%
Sale of Investments	35,564	24,132	-32.14%
Total Receipts	1,830,353	1,859,955	1.62%
Per Capita	2,078	2,140	2.98%
DISBURSEMENTS			
<u>Current</u>			
General Government	349,623	390,626	11.73%
Public Safety	231,150	224,313	-2.96%
Streets and Highways	310,507	266,299	-14.24%
Sanitation	16,783	10,347	-38.35%
Culture and Recreation	28,980	49,609	71.18%
Housing and Economic Development	450	1,906	323.56%
Conservation of Natural Resources	12,256	18,214	48.61%
Miscellaneous	14,250	10,250	-28.07%
Cemetery	12,900	14,471	12.18%
Capital Outlay	230,621	286,257	24.12%
<u>Debt Service</u>			
Principal	75,000	75,000	0.00%
Long-Term Indebtedness	66,742	67,379	0.95%
Interest and Other Charges	44,119	41,743	-5.39%
<u>Other Financing Sources (Uses)</u>			
Investments - Purchased	60,793	47,625	-21.86%
Other Financing Uses	0	0	0.00%
Transfers to Governmental Funds	163,156	167,534	2.68%
Total Disbursements	1,617,330	1,671,573	3.35%
Per Capita	1,836	1,924	4.79%
Total Long-Term Indebtedness w/Sewer	2,045,061	1,842,682	-9.90%
Per Capita	2,321	2,120	-8.67%
100 General Fund Cash Balance - Dec. 31*	795,972	888,673	11.65%
Per Capita	903	1,022	13.12%

*Includes General Fund Investments

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2024

Operating Revenues

Licenses & Permits	125.00
Rate Class I	81,153.26
Connection/Reconnection Fees	50.00
Penalties and Forfeited Discounts	1,205.89
Hauled Wastewater Fees	250.00
Total Operating Revenues	<u>82,784.15</u>

Operating Expenses

Ordinances and Proceedings	91.00
Sewer Utilities - Sanitary Sewer Maintenance	48,873.41
Sewer Utilities - Sewer Lift Stations	3,922.24
Sewer Utilities - Administration and General	10,264.75
Total Operating Expenses	<u>63,151.40</u>

Operating Income (Loss)

19,632.75

Nonoperating Revenue (Expenses)

Current Ad Valorem Taxes	81,532.47
Delinquent Ad Valorem Taxes	938.56
Mobile Home Tax	0.56
Fiscal Disparities	111.93
Severed Mineral Tax	16.45
Principal on Special Assessments	4,389.53
Penalties and Interest on Special Assessments	48.01
Interest Earning	615.19
Unrealized Investment Gain	96.02
Interest - Bonds	(25,537.50)
Fiscal Agent's Fees	(575.00)
Total Nonoperating Revenues (Expenses)	<u>61,636.19</u>

Net Income (Loss) Before Operating Transfers

81,268.97

Transfers From Other Funds

0.00

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2024

Transfers To Other Funds

0.00

Net Income

81,268.97

CITY OF EMILY

Sewage Collection and Disposal

Statement of Cash Flows

For the Year Ended December 31, 2024

Cash Flows From Operating Activities

Licenses & Permits	125.00
Rate Class I	81,153.26
Connection/Reconnection Fees	50.00
Penalties and Forfeited Discounts	1,205.89
Hauled Wastewater Fees	250.00
Ordinances and Proceedings	(91.00)
Sewer Utilities - Sanitary Sewer Maintenance	(48,873.41)
Sewer Utilities - Sewer Lift Stations	(3,922.24)
Sewer Utilities - Administration and General	(10,264.75)
Net Cash Provided (Used) for Operating Activities	19,632.75

Cash Flows From Noncapital Financing Activities

Current Ad Valorem Taxes	81,532.47
Delinquent Ad Valorem Taxes	938.56
Mobile Home Tax	0.56
Fiscal Disparities	111.93
Severed Mineral Tax	16.45
Principal on Special Assessments	4,389.53
Penalties and Interest on Special Assessments	48.01
Net Cash Provided (Used) for Noncapital Financing Activities	87,037.51

Cash Flows From Capital and Related Financing Activities

Unrealized Investment Gain	96.02
Bond Principal	(60,000.00)
Interest - Bonds	(25,537.50)
Fiscal Agent's Fees	(575.00)
Unrealized Investment Loss	(109.84)
Capital Outlay	(16,442.00)
Net Cash Provided (Used) for Capital and Related Financing Activities	(102,568.32)

Cash Flows From Investing Activities

Interest Earning	615.19
Sale of Investment	109.84
Purchase of Investments	(607.94)
Net Cash Provided (Used) for Investing Activities	117.09

Net Increase (Decrease) in Cash and Cash Equivalents 4,219.03

Cash and Cash Equivalents, January 1 102,531.58

Cash and Cash Equivalents, December 31 106,750.61

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

RESOLUTION NO. 25-14

RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT

WHEREAS, the City Council of the City of Emily allows gambling licenses to be issued within the city;

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

That Lakers Lions of Emily, Outing & Fifty Lakes' request for a gambling permit at The Pickled Loon Saloon of Emily, 44025 State Highway 6, Emily, for a raffle drawing on August 16, 2025 hereby be approved with no waiting period, thereby allowing sale of raffle tickets immediately after approval of the application by the Minnesota Gambling Control Board.

Adopted effective the 11th day of March, 2025 by _____ voice vote:

Tracy Jones
Mayor

Dated

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Dated

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: LAKERS LIONS OF EMILY, OUTING & FIFTY LAKES Previous Gambling Permit Number: X- 00913-21-013

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1601886

Mailing Address: PO BOX 65

City: OUTING State: MN Zip: 56662 County: CASS

Name of Chief Executive Officer (CEO): JOSEPH JUETTNER

CEO Daytime Phone: 651-336-7397 CEO Email: BIGJOJET@HOTMAIL.COM
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): THE PICKLED LOON SALOON OF EMILY

Physical Address (do not use P.O. box): 44025 STATE HIGHWAY 6

Check one:
 City: EMILY Zip: 56447 County: CROW WING
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): AUGUST 16, 2025

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 2-27-2025
(Signature must be CEO's signature; designee may not sign)

Print Name: JOSEPH JUETTNER

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Business Record Details »

Minnesota Business Name

Emily-Outing-Fifty Lakes Lions Club

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

Y-28

Home Jurisdiction

Minnesota

Filing Date

11/30/1984

Status

Active/ In Good Standing

Renewal Due Date

12/31/2026

Registered Office Address

849 Shafer Lake Rd. Ne
Outing, MN 56662
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

Joe Juettner

17665 Emerald Dr.

Fifty Lakes, Minnesota 56448

United States

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

Filing Date

Effective Date

11/30/1984

Original Filing Nonprofit Corporation (Domestic)

11/30/1984

Nonprofit Corporation (Domestic) Business Name

(Business Name: Emily-Outing-Fifty Lakes Lions Club)

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

RESOLUTION NO. 25-15

RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT

WHEREAS, the City Council of the City of Emily allows gambling licenses to be issued within the city;

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

That Over the Hills Gang ATV Club's request for a gambling permit at the Log Cabin Bar, 40012 State Highway 6, Emily, for a raffle drawing on October 4, 2025, hereby be approved with no waiting period, thereby allowing sale of raffle tickets immediately after approval of the application by the Minnesota Gambling Control Board.

Adopted effective the 11th day of March 2025 by ___/fifths voice vote:

Tracy Jones
Mayor

Dated

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Dated

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Over The Hills Gang ATV Club Previous Gambling Permit Number: X-92116-24-019

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 88-05166415

Mailing Address: PO Box 40

City: Outing State: MN Zip: 56662 County: Cass

Name of Chief Executive Officer (CEO): Steve Beneke

CEO Daytime Phone: 218-513-3635 CEO Email: president@overthehillsgang.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): overthehillsgang@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Log Cabin Bar

Physical Address (do not use P.O. box): 40012 MN HWY 6

Check one:

City: Emily Zip: 56447 County: Crow Wing

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 4, 2025

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

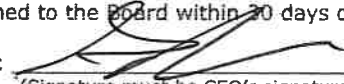
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 3/3/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Steve Beneke

REQUIREMENTS

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
 - all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:
____ a copy of your proof of nonprofit status; and
____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

<p style="text-align: center;">How You May Spend Gambling Funds</p>	<p style="text-align: center;">How You May Not Spend Gambling Funds</p>
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual*; 3) the online class, "Conduct of Raffles"; and 4) the *phone number and email address* of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310.
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.165)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.165)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 15 2016**

OVER THE HILLS GANG ATV CLUB
PO BOX 40
OUTING, MN 56662

Employer Identification Number:
88-0516415
DLN:
17053243342016
Contact Person: LEE CROUCH ID# 17141
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
July 31
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 15, 2015
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(4). This letter could help resolve questions on your exempt status. Please keep it for your records.

Donors cannot deduct contributions they make to you under IRC Section 170(c)(2).

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

Based on the information you submitted in your application, your exemption under IRC Section 501(c)(7) is reinstated for the period December 15, 2015, to the effective date shown in the heading of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations

Letter 948

OVER THE HILLS GANG ATV CLUB

(Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized and cursive.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements



Our Mission:

The Emily Food Shelf provides food assistance to our neighbors in need, bridging the gap between emergency assistance and long-term self-sufficiency, and partners with the community and other human service providers to connect them with the resources to address root issues of food insecurity.

Friday, February 21, 2025

Dear City of Emily Council members,

I write to you today requesting that a generous donation to the Emily Food Shelf be added to your next Board of Directors meeting agenda. As you may be aware, the Emily Food Shelf serves our neighbors in the Emily, Outing, City of Emily, Fifty Lakes, Little Pine, Fairfield and Perry Lake areas. A number of your residents are patrons of Emily Food Shelf. Whatever food items we can provide at “no charge” leaves patrons more money to spend on other household essentials.

The Emily Food Shelf is committed to making sure that our patrons do not have to skip meals simply because they have a tight food budget. We are here to help ensure that no one in our neighborhood must go hungry. We are considered a “choice food shelf”, which means that we are set up like a grocery store and our neighbors are allowed to pick their own food and personal care items from the selections we have. They may pick up quantities of items based upon family size limits.

In the past years we have doubled the number of households we serve. We are seeing more two income households who are still struggling to put food on the table. Minnesota recorded over 7.5 million visits to a food shelf in 2023, breaking 2022’s record by more than 2 million visits — a more than 30% increase. (Mpls. Star Tribune Jan. 24th, Kelly Smith reporting). Food shelves expect to see nearly 9 million visits this year, a 1.5 million jump from 2023. Gov. Tim Walz plans to use \$5 million in federal funds to help with the growing demand. Crow Wing County was identified as 1 of the 20 counties with the highest rates of food insecurity. As a result of this increased need in our community, we are now open *weekly* on Tuesdays from 12pm to 2pm and on the 2nd Tuesday we will also be open from 4pm to 6pm. (We formerly were open only once per month). Fortunately, we have been able to recruit more volunteers to help us with this much bigger job, a number of which also reside in your City.

We’re working for our folks , in our area.

We continue to source the non-perishable items we are able to access from our partners at Second Harvest Northland of Grand Rapids.



We've also partnered with the local "Lakers Lions" providing gifts for kids, and the Knights of Columbus, to help us in this big job, providing warm winter clothing, jackets, hats, gloves, all sizes/colors.... a true community effort. Food +++ What a team! Bammm!



What is Emeril's catchphrase? Bammm!

Our plans for 2025, in furtherance of our mission statement, is to partner with *other* social service agencies who are equipped to deliver services in the areas of support for those of our clients who seek help to break out of their current status of being "food insecure". We intend to launch the **EMILY FOOD SHELF RESOURCE CENTER**. We wish that these qualified human service organizations schedule their presence *at* the Emily Food Shelf building during our already scheduled distributions, or if necessary, by appointment

Finally, we intend to enhance the Emily Community Garden so as to grow more produce *ourselves* to supply the Emily Food Shelf directly in the harvest season.

Thank you again for caring about our friends and neighbors. Investments in one's own community can be a powerful thing. The people we serve are always so grateful. However, we will gladly continue to accept their hugs and wishes of thanks on your behalf. We will continue to work on your behalf so as to be worthy of your continued support.

Sincerely,

John F. Ryder *JR*

Secretary, Emily Food Shelf

PO Box 93, Emily Mn 56447 Website: <https://www.emilyfoodshelf.com/>

Emily Food Shelf (EFS) is a nonprofit organization, approved by IRS, 501(c)(3), to accept charitable donations and is fully compliant with State of MN Secretary of State and Attorney General annual registration and reporting requirements.

CROW WING COUNTY

HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

Email:
history@crowwing.us

Website:
www.crowwinghistory.org

Street Address:
320 Laurel Street
Brainerd, MN 56401

Phone:
(218) 829-3268

March 4, 2025

Cari Johnson, Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447-0068

Dear City of Emily:

Supporting history supports our community.

Since 1927, the Crow Wing County Historical Society has been collecting, preserving, and sharing the history of Crow Wing County. Funding from local cities and townships is an important part of our annual budget. Your generous contributions advance our mission and help us connect the people of today with the people of the past.

Local history provides us with a collective community identity and pride. It is incredibly relatable, relevant, and enriching. When you support the Crow Wing County Historical Society, you provide our community with:

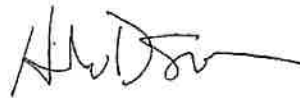
- A museum and public trust for our history.
- Locally accessible high-quality cultural activities.
- Fun and educational fieldtrips for schools and community groups.
- Genealogy and research access.
- Proper collections care.
- Free admission for anyone under the age of 18.
- Prosperity and economic growth. Communities with cultural heritage institutions attract talent, increase tourism revenues, and enhance business development.

Please consider a contribution. The Crow Wing County Historical Society is a 501(c)(3) non-profit organization and affiliated with and approved by the Minnesota Historical Society.

Respectfully yours,



Dr. Nicholas P. Bernier
President, Board of Directors



Hillary Swanson
Executive Director

RECEIVED
MAR 06 2025

BY:



Listed on the
National Register
of Historic Places



February 25, 2025

RECEIVED
FEB 26 2025

Dear Prospective Bidders,

Crow Wing County will be hosting a sealed bid auction for the enclosed timber appraisals.

The sealed bid auction results notification of only the high bidder will be held at **10:00 am on Friday March 28, 2025** in the Land Services Office. Bids will be opened the morning of March 28th 2025, prior to 10:00 am and witnessed by department personnel.

Bids for appraisals must be submitted to our office **before 4:00 pm on Thursday March 27th, 2025**. Bids can be mailed to this office, delivered in person or placed in the drop box located just outside the main lobby doors in front of the Land Services Building located at 322 Laurel Street in Brainerd.

After all Down Payments have been made, full auction results may be obtained by phone or email, and will be posted on the county website by 2:00 pm on Friday April 11th 2025 at the following link: <https://www.crowwing.gov/267/Timber-Auctions>

If you have any questions, please feel free to contact our office at 218-824-1138.

Sincerely,

Tom Strack

Tom Strack
Environmental Services Supervisor
Land Services 322 Laurel Street, Suite 15
Brainerd, MN 56401
Office: 218-824-11238
Email: Tom.Strack@crowwing.gov

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

**CROW WING COUNTY LAND COMMISSIONER'S
Notice of County Timber Stumpage Sale**

SEALED BID AUCTION

Pursuant to the order of the County Board of Crow Wing County and under the provisions of Minnesota Statutes 282.04, Chapter 355, Laws of 1941, as amended, and under the provisions of the Timber Sale Policy adopted by the Crow Wing County Board of Commissioners on January 11, 2005, the following timber on tax forfeited lands will be offered for sale without the sale of land on **Friday, March 28, 2025**.

The sale of timber will be via a **SEALED BID AUCTION** with SEALED BIDS to be delivered to Crow Wing County Land Services, 322 Laurel Street, Suite 15, Brainerd, Minnesota 56401, **on or before 4:00 p.m. on Thursday March 27, 2025**. Bids will be opened the morning of **March 28th prior to 10:00 am and will be witnessed by department personnel**. The sealed bid auction results notification of only the high bidder will be held at 10:00 am on Friday March 28, 2025 in the Land Services Office Oak Room.

The SEALED BID AUCTION is subject, in part, to the following conditions:

1. Prospective bidders should request maps, cutting regulations, contract information and special regulations from Land Services or go on-line at: www.crowwing.gov to view appraisal tracts. Some tracts may have special requirements. Cutting shall be in conformity with the forestry practices as outlined in permit / appraisal.
2. Timber will be sold to the highest bidder, but for not less than the total appraised tract value. A **percent bid** must be indicated for the total appraised tract value. This percent will be applied to each bid species. Percent Bid shall be on a percentage basis in multiples of one (1) percent. Crow Wing County reserves the right to accept or reject any or all bids.
3. All bid forms must be received in the Land Services office no later than 4:00 p.m. on Thursday, March 27th 2025. **All bids must be on the official bid form.**
4. One **\$300.00 Bid Guarantee** in the form of personal check payable to the Crow Wing County Treasurer is required to provide a "bid guarantee" for bidding on all tracts. Failure to enclose the \$300 Bid Guarantee with your bid will result in rejection of your bid. For successful bidders, the Bid Guarantee will be applied to the down payment. Bid Guarantees submitted by unsuccessful bidders will be returned.
5. Successful bidders will have **10 days (April 7th 2025, 4 PM)** to submit a check, payable to the County Treasurer, for **15%** of the appraised tract value. Failure to make the appropriate down payment within the specified time frame will result in forfeiture of the bid guarantee. Successful bidder will be notified by mail.
6. If the successful bidder does not submit the appropriate down payment within the allotted time frame, the sale will be awarded to the next highest bidder. In case of tie bids, the successful bidder will be decided by the toss of a coin by the Land Services Director or Environmental Services Supervisor.

GENERAL TERMS AND CONDITIONS

- a. Bidding shall be on a percentage basis in multiples of one (1) percent. The bidder with the highest bid raise will be awarded the sale. The right to accept or reject any or all bids is reserved by Crow Wing County.
- b. Tracts not sold through the sealed bid are available for sale at the appraised price under the terms and conditions as stated in the sale offering/timber appraisal until such time as withdrawn from sale.
- c. At the discretion of staff, minor, incidental species may be designated as "nonbid" species which will not be affected by the bid raise.
- d. Successful purchaser of an auction tract must make a minimum down payment of 15% of the appraised value within 10 days of the sale.

- e. Upon receipt of 15% down payment, permittee is allowed to construct landings and/or access trails, if desired. Before harvest operations commence, permittee must **schedule an on-site, prework meeting with contract administrator**, and must pay balance of sale/block in full, plus an additional 10% of the appraised value of the total sale which will be deposited as a Performance Guarantee and refunded only after satisfactory completion of sale and repair of access roads and trails upon inspection by timber sale administrator. Each block must be paid in full before cutting is allowed.
- f. Any overrun that occurs on a block must be paid in full before purchasing next block.
- g. The 15% down payment will not be used to cover overruns. The 15% down payment will be retained and applied toward payment of final block.
- h. Land Services Department shall be notified before cutting begins and prior to sale completion. The location of all trails and landings must be approved by Land Services.
- i. No bidder shall act in any capacity on behalf of a non-qualifying person, partnership or company for the purpose of procuring rights to purchase timber from Crow Wing County.
- j. No bid shall be accepted from any bidder having a delinquent or uncollectible timber sale account with the counties or state, or from any bidder involved in a pending timber trespass case with the counties or state.
- k. Past due accounts will be charged interest on the balance equal to the interest rate set by the Minnesota Department of Revenue for tax forfeited land sale contracts.
- l. Timber sale will only be issued in the name identified as the successful bidder. Timber permits will not be transferred to a different individual after the auction, except that, in the case of extreme hardship, a permit may be transferred if approved by the land commissioner providing transfer document is finalized by all parties.
- m. Auction Sales are two (2) years in length unless otherwise noted.
- n. Providing good and sufficient reason is given, one - one (1) year extension is possible for a fee totaling 10% of the uncut volume, based upon bid value.
- o. Failure to activate the sale by paying the balance due before the expiration date of the contract will result in forfeiture of down payment to the County.
- p. Failure to commence cutting, failure to comply with contract regulations, failure to complete the contract within contract period shall result in default of the contract with any credit balance forfeiting to the County.
- q. Failure to comply with Consumer Scale Agreement may result in the disallowance of future Consumer Scale Agreements and may result in timber trespass pursuant to MS 90.301.
- r. Failure to secure an approved Alternate Landing Agreement prior to moving wood off-site may result in disallowance of future Alternate Landing privileges and may result in timber trespass pursuant to MS 90.301.
- s. If payment, in full, for sale/block is provided and if no cutting has occurred on the sale/block, the monies paid, less any down payment paid, may be credited to any other timber contract issued to the contract holder by the county providing the contract holder requests, in writing, that it be credited, provided the request and transfer is made within the same calendar year as the payment was received.
- t. Sustaining Minnesota Forest Resources: Voluntary Site-Level Forest Management Guidelines for Landowners, Loggers and Resource Managers will be implemented on all County managed forest lands.
- u. Liability: The permittee agrees to assume entire responsibility and liability for all damages and injury to all persons and property including County personnel and property whether caused by the permittee, the permittee's officers, agents or employees, arising from activities undertaken on this permit or the permittee's use of occupancy of the premises covered by this permit. The permittee additionally agrees to indemnify and save hold the County, its officers, agents and employees, harmless from all claims or causes of action arising therefrom.
- v. All merchantable timber which is removed to facilitate access to the permit area is to be utilized by permittee with the County being compensated for the value.
- w. All volumes sold are estimates only and cannot be construed as a guarantee or a limitation.

Direct Contacts for Staff:

**Ben Fogarty - (218) 824-1355
Tom Strack - (218) 824-1138**

The following is a list of parcels to be offered:

SEALED BID-REGULAR

Tract#:1

City/Twp: FIFTY LAKES

Public Access

TS250341

Legal Description: NE 1/4, NWNW, SWNW, Sect 10, Twp 138, Rng 27.
NENE, SENE, Sect 9, Twp 138, Rng 27

Species Information:

* Ash	100 Cords	@	\$9.00 =	\$900.00	Area Estimate
Aspen	345 Cords	@	\$28.00 =	\$9,660.00	Area Estimate
Basswood	145 Cords	@	\$12.00 =	\$1,740.00	Area Estimate
* Birch	90 Cords	@	\$17.00 =	\$1,530.00	Area Estimate
Maple	185 Cords	@	\$12.00 =	\$2,220.00	Area Estimate
Oak	185 Cords	@	\$19.00 =	\$3,515.00	Area Estimate
* Non Bid				<u>\$19,565.00</u>	

Sale Administrator: Tom Strack

Down Payment Required: **\$2,934.75**

Total Acres: 43.9

Expires: 03/28/2028

Operability: Dry Summer (Type 1 Only) or Early Winter: Nov 1 - March 15

Aspen Final Harvest and Hardwood Shelterwood

Tract#:2

City/Twp: EMILY

Public Access

TS250342

Legal Description: NENW, Sect 18, Twp 138, Rng 26.
SWSW, SESW, NESW, Gov Lot 6 & 7, Sect 7, Twp 138, Rng 26

Species Information:

* Ash	40 Cords	@	\$9.00 =	\$360.00	Area Estimate
Aspen	1,700 Cords	@	\$28.00 =	\$47,600.00	
* Basswood	15 Cords	@	\$15.00 =	\$225.00	Area Estimate
* Birch	100 Cords	@	\$17.00 =	\$1,700.00	Area Estimate
* Maple	30 Cords	@	\$12.00 =	\$360.00	Area Estimate
* Non Bid				<u>\$50,245.00</u>	

Sale Administrator: Tom Strack

Down Payment Required: **\$7,536.75**

Total Acres: 52.2

Expires: 03/28/2027

Operability: Summer: May 15 - March 15

Aspen Final Harvest

Tract#:3

City/Twp: EMILY

Public Access

TS250345

Legal Description: NESW, NWSW, SESW, SWNE, SWSW, SENW, Sect 5, Twp 138, Rng 26

Species Information:

* Ash	15 Cords	@	\$9.00 =	\$135.00	Area Estimate
Aspen	1,050 Cords	@	\$28.00 =	\$29,400.00	
Birch	165 Cords	@	\$15.00 =	\$2,475.00	Area Estimate
* Maple	100 Cords	@	\$12.00 =	\$1,200.00	Area Estimate
* Non Bid				<u>\$33,210.00</u>	

Sale Administrator: Tom Strack

Down Payment Required: **\$4,981.50**

Total Acres: 43.8

Expires: 03/28/2027

Operability: Summer: May 15 - March 31

Aspen Final Harvest

Tract#:4

City/Twp: EMILY

Public Access

TS250338

Legal Description: SWNW, NWNW, Sect 21, Twp 138, Rng 26

Species Information:

Aspen	485 Cords	@	\$28.00 =	\$13,580.00	
* Birch	40 Cords	@	\$17.00 =	\$680.00	Area Estimate
* Maple	40 Cords	@	\$12.00 =	\$480.00	Area Estimate
* Red Pine	70 Cords	@	\$25.00 =	\$1,750.00	
* Non Bid				<u>\$16,490.00</u>	

Sale Administrator: Tom Strack

Down Payment Required: **\$2,473.50**

Total Acres: 32.1

Expires: 03/28/2027

Operability: Summer: May 15 - March 15

Aspen Final Harvest & Red Pine 1st thinning.

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack Appraisal Date: 09/26/2024	Sale Type: SEALED BID-REGULAR Auction Date: 03/28/2025	Appraisal Number: TS250342 Permit Number: Expiration Date: 03/28/2027 Page: 1 of 2
--	---	---

Legal Description

RE Code	Sec.	Twp.	Rge	City/Twp	Legal Description
TF- 21070505	7	138	26	EMILY	SWSW, SESW, NESW, Gov Lot 6 & 7
TF- 21180529	18	138	26	EMILY	NENW

<u>Block 1 Species</u>	<u>Non-Bid</u>	<u>Bolt %</u>	<u>Volume</u>	<u>Units</u>	<u>Unit Price</u>	<u>Value</u>
Aspen		0	1700	Cords	\$28.00	\$47,600.00
Birch	X	1	100	Cords	\$17.00	\$1,700.00
Ash	X	1	40	Cords	\$9.00	\$360.00
Maple	X	0	30	Cords	\$12.00	\$360.00
Basswood	X	1	15	Cords	\$15.00	\$225.00
Subtotal						\$50,245.00
Total						\$50,245.00

Total MBF: 0 Total Cords: 1885

Species Scaled: (Sold subject to scale; overruns at bid price) Aspen
Species Sold Area Estimate: Ash, Basswood, Birch, Maple

Operability: Summer: May 15 - March 15 **Soil Type:** Loam fine sandy loam, moderately well drained
Topography: Level to Rolling **Cutting Acres:** 52.2

Harvest Specifications

Access

Access is thru public land.

Harvest and Reserves

Harvest: Aspen, Birch, Maple, Ash and Basswood.
 Reserve: Oak, Conifers and Cherry.

Landings, Access Roads, and Skid Trails

Location and construction of any new roads/landings must be pre-approved by the sale administrator.
 Trails and landings need to be rehabilitated to a satisfactory condition before performance guarantee is returned.
 Some major skid trails or access roads need to be closed and/or blocked following harvesting operations at sale administrator's request.
 Surface material may be needed on access road(s). Permittee is responsible for providing.

Cutting, Felling, and Skidding

Utilize all timber felled during road/trail construction.
 Damage exceeding 5% of the total residual trees per cutting block constitutes excessive damage and will be charged double stumpage. Damage is defined as injury to 30% or more of the crown or greater than 60 square inches of the layer beneath the bark of any tree.
 Reduce stump heights to an average of 12".
 Reserve all non-hazardous snags.
 Avoid felling timber into areas of regeneration.
 Do not fell timber into wetlands or across ownership boundaries.

Site, Soil, and Water Protection

Filter strips along wetlands require <5% soil disturbance.
 RMZs along open water wetland(s) occur on this permit. See appraisal map for locations.
 Incorporate water diversion practices to reduce soil erosion.
 If site/soil damage becomes apparent, cease operations and contact sale administrator immediately.
 No cutting is allowed within RMZs on this permit.

Slash Disposal

Slash may be chipped or must be scattered throughout permit area.
 Slash may be chipped or must be placed in piles at the landing or other administrator approved location.
 Chipping is to occur either simultaneously or during the same season as harvesting operations.
 If chipping, 20% of the tops and limbs must be scattered throughout permit area per Site Level FMGs. This is in addition to incidental breakage.

Tree Size, Marketing, and Special Conditions

Timber must be removed from site by the end of the same season as harvesting operations.
 Aspen: 9" DBH - 6 Sticks, Birch: 8" DBH - 4 Sticks, Maple: 8" DBH - 4 Sticks, Basswood: 10" DBH - 5 Sticks, Ash: 9" DBH - 4.5 Sticks.
 Biomass volume is estimated to be 565 tons for dirty chipping and 55 tons for clean chipping.

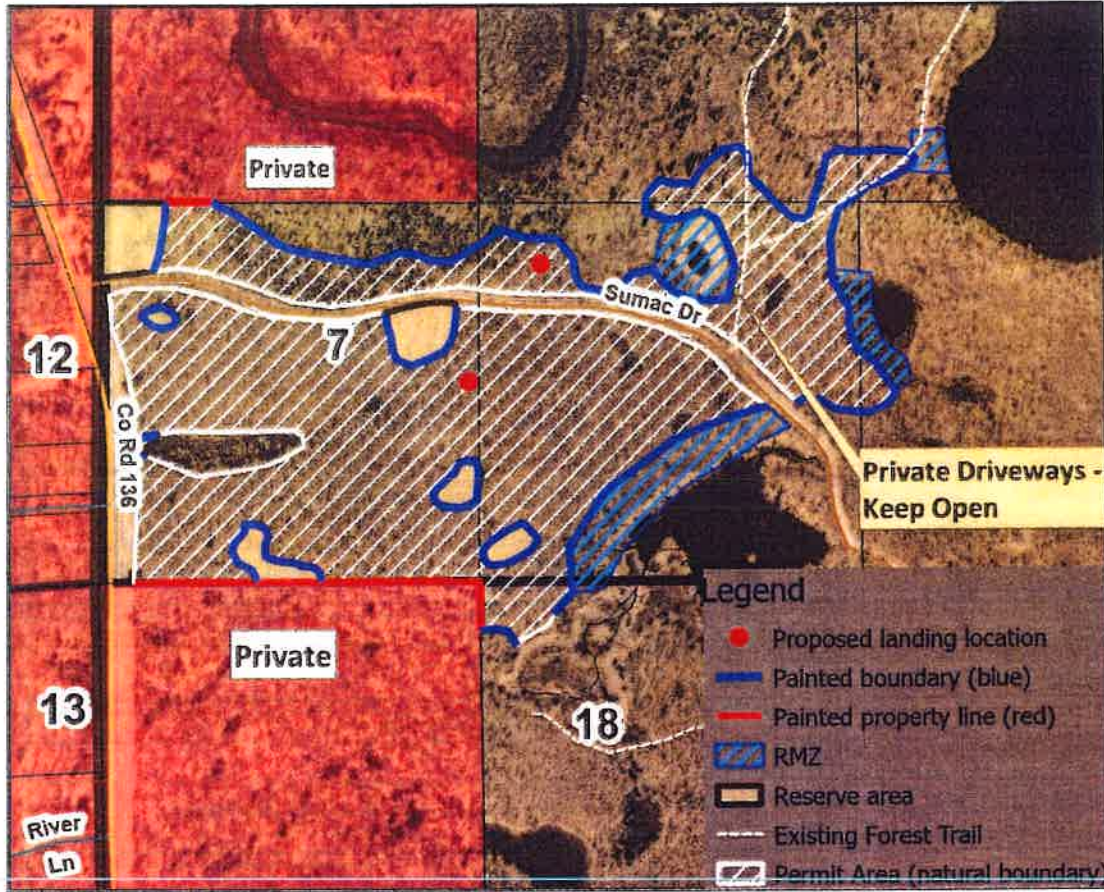
Other Remarks

Missing scale tickets will be charged \$50.00 per ticket book. In the case where the County receives a copy of the book stub, but no copy or record of the consumer stub, the Permittee will be charged for a full truckload of timber for that species based on the average size load.

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack	Sale Type: SEALED BID-REGULAR	Appraisal Number: TS250342
Appraisal Date: 09/26/2024	Auction Date: 03/28/2025	Permit Number:
		Expiration Date: 03/28/2027
		Page: 2 of 2

Site Map:



Appraisal examined and approved by _____
Land Commissioner Date

I hereby agree to abide by the terms and conditions set forth on this appraisal and on timber permit

Contractor Date

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack	Sale Type: SEALED BID-REGULAR	Appraisal Number: TS250345
Appraisal Date: 10/14/2024	Auction Date: 03/28/2025	Permit Number: Expiration Date: 03/28/2027
		Page: 1 of 2

Legal Description

RE Code	Sec.	Twp.	Rge	City/Twp	Legal Description
TF- 21050524	5	138	26	EMILY	NESW, NWSW, SESW, SWNE, SWSW, SENW

Block 1 Species	Non-Bid	Bolt %	Volume	Units	Unit Price	Value
Aspen		0	1050	Cords	\$28.00	\$29,400.00
Birch		0	165	Cords	\$15.00	\$2,475.00
Maple	X	0	100	Cords	\$12.00	\$1,200.00
Ash	X	0	15	Cords	\$9.00	\$135.00
Subtotal						\$33,210.00
Total						\$33,210.00

Total MBF: 0 Total Cords: 1330

Species Scaled: (Sold subject to scale; overrides at bid price) Aspen

Species Sold Area Estimate: Ash, Birch, Maple

Operability: Summer: May 15 - March 31

Soil Type: Loam fine sandy loam, moderately well drained

Topography: Rolling to Very Steep

Cutting Acres: 43.8

Harvest Specifications

Access

Access is thru public land.

Harvest and Reserves

Harvest: Aspen, Birch, Maple and Upland Ash.

Reserve: Oak, Basswood, Cherry and Conifers.

Landings, Access Roads, and Skid Trails

Location and construction of any new roads/landings must be pre-approved by the sale administrator.

Use only existing access roads.

Trails and landings need to be rehabilitated to a satisfactory condition before performance guarantee is returned.

Some major skid trails or access roads need to be closed and/or blocked following harvesting operations at sale administrator's request.

Cutting, Felling, and Skidding

Utilize all timber felled during road/trail construction.

Damage exceeding 5% of the total residual trees per cutting block constitutes excessive damage and will be charged double stumpage. Damage is defined as injury to 30% or more of the crown or greater than 60 square inches of the layer beneath the bark of any tree.

Reduce stump heights to an average of 12".

Reserve all non-hazardous snags.

Avoid felling timber into areas of regeneration.

Do not fell timber into wetlands or across ownership boundaries.

Site, Soil, and Water Protection

Filter strips along wetlands require <5% soil disturbance.

RMZs along open water wetland(s) occur on this permit. See appraisal map for locations.

Incorporate water diversion practices to reduce soil erosion.

If site/soil damage becomes apparent, cease operations and contact sale administrator immediately.

No cutting is allowed within RMZs on this permit.

Slash Disposal

Slash may be chipped or must be scattered throughout permit area.

Chipping is to occur either simultaneously or during the same season as harvesting operations.

If chipping, 20% of the tops and limbs must be scattered throughout permit area per Site Level FMGs. This is in addition to incidental breakage.

Tree Size, Marketing, and Special Conditions

Timber must be removed from site by the end of the same season as harvesting operations.

Aspen: 9" DBH - 6 Sticks, Birch: 11" DBH - 5.5 Sticks, Maple: 10" DBH - 4 Sticks, Ash: 8" DBH - 5 Sticks.

Biomass volume is estimated to be 400 tons for dirty chipping and 85 tons for clean chipping.

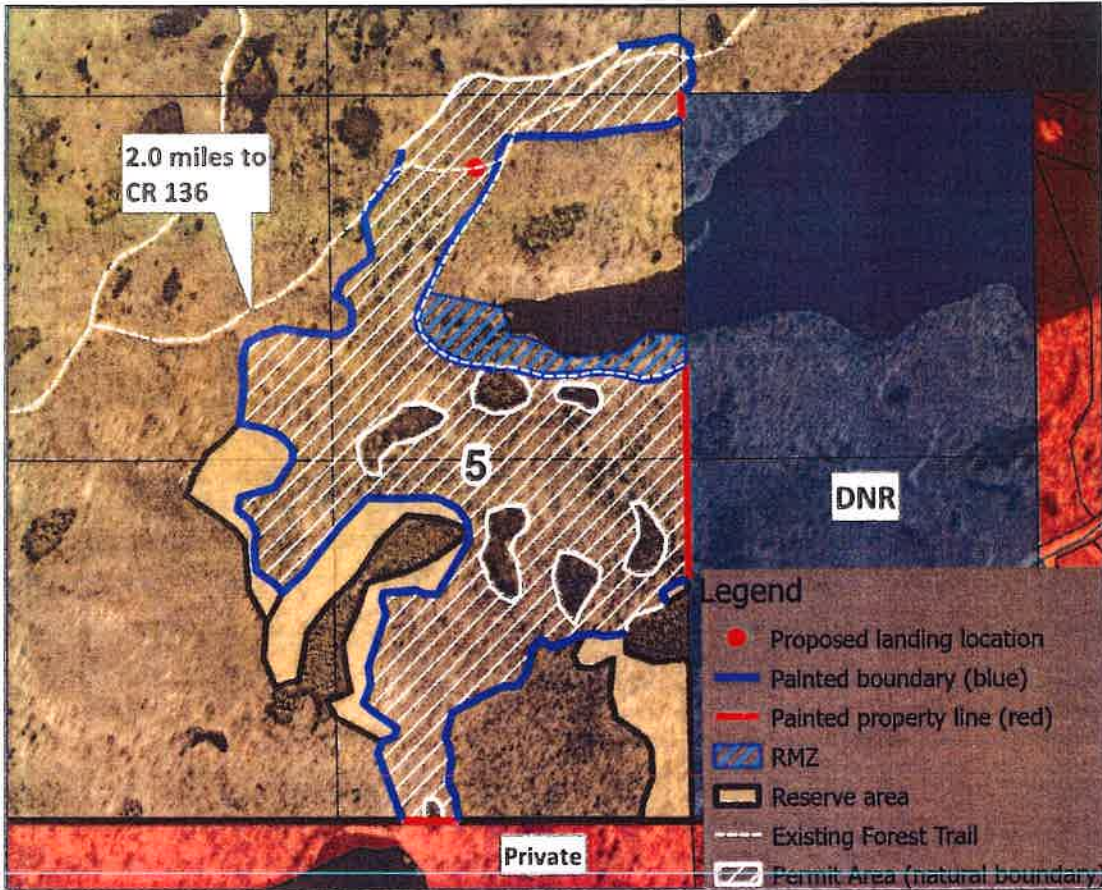
Other Remarks

Missing scale tickets will be charged \$50.00 per ticket book. In the case where the County receives a copy of the book stub, but no copy or record of the consumer stub, the Permittee will be charged for a full truckload of timber for that species based on the average size load.

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack	Sale Type: SEALED BID-REGULAR	Appraisal Number: TS250345
Appraisal Date: 10/14/2024	Auction Date: 03/28/2025	Permit Number:
		Expiration Date: 03/28/2027
		Page: 2 of 2

Site Map:



Appraisal examined and approved by _____
Land Commissioner Date

I hereby agree to abide by the terms and conditions set forth on this appraisal and on timber permit

Contractor Date

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack Appraisal Date: 07/09/2024	Sale Type: SEALED BID-REGULAR Auction Date: 03/28/2025	Appraisal Number: TS250338 Permit Number: Expiration Date: 03/28/2027 Page: 1 of 2
--	---	---

Legal Description

RE Code	Sec.	Twp.	Rge	City/Twp	Legal Description
TF - 21210527	21	138	26	EMILY	SWNW, NWNW

<u>Block 1 Species</u>	<u>Non-Bid</u>	<u>Bolt %</u>	<u>Volume</u>	<u>Units</u>	<u>Unit Price</u>	<u>Value</u>
Aspen		0	485	Cords	\$28.00	\$13,580.00
Red Pine	X	38	70	Cords	\$25.00	\$1,750.00
Birch	X	2	40	Cords	\$17.00	\$680.00
Maple	X	0	40	Cords	\$12.00	\$480.00
Subtotal						\$16,490.00
Total						\$16,490.00

Total MBF: 0 Total Cords: 635

Species Scaled: (Sold subject to scale; overruns at bid price) Aspen, Red Pine

Species Sold Area Estimate: Birch, Maple

Operability: Summer: May 15 - March 15

Soil Type: Loam fine sandy loam, moderately well drained

Topography: Level

Cutting Acres: 32.1

Harvest Specifications

Access

Access is thru public land.

Harvest and Reserves

Harvest: Aspen, Birch and Maple. Also, harvest 1/3 of the standing volume of Red Pine by Timber Sale Administrator approved method in the planted Red Pine Areas.
 Reserve: Oak, White Pine, Jack Pine and Ash. Also Reserve 2/3 of the standing volume in the planted Red Pine areas.

Landings, Access Roads, and Skid Trails

Location and construction of any new roads/landings must be pre-approved by the sale administrator.
 Use only existing access roads.
 Trails and landings need to be rehabilitated to a satisfactory condition before performance guarantee is returned.
 Some major skid trails or access roads need to be closed and/or blocked following harvesting operations at sale administrator's request.
 Surface material may be needed on access road(s). Permittee is responsible for providing.
 Access road is also a Grant-In-Aid Snowmobile Trail. A 4 inch snow pack must be maintained over the road where practical and when snow conditions are favorable.

Cutting, Felling, and Skidding

Utilize all timber felled during road/trail construction.
 Damage exceeding 5% of the total residual trees per cutting block constitutes excessive damage and will be charged double stumpage. Damage is defined as injury to 30% or more of the crown or greater than 60 square inches of the layer beneath the bark of any tree.
 Reduce stump heights to an average of 12".
 Reserve all non-hazardous snags.
 Avoid felling timber into areas of regeneration.
 Do not fell timber into wetlands or across ownership boundaries.

Site, Soil, and Water Protection

Filter strips along wetlands require <5% soil disturbance.
 Incorporate water diversion practices to reduce soil erosion.
 If site/soil damage becomes apparent, cease operations and contact sale administrator immediately.

Slash Disposal

Slash may be chipped or must be scattered throughout permit area.
 Chipping is to occur either simultaneously or during the same season as harvesting operations.
 If chipping, 20% of the tops and limbs must be scattered throughout permit area per Site Level FMGs. This is in addition to incidental breakage.

Tree Size, Marketing, and Special Conditions

Timber must be removed from site by the end of the same season as harvesting operations.
 Aspen: 9" DBH - 6 Sticks, Birch: 13" DBH - 6 Sticks, Maple: 11" DBH - 4 Sticks, Red Pine: 8" DBH - 4.5 Sticks.
 Biomass volume is estimated to be 190 tons for dirty chipping operations and 24 tons for clean chipping operations.

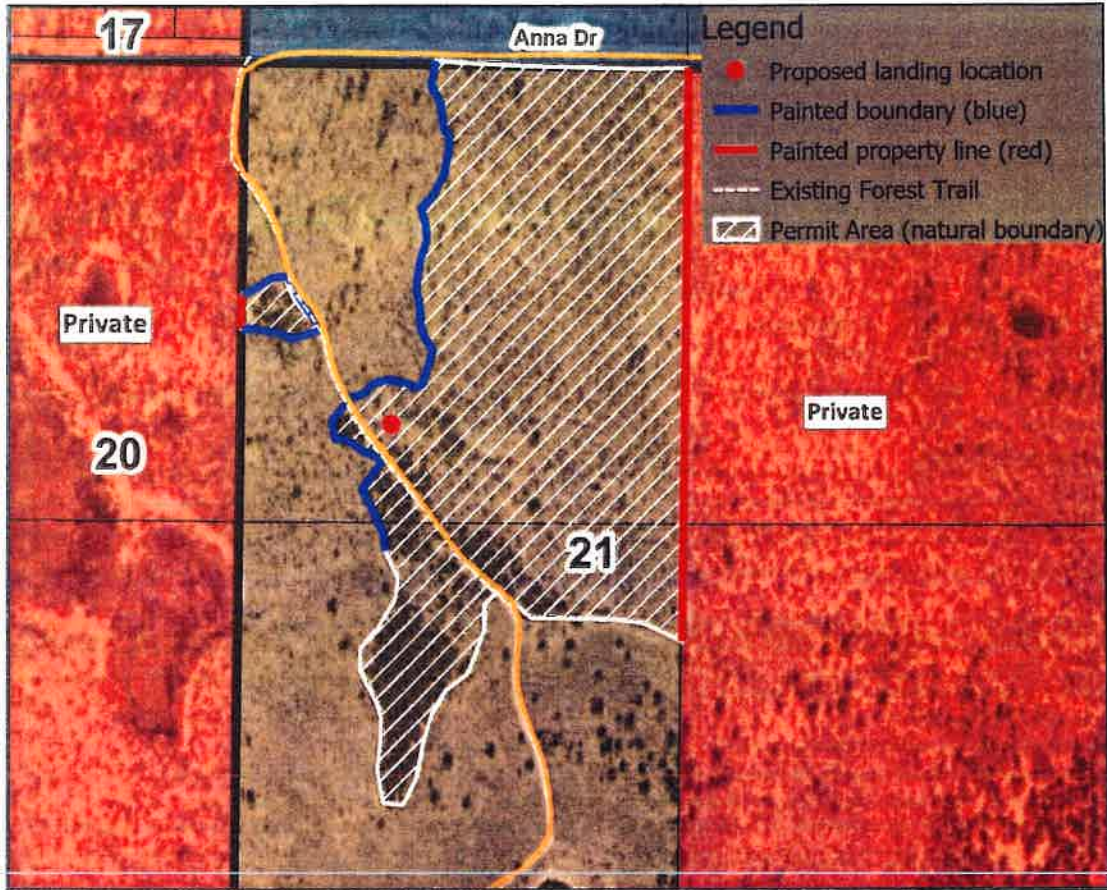
Other Remarks

Missing scale tickets will be charged \$50.00 per ticket book. In the case where the County receives a copy of the book stub, but no copy or record of the consumer stub, the Permittee will be charged for a full truckload of timber for that species based on the average size load.

Crow Wing County Timber Appraisal Report

Appraised By: Tom Strack	Sale Type: SEALED BID-REGULAR	Appraisal Number: TS250338
Appraisal Date: 07/09/2024	Auction Date: 03/28/2025	Permit Number:
		Expiration Date: 03/28/2027
		Page: 2 of 2

Site Map:



Appraisal examined and approved by _____
Land Commissioner Date

I hereby agree to abide by the terms and conditions set forth on this appraisal and on timber permit

Contractor Date

Bid Opening: **10:00 AM** - March 28, 2025

A percent bid in multiples of one (1) percent must be indicated for the total bid value. The bid percent you indicate will be used to determine the highest bid. **Forfeiture of any successful bid tract will be considered forfeiture of sale. This will also result in the loss of Bid Bond and Bid Bond will not be applied to any other tracts as advance payment.** Please indicate your bid on this sheet, fill out the information on the bottom portion of this page and return in a sealed envelope to: Crow Wing County Land Services, 322 Laurel Street, Suite 12, Brainerd, Minnesota 56401

OFFICIAL BID FORM

Enclose your \$300.00 Bid Guarantee Check with this form.
Your \$300.00 check for Bid Guarantee is sufficient to cover all bids submitted.

TRACT #	LEGAL DESCRIPTION	APPRAISED VALUE	MINIMUM DOWN PAYMENT REQUIRED	PERCENT BID	Check Include (OFFICE USE ONLY)
1	NENE, SENE of 9-27-138	\$19,565.00	\$2,934.75		
2	SWSW, SESW, NESW, Gov Lot 6 & 7 of 7-26-138	\$50,245.00	\$7,536.75		
3	NESW, NWSW, SESW, SWNE, SWSW, SENW of 5-26-138	\$33,210.00	\$4,981.50		
4	SWNW, NWNW of 21-26-138	\$16,490.00	\$2,473.50		
5	NENW, NWNE, SW1/4 OF NE1/4, EX. PART TO STATE OF MN, SUBJ TO AN ESMNT OF RECORD AS SHOWN ON DOCUMENT #680187. of 14-26-137	\$65,750.00	\$9,862.50		
6	SWNE, SENW, SENE, SESW, NESW of 29-29-47	\$38,870.00	\$5,830.50		
7	NESW, SENW, Gov Lot 2, SWNE, NWSE of 26-30-46	\$32,010.00	\$4,801.50		
8	NENW, SENW, NENE, SWNE of 30-29-46	\$24,660.00	\$3,699.00		
9	NWNW, NENW of 5-29-45	\$10,350.00	\$1,552.50		
10	NENW of 17-29-45	\$16,290.00	\$2,443.50		
11	Block 1 SENW, SENE, SWNE 77% of 33-30-45	\$72,620.00	\$10,893.00		

Bid Opening: **10:00 AM** - March 28, 2025

A percent bid in multiples of one (1) percent must be indicated for the total bid value. The bid percent you indicate will be used to determine the highest bid. **Forfeiture of any successful bid tract will be considered forfeiture of sale. This will also result in the loss of Bid Bond and Bid Bond will not be applied to any other tracts as advance payment.** Please indicate your bid on this sheet, fill out the information on the bottom portion of this page and return in a sealed envelope to: Crow Wing County Land Services, 322 Laurel Street, Suite 12, Brainerd, Minnesota 56401

OFFICIAL BID FORM

Enclose your **\$300.00 Bid Guarantee Check** with this form.
Your **\$300.00 check for Bid Guarantee** is sufficient to cover all bids submitted.

12	NENW, SENW. SWNW, SESE, SWSE, NWSE, NWSW, NESW, SESW, Gov Lot 2 of 35-28-44	\$22,600.00	\$3,390.00		
----	---	-------------	------------	--	--

The above represents a true and accurate bid for the desired tracts of timber. If I fail to pay the down payment within 10 days, the sale will forfeit to Crow Wing County and I will forfeit my Bid Guarantee Check. If you have any questions, please contact Land Services.

Bidder: Name: _____

 Address: _____

 Signature: _____

Phone: _____

Date: _____

From: Paid Leave <MNDEED@public.govdelivery.com>
Sent: Friday, February 21, 2025 11:56 AM
To: clerk@emily.net
Subject: Paid Leave confirms premium rate, remains on track for launch in 2026



m MINNESOTA
PAID LEAVE



Paid Leave confirms premium rate, remains on track for launch in 2026

Minnesota Paid Leave confirmed today that when Paid Leave begins in 2026, [the premium rate will be 0.88 percent](#). The premium rate is a percentage of an employee's wages that will be paid by the employee and their employer to fund the program.

Paid Leave makes time for some of life's most important moments by providing payments and job protections. Leave can be taken for one's own medical needs, to bond with a new child, care for a family member, or for certain military or personal safety needs.

While every state with paid leave is different, Minnesota's premium rate [ranks 4th lowest out of 14](#) state programs for cost to employers and employees.

For large employers who already offered private paid leave plans, the move to a state plan will often result in cost savings. And for small employers, Minnesota Paid Leave will make a critical employee benefit affordable when it might not otherwise be.

A [new calculator tool](#) will help employers and individuals estimate costs under Paid Leave. The tool gives an estimate of the premiums that will be first due in April 2026, after the program launches in January 2026.

[Paid Leave premium calculator](#)

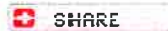
Small employers pay a reduced premium rate. The [premium calculator page](#) provides an estimate of the reduced premiums for small employers and an explanation of who is eligible for the rate and how it is applied.

The first premium payments for Paid Leave are due on April 30, 2026. The first premiums will be based on wage detail reported between January 1, 2026, and March 31, 2026. Employers may deduct the employee portion of Paid Leave premiums from paychecks starting January 1, 2026, when benefits become available.

After the first year in 2026, the premium rate will be set annually no later than July 31 for the following year. The premium will be based on how the program is running, and best budgeting practices to keep the fund at a healthy level. The premium rate cannot exceed the maximum rate set in state law.

For more information on Paid Leave premium rates and contributions, visit the [Minnesota Paid Leave website](#) and sign up for [email updates](#) from Paid Leave.

Questions? [Contact Us](#)



SUBSCRIBER SERVICES:
[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

DEED is an equal opportunity employer and program provider.

This email was sent to clerk@emily.net using GovDelivery Communications Cloud on behalf of: Minnesota Department of Employment and Economic Development · Great Northern Building, 150 E 5th St Suite 1200, St Paul, MN 55101 · (800) 657-3858

