

City of Emily

AGENDA

Tuesday, May 14, 2024

6:00 p.m. CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- **MINUTES:** November 14, 2023 Council Meeting
December 12, 2023 Council Meeting
December 13, 2023 Special Council Meeting
December 21, 2023 Special Council Meeting
- **FINANCIAL REPORT:** April 2024 Checking Beginning Balance \$1,042,285.17, Ending Balance \$1,027,911.71
- **RECEIPTS:** General \$21,854.23, Sewer \$15,804.63, Total \$37,658.86
- **CLAIMS FOR APPROVAL:** **\$91,123.34** for Pine River State Bank Checks #61337 to #61421 and automatic withdrawals #330790 to #330794
- **INVESTMENTS (Market Value):** \$396,630.64
- **TOTAL CHECKING/INVESTMENTS:** \$1,424,542.35

SPEAKERS: 6:10 p.m. Richard Baum regarding request for dust control on Bloomquist Drive because ATVs are making dust.

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

FIRE DEPARTMENT

- By-Laws of the Emily Volunteer Fire Department revision with addition of Section 11 Children and Section 12 Annual SCBA/N95 Mask Fit Test and section renumbering as approved by Fire Department members. *(Council action – motion)*
- Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, June 15, 2024 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, July 20, 2024 in the Emily Downtown City Park for Emily Day, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, August 10, 2024 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*

FIRST RESPONSE UNIT

- Confirmation of First Response Unit election results as follows: Chief Krista Kommer and Assistant Chief Connie Pollock. *(Pending Fire and Rescue Ordinance completion.) (Council action – motion)*

LAW ENFORCEMENT

- Quotes for continuing development of northern outpost for Sheriff Department (\$10,000 saved in 228 Police Fund for paint, carpet, and furniture – Paint was \$1,625, carpet quoted at \$4,135, remaining total is \$4,240): *(Council action – motion)*

- Furniture:
 - Connect Interiors for furniture, including desk, two tables, nine office chairs, credenza, lounge, and ottoman, with design and project management services of \$150, using Omnia and Sourcewell contracts for a total of \$12,057.96 with 50% down payment with order. Assembly and installation are not included.
 - The Office Shop, including desk, two tables, nine office chairs, lounge (three parts), end table, and credenza for a total of \$11,280 including all assembly, delivery, and installation (American-made furniture).
 - National Business Furniture, including desk, filing cabinet, two tables, nine office chairs, sofa, end table, and credenza for total of \$6,605.23. Assembly and installation are not included.
 - Amazon, including one desk, two tables, nine office chairs, credenza, couch with ottoman, and coffee table for \$3,733.62 with delivery. Assembly and installation are not included.
- TV:
 - Amazon 50" smart TV and wall mount for \$277.99 with shipping
 - Walmart 50" smart TV and wall mount for \$247.98 with shipping

WASTEWATER

- Recommended corrective actions regarding MPCA Notice of Violation for Emily Wastewater Treatment Plant SDS Permit # MN0067628 for missing sampling results, flows, and pond observations 2016-2021 and repair or replacement of the lateral distribution lines to the rapid infiltration basins, replacement of sand to proper depth over rapid infiltration basins, replacement of sagging pond rip rap to the original operating depth, and installation of a vent in the influent control structure. *(Council action – motion)*
- **Agricultural Hauled Wastewater Discharge Permit Application from AI's Sewer for agricultural fish hatchery pond waste, pending Wastewater Operator approval and receipt of insurance requirements.** *(Council action – motion)*

PLANNING & ZONING

- Planning Commission recommendation to approve rezoning a .44 acre section of the 2.43 acre property located at 40099 Hite Lane, PID 21270704, property owners Eugene and Zamira Selyukov, from neighborhood residential to shoreline residential to bring the lot into one uniform zoning district, **pending City Attorney review and development of all necessary documentation.** *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance No. 24-01 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Water Resource Zoning District with the removal of the "Water Resource (WR)" zoning district. *(Council action – motion)*
- Summary of Ordinance 24-01 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Water Resource Zoning District with the removal of the "Water Resource (WR)" zoning district for publication. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance No. 24-02 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Highway Mixed-Use Zoning District with update to the intent and purpose of the zoning district. *(Council action – motion)*
- Summary of Ordinance 24-02 An Ordinance Amending the Land Use and Subdivisions Ordinance as it Relates to the Highway Mixed-Use Zoning District with update to the intent and purpose of the zoning district for publication. *(Council action – motion)*
- Resolution 24-22 Adopting Modified Conditions for Existing Final Plat (Application Number 09-3327) from 2009 on Behalf of Northern Lights Over Roosevelt Homeowner's Association to modify the original conditions that regulated the docking storage location and parking on the West side of State Highway 6 on the property located at Northern Lights Over Roosevelt Plat, **pending City Attorney review and conditioned on a Conditional Use Permit (CUP) being applied for, granted, and the CUP being recorded with Crow Wing County.** *(Council action – motion)*
- Lot Line Adjustment Application and Lot Split/Subdivision/Rezoning Application revisions. *(Information)*
- Structural engineer's report for review of standard door cut between the Planning and Zoning Office and Clerk's Office. *(Information)*

ATTORNEY

- Public Safety Aid funds eligible for purchase of electronic speed signs (resolution needed) and request for quotes for three electronic speed signs. *(Council action – motion)*

- **Data Practices Policy For Members of the Public.** *(Council action – motion)*

ROADS

- Purchase of 2024 F250 4X4 super cab pickup truck with 6.75' box and 7 year/75,000 mile premium care warranty under State Cooperative Purchasing Venture contract for total of \$51,577.45 for Maintenance Department. (\$40,000 budgeted, \$7,800 remaining from backhoe tractor purchase with trade in, remainder of \$3,777.45. Options for remainder include repurpose of funds saved for future grader purchase or ARPA funds.) *(Council action – motion)*
- Damage to Blue Lane East pavement by contractors. *(Council action – motion)*
- Agreement for Professional Services for S.E.H. to complete preliminary engineering for Roosevelt Drive Bridge replacement, including hydraulics analysis, wetland delineation and permitting, and development of preliminary plans, for \$49,994. *(Council action – motion)*

MAINTENANCE

CITY HALL

CEMETERY

PARKS

- Dugouts repair using Park Funds. *(Council action – motion)*
- Specifications used for request for quotes for phase 1 construction of new pickleball courts area, including asphalt courts, fencing, nets, posts, and surface painting. *(Information)*
 - **Pickleball court construction quotes:**
 - \$26,097 - Anderson Brothers
 - \$44,900 - Knife River – Tri City
 - **Pickleball fencing quotes:**
 - \$9,850 - Elite Fence
 - \$10,694 - Oberg Fence
 - \$15,170 - C 3 Fencing LLC
 - **Pickleball nets, posts, and surface painting quotes:**
 - \$20,480 Outdoor Specialties LLC
- Request for quotes for concrete pad near pickleball court. *(Council action – motion)*
- Update on Baseball Field Park scoreboard installation. *(Information)*
- Update on Crow Wing County Little Emily Lake Park construction. *(Information)*

LIBRARY

PERSONNEL

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- City Slogan Contest submissions. *(Council action – motion)*
- Resolution 24-20 for Submission of Community Impact Funds Grant Application to Sourcewell to apply for a grant for purchase and installation of audio and video equipment in the City Hall Council Chambers and purchase of a sweeper vacuum and purchase and installation of a two post hydraulic lift for the Maintenance Shop in 2024 for a total of \$48,573.98. *(Council action – motion)*
- Annual SLFRF Compliance P&E Report for 2024 completed for ARPA funds use. Remaining funds of \$45,898.54 must be expended or allocated to an eligible use by December 31, 2024 or be returned to the U.S. Treasury. Funds may be used for the provision of government services. *(Information/Council action – motion)*

NEW BUSINESS:

- Resolution 24-21 Regarding SS4A Planning Grant to approve being a co-applicant and participant in the Safe Streets and Roads for All (SS4A) Program to study pedestrian safety in the area and develop a Vulnerable User Plan with the City of Crosslake being the fiscal agent, no financial obligation from Emily, and meeting participation. *(Council action – motion)*

CORRESPONDENCE:

- ✓ State Auditor re: Performance Measurement Program.
- ✓ Crow Wing County Historical Society re: thank you for donation.

Scheduled Upcoming Meetings:

- Schedule meeting to review ordinances for revisions, including for employment of the First Responders on the Fire Department.

ADJOURN

Request Placement on Agenda
City of Emily
Emily, MN 56447

RECEIVED
APR 19 2024

BY:.....

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

Name of person making request Richard Baum

Subject for consideration Dust control on Bloomquist Dr.

ATTN: MAP

ATV's making dust

Regular Council Meeting Date May 14th

Or other meeting date _____

Will you attend the meeting? YES or NO

If NO, will you have representation & who? _____

Are you making a monetary request? YES or NO

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

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

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

I understand that my time is limited to 5 minutes:

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

Richard Baum 4-16-24
Signature Date

Richard Baum 320-224-6237
Print name Phone (in case of meeting cancellation)



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

bloomquist

Date: 4/16/2024 Time: 9:47 AM

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

November 14, 2023

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

The Pledge of Allegiance was recited.

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

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

PUBLIC FORUM: None.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PLANNING & ZONING: **MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 23-03 AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE AS IT RELATES TO THE LAND USE MATRIX TO MODIFY THE ALLOWED USES AND PROCESSES AS RECOMMENDED BY THE PLANNING COMMISSION.**

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

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

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

LIBRARY: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

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 12, 2023

The Emily City Council met for a regular meeting on Tuesday, December 12, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney attended remotely. Cari Johnson, City Clerk/Treasurer, was 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 Truth in Taxation Meeting. The 2024 100 General Fund Preliminary Budget total receipts and disbursements balance at \$1,893,782.58. The 2024 602 Sewer Fund Preliminary Budget total receipts and disbursements balance at \$192,187.93. The planned and proposed levy for 2024 for Debt Service Fund (DSF) 303 for the 2012 CIP City Hall Bond is \$46,908.75. The planned levy for 2024 for DSF 304 for the 2014 Road Improvement Bond is \$15,977.11, but the recommended levy is \$22,000 to provide adequate funds at the end of 2024 to make the corresponding bond payment the following January. The planned levy for 2024 for Sewer Fund 602 for the Sewer Refunding Bond is \$64,387.13, but the proposed levy is \$99,387.13 to provide \$35,000 in additional funds for planned purchases and sewer maintenance projects. Long term debt includes annual payments for a fire truck lease to purchase for \$34,664.96, SCBAs lease to purchase for \$15,944.03, and custom fire pumper truck for \$44,900. The 2024 Preliminary City Tax Levy was \$1,468,597.58 which was a 12% increase from 2023. The 2024 Preliminary Budget for the 100 General Fund was \$1,893,782.58 which is a 5.57% increase from 2023. The planned projects for 2024 include an emergency generator for City Hall, electronic speed signs, Fire Department Genesis push/pull ram extrication tool, Fire Department brush rig 4 door pick up truck, 2024 Road Improvement Project, funds saved for a grader, backhoe tractor, and liftstation pump replacement. Mayor Jones requested public comment. Jan Mosman, Emily Waters Committee member, requested the remaining funds in the Emily Lakes and Rivers Protection Fund be rolled into 2024 to provide additional funds next year. Mayor Jones requested public comment. There were no additional comments. Mayor Jones closed the Truth in Taxation Public Hearing at 6:10 p.m. and reopened the regular Council Meeting.

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 November 2023: Checking Beginning Balance \$914,051.34 and Ending Balance \$894,045.39; Receipts to General fund \$48,424.35, Sewer fund \$7,121.93, Total \$55,546.28; and Claims for Approval: \$141,464.30 including Pine River State Bank checks #60968 to #61070 and automatic withdrawals #330750 to #330758; Investments \$389,005.85; Total Checking/Investments \$1,283,051.24. **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: Kale Jones, 40476 Pinewood Drive, requested the Emily City Council consider his application to the Planning Commission.

Pam Roden, 22342 County Road 1, requested the Council consider that firefighters show up to calls, even during family events and at night, when making their decision regarding the Fire Relief benefit level amount increase and that the Fire Relief has made several donations to the City.

Joe Datzman, 43326 SH6, stated his concern and disappointment regarding the property tax increase. Datzman reported a 51% increase in his property taxes.

Peggy Whitney, 22380 Shadow Point, reported her property taxes are increasing by almost 61%. Whitney stated complaints regarding maintenance and quality of roads.

There was a discussion regarding Crow Wing County's property value increases and the impact to next year's property taxes. The Council recommended property owners submit their property valuation complaints to Crow Wing County.

The Council invited the public to attend budget meetings to become informed on a local level. The proposed property tax levy increase is 12% and the increase last year was 12%. The property tax levy was low for many years so the City needs to catch up on purchase of necessary equipment and completion of projects.

Dan Brennan, 40416 South Bay Drive, reported attending the Crow Wing County taxation meeting because his property valuation increased by 48%. Brennan stated the County notified him the request for review of his property valuation was rejected. Brennan stated the County's property valuation increase is tied to the City Budget increase because the higher property valuation results in higher taxes.

Elena Johnson, 39786 Par West Drive, reported contacting Crow Wing County regarding her property valuation. Johnson requested information on the Police Department Budget next year.

Robin Daneault, 40148 Marshview Drive, discussed her property tax increase and requested information on the impact to her taxes from the sewer system budget.

Patrick Scherf, 41100 Yellow Birch Lane, reported his property taxes are proposed to increase 77.43%. Scherf discussed City services, including no City sewer to his property, impact to his taxes from the sewer system budget, no Police Department, stated a complaint about the quality of winter road services, and complimented the Fire Department.

Kenny Roden, 22342 County Road 1, reported the Crow Wing County Sheriff's Office is providing the City's law enforcement services and is doing a great job.

SPEAKERS: Craig Katzenberger, Operations Lieutenant, Sheriff's Office, attended the meeting to discuss a possible northern Crow Wing County Sheriff outpost. Lt. Katzenberger reported the Sheriff's Office would like to partner with the City of Emily for a one year commitment. Lt. Katzenberger reported inspecting and starting the clean up of the Emily Police Department offices. The Sheriff's Office requested improvements be made to make the offices professional and well organized, including paint, flooring, desks, and modernization, and requested an update to the Hall security system. Lt. Katzenberger stated the improvements would attract deputies to spend time at the outpost and provide updated offices for the City's future. Lt. Katzenberger reported the Sheriff's Office would encourage their deputies to be in the area and use the outpost as much as possible. Lt. Katzenberger reported the Sheriff's Office is not interested in the City's Police vehicles, but will discuss options. Lt. Katzenberger will schedule a time for an inspection of the Police Department offices and inventory with Council Liaison Butcher. Lt. Katzenberger reported the Sheriff's Office is willing to work with the City to provide law enforcement.

Lt. Katzenberger presented information on Flock Security systems. Lt. Katzenberger reported the Crow Wing County Sheriff's Office plans to implement a Flock Safety system network in the County. Lt. Katzenberger reported Flock Security would provide stationary license plate reader units on roads, the units would communicate via cell towers, and the units would be solar powered. Lt. Katzenberger reported the license plate readers would monitor an area, would be used for investigation of crimes only, and would provide an audit trail. Lt. Katzenberger reported the system would not be used to issue tickets or to catch speeders, but would be used strictly for investigative purposes. Lt. Katzenberger reported the data would be retained for 30 days and disposed of unless there was an investigation, including missing persons, stolen vehicles, etc. Lt. Katzenberger reported the system does not typically capture facial features but does capture make, model, and color of vehicles and license plate numbers. Lt. Katzenberger reported the cost would be \$2,500 to \$3,000 per year per unit with a preferred minimum of two units in each City, for a total of \$5,000 to \$6,000 per year. Lt. Katzenberger reported the equipment would be owned and maintained by Flock Security and Crow Wing County would own the data. Lt. Katzenberger stated he could give a more in-depth presentation if the Council would like. The Council thanked Lt. Katzenberger for attending the meeting.

Robert Eddy attended the meeting with a recommendation from the three main Emily lake groups to form an Emily Waters and Lake Association Study Group with the City, including two members from Council, two Planning Commission members, Sourcewell representative, Planning and Zoning staff member, and City Clerk. Eddy reported the lake groups would like to work with the City to search for funding through grants and other funding methods that have not been explored yet. Eddy reported the mission of the City and lake groups is to keep the waters clean and the water quality high and would like to communicate the mission via the City website and other avenues. Eddy reported the lake groups would like to coordinate with state and county officials and groups that could provide services that have not been explored. Eddy reported the study group could come back to the Council with recommendations and updates as the group progresses. Eddy reported the proposal is to hold two to three meetings over the winter with a possible combination with the Emily Waters Committee to strengthen the committee in the future. **MAYOR JONES MADE THE MOTION TO APPROVE THE FORMATION OF AN EMILY WATERS AND LAKE ASSOCIATION STUDY GROUP. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Council thanked Eddy for attending the meeting.

Dave Bohmert attended the meeting regarding the carry in access on Dahler Lake. Bohmert reported there is no public boat access on Dahler Lake, but there is a carry in only access on City property. Bohmert reported vehicles are using the carry in access as a boat access. Bohmert requested the Council resolve the issue with addition of boulders at the access to prevent vehicle access. There is currently no “carry in access only” sign at the location. The Council will inspect the location and discuss a solution at the next regular Council Meeting. The Council thanked Bohmert for attending the meeting.

FIRE DEPARTMENT: Chief Chad Genz reported the November Fire Department meeting was held with 18 members present and reported no fire calls. Equipment and SCBAs were checked. The new Engine #2 was put into service. Training was held on ice water.

The Council discussed Resolution 23-40 Ratifying Amended Bylaws of the Emily Firemen’s Relief Association. The Fire Relief members discussed the Council’s prior proposal for a lower benefit level amount increase and made no revisions to the proposed amendments. Resolution 23-40 included amendments for an annual benefit level amount increase from \$1,750 per year to \$2,500 per year effective January 1, 2024 and to \$3,000 per year effective January 1, 2025 and employment of all Emily First Response Unit members on the Emily Volunteer Fire Department effective January 1, 2024. There was a discussion about Council support of the firefighters and first responders and the Council’s past work to join the departments. **COUNCILMEMBER HANSON MADE THE MOTION FOR THE EMILY FIRST RESPONSE UNIT MEMBERS TO BECOME MEMBERS OF THE EMILY FIREMEN’S RELIEF ASSOCIATION ON JANUARY 1, 2024. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included support of the Emily First Response Unit members receiving a Fire Relief pension and for a lower Fire Relief benefit level amount increase. Discussion included the motion is to request the Fire Relief Association to consider adding the first responders. Discussion included the proper process is for the Fire Relief Bylaws to be revised to allow employment of the First Response Unit members on the Fire Department. **ROLL CALL VOTE – HANSON AND KOCH VOTED AYE. HEMPHILL ABSTAINED.** Fire Department members Mayor Jones and Councilmember Butcher did not participate. **THE MOTION WAS INVALID.** Resolution 23-40 included multiple Fire Relief Bylaws amendments which could not be separated. Discussion included the 2024 required municipal contribution would remain at \$16,896 if the Fire Relief Bylaws were amended effective January 1, 2024. The 2025 required municipal contribution is estimated at \$60,873 for the proposed annual benefit level amount increase from \$1,750 to \$2,500 and 10 additional members. **COUNCILMEMBER KOCH MADE THE MOTION TO PROVIDE A COST OF LIVING INCREASE TO THE FIRE RELIEF BENEFIT LEVEL AMOUNT FOR EVERY YEAR SINCE THEIR LAST RAISE IN 2021 OF 13.5% WITH AN ADDITIONAL 2%, FOR A TOTAL OF 15.5%, BECAUSE THE CURRENT BENEFIT LEVEL AMOUNT OF \$1,750 IS RATED IN THE 49TH PERCENTILE FOR THE STATE. THE BENEFIT LEVEL INCREASE TO \$2,021 WOULD INCREASE THE RATING TO THE 57TH PERCENTILE. THE FIRE RELIEF BENEFIT LEVEL NEEDS TO BE REVIEWED ANNUALLY. THE FIRE RELIEF PENSION FUND IS CURRENTLY RUNNING AT A DEFICIT. THE CITY SHOULD MAKE ADDITIONAL CONTRIBUTIONS TO THE FIRE RELIEF PENSION FUND ANNUALLY TO FULLY FUND THE PENSION. COUNCILMEMBER HANSON SECONDED THE MOTION.** Discussion included future benefit level amount increases will be considered if they are appropriate, reasonable, and the City can afford it. Chief Genz will take the offer back to the Fire Relief for consideration. The City’s budget line item for the required municipal contribution was estimated to increase by 71%. The 2024 Preliminary Budget includes the funds for the estimated municipal contribution. **THE MOTION WAS INVALID.** Resolution 23-40 included multiple Fire Relief Bylaws amendments which could not be separated.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-47 ACCEPTING DONATION TO THE CITY OF \$3,000 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.

COUNCILMEMBER HANSON MADE THE MOTION TO HIRE KAISER JARVIS AS A FIREFIGHTER PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK AS RECOMMENDED BY THE FIRE DEPARTMENT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Chief Genz thanked the Maintenance Department for doing a great job.

FIRST RESPONSE UNIT: Council Liaison Hemphill reported the First Response Unit November meeting was held and reported 6 medical calls. Quarterly education was held. COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE KRISTA KOMMER AND CINDY THOMPSON TO ATTEND THE ARROWHEAD EMS CONFERENCE FOR TWO DAYS EACH, JANUARY 18-20, WITH CONFERENCE REGISTRATION FEE OF UP TO \$130 EACH AND SELF DEFENSE FOR EMS PERSONNEL CLASS REGISTRATION OF \$70 EACH FOR COMBINED TOTAL OF \$400, \$200 ESTIMATED FOR HOTEL, AND REIMBURSEMENT OF MILEAGE AND FOOD. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PERSONNEL: COUNCILMEMBER KOCH MADE THE MOTION TO CLOSE THE MEETING FOR CONSIDERATION OF A PERSONNEL MATTER AND PRELIMINARY CONSIDERATION OF ALLEGATIONS OF MISCONDUCT AGAINST AN INDIVIDUAL SUBJECT TO THE CITY COUNCIL'S AUTHORITY UNDER MINNESOTA STATUTE 13D.05, SUBD. 2(B). COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.
The meeting closed at 7:48 p.m.

The meeting re-opened at 7:53 p.m.

The Council discussed the proposed Personnel Policy revision, including State Earned Sick and Safe Time requirements. **MAYOR JONES MADE THE MOTION TO CONTINUE THE PERSONNEL POLICY REVISION TO THE SPECIAL COUNCIL MEETING ON WEDNESDAY, DECEMBER 13, 2023 AT 12 P.M. AT THE EMILY CITY HALL. 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 APPOINT MARK MOSMAN TO THE PLANNING COMMISSION TO FILL A VACANT POSITION WITH A TERM OF DECEMBER 13, 2023 THROUGH DECEMBER 31, 2025. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. JONES ABSTAINED. THE MOTION PASSED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPOINT LORI BUSSLER TO THE LIBRARY BOARD FOR A 3 YEAR TERM OF JANUARY 2024 THROUGH DECEMBER 2026. COUNCILMEMBER HEMPHILL 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 2024 Elected Leaders Institute Foundational Program and 2024 Elected Leaders Institute: Advanced Program.

MAYOR JONES MADE THE MOTION TO REIMBURSE CARI JOHNSON FOR THE IIMC ANNUAL CONFERENCE FEE OF \$485. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

POLICE: The Council discussed possible Emily Police Department options, including development of a northern outpost for the Sheriff's Office. MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-50 DECLARING PERMANENT DEACTIVATION OF CITY POLICE DEPARTMENT WITH REVISION OF REMOVAL OF THE WORD "PERMANENT". 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 CLOSE THE POLICE CHIEF POSITION OPENING. 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 NOTIFICATION OF PART-TIME POLICE OFFICERS MIKE DAVIS AND MATT HUESMANN OF THE DEACTIVATION OF THE POLICE DEPARTMENT. 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 REQUEST QUOTES FOR CITY HALL SECURITY/ACCESS SYSTEM UPDATES. 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 REQUEST QUOTES FOR PAINTING AND CARPETING THE SHERIFF'S OFFICE NORTHERN OUTPOST IN EMILY CITY HALL. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO PURCHASE NEW DESKS FOR THE NORTHERN OUTPOST. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included requesting information from the Sheriff's Office for the northern outpost desks. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed maintenance and possible uses of the Police vehicles.

COUNCILMEMBER BUTCHER MADE THE MOTION FOR CITY ATTORNEY PEARSON TO PREPARE A DRAFT LETTER TO LITTLE PINE TOWNSHIP FOR NOTIFICATION OF THE INABILITY TO RENEW THE ANNUAL LAW ENFORCEMENT SERVICES AGREEMENT DUE TO THE DEACTIVATION OF THE EMILY POLICE DEPARTMENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

WASTEWATER: COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-44, AMENDED, REGARDING UNPAID SEWER CHARGES TO ASSESS A TOTAL OF \$5,237.27 IN UNPAID SEWER CHARGES TO PROPERTY TAXES AS IDENTIFIED AND INCLUDING 12% INTEREST. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PLANNING & ZONING: No report.

ATTORNEY: No report.

ROADS: No report.

MAINTENANCE: Maintenance Supervisor Brian Foster reported plowing snow, sanding roads, cutting trees, shop work, and general maintenance.

CITY HALL: No report.

CEMETERY: Council Liaison Butcher reported three lots sold and one burial.

PARKS: No report.

LIBRARY: Council Liaison Koch reported development of a possible book delivery program is delayed until spring.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued assessing the core samples at the metallurgical facilities of Kemetco. Earlier work undertaken by Crow Wing Power was also undertaken at Kemetco. It is expected the work will continue through early spring. NSM's environmental consultants continue to visit the site to ensure all operations comply with the State's environmental requirements. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023 and into 2024.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-48 ESTABLISHING POLLING PLACE IN EMILY, INCLUDING ALTERNATE POLLING LOCATION, FOR 2024. 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 INCREASING FROM SIX TO EIGHT CUYUNA RANGE REGIONAL SAFETY GROUP TRAINING SESSIONS PER YEAR FOR CITY EMPLOYEES. 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 WAGE SCHEDULE POLICY REVISION AS PRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND HEMPHILL VOTED AYE. KOCH ABSTAINED. THE MOTION CARRIED.

The City slogan contest is open for submissions through 2023.

CORRESPONDENCE: Discussion included State of Minnesota regarding the Pay Equity Report is due on January 31, 2024, Clasen & Schiessl regarding their audit responsibility, planned scope, timing, significant risks, and other information, International Union of Operating Engineers regarding Notice of Changes to the Public Employment Labor Relations Act, Minnesota Department of Public Safety regarding administration reimbursement of \$1,174.83 closing out May 30, 2022 storm, League of Minnesota Cities Insurance Trust regarding 2023-24 coverages, rates, and dividend amount, and Ehlers regarding potential refunding of existing bonds.

SCHEDULED UPCOMING MEETINGS: A Special Council Meeting will be held on Wednesday, December 13, 2023 at 12 p.m. to receive Feasibility Study and call a hearing on improvement for 2024 Road Improvement Project, proposed Special Assessment and Trunk Area Policies and Procedures for Public Improvements and Maintenance Costs, bond/payment scenarios for 2024 Road Improvement Project, and continuation of the Personnel Policy revision. A Special Council Meeting will be held on Thursday, December 21, 2023 at 3 p.m. to discuss the proposed 2024 Final Budget and 2024 Final City Tax Levy and continuation of the Personnel Policy revision if needed.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:34 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

December 13, 2023
 Special Meeting

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

The Emily City Council met for a Special Meeting on Wednesday, December 13, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 12:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, and Rebecca Kurtz, Financial Municipal Advisor, Ehlers, attended remotely. Jeff Ledin and Alex Voit, City Engineers, S.E.H., and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

The Council discussed the continued agenda item of the proposed Personnel Policy revision from the December 12, 2023 regular Council Meeting. The Council approved City Attorney Pearson and Clerk Johnson to continue working on the proposed Personnel Policy revision for Council consideration at the January regular Council Meeting.

Alex Voit reported the Feasibility Study for the proposed 2024 Road Improvement Project included all paved streets in the City. Voit reported all paved streets, approximately 24 miles, were evaluated using the PASER method, given a rating between 1 and 10, and treatment methods were assigned based on rating. The rating system is as follows:

- Rating 10-8 - no treatment recommended
- Rating 7-6 - overlay - a 1 inch overlay of new pavement over the existing pavement
- Rating 5 - mill and overlay – grind off one inch of existing pavement and pave back two inches on top
- Rating 4-1 - full depth reclamation – grind existing pavement with underlying gravel and repave 2 inches

Jeff Ledin reported streets are long term managed assets that generally last about 20 years, street condition deteriorates over time, and after deterioration maintenance is more expensive. Ledin reported the full depth reclamation is to grind the asphalt and aggregate into a base pavement course and add an additional layer of pavement over the top. Ledin reported the 1 inch overlay treatment is used to help with the ride, help with sealing the surface, and help prevent accelerated damage. Voit reported a 1 inch overlay is similar to what was completed on Anna Drive. Ledin reported the strength of 1 inch of pavement is equal to 2 inches of gravel. Ledin reported if the street has deteriorated to the point where there is no structural integrity to the surface, then it cannot be overlaid and needs a full depth reclamation to add back strength.

Voit reported a road improvement project is a balancing act between what streets to include in the project and the project cost the City can afford. Voit presented the following proposed project costs for each treatment:

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

Voit reported previous road improvement projects were to pave gravel streets and benefitting property owners were assessed for 50% of the project costs. The Feasibility Study assumes 33% of the project costs would be assessed to property owners because the road improvement is for major maintenance of existing streets. As in the past the Feasibility Study includes 75% of the assessed cost would be calculated on a per lot basis and 25% of the assessed cost would be calculated on a front footage basis. The study includes an estimated 885 lots for a cost of \$1,265.53 per lot and estimated footage of 211,129 feet for \$1.77 per foot for a total assessed cost of \$1,493,692.38. Ledin reported other cities compromise by using the Minnesota Statute Chapter 429 process to assess a portion of major maintenance street improvement costs to property owners instead of financing the project uniformly across the tax base to spread the cost of the work and shift some of the total cost to the property owners adjacent to the improved street. Ledin stated it is probably more typical to bond for road improvement projects instead of building up large cash reserves to pay for a project. Kurtz does not recommend using cash to pay for a large street project because it draws down the city's general fund balance and could affect the City's rating with Standard & Poor's.

Voit reported the planned timing of the project had been to determine the roads to include in the fall, request bids during the early winter, and complete the project in the summer of 2024. Ledin reported with the amended plans to review the streets in the spring of 2024 the project construction and issuance of the bond would be completed in 2025 instead.

Rebecca Kurtz reported Ehlers would work with the City to issue debt for a road improvement project and would work with the City and the City’s Engineer on the right timing so the funds are available when the first payment to the contractor is needed. Kurtz reported if the City does not have cash to pay for a project, Ehlers would issue debt for the entire cost of the project. Kurtz reported Ehlers would develop the debt payment schedule for the term of the bond so the City would have funds on hand from both property taxes and assessments to make the annual debt service payments. Kurtz reported after the City decides on the scope and timing of the project Ehlers would calculate the required annual property tax levy for the future payments. The engineering fees are planned to be repaid with the bond proceeds and the financial advisor fees are planned to be paid with the bond proceeds.

Kurtz reported the bonding process would begin with determining the bond amount, the term of the bond, when the first payment could be made, and the assessment rates. Kurtz reported Ehlers typically sees cities assess for a portion of street projects and the assessment minimum is 20%. Kurtz reported per Statute the assessed portion of the project does not count against the City’s maximum debt limit of 3% of the City’s market value so the benefit to the community is the City’s ability to issue additional debt. Kurtz reported the City’s debt limit is roughly \$6 million. Kurtz reported Ehlers would run different scenarios of how the debt would be structured, including anticipated levy impact and assessment amounts for different property valuations of homes and businesses. Ehlers would then issue the debt and typically principal payments would begin within 3 years of completing the project and issuing the debt. Kurtz reported the bond term should not exceed the life of the project and the term of the assessments usually matches the term of the bond. Kurtz presented sample bond scenarios for different project totals. The following example is for a 15 year bond term with 33% assessment:

Street Project	Est. Annual Debt Service Payment	Est. Annual Tax Levy	Est. Annual Tax Impact for Home With Value of \$250,000
\$4.4 million	\$441,000	\$294,000	\$288.58
\$3.4 million	\$341,000	\$228,000	\$177.02
\$2.4 million	\$242,000	\$162,000	\$125.59

Kurtz presented the following example of a 12 year bond term with 33% assessment:

Street Project	Est. Annual Debt Service Payment	Est. Annual Tax Levy	Est. Annual Tax Impact for Home With Value of \$250,000
\$4.4 million	\$512,000	\$347,000	\$269.28
\$3.4 million	\$397,000	\$268,500	\$208.58
\$2.4 million	\$282,000	\$191,000	\$148.15

Kurtz reported Ehlers could run additional scenarios with various project costs and terms. There are additional options for determining assessments.

The Council discussed Resolution 23-49 Receiving Feasibility Report and Calling Hearing on Improvement for 2024 Road Improvement Project. The Council made the decision to not approve the resolution at this time. There was a discussion about reducing the scope of the proposed road improvement project due to cost and the impact to the taxpayers. The Feasibility Report could be revised in the future depending on the City’s project plans.

The Council will review and assess the condition of the streets rated 1-5 next spring. The Council discussed prioritizing the streets that have the lowest rating for maintenance.

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 1:19 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

December 21, 2023
Special Meeting

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

The Emily City Council met for a Special Meeting on Wednesday, December 21, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 3:00 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.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-51 TO MAKE YEAR END TRANSFERS AS FOLLOWS:

- **\$590.82 FROM 100 GENERAL FUND TO 227 EMILY AREA RECYCLING FUND**
- **\$6.70 FROM 305 DEBT SERVICE FUND FOR THE 2004 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND**
- **\$746.57 FROM 306 DEBT SERVICE FUND FOR THE 2005 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND**

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

The proposed 2024 Police Budget was developed with input from the Sheriff's Office and Crow Wing County Attorney. The Crow Wing County Attorney contract fee of \$2,500 is required, the BCA Criminal Justice Data Network access fee is not required, one telephone is required, the League of Minnesota Cities Insurance Trust will not rebate what the City has paid for police liability insurance until the City contracts with Crow Wing County Sheriff's Office so \$5,000 is planned for 2024, property insurance of \$550 remains, the Sheriff's Office is not interested in utilizing the Police squads and provided a contact to possibly sell the squads, the company provided quotes for the squads but the possible proceeds were not added to the budget, and Crow Wing County phone factor for the City's annual share of LETG base and mobile fees remains at \$2,000 for a total proposed Police Budget of \$12,150. The 2023 Police Department Budget was \$178,964.

The City will be receiving approximately \$37,000 in Public Safety Aid at the end of December 2023. The Council discussed using Public Safety Aid funds to purchase electronic speed signs, turnout gear for the Fire Department, and to possibly set up a Police squad as a First Responder vehicle.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-52 2023 BUDGETED YEAR END TRANSFERS TO MAKE BUDGETED YEAR END TRANSFERS FROM THE 100 GENERAL FUND AS FOLLOWS:

- **\$17,320.21 TO FUND 201 - MAINTENANCE – ¾ TO 1 TON PICKUP TRUCK**
- **\$18,750 TO FUND 225 – FIRE – TURNOUT GEAR, RADIOS, PAGERS**
- **\$12,600 TO FUND 226 – 1ST RESPONDER – RADIOS, PAGERS, AEDS**
- **2023 POLICE DEPARTMENT BUDGET:**
 - **\$30,000 TO FUND 406 – CITY HALL ACCESS/SECURITY SYSTEM UPGRADE**
 - **\$10,000 TO FUND 228 – EMILY SHERIFF'S OFFICE – PAINT/CARPET/FURNITURE**
 - **\$22,679.79 TO FUND 201 – MAINTENANCE – ¾ TO 1 TON PICKUP TRUCK**
 - **\$35,320.21 TO FUND 201 – ROOSEVELT DRIVE BRIDGE**
- **\$146,670.21 TOTAL 2023 BUDGETED YEAR END TRANSFERS AS REVISED**

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

Resolution 23-53 Revising the 2023 Adopted Budget was not presented or approved.

The Council discussed the proposed 2024 Property Tax Values provided by Crow Wing County. The target used for the proposed 2024 Final City Tax Levy was a 12% increase. The impacts to property taxes from varying tax levy increases were reviewed.

The proposed 2023-2027 Capital Improvement Plan (CIP) Projects by Funding Source spreadsheet was reviewed. The CIP for 2024 included possible Sourcwell Community Impact Fund grant funds for a generator for City Hall, three electronic speed signs, and microphone replacement for the Hall Council Chambers. The grant utilizes a lottery system for approval. The plan is to include the electronic speed signs in the grant application, and if the grant is not approved to purchase the signs using Public Safety Aid funds. Planned purchases from savings included Baseball Field dugout roof repairs and scoreboard and Cemetery benches,

flagpoles, and visible block markers. Planned purchases from Fund 602 Sewer include \$20,000 for one liftstation pump replacement and \$15,000 to repair the rapid infiltration basin pipes and pond riprap to wastewater treatment system plan specifications.

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 Sewer Revenue. Projected debt service fund balances at year end 2024 result in the following recommended levy additions for bonds:

- Fund 303 Recommended Ehlers levy addition of \$46,908.75
- Fund 304 Recommended levy addition of \$30,000 (Ehlers recommended \$15,977.11)
- Fund 602 Recommended levy addition of \$86,412.50 with additional \$22,025.37 for sewer maintenance for new liftstation pump, repair to the rapid infiltration basin pipes, and repair to the pond riprap (Ehlers recommended \$64,387.13)

The 2024 Preliminary City Tax Levy of \$1,468,597.58 included a 12% increase from 2023. With the 12% tax levy increase and the CIP projects as presented, \$143,477.23 could be added back to the 2024 Budget. With a 5% tax levy increase \$53,689.52 could be added back to the 2024 Budget. The CIP projects spreadsheet was revised to add \$65,689.88 under street improvements.

The proposed 2024 Final Budget for the 100 General Fund included an additional \$44,000 municipal contribution to the Fire Relief to reduce the deficit in their pension fund. Paved Streets included \$10,000 for additional engineering work on the Feasibility Study. Emily Waters included an increase from \$14,500 to \$17,215. Revisions included the following:

- Police – Strip squad car for use by First Response Reduced to \$0 – Use Public Safety Aid funds for repurposing
- Paved Streets – Cap. Outlay – Street Improvements Added for \$65,689.88
- Fire – Genesis Push/Pull Ram Reduced to \$0 – Use Public Safety Aid funds for purchase

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2024 FINAL BUDGET FOR THE 100 GENERAL FUND AT \$1,688,948.23. 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 THE 2024 FINAL BUDGET FOR THE 602 SEWER FUND AT \$179,076.50. MAYOR JONES 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 23-54 ADOPTING FINAL CITY TAX LEVY AT \$1,376,810.23, WHICH CONSTITUTES A 5% INCREASE FROM LAST YEAR, AS REVISED. 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 ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 4:01 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 4/30/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	677,672.47	83,438.14	1,050.05	0.00	262,022.45	3,111.18	0.00	497,027.03	120,032.97	617,060.00
Road and Bridge	106,569.71	53.36	0.00	0.00	3,840.00	0.00	0.00	102,783.07	0.00	102,783.07
Small Cities Revolving Loan Fund	15,705.14	2,602.58	0.00	0.00	0.00	0.00	0.00	18,307.72	0.00	18,307.72
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,963.75	23.76	0.00	0.00	0.00	0.00	0.00	45,987.51	0.00	45,987.51
Library	1,581.22	0.82	0.00	0.00	0.00	0.00	0.00	1,582.04	0.00	1,582.04
Firemens equip fund 225	86,287.79	20,047.47	0.00	0.00	2,246.77	0.00	0.00	104,088.49	0.00	104,088.49
1st Resp. equip fund 226	53,715.54	7,547.91	365.24	0.00	365.24	968.07	0.00	60,295.38	41,750.59	102,045.97
Emily Area Recycling 227	0.00	27.10	0.00	0.00	68.00	0.00	0.00	(40.90)	0.00	(40.90)
Police Fund 228	12,127.16	10,008.69	0.00	0.00	0.00	0.00	0.00	22,135.85	0.00	22,135.85
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	45,643.78	2,265.47	0.00	0.00	43,262.50	0.00	0.00	4,646.75	0.00	4,646.75
Debt Service PRI 2014 304	38,166.14	2,113.67	0.00	0.00	39,046.25	0.00	0.00	1,233.56	0.00	1,233.56
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	246.08	0.00	0.00	0.00	0.00	0.00	246.08	0.00	246.08
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	1,718.32	639.16	0.00	5,284.16	1,694.10	0.00	43,773.37	73,063.55	116,836.92
CEMETERY CD 407	30,003.82	15.39	0.00	0.00	0.00	0.00	0.00	30,019.21	0.00	30,019.21
SMALL CITIES CD 408	1,326.47	847.60	319.57	0.00	319.57	847.04	0.00	1,327.03	36,531.76	37,858.79
POLICE DEPART. 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER EQUIP. 410	3,313.16	606.69	228.28	0.00	228.28	605.03	0.00	3,314.82	26,094.10	29,408.92
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,076.19	5.36	0.00	0.00	0.00	0.00	0.00	10,081.55	0.00	10,081.55
CAP. PROJ. FIRE CD 414	5,015.54	2.61	0.00	0.00	0.00	0.00	0.00	5,018.15	0.00	5,018.15
CAP PROJ. RD CD 415	18,601.28	1,219.70	456.54	0.00	456.54	1,210.08	0.00	18,610.90	52,188.26	70,799.16
FUT. CITY DEV. CD 416	(2,204.61)	847.03	319.56	0.00	319.56	847.03	0.00	(2,204.61)	36,531.76	34,327.15

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal SEWER 617	102,531.58	36,363.41	91.31	0.00	88,748.25	242.01	0.00	49,996.04	10,437.65	60,433.69
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	1,300,494.69	170,001.16	3,469.71	0.00	446,207.57	9,524.54	0.00	1,018,233.45	396,630.64	1,414,864.09

For the Period : 4/1/2024 To 4/30/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$540,196.38	\$4,714.07	\$47,883.42	\$497,027.03	\$0.00	\$7,455.64	\$504,482.67
Road and Bridge	\$102,770.31	\$12.76	\$0.00	\$102,783.07	\$0.00	\$0.00	\$102,783.07
Small Cities Revolving Loan Fund	\$17,635.38	\$672.34	\$0.00	\$18,307.72	\$0.00	\$0.00	\$18,307.72
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,981.77	\$5.74	\$0.00	\$45,987.51	\$0.00	\$0.00	\$45,987.51
Library	\$1,581.78	\$0.26	\$0.00	\$1,582.04	\$0.00	\$0.00	\$1,582.04
Firemens equip fund 225	\$89,282.75	\$15,012.89	\$207.15	\$104,088.49	\$0.00	\$0.00	\$104,088.49
1st Resp. equip fund 226	\$58,937.85	\$1,367.17	\$9.64	\$60,295.38	\$0.00	\$0.00	\$60,295.38
Emily Area Recycling 227	(\$40.90)	\$0.00	\$0.00	(\$40.90)	\$0.00	\$0.00	(\$40.90)
Police Fund 228	\$22,133.17	\$2.68	\$0.00	\$22,135.85	\$0.00	\$0.00	\$22,135.85
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$4,646.11	\$0.64	\$0.00	\$4,646.75	\$0.00	\$0.00	\$4,646.75
Debt Service PRI 2014 304	\$1,233.43	\$0.13	\$0.00	\$1,233.56	\$0.00	\$0.00	\$1,233.56
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$246.08	\$0.00	\$0.00	\$246.08	\$0.00	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$48,413.01	\$22.22	\$4,661.86	\$43,773.37	\$0.00	\$0.00	\$43,773.37
CITY HALL CD 406	\$30,015.51	\$3.70	\$0.00	\$30,019.21	\$0.00	\$0.00	\$30,019.21
CEMETERY CD 407	\$1,326.90	\$8.55	\$8.42	\$1,327.03	\$0.00	\$0.00	\$1,327.03
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,314.44	\$6.40	\$6.02	\$3,314.82	\$0.00	\$0.00	\$3,314.82
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	\$10,080.27	\$1.28	\$0.00	\$10,081.55	\$0.00	\$0.00	\$10,081.55
CAP. PROJ. FIRE CD 414	\$5,017.51	\$0.64	\$0.00	\$5,018.15	\$0.00	\$0.00	\$5,018.15
CAP PROJ. RD CD 415	\$18,608.60	\$14.34	\$12.04	\$18,610.90	\$0.00	\$0.00	\$18,610.90
FUT. CITY DEV. CD 416	(\$2,204.61)	\$8.42	\$8.42	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$37,226.99	\$15,804.63	\$3,035.58	\$49,996.04	\$0.00	\$2,222.62	\$52,218.66
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
 Less Deposits In Transit \$0.00
 Ending Balance \$1,018,233.45
 Total Disbursed \$55,832.55
 Total Receipts \$37,658.86
 Beginning Balance \$1,036,407.14
 Donor pass thru 851 \$0.00
 Total \$1,027,911.71

Balanced
5-2-24
aj

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,036,407.14	\$37,658.86	\$55,832.55	\$1,018,233.45	\$0.00	\$9,678.26	\$1,027,911.71

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

As of 5/3/2024

Fiscal Year : 2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$677,672.47	\$84,488.19	\$265,133.63	\$497,027.03
Road and Bridge	\$106,569.71	\$53.36	\$3,840.00	\$102,783.07
Small Cities Revolving Loan Fund	\$15,705.14	\$2,602.58	\$0.00	\$18,307.72
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$23.76	\$0.00	\$45,987.51
Library	\$1,581.22	\$0.82	\$0.00	\$1,582.04
Firemens equip fund 225	\$86,287.79	\$20,047.47	\$2,246.77	\$104,088.49
1st Resp. equip fund 226	\$53,715.54	\$7,913.15	\$1,333.31	\$60,295.38
Emily Area Recycling 227	\$0.00	\$27.10	\$68.00	(\$40.90)
Police Fund 228	\$12,127.16	\$10,008.69	\$0.00	\$22,135.85
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$45,643.78	\$2,265.47	\$43,262.50	\$4,646.75
Debt Service PRI 2014 304	\$38,166.14	\$2,113.67	\$39,046.25	\$1,233.56
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$246.08	\$0.00	\$246.08
Public Acquisition and Development (Optional)	\$48,394.15	\$2,357.48	\$6,978.26	\$43,773.37
CITY HALL CD 406	\$30,003.82	\$15.39	\$0.00	\$30,019.21
CEMETERY CD 407	\$1,326.47	\$1,167.17	\$1,166.61	\$1,327.03
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$834.97	\$833.31	\$3,314.82
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,076.19	\$5.36	\$0.00	\$10,081.55
CAP. PROJ. FIRE CD 414	\$5,015.54	\$2.61	\$0.00	\$5,018.15
CAP PROJ. RD CD 415	\$18,601.28	\$1,676.24	\$1,666.62	\$18,610.90
FUT. CITY DEV. CD 416	(\$2,204.61)	\$1,166.59	\$1,166.59	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$36,454.72	\$88,990.26	\$49,996.04
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,300,494.69	\$173,470.87	\$455,732.11	\$1,018,233.45

Date of Report : 5/3/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
03/13/2024	61266	Payroll Period Ending 03/13/2024	\$12.93
03/13/2024	61257	Payroll Period Ending 03/13/2024	\$78.50
03/13/2024	61259	Payroll Period Ending 03/13/2024	\$78.50
03/20/2024	61285	Emily Fire Relief Association	\$2,000.00
04/03/2024	61297	Payroll Period Ending 04/03/2024	\$78.50
04/03/2024	61299	Payroll Period Ending 04/03/2024	\$78.50
04/03/2024	61311	GOPHER STATE ONE-CALL	\$2.70
04/17/2024	61345	K&M SIGNS INC.	\$85.00
04/17/2024	61351	Security & Fire Partners Inc.	\$2,821.10
04/24/2024	61359	Wex Bank	\$1,332.65
04/24/2024	61361	CUYUNA REGIONAL MEDICAL CENTER	\$130.00
04/24/2024	61362	PEOPLESERVICE, INC.	\$2,219.92
04/24/2024	61364	Verizon	\$103.98
04/24/2024	61367	CARI JOHNSON	\$170.98
04/24/2024	61368	Tri-County Septic Inspection	\$35.00
04/24/2024	61369	Professional Engineering Consultant	\$450.00
		Total	\$9,678.26

For the period: 4/1/2024 To 4/30/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMMF/Municipal Bonds: Varying Maturities,	396,691.65	04/01/2024			
			04/30/2024	4.62		396,696.27
			04/30/2024	1.61		396,697.88
			04/30/2024	2.81		396,700.69
			04/30/2024	1.40		396,702.09
			04/30/2024	1.00		396,703.09
			04/30/2024	2.01		396,705.10
			04/30/2024	1.40		396,706.50
			04/30/2024	0.40		396,706.90
			04/30/2024		23.08	396,683.82
			04/30/2024		8.03	396,675.79
			04/30/2024		14.05	396,661.74
			04/30/2024		7.02	396,654.72
			04/30/2024		5.02	396,649.70
			04/30/2024		10.03	396,639.67
			04/30/2024		7.02	396,632.65
			04/30/2024		2.01	396,630.64
				15.25	76.26	396,630.64

Total

Total All Investments

15.25

76.26

396,630.64

Bond Earned
Interest
Deposited In
MMDA12

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance
MMMF Investments	\$ 3,882.27	\$ -	\$ 15.25	\$ -	\$ 3,897.52
Money Market Deposit Account	\$ 3,882.27	\$ -	\$ 15.25	\$ -	\$ 3,897.52
Money Market Total					
Muni Bond/US Treasury Investments	\$ 14,903.25	\$ -	\$ -	\$ 17.10	\$ 14,920.35
132033GS4 Cambria County PA	\$ 5,003.90	\$ -	\$ -	\$ (3.00)	\$ 5,000.90
842471BY9 Southern CA Pub Pwr Auth	\$ 75,263.25	\$ -	\$ -	\$ (105.00)	\$ 75,158.25
952347WQ1 West Contra Costa CA	\$ 19,820.00	\$ -	\$ -	\$ (3.60)	\$ 19,816.40
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bds	\$ 59,976.60	\$ -	\$ -	\$ 54.60	\$ 60,031.20
3130AV3M2 Federal Home Ln Bks Cons	\$ 144,147.40	\$ -	\$ -	\$ (2.90)	\$ 144,144.50
82669GGH1 Signature Bk New York NY CD	\$ 33,876.58	\$ -	\$ -	\$ (16.66)	\$ 33,859.92
938828DC1 Washington Fed Bk Seattle CD	\$ 39,818.40	\$ -	\$ -	\$ (16.80)	\$ 39,801.60
60416TJ41 MN St Hsg Fin Agy Taxable Residential	\$ 392,809.38	\$ -	\$ -	\$ (76.26)	\$ 392,733.12
Municipal Bonds Total					
TOTAL INVESTMENTS	\$ 396,691.65	\$ -	\$ 15.25	\$ (76.26)	\$ 396,630.64

Balance
5-3-24

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 120,051.43	\$ -	\$ 4.62	\$ -	\$ -	\$ -	\$ (23.08)	\$ 120,032.97	\$ 120,032.97
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,757.02	\$ -	\$ 1.61	\$ -	\$ -	\$ -	\$ (8.03)	\$ 41,750.60	\$ 41,750.60
404 Park Acquisition and Devt	\$ 70,000.00	\$ 73,074.79	\$ -	\$ 2.81	\$ -	\$ -	\$ -	\$ (14.05)	\$ 73,063.55	\$ 73,063.55
407 Cemetery	\$ 35,000.00	\$ 36,537.38	\$ -	\$ 1.40	\$ -	\$ -	\$ -	\$ (7.02)	\$ 36,531.76	\$ 36,531.76
409 Police Department	\$ 25,000.00	\$ 26,098.12	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ (5.02)	\$ 26,094.10	\$ 26,094.10
415 Capital Project Roads	\$ 50,000.00	\$ 52,196.27	\$ -	\$ 2.01	\$ -	\$ -	\$ -	\$ (10.03)	\$ 52,188.25	\$ 52,188.25
416 Future City Development	\$ 35,000.00	\$ 36,537.38	\$ -	\$ 1.40	\$ -	\$ -	\$ -	\$ (7.02)	\$ 36,531.76	\$ 36,531.76
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,439.26	\$ -	\$ 0.40	\$ -	\$ -	\$ -	\$ (2.01)	\$ 10,437.65	\$ 10,437.65
Total	\$ 380,000.00	\$ 396,691.65	\$ -	\$ 15.25	\$ -	\$ -	\$ -	\$ (76.26)	\$ 396,630.64	\$ 396,630.64

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
04/01/2024	UTILITY BILLING	13330	Sewer Charges	(04/02/2024) -	N Rate Class I	602-37210-	\$ 200.00
04/03/2024	Jon Stern	13331*	Small Cities Revolving Loan	(04/04/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
04/03/2024	Dan and Fran Barrett	13332*	Small Cities Revolving Loan	(04/04/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 335.02
04/08/2024	Anonymous	13335	1 Fax	(04/16/2024) -	N Copies/Faxes	100-34112-	\$ 1.00
04/08/2024	League of MN Cities	13336	Adjustment to Workers Comp. Premium	(04/16/2024) -	N Refunds	100-36240-	\$ 1,558.00
04/08/2024	Verizon	13337	Monthly Cell Tower Lease Payment	(04/16/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00
04/09/2024	Nathan Digiovanni	13338	Land Use Permit #24-18	(04/16/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
04/09/2024	Dan Barrett	13339	Land Use Permit	(04/16/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
04/12/2024	Roosevelt and Lawrence Area Lakes A	13340	Donation - Resolution 24-14	(04/16/2024) -	N Contributions and Donations from Private Sources	226-36230-	\$ 1,350.00
04/15/2024	Crooked Lake Township	13341	Inv. 24-11: 1999 GMC Fire Pumper Truck Sale	(04/16/2024) -	N Sale of Public Safety Equipment/Vehicle	225-34207-	\$ 15,000.00

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/15/2024	Susan Ball	13342	Inv. 24-10 Assessment Search	(04/16/2024) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
04/15/2024	Emily Lakes and Rivers Association	13343*	Gym Rental	(04/17/2024) -	N City/Town Hall Rent	100-34101-	\$ 10.00
							\$ 10.00
04/15/2024	Blue Lake Association	13344*	Gym Rental	(04/17/2024) -	N City/Town Hall Rent	100-34101-	\$ 10.00
							\$ 10.00
04/15/2024	Lori/Jeremy Wacker	13345*	Rental of 8 tables and 80 Chairs	(04/17/2024) -	N City/Town Hall Rent	100-34101-	\$ 480.00
							\$ 480.00
04/15/2024	UTILITY BILLING	13346	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,819.49
							\$ 1,819.49
04/15/2024	UTILITY BILLING	13347	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,784.23
							\$ 1,784.23
04/16/2024	UTILITY BILLING	13348	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,907.45
							\$ 1,907.45
04/16/2024	UTILITY BILLING	13349	Sewer Charges	(04/17/2024) -	N Rate Class I	602-37210-	\$ 2,572.64
					N Penalties and Forfeited Discounts	602-37260-	\$ 10.78
							\$ 2,583.42
04/16/2024	UTILITY BILLING	13350*	Sewer Charges - ACH	(04/10/2024) -	N Rate Class I	602-37210-	\$ 248.48
							\$ 248.48
04/16/2024	UTILITY BILLING	13351*	Sewer Charges - ACH	(04/11/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/22/2024	Pam Roden	13352	Land Use Permit #24-20	(04/25/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
							\$ 75.00

Fund Name: ^11 Funds

Date Range: /01/2024 To 04/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
04/22/2024	Loren Patnode	13353	Permit	(04/22/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
04/22/2024	Jan Mosman	13354*	City Hall Rental	(04/25/2024) -	N	City/Town Hall Rent	100-34101-	\$ 60.00
04/22/2024	Abra Landscaping	13355	Land Use Permit	(04/25/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
04/22/2024	Brian Ronayne	13356	Land Use Permit - Annual Camper	(04/25/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
04/22/2024	UTILITY BILLING	13357	Sewer Charges	(04/25/2024) -	N	Rate Class I	602-37210-	\$ 1,784.01
04/22/2024	UTILITY BILLING	13358	Sewer Charges	(04/25/2024) -	N	Rate Class I	602-37210-	\$ 1,784.01
04/22/2024	UTILITY BILLING	13359*	Sewer Charges - ACH	(04/22/2024) -	N	Rate Class I	602-37210-	\$ 355.78
04/22/2024	UTILITY BILLING	13360*	Sewer Charges - ACH	(04/22/2024) -	N	Penalties and Forfeited Discounts	602-37260-	\$ 8.85
04/22/2024	UTILITY BILLING	13361	Sewer Charges	(04/25/2024) -	N	Rate Class I	602-37210-	\$ 364.63
04/22/2024	UTILITY BILLING	13362	Sewer Charges	(04/25/2024) -	N	Rate Class I	602-37210-	\$ 352.44
04/24/2024	William Spiess	13362	Cemetery Plots X2, Blk 20 Lot 7 N 1/2	(04/25/2024) -	N	Cemetery -Sale of lots	100-34942-	\$ 0.22
04/26/2024	Brenny Family Funeral Chapel	13363	Cremation Burial - Jessie Guelich - Blk 24 Lot 10 S 1/4 of S 1/2	(04/30/2024) -	N	Cemetery -Grave openings	100-34941-	\$ 0.22
								\$ 600.00
								\$ 600.00
								\$ 300.00
								\$ 300.00

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
04/29/2024	UTILITY BILLING	13364	Sewer Charges	(04/29/2024) -	N Rate Class I	602-37210-	\$ 534.03
							\$ 534.03
04/29/2024	UTILITY BILLING	13365*	Sewer Charges - ACH	(04/24/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/29/2024	UTILITY BILLING	13366*	Sewer Charges - ACH	(04/25/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/29/2024	UTILITY BILLING	13367*	Sewer Charges - ACH	(04/29/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/29/2024	Ruth AIS	13368*	Gym Rental - RLID	(04/30/2024) -	N City/Town Hall Rent	100-34101-	\$ 10.00
							\$ 10.00
04/30/2024	UTILITY BILLING	13369	Sewer Charges	(04/30/2024) -	N Rate Class I	602-37210-	\$ 574.47
							\$ 574.47
04/30/2024	UTILITY BILLING	13371	Sewer Charges	(04/30/2024) -	N Rate Class I	602-37210-	\$ 347.32
					Penalties and Forfeited Discounts	602-37260-	\$ 17.11
							\$ 364.43
04/30/2024	Jon Stern	13372*	Small Cities Revolving Loan	(04/30/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
							\$ 167.51
04/30/2024	PINE RIVER STATE BANK	13378	Int CR Checking	(04/30/2024) -	N Interest Earning	100-36210-	\$ 62.37
					Interest Earning	201-36210-	\$ 12.76
					Interest Earning	204-36210-	\$ 2.30
					Interest Earning	206-36210-	\$ 5.74
					Interest Earning	211-36210-	\$ 0.26
					Interest Earning	225-36210-	\$ 12.89
					Interest Earning	226-36210-	\$ 7.53
					Interest Earning	228-36210-	\$ 2.68
					Interest Earning	303-36210-	\$ 0.64
					Interest Earning	304-36210-	\$ 0.13
					Interest Earning	404-36210-	\$ 5.36
					Interest Earning	406-36210-	\$ 3.70
					Interest Earning	407-36210-	\$ 0.13
					Interest Earning	409-36210-	\$ 0.38

Fund Name: 11 Funds

Date Range: 01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/30/2024	Pershing	13381	Int CR MMMF	(04/30/2024)-	N	Interest Earning	100-36210-	\$ 4.62
						Interest Earning	226-36210-	\$ 1.61
						Interest Earning	404-36210-	\$ 2.81
						Interest Earning	407-36210-	\$ 1.40
						Interest Earning	409-36210-	\$ 1.00
						Interest Earning	415-36210-	\$ 2.01
						Interest Earning	416-36210-	\$ 1.40
						Interest Earning	602-36210-	\$ 0.40
								\$ 15.25
04/30/2024	Money Market/Bonds	IAW10848	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	100-39990-	\$ 23.08
04/30/2024	Money Market/Bonds	IAW10849	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	226-39990-	\$ 8.03
04/30/2024	Money Market/Bonds	IAW10850	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	404-39990-	\$ 14.05
04/30/2024	Money Market/Bonds	IAW10851	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	407-39990-	\$ 7.02
04/30/2024	Money Market/Bonds	IAW10852	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	409-39990-	\$ 5.02
04/30/2024	Money Market/Bonds	IAW10853	Deposit from Money Market/Bonds	(04/30/2024)-	N	Sale of Investment	415-39990-	\$ 10.03
								\$ 10.03

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/30/2024	Money Market/Bonds	IAW10854	Deposit from Money Market/Bonds	(04/30/2024)-	N Sale of Investment	416-39990-	\$ 7.02
04/30/2024	Money Market/Bonds	IAW10855	Deposit from Money Market/Bonds	(04/30/2024)-	N Sale of Investment	602-39990-	\$ 2.01
Total for Selected Receipts							\$ 37,658.86

Date Range : 5/9/2024 To 5/14/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/14/2024	Department of Employment and	EMPLOYER #07987886, Qtr 1 2024 Unemployment Benefits	71279	\$91.48	100-42220-142- 100-43110-142-	Fire Fighting Maintenance-Shop	\$27.13 \$64.35
05/14/2024	CROW WING POWER	Monthly - 5-7-24 Invoices	71280	\$2,171.63	100-43160-381- 100-43110-381- 100-43110-381- 100-42280-381- 100-41941-381- 100-49010-381- 602-49470-381-	Street Lighting Maintenance-Shop Maintenance-Shop Fire Stations and Buildings City Hall Cemetery Sewer Utilities - Sewer Lift Stations Sewer Utilities - Sewer Lift Stations Sewer Utilities - Sewer Lift Stations City Hall Maintenance-Shop Park Areas Park Areas	\$291.00 \$30.99 \$113.43 \$113.89 \$1,299.74 \$41.87 \$37.40 \$37.52 \$48.97 \$32.82 \$64.08 \$30.42 \$29.50
05/14/2024	Ehlers Investment Partners, LLC	April 2024 Investment Account Management Fee	71281	\$81.26	100-49350-307-	Purchase of Investments	\$81.26
05/14/2024	Tom Block Tree Service	4-19-24 Invoice: Tree Removal - Jermark, Blue Lake, Trout Lake - Damaged from storms	71282	\$1,300.00	100-43121-404-	Paved Streets	\$1,300.00
05/14/2024	Dollar General - Regions 410526	Statement 5/4/24 Transaction 1001310651-ShopMaterials	71283	\$23.62	100-43110-215-	Maintenance-Shop	\$23.62

Date Range : 5/9/2024 To 5/14/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/14/2024	IIMC	Annual Renewal - Johnson ID 29511 and Prokott ID 46140	71284	\$310.00	100-41425-433-	Clerk	\$310.00
05/14/2024	POSTMASTER	12 month PO Box renewal	71285	\$154.00	100-41425-415-	Clerk	\$154.00
05/14/2024	Bobcat of Brainerd	Invoices 76938,76156,76031:Tool cat Repair/Maint and Labor	71286	\$2,001.66	100-45202-221- 602-49450-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Cemetery Road and Bridge Equipment Park Areas Sewer Utilities - Sanitary Sewer Maintenance	\$93.12 \$93.12 \$93.12 \$15.96 \$15.96
					100-49010-221- 100-43126-221- 100-45202-404- 602-49450-404-	Cemetery Road and Bridge Equipment Park Areas Sewer Utilities - Sanitary Sewer Maintenance	\$15.95 \$15.95 \$178.50 \$178.50
					100-49010-404- 100-43126-404- 100-45202-221- 602-49450-221-	Cemetery Road and Bridge Equipment Park Areas Sewer Utilities - Sanitary Sewer Maintenance	\$178.50 \$178.50 \$212.84 \$212.84
05/14/2024	Sourcewell	Planning and Zoning Services for March - Inv. INV00002800	71287	\$962.50	100-41910-311-	Planning and Zoning	\$962.50
05/14/2024	A W Research Laboratories	Sewer Sample Testing - Inv. #62443	71288	\$435.60	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$435.60

Date Range : 5/9/2024 To 5/14/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/14/2024	WM Corporate Services, Inc.	garbage - inv. 6827067-1767-0	71289	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
05/14/2024	VICTOR LUNDEEN COMPANY	Invs. 459986 - Checks	71290	\$445.77	100-41425-201-	Clerk	\$445.77
05/14/2024	The Office Shop, Inc.	5/1/24 Statement for Inv. 1140772-0 - Clerk's Office Supplies	71291	\$115.00	100-41425-201-	Clerk	\$115.00
05/14/2024	Forum Communications Company	Statement MP3210480424 - Seasonal Maint Worker Classified - BrainerdDispatch	71292	\$293.94	100-43110-341-	Maintenance-Shop	\$293.94
Total For Selected Claims				\$8,743.62			\$8,743.62

For the payroll period ending: 05/14/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	.4
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
Account Total			1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
			Account Total
100-42501-103	170	Roden, Kenneth W	36.94
			Account Total
100-45187-103	623	Davis, Jane M	210.87
			Account Total
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$1,910.12

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

Date Range : 5/2/2024 To 5/8/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/08/2024	Quality Fabricating	Inv. 304454 - Park - Scoreboard Posts	71268	\$1,678.00	100-45202-404-	Park Areas	\$1,678.00
05/08/2024	CULLIGAN	Invs:150X01643600,150X 01672906 - Hall Softener Equip RentalwSalt/Shop Water Rentalwwater	71269	\$215.86	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$127.75 \$88.11
05/08/2024	GREAT PLAINS FIRE	Inv. 8209: Fire - Turnout Gear	71270*	\$15,575.00	225-42220-217- 225-42220-217-	Fire Fighting Fire Fighting	\$14,837.89 \$737.11
05/08/2024	GOPHER STATE ONE-CALL	Inv. 4040382 - Locates	71271	\$14.85	602-49490-385-	Sewer Utilities - Administration and General	\$14.85
05/08/2024	EMILY ACE HARDWARE	Inv.4/30/24:ShopMaterial Is/SmTIs, ParkLandscp, Hall Clean, RoadSignMaterials , FireRepair/Maint	71272	\$388.14	100-43110-215- 100-43110-240- 100-45202-225- 100-41941-211- 100-43126-226- 100-42220-221-	Maintenance-Shop Maintenance-Shop Park Areas City Hall Road and Bridge Equipment Fire Fighting	\$245.71 \$15.19 \$85.43 \$17.84 \$17.84 \$6.13
05/08/2024	Elan Financial Services	Apr24:PostageCirk,PZ,Se w;FireSmTIs;HallSmTIs;Cl erk Train;ClerkOffc;HallClean ;ElectionOffcs	71273	\$3,059.63	100-41425-322- 100-41910-322- 602-49490-322-	Clerk Planning and Zoning Sewer Utilities - Administration and General	\$5.61 \$136.00 \$0.92

Date Range : 5/2/2024 To 5/8/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/08/2024	FERRELLGAS	Statement 5008515650: County Shop, Broadway Shop, Fire Hall Propane	71274	\$1,703.43	225-42220-240- 100-41941-240- 100-41425-308- 100-41425-201- 100-41941-211- 100-41410-201-	Fire Fighting City Hall Clerk Clerk City Hall Elections	\$1,199.98 \$1,229.31 \$360.00 \$92.61 \$21.79 \$13.41
05/08/2024	Tremolo Communications	City phone service - 5/1/2024 invoices	71275	\$810.46	100-43110-383- 100-42280-383-	Maintenance-Shop Fire Stations and Buildings	\$1,091.09 \$612.34
05/08/2024	INTERNATIONAL UNION OF	Union dues - 5-2-24 Invoice	71276	\$140.00	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop	\$38.67 \$46.55 \$39.32 \$433.27 \$146.54 \$106.11
05/08/2024	CROSBY-IRONTON COURIER	5/1/24 Invoice - Legal - PZ Public Hearing	71277	\$58.36	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
05/08/2024	GREAT PLAINS FIRE	Inv. 8223: Fire Truck - Hoses	71278	\$1,603.97	100-41910-351- 225-42220-240-	Planning and Zoning Fire Fighting	\$58.36 \$1,603.97
Total For Selected Claims				\$25,247.70			\$25,247.70

For the payroll period ending: 05/08/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1425-101	85	Johnson, Cari E.	1,522.17
	914	Prokott, Amy J	1,058.72
Account Total			2,580.89
100-41425-103	623	Davis, Jane M	13.25
	909	Fahrendorff, Susan E	139.60
Account Total			152.85
100-41910-103	909	Fahrendorff, Susan E	857.54
Account Total			857.54
100-41941-101	451	Foster, Brian D	226.33
	502	Spindler, Calen Chris	175.48
Account Total			401.81
100-41941-103	932	Moonen, Brian E	16.49
Account Total			16.49
100-43110-101	451	Foster, Brian D	431.34
	502	Spindler, Calen Chris	534.21
Account Total			965.55
100-43110-103	932	Moonen, Brian E	116.49
Account Total			116.49
100-43121-101	451	Foster, Brian D	677.36
	502	Spindler, Calen Chris	582.36
Account Total			1,259.72
100-43121-103	932	Moonen, Brian E	66.49
Account Total			66.49
100-43240-101	451	Foster, Brian D	37.72
	502	Spindler, Calen Chris	38.82
Account Total			76.54
100-45202-101	451	Foster, Brian D	205.01
	502	Spindler, Calen Chris	184.80
Account Total			389.81
100-45202-103	932	Moonen, Brian E	66.49
Account Total			66.49
602-49450-101	451	Foster, Brian D	62.32
	502	Spindler, Calen Chris	37.27
Account Total			99.59
602-49490-101	914	Prokott, Amy J	168.07
Account Total			168.07
100-43110-101			
Unallocated (Due to rounding)			\$0.02
Total For Period			\$7,218.35

Date Range : 4/25/2024 To 5/1/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/01/2024	QUILL	Inv. 38223095, 38297702 - Hall Cleaning Supplies, Clerk Office Supplies	71261	\$100.97	100-41941-211- 100-41425-201-	City Hall Clerk	\$36.99 \$63.98
05/01/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance June 2024	71262	\$5,900.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$612.50 \$2,337.50 \$612.50 \$2,337.50
05/01/2024	AFLAC	Monthly employee ins coverage Inv. #744564	71263	\$351.52	100-43110-101- 100-41425-101-	Maintenance-Shop Clerk	\$69.72 \$281.80
05/01/2024	Colonial Life	Employee paid insurance - Inv # 47086730405152	71264	\$76.72	100-41425-101-	Clerk	\$76.72
05/01/2024	Canon Financial Services, Inc.	COPIER LEASE- 4/20/24 Inv. #32448279	71265	\$148.93	100-41425-413-	Clerk	\$148.93
05/01/2024	Fox Glen Painting	Inv. INV0608: Painting of Law Enforcement Office	71266*	\$1,625.00	228-42170-404-	Police Stations and Buildings	\$1,625.00
05/01/2024	AUTO VALUE	4/25/24 Statement:ShopMaterial s,RoadEquipRepair Maint	71267	\$252.63	100-43110-215- 100-43126-221-	Maintenance-Shop Road and Bridge Equipment	\$200.65 \$51.98

Date Range : 4/25/2024 To 5/1/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
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Total For Selected Claims							\$8,455.77	\$8,455.77
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Andrew D Hemphill		City Council/Town Board				Date
Bryce L Butcher		City Council/Town Board				Date
GERHART L. HANSON, JR		City Council/Town Board				Date
Gregory A Koch		City Council/Town Board				Date
TRACY ALLEN JONES		City Council/Town Board, Mayor				Date

For the payroll period ending: 05/01/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-45202-115	926	Hughes, Faye A	32.32
	724	Koch, Gregory A	32.32
	931	Murnane, Wesley J	32.32
	924	Rheaume, Patrick T	32.32
Account Total			129.28
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$129.28

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

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
04/10/2024	Payroll Period Ending 04/10/2024	61337	Regular Payroll - 3-27 to 4-9	N	Clerk	100-41425-103-	\$ 320.67
		61337			Planning and Zoning	100-41910-103-	\$ 687.73
		61337					\$ 1,008.40
04/10/2024	Payroll Period Ending 04/10/2024	61338	Regular Payroll - 3-27 to 4-9	N	City Hall	100-41941-101-	\$ 418.80
		61338			Fire Stations and Buildings	100-42280-101-	\$ 171.41
		61338			Maintenance-Shop	100-43110-101-	\$ 648.65
		61338			Paved Streets	100-43121-101-	\$ 516.19
		61338			Waste (Refuse) Disposal	100-43240-101-	\$ 42.85
		61338			Park Areas	100-45202-101-	\$ 42.85
		61338			Cemetery	100-49010-101-	\$ 21.43
		61338			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 85.71
		61338					\$ 1,947.89
04/10/2024	Payroll Period Ending 04/10/2024	61339	Regular Payroll - 3-27 to 4-9	N	Clerk	100-41425-101-	\$ 1,583.96
		61339					\$ 1,583.96
04/10/2024	Payroll Period Ending 04/10/2024	61340	Regular Payroll - 3-27 to 4-9	N	Clerk	100-41425-101-	\$ 1,028.19
		61340			Sewer Utilities - Administration and General	602-49490-101-	\$ 69.13
		61340					\$ 1,097.32
04/10/2024	Payroll Period Ending 04/10/2024	61341	Regular Payroll - 3-27 to 4-9	N	City Hall	100-41941-101-	\$ 256.36
		61341			Fire Stations and Buildings	100-42280-101-	\$ 157.39
		61341			Maintenance-Shop	100-43110-101-	\$ 550.04
		61341			Paved Streets	100-43121-101-	\$ 522.46
		61341			Waste (Refuse) Disposal	100-43240-101-	\$ 38.94
		61341			Park Areas	100-45202-101-	\$ 19.47
		61341			Cemetery	100-49010-101-	\$ 19.47
		61341			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 58.41
		61341					\$ 1,622.54
04/10/2024	Payroll Period Ending 04/10/2024	61342	Spindler 2024 Clothing Allowance	N	Maintenance-Shop	100-43110-101-	\$ 40.11
		61342					\$ 40.11

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

Date: 04/10/2024 Vendor: Crow Wing County Historical Society

Check # 61343

Total For Check 61343

<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>
04/12/2024	FEDERAL WITHHOLDING/ON LINE	330790	Federal Withholding - 4/10/24 Payroll	N	Council/Town Board	100-41110-103-	\$ 114.76
		330790				100-41110-122-	\$ 93.00
		330790			Mayor	100-41110-135-	\$ 21.76
		330790				100-41310-103-	\$ 42.08
		330790				100-41310-122-	\$ 34.10
		330790			Clerk	100-41310-135-	\$ 7.98
		330790				100-41425-101-	\$ 280.98
		330790				100-41425-103-	\$ 29.76
		330790				100-41425-122-	\$ 24.12
		330790				100-41425-122-	\$ 227.72
		330790				100-41425-135-	\$ 53.26
		330790				100-41425-135-	\$ 5.64
		330790				100-41425-171-	\$ 185.11
		330790			Planning and Zoning	100-41425-171-	\$ 8.61
		330790				100-41910-103-	\$ 63.82
		330790				100-41910-114-	\$ 45.51
		330790				100-41910-122-	\$ 36.89
		330790				100-41910-122-	\$ 51.72
		330790				100-41910-135-	\$ 12.10
		330790				100-41910-135-	\$ 8.62
		330790			City Hall	100-41910-171-	\$ 18.46
		330790				100-41941-101-	\$ 71.27
		330790				100-41941-122-	\$ 57.76
		330790				100-41941-135-	\$ 13.51
		330790				100-41941-171-	\$ 65.97
		330790			Fire Stations and Buildings	100-42280-101-	\$ 34.43
		330790				100-42280-122-	\$ 27.90
		330790				100-42280-135-	\$ 6.53
		330790				100-42280-171-	\$ 29.31
		330790			Civil Defense Expenditures	100-42501-103-	\$ 3.06
		330790				100-42501-122-	\$ 2.48
		330790				100-42501-135-	\$ 0.58
		330790			Maintenance-Shop	100-43110-101-	\$ 131.07
		330790				100-43110-122-	\$ 106.25
		330790				100-43110-135-	\$ 24.82
		330790				100-43110-171-	\$ 133.86

Fund Name: All Funds

Date Range: 1/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330790			Paved Streets	100-43121-101-	108.52
		330790				100-43121-122-	87.95
		330790				100-43121-135-	20.57
		330790				100-43121-171-	90.38
		330790			Waste (Refuse) Disposal	100-43240-101-	8.56
		330790				100-43240-122-	6.94
		330790				100-43240-135-	1.62
		330790				100-43240-171-	7.31
		330790			Library	100-45187-103-	19.13
		330790				100-45187-122-	15.50
		330790				100-45187-135-	3.63
		330790				100-45187-171-	20.00
		330790			Park Areas	100-45202-101-	6.61
		330790				100-45202-115-	8.04
		330790				100-45202-122-	6.51
		330790				100-45202-122-	5.36
		330790				100-45202-135-	1.25
		330790				100-45202-135-	1.53
		330790				100-45202-171-	6.46
		330790			Cemetery	100-49010-101-	4.28
		330790				100-49010-122-	3.47
		330790				100-49010-135-	0.81
		330790			Sewer Utilities - Sanitary Sewer Maintenance	100-49010-171-	3.66
		330790				602-49450-101-	15.18
		330790				602-49450-122-	12.30
		330790				602-49450-135-	2.88
		330790				602-49450-171-	13.76
		330790			Sewer Utilities - Administration and General	602-49490-101-	7.28
		330790				602-49490-122-	5.90
		330790				602-49490-135-	1.38
		330790				602-49490-171-	1.76
		330790					2,573.33
04/12/2024	MINNESOTA REVENUE	330792	State Withholding - 4/10/24 Payroll	N	Council/Town Board	100-41110-172-	0.11
		330792			Clerk	100-41425-172-	131.53
		330792			Planning and Zoning	100-41910-172-	10.02
		330792			City Hall	100-41941-172-	42.06
		330792			Fire Stations and Buildings	100-42280-172-	19.88
		330792			Maintenance-Shop	100-43110-172-	72.89

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330792			Paved Streets	100-43121-172-	\$ 62.33
		330792			Waste (Refuse) Disposal	100-43240-172-	\$ 4.95
		330792			Park Areas	100-45202-172-	\$ 3.96
		330792			Cemetery	100-49010-172-	\$ 2.48
		330792			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 8.91
		330792			Sewer Utilities - Administration and General	602-49490-172-	\$ 2.91
		330792					\$ 362.03
04/17/2024	GAMMELLO - PEARSON, PLLC	61344*	98649,98652,98654,98655,:Reta iner,RdVacatn,SSTS, HousingRehabRepaytAgreet	N	Clerk	100-41425-304-	\$ 182.00
		61344*				100-41425-304-	\$ 546.00
		61344*			Planning and Zoning	100-41910-304-	\$ 26.00
		61344*			Paved Streets	100-43121-304-	\$ 494.00
		61344					\$ 1,248.00
04/17/2024	K&M SIGNS INC.	61345	Inv. 15514 - Install Maintenance Vehicles City Decals	N	Road and Bridge Equipment	100-43126-404-	\$ 85.00
		61345					\$ 85.00
04/17/2024	Ehlers Investment Partners, LLC	61346	February and March 2024 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 162.40
		61346					\$ 162.40
04/17/2024	CROW WING POWER	61347	Monthly - 4-7-24 Invoices	N	City Hall	100-41941-381-	\$ 1,923.65
		61347				100-41941-381-	\$ 33.05
		61347			Fire Stations and Buildings	100-42280-381-	\$ 119.38
		61347			Maintenance-Shop	100-43110-381-	\$ 127.63
		61347				100-43110-381-	\$ 74.05
		61347			Street Lighting	100-43110-381-	\$ 30.99
		61347			Park Areas	100-43160-381-	\$ 291.00
		61347				100-45202-381-	\$ 30.42
		61347				100-45202-381-	\$ 29.50
		61347			Cemetery	100-49010-381-	\$ 42.21
		61347			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.75
		61347				602-49470-381-	\$ 37.98
		61347				602-49470-381-	\$ 51.03
		61347					\$ 2,828.64

Fund Name: All Funds

Date Range: 10/2024 To 04/30/2024

Date 04/17/2024 Vendor CROSBY-IRONTON COURIER Check # 61348

Description 3/21/24 Invoice - Legal - Fee Schedule Ordinance Revision Summary

Void N Account Name Ordinances and Proceedings

F-A-O-P 100-41130-353- Total 55.83

Total For Check 61348 04/17/2024 INTERNATIONAL UNION OF 61349 61349 Total For Check 61349

100-41425-101- 70.00 100-43110-101- 70.00 Total 140.00

04/17/2024 Minnesota Life Insurance Company 61350 61350 61350 Total For Check 61350

100-41425-101- 24.00 100-41425-133- 11.90 100-43110-133- 11.90 Total 47.80

04/17/2024 Security & Fire Partners Inc. 61351 Total For Check 61351

100-41941-404- 2,821.10

04/17/2024 Minnesota Fire Service Cert. Board 61352 Total For Check 61352

100-42240-308- 252.00

04/22/2024 PERA 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 330793 Total For Check 61352

100-41425-101- 258.66 100-41425-103- 25.28 100-41425-121- 29.17 100-41425-121- 298.45 100-41910-103- 54.23 100-41910-121- 62.57 100-41941-101- 64.27 100-41941-121- 74.16 100-42280-101- 31.09 100-42280-121- 35.87 100-43110-101- 113.50 100-43110-121- 130.97 100-43121-101- 98.04 100-43121-121- 113.12

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330793			Waste (Refuse) Disposal	100-43240-101-	\$ 7.73
		330793				100-43240-121-	\$ 8.92
		330793			Park Areas	100-45202-101-	\$ 5.96
		330793				100-45202-121-	\$ 6.87
		330793			Cemetery	100-49010-101-	\$ 3.87
		330793				100-49010-121-	\$ 4.46
		330793			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 13.70
		330793				602-49450-121-	\$ 15.81
		330793			Sewer Utilities - Administration and General	602-49490-101-	\$ 6.81
		330793				602-49490-121-	\$ 7.86
		330793					\$ 1,471.37
04/24/2024	Payroll Period Ending 04/24/2024	61353	Regular Payroll - 4-10 to 4-23	N	Clerk	100-41425-103-	\$ 68.66
		61353					\$ 68.66
04/24/2024	Payroll Period Ending 04/24/2024	61354	Regular Payroll - 4-10 to 4-23	N	Clerk	100-41425-103-	\$ 328.39
		61354			Planning and Zoning	100-41910-103-	\$ 762.60
		61354					\$ 1,090.99
04/24/2024	Payroll Period Ending 04/24/2024	61355	Regular Payroll - 4-10 to 4-23	N	City Hall	100-41941-101-	\$ 248.59
		61355			Fire Stations and Buildings	100-42280-101-	\$ 103.86
		61355			Maintenance-Shop	100-43110-101-	\$ 623.18
		61355				100-43110-101-	\$ 0.01
		61355			Paved Streets	100-43121-101-	\$ 352.45
		61355			Waste (Refuse) Disposal	100-43240-101-	\$ 63.00
		61355			Park Areas	100-45202-101-	\$ 83.43
		61355			Cemetery	100-49010-101-	\$ 187.29
		61355			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 40.86
		61355					\$ 1,702.67
04/24/2024	Payroll Period Ending 04/24/2024	61356	Regular Payroll - 4-10 to 4-23	N	Clerk	100-41425-101-	\$ 1,763.42
		61356					\$ 1,763.42
04/24/2024	Payroll Period Ending 04/24/2024	61357	Regular Payroll - 4-10 to 4-23	N	Clerk	100-41425-101-	\$ 995.03
		61357			Sewer Utilities - Administration and General	602-49490-101-	\$ 133.12
		61357					\$ 1,128.15
04/24/2024	Payroll Period Ending 04/24/2024	61358	Regular Payroll - 4-10 to 4-23	N	City Hall	100-41941-101-	\$ 234.86

Fund Name: All Funds

Date Range: /10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61358			Fire Stations and Buildings	100-42280-101-	\$ 98.13
		61358			Maintenance-Shop	100-43110-101-	\$ 529.24
		61358			Paved Streets	100-43121-101-	\$ 411.81
		61358			Waste (Refuse) Disposal	100-43240-101-	\$ 78.82
		61358			Park Areas	100-45202-101-	\$ 59.52
		61358			Cemetery	100-49010-101-	\$ 176.95
		61358			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.30
		Total For Check 61358					\$ 1,608.63
04/24/2024	Wex Bank	61359	Inv. 96317850 - Fuel - Road Equip	N	Road and Bridge Equipment	100-43126-212-	\$ 1,332.65
		Total For Check 61359					\$ 1,332.65
04/24/2024	Aramark	61360	Rugs and Towels - Invs.2530262514,2530262513-CityHall/FireHall	N	City Hall	100-41941-418-	\$ 162.33
		61360			Fire Stations and Buildings	100-42280-418-	\$ 50.58
		Total For Check 61360					\$ 212.91
04/24/2024	CUYUNA REGIONAL MEDICAL CENTER	61361	Guarantor#80002493, 4/4/24Stmt:First Resp Preemployment Physical - Jarvis	N	Other Protection-1st Response	100-42860-306-	\$ 130.00
		Total For Check 61361					\$ 130.00
04/24/2024	PEOPLESERVICE, INC.	61362	Inv. PS-INV104400 - May 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,219.92
		Total For Check 61362					\$ 2,219.92
04/24/2024	Varsity Scoreboards	61363	Inv. 269788: Scoreboard for the City Ballfield	N	Park Areas	404-45202-240-	\$ 4,645.00
		Total For Check 61363					\$ 4,645.00
04/24/2024	Verizon	61364	Shop - Inv. #9961590974	N	Maintenance-Shop	100-43110-321-	\$ 103.98
		Total For Check 61364					\$ 103.98
04/24/2024	Amy Prokott	61365	Mileage: Training - Pequot Lakes and Safety and Loss Workshop	N	Clerk	100-41425-331-	\$ 92.59
		Total For Check 61365					\$ 92.59

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/24/2024	Sue Fahrendorff	61366	Mileage: Trainings - Sourcewell and Safety and Loss Control Workshop	N	Planning and Zoning	100-41910-331-	\$ 165.49
		61366				100-41910-810-	\$ 8.00
							\$ 173.49
04/24/2024	CARI JOHNSON	61367	Mileage: Trainings: Sourcewell, Safety and Loss Control, Reg. Safety Group	N	Clerk	100-41425-331-	\$ 163.48
		61367				100-41425-810-	\$ 7.50
		61367					\$ 170.98
04/24/2024	Tri-County Septic Inspection	61368	4-24: DesignRev: 21527 S. Smokey Hollow Rd	N	Planning and Zoning	100-41910-310-	\$ 35.00
		61368					\$ 35.00
04/24/2024	Professional Engineering Consultant	61369	4-22 Invoice: Engineering services for PZ/Clerks Office connection door	N	City Hall	100-41941-404-	\$ 450.00
		61369					\$ 450.00
04/24/2024	CROSBY-IRONTON COURIER	61370	3/21/24 Invoice - Legal - Annual Financial Report	N	Internal Auditing	100-41540-351-	\$ 645.07
		61370					\$ 645.07
04/24/2024	JTH Garage Door	61371	Inv. 1029: 4 Garage Door Remotes/Service Call	N	Maintenance-Shop	100-43110-221-	\$ 180.00
		61371				100-43110-404-	\$ 60.00
		61371					\$ 240.00
04/26/2024	FEDERAL WITHHOLDING/ON LINE	330791	Federal Withholding - 4/24/24 Payroll	N	Clerk	100-41425-101-	\$ 297.26
		330791				100-41425-103-	\$ 38.16
		330791				100-41425-122-	\$ 30.93
		330791				100-41425-122-	\$ 240.92
		330791				100-41425-135-	\$ 56.34
		330791				100-41425-135-	\$ 7.23
		330791				100-41425-171-	\$ 31.40
		330791				100-41425-171-	\$ 216.10
		330791				100-41910-103-	\$ 71.59
		330791				100-41910-122-	\$ 58.02
		330791				100-41910-135-	\$ 13.57

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330791				100-41910-171-	26.47
		330791			City Hall	100-41941-101-	50.10
		330791				100-41941-122-	40.60
		330791				100-41941-135-	9.50
		330791				100-41941-171-	37.81
		330791			Fire Stations and Buildings	100-42280-101-	20.93
		330791				100-42280-122-	16.96
		330791				100-42280-135-	3.97
		330791				100-42280-171-	15.79
		330791			Maintenance-Shop	100-43110-101-	119.70
		330791				100-43110-122-	97.01
		330791				100-43110-135-	22.69
		330791				100-43110-171-	92.20
		330791			Paved Streets	100-43121-101-	78.92
		330791				100-43121-122-	63.96
		330791				100-43121-135-	14.96
		330791				100-43121-171-	56.98
		330791			Waste (Refuse) Disposal	100-43240-101-	14.63
		330791				100-43240-122-	11.86
		330791				100-43240-135-	2.77
		330791				100-43240-171-	10.41
		330791			Park Areas	100-45202-101-	14.88
		330791				100-45202-122-	12.06
		330791				100-45202-135-	2.82
		330791				100-45202-171-	11.86
		330791			Cemetery	100-49010-101-	37.74
		330791				100-49010-122-	30.59
		330791				100-49010-135-	7.15
		330791				100-49010-171-	28.48
		330791			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	6.31
		330791				602-49450-122-	5.11
		330791				602-49450-135-	1.20
		330791				602-49450-171-	5.39
		330791			Sewer Utilities - Administration and General	602-49490-101-	14.03
		330791				602-49490-122-	11.37
		330791				602-49490-135-	2.66
		330791				602-49490-171-	3.77
		330791					2,065.16
04/30/2024	Pershing	330794	Muni Bonds Loss	N	Unrealized Investment Loss	100-49301-800-	23.08
		330794				226-49301-800-	8.03

Fund Name: All Funds

Date Range: 04/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330794				404-49301-800-	14.05
		330794				407-49301-800-	7.02
		330794				409-49301-800-	5.02
		330794				415-49301-800-	10.03
		330794				416-49301-800-	7.02
		330794				602-49301-800-	2.01
		330794					76.26
04/30/2024	Money Market/Bonds	IAD2989	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	4.62
		IAD2989					4.62
04/30/2024	Money Market/Bonds	IAD2990	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	1.61
		IAD2990					1.61
04/30/2024	Money Market/Bonds	IAD2991	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	2.81
		IAD2991					2.81
04/30/2024	Money Market/Bonds	IAD2992	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	1.40
		IAD2992					1.40
04/30/2024	Money Market/Bonds	IAD2993	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	1.00
		IAD2993					1.00
04/30/2024	Money Market/Bonds	IAD2994	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	2.01
		IAD2994					2.01
04/30/2024	Money Market/Bonds	IAD2995	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	1.40
		IAD2995					1.40
04/30/2024	Money Market/Bonds	IAD2996	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	0.40
		IAD2996					0.40
		Total For Selected Checks					39,418.50

4/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	458,936.28	39,712.09	(419,224.19)
Delinquent Ad Valorem Taxes	4,666.66	712.28	(3,954.38)
Mobile Home Tax	8.33	0.00	(8.33)
Fiscal Disparities	483.33	0.00	(483.33)
Total Acct 310	464,094.60	40,424.37	(423,670.23)
Franchise Taxes	0.00	0.00	0.00
Severed Mineral Tax	76.00	0.00	(76.00)
Total Acct 318	76.00	0.00	(76.00)
Penalties and Interest on Ad valorem Taxes	666.67	127.09	(539.58)
Forfeited Tax Sale Apportionments	1,800.00	0.00	(1,800.00)
Principal on Special Assessments	166.67	0.00	(166.67)
Penalties and Interest on Special Assessments	1.67	0.00	(1.67)
Total Acct 319	2,635.01	127.09	(2,507.92)
Licenses & Permits	33.33	0.00	(33.33)
Alcoholic Beverages	1,990.00	0.00	(1,990.00)
Rental Dwelling License	1,233.33	750.00	(483.33)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	3,256.66	750.00	(2,506.66)
Building Permits (Excludes surcharge)	8,666.66	4,850.00	(3,816.66)
Animal Licenses	6.67	0.00	(6.67)
Total Acct 322	8,673.33	4,850.00	(3,823.33)
Federal Payments in Lieu of Taxes	1.33	0.00	(1.33)
Total Acct 331	1.33	0.00	(1.33)
Homestead and Agricultural Credit Aid (HACA)	10,899.99	0.00	(10,899.99)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	7,333.33	21,114.82	13,781.49
Agricultural Market Value Credit	191.67	0.00	(191.67)
Fire Training Reimbursement	833.33	0.00	(833.33)
State Fire Aid	5,199.99	0.00	(5,199.99)
Supp. Fire State Aid	933.33	2,000.00	1,066.67
State Police Aid	0.00	0.00	0.00
Total Acct 334	25,391.64	23,114.82	(2,276.82)
Grants & Aids from Other LGUs	12,499.99	1,500.00	(10,999.99)
Total Acct 336	12,499.99	1,500.00	(10,999.99)
City/Town Hall Rent	241.67	810.00	568.33
Zoning and Subdivision Fees	1,166.67	1,000.00	(166.67)
Assessment Searches	400.00	225.00	(175.00)
Candidate Filing Fee	4.67	0.00	(4.67)
Copies/Faxes	20.00	8.25	(11.75)
Total Acct 341	1,833.01	2,043.25	210.24
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	17,700.65	0.00	(17,700.65)
First Responder Charges	1,933.33	0.00	(1,933.33)
Total Acct 342	19,633.98	0.00	(19,633.98)
Sale of Culverts	333.33	0.00	(333.33)
Contractor Water Use	33.33	0.00	(33.33)
Sale of Lockers	0.00	130.00	130.00
Total Acct 343	366.66	130.00	(236.66)
Refuse Collection Charges	0.00	0.00	0.00
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	166.67	500.00	333.33
Cemetery -Grave openings	1,500.00	350.00	(1,150.00)

4/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Cemetery -Sale of lots	3,866.66	600.00	(3,266.66)
Misc. Rents	3.33	1.00	(2.33)
Verizon Rental	4,400.00	4,400.00	0.00
Total Acct 349	9,936.66	5,851.00	(4,085.66)
Court Fines	216.67	0.00	(216.67)
Administrative Fines (Penalties)	500.00	0.00	(500.00)
Total Acct 351	716.67	0.00	(716.67)
Interest Earning	1,933.33	2,520.95	587.62
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	4,833.33	1,570.06	(3,263.27)
Total Acct 362	6,766.66	4,091.01	(2,675.65)
Total Revenues	555,882.20	82,881.54	(473,000.66)
Other Financing Sources:			
Unrealized Investment Gain	433.33	556.60	123.27
Total Acct 391	433.33	556.60	123.27
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	6,666.66	1,050.05	(5,616.61)
Total Acct 399	6,666.66	1,050.05	(5,616.61)
Total Other Financing Sources	7,099.99	1,606.65	(5,493.34)

4/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	7,338.32	6,405.17	933.15
Ordinances and Proceedings	2,149.99	1,434.54	715.45
Total Acct 411	9,488.31	7,839.71	1,648.60
Mayor	2,851.66	2,368.31	483.35
Total Acct 413	2,851.66	2,368.31	483.35
Elections	3,150.67	1,954.65	1,196.02
Clerk	67,678.25	60,996.47	6,681.78
Total Acct 414	70,828.92	62,951.12	7,877.80
Internal Auditing	4,614.99	1,052.12	3,562.87
Total Acct 415	4,614.99	1,052.12	3,562.87
Planning and Zoning	21,889.99	14,630.28	7,259.71
General Government Buildings and Plant	856.67	2,338.00	(1,481.33)
City Hall	30,413.29	34,751.07	(4,337.78)
Total Acct 419	53,159.95	51,719.35	1,440.60
Police Administration	3,383.33	9,089.00	(5,705.67)
Patrol	666.67	1,056.05	(389.38)
Police Training	0.00	0.00	0.00
Total Acct 421	4,050.00	10,145.05	(6,095.05)
Fire Administration	29,760.34	20,853.68	8,906.66
Fire Fighting	43,407.93	4,135.40	39,272.53
Fire Training	4,445.99	3,706.99	739.00
Fire Stations and Buildings	6,823.33	9,088.32	(2,264.99)
Total Acct 422	84,437.59	37,784.39	46,653.20
Building Inspections Administration	833.34	1,150.00	(316.66)
Rental Inspections	733.33	1,375.00	(641.67)
Total Acct 424	1,566.67	2,525.00	(958.33)
Civil Defense Expenditures	383.00	172.24	210.76
Total Acct 425	383.00	172.24	210.76
Traffic Engineering Expenditures	6,400.00	390.01	6,009.99
Total Acct 426	6,400.00	390.01	6,009.99
Other Protection-1st Response	11,558.34	1,945.63	9,612.71
Total Acct 428	11,558.34	1,945.63	9,612.71
Maintenance-Shop	42,791.65	44,773.59	(1,981.94)
Paved Streets	54,128.25	16,980.97	37,147.28
Unpaved Streets	5,416.66	0.00	5,416.66
Ice and Snow Removal	1,666.67	0.00	1,666.67
Road and Bridge Equipment	74,464.63	9,416.86	65,047.77
Bridges, Viaducts and Grade Separations	31,766.64	0.00	31,766.64
Street Lighting	1,233.33	1,164.00	69.33
Total Acct 431	211,467.83	72,335.42	139,132.41
Waste (Refuse) Disposal	4,508.34	2,422.64	2,085.70
Total Acct 432	4,508.34	2,422.64	2,085.70
Historical Society	33.33	100.00	(66.67)
Total Acct 450	33.33	100.00	(66.67)
Library	2,013.34	1,203.67	809.67
Total Acct 451	2,013.34	1,203.67	809.67
Park Areas	8,883.36	3,074.49	5,808.87
Total Acct 452	8,883.36	3,074.49	5,808.87
Water Resources	333.33	1,000.00	(666.67)
Emily Waters	5,821.66	0.00	5,821.66

4/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Va</u>
Disbursements:			
Total Acct 461	6,154.99	1,000.00	5,154.99
Economic Development and Assistance	424.68	0.00	424.68
Total Acct 465	424.68	0.00	424.68
Food Shelf	83.33	250.00	(166.67)
Cemetery	6,633.32	1,693.25	4,940.07
Total Acct 490	6,716.65	1,943.25	4,773.40
Total Disbursements	489,541.95	260,972.40	228,569.55
Other Financing Uses:			
Unrealized Investment Loss	2,000.00	1,050.05	949.95
Purchase of Investments	16,999.98	3,111.18	13,888.80
Total Acct 493	18,999.98	4,161.23	14,838.75
Total Other Financing Uses	18,999.98	4,161.23	14,838.75
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		84,488.19	
Total Disbursements and Other Financing Uses		265,133.63	
Cash Balance as of 04/30/2024		497,027.03	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/01/2024 To 04/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
04/01/2024	UTILITY BILLING	13330	Sewer Charges	(04/02/2024) -	N Rate Class I	602-37210-	\$ 200.00 \$ 200.00
04/15/2024	UTILITY BILLING	13346	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,819.49 \$ 1,819.49
04/15/2024	UTILITY BILLING	13347	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,784.23 \$ 1,784.23
04/16/2024	UTILITY BILLING	13348	Sewer Charges	(04/16/2024) -	N Rate Class I	602-37210-	\$ 1,907.45 \$ 1,907.45
04/16/2024	UTILITY BILLING	13349	Sewer Charges	(04/17/2024) -	N Rate Class I	602-37210-	\$ 2,572.64
					Penalties and Forfeited Discounts	602-37260-	\$ 10.78
							\$ 2,583.42
04/16/2024	UTILITY BILLING	13350*	Sewer Charges - ACH	(04/10/2024) -	N Rate Class I	602-37210-	\$ 248.48 \$ 248.48
04/16/2024	UTILITY BILLING	13351*	Sewer Charges - ACH	(04/11/2024) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22
04/22/2024	UTILITY BILLING	13357	Sewer Charges	(04/25/2024) -	N Rate Class I	602-37210-	\$ 1,784.01 \$ 1,784.01
04/22/2024	UTILITY BILLING	13358	Sewer Charges	(04/25/2024) -	N Rate Class I	602-37210-	\$ 2,573.53 \$ 2,573.53
04/22/2024	UTILITY BILLING	13359*	Sewer Charges - ACH	(04/22/2024) -	N Rate Class I	602-37210-	\$ 355.78
					Penalties and Forfeited Discounts	602-37260-	\$ 8.85
							\$ 364.63
04/22/2024	UTILITY BILLING	13360*	Sewer Charges - ACH	(04/22/2024) -	N Rate Class I	602-37210-	\$ 352.44 \$ 352.44

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/22/2024	UTILITY BILLING	13361	Sewer Charges	(04/25/2024) -	N Rate Class I	602-37210-	\$ 0.22
							\$ 0.22
04/29/2024	UTILITY BILLING	13364	Sewer Charges	(04/29/2024) -	N Rate Class I	602-37210-	\$ 534.03
							\$ 534.03
04/29/2024	UTILITY BILLING	13365*	Sewer Charges - ACH	(04/24/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/29/2024	UTILITY BILLING	13366*	Sewer Charges - ACH	(04/25/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/29/2024	UTILITY BILLING	13367*	Sewer Charges - ACH	(04/29/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
04/30/2024	UTILITY BILLING	13369	Sewer Charges	(04/30/2024) -	N Rate Class I	602-37210-	\$ 574.47
							\$ 574.47
04/30/2024	UTILITY BILLING	13371	Sewer Charges	(04/30/2024) -	N Rate Class I	602-37210-	\$ 347.32
					Penalties and Forfeited Discounts	602-37260-	\$ 17.11
							\$ 364.43
04/30/2024	PINE RIVER STATE BANK	13378	Int CR Checking	(04/30/2024) -	N Interest Earning	602-36210-	\$ 6.51
							\$ 6.51
04/30/2024	Pershing	13381	Int CR MMMF	(04/30/2024) -	N Interest Earning	602-36210-	\$ 0.40
							\$ 0.40
04/30/2024	Money Market/Bonds	IAW10855	Deposit from Money Market/Bonds	(04/30/2024)-	N Sale of Investment	602-39990-	\$ 2.01
							\$ 2.01
							\$ 15,804.63

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/10/2024	Payroll Period Ending 04/10/2024	61338	Regular Payroll - 3-27 to 4-9	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 85.71
Total For Check 61338							\$ 85.71
04/10/2024	Payroll Period Ending 04/10/2024	61340	Regular Payroll - 3-27 to 4-9	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 69.13
Total For Check 61340							\$ 69.13
04/10/2024	Payroll Period Ending 04/10/2024	61341	Regular Payroll - 3-27 to 4-9	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 58.41
Total For Check 61341							\$ 58.41
04/12/2024	FEDERAL WITHHOLDING/ON LINE	330790	Federal Withholding - 4/10/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 15.18
		330790				602-49450-122-	\$ 12.30
		330790				602-49450-135-	\$ 2.88
		330790				602-49450-171-	\$ 13.76
		330790				602-49490-101-	\$ 7.28
Total For Check 330790							\$ 60.44
04/12/2024	MINNESOTA REVENUE	330792	State Withholding - 4/10/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 8.91
		330792				602-49490-172-	\$ 2.91
Total For Check 330792							\$ 11.82
04/17/2024	CROW WING POWER	61347	Monthly - 4-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.75
		61347				602-49470-381-	\$ 37.98
		61347				602-49470-381-	\$ 51.03
Total For Check 61347							\$ 126.76
04/22/2024	PERA	330793	Retirement contributions - 4/10/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 13.70
		330793				602-49450-121-	\$ 15.81

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/10/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330793			Sewer Utilities - Administration and General	602-49490-101-	\$ 6.81
		330793					\$ 7.86
		330793					\$ 44.18
04/24/2024	Payroll Period Ending 04/24/2024	61355	Regular Payroll - 4-10 to 4-23	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 40.86
		61355					\$ 40.86
04/24/2024	Payroll Period Ending 04/24/2024	61357	Regular Payroll - 4-10 to 4-23	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 133.12
		61357					\$ 133.12
04/24/2024	Payroll Period Ending 04/24/2024	61358	Regular Payroll - 4-10 to 4-23	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.30
		61358					\$ 19.30
04/24/2024	PEOPLESERVICE, INC.	61362	Inv. PS-INV104400 - May 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,219.92
		61362					\$ 2,219.92
04/26/2024	FEDERAL WITHHOLDING/ON LINE	330791	Federal Withholding - 4/24/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 6.31
		330791				602-49450-122-	\$ 5.11
		330791				602-49450-135-	\$ 1.20
		330791				602-49450-171-	\$ 5.39
		330791				602-49490-101-	\$ 14.03
		330791					\$ 11.37
		330791				602-49490-135-	\$ 2.66
		330791				602-49490-171-	\$ 3.77
		330791					\$ 49.84
04/30/2024	Pershing	330794	Muni Bonds Loss	N	Unrealized Investment Loss	602-49301-800-	\$ 2.01
		330794					\$ 2.01
04/30/2024	Money Market/Bonds	IAD2996	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.40
		IAD2996					\$ 0.40
		IAD2996					\$ 2,921.90
Total For Selected Checks							

4/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	28,804.14	2,082.73	(26,721.41)
Delinquent Ad Valorem Taxes	266.67	73.50	(193.17)
Mobile Home Tax	0.67	0.00	(0.67)
Fiscal Disparities	26.67	0.00	(26.67)
Total Acct 310	29,098.15	2,156.23	(26,941.92)
Severed Mineral Tax	4.00	0.00	(4.00)
Total Acct 318	4.00	0.00	(4.00)
Principal on Special Assessments	1,250.00	0.00	(1,250.00)
Penalties and Interest on Special Assessments	75.00	0.00	(75.00)
Total Acct 319	1,325.00	0.00	(1,325.00)
Licenses & Permits	41.67	0.00	(41.67)
Public Utilities	41.67	0.00	(41.67)
Total Acct 321	83.34	0.00	(83.34)
Homestead and Agricultural Credit Aid (HACA)	750.00	0.00	(750.00)
Total Acct 334	750.00	0.00	(750.00)
Interest Earning	190.00	215.34	25.34
Total Acct 362	190.00	215.34	25.34
Rate Class I	26,999.97	33,598.54	6,598.57
Connection/Reconnection Fees	666.67	0.00	(666.67)
Penalties and Forfeited Discounts	333.33	344.90	11.57
Hauled Wastewater Fees	150.00	0.00	(150.00)
Total Acct 372	28,149.97	33,943.44	5,793.47
Total Revenues	59,600.46	36,315.01	(23,285.45)
Other Financing Sources:			
Unrealized Investment Gain	41.67	48.40	6.73
Total Acct 391	41.67	48.40	6.73
Sale of Investment	50.00	91.31	41.31
Total Acct 399	50.00	91.31	41.31
Total Other Financing Sources	91.67	139.71	48.04
Disbursements:			
Bond Principal	19,999.98	60,000.00	(40,000.02)
Total Acct 471	19,999.98	60,000.00	(40,000.02)
Interest - Bonds	8,512.49	13,091.25	(4,578.76)
Total Acct 472	8,512.49	13,091.25	(4,578.76)
Fiscal Agent's Fees	158.33	100.00	58.33
Total Acct 475	158.33	100.00	58.33
Sewer Utilities - Sanitary Sewer Maintenance	17,742.98	10,149.49	7,593.49
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	9,783.32	1,319.22	8,464.10
Sewer Utilities - Administration and General	3,208.33	3,996.98	(788.65)
Total Acct 494	30,734.63	15,465.69	15,268.94
Total Disbursements	59,405.43	88,656.94	(29,251.51)

4/30/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Va</u>
Other Financing Uses:			
Unrealized Investment Loss	53.33	91.31	(37.98)
Purchase of Investments	233.33	242.01	(8.68)
Total Acct 493	<u>286.66</u>	<u>333.32</u>	<u>(46.66)</u>
Total Other Financing Uses	<u>286.66</u>	<u>333.32</u>	<u>(46.66)</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		36,454.72	
Total Disbursements and Other Financing Uses		<u>88,990.26</u>	
Cash Balance as of 04/30/2024		49,996.04	

REPORT FOR EMILY CITY COUNCIL MEETING
MAY 14TH, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 13 members at our last meeting
- 1 fire call since the last meeting
- Checked all equipment / SCBA,s Washed all Trucks

Respectfully submitted,

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

Chad Genz
Chief - Emily Fire Dept.

Fire Dept. Bylaws

SECTION 10. FIRE CALLS – All firefighters shall respond to a minimum of 50% of fire calls within any 12 month period, or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 11. CHILDREN: Children (minors under the age of 18) shall not be allowed in the Fire Hall due to safety and liability issues. Members shall not bring children to fire calls due to safety and liability issues. Upon approval of the Fire Chief children may be allowed in the Fire Hall when accompanied by a member for special events. Members allowing children in the Fire Hall or bringing children to fire calls will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 12. ANNUAL SCBA/N95 MASK FIT TEST - Members shall comply with an annual fit test for SCBAs and/or N95 masks. Members not complying with the requirement will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 13. MEMBERSHIP VACANCIES - In the case of a vacancy on the Fire Department, the vacancy will be filled as follows: All interested persons will be notified that there is an opening. Next they will be required to fill out an application, and they will be interviewed by an application committee. This committee will look for the best three candidates based on experience, physical condition, health, response capability, and other appropriate capabilities. The committee will then report their findings to the Fire Department at the next regular meeting, and with a majority vote will select the best candidate. This candidate will be recommended to the City Council for approval.

SECTION 14. NEW MEMBERS – All new members will have a twelve (12) month probationary period. After the 12 month period, the new member will be accepted or rejected as a full-time firefighter by a majority vote of the Fire Department, pending approval of the City Council. Requirements may be waived if the applicant is a prior active member in good standing of the Department, or fulfills all other requirements for active membership.

SECTION 15. LIMITATIONS – Any individual, who resigns from the City of Emily Volunteer Fire Department, within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the City of Emily Volunteer Fire Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.

ARTICLE III

SECTION 1. The business and activities of the Department shall be managed by the following officers: Chief, Assistant Chief, Secretary, and Treasurer, each of whom shall be elected at the annual meeting. All officers elected at the annual meeting shall be submitted to the City Council for approval.

SECTION 2. All of the officers shall be elected by the active firefighters eligible to vote. All officers shall not be required to serve more than one year in the same office.

SECTION 3. The Chief shall have control over all fire fighting apparatus and shall be solely responsible for its care and condition. He shall make a report at each meeting as to the condition of the equipment and needs of the Department. He shall be responsible for the proper training and

BY-LAWS OF THE EMILY VOLUNTEER FIRE DEPARTMENT

ARTICLE I

SECTION 1. The name of this fire fighting organization shall be the Emily Volunteer Fire Department, with duly authorized Firemen's Relief Association.

SECTION 2. The purpose of the Emily Volunteer Fire Department shall be to provide emergency services to the City of Emily, areas covered as contracted with the City of Emily, and/or mutual aid agreements.

SECTION 3. The Emily Volunteer Fire Department may take part in public relations activities in the City of Emily and surrounding communities.

ARTICLE II

SECTION 1. Members hereafter appointed shall meet job qualification guidelines as set forth in the Operational Guidelines of the Emily Volunteer Fire Department.

SECTION 2. Membership in the Department shall not be less than 15 or more than 25 in number.

SECTION 3. Members shall reside within a 15 minute response time of the Emily Fire Station.

SECTION 4. All members shall be entitled to benefits as set forth in the Emily Firemen's Relief Association Articles of Incorporation By-Laws.

SECTION 5. Any member wishing to resign must submit his resignation in writing to the Secretary of the Fire Department, whom will bring it to the Fire Department members for further recommendation to the City Council.

SECTION 6. Members entering military service shall leave on a leave of absence until their return, with no loss of membership.

SECTION 7. OATH OF MEMBERSHIP – I do solemnly swear that I will faithfully execute my duties as a Volunteer Firefighter of the Emily Volunteer Fire Department to the best of my ability. I will preserve, maintain, and defend the constitution and by-laws, and will uphold the motto of the Volunteer Firefighter, which is UNSELFISH PUBLIC SERVICE; COURAGE, AND DUTY so help me God.

SECTION 8. REGULAR MONTHLY MEETINGS – All firefighters shall be required to attend regular monthly meetings. If a firefighter misses two regular monthly meetings in a row, or a total of three monthly meetings during any 12 month period, without an acceptable excuse, that firefighter shall be subject to disciplinary action by the review board, and appropriate action will be taken. The review board shall consist of the Chief, Assistant Chief and Secretary. An acceptable excuse shall include: work, illness and/or death in the family, or extended vacation outside of the area.

SECTION 9. FIRE DRILLS – All firefighters shall respond to a minimum of 50% of scheduled fire drills within any 12 month period, or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 10. FIRE CALLS – All firefighters shall respond to a minimum of 50% of fire calls within any 12 month period, or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

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SECTION 2. All of the officers shall be elected by the active firefighters eligible to vote. All officers shall not be required to serve more than one year in the same office.

SECTION 3. The Chief shall have control over all fire fighting apparatus and shall be solely responsible for its care and condition. He shall make a report at each meeting as to the condition of the equipment and needs of the Department. He shall be responsible for the proper training and

discipline of the members of the Department. The Chief shall keep a permanent record of all fires as required by the State Fire Marshal. It shall be the duty of the Chief to hold at least one practice drill a month, and to give the firefighters instructions on approved methods of fire fighting and fire prevention. The Chief shall have the right to establish other officer positions and delegate their responsibilities.

SECTION 4. The Assistant Chief shall aid the Chief in the discharge of the Chief's duties and shall, in his absence, have the authority to perform all duties of the Chief.

SECTION 5. The secretary shall keep the minutes of all business and executive meetings. The secretary shall handle all correspondence for the organization. The secretary shall notify all members of special drills, business meetings, or elections. In the absence of the secretary, the Chief shall appoint a temporary secretary.

SECTION 6. The treasurer shall handle all money for the organization. The treasurer shall make reports to the assembly at each business meeting, the report to be in writing. The treasurer shall keep an accurate account of all methods of financing, and shall pay all indebtedness as authorized.

ARTICLE IV

SECTION 1. All regular meetings of the Fire Department shall be held in the Fire Station, unless otherwise determined at a regular meeting.

SECTION 2. Regular meetings shall be held on the 4th Tuesday of each month.

SECTION 3. The annual meeting shall be held on the 4th Tuesday of December.

SECTION 4. The presence at any meeting of at least 10 members shall constitute a quorum for the transaction of business, unless otherwise specified in these by-laws.

SECTION 5. Each active member present shall be entitled to one vote on any matter before the department for consideration.

ARTICLE V

SECTION 1. These by-laws, when approved and accepted at a regular meeting of the Department, pending approval of the City Council, shall supersede and replace all prior by-laws.

SECTION 2. All firefighters shall be notified 30 days prior to amending by-laws.

SECTION 3. These by-laws may be amended by a 2/3 vote of the members of the Fire Department, and approval by the City Council.

SECTION 4. The Operation Guidelines may be amended by a 2/3 vote of the members of the Fire Department.

ARTICLE VI

SECTION 1. These by-laws take effect upon their passage and adoption by a majority of members of the Emily Volunteer Fire Department this 23rd day of April, in the year of 2024.

Mayor _____

Chief Chad Grenz

Clerk _____

Assistant Chief [Signature]



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number	
Emily Firemen's Relief Association	8/17/1966		
Organization Address (No PO Boxes)	City	State	Zip Code
PO Box 163	Emily	MN	56447
Name of person making application	Business phone	Home phone	
Chad Genz		2188213330	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
4/15/2024	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Jon Chmielecki	Emily	MN	56447
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.

Emily Fire Hall 20837 County Road 1, Emily, MN 56447

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Underwriting - Annual Aggregate of \$300,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Emily
City or County approving the license
\$25.00
Fee Amount

June 15, 2024
Date Approved
Permit Date

Event in conjunction with a community festival Yes No

clerk@emily.net
City or County E-mail Address

881
Current population of city

Cari Johnson
Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

CITY OF EMILY
2024 TEMPORARY LICENSE APPLICATION INFORMATION

Applying for:

- On Sale Intoxicating
 On Sale 3.2 Malt Liquor
 Off Sale Wine License

Under the Minnesota Government Data Practices and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance of the license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:

The license agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service:

Failing to supply this information may jeopardize or delay the issuance of your license.

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM ALONG WITH THE APPLICATION FEES TO THE CITY OFFICE.

Emily Firemen's Relief Association
Name of Business license is being applied for Renewal Date

PO BOX 163 Emily MN 56447
Business Address City State Zip

Applicant's Last Name First Name Social Security #

same
Mailing Address City State Zip

MN Tax Identification # Federal Tax Identification #

6/15/2024 Emily ballfield, Broadway, Emily
Event Date Event Location

Chal Genz Fire Chief 5/6
Signature Title Date

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number	
Emily Firemen's Relief Association	8/17/1966		
Organization Address (No PO Boxes)	City	State	Zip Code
PO Box 163	Emily	MN	56447
Name of person making application	Business phone	Home phone	
Chad Genz		2188213330	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
7/20/2024	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Jon Chmielacki	Emily	MN	56447
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.

Downtown Emily City Park at intersection of County Road 1 and Lake Street.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Underwriting Association - Annual
Aggregate of \$300,000.00

APPROVAL
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Emily
City or County approving the license
\$25.00
Fee Amount

Date Approved
7/20/2024
Permit Date

Event in conjunction with a community festival Yes No

clerk@emily.net
City or County Email Address

881
Current population of city

Cari Johnson
Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

CITY OF EMILY
2024 TEMPORARY LICENSE APPLICATION INFORMATION

Applying for:

- On Sale Intoxicating
- On Sale 3.2 Malt Liquor
- Off Sale Wine License

Under the Minnesota Government Data Practices and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance of the license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:

The license agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service:

Failing to supply this information may jeopardize or delay the issuance of your license.

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM ALONG WITH THE APPLICATION FEES TO THE CITY OFFICE.

Emily Firemen's Relief Association
Name of Business license is being applied for Renewal Date

PO BOX 163 Emily MN 56447
Business Address City State Zip

Applicant's Last Name First Name Social Security #

same
Mailing Address City State Zip

MN Tax Identification # Federal Tax Identification #

7/20/2024 Downtown Emily City Park
Event Date Event Location

Chad Gray Chief 5/6
Signature Title Date

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.

CITY OF EMILY
2024 TEMPORARY LICENSE APPLICATION INFORMATION

Applying for:

- On Sale Intoxicating
 On Sale 3.2 Malt Liquor
 Off Sale Wine License

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PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM ALONG WITH THE APPLICATION FEES TO THE CITY OFFICE.

Emily Firemen's Relief Association
Name of Business license is being applied for Renewal Date

PO Box 1103 Emily MN 56447
Business Address City State Zip

Applicant's Last Name First Name Social Security #

Same
Mailing Address City State Zip

MN Tax Identification # Federal Tax Identification #

8/10/2024 Emily Ballfield, Broadway, Emily
Event Date Event Location

Chet Gray Fire Chief 5/6
Signature Title Date

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.

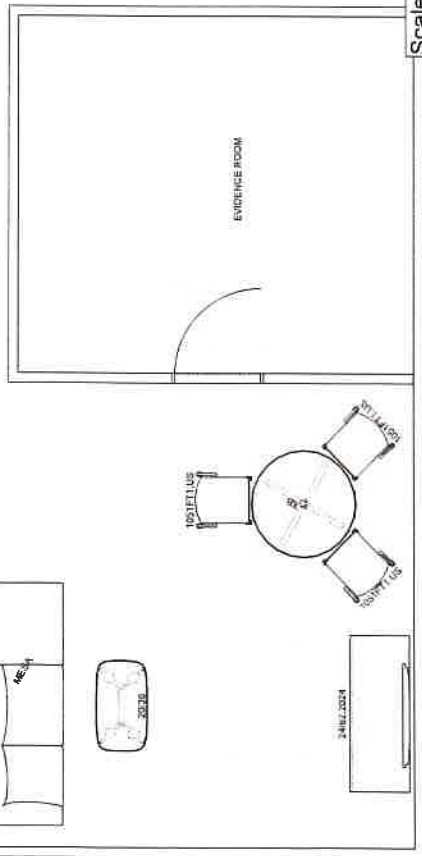
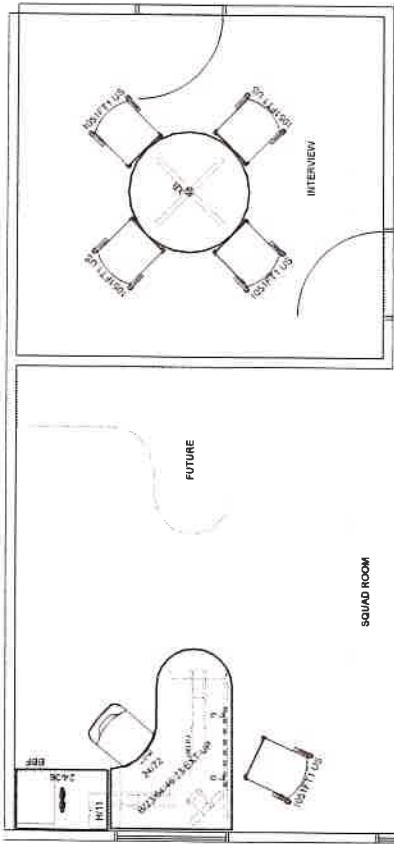
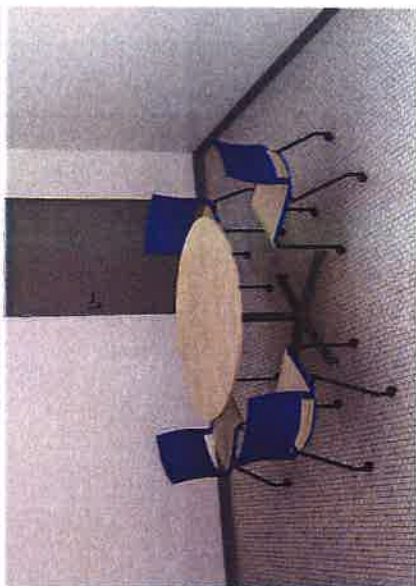
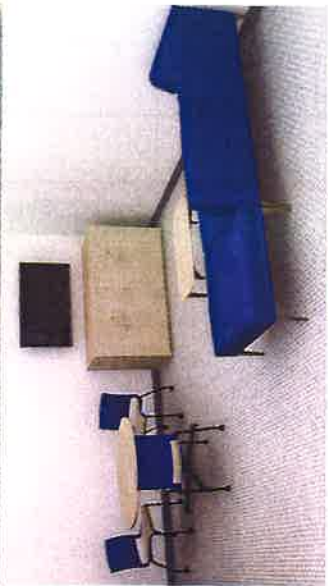


Monthly Report

05/09/2024

	April	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	8	3	4	1	2	4	2	1	4	2	0
Time		2h34m	2h34m	35m	2h14m	1h30m	1h13m	27 m	2h29m	1h17m	0
Meeting	1	1	1	1	1	1	1	1	1	1	0
Time	1 hr	1 hr	1 hr	0	1 hr	1 hr	1 hr	0	1 hr	0	0
Trainings	2	2	2	2	2	2	2	2	0	2	0
Quarterly	0	0	0	0	0	0	0	0	0	0	0
Time	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	0	2 hrs	0
Year call Total	40	14	14	6	14	10	8	5	18	25	3
Year End Time		15 h 32 m	17 h 21 m	11 h 43 m	17 h 23 m	12 h 36 m	15 h 13 m	7 h 11 m	13 h 48 m	21 h	6h 28m

Our meeting was held on May 7th. In the month of April, we had 8 calls, and 2 training courses. One on cardiac arrest and one on documentation. We talked about the joining of fire and first responders, and Andy came and explained the process of this happening and clarified some questions. We talked about upcoming softball tournament fund raiser, and who could help. Talked about supplies and equipment needed or would like. We went over scene safety and reviewed the months calls.



Scale 1/4" = 1'

SHERIFF'S OFFICE

Project Name: City of Emily Sheriff's Office
 Location: City of Emily, MN

CONNECT INTERIORS
 701.277.7222
 connectinteriors.com



Desk: BB Scales: PA

Date: 3/1/2024
 Revision: 3/1/2024

Project: Sheriff's Office
 Location: City of Emily, MN

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Quote To

Connect Interiors
3803 Main Ave
FARGO ND 58103-1141

Ship To

Craig Katzenberger
Connect Interiors
39811 State Hwy 6
Emily MN 56447

Phone +1 (218) 829-4749

Terms 50% Dep Bal Net 10

Sales Location Connect Interiors Fargo

Expiration Date 04/11/24

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
Quote for product only. Installation would be additional.				
Omnia Contract and Sourcewell Contracts utilized for product.				
50% down payment with order.				
BEG	Subsection	Desk		
1	1	WJ327248L Worksurface-Jetty, Curved, Left hand, 30DL x 24DR x 72WL x 48WR EDGE :6T05 VERANDA TEAK TOP-SURF:2TH5 VERANDA TEAK (HPL) OPTIONS ** OPTIONS ** SCAL OPT *OPT:SCALLOP OPTION NO SCAL NO SCALLOP SELECTION	523.38	523.38
	Tag For	Desk 24/72		
2	1	USWS Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 24.00000 Width: 36.00000 Top Surface Finish: Textured Woodgrain HPL 2TH5 - VERANDA TEAK (HPL) Grain Direction: Short Grain	131.04	131.04

Accepted by _____ Title _____ Date _____

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
3	1	Edge Finish: Plastic - PG1 6T05 - VERANDA TEAK Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: No Cord Drop Tag For Desk 24/36 MGELTLCB Migration SE Base 90 Degree T Leg Extended Height Size Option: Modular Depth - Left: 23.00000 Depth - Right: 23.00000 Width - Left: 64.00000 Width - Right: 46.00000 Base Finish: Textured Paint 7360 - MERLE Controller: Up/Down Controller Foot Option: Squared Edge	1,244.89	1,244.89
4	1	Tag For Desk B/23/64/46/23/EXT-UP OLMP Ology; Modesty panel, desk application Size Option: Modular Width: 52.00000 Modesty Panel Finish: Textured Woodgrain HPL 2TH5 - VERANDA TEAK (HPL) Grain Direction: Horizontal Edge Finish: Plastic - PG1 6T05 - VERANDA TEAK	168.00	168.00
5	1	Tag For Desk MP/34 TSATH2711 Leg-H, 11W x 27H BASIC :7239 MIDNIGHT	104.88	104.88
6	1	Tag For Desk H/11 TS2PBBF22U Pedestal, Box / box / file, Under worksurface, 22D BASIC :7360 MERLE KEYS :SK PLUG OPTIONS ** OPTIONS **	271.98	271.98

Accepted by _____ Title _____ Date _____

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
7	1	PULLS *OPT:PULL OPTIONS CONTPULL CONTEMPORARY PULL PULL PULL PLTMETAL *PULL:PLATED METAL 9211 NICKEL Tag For Desk BBF 1051FT1.US Rio, Four Leg Chair, Upholstered Seat & Plastic Back, Armless Frame Information FC1 Black Frame Caster/Glide Option Selection C13 Standard Carpet Casters Plastic Shell Color Selection SC5 Navy CA Technical Bulletin 133 Fire Std Option for Fabric Selecti ~ No Selection FG2 Fabric Grade 2 ELEMENT Element Standard Color Selection LEAD Element Lead Packaging Options AC Fully Assembled in Carton Tag For Desk 1051FT1.US	196.80	196.80
			Subsection Sub Total	2,640.97
			Subsection Total	2,640.97
END	Subsection			
BEG	Subsection	Interview Room		
8	1	TS4THDR48 Top-Table, Round, 48 dia, 1 1/8 thick, High pressure laminate EDGE :6T05 VERANDA TEAK TOP-SURF:2TH5 VERANDA TEAK (HPL) Tag For Interview Room 48	322.46	322.46
9	1	BX36	267.15	267.15

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
10	4	Base-X, 36W BASE :7360 MERLE COLUMN :7360 MERLE Interview Room XB 1051FT1.US Rio, Four Leg Chair, Upholstered Seat & Plastic Back, Armless Frame Information FC1 Black Frame Caster/Glide Option Selection C13 Standard Carpet Casters Plastic Shell Color Selection SC5 Navy CA Technical Bulletin 133 Fire Std Option for Fabric Selecti ~ No Selection FG2 Fabric Grade 2 ELEMENT Element Standard Color Selection LEAD Element Lead Packaging Options AC Fully Assembled in Carton Interview Room 1051FT1.US	196.80	787.20
			Subsection Sub Total	1,376.81
			Subsection Total	1,376.81
END	Subsection			
BEG	Subsection	Lounge		
11	1	CRCDBTB4D Credenza - Buffet, Box Drawers, 4 Doors Width: 62.20240 Height: 36.00000 Depth: 24.00000 Worksurface Thickness: 1.12500 Top Surface Finish: Textured Woodgrain HPL 2TH5 - VERANDA TEAK (HPL) Case Finish: Textured Woodgrain HPL 2TH5 - VERANDA TEAK (HPL) Headset Finish: Textured Woodgrain HPL 2TH5 -	2,042.86	2,042.86

Accepted by _____ Title _____ Date _____

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
12	1	VERANDA TEAK (HPL) Edge Finish: Plastic - PG1 6T05 - VERANDA TEAK Lock Finish: Ember Chrome 9250 - EMBER CHROME Pull: Contemporary Pull Pull Finish: Nickel 9211 - NICKEL Keys: Key Plug Tag For Lounge 24/62.2024	534.98	534.98
13	1	TSBLNTOV Bassline; Table-Oval Size Option: Modular Depth: 20.00000 Width: 36.00000 Top Surface Finish: Textured Woodgrain HPL 2TH5 - VERANDA TEAK (HPL) Edge Finish: Plastic - PG1 6T05 - VERANDA TEAK Base Finish: Textured Paint 7360 - MERLE Tag For Lounge 20/36	2,761.14	2,761.14
14	1	WESMESCHRH Mesa; Lounge-Chaise, Right hand Inner Finish: Billiard 5H16 - INDIGO Outer Finish: Billiard 5H16 - INDIGO Leg Finish: Smooth Paint WE01 - ANTIQUE BRONZE Tag For Lounge MESA	1,109.76	1,109.76
15	1	WESMESO Mesa; Lounge-Ottoman Upholstery Finish: Billiard 5H16 - INDIGO Leg Finish: Smooth Paint WE01 - ANTIQUE BRONZE Tag For Lounge MESA	288.42	288.42
	1	TS4THDR42 Top-Table, Round, 42 dia, 1 1/8 thick, High pressure laminate EDGE :6T05 VERANDA TEAK TOP-SURF:2TH5 VERANDA TEAK (HPL) Tag For Lounge		

Accepted by _____ Title _____ Date _____

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
16	1	42 BX36 Base-X, 36W BASE :7360 MERLE COLUMN :7360 MERLE	267.15	267.15
	Tag For	Lounge XB		
17	3	1051FT1.US Rio, Four Leg Chair, Upholstered Seat & Plastic Back, Armless Frame Information FC1 Black Frame Caster/Glide Option Selection C13 Standard Carpet Casters Plastic Shell Color Selection SC5 Navy CA Technical Bulletin 133 Fire Std Option for Fabric Selecti ~ No Selection FG2 Fabric Grade 2 ELEMENT Element Standard Color Selection LEAD Element Lead Packaging Options AC Fully Assembled in Carton	196.80	590.40
	Tag For	Lounge 1051FT1.US		
			Subsection Sub Total	7,594.71
			Subsection Total	7,594.71
END	Subsection			
BEG	Subsection	Optional cable tray and desktop power unit for desk		
18	1	DSTRAYSM Tray-Cable Management, Smart straps, 15 1/2W	49.47	49.47
	Tag For	Desk TS		
19	1	DSPINTRO	246.00	246.00

Accepted by _____ Title _____ Date _____

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
64285	03/22/24		HAN001	Peggy Akers	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		POWERSTRIP INTRO Power Configuration: 2 Power, 1 USB A, 1 USB C 20W Power Finish: Plastic - PG1 6527 - MERLE Power Mount: C-Clamp Utility Power: 1 Utility, 1 Female Plug, Tray Power Cord: 8' Standard Cord Power Plug Type: STANDARD NEMA 5-15 3-PRONG PVC: With PVC Tag For Desk PS/2P1AC20		
			Subsection Sub Total	295.47
			Subsection Total	295.47
END	Subsection			
20	1	DESIGN Design Services	75.00	75.00
21	1	PROJECT MANAGEMENT Project Management Services	75.00	75.00

QUOTATION TOTALS			
			Sub Total 12,057.96
			Grand Total 12,057.96

End of Quotation

Accepted by _____ Title _____ Date _____

Locally Owned & Operated Since 1983!

The Office Shop



• Supplies • Furniture • Equipment • Service •

www.theofficeshopinc.com

4/22/24

CITY OF EMILY
ATTN: SUE

HON FURNITURE

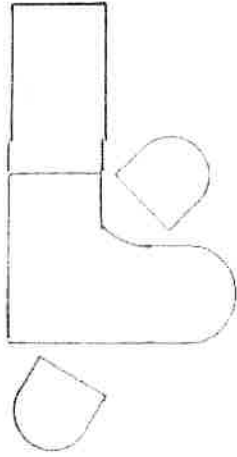
TOTAL LIST Price: \$ 18,800.00
40% disc - 7,520.00
NET Price: \$ 11,280.00

ALL ASSEMBLY, DELIVERY, & Installation
are No charge.

HON FURNITURE IS MADE IN MUSCATINE, IOWA.

Thank You!

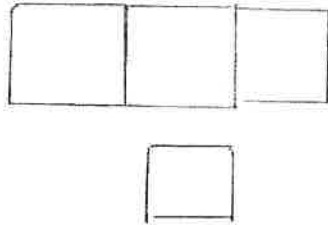
Jh



- 1-# H105907R - 24x42 RH RETURN
- 1-# H105202LE - 30x72 JETTY PENINSULA
- 1-# H10528 - MODULAR PANEL
- 1-# HITLM - IGNITION TASK CHAIR
- 1-# H1656 - Guest Chair

LIST PRICE
 \$1185.00
 \$1453.00
 \$ 243.00
 \$ 753.00
 \$ 609.00

TOTAL LIST: \$ 4243.00

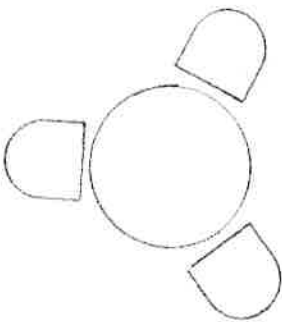


- 1-# HFLMRI - Right End Chair - \$ 2084.00
- 1-# HFLMCI - MODULAR CHAIR - \$ 1767.00
- 1-# HFLSOL - OTTOMAN - \$ 1034.00
- 1-# 80193 - 20x24 END TABLE \$ 580.00

TOTAL LIST: \$ 5465.00

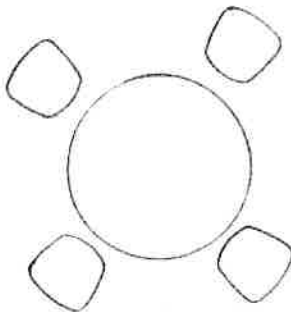


- 1-# H105909 - 24x72 STORAGE CREDENZA \$ 2218.00



- 1-# HTLD42 - 42" RD TABLE TOP \$ 561.00
- 1-# HTFXM29 - X-TABLE BASE \$ 682.00
- 3-# H1656 - Guest Chair \$ 609.00 ea

TOTAL LIST: \$ 3069.00



- 1-# HTLD48 - 48" RD TABLE TOP \$ 679.00
- 1-# HTFXL39 - X-BASE \$ 740.00
- 4-# H1656 - Guest Chair \$ 609.00 ea

TOTAL LIST: \$ 3805.00

Desks



Double Full Pedestal Desk, Bow Top



Single Full Pedestal Desk, Rectangle Top



Boomerang Peninsula with End Panel



Credenza with Lateral File



Return Shell Standing-Height



Reception Desk



Double 3/4 Pedestal Desk, Bow Top



Single 3/4 Pedestal Desk, Rectangle Top



Boomerang Peninsula with End Panel



Single Full Pedestal Credenza



Bridge



Reception Return with Transaction Corner



Single Full Pedestal Desk, Bow Top



Small Office Desk



Rudder Peninsula with End Panel



Single 3/4 Pedestal Credenza



Extended Corner Unit



Single 3/4 Pedestal Desk, Bow Top



Desk Shell, Rectangle Top



Credenza with Doors, Full Pedestals



Credenza Shell with Full Or 10' Modesty Panel



Corner Unit



Desk Shell, Bow Top



Desk Shell, Standing-Height



Credenza with Doors, 3/4 Pedestals



Return with Full Pedestal



Curved Corner and Return Unit



Double Full Pedestal Desk, Rectangle Top



Peninsula with End Panel



Credenza with Kneespace, Full Pedestals



Return with 3/4 Pedestal



Reception Desk and Return Shell



Double 3/4 Pedestal Desk, Rectangle Top



A-Shaped Peninsula with End Panel



Credenza with Kneespace, 3/4 Pedestals



Return Shell with Full Or 10' Modesty Panel



Reception Station for Desk and Return

Storage



Stack-On Storage with Frosted Doors



Work Organizer Shell



Credenza with Two Storage Cabinets



Lateral File, 2-Drawer



2-Shelf Bookcase



Desktop Paper Shelf



Stack-On Storage with Laminate T



Wall-Mounted with Laminate T



Credenza with File/Storage Cabinet



Storage Cabinets with Windows



Slide Out Tower



Hanging Paper

Modular and mobile Pedestals



Box/Bow/File Pedestal



File/File Pedestal



Box/Shelf/File Standing Height Pedestal



Narrow Box/Bow/File Pedestal



Box/File Pedestal



Lateral File Pedestal



Multi-File Pedestal

Additional Compone



Rectangle Workspace



Bullet Workspace

Chair Models

Mesh Back



4-Way Stretch
Mid-back



4-Way Stretch
Low-back



4-Way Stretch
Task Stool



4-Way Stretch
Multi-purpose
Stacking



4-Way Stretch
Multi-purpose
Sled Base



4-Way Stretch
Café Stool



Mid-back



Low-back



Task Stool



Big & Tall



Mid-back with
Mesh Seat

ReActiv® Back



Mid-back



Low-back



Task Stool



Multi-purpose
Stacking



Multi-purpose
Sled Base



Café Stool

Upholstered Back



2.0



2.0



2.0



2.0



2.0



2.0

Options

Seat Controls



Synchro-Tilt



Synchro
Seat Sli

Lumbar Options



Adjustable
Lumbar

Moves up and down
to increase lower back
comfort on Ignition 2.0
mesh and ReActiv models.



Integra
Lumbar

Moves up
to increase
comfort c
upholster

Arms



Top Options

Single-Piece & Modular Tops



Square
Single-Piece Top



Round
Single-Piece Top



Soft Square
Single-Piece Top



Boat
Single or Modular



Racetrack
Single or Modular



Arc End
Single or Modular



Rectangle
Single or Modular



Adder Sections

Finishes

Paints



Titanium

Platinum Metallic

Loft

Designer White



Fossil

Champagne Metallic

Greige

Muslin



Ion



Ember



Bullseye



Atom

Laminates



Harvest



Natural Maple



Kingswood Walnut



Field Elm



Fawn Cypress



Bigwood



Sterling Ash



Phantom Ecru



Handspun Slate



Handspun Dove



Handspun Pearl



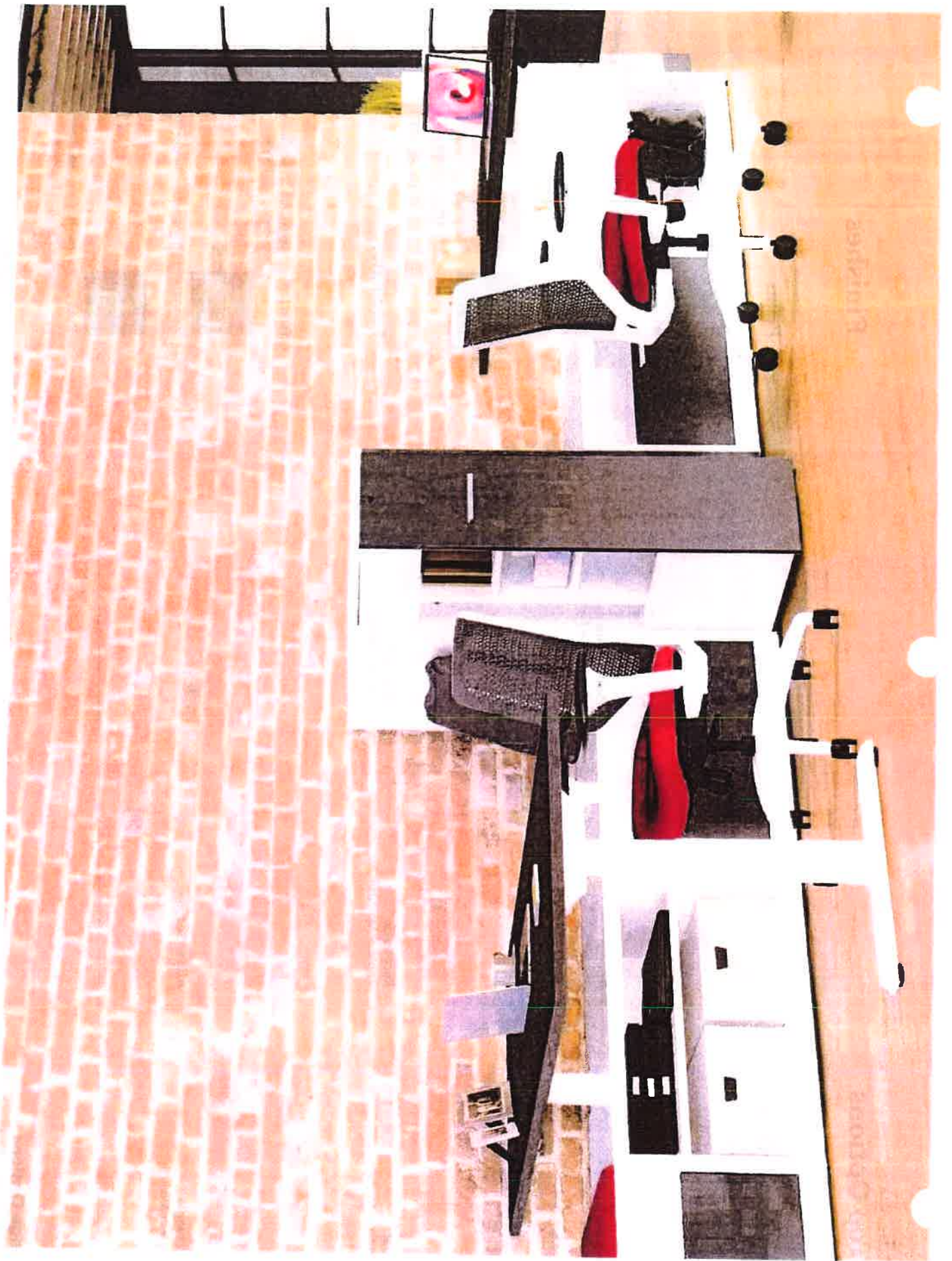
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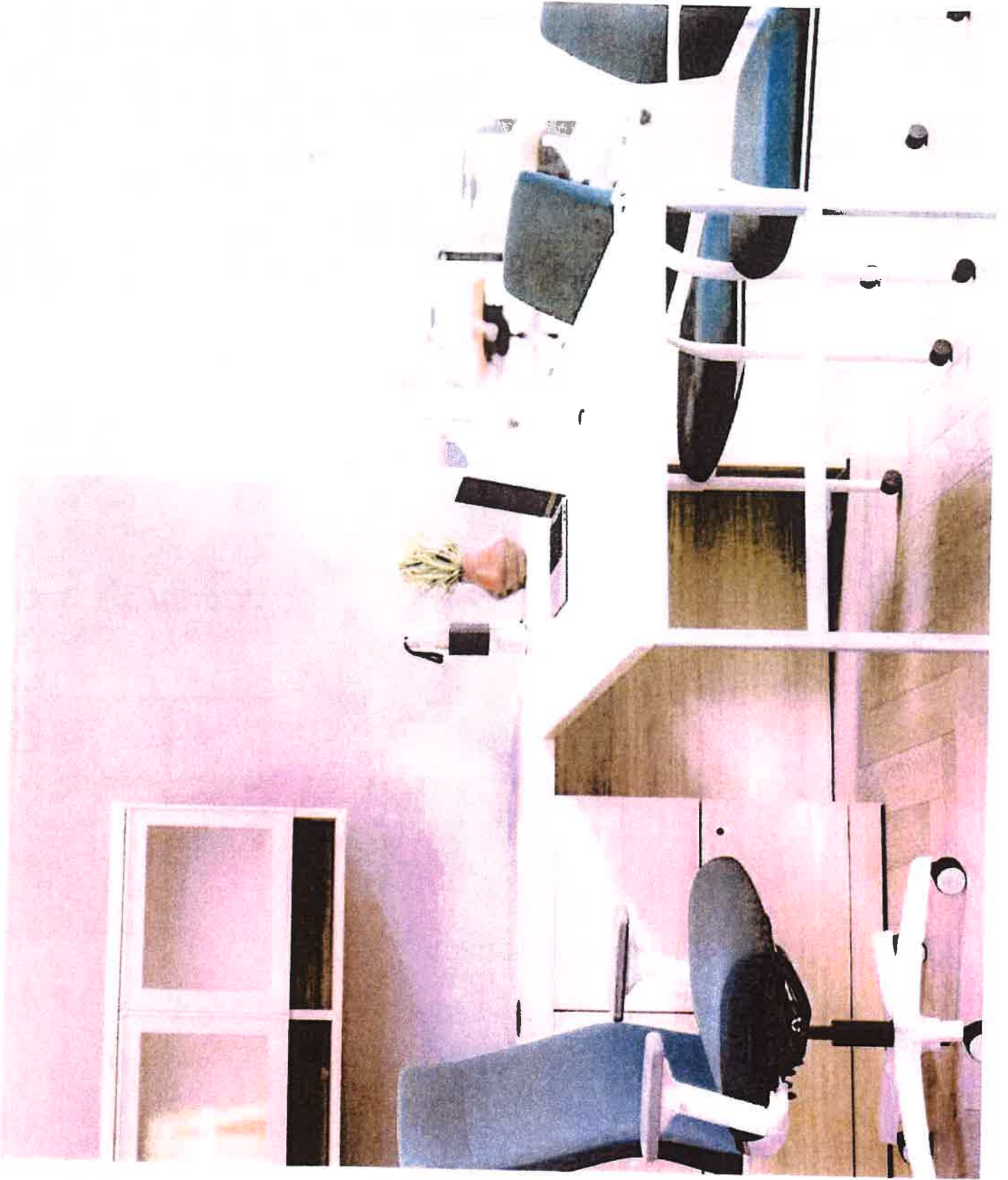
Butcher Block

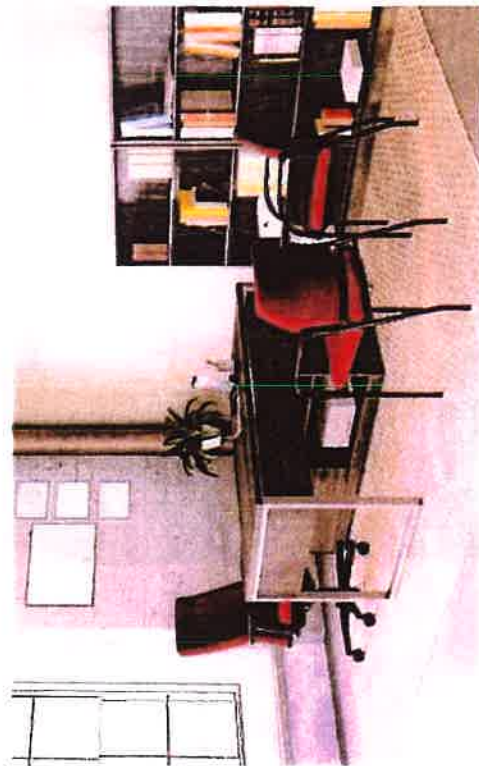
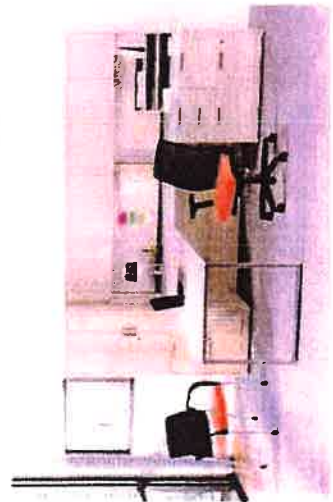
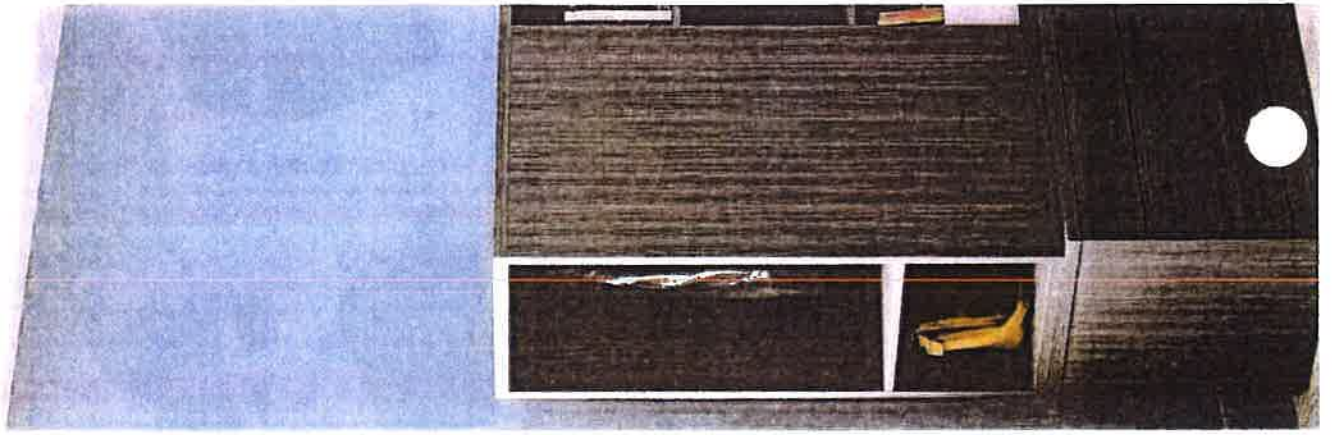


Edge Options













Brian Kane has spent over 40 years designing furnishings that have radically changed the industry and reshaped environments. His work has garnered more than 80 design awards, and his pieces are on exhibit at museums such as the San Francisco Museum of Modern Art.

Brian Kane,
Designer of Flock

HON

Make your space work.

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Finishes

4-Leg Paint



*Textured Charcoal and Solar Black are not available on the Casual Guest Chair or 4-Leg Stool

Wood Leg



Table Laminate



Shown with Concinnity™ Reception Station

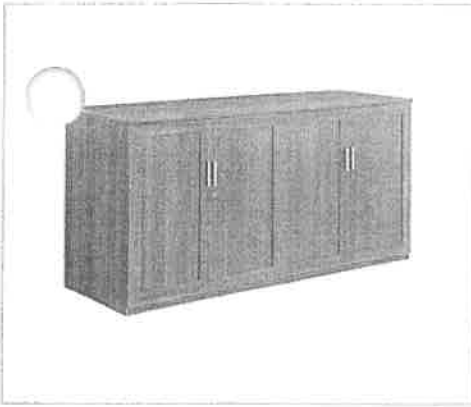


Shown with 10500™ Desk

For more information, visit hon.com/flock

Shipment 1: Allow approx. 2-5 business days for delivery.

National Business Furniture



At Work Storage Credenza 72W x 24D

Item #: 36806
Gray/Brushed Nickel
Ships Today!

Price	Quantity	Total
\$799.00	- 1 +	\$799.00

[Edit](#) [Remov](#)

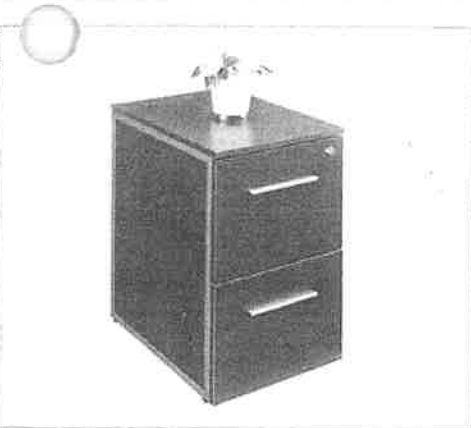


At Work Reversible Corner L-Shaped Desk

Item #: 14522
Gray/Brushed Nickel
Ships Today!

Price	Quantity	Total
\$619.00	- 1 +	\$619.00

[Edit](#) [Remov](#)



At Work Two Drawer File Pedestal

Item #: 34965
Gray
Ships Today!

Price	Quantity	Total
\$279.00	- 1 +	\$279.00

[Edit](#) [Remov](#)



Rivet Coffee Table

Item #: 223463
Weathered Gray
Ships Today!

Price	Quantity	Total
\$199.00	- 1 +	\$199.00

[Edit](#) [Rer](#)

**At Work Round Conference****Table**

Item #: 46998

Gray

Ships Today!

Price

Quantity

Total

\$299.00

- 1 +

\$299.00[Edit](#) [Remove](#)**Work Smart Adjustable Task
Chair**Item #: 50535 ~~USA~~

Black

Ships Today!

Price

Quantity

Total

\$179.00

- 4 +

\$716.00[Edit](#) [Remove](#)**Shipment 2:** Allow approx. 2-3 weeks for delivery.**Armless Bonded Leather
Computer Chair**

Item #: 50848

Black Leather

Price

Quantity

Total

\$169.00

- 1 +

\$169.00[Edit](#) [Remove](#)**Shipment 3:** Allow approx. 3-5 weeks for delivery.

Shipment 3: Allow approx. 3-5 weeks for delivery.

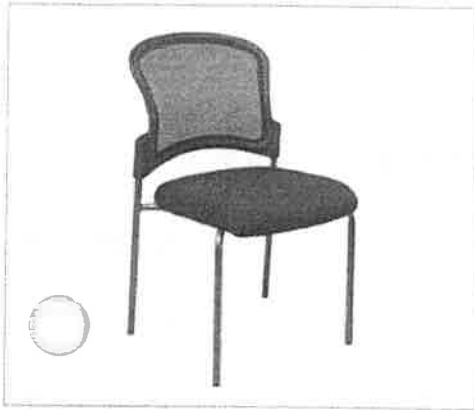


48" Round Breakroom Table
Item #: 46704 GSA
Gray Granite

Price	Quantity	Total
\$529.00	- 1 +	\$529.00

[Edit](#) [Remove](#)

Shipment 4: Allow approx. 3-5 weeks for delivery.



Mesh Back Stackable Guest Chair
Item #: 57162 GSA
Navy

Price	Quantity	Total
\$185.00	- 4 +	\$740.00

[Edit](#) [Remove](#)



Atlantic Sofa in Designer Upholstery
Item #: 53034 GSA
Gray

Price	Quantity	Total
\$1,149.00	- 1 +	\$1,149.00

[Edit](#) [Remove](#)

Please try to group items in the fewest shipments as possible. This can affect expected arrival dates for items previously added to your cart.

[Continue Shopping](#)



previously added to your cart.

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\$ You are **\$502.00** away from saving **\$240.00 (4% off!)**

3% 4% 5% 6% 7% 8%

[Learn more](#) about Volume Discount

Order Summary (10 Items)

Subtotal:	\$5,498.00
Volume Discount:	-\$164.94
Shipping & Handling:	\$1,27
Tax: info_outline	TBD
Estimated Total:	\$6,605.23

Have a Promo Code?

[Checkout](#)

Current total: \$3,733.62
Gift Card Savings: - \$10.00
Cost after savings: \$3,723.62

Pay ~~\$3,733.62~~ \$3,723.62 for this order. Get a \$10 Amazon Gift Card upon approval for the Amazon Store Card. No annual fee.



Find out how

Shopping Cart

Subtotal (15 items): **\$3,733.62**

Price

Proceed to checkout



nbf signature series at Work Storage Credenza 72" W x 24" D

\$1,005.77

In Stock
Shipped from: National Business Furniture LLC
FREE delivery Apr 9 - 18
Gift options not available. [Learn more](#)

Qty: 1 Delete Save for later
[Compare with similar items](#) [Share](#)

You might also like



nbf signature series Urban Four Drawer Credenza 6

\$1,966.34
[Add to Cart](#)



Farini Office Coffee Table, 47" Wood Coffee Tabletop with Wood

\$169.99

Only 6 left in stock - order soon.
Shipped from: Farini Furniture US
FREE delivery Apr 8 - 11
Gift options not available. [Learn more](#)
Color: Black

Qty: 1 Delete Save for later
[Compare with similar items](#) [Share](#)



Bestar Pro-Linea Credenza with 2 Drawers 3

\$599.00
[Add to Cart](#)



Bestar i3 Plus Credenza with 2 Drawers, 72W, 3

\$598.64
[Add to Cart](#)



Cain 42" Round Breakroom Table-Grey

\$327.91

In Stock
Shipped from: SIM Supply, Inc.
FREE delivery Apr 5 - 8
Gift options not available. [Learn more](#)
Size: 42-Inch
Color: Grey

Qty: 1 Delete Save for later
[Compare with similar items](#) [Share](#)



NBF Signature Series at Work Divider Panel 6

\$441.73
[Add to Cart](#)



Cain 48" Round Breakroom Table-Grey

\$439.99

In Stock
Shipped from: The Office Place Store
FREE delivery Apr 5 - 9
Gift options not available. [Learn more](#)
Size: 48-Inch
Color: Grey

Qty: 1 [Delete](#) [Save for later](#)

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FDW Home Office Chair Mid Back Mesh Desk Chair Armless

\$36.99

In Stock

Shipped from: [Cavalier Store](#)

FREE delivery **Tue, Apr 9**

Gift options not available. [Learn more](#)

Color: Black

Qty: 8 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Furmax Office Chair Mid Back Swivel Lumbar Support Desk Chair,

\$39.99

In Stock

Shipped from: [Furmax](#)

FREE delivery **Apr 5 - 9**

Climate Pledge Friendly

Gift options not available. [Learn more](#)

Color: Black

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)

Save 5%
[Clip Coupon](#)



Bush Business Furniture Echo L Shaped Desk with Mobile File

\$654.06

In Stock

Shipped from: [BisonOffice](#)

FREE delivery **Apr 9 - 12**

Gift options not available. [Learn more](#)

Color: Charcoal Maple

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



VanAcc 109 inch Sleeper Sofa, Pull Out Couch with USB Ports & Cup

\$799.99

Only 4 left in stock - order soon.

Shipped from: [Happy Tao](#)

\$99.99 delivery **Apr 4 - 5**

Gift options not available. [Learn more](#)

Size: U-Shape

Color: Dark Grey

Qty: 1 [Delete](#) [Save for later](#)

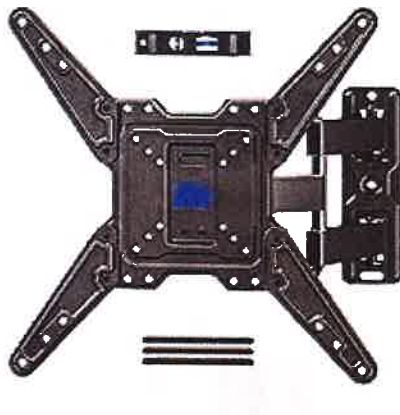
[Compare with similar items](#) [Share](#)

Current total: \$277.99
Gift Card Savings: - \$10.00
Cost after savings: \$267.99

Pay ~~\$277.99~~ \$267.99 for this order. Get a \$10 Amazon Gift Card upon approval for the Amazon Store Card. No annual fee.

Shopping Cart

Price



Mounting Dream UL Listed TV Wall Mount for Most 26-55 Inch

\$29.99

In Stock
FREE delivery **Sat, Apr 6** available at checkout
FREE Returns

Save 5%
[Clip Coupon](#)

This is a gift [Learn more](#)

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)



Roku 50" Select Series 4K HDR Smart RokuTV with Enhanced

\$248.00

In Stock
FREE delivery **Mon, Apr 8** available at checkout
FREE Returns

This is a gift [Learn more](#)

Style: Select Series 4K

Size: 50"

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)

Subtotal (2 items): \$277.99

Cart (2 of 2 items)

Pickup and delivery options ^

Shipping
All items available

Pickup
Available for 1 of 2 items

Delivery
Not available

Sign in

For the best shopping experience, [sign in](#)

Subtotal (2 items) \$247.98

Shipping Free

Taxes Calculated at checkout

Estimated total \$247.98

pay \$24/mo with **affirm**

[Learn how](#)



Free shipping arrives by **Tue, Apr 9**

56447

2 of 2 items selected [Deselect all items](#)



In 200+ people's carts **Best seller**



TCL 50" Class 4-Series 4K UHD HDR Smart Roku TV - 50S451

\$228.00/ea

Free 30-day returns

\$228.00

Add Walmart Protection Plan by Allstate

[View details](#)

(Only one option can be selected at a time.)

4-Year plan - \$33.00

5-Year plan - \$39.00

Add Expert Help

[View details](#)

Mounting Service (Mount not Included) - \$79.00

[Remove](#) [Save for later](#) - 1 +

Become a member to get free Walmart+ next-day shipping, gas discounts & more!

Try Walmart+ free for 30 days!

This order is a gift.

Earn 5% cash back on

Walmart.com

See if you're pre-approved with no credit risk. [Learn how](#)



In 200+ people's carts **Best seller**



Mount-It! Full-Motion Tilt Swivel TV Wall Mount, 23" to 55" TVs, 66 lbs. Capacity, 15" Extension, Bonus HDMI...

\$19.98/ea

Free 30-day returns

Gift Eligible

\$19.98

Add Expert Help

[View details](#)

Mounting Service (Mount not Included) - \$79.00

[Remove](#) [Save for later](#) - 1 +

Recommended with your order

Best seller

Best seller

Best seller



Date: April 16, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: March 2024

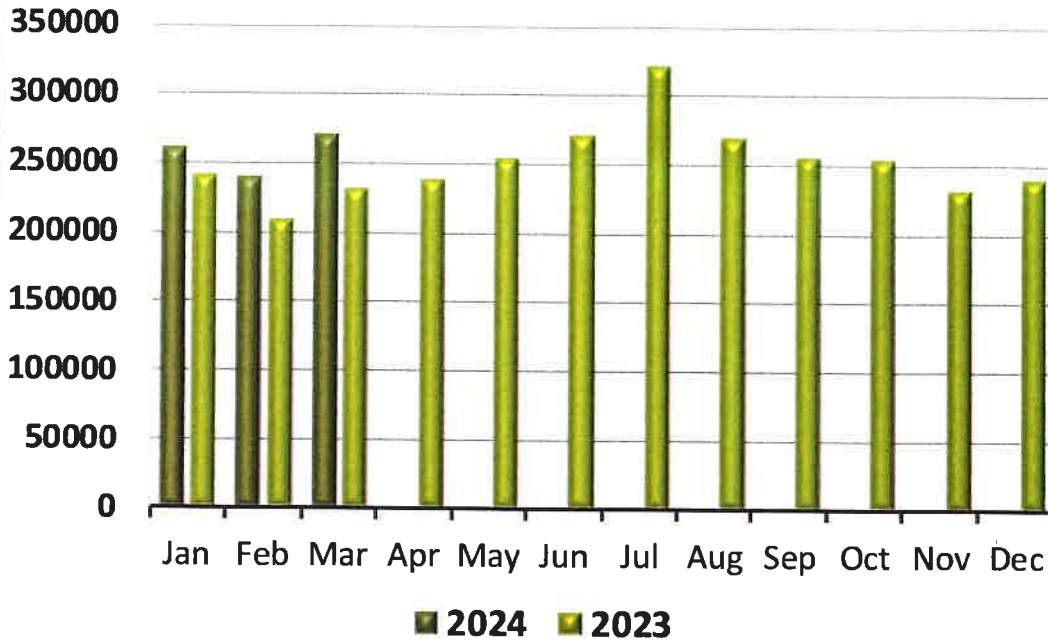
Wastewater Operation & Maintenance

- Lift Station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operation reports.
- Lift Station RTM timers are recorded on-site to verify pump efficiency.
- No pond Discharges this month.
- All monthly reports submitted to MPCA on time, the facility is operating as designed or better. Flow is 19% of design. Average daily flow is 8,000 gallons per day. Design flow is 41,600 gallons per day.
- Our MPCA compliance officer and I met first in my office in Garrison, then we met on site at the ponds for an inspection of the facility. We looked over the ponds, Rip Rap, Control Structures, Ground water well, and the RIB's (Rapid Infiltration Basins).
- I informed the Inspector that we are working towards the repairs to some items out at the pond site. Which are, repair or replace the broken or cut lateral distribution line to the RIBS and replace the sand to the proper depth. Replace the sagging Rip Rap with new rocks to get the original operating depth. Install a vent in the influent control structure, no vent and two miles of force main allow hydrogen Sulfide gas to form and it is corroding the concrete structure, and the manhole covers plus the transfer gates.
- All these items will be completed by your direction and timeline. Prices will be collected and given to the council for approval prior to any work being done.

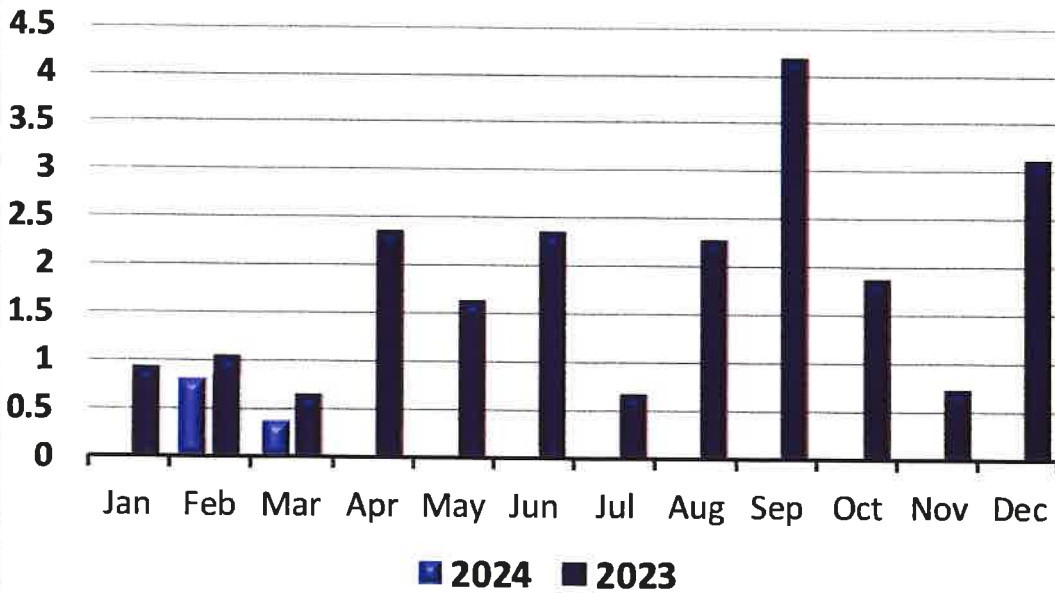
		March-24	February-24	March-23
Wastewater				
CBOD				
CBOD Influent	mg/L	332	0	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	64	0	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	7	0	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total 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	8,774	8,327	7,483
Influent Flow Monthly Maximum	gallons	10,650	12,135	10,893
Influent Flow Monthly Total	gallons	272,011	241,496	232,000
Precipitation Monthly Total	invches	0	1	1
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



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



April 23, 2024

The Honorable Tracy Jones
Mayor, City of Emily
PO Box 68
Emily, MN 56447-0068

RE: Emily Wastewater Treatment Plant
SDS Permit No. MN0067628
Wastewater Compliance Evaluation Inspection

Dear Mayor Jones:

Enclosed is the Wastewater Compliance Evaluation Inspection Report (Report) that resulted from an inspection of the Emily Wastewater Treatment Plant on March 8, 2024, by Mackenzie Wilkinson-Hanson of the Minnesota Pollution Control Agency (MPCA). The CEI consisted of a visual inspection of the facility and a discussion with the PeopleService, Inc. contract operator Lee Bundy. In addition, there was a review of the monthly Discharge Monitoring Reports (DMRs) and other reports for the time period September 2015 through February 2024. Based on the results of the CEI, 10 violations of the terms and conditions set forth in the State Disposal System (SDS) permit were documented. Six violations and corrective actions are listed on page 15 of the Report. The remaining four violations discovered were serious violations that will be addressed in a separate document mailed to the Regulated Party at a later date.

Corrective actions and deadlines are listed on page 15 of the Report.

Please be aware, this correspondence does not preclude the MPCA from taking further action in response to noncompliance identified.

If you have any questions, please contact me at 218-302-6604 or 800-657-3864 and by email at mackenzie.wilkinsonhanson@state.mn.us.

The Honorable Tracy Jones
Page 2
April 23, 2024

Thank you for your attention to this matter.

Sincerely,

Mackenzie Wilkinson-Hanson

This document has been electronically signed.

Mackenzie Wilkinson-Hanson
Environmental Specialist
Municipal Division

MWH:jah

Enclosure

cc: Lee Bundy, Emily Wastewater Treatment Plant (electronic) (w/enclosure)
Activity ID INS20240001 @ 83904

**Water Quality Point Source Program
WW Compliance Evaluation Inspection Report**

Facility information:

Facility name: Emily Wastewater Treatment Plant
Permit number: MN0067628
Address: Yost Road, Emily, Minnesota 56447
SIC code: 4952 - Sewerage Systems
Permit expiration date: February 29, 2032
Facility design flow: 0.0420 million gallons per day (MGD) average wet-weather (AWW)
EPA facility type classification: EPA Minor (Minor: <1.0 MGD AWW Design; Major: >1.0 MGD AWW Design)
Type of flow: Domestic
Land application type: N/A

Geographic information:

MPCA region: MPCA North Central Region
County: Crow Wing
Basin: Upper Mississippi River, Upper Portion
Major watershed: Pine River
Receiving water: N/A

Those present during the inspection:

Lee Bundy, Contract Operator, PeopleService, Inc.

MPCA representatives:

Mackenzie Wilkinson-Hanson, Environmental Specialist

Inspection information:

Inspection date: March 8, 2024
Inspection category: Routine Inspection
Inspection type: Wastewater Compliance Evaluation Inspection

Facility components:

- Effluent Disposal - Rapid Infiltration Basin
- Primary treatment - primary stabilization pond
- Pumping (Lift) Station
- Secondary Stabilization Pond

Treatment plant operators:

Name	Email	Phone	Class	Expiration
Paul Christensen	pchristensen@peopleservice.com	507-964-2231	40	04/01/2025
Nathaniel Deshayes	ndeshayes@crosslake.net	612-384-7185	A	05/01/2026
Paul Christensen	pchristensen@peopleservice.com	507-964-2231	A	05/01/2024
Leland Bundy	lbundy21@gmail.com	218-330-3940	A	07/01/2025
Carol Ross	cross@peopleservice.com	507-273-8892	40	06/01/2024
Delavan Cole	delavancole@yahoo.com	218-296-1242	40	10/01/2025
Nathaniel Deshayes	ndeshayes@crosslake.net	612-384-7185	40	10/01/2025
Delavan Cole	delavancole@yahoo.com	218-296-1242	B	12/01/2026
Carol Ross	cross@peopleservice.com	507-273-8892	B	05/01/2026

If any of the above Treatment plant operators, including their associated contact information are inaccurate, please submit those edits to Tracy Finch (tracy.finch@state.mn.us) and Andrea Ebner (andrea.ebner@state.mn.us).

Facility contacts:

Name	Relationship	Phone	Email
Pam Roden	is Wastewater Billing Contact for	218-763-2480	deputyclerk@emily.net
Tracy Jones	is Mayor for is responsible official for owns	218-763-2480	tracyjones@cityofemily.com
Cari Johnson	is 24-Hour emergency contact - Secondary for is Wastewater Billing Contact for	218-763-2480	clerk@emily.net
Leland Bundy	is DMR recipient for is Online Subscriber for	320-420-9967	lbundy@peopleservice.com
Jeffrey Ledin	is contractor for	218-855-1711	jledin@sehinc.com
Anthony Stockard	is 24-Hour emergency contact - Secondary for	218-838-3632	clerk@emily.net
Christopher Schmidt	is Online Subscriber for	218-410-0778	cschmidt@peopleservice.com

If any of the above contacts are inaccurate, please submit the appropriate form to NPDES.PCA@state.mn.us:

- To remove an Online Subscriber contact, please submit an [e-Services: Request to remove account holder authorization](#) (wq-wwprm7-100b)
- For all other contact updates, please submit a [Permit contact change form](#) (wq-wwprm7-72)

Inspection Summary

Inspection/Records Review Timeframe: July 2012 to February 2024

A Wastewater Compliance Evaluation Inspection was conducted on March 8, 2024, by Mackenzie Wilkinson-Hanson of the Minnesota Pollution Control Agency (MPCA) to determine the compliance of the City of Emily's Wastewater Treatment Plant with the terms and conditions of its State Disposal System (SDS) Permit.

Key: A = Advisory C = Compliant NC = Non-Compliant NI = Not Inspected NA = Not Applicable

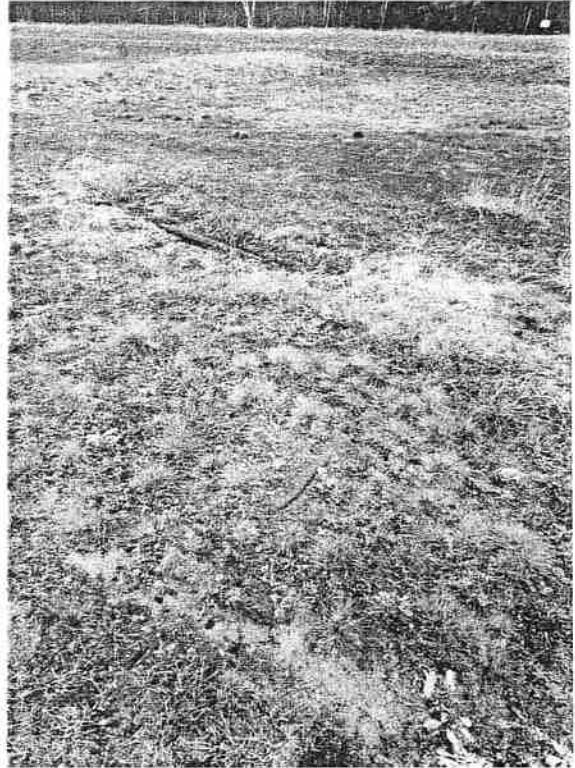
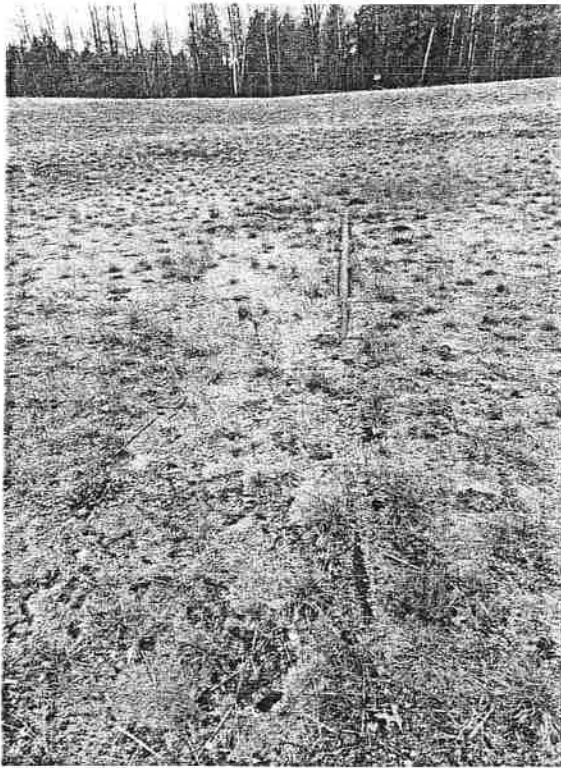
Compliance status	Requirement and notes
	<p>Overall physical condition of the plant – The facility is approximately 17 years old and in good, working condition, with the exception of the Rapid Infiltration Basins (RIBs). At least three of the ten RIBs have the perforated distribution pipes exposed in the RIBs, with cracks and cuts in the pipes, preventing the discharge of wastewater to the subsurface. The distribution pipes were designed to load wastewater evenly across the RIBs and the current disrepair of the distribution pipes in several of the RIBs does not allow for even distribution of wastewater to be discharged below ground. The influent control structure was also found to have significant concrete pocking and spalling from excessive hydrogen sulfide inside the structure.</p>
Comments:	
<input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	<p>Adequate Operation & Maintenance to achieve permit compliance.</p> <ul style="list-style-type: none"> • Certified Operator – PeopleService, Inc. is contracted to operate and maintain the WWTP and the collection system. • Maintenance schedule - daily, weekly, and monthly – The Regulated Party mows the ponds and the RIBs on an as needed basis, keeping the grass at an acceptable height. Weeds are sprayed as needed as well. The rip rap is sloughing on primary pond 1 and the secondary pond in some areas. The Regulated Party should replace the sloughing rip rap to prevent erosion of the dikes. • Chemical additives/Bioaugmentation approved - None. • Bypass structures – all structures capable of bypassing kept locked – None in collection system or at ponds.

Comments: The facility was gated and locked, with warning signage posted around the perimeter of the pond system. The grass had been mowed short and there were minimal weeds in the rip rap at the time of the inspection. The ponds have telescoping valves and redundant plug valves at all transfer and discharge structures; all were seated properly at the time of the inspection. During the inspection, the influent control structure was found to have significant concrete pocking and spalling from excessive hydrogen sulfide inside the structure. The MPCA also documented that at least three of the 10 RIBs have the perforated distribution pipes exposed, with cracks and cuts in the pipes, preventing the even discharge of wastewater to the subsurface. The MPCA also documented some sloughing of rip rap on primary pond 1 and the secondary pond.

**Compliance
status**

Requirement and notes

A few photos of surfaced RIB distribution pipes -



Corrosion in influent structure at the ponds -



Compliance status

Requirement and notes

There is an operation and maintenance manual for the ponds and RIBs that is kept in a binder with the Contract Operator. The ponds are always operated in series. The RIBs are not operated as listed in permit requirements 5.12.23-5.12.27. Wastewater is not discharged evenly throughout the acceptable discharge period (April-November), due to the facility operating at 20% of design flow.

The facility is staffed once per week by the contract operators. The City has employees that check the ponds out and mow as well. There are minimal burrowing animal issues, and the City traps or otherwise exterminates nuisance animals at the ponds.

Starting this year, the Regulated Party will begin a multi-year proactive pump replacement program for the lift station pumps. The grinder stations in the collection system have already been updated in the last few years. Spare parts for pumps will be kept on site.

NI NA

Inflow & Infiltration (I&I)/collection system

- **Number of lift stations:** 3 main lift stations, 6 grinder stations
 - **Alarm System** – The six grinders have audible and visual alarms for the homeowners and the three lift stations have dial-out alarms to the operators, as well as visual and audible alarms. The Contract Operators have two mobile generators for use at the Garrison shop available to share between projects.

- **Miles of sanitary sewer:** The Regulated Party responded to the 2023 Wastewater Infrastructure Needs Survey (WINS) and reported that 4 miles of sanitary sewer, all of which is less than 30 years old.
 - **Inspection/cleaning program frequency** – In 2023, the Regulated Party re-started their sewer cleaning and maintenance program. The Regulated Party contracts with Nelson Sanitation & Rental, Inc. to clean and televise half of the town every other year. The lift stations are cleaned annually.

 - **I&I ordinance in effect – If yes, is it enforceable** – The Regulated Party has a sump pump ordinance in place, but it is not enforced.

Comments: The operator stated that the collection system has an average amount of fats, oils and grease (FOG) and rags/flushable wipes. The MPCA recommends regular communication with residents to continue source reduction of FOG and rags. For reference, the MPCA's resources for flushable wipes can be found at the MPCA's webpage - <https://www.pca.state.mn.us/business-with-us/disposable-wipes-toolkit-persuading-people-not-to-flush>.

The Regulated Party should make the removal of clear water infiltration and inflow (I&I) from the sanitary collection system a priority. Regular investigation and maintenance have kept influent flow to the facility within the systems design capacity and ensured effective operation. To protect city assets and minimize operation costs, the Regulated Party should develop and enforce a sump pump ordinance which prohibits property owners from discharging footing tile, sump pumps, roof drains and ground water into the sanitary sewer.

Much like a sump pump ordinance, the MPCA also encourages the Regulated Party to develop a process to address I&I from individual service laterals. In 2018, the League of Minnesota Cities released a new model ordinance to help cities keep clean water out of the Regulated Party's sanitary sewer systems. The ordinance prohibits the discharge of clean water into the sanitary sewer system from defective plumbing and defective sewer service laterals. The ordinance also allows cities to develop an inspection program (citywide or at point of sale only), require corrections by property owners, and assess penalties for violations and issue certificates of compliance to the property owner upon completion. Model ordinances should be customized as appropriate for an individual city's circumstances in consultation with the Regulated Party's attorney.

In addition to development and enforcement of sump pump and service lateral ordinances to reduce I&I from entering the collection system, the following links will provide guidance to the development of an I&I plan:

Compliance status

Requirement and notes

A [League of Minnesota Cities model ordinance](#) for regulation to prevent clear water from entering the sanitary sewer system through sump pumps, defective plumbing, and defective sewer service laterals.

A completed [League of Minnesota Cities Sanitary Sewer System Assessment](#) to assist in documenting the components and age of the collection system and treatment system, or a completed [EPA Capacity, Management, Operation, and Maintenance \(CMOM\) checklist](#).

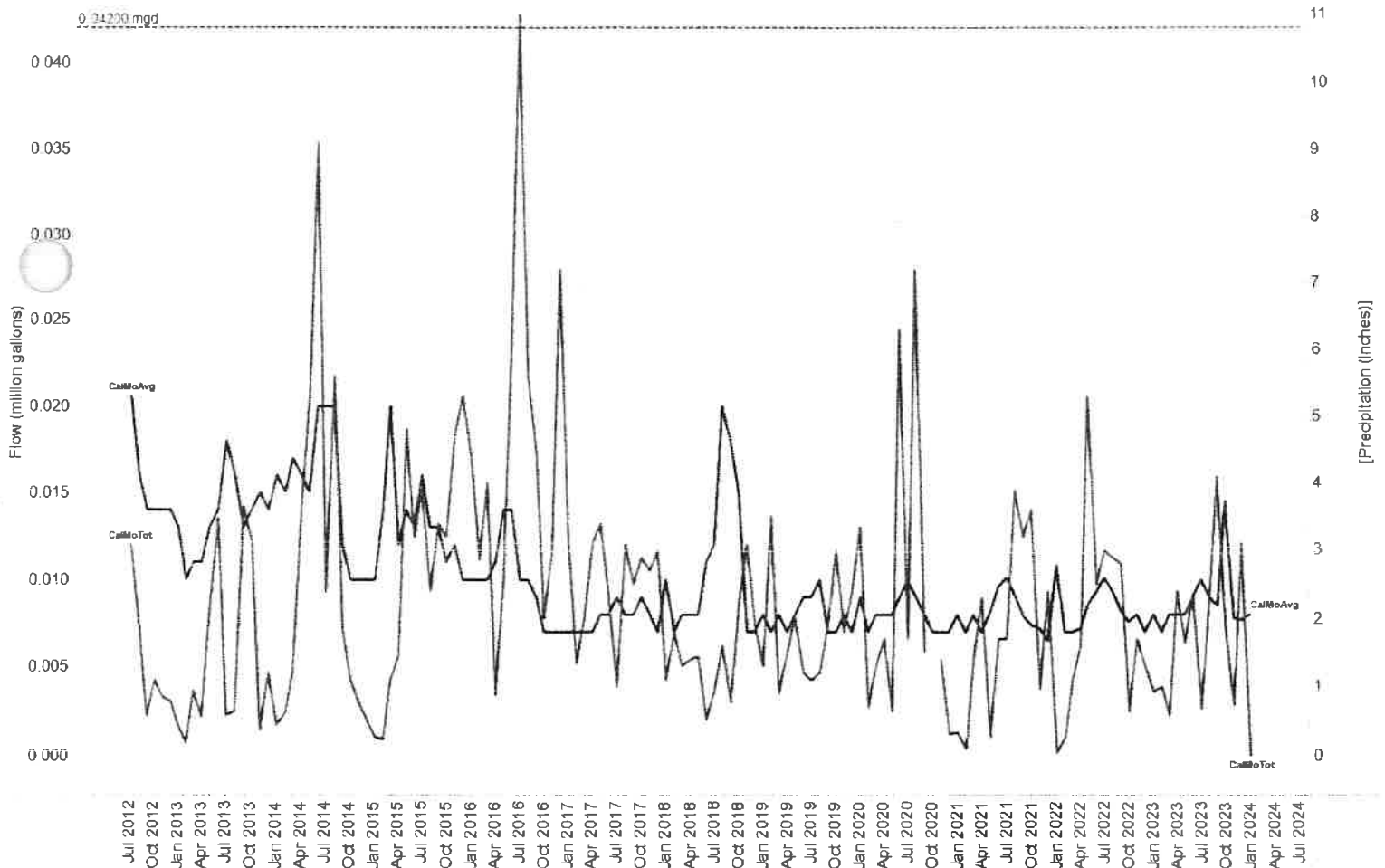
Flow data (compare design flow to actual flow)

- **Design Flow:** 0.0416 MGD
- **Actual Flow (3-4 yr. avg):** 0.008 MGD or 19.7% of design flow

Flow/Precipitation Graph – Inflow and Infiltration

Meas... ■ WS, Flow (million gallons) ■ WS, Precipitation (inches)

Monthly Flow & Precipitation values for Emily WWTP



Station		2021	2022	2023	2024	Grand Total
WS 001	Avg. Rpt value	0.008	0.008	0.009	0.008	0.008
	Percent of design	19.03%	19.86%	20.93%	19.05%	19.72%

Compliance status

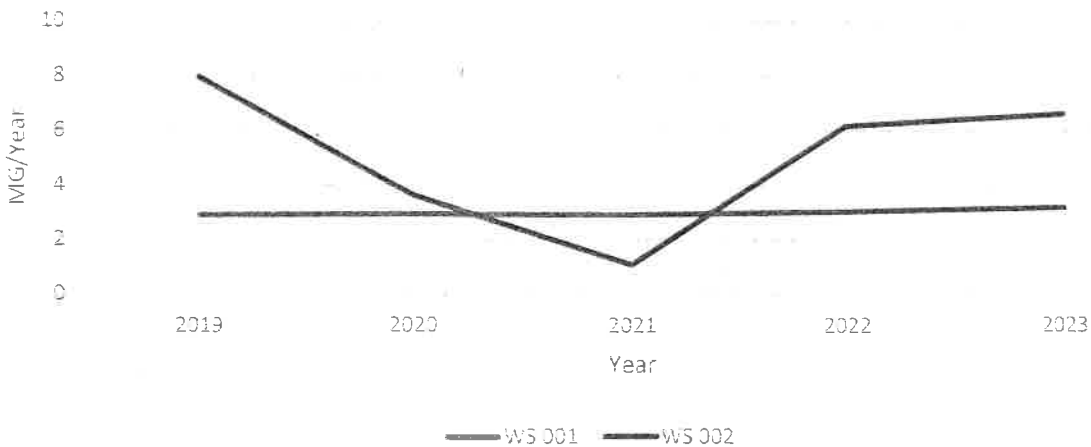
NC C A

Requirement and notes

Equipment calibration - Flow instrument calibration methods Flow equipment (pump run times, meters, etc.) – Since PeopleService, Inc. has been contracted to operate the Wastewater Treatment Plant in and for several years, an OmniSite external flow meter and ultrasonic transducer has been installed in the main lift station to read daily influent flow offsite. The OmniSite and transducer have not been calibrated or verified twice per year since PeopleService was contracted. Prior to PeopleService, there were no records available for influent pump calibration records.

Comments: The Regulated Party’s reported flow data during the review period seems suspect, as vastly more water was discharged from WS002 than was collected at WS001, likely due to underreporting WS 001 flows. The flow meter at WS001 needs to be calibrated at least twice per year to ensure accurate influent flow data is collected. If the run time meters are still installed at the influent lift station, those meters can be used to verify the ultrasonic transducer’s accuracy. Pond observation forms need to be submitted with every DMR to allow the MPCA to accurately verify WS 002 flow using weekly pond depth readings. Correct flow reporting is critical to the MPCA monitoring how the facility is operating. A graph of WS 001 flow and WS 002 flow and a table showing the values over the last five years are below for reference.

Annual Total Influent vs Effluent Volumes



Calendar Month Total Influent and Effluent			
	WS 001 (MG)	WS 002 (MG)	% of collected water discharged
2019	2.91	7.98	273.85
2020	2.97	3.66	123.51
2021	2.93	1.09	37.20
2022	3.05	6.18	202.63
2023	3.20	6.63	207.43

NC C A

Releases/Incidents prohibited – During the review period, the Regulated Party reported a basement back-up that may have leaked into the soil outside of the home.

Comments:

Unauthorized Releases -

Incident date/time	Incident type	Dispatch #	Incident status	Media impacted
5/13/2013	Release/Basement Back-up	133983	Closed	Soil

Compliance status	Requirement and notes
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Release follow-up: <ul style="list-style-type: none"> Take all reasonable steps to immediately end release. Notify Duty Officer immediately. Recover as rapidly and thoroughly as possible
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Release sampled and results submitted within 30 days.
<input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> A	Nuisance conditions prohibited

Comments: PeopleService, Inc. has a company SOP for unauthorized releases. The MPCA recommends that Public Notification is included in the SOP, if it has not already been added. The MPCA's guidance and further information regarding public notification can be found on the MPCA's webpage - <https://www.pca.state.mn.us/sites/default/files/wq-wwprm1-43.pdf>

Compliance status	Sampling methods/lab certification																					
<input type="checkbox"/> NI <input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	Representative sampling (Sample type (e.g., Comp vs Grab) compliant with Limits & Monitoring, location, timing) – Samples are collected at the proper locations. The groundwater monitoring wells are sampled in-house by the contract operator. The MPCA discussed the groundwater monitoring well sampling procedure with the operator and the proper technique was followed. However, over the last two years, the pH meter used for groundwater sampling has inconsistently worked and pH was not always collected or used for stabilization readings. <table border="1" data-bbox="422 1066 1437 1360"> <thead> <tr> <th>Station</th> <th>Type of station</th> <th>Local name</th> </tr> </thead> <tbody> <tr> <td>GW 001</td> <td>Well, Upgradient</td> <td>Groundwater Monitoring Well #1 - #717528</td> </tr> <tr> <td>GW 002</td> <td>Well, Upgradient</td> <td>Groundwater Monitoring Well #2 - #717529</td> </tr> <tr> <td>GW 003</td> <td>Well, Downgradient</td> <td>Groundwater Monitoring Well #3 - #717530</td> </tr> <tr> <td>GW 004</td> <td>Well, Downgradient</td> <td>Groundwater Monitoring Well #4 - #717531</td> </tr> <tr> <td>WS 001</td> <td>Influent Waste</td> <td>Influent Waste Stream – prior to primary cells</td> </tr> <tr> <td>WS 002</td> <td>Internal Waste Stream</td> <td>Effluent to RIBs – after ponds, before RIBs</td> </tr> </tbody> </table> <p>The groundwater monitoring stations have been tagged with unique identifiers. The wells were not locked at the time of inspection. The wells should be kept locked at all times.</p>	Station	Type of station	Local name	GW 001	Well, Upgradient	Groundwater Monitoring Well #1 - #717528	GW 002	Well, Upgradient	Groundwater Monitoring Well #2 - #717529	GW 003	Well, Downgradient	Groundwater Monitoring Well #3 - #717530	GW 004	Well, Downgradient	Groundwater Monitoring Well #4 - #717531	WS 001	Influent Waste	Influent Waste Stream – prior to primary cells	WS 002	Internal Waste Stream	Effluent to RIBs – after ponds, before RIBs
Station	Type of station	Local name																				
GW 001	Well, Upgradient	Groundwater Monitoring Well #1 - #717528																				
GW 002	Well, Upgradient	Groundwater Monitoring Well #2 - #717529																				
GW 003	Well, Downgradient	Groundwater Monitoring Well #3 - #717530																				
GW 004	Well, Downgradient	Groundwater Monitoring Well #4 - #717531																				
WS 001	Influent Waste	Influent Waste Stream – prior to primary cells																				
WS 002	Internal Waste Stream	Effluent to RIBs – after ponds, before RIBs																				
<input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> A	Additional sampling (If yes – reported on Discharge Monitoring Reports (DMRs) and Sample Values)																					
<input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	Certified lab analyzes samples or field parameters in-house and calibrations compliant. <ul style="list-style-type: none"> Certified laboratory name: A.W. Research Laboratories, Inc. (State Code: 027-035-135; EPA ID: MN00098). 																					

Comments: The contract operator drives the samples to the lab the same day as sampling.

Compliance status	Field parameter analysis: potential of hydrogen (pH)
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	<ul style="list-style-type: none"> Instrument manufacturer and model: YSI meter with pH probe Calibration procedure and records – Yes, from 2021 to present, unknown prior to 2021. Minimum of two point calibration – Yes Buffers current (e.g., not expired) – pH buffers 4, 7 and 10 were expired. Calibrated each day of sample – Yes, from 2021 to present, unknown prior to 2021.

Compliance status	Requirement and notes
	<p>Field parameter analysis: Specific conductance</p> <ul style="list-style-type: none"> • Instrument manufacturer and model: YSI with Specific Conductance probe • Calibration procedure and records - Yes, from 2021 to present, unknown prior to 2021 • Calibration frequency: Yes, from 2021 to present, unknown prior to 2021
<p>Comments: The Regulated Party does not have a pH meter currently. The meter is expected to be replaced prior to the April groundwater sampling event.</p>	
<input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> A	<p>Sample preservation and procedures</p> <ul style="list-style-type: none"> • Holding times (e.g., pH, TRC, DO within 15 min., etc.) – During the last three years of lab reports that were reviewed, hold times were met. • Thermal preservation adequate (<6°Celsius) – During the last three years of lab reports that were reviewed, thermal preservation was met. • Composite samples refrigerated during sample collection if applicable – Influent 4-hour flow composite samples are kept on ice. • Thermometers (Sample Fridge, etc. checked annually with National Institute of Standards and Technology) – N/A
<p>Comments:</p>	
<input type="checkbox"/> NI	<p>DMRs/sample values/annual reports</p>
<input checked="" type="checkbox"/> NC <input type="checkbox"/> C	<p>Timeliness</p> <ul style="list-style-type: none"> • Reports (Required reports submitted on time) - A detailed monitoring well log for each groundwater monitoring well required to be submitted in the last permit (Issued July 28, 2015; Expired June 30, 2020) and the MPCA did not receive it. In the current permit, a detailed monitoring well log for each groundwater monitoring well is due to be submitted during the permit cycle (Issued March 1, 2022; Expires February 29, 2032). • Permit application submitted on time – A permit application was due by April 3, 2015, and the Regulated Party submitted on time on March 30, 2015. A permit application was also due on January 2, 2020, and the Regulated Party submitted late on June 3, 2020. • Sample Values submitted on time - During the review period, the Regulated Party submitted four sample value spreadsheets (SVSs) late, as listed below. • DMRs submitted on time – During the review period, the Regulated Party submitted four discharge monitoring reports (DMRs) late, as listed below.
<p>Comments: The MPCA is now accepting all Water Quality Submittals electronically to the email address below, including Pretreatment Annual Reports and Whole Effluent Toxicity Tests (WET Tests). This enables us to provide a more efficient response to those submittals, while reducing the need for paper and saving postage costs. Send your submittals electronically to the electronic WQ Submittals Center at: wq.submittals.mPCA@state.mn.us.</p>	
<p>Follow these easy steps:</p> <ol style="list-style-type: none"> 1. Fill out the WQ Submittals form: www.pca.state.mn.us/sites/default/files/wq-wwprm7-71.docx 2. Attach the form and submittal to your email. 3. Send the email to the WQ Submittals Center by the due date. 	

Late DMRs/SVs -

Station	DMR monitoring period	Violation type	Submission due date	Submission received
WS 001	03/01/2016 – 03/31/2016	Late	04/21/2016	05/16/2016
WS 001	06/01/2018 – 06/30/2018	Late	07/21/2018	07/23/2018
WS 001	09/01/2021 - 09/30/2021	Late	10/21/2021	11/23/2021
WS 001	11/01/2023 - 11/30/2023	Late	12/21/2023	01/11/2024
WS 002	03/01/2016 – 03/31/2016	Late	04/21/2016	05/16/2016
WS 002	06/01/2018 – 06/30/2018	Late	07/21/2018	07/23/2018
WS 002	09/01/2021 - 09/30/2021	Late	10/21/2021	11/23/2021
WS 002	11/01/2023 - 11/30/2023	Late	12/21/2023	01/11/2024

Compliance status

Requirement and notes

NC C A

Completing Reports (DMRs, etc. complete and submitted on MPCA approved forms)

Missing Pond Observation Forms - Since September 2015 (when current e-Services online submittal service came online), the Regulated Party has failed to submit 67 monthly pond observation forms in 101 months (66%), as listed in the table below. After the inspection, the current contract operator submitted 6 pond observation forms that were on file but had not been attached to the DMRs.

Monitoring Period	Pond Observation Form Status
07/01/2016 - 07/31/2016	Missing
08/01/2016 - 08/30/2016	Missing
09/01/2016 - 09/30/2016	Missing
10/01/2016 - 10/31/2016	Missing
11/01/2016 - 11/30/2016	Missing
12/01/2016 - 12/31/2016	Missing
01/01/2017 - 01/31/2017	Missing
02/01/2017 - 02/28/2017	Missing
03/01/2017 - 03/31/2017	Missing
04/01/2017 - 04/30/2017	Missing
05/01/2017 - 05/31/2017	Missing
06/01/2017 - 06/30/2017	Missing
07/01/2017 - 07/31/2017	Missing
08/01/2017 - 08/31/2017	Missing
09/01/2017 - 09/30/2017	Missing
10/01/2017 - 10/31/2017	Missing
11/01/2017 - 11/30/2017	Missing
12/01/2017 - 12/31/2017	Missing
01/01/2018 - 01/31/2018	Missing
02/01/2018 - 02/28/2018	Missing
03/01/2018 - 03/31/2018	Missing
04/01/2018 - 04/30/2018	Missing

**Compliance
status**

Requirement and notes

05/01/2018 - 05/31/2018	Missing
06/01/2018 - 06/30/2018	Missing
07/01/2018 - 07/31/2018	Missing
08/01/2018 - 08/31/2018	Missing
09/01/2018 - 09/30/2018	Missing
10/01/2018 - 10/31/2018	Missing
11/01/2018 - 11/30/2018	Missing
12/01/2018 - 12/31/2018	Missing
01/01/2019 - 01/31/2019	Missing
02/01/2019 - 02/28/2019	Missing
03/01/2019 - 03/31/2019	Missing
04/01/2019 - 04/30/2019	Missing
05/01/2019 - 05/31/2019	Missing
06/01/2019 - 06/30/2019	Missing
07/01/2019 - 07/31/2019	Missing
08/01/2019 - 08/31/2019	Missing
09/01/2019 - 09/30/2019	Missing
10/01/2019 - 10/31/2019	Missing
11/01/2019 - 11/30/2019	Missing
12/01/2019 - 12/31/2019	Missing
01/01/2020 - 01/31/2020	Missing
02/01/2020 - 02/29/2020	Missing
03/01/2020 - 03/31/2020	Missing
04/01/2020 - 04/30/2020	Missing
05/01/2020 - 05/31/2020	Missing
06/01/2020 - 06/30/2020	Missing
07/01/2020 - 07/31/2020	Missing
08/01/2020 - 08/31/2020	Missing
09/01/2020 - 09/30/2020	Missing
10/01/2020 - 10/31/2020	Missing
11/01/2020 - 11/30/2020	Missing
12/01/2020 - 12/31/2020	Missing
01/01/2021 - 01/31/2021	Missing
02/01/2021 - 02/28/2021	Missing
03/01/2021 - 03/31/2021	Missing
04/01/2021 - 04/31/2021	Missing
01/01/2022 - 01/31/2022	Missing
05/01/2022 - 05/31/2022	Missing
12/01/2022 - 12/31/2022	Late
01/01/2023 - 01/31/2023	Late
02/01/2023 - 02/28/2023	Missing
03/01/2023 - 03/31/2023	Late
04/01/2023 - 04/30/2021	Late

Compliance status

Requirement and notes

05/01/2023 – 05/31/2023	Late
07/01/2023 – 07/31/2023	Late

Accuracy (e.g., Lab data match all DMR values and frequency) – During the inspection, the MPCA reviewed DMR data and discovered the Regulated Party has been incorrectly inputting Calendar Year-to-Date flow on DMRs. Effluent flow also had not consistently been added to sample value spreadsheets (SVSs). The MPCA also documented that from 2016-2019 groundwater monitoring well depths were reported as the reading instead of as the elevation relative to mean sea level on SVSs. Flow from WS 002 has not been reported on the SVSs from 2015-2021. A variety of other inaccuracies were identified and need to be corrected, listed below.

- WS002 CalYTD totals to be fixed on DMRs –
 - Sept 2020
 - All of 2021
 - May 2022
 - May 2023
 - July 2023
 - Oct 2023
 - Nov 2023
- WS002 – 10/31/2023 SVS comment tested 11/4. If sample was collected in November, it should be removed from October SVS and DMR and put on the November SVS and DMR, with a comment included.
- 6/14/2023 WS001 – Chloride on the lab sheet but it was not reported on SVS
- 11/7/2023 WS 002– lab samples but not reported on SVS
- 10/25/2022 GW003 - Chloride reported as 2.1 mg/L on SVS, lab says 2.6 mg/L
- 5/25/2021 – Samples collected on lab sheet, but nothing was reported on the SVS
- Unmark the “No Discharge” box at WS001
 - April 2021
 - March 2021
 - December 2021
 - October 2021
 - June 2020

Chain of Custody (COC) forms (completely filled out, available, etc.) - COCs were available electronically.

NC C

Frequency of sampling (as required by permit, no missed samples) – During the review period, the Regulated Party failed to collect and analyze 116 samples, as listed below. After 2020, only seven samples were missed in July 2023.

Missing Samples –

Station	DMR monitoring period	Parameter
WS 002	7/1/2023 - 07/31/2023	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Solids, Total Suspended (TSS) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	pH - Calendar Month Maximum [Max Conc]
WS 002	7/1/2023 - 07/31/2023	pH - Calendar Month Minimum [Mon Conc]
GW 001	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 001	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 002	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 002	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 003	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]

Station	DMR monitoring period	Parameter
GW 003	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 004	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 004	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 001	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2020 – 4/30/2020	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	1/1/2020 – 1/31/2020	Flow - Calendar Month Average [Avg Conc]
WS 002	1/1/2020 – 1/31/2020	Flow Calendar Month Total [Mon Load]
GW 001	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Flow - Calendar Month Total [Mon Load]
WS 002	8/1/2019 – 8/31/2019	Flow – Calendar Year-To-Date [Mon Load]
WS 002	8/1/2019 – 8/31/2019	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	pH - Calendar Month Maximum [Max Conc]
WS 002	8/1/2019 – 8/31/2019	pH - Calendar Month Minimum [Mon Conc]
WS 002	8/1/2019 – 8/31/2019	Solids, Total Suspended (TSS) - Calendar Month Max [Avg Conc]
GW 001	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2019 – 7/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Chloride, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Flow - Calendar Month Total [Mon Load]
WS 002	8/1/2018 – 8/31/2018	Flow – Calendar Year-To-Date [Mon Load]
WS 002	8/1/2018 – 8/31/2018	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	pH - Calendar Month Maximum [Max Conc]
WS 002	8/1/2018 – 8/31/2018	pH - Calendar Month Minimum [Mon Conc]
WS 002	8/1/2018 – 8/31/2018	Solids, Total Suspended (TSS) – Calendar Month Maximum [Max Conc]
GW 001	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 002	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 003	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]

Station	DMR monitoring period	Parameter
GW 003	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 004	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 001	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 001	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 001	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	2/1/2017 – 2/28/2017	Flow - Calendar Month Average [Avg Conc]
WS 002	2/1/2017 – 2/28/2017	Flow - Calendar Month Total [Mon Load]
WS 002	1/1/2017 – 1/31/2017	Flow - Calendar Month Average [Avg Conc]
WS 002	1/1/2017 – 1/31/2017	Flow - Calendar Month Total [Mon Load]
GW 001	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Flow - Calendar Month Total [Mon Load]
WS 002	7/1/2016 – 7/31/2016	Flow - Calendar Year-To-Date [Mon Load]
WS 002	7/1/2016 – 7/31/2016	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	pH - Calendar Month Maximum [Max Conc]
WS 002	7/1/2016 – 7/31/2016	pH - Calendar Month Minimum [Mon Conc]
WS 002	7/1/2016 – 7/31/2016	Solids, Total Suspended (TSS) – Calendar Month Maximum [Max Conc]

Compliance status

NC C

Requirement and notes

Permit limit compliance: During the review period, the Regulated Party had no effluent limit exceedances.

Compliance status	Requirement and notes
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Permit limit violation follow-up Comments:
<input type="checkbox"/> NI <input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	Record keeping Maintain records for at least three years and with following: <ul style="list-style-type: none"> • Place, date, time of sample/measurement. • Date of analysis. • Name of person performing sample/measurement, etc. • Analytical techniques, procedures, and methods used. • Results of analysis.
Comments: The Regulated Party maintained incomplete records during the review period, including pH and specific conductance calibration and bench sheet logs, pond observation forms, precipitation sheets and flow meter calibration records during the review period.	
<input checked="" type="checkbox"/> NA	Enforcement actions over the review period: Comments:
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Compliance schedule progress: Comments:
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Biosolids/land application sites: Comments:
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Pretreatment Significant industrial users: None <ul style="list-style-type: none"> • Agreement in place and up to date • Inspection frequency: / • Sampling frequency: / • Trucked-in waste accepted? If yes, sampled appropriately? – The Regulated Party does not accept trucked-in waste.
Comments:	
Stabilization pond operation	
<input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A <input checked="" type="checkbox"/> NA	Bypass structures – all structures capable of bypassing kept locked
<input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	Pond observations – Pond system inspected weekly, and records kept of the following: <ul style="list-style-type: none"> • Water depth; Aquatic plant coverage; Floating mats and Ice cover; Odors; Condition of dikes; and presence of rodents (muskrats, burrowing animals) - See <i>Completing DMR</i> section above for details.
<input checked="" type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> A	<ul style="list-style-type: none"> • Daily precipitation records – The Regulated Party failed to maintain complete precipitation records during the review period.
Other/Additional comments:	

Alleged violations/Corrective actions (Provided as indicated below):

- Follow-up correspondence will be mailed at a later date:
- See below:

Violation number	Requirement (e.g., Minn. R., Permit condition)	Description of noncompliance	Corrective action	Timeline (e.g., immediately, within 10 days)
1.	5.9.3 Monitoring Wells	A detailed monitoring well log for each groundwater monitoring well required to be submitted in the last permit (Issued July 28, 2015; Expired June 30, 2020) and the MPCA did not receive it.	Submit a detailed monitoring log for each well and a detailed US Geological Survey topographical map identifying the location of each well.	Within 30 days after the receipt of this CEI.
2.	5.14.68 Representative Sampling.	Since 2021, the pH meter used for groundwater sampling has inconsistently worked and pH was not always collected or used for stabilization readings. At the time of inspection, the Regulated Party did not have a pH meter.	Submit an invoice for the purchase of a new pH meter and current pH buffers.	Within 30 days after the receipt of this CEI.
3.	5.14.71 Sample Preservation and Procedure	Prior to 2021, it is unknown if the pH and specific conductance meter were calibrated. At the time of the inspection, the pH buffers for calibration were expired.	Due to the low frequency of the violation after 2021, no corrective action is required.	N/A
4.	5.14.72 Equipment Calibration	Since approximately 2021, the influent flow meter has not been calibrated. Prior to 2021 it is unknown if the influent pumps had been calibrated.	Submit a Flow Calibration Plan that shall include but is not limited to how influent flow meter shall be calibrated twice per year and how the meter shall be verified to ensure accurate influent flow is reported.	Within 30 days after the receipt of this CEI.
5.	5.14.73 Maintain Records	The Regulated Party maintained incomplete records during the review period, including pH and specific conductance calibration and bench sheet logs, pond observation forms, precipitation sheets and flow meter calibration records during the review period.	Submit a Records Plan that shall describe how all required permit records shall be maintained and available for review for at least three years.	Within 30 days after the receipt of this CEI.
6.	5.14.109 Permit Reissuance	A permit application was due by April 3, 2015, and the Regulated Party submitted on time on March 30, 2015. A permit application was also due on January 2, 2020, and the Regulated Party submitted late on June 3, 2020.	Submit a statement describing how permit application shall be submitted to the MPCA on time.	Within 30 days after the receipt of this CEI.

Address questions and submittals requested above to:

Mackenzie Wilkinson-Hanson
Minnesota Pollution Control Agency
525 Lake Ave S, Ste 400
Duluth, MN 55802
Office: 218-302-6604 | Cell: 612-790-0235
mackenzie.wilkinsonhanson@state.mn.us



Duluth Office | 525 Lake Avenue South | Suite 400 | Duluth, MN 55802 | 218-723-4660
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

RECEIVED
APR 24 2024
BY:.....

April 24, 2024

The Honorable Tracy Jones
Mayor, City of Emily
PO Box 68
Emily, MN 56447-0068

RE: Notice of Violation
Emily Wastewater Treatment Plant, Emily, Crow Wing County
SDS Permit No. MN0067628

Dear Mayor Jones:

Enclosed is a Notice of Violation (NOV) for alleged violations of Minnesota Statutes, Rules and State Disposal System (SDS) Permit Number MN0067628 conditions.

The first section of the NOV cites the environmental requirements allegedly violated.

The second section contains the corrective actions you must complete to resolve the NOV. You must provide documentation that you completed each corrective action by the deadline specified in the NOV.

Respond in writing within ten days if you believe an alleged violation is incorrect.

If you have any questions or need assistance, contact me by phone at 218-302-6604 (office) or at 612-790-0235 (cell) or by email at mackenzie.wilkinsonhanson@state.mn.us.

Sincerely,

Mackenzie Wilkinson-Hanson

This document has been electronically signed.

Mackenzie Wilkinson-Hanson
Environmental Specialist
Municipal Division

MWH:jah

Enclosure/Attachment

cc: Lee Bundy, PeopleService (electronic) (w/attachment)
Holly Sandberg, MPCA (w/attachment)
Mark Hugeback, MPCA (w/attachment)
Activity ID NON20240001 @ 83904

**STATE OF MINNESOTA
Minnesota Pollution Control Agency
Municipal Division**

NOTICE OF VIOLATION

In the Matter of: Emily Wastewater Treatment Plant, Emily, Crow Wing County

To:

The Honorable Tracy Jones
Mayor, City of Emily
PO Box 68
Emily, MN 56447-0068

PLEASE BE ADVISED, that the Minnesota Pollution Control Agency (MPCA) has sufficient information to allege that the city of Emily (hereinafter Regulated Party) has violated the following provisions of state statutes, rules, and permit conditions at its Wastewater Treatment Plant (WWTP), located in Emily, Crow Wing County, Minnesota.

1. State Disposal System Permit Number MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 5. Permit requirements, Pond Observations

5.11.22 The Permittee shall inspect the pond system at a minimum frequency of once per week and shall:

- A. Measure pond water depth;
- B. Estimate the coverage of aquatic plants, floating mats and ice cover on the surface of the ponds; and
- C. Note odors, the condition of the dikes and the presence of rodents.

The Permittee shall maintain records of these weekly inspections for the last three years and submit the results as an attachment to the eDMR.

State Disposal System Permit Number MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 5. Permit requirements, Total Facility Requirements (SDS), Sampling

5.14.75 **Completing Reports.** The Permittee shall submit the results of the required sampling and monitoring activities on the forms provided, specified, or approved by the MPCA. The Permittee shall record the information in the specified areas on those forms and in the units specified.

Required forms may include a Sample Values Form. If required, the Permittee shall record individual values for each sample and measurement on the Sample Values Form provided by the MPCA. The Permittee shall submit Sample Values Form with the appropriate Electronic Discharge Monitoring Reports (eDMRs). The Permittee may design and use their own Sample Values Form; however, the Permittee shall not use their form until the MPCA reviews and approves the form.

Note: The Permittee shall also record required summary information on their eDMR. Permittee submitted summary information contained only on the Sample Values Form does not comply with reporting requirements.

During the March 8, 2024, wastewater inspection and file review, the MPCA documented that since September 2015 (when the current e-Services website came online), the Regulated Party has failed to submit 67 monthly pond observation forms in 101 months (66%). After the inspection, the Regulated Party submitted six of the missing pond observation forms. The late and missing pond observation forms are listed in Table 1 below.

Table 1 – Late and missing pond observation forms

Monitoring Period	Pond Observation Form Status
07/01/2016 – 07/31/2016	Missing
08/01/2016 – 08/30/2016	Missing
09/01/2016 – 09/30/2016	Missing
10/01/2016 – 10/31/2016	Missing
11/01/2016 – 11/30/2016	Missing
12/01/2016 – 12/31/2016	Missing
01/01/2017 – 01/31/2017	Missing
02/01/2017 – 02/28/2017	Missing
03/01/2017 – 03/31/2017	Missing
04/01/2017 – 04/30/2017	Missing
05/01/2017 – 05/31/2017	Missing
06/01/2017 – 06/30/2017	Missing
07/01/2017 – 07/31/2017	Missing
08/01/2017 – 08/31/2017	Missing
09/01/2017 – 09/30/2017	Missing
10/01/2017 – 10/31/2017	Missing
11/01/2017 – 11/30/2017	Missing
12/01/2017 – 12/31/2017	Missing
01/01/2018 – 01/31/2018	Missing
02/01/2018 – 02/28/2018	Missing
03/01/2018 – 03/31/2018	Missing
04/01/2018 – 04/30/2018	Missing

05/01/2018 – 05/31/2018	Missing
06/01/2018 – 06/30/2018	Missing
07/01/2018 – 07/31/2018	Missing
08/01/2018 – 08/31/2018	Missing
09/01/2018 – 09/30/2018	Missing
10/01/2018 – 10/31/2018	Missing
11/01/2018 – 11/30/2018	Missing
12/01/2018 – 12/31/2018	Missing
01/01/2019 – 01/31/2019	Missing
02/01/2019 – 02/28/2019	Missing
03/01/2019 – 03/31/2019	Missing
04/01/2019 – 04/30/2019	Missing
05/01/2019 – 05/31/2019	Missing
06/01/2019 – 06/30/2019	Missing
07/01/2019 – 07/31/2019	Missing
08/01/2019 – 08/31/2019	Missing
09/01/2019 – 09/30/2019	Missing
10/01/2019 – 10/31/2019	Missing
11/01/2019 – 11/30/2019	Missing
12/01/2019 – 12/31/2019	Missing
01/01/2020 – 01/31/2020	Missing
02/01/2020 – 02/29/2020	Missing
03/01/2020 – 03/31/2020	Missing
04/01/2020 – 04/30/2020	Missing
05/01/2020 – 05/31/2020	Missing
06/01/2020 – 06/30/2020	Missing
07/01/2020 – 07/31/2020	Missing
08/01/2020 – 08/31/2020	Missing
09/01/2020 – 09/30/2020	Missing
10/01/2020 – 10/31/2020	Missing
11/01/2020 – 11/30/2020	Missing

12/01/2020 – 12/31/2020	Missing
01/01/2021 – 01/31/2021	Missing
02/01/2021 – 02/28/2021	Missing
03/01/2021 – 03/31/2021	Missing
04/01/2021 – 04/31/2021	Missing
01/01/2022 – 01/31/2022	Missing
05/01/2022 – 05/31/2022	Missing
12/01/2022 – 12/31/2022	Late
01/01/2023 – 01/31/2023	Late
02/01/2023 – 02/28/2023	Missing
03/01/2023 – 03/31/2023	Late
04/01/2023 – 04/30/2021	Late
05/01/2023 – 05/31/2023	Late
07/01/2023 – 07/31/2023	Late

2. SDS Permit No. MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 5. Permit requirements, Total Facility Requirements (SDS), Sampling

5.14.76 Incomplete or Incorrect Reports. The Permittee shall immediately submit an electronically amended report or eDMR to the MPCA upon discovery by the Permittee or notification by the MPCA that it has submitted an incomplete or incorrect report or eDMR. The amended report or eDMR shall contain the missing or corrected data along with a comment on the eDMR explaining the circumstances of the incomplete or incorrect report. If it is impossible to amend the report or eDMR electronically, the Permittee shall immediately notify the MPCA and the MPCA will provide direction for the amendment submittals.

During the March 8, 2024, wastewater inspection and file review, the MPCA reviewed Discharge Monitoring Report (DMR) data from September 2015 (when the current e-Services website came online) and discovered the Regulated Party has been incorrectly reporting Calendar Year-to-Date flow on DMRs. The MPCA also documented that from 2016-2019 groundwater monitoring well depths were reported as the reading from top of casing to water depth instead of the elevation relative to mean sea level on sample value spreadsheets (SVSs). Flow from WS 002 has not been reported on the SVSs from 2015-2021. The “No Discharge” box had been incorrectly checked on the WS 001 station on the June 2020, March 2021, April 2021, October 2021, and December 2021. All corrections were emailed to the current contract operator on March 11, 2024, and again on March 25, 2024, to amend and to date have not been fixed.

3. SDS Permit No. MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 5. Permit requirements, Rapid Infiltration Basin (RIB)

5.12.23 The flow to the RIBs must be managed in accordance with the requirements below:

- A. The RIB system must receive flow every month during the allowable discharge period (April to November); and
- B. The flow volume discharged each month to the RIB system must be relatively constant over the discharge season. (For example, if the City plans on discharging 6.0 MG over the eight month discharge season, approximately 0.75 MG should be discharged each month).

SDS Permit No. MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 5. Permit requirements, Total Facility Requirements (SDS), Operation and Maintenance

5.14.95 The Permittee shall at all times properly operate and maintain the facilities and systems of treatment and control, and the appurtenances related to them which are installed or used by the Permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance include effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The Permittee shall install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible.

During the March 8, 2024, wastewater inspection and file review, the MPCA documented that at least three of the ten rapid infiltration basins (RIBs) have the perforated distribution pipes exposed in the RIBs, with cracks and cuts in the pipes, preventing the discharge of wastewater to the subsurface. The distribution pipes were designed to load wastewater evenly across the RIBs and the current condition of the distribution pipes in several of the RIBs does not allow for even distribution of wastewater to be discharged to the subsurface. The MPCA also documented during the inspection that the influent control structure at the ponds had significant concrete pocking and spalling from excessive hydrogen sulfide build up inside the structure. The MPCA also documented some sloughing of rip rap on primary pond one and the secondary pond.

4. SDS Permit No. MN0067628 (Issued March 1, 2022; Expires February 29, 2032), 7. Limits and monitoring.

7. Limits and monitoring

Subject item	Parameter	Discharge limitations						Monitoring requirements			
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period
GW 001 Groundwater Monitoring Well #1	Chloride, Total						Monitor only. calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Elevation of GW Relative to Mean Sea Level		Monitor only. instantaneous maximum	feet					once per month	Measurement Instantaneous	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Nitrite Plus Nitrate, Total (as N)						Monitor only. calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Nitrogen, Ammonia, Total (as N)						Monitor only. calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Nitrogen, Kjeldahl, Total						Monitor only. calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	pH				Monitor only. instantaneous minimum		Monitor only. instantaneous maximum	standard units	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Specific Conductance						Monitor only. instantaneous maximum	micromhos per cm	once per month	Grab	Apr, Jul, Oct
GW 001 Groundwater Monitoring Well #1	Temperature, Water (C)						Monitor only. instantaneous maximum	degrees Celsius	once per month	Grab	Apr, Jul, Oct

Subject item	Parameter	Discharge limitations						Monitoring requirements			
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period
GW 002 Groundwater Monitoring Well #2	Chloride, Total						Monitor only calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Elevation of GW Relative to Mean Sea Level		Monitor only instantaneous maximum	feet					once per month	Measurement Instantaneous	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Nitrate Plus Nitrate, Total (as N)						Monitor only calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Nitrogen, Ammonia, Total (as N)						Monitor only calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Nitrogen, Kjeldahl, Total						Monitor only calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	pH				Monitor only instantaneous minimum		Monitor only instantaneous maximum	standard units	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Specific Conductance						Monitor only instantaneous maximum	micromhos per cm	once per month	Grab	Apr, Jul, Oct
GW 002 Groundwater Monitoring Well #2	Temperature, Water (C)						Monitor only instantaneous maximum	degrees Celsius	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Chloride, Total						Monitor only calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct

Subject item	Parameter	Discharge limitations						Monitoring requirements			
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period
GW 003 Groundwater Monitoring Well #3	Elevation of GW Relative to Mean Sea Level		Monitor only, instantaneous maximum	feet					once per month	Measurement, Instantaneous	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Nitrite Plus Nitrate, Total (as N)						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Nitrogen, Ammonia, Total (as N)						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Nitrogen, Kjeldahl, Total						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	pH				Monitor only, instantaneous minimum		Monitor only, instantaneous maximum	standard units	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Specific Conductance						Monitor only, instantaneous maximum	micromhos per cm	once per month	Grab	Apr, Jul, Oct
GW 003 Groundwater Monitoring Well #3	Temperature, Water (C)						Monitor only, instantaneous maximum	degrees Celsius	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Chloride, Total						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Elevation of GW Relative to Mean Sea Level		Monitor only, instantaneous maximum	feet					once per month	Measurement, Instantaneous	Apr, Jul, Oct

Subject item	Parameter	Discharge limitations						Monitoring requirements			
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period
GW 004 Groundwater Monitoring Well #4	Nitrite Plus Nitrate, Total (as N)						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Nitrogen, Ammonia, Total (as N)						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Nitrogen, Kjeldahl, Total						Monitor only, calendar month maximum	milligrams per liter	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	pH				Monitor only, instantaneous minimum		Monitor only, instantaneous maximum	standard units	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Specific Conductance						Monitor only, instantaneous maximum	micromhos per cm	once per month	Grab	Apr, Jul, Oct
GW 004 Groundwater Monitoring Well #4	Temperature, Water (C)						Monitor only, instantaneous maximum	degrees Celsius	once per month	Grab	Apr, Jul, Oct
WS 001 Influent Waste Stream	BOD, Carbonaceous 05 Day (20 Deg C)						Monitor only, calendar quarter maximum	milligrams per liter	once per quarter	4-Hour Flow Composite	Mar, Jun, Sep, Dec
WS 001 Influent Waste Stream	Flow		Monitor only, calendar month total	million gallons		Monitor only, calendar month maximum average	Monitor only, calendar month maximum	million gallons per day	once per day	Measurement, Continuous	Jan-Dec

Subject item	Parameter	Discharge limitations						Monitoring requirements			
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period
WS 001 Influent Waste Stream	pH						Monitor only, calendar quarter maximum	standard units	once per quarter	Grab	Mar, Jun, Sep, Dec
WS 001 Influent Waste Stream	Precipitation		Monitor only, calendar month total	inches					once per day	Measurement	Jan-Dec
WS 001 Influent Waste Stream	Solids, Total Suspended (TSS)						Monitor only, calendar quarter maximum	milligrams per liter	once per quarter	4-Hour Flow Composite	Mar, Jun, Sep, Dec
WS 002 Effluent to RIBs	Chloride, Total					Monitor only, calendar month average		milligrams per liter	once per month	4-Hour Flow Composite	Jan-Dec
WS 002 Effluent to RIBs	Flow		Monitor only, calendar month total	million gallons		Monitor only, calendar month average	Monitor only, calendar month maximum	million gallons per day	once per day	Measurement, Continuous	Apr-Nov
WS 002 Effluent to RIBs	Flow		15,184 calendar year to date total	million gallons					once per month	Calculation	Apr-Nov

Subject item	Parameter	Discharge limitations						Monitoring requirements				Notes
		Quantity /Loading avg.	Quantity /Loading max.	Quantity /Loading units	Quality /Conc. min.	Quality /Conc. avg.	Quality /Conc. max.	Quality/ Conc. units	Frequency	Sample type	Effective period	
WS 002 Effluent to RIBs	Flow		Monitor only, calendar month total intervention	million gallons		Monitor only, calendar month average intervention	Monitor only, calendar month max intervention limit	million gallons per day	once per day	Measurement, Continuous	Dec-Mar	The intervention limit is 0 MG. If this limit is exceeded, the Permittee must take action as described in the RIB Discharge Outside of Acceptable Land Application Periods of the Rapid Infiltration Basin section of the permit.
WS 002 Effluent to RIBs	Nitrite Plus Nitrate, Total (as N)					Monitor only, calendar month average		milligrams per liter	once per month	4-Hour Flow Composite	Jan-Dec	
WS 002 Effluent to RIBs	Nitrogen, Ammonia, Total (as N)					Monitor only, calendar month average		milligrams per liter	once per month	4-Hour Flow Composite	Jan-Dec	
WS 002 Effluent to RIBs	Nitrogen, Kjeldahl, Total					Monitor only, calendar month average		milligrams per liter	once per month	4-Hour Flow Composite	Jan-Dec	
WS 002 Effluent to RIBs	pH				Monitor only, calendar month minimum		Monitor only, calendar month maximum	standard units	once per month	Grab	Jan-Dec	
WS 002 Effluent to RIBs	Solids, Total Suspended (TSS)					Monitor only, calendar month average		milligrams per liter	once per month	4-Hour Flow Composite	Jan-Dec	

SDS Permit No. MN0067628 (Issued July 28, 2015; Expired June 30, 2020), Limits and Monitoring Requirements

The Permittee shall comply with the limits and monitoring requirements as specified below.

GW 001, GW 002, GW 003, GW 004

Parameter	Limit	Units	Limit Type	Effective Period	Sample Type	Frequency	Notes
Chloride, Total	Monitor Only	mg/L	Instantaneous Maximum	Apr, Jul, Oct	Grab	1 x Month	
Elevation of GW Relative to Mean Sea Level	Monitor Only	feet	Instantaneous Maximum	Apr, Jul, Oct	Measurement, Instantaneous	1 x Month	1
Nitrite Plus Nitrate, Total (as N)	Monitor Only	mg/L	Calendar Month Average	Apr, Jul, Oct	Grab	1 x Month	
Nitrogen, Ammonia, Total (as N)	Monitor Only	mg/L	Calendar Month Average	Apr, Jul, Oct	Grab	1 x Month	
Nitrogen, Kjeldahl, Total	Monitor Only	mg/L	Calendar Month Average	Apr, Jul, Oct	Grab	1 x Month	
pH, Field	Monitor Only	SU	Instantaneous Maximum	Apr, Jul, Oct	Grab	1 x Month	1
pH, Field	Monitor Only	SU	Instantaneous Minimum	Apr, Jul, Oct	Grab	1 x Month	
Specific Conductance, Field	Monitor Only	umh/cm	Instantaneous Maximum	Apr, Jul, Oct	Grab	1 x Month	1
Temperature, Water (C)	Monitor Only	Deg C	Instantaneous Maximum	Apr, Jul, Oct	Grab	1 x Month	1

WS 001

Parameter	Limit	Units	Limit Type	Effective Period	Sample Type	Frequency	Notes
BOD, Carbonaceous 05 Day (20 Deg C)	Monitor Only	mg/L	Calendar Quarter Average	Jan-Dec	4-Hour Flow Composite	1 x Quarter	5
Flow	Monitor Only	mgd	Calendar Month Average	Jan-Dec	Measurement, Continuous	1 x Day	
Flow	Monitor Only	mgd	Calendar Month Maximum	Jan-Dec	Measurement, Continuous	1 x Day	
Flow	Monitor Only	MG	Calendar Month Total	Jan-Dec	Measurement, Continuous	1 x Day	
pH	Monitor Only	SU	Instantaneous Maximum	Jan-Dec	Grab	1 x Quarter	2
Precipitation	Monitor Only	in	Calendar Month Total	Jan-Dec	Measurement	1 x Day	
Solids, Total Suspended (TSS)	Monitor Only	mg/L	Calendar Quarter Average	Jan-Dec	4-Hour Flow Composite	1 x Quarter	5

WS 002

Parameter	Limit	Units	Limit Type	Effective Period	Sample Type	Frequency	Notes
BOD, Carbonaceous 05 Day (20 Deg C)	Monitor Only	mg/L	Calendar Month Average	Apr-Nov	4-Hour Flow Composite	1 x Month	
Chloride, Total	Monitor Only	mg/L	Calendar Month Average	Apr-Nov	4-Hour Flow Composite	1 x Month	
Flow	Monitor Only	MG	Calendar Month Total	Jan-Dec	Measurement, Continuous	1 x Day	4
Flow	0	MG	Calendar Month Average	Dec-Mar	Measurement, Continuous	1 x Day	
Flow	15.184	MG	Calendar Year To Date Total	Apr-Nov	Measurement, Continuous	1 x Day	
Nitrite Plus Nitrate, Total (as N)	Monitor Only	mg/L	Calendar Month Average	Apr-Nov	4-Hour Flow Composite	1 x Month	
Nitrogen, Ammonia, Total (as N)	Monitor Only	mg/L	Calendar Month Average	Apr-Nov	4-Hour Flow Composite	1 x Month	

WS 002

Parameter	Limit	Units	Limit Type	Effective Period	Sample Type	Frequency	Notes
Nitrogen, Kjeldahl, Total	Monitor Only	mg/L	Calendar Month Average	Apr-Nov	4-Hour Flow Composite	1 x Month	
pH	Monitor Only	SU	Calendar Month Maximum	Apr-Nov	Grab	1 x Month	3
pH	Monitor Only	SU	Calendar Month Minimum	Apr-Nov	Grab	1 x Month	3
Solids, Total Suspended (TSS)	Monitor Only	mg/L	Calendar Month Maximum	Apr-Nov	4-Hour Flow Composite	1 x Month	

Notes:

- 1 – Analyze immediately.
- 2 – Analyze immediately. Samples may be taken any time during each calendar quarter but must be reported on the DMR for the last month of each quarter (e.g. the sample for the first calendar quarter of Jan - Mar should be reported on the March DMR).
- 3 – Analyze immediately. This means within 15 minutes or less of sample collection. Except weekends or holidays.
- 4 – Report the total flow for the entire weekend or holiday on the first working day following the weekend or holiday.
- 5 – Samples may be taken any time during each calendar quarter but must be reported on the DMR for the last month of each quarter (e.g. the sample for the first calendar quarter of Jan - Mar should be reported on the March DMR).

During the March 8, 2024, wastewater inspection and file review, the MPCA documented that the Regulated Party failed to collect and analyze 116 samples during the review period (July 2012-March 2024), as listed in Table 2 below.

Table 2 – Missing samples

Station	DMR monitoring period	Parameter
WS 002	7/1/2023 - 07/31/2023	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	Solids, Total Suspended (TSS) - Calendar Month Average [Avg Conc]
WS 002	7/1/2023 - 07/31/2023	pH - Calendar Month Maximum [Max Conc]
WS 002	7/1/2023 - 07/31/2023	pH - Calendar Month Minimum [Min Conc]
GW 001	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 001	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 002	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 002	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 003	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]
GW 003	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 004	10/1/2020 – 10/31/2020	Elevation of GW Relative to Mean Sea Level - Instant Max [Ft]

GW 004	10/1/2020 – 10/31/2020	Temperature, Water (C) – Instant Max [degrees Celsius]
GW 001	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2020 – 4/30/2020	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2020 – 4/30/2020	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	1/1/2020 – 1/31/2020	Flow - Calendar Month Average [Avg Conc]
WS 002	1/1/2020 – 1/31/2020	Flow - Calendar Month Total [Mon Load]
GW 001	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 005	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2019 – 10/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2019 – 10/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Flow - Calendar Month Total [Mon Load]
WS 002	8/1/2019 – 8/31/2019	Flow – Calendar Year-To-Date [Mon Load]
WS 002	8/1/2019 – 8/31/2019	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2019 – 8/31/2019	pH - Calendar Month Maximum [Max Conc]
WS 002	8/1/2019 – 8/31/2019	pH - Calendar Month Minimum [Mon Conc]
WS 002	8/1/2019 – 8/31/2019	Solids, Total Suspended (TSS) - Calendar Month Max [Avg Conc]
GW 001	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2019 – 7/31/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	7/1/2019 – 7/31/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]

GW 002	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Chloride, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2019 – 4/30/2019	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Flow - Calendar Month Total [Mon Load]
WS 002	8/1/2018 – 8/31/2018	Flow – Calendar Year-To-Date [Mon Load]
WS 002	8/1/2018 – 8/31/2018	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	8/1/2018 – 8/31/2018	pH - Calendar Month Maximum [Max Conc]
WS 002	8/1/2018 – 8/31/2018	pH - Calendar Month Minimum [Mon Conc]
WS 002	8/1/2018 – 8/31/2018	Solids, Total Suspended (TSS) – Calendar Month Maximum [Max Conc]
GW 001	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 002	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 003	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 004	7/1/2018 – 7/31/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	7/1/2018 – 7/31/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	7/1/2018 – 7/31/2018	pH, Field – Instant Maximum [Max Conc]
GW 001	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]

GW 003	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2018 – 4/30/2018	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2018 – 4/30/2018	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 001	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2017 – 10/31/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2017 – 10/31/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 001	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 001	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 002	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	4/1/2017 – 4/30/2017	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	4/1/2017 – 4/30/2017	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	2/1/2017 – 2/28/2017	Flow - Calendar Month Average [Avg Conc]
WS 002	2/1/2017 – 2/28/2017	Flow - Calendar Month Total [Mon Load]
WS 002	1/1/2017 – 1/31/2017	Flow - Calendar Month Average [Avg Conc]
WS 002	1/1/2017 – 1/31/2017	Flow - Calendar Month Total [Mon Load]
GW 001	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 002	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 003	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 003	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
GW 004	10/1/2016 – 10/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
GW 004	10/1/2016 – 10/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	BOD, Carbonaceous 05 Day (20 Deg C) - Calendar Month Average [Avg Conc]

WS 002	7/1/2016 – 7/31/2016	Chloride, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Flow - Calendar Month Total [Mon Load]
WS 002	7/1/2016 – 7/31/2016	Flow – Calendar Year-To-Date [Mon Load]
WS 002	7/1/2016 – 7/31/2016	Nitrite Plus Nitrate, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Nitrogen, Ammonia, Total (as N) - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	Nitrogen, Kjeldahl, Total - Calendar Month Average [Avg Conc]
WS 002	7/1/2016 – 7/31/2016	pH - Calendar Month Maximum [Max Conc]
WS 002	7/1/2016 – 7/31/2016	pH - Calendar Month Minimum [Mon Conc]
WS 002	7/1/2016 – 7/31/2016	Solids, Total Suspended (TSS) – Calendar Month Maximum [Max Conc]

CORRECTIVE ACTION

To address the alleged violations cited in this Notice of Violation (NOV), the Regulated Party is to complete the following actions:

1. Within 30 days after the receipt of this NOV, the Regulated Party shall submit to the MPCA a plan that shall include but is not limited to:
 - a. Describing how all samples shall be collected, analyzed and reported as required in the limits and monitoring section of the SDS Permit No. MN0067628.
 - b. How all required sample results shall be reported on sample value spreadsheets, including flow to RIBs and groundwater well elevation relative to mean sea level.
 - c. How all required DMR submittal forms shall be submitted each month, including pond observation forms.

2. Within 60 days after the receipt of this NOV, the Regulated Party shall submit to the MPCA a plan that will address:
 - a. How the RIBs with exposed distribution lines will be repaired.
 - b. A timeline of when the RIBs with exposed distribution line repairs will be completed.
 - c. How the concrete spalling in the influent transfer structure at the ponds will be repaired, including a timeline for repairs.

NOTICE

THEREFORE, you are hereby given notice that the MPCA has recorded and documented the above alleged violations. This NOV and your response does not preclude the MPCA from taking further action with respect to the above alleged violations. The MPCA reserves the right to seek any and all remedies available under Minn. Stat. §§ 115.071, 116.072, 116.073, and 609.671 and all applicable rules or permits for any violation cited in the NOV. If the Regulated Party believes the allegations in this NOV are incorrect, please respond in writing within ten days after receiving this NOV and explain any inaccuracies. If the Regulated Party does not respond, the MPCA will conclude that the alleged violations occurred as set forth in the NOV.

**STATE OF MINNESOTA
POLLUTION CONTROL AGENCY**

April 24, 2024

Date signed

Holly Sandberg

This document has been electronically signed.

Holly Sandberg
Supervisor
North Central Regional Unit
Municipal Division

HS/MWH:jah

Address questions and submittals requested above to:

Mackenzie Wilkinson-Hanson
Minnesota Pollution Control Agency
525 Lake Ave S, Ste 400
Duluth, MN 55802
Office: 218-302-6604 | Cell: 612-790-0235
mackenzie.wilkinsonhanson@state.mn.us

To: City Clerk
City of Emily
PO Box 68
Emily, MN 56477

From: Lee Bundy
Operator PSI

Subject: NOV
2024 MPCA Inspection Items

Date: 5-9-2024

Dear Ms. Johnson

What follows is a response to your NOV letter dated April 29, 2024.
On Page 15, within 30 days after receipt of this NOV, we must complete certain actions. What follows is the list of completed items and the items to be completed to satisfy the NOV.

30 Days – PeopleService operation plan includes but is not limited to the following.

1. Printed Sample check list is in all vehicles with duties at the Emily wastewater facility.
2. Preprinted Chain of custody's accompany designated operator to the site for use and for reference on the analytes that are required at that site at that time.
3. Multiple licensed operators assigned to Emily WWTP.
4. Sample Checklist is compared to the permit and the Sample values spreadsheet is filled out completely to be uploaded to the MPCA server and the returned Calculated DMR for errors or omissions. In this case total YTD flow is hand added to the DMR as the MPCA has failed to add this to the Sample Values Spreadsheet.
5. Copies of the Calculated DMR and the returned Commer report are emailed monthly to the client for proof that the reports are completed.


60 Days – receipt of NOV repair of deficient Distribution lines.

- 1 We have identified 4 major items that need to be completed in 2024. They are as follows.
 - A. All distribution lines that are damaged in any way will be dug up and replaced. All distribution lines that are exposed will be returned to the original spec.
 - B. Each R.I.B. will receive no more than 12" of clean sand, but not less than 6" of clean sand, uncompressed on top after the distribution lines are completed.
 - C Influent transfer structure repairs in 2024. A 4" core hole will be drilled in the top of the structure and a 4" vent pipe will be added to the structure. A standard vent pipe with downturned pipe will be added. Repair of the concrete on the interior will be completed as soon as the type of repair can be arrived at, and the specifications can be developed. Relining is quite a bit simpler than a remove and replace. The plan will be developed in 2024.

Lee Bundy , Operator
People Service, inc.
lbundy@peopleservice.com
320.420.9967

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT APPLICATION CITY OF EMILY WASTEWATER TREATMENT FACILITY

RECEIVED
MAY 17 2024

Name of Company AL'S SEWER		Name of Owner(s) or Authorized Agent TOM SCHAEDELER	
Company Street Address 33005 STATE HWY 6			
City CROSBY	State mn	Zip 56441	Telephone Number 218-838-7625
Type of wastewater hauled: <input type="checkbox"/> Agricultural <input checked="" type="checkbox"/> Fish Hatchery Pond			
Information on vehicle(s) that will be used to deliver wastewater (use additional sheets if necessary)			
Vehicle #1 - Make FREIGHTLINER	Model M2106	Year 2013	
License Plate # YBY 4523	State mn	Tank Capacity (gallons) Total 2500	Usable 500
Vehicle #2 - Make	Model	Year	
License Plate #	State	Tank Capacity (gallons) Total	Usable
Vehicle #3 - Make	Model	Year	
License Plate #	State	Tank Capacity (gallons) Total	Usable
List any other permits that you hold for the transportation or disposal of wastewater			
SSTS/Maintainer License # 318	Agency MPCA	Purpose of License	
Insurance Information			
Submit Certificate of Liability Insurance with this application, showing proof of the following minimum required insurance coverage: general liability, worker's compensation, automobile coverage with bodily injury limits of \$100,000/\$300,000 and a property damage limit of \$50,000.			
Certification			
I hereby certify under penalty of law that the information given on this form is true and correct to the best of my knowledge. I understand and accept full legal responsibility for all damage, whether direct or indirect resulting from activities authorized by this permit. I also agree to indemnify and hold harmless the City of Emily Wastewater Treatment Facility from suits, actions, damages and costs of every name and description resulting from the discharge of wastewater under this permit.			
5-2-24			
Date		Signature of Owner or Authorized Agent	

450.00 #4306
5/14/24 JWP

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT CONDITIONS

Violation of any of these permit conditions may result in the suspension or revocation of the Permittee's disposal privileges.

**It is the responsibility of the Permittee to maintain compliance with all of the terms and conditions of this permit.
Please carefully review the entire permit.**

GENERAL PROVISIONS

1. **INTRODUCTION:** The City of Emily has established a program to provide for the environmentally safe, cost-effective and convenient disposal of agricultural hauled wastewaters from fish hatchery ponds. Recognizing that acceptance of agricultural hauled wastewaters presents certain risks, the City of Emily has developed a permit system to minimize those risks and protect City facilities.
2. **ADMINISTRATIVE PROCEDURES:** All agricultural wastewater haulers are required to obtain an Agricultural Hauled Wastewater Discharge (AHWD) Permit before discharging agricultural wastewaters at the City of Emily Wastewater Treatment Facility (WWTF). Permits will be issued to agricultural wastewater haulers that meet the following conditions:
 - Submit a completed City of Emily Agricultural Hauled Wastewater Discharge Permit Application Form with Certificate of Liability Insurance, proof of vehicle insurance, and non-refundable \$50 application fee.
 - Submit supplementary information requested by the City, if required.
 - For permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of an expiring AHWD Permit.
 - Receive required City Council approval.

The permit term would begin April 10, 2024 and end February 28, 2025.

Prior permit holders who have satisfactorily operated within all the conditions of their AHWD Permit may submit an application for permit renewal with non-refundable \$50 renewal fee.

3. **TYPES OF AGRICULTURAL WASTEWATER ACCEPTED:** The City of Emily is currently accepting hauled agricultural wastewaters based on the following conditions: 1) the hauled agricultural wastewater is nontoxic to biological processes and has no adverse impact on any physical or chemical treatment processes at the City of Emily WWTF, and 2) the hauled agricultural wastewater is biodegradable and is determined to have no adverse impacts on the WWTF operation and effluent.

Furthermore acceptable hauled agricultural wastewaters are currently limited to the following sources:

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Prohibited Wastewaters:

- Any prohibited wastes as defined in City of Emily National Pollutant Discharge Elimination System (NPDES)/State Disposal System Permit or other applicable federal or state regulations.
- Any waste with a pH less than 5.0.
- Any waste causing pond temperature to exceed 104°F.

In all cases, any City of Emily employee or wastewater operator reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator may unconditionally refuse to accept a load or stop an unloading in progress.

4. **FEES:** The disposal fee is set forth in the most current City of Emily rate schedule established by City Council. The disposal fee for hauled agricultural wastewater is a rate of \$50 per 1,000 gallons. Charges for disposal will be based on this rate, multiplied by the total volume reported. Delinquent payment of disposal fees of more than 60 days will result in the termination of disposal privileges at the discretion of the City Council.
5. **REPORTING:** The Permittee is required to discharge hauled agricultural wastewater during the City's office hours: Monday, Tuesday, Wednesday from 8 a.m. to 4:30 p.m. and Thursday and Friday from 8 a.m. to noon. The Permittee must pick up a key for the discharge location from the City Clerk's Office prior to each hauled agricultural wastewater discharge. A City employee or the wastewater operator will accompany the Permittee to the discharge location. The Permittee and City employee or wastewater operator are required to fully complete and sign the Agricultural Hauled Wastewater Discharge Report Form for each discharge. A copy of the form is attached. The key and form must be returned to the City Clerk's Office directly following each discharge.
6. **COMPLIANCE:** An AHWD Permit and the associated disposal privileges may be suspended or revoked immediately for any violation of the AHWD Permit conditions or City Code.
7. **SEVERABILITY:** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

The City reserves the right to impose further or more stringent limitations based upon actual conditions at the time of any proposed discharge. This permit is subject to cancellation at any time with a written notification from the City.

SPECIFIC CONDITIONS

1. This permit shall be issued upon City of Emily approval of the Agricultural Hauled Wastewater Discharge Permit Application. This permit shall be valid only when all other Federal, State, or Local licenses required by the Permittee for transporting wastewaters are valid and current. In addition, the Permittee's vehicle insurance shall be kept current. Expired insurance coverage will result in the suspension of disposal privileges.
2. The original Agricultural Hauled Wastewater Discharge Permit shall be kept in the owner's office file. Each registered hauling vehicle shall carry a copy of the cover sheet of the Permit at all times. A City of Emily employee or wastewater operator may request to see the Permit at any time.
3. The City of Emily reserves the unconditional right, at any time, to refuse acceptance of any load or to stop an unloading operation in progress. Any City of Emily employee or wastewater operator may unconditionally refuse to accept a load or stop an unloading in progress.
4. The City of Emily designates the splitter box at the City sewer ponds as the hauled wastewater acceptance station and reserves the right to change the location as required. The Permittee is allowed to discharge only at the designated location.
5. A City of Emily employee or wastewater operator may request information concerning the origin and nature of the contents of any registered vehicle. In addition, the Permittee shall allow the City of Emily to immediately obtain a sample of the wastewater from any vehicle. The Permittee shall comply with all information requests concerning the load. This may include, but is not limited to, the following information: pick up points, volumes, and wastewater characteristics.
6. It is the responsibility of the Permittee and their employees to leave the hauled wastewater acceptance station in a satisfactory condition. Care shall be taken when connecting, disconnecting or unloading to prevent spillage of any materials around the hauled wastewater acceptance station. If a spill occurs, Chris Schmidt and the City of Emily should be immediately notified. The Permittee is responsible for the cleanup of the spill.
7. The discharge of any prohibited materials, as defined in City of Emily NPDES Permit is specifically prohibited. These wastes include, but are not limited to: flammables, explosives, corrosives, solid or viscous pollutants, waste causing pond temperature to exceed 104°F, pollutants which produce toxic gases, vapors, or fumes, or any pollutant released at a flow rate or pollutant concentration that will cause interference or pass-through.
8. The use of a registered hauled wastewater vehicle for the transportation or storage of hazardous materials, liquid petroleum fuels, waste oil, petroleum derivative wastes or corrosives is specifically prohibited.

9. Any violation on the part of the Permittee or their representatives with the conditions of this permit or any portion of the City Code shall be cause for immediate suspension or revocation of the AHWDP Permit and associated disposal privileges. In addition, such violations shall be cause for legal action by the City of Emily under prevailing law.
10. Specific sampling, monitoring, and/or limitations established for any approved wastes are included in Attachment B.
11. The Permittee shall immediately report, in writing, to the City of Emily any changes in business name, ownership, address/telephone number, and registered vehicles. Changes to vehicles include but are not limited to: the modification of previously registered vehicles, the addition of vehicles, or the deletion of vehicles.
12. Invoices will be prepared at the beginning of each month for the previous month's disposal charges.
13. A renewal application form will be sent out by the City of Emily to all current Permittees annually.

I Tom Schneider - Tom Schneider, Owner/Authorized Agent representing AL's Sewer hereby certify under penalty of law that I have read and clearly understand the terms and conditions of this permit. I understand and accept full legal responsibility for all damage, whether direct or indirect, resulting from activities authorized by this permit. I also agree to indemnify and hold harmless the City of Emily Wastewater Treatment Facility from suits, actions, damages and costs of every name and description resulting from discharge of wastewater under this permit number AHWDP 2024-01.

5-2-24
Date

Tom Schneider
Signature of Owner or Authorized Agent

Attachment B

SAMPLING AND MONITORING REQUIREMENTS DISCHARGE LIMITATIONS

AGRICULTURAL WASTEWATER DISCHARGE:

- Only fish hatchery pond wastewater shall be accepted.
- Wastewater analysis for each separate and individual fish hatchery pond location must be received and analyzed by the City's wastewater operator before hauling of agricultural wastewater begins. In the case of multiple pump outs included as one vehicle load, wastewater analysis must be received for each fish hatchery pond location.
- Hauled fish hatchery pond wastewater shall be limited to 2,000 gallons per week.

Laboratory Final Report for DNR/Fish & Wildlife

Report ID: 361486

Date Printed: 04/11/2024	SDG ID: 24-SDG-0558	Page: 1 of 1
*Division Contact Tom Burri		

*Field Comments:

*Site # / Description: Pond 4
 LAB Sample ID: ADE-24-0093 *Date/Time Collected: 3/18/2024 0900
 *Lake DOW #: N/A Date/Time Received: 3/19/2024 0945 Temperature Received: 5.6 deg C
 *Collection Location: Manure Project: DNR Lakes and Streams
 Product: Manure, Liquid *Analysis Requested: Cl-, NO3, TKN, NO2/NO3, pH, TP, Na, TS, TVS

Analyte	Result	MRL	Method	Qualifier Code / Result Comment
Ammonia	98.6 mg/L	20 mg/L	Std. Meth. 4500 NH3-D, Ammonia-N	D2
Ammonia Analysis Date/Time	4/9/2024 15:39:00			Batch: 296851-1
Chloride	6.20 mg/L	0.50 mg/L	EPA 300.0	
Chloride Analysis Date/Time	3/22/2024 23:05:00			Batch: 296591-1
Nitrate/Nitrite	Below Reporting Limit	0.20 mg/L	Std. Meth. 4500 NO3-F, NO3 NO2	<
Nitrate/Nitrite Analysis Date/Time	3/21/2024 14:04:00			Batch: 296555-5
Sodium	82.6 mg/kg	0.10 mg/kg	EPA 200.7	
Sodium Analysis Date/Time	4/1/2024 12:17:00			Batch: 296770
Total Kjeldahl Nitrogen	1400 mg/L	99 mg/L	EPA 351.2	D2
Total Kjeldahl Nitrogen Analysis Date/Time	3/27/2024 15:37:00			Batch: 296690-1
Total Phosphorus	2110 mg/L	25 mg/L	EPA 365.1	D2
Total Phosphorus Analysis Date/Time	4/4/2024 14:46:00			Batch: 296793-2
Total Solids	208000.0 mg/L	10 mg/L	Std. Meth. 2540B, TS	
Total Solids Analysis Date/Time	3/20/2024 15:00:00			Batch: 296550
Total Volatile Solids	51200.0 mg/L	10 mg/L	Std. Meth. 2540E, TVS	
Total Volatile Solids Analysis Date/Time	3/20/2024 00:00:00			Batch: 296598
pH	7.20		Std. Meth. 4500H, pH	
pH Analysis Date/Time	3/19/2024 00:00:00			Batch: 296506

Sample Remarks:

D2=Sample required dilution due to high concentration of target analyte(s). Reporting limit has been raised.

I authorize this test report.
 Treeske Ehresmann,
 Chemistry Toxicology Section Supervisor *Treeske Ehresmann*

* Denotes customer supplied information. Results apply to the samples as received and relate only to item(s) tested.
 This report shall not be reproduced except in full, without the written approval from the laboratory.

City of Emily Wastewater Treatment Facility

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT

**Agricultural Hauled Wastewater Discharge Permit Number -
AHWDP 2024-01**

Permittee Information

Name of Company: Al's Sewer

Name of Owner: Tom Schneider

Name of Hauler(s): Tom Schneider

Company Address: 33005 State Hwy 6, Crosby, MN 56441

Company Telephone Number: 218-838-7625

Company Email: _____

Allowable Agricultural Hauled Wastewater Discharges

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Permit Provisions

The City of Emily allows up to three (3) companies to discharge wastewater at the wastewater treatment facility. The City of Emily will issue up to three (3) Agricultural Hauled Wastewater Discharge Permits annually on a first come, first served basis.

The holder of this permit is authorized to offload the above noted "Allowable Agricultural Hauled Wastewater Discharges" into the City of Emily Wastewater Treatment Facility.

In all cases, any City of Emily employee or wastewater operator contractor reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.

Additional provisions are listed in Attachment A and Attachment B to this document.

Attachment A

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT

Violation of any of these permit conditions may result in the suspension or revocation of the Permittee's disposal privileges.

GENERAL PROVISIONS

1. **INTRODUCTION:** The City of Emily has established a program to provide for the environmentally safe, cost-effective and convenient disposal of agricultural hauled wastewaters from fish hatchery ponds. Recognizing that acceptance of agricultural hauled wastewaters presents certain risks, the City of Emily has developed a permit system to minimize those risks and protect City facilities.
2. **ADMINISTRATIVE PROCEDURES:** All agricultural wastewater haulers are required to obtain an Agricultural Hauled Wastewater Discharge (AHWD) Permit before discharging agricultural wastewaters at the City of Emily Wastewater Treatment Facility (WWTF). Permits will be issued to agricultural wastewater haulers that meet the following conditions:
 - Submit a completed City of Emily Agricultural Hauled Wastewater Discharge Permit Application Form with Certificate of Liability Insurance, proof of vehicle insurance, and non-refundable \$50 application fee.
 - Submit supplementary information requested by the City, if required.
 - For permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of an expiring AHWD Permit.
 - Receive required City Council approval.

This permit is issued for a term beginning May 14, 2024 and ending February 28, 2025.

Prior permit holders who have satisfactorily operated within all the conditions of their AHWD Permit may submit an application for permit renewal with non-refundable \$50 renewal fee.

3. **TYPES OF AGRICULTURAL WASTEWATER ACCEPTED:** The City of Emily is currently accepting hauled agricultural wastewaters based on the following conditions: 1) the hauled agricultural wastewater is nontoxic to biological processes and has no adverse impact on any physical or chemical treatment processes at the City of Emily WWTF, and 2) the hauled agricultural wastewater is biodegradable and is determined to have no adverse impacts on the WWTF operation and effluent.

Furthermore acceptable hauled agricultural wastewaters are currently limited to the following sources:

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Prohibited Wastewaters:

- Any prohibited wastes as defined in City of Emily National Pollutant Discharge Elimination System (NPDES)/State Disposal System Permit or other applicable federal or state regulations.
- Any waste with a pH less than 5.0.
- Any waste causing pond temperature to exceed 104°F.

In all cases, any City of Emily employee or wastewater operator contractor reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.

- 4. FEES:** The disposal fee is set forth in the most current City of Emily rate schedule established by City Council. The disposal fee for hauled agricultural wastewater is a rate of \$50 per 1,000 gallons. Charges for disposal will be based on this rate, multiplied by the total volume reported. Delinquent payment of disposal fees of more than 60 days will result in the termination of disposal privileges at the discretion of the City Council.
- 5. REPORTING:** The Permittee is required to discharge hauled agricultural wastewater during the City's office hours: Monday, Tuesday, Wednesday from 8 a.m. to 4:30 p.m. and Thursday and Friday from 8 a.m. to noon. The Permittee must contact City Maintenance Personnel prior to each hauled agricultural wastewater discharge. A City employee or the wastewater operator contractor will accompany the Permittee to the discharge location. The Permittee and City employee or wastewater operator contractor are required to fully complete and sign the Agricultural Hauled Wastewater Discharge Report Form for each discharge. A copy of the form is attached. The form must be returned to the City Clerk's Office directly following each discharge.
- 6. COMPLIANCE:** An AHWD Permit and the associated disposal privileges may be suspended or revoked immediately for any violation of the AHWD Permit conditions or City Code.
- 7. SEVERABILITY:** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

The City reserves the right to impose further or more stringent limitations based upon actual conditions at the time of any proposed discharge. This permit is subject to cancellation at any time with a written notification from the City.

SPECIFIC CONDITIONS

1. This permit shall be issued upon City of Emily approval of the Agricultural Hauled Wastewater Discharge Permit Application. This permit shall be valid only when all other Federal, State, or Local licenses required by the Permittee for transporting wastewaters are valid and current. In addition, the Permittee's vehicle insurance shall be kept current. Expired insurance coverage will result in the suspension of disposal privileges.
2. The original Agricultural Hauled Wastewater Discharge Permit shall be kept in the owner's office file. Each registered hauling vehicle shall carry a copy of the cover sheet of the Permit at all times. A City of Emily employee or wastewater operator contractor may request to see the Permit at any time.
3. The City of Emily reserves the unconditional right, at any time, to refuse acceptance of any load or to stop an unloading operation in progress. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.
5. The City of Emily designates the splitter box at the City sewer ponds as the hauled wastewater acceptance station and reserves the right to change the location as required. The Permittee is allowed to discharge only at the designated location.
6. A City of Emily employee or wastewater operator contractor may request information concerning the origin and nature of the contents of any registered vehicle. In addition, the Permittee shall allow the City of Emily to immediately obtain a sample of the wastewater from any vehicle. The Permittee shall comply with all information requests concerning the load. This may include, but is not limited to, the following information: pick up points, volumes, and wastewater characteristics.
7. It is the responsibility of the Permittee and their employees to leave the hauled wastewater acceptance station in a satisfactory condition. Care shall be taken when connecting, disconnecting or unloading to prevent spillage of any materials around the hauled wastewater acceptance station. If a spill occurs, the wastewater operator contractor and the City of Emily should be immediately notified. The Permittee is responsible for the cleanup of the spill.
9. The discharge of any prohibited materials, as defined in City of Emily NPDES Permit is specifically prohibited. These wastes include, but are not limited to: flammables, explosives, corrosives, solid or viscous pollutants, waste causing pond temperature to exceed 104°F, pollutants which produce toxic gases, vapors, or fumes, or any pollutant released at a flow rate or pollutant concentration that will cause interference or pass-through.
11. The use of a registered hauled wastewater vehicle for the transportation or storage of hazardous materials, liquid petroleum fuels, waste oil, petroleum

derivative wastes or corrosives is specifically prohibited.

12. Any violation on the part of the Permittee or their representatives with the conditions of this permit or any portion of the City Code shall be cause for immediate suspension or revocation of the AHWD Permit and associated disposal privileges. In addition, such violations shall be cause for legal action by the City of Emily under prevailing law.
13. Specific sampling, monitoring, and/or limitations established for any approved wastes are included in Attachment B.
14. The Permittee shall immediately report, in writing, to the City of Emily any changes in business name, ownership, address/telephone number, and registered vehicles. Changes to vehicles include but are not limited to: the modification of previously registered vehicles, the addition of vehicles, or the deletion of vehicles.
15. Invoices will be prepared at the beginning of each month for the previous month's disposal charges.
16. A renewal application form will be sent out by the City of Emily to all current Permittees annually.

Permit approved by:

Cari Johnson, City Clerk/Treasurer

Date

Attachment B

SAMPLING AND MONITORING REQUIREMENTS DISCHARGE LIMITATIONS

AGRICULTURAL WASTEWATER DISCHARGE:

- Only fish hatchery pond wastewater shall be accepted.
- Wastewater analysis for each separate and individual fish hatchery pond location must be received and analyzed by the City's wastewater operator before hauling of agricultural wastewater begins. In the case of multiple pump outs included as one vehicle load, wastewater analysis must be received for each fish hatchery pond location.
- Hauled fish hatchery pond wastewater shall be limited to 2,000 gallons per week.



City of Emily

Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

May 7, 2024

Mayor and City Council
City of Emily

Re: May Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on May 7, 2024, at which there were 4 public hearings. They are forwarding you 4 recommendations for this month.

The Planning Commission is recommending approval for a rezone request. The subject property is located at 40099 Hite Lane and is 2.43 acres. The request was to rezone a small section of the property that connects the lot to County Road 1. This rezone will bring the lot into one uniform zoning district of Shoreline Residential.

They are also forwarding you 2 ordinance change recommendations. One, is to remove a now-defunct zoning district that is not being used within the City Code or the Land Use Map. Due to this, they are recommending the removal of the one section that outlines the intent of the district. The second ordinance change they are recommending is to modify the "Highway Mixed Use District" intent and purpose section. As it is written now, it is confusing what the intent of the zoning is. This is something that the zoning subcommittee worked on and sent to the Planning Commission for consideration in hopes of clearing up the intent of this zoning district.

The final item they are sending you with the recommendation of approval is the modification to the Northern Lights Over Roosevelt plat's conditions. This request was before us last October but was ultimately denied at that time due to no feedback being given by MNDOT. We have since received feedback from both the DNR and MNDOT. With this updated information from the state agencies, the Planning Commission made a few changes to the conditions they are recommending to you for adoption.

I do not plan to attend your upcoming meeting. I also will no longer be in this position with Sourcewell so if you have any questions or concerns, please contact my replacement, Kay, at 507-469-5316 or by email at Kayode.Adiatu@sourcewell-mn.gov. It has been a pleasure working with you, the Planning Commission, and of course your incredible staff.

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator

STAFF REPORT

Application: Rezone From "Neighborhood Residential" to "Shoreline Residential"

Applicant: Eugene Selyukov

Property Owners: Eugene and Zamira Selyukov

Background: The property owner is requesting to rezone approximately a 0.44-acre section of their 2.43-acre property located at 40099 Hite Lane (PID 21270704) from "Neighborhood Residential" to "Shoreline Residential".

The subject property currently does have several structures on it, however, no structures are located within the area requested to be rezoned. The rezoned property will not impede upon neighboring properties. The neighboring properties are "Shoreline Residential" to the east and west and "Neighborhood Residential" to the north.



The future land use map identifies the subject property as “Low Density Residential”. The rezone would be consistent with the goals within the comprehensive plan of seeking housing options for all ages and incomes as well as build a strong year-round economy.



152.035 Shoreline Residential

Applicable Ordinances:

(B) Lot and use requirements (SR)

	<i>GD Lake</i>
Animal unit per acre-maximum	0
Buildable lot area, dwelling, single-family - square feet, minimum	20,000
Buildable lot area, dwelling, guest quarters - square feet, minimum	40,000
Building above highest ground water level - feet, minimum	3
Building height, accessory structure - one story not to exceed - feet, maximum	18
Building height, dwelling - feet, maximum	25
Impervious coverage, non-first tier - maximum	20%
Impervious coverage, first tier - maximum	20%

Lot width at OHW - feet, minimum	100
Lot width at OHW, guest quarters - feet, minimum	180
Lot width at building setback - feet, minimum	100
Setback, corner side - feet, minimum	30
Setback, ISTS from OHW - feet, minimum	75
Setback, OHW of lake - feet, minimum	75
Setback, right-of-way, city road - feet, minimum	20
Setback, right-of-way, county or state road, feet, minimum	50
Setback, side yard - feet, minimum	10
Setback, sign - feet, minimum	1
Setback, top of bluff - feet, minimum	30
Setback, un-platted cemetery or archeological site - feet, minimum	50
Setback, wetland - feet, minimum	25

Staff Findings: Staff provides the following findings of fact for consideration:

1. The subject property is located at 40099 Hite Lane (PID 21270704).
2. The request is to rezone a 0.44-acre section of their 2.43-acre property located at tract from "Neighborhood Residential" to "Shoreline Residential".
3. The properties adjacent to the subject property are zoned "Neighborhood Residential" (north) and "Shoreline Residential" (east and west).
4. The property as a whole meets the minimum lot size and width requirements of the "Shoreline Residential".
5. Aside from a bluff on the shoreline area which will not be impacted, there are no known natural sensitive areas on the subject property.
6. The topography of the subject property is relatively level aside from the noted bluff along the shoreline.
7. The future land use map identifies the subject property as "Low Density Residential".
8. The rezone would be consistent with the goals within the comprehensive plan of seeking housing options for all ages and incomes as well as build a strong year-round economy.

Planning Commission Direction: The Planning Commission may recommend approval of the rezoning request, denial of the rezoning request or table the application for further review. If the recommendation is for approval or denial, findings of fact should be cited.

Staff Recommendation: The subject property meets the minimum requirements of the "Shoreline Residential" Zone.

(Reserved for Recorder)

**CITY OF EMILY
PLANNING COMMISSION
REZONE APPROVAL**

On the 7th, of May 2024, following a public hearing conducted by the Emily Planning Commission, the City of Emily hereby approved a rezone request on behalf of: **Eugene and Zamira Selyukov**

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 requested rezone of a 2.43 acer parcel from "Neighborhood Residential" to "Shoreline Residential". The subject property is located at 40099 Hite Lane, in the City of Emily, Crow Wing County:

Legal Description: That part of Government Lot 6. Section 27. Township 138 North, Range 26 West. Crow Wing County, Minnesota described as follows: Commencing at the point where the East line of said Government Lot 6 intersects the centerline of County State Aid Highway Number 1; thence South 02 degrees 00 minutes 03 seconds East assumed bearing along the East line of said Government Lot 6 for a distance of 330.00 feet to the point of beginning of the tract to be herein described; thence South 02 degrees 50 minutes 10 seconds West 225.00 feet thence North 31 degrees 47 minutes 54 seconds West 288.19 feet to a point on said centerline being South 58 degrees 50 minutes 10 seconds West 389.00 feet from point of commencement, thence South 58 degrees 50 minutes 10 seconds West along said centerline 68.00 feet; thence South 31 degrees 47 minutes 54 seconds East 288.19 feet to a point South 58 degrees 50 minutes 10 seconds West 293.00 feet from the point of beginning, thence South 30 degrees 25 minutes 46 seconds East 129.32 feet; thence South 02 degrees 00 minutes 03 seconds East 416 feet, more or less to the shoreline of Lake Emily; thence northeasterly along said shoreline to the intersection with said East line; thence North 02 degrees 00 minutes 03 seconds West along said East line 442 feet, more or less to the point of beginning.

Together with an ingress and egress easement over and across that part of Government Lot 6, Section 27, Township 138 North, Range 26 West, Crow Wing County, Minnesota described as follows: Commencing at the point where the East line of said Government lot 6 intersects the centerline of County State Aid Highway Number 1, thence South 02 degrees 00 minutes 03 seconds East, assumed bearing, along the East line of said Government Lot 6 for a distance of 330,00 feet: thence South 58 degrees 50 minutes 10 seconds West 293.00 feet parallel with the centerline of said County State Aid Highway Number 1 to the point of beginning of the easement to be herein described; thence continuing South 58 degrees 50 minutes 10 seconds West 40.75 feet; thence South 32 degrees 41 minutes 44 seconds East 48.45 feet

thence South 38 degrees 17 minutes 15 seconds East 18.64 feet; thence South 53 degrees 27 minutes 59 seconds East 34.44 feet; thence South 67 degrees 27 minutes 47 seconds East 37.86 feet, more or less, to a line bearing South 30 degrees 25 minutes 46 seconds East from the point of beginning; thence North 30 degrees 25 minutes 46 seconds West 129.32 feet, more or less, to the point of beginning. Crow Wing County, Minnesota.

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

Finding of Facts:

- 1) The subject property is located at 40099 Hite Lane (PID 21270704).
- 2) The request is to rezone a 0.44-acre section of their 2.43-acre property that abuts County Road 1 from "Neighborhood Residential" to "Shoreline Residential".
- 3) The properties adjacent to the subject property are zoned "Neighborhood Residential" (north) and "Shoreline Residential" (east and west).
- 4) The property as a whole meets the minimum lot size and width requirements of the "Shoreline Residential".
- 5) Aside from a bluff on the shoreline area which will not be impacted, there are no known natural sensitive areas on the subject property.
- 6) The topography of the subject property is relatively level aside from the noted bluff along the shoreline.
- 7) The future land use map identifies the subject property as "Low Density Residential".
- 8) The rezone would be consistent with the goals within the comprehensive plan of seeking housing options

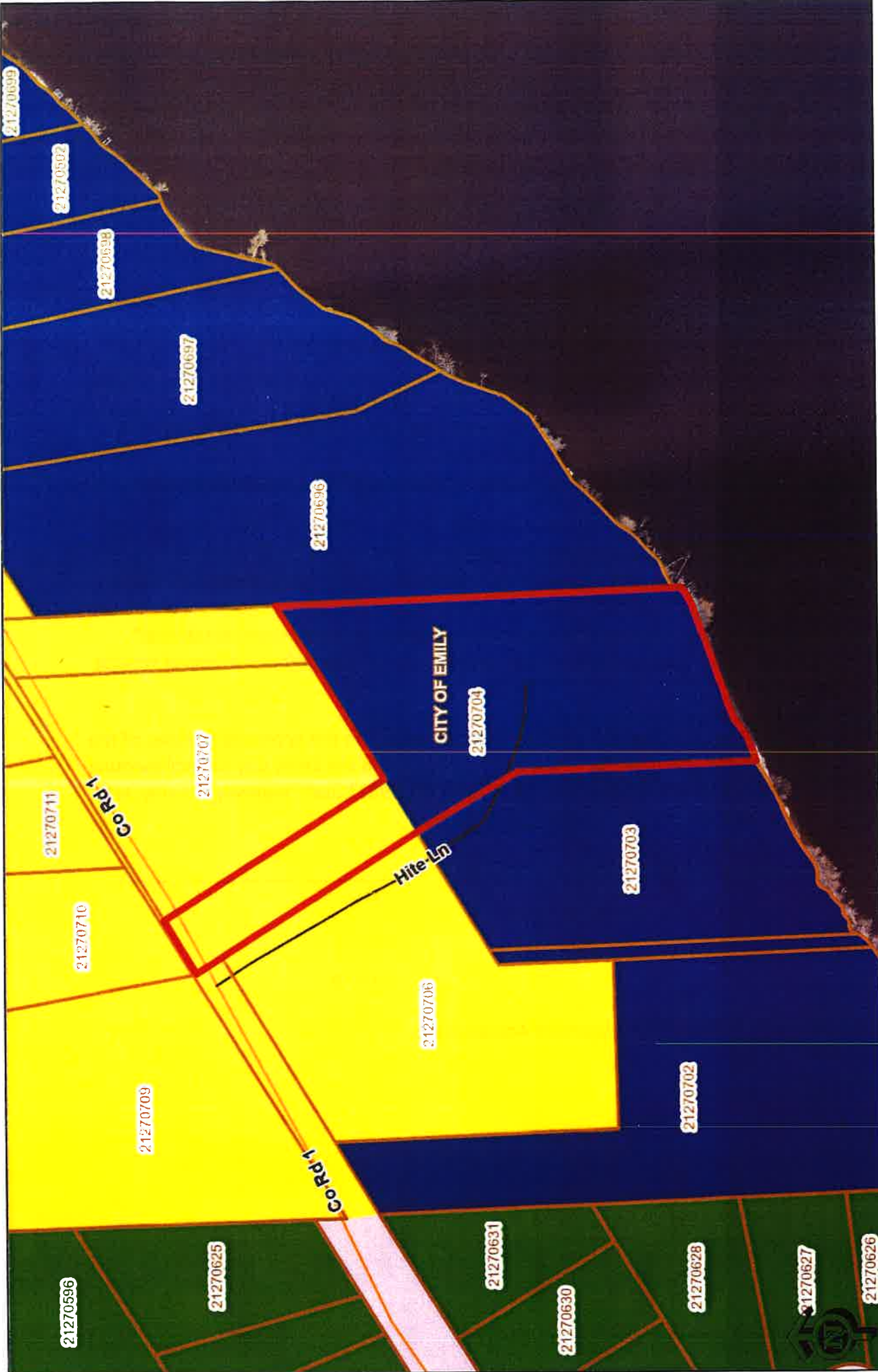
I certify that the above is a true and correct statement based on the approved minutes of the Emily Planning Commission meeting held on May 7, 2024, and the Emily City Council meeting held on May 14th, 2024, and on record at Emily City Hall, 39811 State Highway 6, Emily, MN 56447.

Cari Johnson
City Clerk

Date

Stamp

Drafted By:
Brittney Cotner, Community Development Administrator
Sourcewell
P.O. Box 219
Staples, MN 56479



40099

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

Date: 5/14/2024 Time: 5:15 PM

ORDINANCE NO. 24-01
AN ORDINANCE AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE
AS IT RELATES TO THE WATER RESOURCE ZONING DISTRICT
CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Emily does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to amend the Emily Land Use and Subdivisions Ordinance by modifying Section 152.034 "Water Resource (WR)" to remove an outdated section.

Section 2. Amendments. Section 152.034 "Water Resource (WR)" shall be amended to include the following highlighted language and remove the following strikethrough language:

~~§ 152.034 WATER RESOURCE (WR).~~

~~—(A) *Intent and purpose.* To establish and maintain a land use district for water bodies classified by the state as "lakes", "streams" or "rivers". The zoning contains no development, but allows recreational uses.~~

~~—(B) *Performance standards (WR).*~~

~~—(1) The landward end of all docks must meet a ten foot minimum setback from the nearest lot line. Docks must be placed so that no portion of the dock, including the "L" extensions or additions, and no accessory or ancillary structures or equipment (including mooring buoys, boat lifts, shore trackers or swimming platforms) extends across the projection of the setback from the lot line into the lake. Docks must also be placed so as not to block access from an adjacent property to open water. The storage of all docks and all watercraft or water-oriented items shall also be subject to this property setback rule.~~

~~—(2) Notwithstanding any provision of this section to the contrary, the ten foot setback for docks shall not apply to the extent necessary to allow ingress or egress of a pre-existing boat house. This chapter shall apply to the use, maintenance and installation of any dock and accessory or ancillary structures or equipment at any time. (Ord. 906-2011, passed—2011)~~

Section 3. Repeal. This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith.

Section 4. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily Council this 14th day of May, 2024, by a ___/5ths vote.

Tracy Jones, Mayor

Attest: _____
Cari Johnson, City Clerk/Treasurer

**ORDINANCE AMENDMENT SUMMARY
CITY OF EMILY**

On May 14, 2024, the City of Emily adopted Ordinance Number 24-01. The ordinance amends Section 152.034 "Water Resource (WR)" of Chapter 152: Land Use and Subdivisions of the Emily City Code. The amendment removes the "Water Resource (WR)" zoning district.

This notice is a summary of the ordinance amendment that was adopted by the City of Emily. A full copy of the entire amendment and City Code are available at City Hall during regular office hours at the office of the City Clerk or by standard or electronic mail. This amendment goes into effect upon publication.

City of Emily
Brittney Cotner
Community Development Administrator

ORDINANCE NO. 24-02
AN ORDINANCE AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE
AS IT RELATES TO THE HIGHWAY MIXED-USE ZONING DISTRICT
CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Emily does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to amend the Emily Land Use and Subdivisions Ordinance by modifying Section 152.042 “Highway Mixed-Use (HMU)” to update the intent and purpose of the zoning district.

Section 2. Amendments. Section 152.042 “Highway Mixed-Use (HMU)” shall be amended to include the following highlighted language and remove the following strikethrough language:

§ 152.042 HIGHWAY MIXED-USE (HMU).

(A) Intent and purpose. ~~To establish and maintain a land use district for a mix of residential and commercial uses. Commercial development in this zone relies less on walking, biking and other similar modes of transportation and more on automobile traffic. Highway Mixed Use Zones should be located outside of the Downtown Mixed Use District, but along highway and county road corridors. Residential development is likely to be single family, either as accessory to the commercial use or as the principal use with the commercial component being secondary or a home occupation.~~ To create and maintain a land use district which gives opportunity for residential and commercial development along highway access corridors. The creation of this district should work within the goals of the comprehensive plan, not diminishing the natural beauty of the area. Screening and larger lots will be required to minimize visibility from roadways and neighboring lots. Single Family residential development is likely the primary use, with secondary use being commercial or a home occupation.

Section 3. Repeal. This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith.

Section 4. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily Council this 14th day of May, 2024, by a ___/5ths vote.

Tracy Jones, Mayor

Attest: _____
Cari Johnson, City Clerk/Treasurer

**ORDINANCE AMENDMENT SUMMARY
CITY OF EMILY**

On May 14, 2024, the City of Emily adopted Ordinance Number 24-02. The ordinance amends Section 152.042 "Highway Mixed-Use (HMU)" of Chapter 152: Land Use and Subdivisions of the Emily City Code. The amendment modifies the intent and purpose of the zoning district.

This notice is a summary of the ordinance amendment that was adopted by the City of Emily. A full copy of the entire amendment and City Code are available at City Hall during regular office hours at the office of the City Clerk or by standard or electronic mail. This amendment goes into effect upon publication.

City of Emily
Brittney Cotner
Community Development Administrator

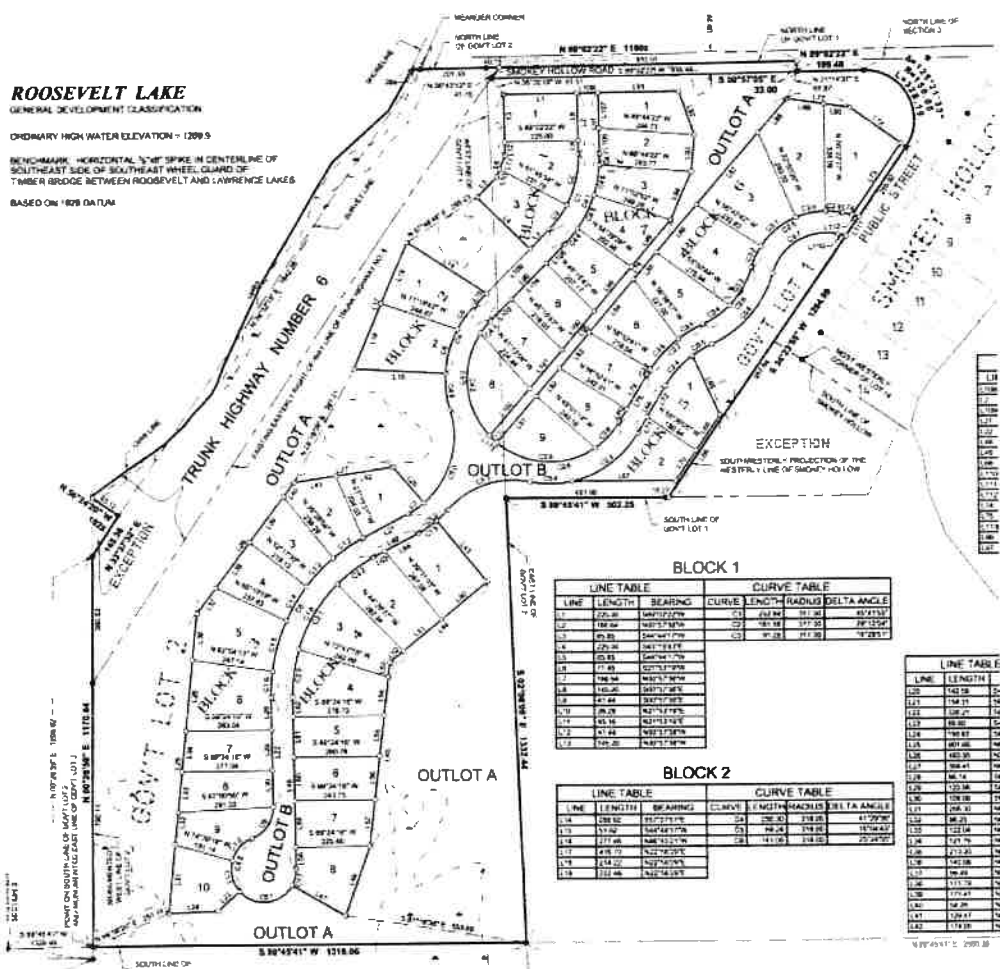
STAFF REPORT

Application: Modification to the conditions of a Final Plat initially approved in 2009

Applicant: Northern Lights Over Roosevelt Lake Homeowner's Association

Background Information: The applicant is requesting to modify the conditions of an existing final plat approved in 2009 (application 09-3327). The request is to change the conditions to allow for parking within the "drop off" area. Based on the existing conditions that "drop off" area was not allowed to exist by condition number 21A of the letter dated 9/21/09 in your packet. They are also requesting to allow their docking to be stored on the shoreline which is not allowed by condition number 16.

The subject property is a 42 unit common interest community approved in 2009 under permit application number 09-3327.



Planning Commission Direction: The Commission can approve the request, deny the request, or table the request if additional information is needed.

zoning@emily.net

From: Mike Gates <thegators55@yahoo.com>
Sent: Thursday, April 4, 2024 10:33 AM
To: Brittney Cotner
Cc: Emily Zoning Office
Subject: Re: Northern Lights

I would like to request to have the conditions of the previously approved plat reviewed.

Sent from Yahoo Mail for iPhone

On Thursday, April 4, 2024, Brittney Cotner <bcotner@sourcewellmn.gov> wrote to Brittney Cotner <bcotner@sourcewellmn.gov>:

Hey Mike,

I received your voicemail. If you could respond to this email requesting to have the conditions of the previously approved plat reviewed, then I can add this to the May 7th agenda. I did see the email from Rich, MNDOT, as well so I will include that in the packet to the Planning Commission.

I hope you had a nice vacation!

Thanks,

Brittney Cotner | Community Development Administrator

Office: 218-541-5294 | Fax: 218-866-0904

Website: sourcewell-mn.gov

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

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Thanks rich

Richard Munsch
Minnesota Department of Transportation
Roadway Regulations Supervisor

November 10, 2009

**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**

November 10, 2009

The Emily City Council met for a regular meeting on Tuesday, November 10, 2009, in the Council Chambers and it was called to order by Mayor George Pepek at 6:00 PM. Councilmembers Gerhart Hanson, Daniel Barrett, Russ Gustafson, and Bob Swanson were present. Also present was Jeff Ledin of S.E.H., City Attorney Steve Qualley, and City Clerk, Patricia Kestner.

COUNCILMEMBER BARRETT MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER SWANSON SECONDED. MOTION CARRIED.

COUNCILMEMBER HANSON MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES FROM THE OCTOBER 13, 2009 REGULAR COUNCIL MEETING, OCTOBER 13, 2009 EDA MEETING; THE FINANCIAL REPORT FROM OCTOBER 2009, GENERAL SAVINGS \$288,474.05, SPECIAL SAVINGS \$319,020.70, INVESTMENTS \$430,635.40, TOTAL \$1,038,130.15; PAYMENT OF CITY BILLS: \$58,891.47 WITH TRANSFER OF FUNDS GENERAL SAVINGS \$35,000.00 AND SPECIAL SAVINGS \$9,885.51 (\$2,373.84 SCHOOL, \$313.75 FIRE, \$5,000.00 SEWER, \$2,197.92 RECYCLING,) TO CHECKING. COUNCILMEMBER GUSTAFSON SECONDED. MOTION CARRIED.

POLICE: Chief Bernhjelm gave an update on the State ARMER radio system. He will be attending a meeting on Thursday, November 12, 2009 in Brainerd to discuss the first step in laying out the plan for participation of all Crow Wing agencies in migrating to the State ARMER system. **COUNCILMEMBER HANSON MADE A MOTION TO APPROVE CHIEF BERNHJELM AND UP TO TWO OFFICERS ATTEND SAFE & SOBER REFRESHER TRAINING SPENDING UP TO \$1,000.00 FOR THE TRAINING, WAGES, AND MILEAGE. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.**

ROADS: Jeff Ledin reported that each Councilmember was given a copy of the bridge plan quote and it will be discussed at the December Council meeting. The new drainage pond plan needs to be redrawn due to changes the City made to the pond and the plans will be sent to Crow Wing County Highway Department. Jeff Ledin was directed to contact the CWCHD to discuss sharing the fees for the record drawing.

Councilmember Gary Hanson reported he and Maintenance Supervisor Tony Stockard attended a seminar on sign reflectivity. All City road signs need to be checked by a 60 year old male in an SUV, 100 feet from the sign and in the evening for reflectivity or purchase a piece of equipment to do the reading. The Clerk's office will maintain a record of the signs checked with a completion date of 2018.

FIRE: Mayor Pepek reported that the Fire Relief Association will try to donate \$5,000.00 per year towards the new radio system.

1ST RESPONSE: No report.

PUBLIC FORUM: Dave Johnson of Old Highway 6 stated he has a concern regarding the removal of docks out of the lake at the shoreline of Northern Lights Over Roosevelt instead of floating the lifts to the public landing. There will be deterioration of the grass area. Councilmember Swanson stated the persons hired to remove the docks and lifts has the options to remove them however they chose.

SCHOOL: Councilmember Gustafson reported Marty Hann in the Business Office is retiring and the school received 40 applications. There is a Hunters Dinner on Saturday, November 17th.

CITY HALL: COUNCILMEMBER BARRETT MADE THE MOTION TO PURCHASE NEW DISH CLOTHS AND TOWELS FOR CITY HALL NOT TO EXCEED \$100.00. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

WASTEWATER: COUNCILMEMBER GUSTAFSON MADE A MOTION TO APPROVE DAVE JOHNSON AS A MEMBER OF THE WASTEWATER COMMITTEE. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

CEMETERY: Councilmember Swanson reported there were two burials, Ruth Kitchenhoff and Tommy Joe Morales.

PERSONNEL: COUNCILMEMBER SWANSON MADE A MOTION TO APPROVE BRIAN FOSTER AS A PERMANENT FULL TIME EMPLOYEE WITH A PAY INCREASE TO \$15.19 AS OF OCTOBER 28, 2009. COUNCILMEMBER GUSTAFSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE A MOTION TO APPROVE THE CHANGE OF HOURS IN THE PLANNING AND ZONING OFFICE FROM FIVE DAYS A WEEK TO THREE DAYS A WEEK, MONDAY, TUESDAY AND WEDNESDAY, FIVE HOURS EACH DAY FOR THE PERIOD OF DECEMBER 1, 2009 TO APRIL 1, 2010. COUNCILMEMBER HANSON SECONDED. It was stated that Barb Hubbard was okay with this change. MOTION CARRIED.

COUNCILMEMBER HANSON MADE A MOTION TO APPROVE A CHANGE OF HOURS FOR THE DEPUTY CLERK BY CUTTING HER FRIDAY HOURS, FOUR HOURS AND ALL OF HER BENEFITS WILL REMAIN THE SAME. COUNCILMEMBER BARRETT SECONDED. VOTE TAKEN WITH HANSON, BARRETT AND SWANSON VOTING AYE AND COUNCILMEMBER GUSTAFSON VOTED NAY. MOTION CARRIED BUT NOT UNANIMOUSLY.

COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE THREE YEAR UNION CONTRACT AS PRESENTED. COUNCILMEMBER SWANSON SECONDED. The contract period is January 1, 2010 to December 31, 2012. The employees will receive a 3.5% pay increase for each of the three years. Meal reimbursements were increased from \$22.00 to \$37.50 and health insurance City contribution will increase from \$700 per month to \$750 the first year, \$770 the second, and \$780 the third year. MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE A MOTION TO ALLOW TONY STOCKARD TO DONATE SOME OF HIS 2009 VACATION TO AN EMPLOYEE FOR A FAMILY MEDICAL EMERGENCY DURING THE REST OF 2009. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

PLANNING & ZONING: COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE THE FINAL PLAT OF NORTHERN LIGHTS OVER ROOSEVELT BASED ON SIX FINDINGS OF FACT AND A PARK DEDICATION FEE IN THE AMOUNT OF \$29,652.00.

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 PER 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.

COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE AN ORDINANCE 906 AMENDMENT WHICH WILL ALLOW TEMPORARY USE HANDICAP RAMPS NOT REQUIRE A PERMIT. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER SWANSON MADE A MOTION TO APPROVE THE APPLICATION TO REZONE FROM COMMERCIAL TRANSITION TO SHORELINE RESIDENTIAL, APPLICANT BRUCE TOFTNESS, PROPERTIES ETC. BASED ON THE FOLLOWING EIGHT FINDINGS OF FACT:

1. THE SUBJECT PROPERTY IS CURRENTLY ZONED COMMERCIAL TRANSITION.
2. THE PROPOSED LOT WOULD MEET THE MINIMUM LOT WIDTH REQUIREMENTS IN THE SHORELINE RESIDENTIAL ZONE WHEN CONSOLIDATED WITH ADJACENT PARCELS.
3. THE LOT WILL ALL MEET THE MINIMUM BUILDABLE LOT AREA IN THE SHORELINE RESIDENTIAL ZONE.
4. THE REZONING OF THE PROPERTY FROM COMMERCIAL TRANSITION TO SHORELINE RESIDENTIAL WOULD BE IN CONFORMANCE WITH THE CITY OF EMILY COMPREHENSIVE PLAN.
5. THE SUBJECT PROPERTY IS DESIGNATED AS COMMERCIAL TRANSITION ON THE FUTURE LAND USE MAP AND THE ADJACENT PARCELS ARE DESIGNATED COMMERCIAL TRANSITION, SHORELINE RESIDENTIAL AND SHORELINE COMMERCIAL.
6. THE PROPOSED REZONING IS KEEPING WITH THE PURPOSE AND INTENT OF THE ORDINANCE.
7. THE PROPOSED REZONING IS COMPATIBLE WITH THE SURROUNDING PROPERTIES AS THEY ARE ZONED SHORELINE RESIDENTIAL AND COMMERCIAL TRANSITION.
8. ALL LOT, USE, AND DENSITY REQUIREMENTS ARE MAINTAINED WITH THE PROPOSED REZONING.

COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO WAIVE THE AFTER THE FACT FEE FOR BOB WEINS FOR A VIOLATION WHICH HAPPENED WITH THE PREVIOUS OWNER OF THE PROPERTY. COUNCILMEMBER GUSTAFSON SECONDED. The issue has been resolved. MOTION CARRIED.

P&Z is still working on the comp plan and will have sheets in the City Hall all of the week of November 16th for residents to give feedback and implementation strategies for goals that have been created for different topics including Environment, Economic Development, Parks and Recreation, and Zoning and Land Use.

November 10, 2009

4

ATTORNEY: Attorney Steve Qualley will continue to keep an eye on the Crosslake challenge regarding park dedication fees. The State has placed stricter restrictions and he will let the City know of any changes.

MANGANESE: Mayor Pepek reported the pumping test is finished. He notice the flow of the water is down Highway 6 through town.

PARKS: Mayor Pepek would like the money, \$800.00, approved for dugout roofs to be put into a CD at the end of the year so the roofs can be replaced in 2010.

TekCar owners, Terry Usherwood and Kelly Kovatovich apologized to the Council on the late payments. All three owners were served paperwork from the City attorney regarding the City loan. The Attorney is recalculating the interest to get an exact amount due. The Mayor would like a sub committee to discuss with TekCar future payments, Russ Gustafson and Gary Hanson were asked to be the committee. The default judgment can wait if payments continue to move forward. Terry stated within a week he would know better where the Company is going.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE THE RENEWAL OF LIQUOR LICENSE FOR GRANNY'S, BARRETT'S LOG CABIN, BUNGALOW FOR ON-SALE \$1,200, OFF-SALE \$100, SUNDAY ON-SALE \$200, REDDINGS OFF-SALE ONLY \$100, LAKE COUNTRY FOODS 3.2 OFF-SALE \$25 AND EMILY GREENS ON-SALE 7 MONTHS 3.2 BEER \$44 ONCE ALL INFORMATION IS RECEIVED. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

The Council directed the City Attorney to work on an ordinance amendment regarding if someone is delinquent with their wastewater they must be current in order to renew their liquor license or any other license.

COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE THE CITY RENEWAL PROPERTY & CASUALTY INSURANCE COVERAGE AS PRESENTED. COUNCILMEMBER GUSTAFSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON 09-15 CERTIFY OF DELINQUENT SEWER CHARGES AS OF OCTOBER 1, 2009 TO PROPERTY TAXES. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE A MOTION TO APPROVE A SEWER ORDINANCE AMENDMENT, ORDINANCE 401 SECTION 1.1, SUBSECTION 12, PROVIDING THAT PROPERTIES CONNECTED TO THE MUNICIPAL WASTEWATER SYSTEM SUCH AS MULTIPLE-FAMILY OR MULTIPLE UNIT BUILDINGS SHALL BE CHARGED AS COMMERCIAL USERS. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE PUBLICATION OF THE SUMMARY OF THE WASTEWATER ORDINANCE AMENDMENT. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE REMOVING OR VOIDING CHECK #27963 IN THE AMOUNT OF \$70 FROM THE CITY BANK RECONCILIATION. COUNCILMEMBER GUSTAFSON SECONDED. The \$70 will be added to the checking account. MOTION CARRIED.

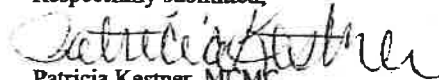
COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE CLERK'S OFFICE TO MAKE AN ADDITIONAL COUNCIL PACKET FOR THE OFFICIAL NEWSPAPER. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE A MOTION TO SUPPORT THE IDEA OF A SEPTIC UPDATE FOR CASS COUNTY COLLABORATIVE GRANT APPLICATION. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRRETT MADE THE MOTION TO ADJOURN AND COUNCILMEMBER SWANSON SECONDED. MOTION CARRIED.

Meeting adjourned at 8:30 P.M.

Respectfully submitted,


Patricia Kestmer, MCMC
City Clerk



CITY OF EMILY
BOARD OF ADJUSTMENT
NOTICE OF PUBLIC HEARING
October 3, 2023
6:00 P.M.

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on Tuesday, October 3, 2023, beginning at 6:00 P.M at Emily City Hall.

Hearing: Modification to a previously approved Final Plat from 2009. The request is to modify the approved conditions to construct and operate a common interest community subdivision.

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

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

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

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

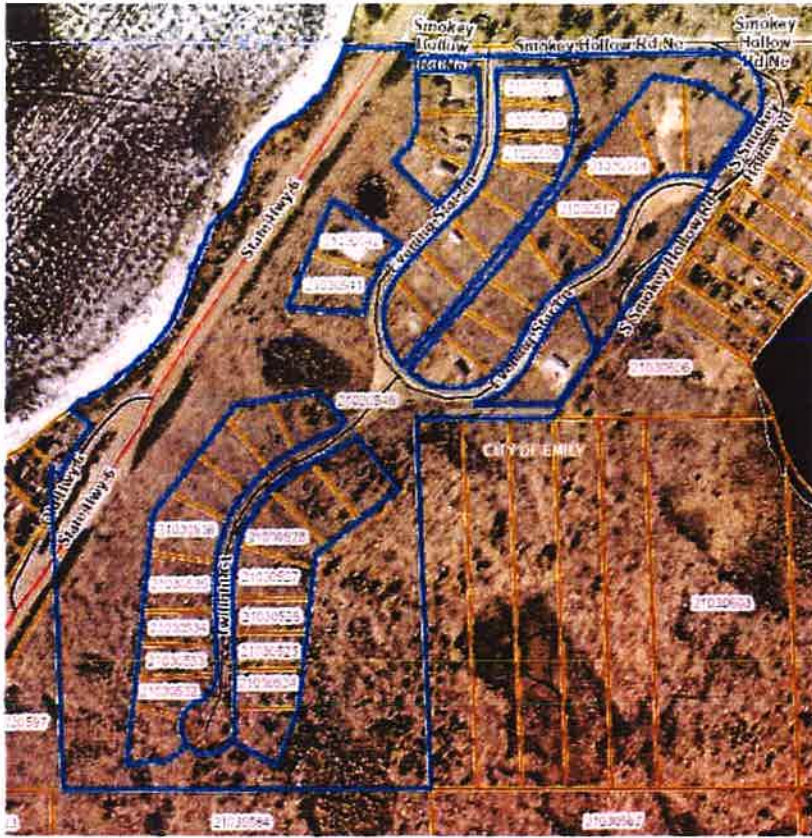
Property Owners Please Note: Please share this information with your neighbors in the event that any property owner has been overlooked or is not contained in our records.

All interested persons are invited to attend these hearings and be heard or send written comments to the City of Emily, PO Box 68, Emily MN 56447 or directly to the Zoning Administrator, Brittney Cotner, at zoning@emily.net.

The meeting packets will be available online approximately one week prior to the meeting or upon request. Packets can be accessed on the City of Emily Website by hovering over the "Departments and Services" tab>click the "Planning and Zoning" tab>scroll down to "Planning Commission Meetings" on the right of the page. If you wish to provide written comments, please email to zoning@emily.net or mail to PO Box 68, Emily, MN 56447. A staff report will be available at city hall typically one week before the scheduled meeting.

Brittney Cotner, Zoning Administrator

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



August 21, 2023

City of Emily
39811 State Highway 6
Emily, MN 56447

Re: Issues to Discuss Before City Council

To Whom It May Concern:

First and foremost, allow me to introduce myself. My name is Mike Gates. I am the President of the Northern Lakes Over Roosevelt Association (homeowner). I, along with the rest of our board, represent approximately 35 homeowners in our development. Our current board was formed about a year and a half ago. The developer, Jake Miesen and the originating developer, Chris Scott are no longer involved with our association or its day-to-day operations.

Roughly 13 years ago, the original developer, Chris Scott worked with the City of Emily to establish our Association and to comply with city regulations. Unfortunately, concerns and hardships have arisen since then that greatly impact our development.

The City of Emily currently requires our community docking system to be stored east of Highway 6 in the common area of our development rather than on the shoreline of Roosevelt Lake. This has caused a hardship for our small association because our docking contractor charges us double the fee for the extra labor involved in transporting the docking system to our development. We feel we are being treated unfairly because every other homeowner on Roosevelt Lake is allowed to store docking equipment on their lot. We would like to request permission to store docking equipment in an open area within our easement/land See attached photos.

Secondly, we were told we were not allowed to park in the lot above our community dock. We are only allowed to use it as a drop off area although we have never been given any documentation from the City to this effect. If this is the case, we are forced to drop off our family members and all of our boating gear in this area and are expected to either park in the lot of the public boat launch, which is over a quarter mile away, the driver must then return to the boat dock by walking down HWY 6, or, we are to cross HWY 6 on foot and again walk down the edge of the roadside. This is VERY dangerous, as the traffic on HWY 6 has increased exponentially in the past 13 years. We are requesting the no parking signs be removed and temporary parking be allowed while using the lake or dock facilities. Our primary concern is the safety of our residents.

We would like to be added to the agenda of a future city council meeting to discuss these issues. Thank you for your consideration.

Respectfully,
Mike Gates, President
Northern Lights Over Roosevelt Association
Cc: Lynn Kosloske, Treasurer, James Kaphingst, Vice President

September 21, 2009



Chris Scott
17 St. Albans Road E.
Hopkins, MN 55305

**RE: Final Plat Application 09-3327
City of Emily**

Dear Mr. Scott:

In reviewing the submittals for your final plat application there are some outstanding items that need to be submitted in order for the City of Emily to review the application at the October 7, 2009 Planning Commission meeting. The items that have yet to be submitted include:

1. **Covenants:** Covenants shall be filed concurrently with the plat and shall be required to create an association of homeowners if a privately maintained cluster sewer or water system is proposed for subdivision. (Refer to conditions below for additional requirements regarding these).
 - A. The Association shall consist of all benefited lot owners.
 - B. The Association shall be responsible for all costs of maintenance and replacement.
 - C. The costs shall be uniformly divided by lots served.
 - D. The costs shall be lienable against the lots by the Association if payment is not forthcoming.
 - E. The status of the facility shall be clearly stated as subject to perpetual private maintenance.
 - F. Provisions shall be made for emergency access or emergency maintenance by the City with subsequent reimbursement by the Association.
2. **Title Opinion,** less than 60 days old, acceptable to the City Attorney and showing conformance with those parties represented by signature on the plat as holding interest in the property being divided.
3. **Financial security** acceptable to the City Attorney in the amount of 125% of the cost estimated by the City Engineer for the uncompleted required improvements.
4. **Development contract** acceptable to the City Attorney.

The following conditions were approved as part of the preliminary plat approval. These items must be completed prior to final plat approval and/or included in the development agreement/association documents.

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 stored off site.
17. 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.
18. A no wake zone shall be established around the proposed docking facility.
19. All proposed recreational facilities on the west side of Highway 6, except for the 16 mooring slips, are prohibited.
20. Property owners that purchase mooring slips shall receive information regarding best practices for safely crossing the highway.
21. 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 not be allowed.
 - 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.
- 22. All costs of compliance with Mn/DOT conditions shall be paid for by the developer.
 - 23. 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.
 - 24. 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.

These items must be submitted to the City no later than Friday, September 25 if you wish to have the public hearing proceed at the October 7, 2009 Planning Commission meeting. If you should have any questions or concerns with your application, please feel free to contact a planner at our office toll free at 866-900-3064.

Sincerely,

CITY OF EMILY

Charles Marohn
City Planner

Cc: Pat Kestner, City Clerk
Barb Hubbard, Zoning Clerk
Planning Commission
Lonny Thomas
Pat Trottier

1 CITY OF EMILY
2 MEETING MINUTES – APPROVED
3 PLANNING AND ZONING COMMISSION
4 November 4, 2009, 6:00 PM

5
6 1. Call to Order – 6:00 PM

7
8 2. Roll Call

9
10 Planning Commission: Bill Spiess, Jan Mosman (alternate), John Bergstrom, Bonnie Fairchild (chair),
11 Bonnie Kile, Art Patterson

12
13 Council: George Pepek, Bob Swanson (Liaison), Gary Hanson, Russ Gustafson

14
15 Staff: Charles Marohn (City Planner), Barb Hubbard (Zoning Clerk)

16
17 3. Public Hearings

- 18
19 a. Final Plat of Northern Lights (continuation)
20 Chris Scott, Applicant
21 Application 09-3327
22

23 Marohn reviews the Staff Report. Discusses the engineer's comments. Discusses the financial security
24 for the development agreement.

25
26 Commissioner Bergstrom asks whether or not the developer can meet the engineer's comments.

27
28 Pat Trottier, Landecker and Associates, states that they are comfortable adjusting the geometry at the
29 intersection with Smokey Hollow. They are also comfortable with the topsoil amount, especially since
30 the ditches will need to be properly seeded if it is to ever becoming a public road. They can change the
31 typical section easily to designate Class I Shouldering, which was their intention. They prefer the turn
32 around the way that it is, but will put in a cul-de-sac if needed.

33
34 Trottier asks if this has been sent to the Road Committee.

35
36 Councilor Hanson states that they will be meeting next week prior to the Council meeting on it.
37 Discusses concerns with the circle cul-de-sac and the full paved cul-de-sac. Recommends the full paving.

38
39 Commissioner Bergstrom asks about the engineer's first comment and the lot number.

40
41 Trottier indicates that he feels this is a moot point.

42
43 Commissioner Mosman states that there has been discussion about public and private roads. Marohn
44 has indicated that the city loses money when it takes over roads.

45
46 Marohn states that the roads in this subdivision are private. The city is not taking on any expense with
47 this subdivision. If in the future the applicant petitions the City to take over the road, that will be a City
48 Council decision.

49
50 Commissioner Bergstrom asks about the road security.
51
52 Kimberly Brzezinski, Thomas and Associates, indicates that Lonny Thomas may have received the
53 information from Marohn, but is out of town this week.
54
55 Chair Fairchild asks for public comment.
56
57 Dave Johnson, states that he has some continuing questions. The first is regarding the 15-foot wide
58 cutting to the lake. Is that in or out.
59
60 Commissioner Bergstrom states that this has been reduced to a 10-foot wide clearing.
61
62 Johnson asks if we are taking things out from the lake there.
63
64 Chair Fairchild states that they will have temporary parking there and so there will be some stuff carried
65 through.
66
67 Johnson states that he is talking about docks and lifts. Questions how long parking will be allowed.
68 Short-term is fairly vague. Can envision vehicles spilling out over that blacktop area, which could tear up
69 the vegetation that is filtering the water. We need to be clear on the parking. Delineating where it would
70 be so they are not parking all over. Has fears that they will be taking the docks and lifts in and out
71 through there. They will then be off the woodchip trail and there will be erosion, antifreeze and oil. All
72 that is holding it back now is grass. Without that, there is nothing there to protect it. If docks and lifts
73 have to be loaded and moved, it would be easier to float them down. Does not know how they can carry
74 them up that hill without damaging the ice ridge. There should be nothing motorized here. Asks where
75 the edge of motorized use would be.
76
77 Chair Fairchild states that the edge of the parking area would delineate the edge of the passive
78 recreation area.
79
80 Discussion on passive recreation area. Marohn requests clarification on what the Planning Commission
81 is considering.
82
83 Chair Fairchild asks for additional public comment. None received. Closes public comments. Asks for
84 Commission input on the dock and passive recreation system.
85
86 Commissioner Mosman states that it was always assumed that the docks and lifts would be taken down
87 to the public access. The first time she heard them coming up on this property was at the last meeting.
88 Did not know this was allowed by the City Council. The discussion had always alluded the opposite.
89
90 Chair Fairchild states that was largely based on Mn/DOT.
91
92 Trottier, states they are not looking to damage the lakeshore. Does not see anywhere in the ordinance
93 where the entire outlot is passive recreation. The requirement is that the pathways be for passive
94 recreation only. There is no verbage about the entire outlot being for passive recreation only. ATV's are
95 allowed by State Statute in the Highway right-of-way. We are potentially saying that everyone has a
96 right to use an ATV in the right-of-way, unless you own a lot in the subdivision.

97
98 Chris Scott, states that he is not concerned about being able to drive an ATV down to grad the docks. It
99 can be done with manpower. Eight guys can go down to take them out delicately. It can be done in a
100 reasonable manner instead of floating them down. We don't need to get ATV's down there.
101
102 Commissioner Spiess states that if you talk to installers, most would recommend floating them down.
103
104 Scott states that may be and if so, he will do that. Would like to keep the option open for doing it both
105 ways, especially if it is more cost effective.
106
107 Commissioner Bergstrom asks if there were no motorized vehicles beyond the bituminous areas, if that
108 would be acceptable.
109
110 Scott states that he is fine with that.
111
112 Commissioner Mosman asks about delineating the drop off area.
113
114 Chair Fairchild asks if it can be approved as per Mn/DOT.
115
116 Marohn states that it can not be.
117
118 Commissioner Mosman asks about making the time limit clear.
119
120 Marohn recommends that it be left to the police powers of the City. That way it can be changed as
121 needed if the conditions warrant.
122
123 Commissioner Spiess recommends that the sign say, "Loading and Unloading Only. No Parking."
124
125 Councilor Hanson, states that the time limit is really a no-go since the individual will always say they just
126 got there. Recommends that it be "Unattended Vehicle will be Tagged and/or Towed".
127
128 General consensus that this would be the best approach.
129
130 Commissioner Mosman asks about protecting the lake side of the loading area. States that a berm could
131 be put there to protect the lake.
132
133 Marohn indicates that during the Mn/DOT meeting there were no concerns raised on this particular
134 issue. There was a discussion of stormwater impacts, but they dealt with other aspects of the project.
135 There were no concerns raised with this particular area.
136
137 Commissioner Bergstrom states that he would like to see some language put in that would restrict
138 motorized use to the turn around area. If they can lift things in and out, that is wonderful, but does not
139 believe that others are floating their docks out. Like Councilor Hanson's suggestions on signs, but that
140 does not need to be decided at this level but can be deferred to the road committee or the police
141 department.
142
143 Chair Fairchild asks about the security and the Planner's recommendation for \$5,000.
144

145 Commissioner Bergstrom states that he is comfortable with that.
146
147 Discussion on adding a note to the plan limiting vehicle access to the west side of the property. Trottier
148 indicates that they will do this.
149
150 **Motion by Commissioner Spiess, seconded by Commissioner Bergstrom, to accept the passive**
151 **recreation plan, accept the plan for the development of the West Side of Highway 6 and accept the**
152 **Stormwater Pollution Prevention Plan. Passed unanimously.**
153
154 Note on the plan indicating no vehicular access beyond the dropoff zone on the west side of the
155 highway.
156
157 **Motion by Commissioner Spiess, seconded by Commissioner Patterson, to recommend approval of**
158 **the Final Plat for Northern Lights over Roosevelt based on the following findings of fact:**
159 **1. The applicant has complied with the conditions of the preliminary plat approval.**
160 **a. The applicant has submitted an exhibit of passive recreation facilities. The Planning**
161 **Commission HAS accepted the drawing and its implementation has been included in**
162 **the development agreement.**
163 **b. Section 3.1, subpart e of the Declarations indicates that all trails and walkways shall**
164 **be constructed of wood chips or similar material.**
165 **c. Section 3.1, subpart f of the Declarations establishes the 50-foot vegetative buffer in**
166 **Outlot A and prohibits the clearing of live trees or brush in this buffer.**
167 **d. Section 3.1, subpart g of the Declarations prohibits vegetation removal in Outlot A as**
168 **pr the preliminary plat.**
169 **e. Section 3.1, subpart h of the Declarations restricts impacts to the ice ridge.**
170 **f. The applicant has submitted a plan for development on the west side of Highway 6.**
171 **The Planning Commission HAS accepted the plan.**
172 **g. Section 2.12 of the Declarations restrict the use of docking areas on Roosevelt Lake to**
173 **lot owners.**
174 **h. Section 2.12 of the Declarations indicate that docks are to be removed annually.**
175 **i. Section 2.12 of the Declarations provides a mechanism agreeable to the Planning**
176 **Commission for allocating rights to the mooring slips.**
177 **j. The applicant has prepared a stormwater pollution prevention plan. The plan has**
178 **been reviewed and accepted by the Planning Commission.**
179 **k. The applicant has submitted a road plan that has been reviewed by the City Engineer.**
180 **The engineer's concerns have been resolved.**
181 **l. The portion of Smokey Hollow Road that is owned by the applicant is being dedicated**
182 **to the public as part of the subdivision.**
183 **m. Section 7.5 of the Association documents limit the impervious coverage for each lot to**
184 **that of the underlying zoning district.**
185 **n. The swimming area and boardwalk have been eliminated from the submitted plans.**
186 **o. Section 2.12 of the Declarations indicates that docks and lifts are to be stored off site**
187 **or east of Highway 6.**
188 **p. Section 2.12 of the Declarations limits the number of boat slips to 16 and requires the**
189 **establishment of a key card system.**
190 **q. Section 2.12 of the Declarations requires the establishment of a no wake zone around**
191 **the docking facility.**

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- 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.

Passed unanimously.

Staff is directed to not forward final plat recommendation to the City Council if the updated development plan and the updated development agreement are not provided by the end of the business day Thursday, November 5, 2009.

Marohn reviews the Park Dedication fee and the numbers included in the Staff Report.

Chair Fairchild asks for Planning Commission input.

Commissioner Spiess states that we have been fairly consistent and have developed a good approach here.

Brzezinski states that this is lake property and, as such, will not put added strain on the City's park system. Additionally, the developer has included trails within the development, which will also reduce the strain on the City's park system.

Trottier states that the other developments where this approach was applied did not include trails or other recreational facilities. As comparables, there should be some consideration to this when discussing the park fees.

Commissioner Mosman states that this is a large project and, while this seems like a large amount, there will be added use to park facilities from this plat.

Chair Fairchild states that at first people will use the lake, but over time they will discover the other amenities in the community and use those too.

Mayor Pepek states that as the City grows there is a need to increase park space. As the City gets bigger, we try to make improvements to add recreational opportunities for people. This more than fair to stay pretty even with all of the developments. As we did this analysis, we actually dropped the amount. As long as it is uniform for everyone, it is a good way to go.

240
241 Councilor Hanson, states that the park dedication fee is for the improvement of existing parks. Supports
242 the fee.
243
244 **Commissioner Spless makes a motion, seconded by Commissioner Bergstrom, to recommend a park**
245 **dedication fee of \$706 per lot for a total park dedication of \$29,652 for the development.**
246
247
248 b. Ordinance Amendment to allow Handicap Ramps without a Permit
249 City of Emily, Applicant
250 Application 09-3359
251
252 Marohn reviews the Staff Report.
253
254 Chair Fairchild asks for public input. None received. Closes public comments. Asks for Commission
255 comments. None received. Asks for a motion.
256
257 **Motion by Commissioner Spiess, seconded by Commissioner Patterson, to recommend the changes to**
258 **the City Council as proposed. Passed Unanimously.**
259
260
261 c. Application to Rezone from Commercial Transition to Shoreline Residential
262 Bruce Toftness, Properties Etc., Applicant
263 Application 09-3360
264
265 Marohn reviews the Staff Report.
266
267 Chair Fairchild asks for public input. None received. Closes public comments. Asks for Commission
268 comments. None received. Asks for a motion.
269
270 **Motion by Commissioner Bergstrom, seconded by Commissioner Spiess, to recommend rezoning the**
271 **property as requested. Passed Unanimously.**
272
273 4. Additions or Deletions to the Agenda
274
275 Discussion on Crow Wing County grant added to New Business.
276
277 5. Open Forum
278
279 None.
280
281 6. Approval of Minutes
282 a. September 2009 Meeting
283
284 Those in attendance were Bill Spiess, Jan Mosman, John Bergstrom, Bonnie Fairchild and Bob Swanson.
285
286 **Motion by Commissioner Bergstrom, seconded by Commissioner Spiess, to approve the minutes with**
287 **amendment indicating who was in attendance at the recessed meeting. Passed Unanimously.**

288
289 b. October 2009 Meeting
290
291 Chair Fairchild stated that this was put off until next month.
292
293 7. Planning and Zoning Administrator's Report
294 a. Permits
295 b. Correspondence
296
297 Marohn reviews the correspondence.
298
299 Barb Hubbard indicates that the City has received a high response rate thus far.
300
301 Discussion on setting up a web site with information on non-responsive and non-conforming systems
302 and then coordinating with lake associations to allow them an opportunity to discuss with their
303 neighbors. Marohn directed to look into doing this.
304
305 c. Enforcement Actions
306
307 Marohn reviews the enforcement actions.
308
309 d. SSTS Compliance Tracking
310 e. Pending Inspections
311
312 Marohn directed to follow up with Crow Wing County on Springman.
313
314 8. New Business
315 a. Metes and Bounds Subdivision Application 09-3352, Robert and Bonnie Ferdelman
316
317 Marohn reviews the Staff Report.
318
319 **Motion to approve by Commissioner Spiess, seconded by Commissioner Kile, based on the following**
320 **findings of fact:**
321
322 1. The proposed lots meet minimum lot requirements.
323 2. Both lots will be well under the 20 percent impervious surface cover limit.
324 3. The property being consolidated and "Parcel A" and "Parcel B" are all zoned Shoreline
325 Residential. Both newly created properties are suitable in their natural state for the intended
326 purposes.
327 4. Neither property contains any non-conforming structures that are specifically regulated by the
328 City.
329 5. The parcel being split is vacant and does not contain any sewage treatment systems. "Parcel
330 A" contains a single family dwelling with a compliant system while "Parcel B" contains only a
331 garage and no sewage treatment system.
332 6. There are not any proposals for water based recreation.
333 7. The lot areas and dimensions for both "Parcel A" and Parcel B" will conform to the Zoning
334 Ordinance for Shoreline Residential.

- 335 8. Lot layouts are compatible with adjoining properties and will not constrain the future
336 development of adjacent properties.
337 9. All side lot lines are depicted at angles consistent with the curve of Whitetail Drive and Little
338 Pine Road.
339 10. Each lot has over 33 feet of frontage on a designated right-of-way.
340 11. There are not any proposed streets.
341 12. There are no public utilities contemplated for the properties. Easements for private utilities
342 are also not needed.
343 13. The proposed lots are all adequate in size to provide for construction of a dwelling, sewage
344 treatment system and water supply without the need for a variance.
345

346 b. Metes and Bounds Subdivision Application 09-3395, Jay and Teresa Linn
347

348
349 Marohn reviews the Staff Report. Indicates that he is now aware of a shed that is on the property but
350 was not permitting and does not show up on any site plan. States that he would like to discuss this with
351 the property owner before we proceed with the subdivision.
352

353 **Motion to table made by Commissioner Spiess, seconded by Commissioner Bergstrom. Passed**
354 **Unanimously.**
355

356 c. Crow Wing County Grant
357

358
359 Commissioner Bergstrom presents an email from Chris Pence of Crow Wing County regarding a grant for
360 SSTS inspections on Roosevelt Lake. They are targeting people without a compliance inspection or
361 where their inspection has expired.
362

363 Mayor Peppek is concerned that we would be helping pay for Cass County when we have already been
364 doing this in Crow Wing County.
365

366 Commissioner Mosman points out that it doesn't say who pays the local match. It just asks Emily to
367 support the activity.
368

369 Marohn directed to contact Pence and to research how many properties in Emily would be impacted.
370

371 9. Old Business

372 a. Comprehensive Plan Review
373

374 Marohn indicates that the survey is set to go on the Week of the 16th.
375

376 b. Manganese Mining Ordinance
377

378 Nothing new to report.
379

380 c. Grading in Shoreland Areas
381

382 10. Adjourn – 8:32 PM

383

384 **Respectfully Submitted,**

385

386

387

388 **Charles Marohn, City Planner**

zoning@emily.net

From: pcunnif@aol.com
Sent: Tuesday, April 30, 2024 1:17 PM
To: zoning@emily.net
Subject: Fw: Northern Lights request for modification

To whom it may concern:

This is a current update on the letter below. Please see the first letter below, that I sent last Sept regarding the request for modification by Northern Lights to the zoning and planning committee and City Council of Emily. I understand that when the request was denied last fall you did not have input from Mn Dot and now you do. I was told they do not have objections to the modifications requested which is most disappointing to hear. The docks that they want stored on the shoreline are large and take up a lot of shoreline even if stacked. Last Sept., I had spoken to several of my neighbors who own property close to this area and they all had the same concerns I voiced in the letter I sent below. Each of us sent letters at that time but I am now being told that you can no longer use those letters. I asked them to resend their concerns, stating how they feel, but this is getting tedious as in talking to my neighbors we continue to have the same concerns which we feel are valid. It has not changed. Please read my original letter below. My concerns are the same. I hope you will hear us and share our concerns and continue to deny this modification which will help preserve the shoreline, protect those beautiful natural springs in that area and reduce the congestion on Hwy 6.

On a side note, Years ago when Northern Lights proposed building on their property, we were told they would be building nice cabins or homes on these lots that would enhance the area. As I walk on their road, it is clear they have not kept their agreement. Many of the lots have nothing but garages, or trailers or tents and there is even a construction company. There are only two actual homes that have been built on all these lots. This has not done much to improve the area in my opinion and they certainly have not kept their word. I am not sure how this is zoned or who reviews what goes on in this area but it is not what was proposed. I am aware that the ownership of this development has changed and it is apparent that they can put anything on those lots they want which again doesn't appear to add much to the area. It looks more like a campground. Thank you for hearing my concerns. I am hopeful that my other neighbors will again send an another letter about their concerns over this request for modification.

Sincerely,
Patty Cunniff

----- Forwarded Message -----

From: pcunnif@aol.com <pcunnif@aol.com>
To: zoning@emily.net <zoning@emily.net>
Sent: Tuesday, September 19, 2023 at 12:32:38 PM CDT
Subject: Northern Lights request for modification

To whom it may concern:

I am a property owner for 50 years on Lake Roosevelt. I have read the proposal of Northern Lights Homeowners Association to modify current docking storage restrictions and parking on the west side of Hwy 6.

I am aware that the DNR has made it a priority to preserve our precious lake shore by encouraging planting of natural grasses and plants along the shoreline to not only preserve the shoreline but protect our lakes. They have also restricted building along the shoreline for this same reason. I do not think that a docking storage system on the shore would be in

keeping with this goal. I am also aware that there are natural springs close to the area where Northern Lights has their docks which must be protected and preserved. I am not in favor of modifying the current docking arrangement for the above reasons I just mentioned.

I am also not in favor of modifying the current parking restrictions on Hwy 6. It is a very small area and to have several cars parked there would be a safety hazard. I know MNDot had these same concerns when Northern Lights was first developed and this is why these restrictions were put in place. That has not changed over the years, and now there are more people using this area than ever. There is a public landing a short distance away that is far safer for the same purpose with adequate parking access.

I was involved years ago when Northern Lights was first developed and am well aware of the history of this project. I am hopeful that the Zoning Committee will hear the concerns and vote against the modifications being proposed. Thank you for your attention to this matter.

Sincerely,
Patty Cunniff

**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 per 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 with efforts made to store the docking out of clear view from the lake.
- 17) 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.
- 18) A no wake zone shall be established around the proposed docking facility.
- 19) All proposed recreational facilities on the west side of Highway 6, except for the 16 mooring slips, are prohibited.
- 20) Property owners that purchase mooring slips shall receive information

- regarding best practices for safely crossing the highway.
- 21) 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 letter dated April 3, 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.
- 22) All costs of compliance with Mn/DOT conditions shall be paid for by the developer.
- 23) 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.
- 24) 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.
- 25) The shoreline is to remain in its natural state. No clearing allowed.
- 26) 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

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

2024 Permits--Emily Planning and Zoning

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

24-10	3/4/2024	3/6/2024	21090551	St. Martin	Mike & Amy	20152 Cleanwater Dr.	Land Use Permit	Construct a 36'X36' (1,296 SqFt) Dwelling with 36'X36'(1,296 SqFt) attached garage.	\$550.00	SR	
24-11	3/12/2024	3/19/2024	21340895	Bemis	Richard	39892 Lake St	Land Use Permit	Paver Patio with Firepit 452 SqFt	\$150.00	SR	
24-12	3/13/2024	3/19/2024	21170537	Rief	Mike & Bridget	19289 Blue Lane E	Land Use Permit	Construct a 40'X60' (2,400 SqFt) Accessory Structure	\$400.00	NR	
24-13	3/13/2024	3/19/2024	21170585	Slye	Brad & Sharon	42887 Blue Lane W	Land Use Permit	Construct a 60'X104' (6,240 SqFt) Accessory Structure	\$400.00	NR	
24-14	3/18/2024	3/19/2024	21250526	Adamsheck	Jeff	23252 South Shore Drive	Land Use Permit	Construct a 14'X24' (336 SqFt) Patio	\$150.00	SR	
24-15	3/15/2024	3/19/2024	21150522	Bute	Jeffrey	42144 State HWY 6	SSTS Permit	Install a Pressure Bed/Trench Septic System; Type 1, 600 GPD, 1500 Gallon Tank	\$260.00	HMU	Denied over the 50' limit.
24-16	4/4/2024	4/9/2024	21080583	Rief	Mike	19832 Blue Lake Road	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-18	04/08/24	4/9/2024	21260528	DiGiovanni	Nathan	40340 E Emily Dr	Land Use Permit	(288 SqFt) deck attached to existing home	\$150.00	NR	
24-19	4/9/2024	4/9/2024	21270692	Berrett	Dan	20962 County Rd 1	Land Use Permit	Install a wooden privacy fence	\$60.00	DMU	
24-20	4/9/2024	4/9/2024	21280505	Roden	Pam	40025 Evergreen Dr.	Land Use Permit	Construct a 10'X12' (120 SqFt) Accessory Structure	\$75.00	NR	
24-21	4/11/2024	4/15/2024	21250531	Corey Ledlin	Carlson, Peter & Patricia	23122 S Shore Drive	Land Use Permit	Patio 12'X45' & Retaining Wall repair	\$60.00	SR	
24-22	4/11/2024	4/12/2024	21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-23	4/22/2024	4/22/2024	21260571	Roneyne	Brian	40107 E Emily Dr	Camper Land Use Permit	Annual Camper Permit	\$25.00	SR	
24-24	4/29/2024	4/30/2024	21340894	Anderson	Mike & Robyn	39870 Lake St	Land Use Permit	Installing stairs to the lake	\$60.00	SR	
NUMBER	Recd	ARVID	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N

LOT LINE ADJUSTMENT APPLICATION

Date: _____

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information is submitted and fees are paid. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____

Email: _____ Phone #: _____

Mailing Address: _____

Project Description: _____

II. Property Owners Involved in Request (Please fill out all applicable fields)

Property Owner 1: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

Property Owner 2: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

Property Owner 3: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

Property Owner 4: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

III. All costs of the City Engineer, City Attorney, and other professional costs that may be borne by the City in reviewing this application, shall be reimbursed to the City by the applicant.

IV. Administrative Lot Line Adjustment Approval shall contain the following data; along with other reasonable information required by the Planning & Zoning Administrator needed to make a proper evaluation of the proposal.

1. Existing and Proposed Conditions

_____ A. Boundary lines with lengths and bearings drawn to the exact scale of no less than 1" = 100' taken from a boundary survey by a Registered Land Surveyor with the current legal description of the property, proposed new legal descriptions, total acreage and percentage of impervious coverage, name of the fee owner and surveyor, north arrow, and scale.

_____ B. Topography consisting of

_____ 1. Ten-foot contour intervals

_____ 2. Drainageways

_____ 3. Wetlands, slopes, bluffs, and Ordinary High Water Mark

_____ C. Location (including setbacks) of existing and proposed streets, wetlands, structures, septic or sanitary sewer, well, property lines, and easements.

_____ D. Significant historical sites.

_____ E. Date of survey.

_____ F. Zoning district of the subject and each adjoining parcel.

V. Signature of Applicant: _____
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 1, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 2, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 3, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 4, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

Planning & Zoning Administrator

Date Received

Planning & Zoning Administrator

Date Approved

CITY OF EMILY
LOT SPLIT/SUBDIVISION/REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Subdivision/Rezoning Application and submit to the Zoning Administrator.
- B. Preliminary Plat applications shall be completed at least to the minimum standards of the Ordinance.
- C. Final Plat applications shall be completed as per the requirements of the Planning Commission from the Preliminary Plat Hearing and the minimum standards of the Ordinance, Crow Wing County and the State of Minnesota.
- D. Submittals for Metes and Bounds Subdivisions (lot splits) shall conform to the minimum requirements of a Preliminary Plat if either the proposed new parcel or the remnant is less than 10 acres. A survey, showing topography, of both lots must be submitted.
- E. If any of the parcels contain structures with an SSTS, a Sewer Compliance Inspection must be submitted.
- F. Applicants shall submit 3 copies of the proposed Subdivision on 11x17 size paper and at least 1 copy of the proposed subdivision on Plat size paper.**
- G. All applications must be submitted 30 days prior to the Planning and Zoning meeting in which applicant wishes to be heard.
- H. The City Staff shall, based on submittals, compute the subdivision permit fee. This fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Subdivision Application and supporting documents, the Zoning Administrator shall schedule a Public Hearing* date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the Public Hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a Public Hearing* on the application.
- B. At the conclusion of the Public Hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

*Metes and Bounds applications do not require a public hearing

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

CITY OF EMILY
LOT SPLIT/SUBDIVISION/REZONING APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____ Local Phone _____

Mailing Address _____ E-mail _____

(if different than above)

City, State, Zip _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

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

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Property ID # _____ Zoning District _____
(8 digit # on tax statement)

Nature of request (select only one):

Sketch Review

Preliminary Plat

Final Plat

Metes and Bounds

Rezoning

Proposed New Zoning District _____

Note: Applicants may apply for Preliminary Plat and Final Plat at the same time, but they must be on separate applications. Preliminary Plat and Final Plat hearings will not be held at the same meeting. The effective date of Final Plat application will be the date of Preliminary Plat approval.

LOT SPLIT/SUBDIVISION/REZONING CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report
- _____ All current City charges paid
- _____ Survey
- _____ Site Plan with the minimum information outlined in the Ordinance (unless waived by P&Z Administrator):

CITY OF EMILY PLANNING AND ZONING OFFICE

CONTACT INFORMATION

Planning and Zoning Administrator: Kayode Adiatu
P. O. Box 68
Emily, MN 56447

Phone: (218) 763-2480 (Emily Office)
(507) 469-5316 (cell)

Fax: (218) 763-2481

Email: zoning@emily.net
kayode.adiatu@sourcewell-mn.gov



1968 BERKELEY AVENUE
SAINT PAUL
MINNESOTA 55105
CELL: 651-470-8753
bdobiepec@icloud.com

RECEIVED
APR 22 2024
BY:

PROFESSIONAL ENGINEERING CONSULTANTS
INCORPORATED

April 22, 2024

City of Emily
Attn: Sue Fahrendorff, Zoning Clerk
39811 State Highway 6
P.O. Box 68
Emily, MN 56447

Project: Review of Standard Door Cut
39811 State Highway 6
Emily, MN
PEC #6224

Dear Ms. Fahrendorff:

This report concerns our review of a proposed standard door cut in some brick masonry construction at the Emily City Hall, 39811 State Highway 6, Emily, MN. Our firm was requested to determine if the wall construction at the proposed door location consisted of partition wall construction or bearing wall construction at the structure.

Our firm visited the property on Monday, April 15, 2024, and were shown the proposed doorway between two offices in the building. In examining the wall above the false ceiling in both offices, we determined the wall construction was a bearing wall. Personnel at the site stated the wall was 9" inches overall thickness, as viewed from access at another location nearby. We noted the wall was comprised of two wythes of standard brick layup in a running bond pattern using a standard masonry mortar material. The wall was comprised of very good brick and mortar material and was judged to be sound.

We did not have access to any of the bearing conditions above the wall construction but the wall was judged to be less than two stories in height with standard building construction. Therefore, we proposed the cut in the wall construction was to be made for standard bearing wall conditions as depicted on the attached standard cut for such walls using a standard concrete lintel above a standard metal door frame. Construction of this type lintel can easily be made by a qualified brick or concrete contractor. This

type of lintel can be used in a typical bearing wall condition without compromising the overall supporting wall strength.

One should follow this standard procedure:

1. The standard steel doorframe should be set against the wall and the door location should be clearly marked. Then, the proposed lintel should be marked, giving enough room for standard minimum bearing of 4" on each end of the lintel. Typically, this would yield a length of 48" to 54", depending on the door frame dimensions. The lintel should be cut out and a sheet of plastic should be placed at the bottom of the cut across the wall width and extending between the bearing locations. The bearing locations should remain with no slip surface, allowing for direct bearing contact with the parent brick.

2. A standard 2 x 12 can be placed against one side of the wall. A 2 x 12 can also be placed above the overall doorframe width if necessary. The other side form can be comprised of 2 x 2 or 2 x 4 successive placements as the concrete is being placed.

3. Prior to concrete placement, the steel rebars can be placed as insertion of mortar material is made.

4. Another option is to precast this lintel and carefully insert the lintel after seven days of cure time.

5. After the lintel is cast or positioned, the vertical cuts for the doorframe can be made and standard construction can proceed.

This construction and placement of the lintel has likely been performed by an experienced contractor on many occasions. Please do not hesitate to call with any questions to 651-470-8753.

Respectfully,
Professional Engineering Consultants, Inc.



Brian R. Dobie, P.E.
President

I hereby certify that this plan, specification,
or report was prepared by me or under my
direct supervision and that I am a duly
Registered Professional Engineer under the
laws of the State of Minnesota.

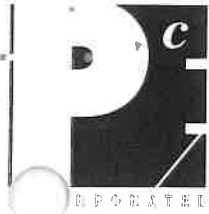
Brian R. Dobie, P.E.



Date

4-22-21

Reg. No. 9798



1968 BERKELEY AVENUE
 SAINT PAUL
 MINNESOTA 55105
 CELL: 651-470-8753
 bdoobiepec@icloud.com

PROFESSIONAL ENGINEERING CONSULTANTS
 INCORPORATED

STANDARD 3'-0" DOOR CUT

EMILY CITY HALL

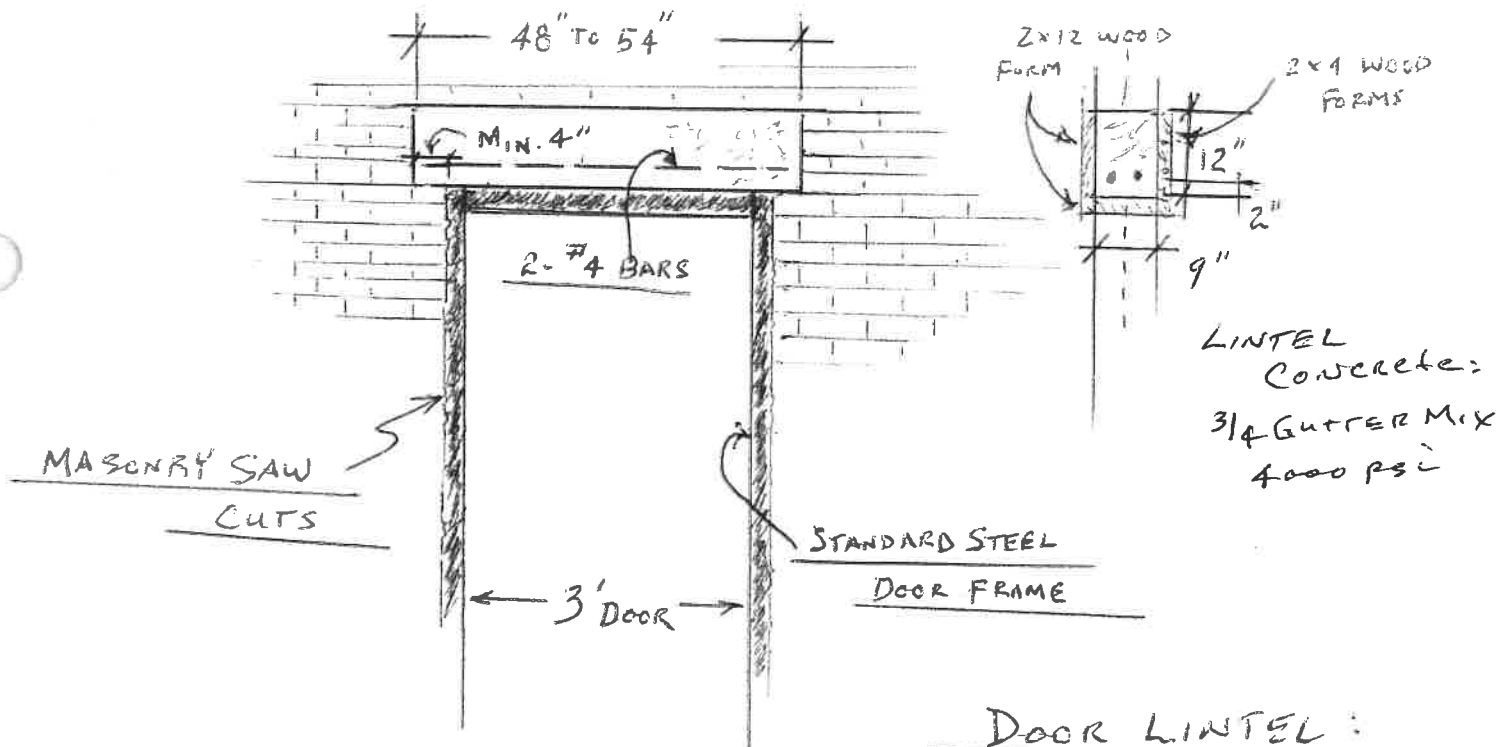
EMILY, MN.

(1/2" = 1'-0")

STANDARD DOOR LINTEL

FRONT VIEW

SECTION VIEW



DOOR LINTEL :

- CONCRETE - 4000 PSI
- 1-3/4" - 6 MIX
- (PORTLAND - LIME - SAND) 3/4" A
- POTABLE WATER WITH
- BONDING AGENT
- 4" TO 6" SLUMP

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Brian R. Dobie, P.E. Brian R. Dobie

Date 4-22-'24 Reg. No. 9798



Data Practices Policy
For
Members of the Public

Adopted by the City of Emily City Council, Minnesota

May 14, 2024

Section 1

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Emily must keep all the government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City of Emily keeps, the City of Emily generally requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by filling out a form provided by the City of Emily (also attached to this Policy) and sending it by email, U.S. Mail, or by hand-delivering it to the City of Emily.

Please be sure that your written data request is as clear and detailed as possible. If the City of Emily does not understand your request, the City of Emily may ask you for clarification. The City of Emily cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City of Emily may ask if there is more specific data you seek. The City of Emily may also ask whether you wish to inspect the data at City of Emily offices prior to making copies, or require a deposit for actual costs of providing the copies. (See **Section 3** for information on copy costs and payment.)

The City of Emily cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

How We Respond to a Data Request

Upon receiving your request, the City of Emily will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.

- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public or cannot be disclosed.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect the data, for free, if your request is to look at the data, or
 - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or email them to you if possible. If you want us to send the copies through the mail, you will need to provide us with an address or email address. We may provide electronic copies (such as email or CD-R) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City of Emily calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Data Request*, you must pay the deposit before the City of Emily will begin working on your data request.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Section 2

Data Practices Contacts

Responsible Authority

Cari Johnson, City Clerk
Emily City Hall
P.O. Box 68
39811 MN-6
Emily, MN 56447
Tel: 218-763-2480
Email: clerk@emily.net

Data Practices Compliance Official

Cari Johnson, City Clerk
Emily City Hall
P.O. Box 68
39811 MN-6
Emily, MN 56447
Tel: 218-763-2480
Email: clerk@emily.net

Section 3

Copy Costs and Payment – Members of the Public

The City of Emily charges members of the public for copies of government data. These charges are authorized under Minnesota Statute § 13.03, subdivision 3(c).

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City of Emily may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City of Emily will begin working on your request.

Copy Charge (per side): \$0.25 per B/W copy; \$0.30 per Color copy, standard 8.5" x 11" paper

Fax Charge: \$1.00 per page

CD-R with audio or video copy of meeting: \$10.00 per disk

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City of Emily considers factors including but not limited to:

- Staff time to:
 - Retrieve documents (except when the subject of the data is making the request):
 - Make, certify and compile copies;
 - Sort and label documents only if necessary to identify the data to be copied;
 - Remove staples or paper clips;
 - **Please note:** the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest paid employee who can complete the task performed. However, if because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212

tswanson@rosevillemidwayford.com

Fax # 651-604-2936



FTM20 Contract # 169665
 2024 F250 4X4- Super Cab- 6.75' Box

BY:

Standard

Automatic Transmission
 Dual Front Air Bags
 AM/FM Radio
 Tow Hitch
 Tilt Wheel
 Sync
 Power Windows

40/20/40 Vinyl Front Seat
 Standard Base Upholstery
 4-Wheel ABS Brakes
 Air Conditioning
 LT245/75r17 E All Season Tires
 Cruise Control
 Power Locks

Front Tow Hooks
 Rubber Floor Covering
 Black Bumpers w/Rear Step
 Matching Full Size Spare Tire
 6.8L V8
 Rear View Camera
 Brake Controller

Options	Code	Price	Select	Exterior Colors	Code	Select
LT245/75r17E AT Tires	TBM	\$150	x	Antimatter Blue Metallic	HX	X
Cloth 40/20/40 Seat	1S	\$91	x	Race Red	PQ	
Snow Plow/Camper Pkg	47B	\$277	x	Stone Gray Metallic	D1	
Pro Upfit Integration	18A	\$364	x	Agate Black	UM	
Dual Batteries	86M	\$191	x	Carbonized Gray Metallic	M7	
410 Amp Alternators	67B	\$104	x	Iconic Silver Metallic	JS	
Running Boards	18B	\$405	x	Oxford White	Z1	
Spray-In Bedliner	85S	\$542	x			
Upfitter Switches	66S	\$150	x			
				Extended Service Contracts	Cost	Select
				7 year/75,000 mile	\$3,400	
				PremiumCare Warranty (Bumper to Bumper)		
Option Total		\$2,274				

Base Price	Totals
	\$45,719.64
Options Price Totals	\$2,274.00
Extended Warranty	

You must have a active FIN code to participate in this purchase contract : FIN cc#

Purchase Order required prior to order placement

ID #

A	B	C	D	E
Upritter Switcnos		000	\$150	X
Option Total			\$2,274	

Extended Service Contracts	Cost	Select
7 year/75,000 mile	\$3,400	
PremiumCare Warranty (Bumper to Bumper)		

Base Price	Totals
	\$45,719.64
Options Price Totals	\$2,274.00
Extended Warranty	
Transit Impr Excise Tax	\$20.00
Tax Exempt Lic	\$64.25
6.5% Sales Tax	\$3,299.56
Document fee	\$200.00
Sub total per vehicle	\$51,577.45
Number of Vehicles	1
Grand Total for all units	\$51,577.45

You must have a active FIN code to participate in this purchase contract : FIN cc# 71836

Purchase Order required prior to order placement

PO #

Name of Organization

City of Emily

Address

39811 State Hwy 6 / PO Box 68

City, State, Zip

Emily MN 56447

Acceptance Signature

Contact Person/ Phone #

Cari Johnson
218-763-2480

Print Name and Title

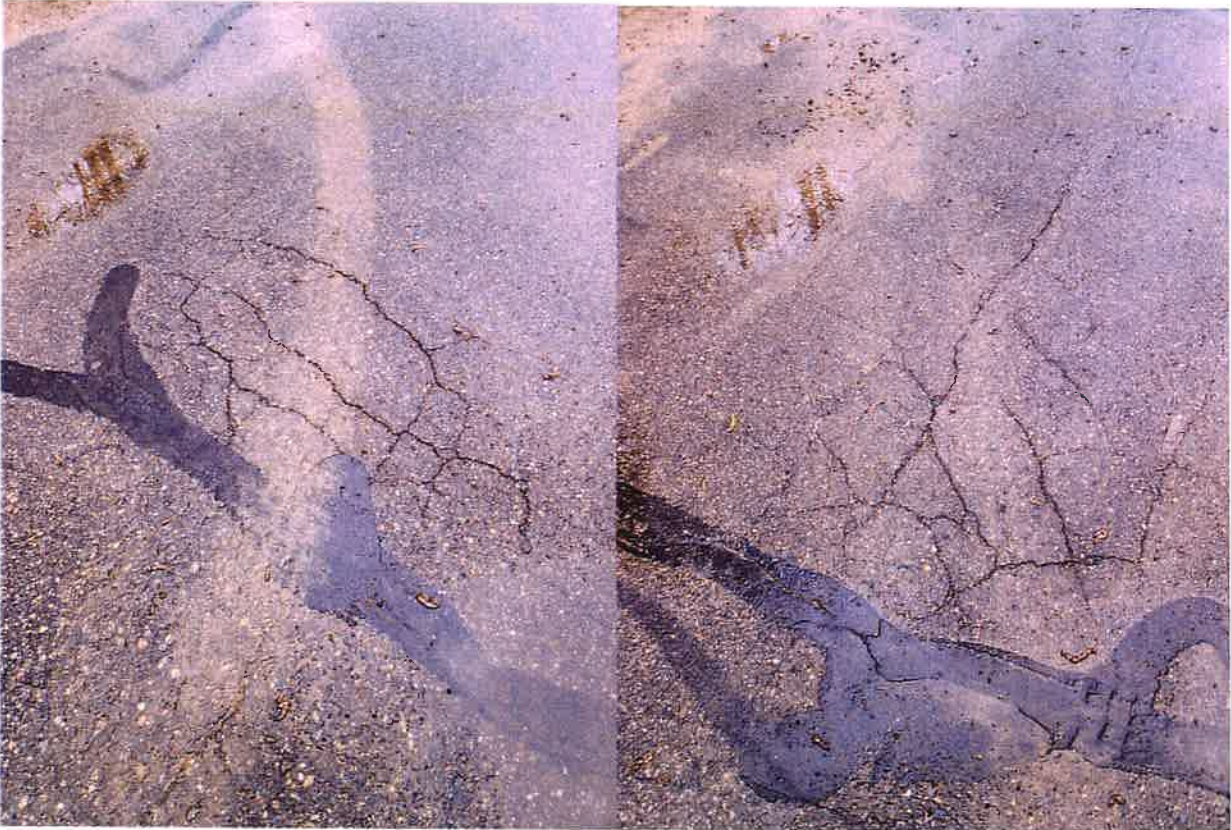
Date

Contact's e-mail address and fax #

clerk@emily.net
218-763-2481

19478

Blue Lane East Road Damage 4.29.24





Agreement for Professional Services

This Agreement is effective as of May 9, 2024, between City of Emily (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Preliminary Engineering for Roosevelt Drive Bridge Replacement**

Client's Authorized Representative: Cari Johnson
Address: PO Box 68, Emily, Minnesota 56447, United States
Telephone: 218.763.2480 **email:** clerk@emily.net

Project Manager: Mark Maves
Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110
Telephone: 651.470.691 **email:** mmaves@sehinc.com

Scope:

The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

See attached proposal letter dated April 1, 2024 for detailed scope.

Schedule:

Services to be conducted May 9, 2024 to December 31, 2024.

Payment:

The lump sum fee is \$49,994 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

Short Elliott Hendrickson Inc.

City of Emily, Minnesota

By: _____
Full Name: _____
Title: _____

By: _____
Full Name: _____
Title: _____

Exhibit A-2
to Agreement for Professional Services
Between City of Emily (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 9, 2024

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
2. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant, and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



Building a Better World
for All of Us[®]

April 1, 2024

Cari Johnson
City of Emily
City Hall, P.O. Box 68
Emily, MN 56447

RE: Roosevelt Drive over Crooked Creek Bridge Replacement
Scope of Services for Preliminary Engineering

Dear Ms. Johnson:

Thank you for the opportunity to provide this proposal for design services for the replacement of the Roosevelt Drive bridge over Crooked Creek (Bridge No. L2877) in Emily and Crow Wing County. Based on conversations I have had with Jeff Ledin, SEH has prepared this letter proposal for preliminary engineering services. The scope provided in this letter will outline SEH's services for project preliminary engineering necessary to produce a preliminary bridge plan that will define the site, alignment, profile, bridge type, and approach connections.

PROJECT UNDERSTANDING

Bridge No. L2877, crossing Crooked Creek, is located on Roosevelt Drive just off of Blue Lake Road and between Lake Roosevelt and Pug Hole Lake. It is our understanding that this project will be administered using local funding and/or state bridge bonding with no federal funding involved. The City is seeking to have preliminary plans completed in 2024 in order to begin discussions on funding the project for final design and construction.

The existing bridge is a single-span, 43.5-foot long, 19.6-foot-wide bridge that was originally constructed in 1960. It has a steel beam and timber superstructure with a bituminous topping and timber railings. It has concrete abutments with timber wingwalls. The bridge carries one lane of traffic due to its insufficient width. The roadway approach width is 18 feet and carries 2 lanes of traffic. The average daily traffic (ADT) is approximately 15. The bridge is posted for vehicles no more than 40 tons. National Bridge Inventory (NBI) ratings indicate the deck is in fair condition and superstructure and substructures are in poor condition. The current Local Planning Index is now 33. The existing bridge crosses the waterway at a 90-degree angle and it appears to have a narrower waterway opening than the approach waterway. This causes increased scour conditions due to a higher water velocity passing through the bridge opening. There does not appear to be a detour route so either the new bridge is constructed on a new alignment or a temporary bridge will be needed during construction.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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

PROPOSED SCOPE OF SERVICES

Task 1 – Project and Quality Management

The Project Manager for the SEH Team will be Mark Maves. He will lead the team and be your primary point of contact. Mark is the Bridge and Structures practice center leader for SEH. He is familiar with and has experience in managing a wide assortment of bridge projects including roadway, trail, and rehabilitation of in-place bridges. Mark has strong relationships with the MnDOT Bridge Office and will coordinate all submittals and reviews with the State Aid Bridge Engineer, Dave Conkel and his staff.

Mark will ensure that the project receives the staff resources required to address all project development and design needs. This includes coordination between the City and County staff and the SEH team for all tasks necessary in establishing the preferred location, alignment and bridge type. Prior to beginning any preliminary engineering, we propose a site visit to better understand the bridge location and potential locations for the new bridge. Mark Maves and Jeff Ledin will attend from SEH along with City and County staff. SEH will organize and schedule this site visit.

Mark will also serve as the team's quality manager. He will develop a Quality Management Plan (QMP) using SEH guidelines to outline the quality process and procedures for this project.

Sub Tasks:

- 1) Manage project tasks, staff, budget, schedule
- 2) Coordinate project design services with City staff
- 3) Coordinate field visit of the bridge site with City & County Staff
- 4) Coordinate and lead design meetings with City staff
- 5) Prepare monthly invoices
- 6) Develop and implement a project Quality Management Plan

Task 2 – Preliminary Engineering

SEH will utilize data and information obtained from initial meetings, survey and mapping, utility locates, and hydraulics evaluation to complete the development of a preliminary plan. Accurate survey information obtained at the outset of the project will be needed to successfully determine the optimum bridge size and location. SEH will thoroughly review all available data provided by the City or County to determine level of completeness and accuracy and assess the extents of a field survey. Field survey efforts will include horizontal and vertical control, topography, alignments, drainage, utilities, and property. SEH will also collect waterway cross sections of Crooked Creek to be used in the hydraulic modeling. Data collected in the field will be processed and incorporated into a base map file to be used as the basis for establishing existing conditions for design activities. All survey work will be coordinated with the City of Emily and will be consistent with MnDOT survey datum.

A brief bridge study will be performed to best determine the bridge structure type, span lengths, substructure locations, superstructure depth, and bridge/roadway section. Working in conjunction with the hydraulic analysis of Crooked Creek, a bridge type and size will be determined. Construction considerations will be developed. We anticipate the bridge to either be a single span concrete prestressed beam bridge a concrete slab bridge, or a box culvert. Its length will be approximately 50 feet, a little longer than the in-place bridge, and its width will be approximately 27 feet. The bridge will be designed to carry two lanes of traffic and will have updated traffic barriers along the deck edge.

The preliminary bridge plan will be developed in accordance with current MnDOT and AASHTO design standards and methodologies and submitted to the City, County and MnDOT State Aid Bridge Office along with a Foundations Recommendations Report. Mark Maves will coordinate all submittals and review meetings with the MnDOT State Aid Bridge Office. An engineer's probable construction cost estimate will be developed with the preliminary plan.

Sub Tasks:

- 1) Conduct field survey
- 2) Produce AutoCAD basemap
- 1) Establish roadway layout, alignment, construction limits, cross sections & profile
- 2) Perform preliminary bridge design
- 3) Prepare a Preliminary Bridge Plan & cost estimate
- 4) Prepare roadway layout & cost estimate for approach work
- 5) Conduct review meetings with County, MnDOT & other stakeholders

Task 3 – Hydraulics Analysis

In compliance with local, state and federal floodplain development regulations, a hydraulic analysis will be conducted to evaluate the potential impacts the project may have on flood elevations. This hydraulic analysis will involve analyzing potential impacts for Crooked Creek on the bridge. SEH will utilize any current effective hydraulic model information as a starting point and will coordinate with the MnDNR in the model development and project evaluation to ensure their modeling standards are met. It is expected that a 1D, steady-state HEC-RAS analysis will be sufficient for analyzing the existing and proposed bridge hydraulics.

Sub Tasks:

- 1) Develop Corrected Effective & Existing Conditions Hydraulic Models
- 2) Analyze Proposed Conditions
- 3) Prepare a Technical Memorandum to Summarize Hydraulic Analysis

Task 4 – Wetland Delineation and Permitting

A wetland delineation must occur on site to map the extent and type of all wetlands present in the project area. SEH will complete a wetland delineation within the property using the 1987 Manual and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region*. After the completion of the field delineation, we will provide a wetland delineation report. This report will describe the site conditions, identify the wetland boundaries, and serve to be a basis for follow up permitting if unavoidable wetland impacts will occur.

The delineation report will be provided to the City and Crow Wing County, which administers the Minnesota Wetland Conservation Act (WCA), in addition to their local requirements. The United States Army Corps of Engineers (USACE) may also regulate the wetlands in the project area and will be provided a copy of the report as well. A request will be made at submittal to complete a field review of the wetland boundaries. This meeting may serve as a pre-application discussion to expedite the project schedule. If the field review results in any adjustments to the wetland boundary, they will be modified by SEH, and provided in electronic format as the final approved boundary. It is presumed that the draft boundaries will serve for planning prior to the final boundary approval.

Sub Tasks:

- 1) Conduct wetland delineation
- 2) Produce wetland delineation report
- 3) Apply for required permits

A geotechnical investigation has not been included in this proposal. We propose to solicit a local geotechnical firm to provide soil borings, analysis and to write a foundations recommendation report for the next phase. We will make assumptions based on the final size of the bridge for a foundation type for our cost estimate.

PROJECT TEAM

SEH has ample resources to ensure the proposed work is completed in a timely fashion while providing high quality work. A highly skilled project team has been assembled with the expertise and staff availability to successfully complete the professional services outlined in this proposal.

Mark Maves, PE will be SEH's Project Manager. Mark is a senior bridge engineer and project manager with 38 years of experience in the transportation industry, primarily in the areas of conceptual, preliminary and final bridge design for projects involving bridge rehabilitations or replacements. He will serve as the day-to-day contact for the City for project questions, discussions, and schedule updates.

Mark will be supported by **Caitlyn Deutsch, PE** who will lead the bridge design team in the design and development of the preliminary bridge plans; **Nate McLaughlin** who will be the lead technician responsible for detailing the bridge plans; **Riley Mundloch, PE** who will lead the hydraulic analysis effort; **Rebecca Beduhn, PWS, CMWP** who will conduct wetland delineations and prepare reports and permit applications as necessary; **Alex Voit** who will be responsible for the roadway layout, construction limits, approach roadway preliminary design, and utility coordination.

Resumes can be submitted for all team members upon request.

Thank you for this great opportunity to perform preliminary engineering and develop preliminary plans for the replacement of Roosevelt Drive bridge. Our fee for labor and expenses for the services described above is a not-to-exceed amount of \$49,994 based on hourly billing rates.

We look forward to working with you and are eager to get started on the development of this bridge replacement project. Any questions you have regarding our letter proposal would be welcomed. Please contact me at 218-851-4569 (jledin@sehinc.com) or Mark at 651-470-1691 (mmaves@sehinc.com).

Sincerely,



Jeff Ledin, PE
Client Service Manager



Mark Maves, PE
Project Manager

MAINTENANCE REPORT

5/14/2024

- Replace culvert
- Hauling class 5
- Cutting trees
- Dump work
- Park work
- Working on ball fields
- General maintenance

Brian Foster
Maintenance Supervisor

Park Commission Minutes

April 29, 2024

CALL TO ORDER:

The meeting was called to order by Chairperson Rheaume at 1:00 p.m.

ROLL CALL:

Gary Hanson (City Council liaison), Wes Murnane, Faye Hughes, Greg Koch, Patrick Rheaume

MOTION MADE BY COMMISSIONER KOCH TO APPROVE AGENDA, SECONDED BY COMMISSIONER MURNANE. ALL VOTED IN FAVOR, MOTION CARRIED 4-0.

It was motioned and seconded by Commissioners Hughes and Murnane to approve the minutes from the March 25, 2024 meeting. The motion carried unanimously.

NEW BUSINESS:

a. Pickle ball courts.

There was discussion about the possible need for a third Pickle ball Court. The funding for this could possibly come from the Emily Fire Department, the Lions and other donations. Commissioner Koch has worked with area groups and individuals to solicit donations.

Commissioner Koch stated that the City Hall Gym is being used for Pickle ball and the floors have sustained some damage as a result.

Discussion of court layout options 1 and 2, as developed by Commissioner Koch. Commissioners recommended option 1.

MOTION MADE BY COMMISSIONER HUGHES TO ACCEPT OPTION 1 AND TO MOVE FORWARD TO OBTAIN ESTIMATES, SECONDED BY MURNANE. ALL VOTED IN FAVOR. MOTION CARRIED 4-0. MOTION WAS AMENDED TO INCLUDE THE CONCRETE PAD AND PICNIC SHELTER.

b. Dugouts/Scoreboard.

Commissioners discussed wood siding, structure repair/replacement, and addition of wire screening to the front of the dugouts. The City Council has previously addressed the repair of the dugouts by the City Maintenance Crew. Koch informed the Commissioners that money has been donated for a new scoreboard, which has also been approved by the City Council.

c. Tennis Court Maintenance

Commissioners discussed the need for resurfacing the entire courts or just repairing the cracks.

MOTION MADE BY COMMISSIONER MURNANE TO REPAIR SURFACE CRACKS, SECONDED BY COMMISSIONER HUGHES. ALL VOTED IN FAVOR, MOTION CARRIED 4-0.

d. Band Shell

Commissioner Hughes provided background on band shells in neighboring communities and the logistics of coordinating these musical events. After discussion, the Commissioners decided to table it at this time.

MOTION MADE BY COMMISSIONER HUGHES TO TABLE UNTIL A FUTURE DATE, SECONDED BY COMMISSIONER MURNANE. ALL VOTED IN FAVOR, MOTION CARRIED 4-0.

e. Grants Availability

Commissioner Rheaume looked into grants, but there were time constraints against submitting any application. Commissioner Koch mentioned \$10,000 matching grants, DNR grants, Sourcewell grants, etc. Commissioners Rheaume and Koch recommended that this be added to the agenda later this year, with the intent to take action as appropriate for Koch suggested the addition of an outdoor paddle board court, splash pad or preparation of possible grant-writing and submission .

f. Phase Development Plan

Community Frisbee golf course.

Commissioner Rheaume wondered if the community could be surveyed to see what the interest is and recommended coming up with a specific list of sports to choose from. Commissioner Koch will speak with the City Clerk about developing a short, time-limited Monkey Survey.

MOTION BY COMMISSIONER KOCH TO DEVELOP A SURVEY AND THEN ADD TO THE PHASE DEVELOPMENT PROJECTS, SECONDED BY MURNANE. ALL VOTED IN FAVOR, MOTION CARRIED 4-0.

g. Crow Wing County Little Emily Lake Park Update

Commissioner Koch gave an update on the project. Crow Wing County has started work on the trails, picnic area, and beach.

NEXT MEETING:

Date to be determined.

ADJOURNMENT:

MOTION BY COMMISSIONER HUGHES TO ADJOURN THE MEETING, SECONDED BY COMMISSIONER MURNANE. ALL VOTED IN FAVOR, MOTION CARRIED 4-0.

Respectfully submitted,

Faye Hughes
Park Commissioner

Park Commission Minutes

March 25, 2024

Chairperson Rheame called the meeting to order at 1:02pm.

Roll Call: Gary Hanson – City Council liaison, Wes Murnane, Faye Hughes, Greg Koch, Patrick Rheame

The Chair welcomed new members Faye Hughe, Greg Koch and Wes Murnane to the group. Mr. Koch has not yet been approved by City Council (hereinafter referred to as “Council”); it is anticipated he will be at their next meeting. He did not vote during the meeting. It was motioned and seconded (hereinafter “M&S”) by Comms. Hughes and Murnane that Mr. Koch be recommended to Council for approval. The vote was unanimously in favor.

It was M&S by Comms. Murnane and Hughes to approve the agenda as written. Motion carried unanimously.

The first item of business was elections for Chairperson, Vice-chairperson and Secretary. Comms. Hughes and Murnane M&S that Mr. Rheame continue to serve as Chair. The vote was unanimously in favor.

Comms. Hughes and Rheame M&S that Comm. Murnane serve as Vice-chair. Motion carried unanimously.

Comms. Murnane and Rheame M&S that Comm. Hughes serve as Secretary. Motion carried unanimously. Comm. Rheame offered to take minutes for today’s meeting.

Comms. Hughes and Murnane M&S that minutes from the April, 2023 meeting be approved. Motion carried unanimously.

The group reviewed budget figures supplied by the City Clerk. Lengthy discussion was had about the two funding streams, essentially a.) dedicated funds for new projects and b.) maintenance funds for existing parks items. There is approximately \$61,000 available for new projects.

Possible projects that were discussed in April, 2023 - including pickleball courts, tennis court maintenance, renovation of ballfield dugouts, and a new scoreboard for the ball fields. Council has indicated their interest in funding some of the projects, including pickleball, dugout roofs and a new electronic scoreboard. Comm. Rheame, Mr. Koch and Mr. Hanson agreed the dugout roofs appear to be in good condition but walls and

trim need to be replaced. There are two bids for dugouts in the meeting packet. These were not discussed.

The tennis courts have some gaps in the asphalt surfaces but no heaving. Bids are needed for resurfacing of these.

There are pictures of band shells from other localities. The group discussed the logistics required to adequately make use of a band shell as a concert venue, including finding and funding performers, coordinating schedules in light of other local offerings, etc. This would need a group, committee or organization to coordinate, likely on a volunteer basis.

The City Clerk has received two bids from Anderson Brothers for pickleball courts. A bid for \$23,805.32 only covers an area of 66' x 60', which is too small for two courts. A second bid of \$28,658.81 covers an area of 80' x 64' which is slightly larger than needed (72' x 64' is needed). At least one other bid is needed and the clerk is working to obtain this. Additional costs for fencing and striping will need to be added. Mr. Koch displayed a drawing with measurements of a proposed area on the west side of City Hall. He will give this to the city clerk for inclusion with these minutes.

Mr. Koch and others have written letters to a number of local groups and businesses soliciting donations to offset costs of new courts. The group discussed other funding, such as grants and the sale of engraved bricks, benches or other items.

Mr. Koch suggested the commission develop a phased approach to improvements. As an example, he included pickleball courts and an adjacent area with a concrete pad and picnic tables, later a pavilion, perhaps a band shell in City Park, and that these be prioritized. The commission will further discuss this at the next meeting.

Comm. Rheume will investigate DNR grant-funding opportunities that were recently provided by the City Clerk. He will report at the next meeting.

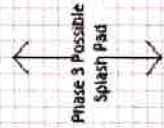
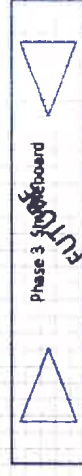
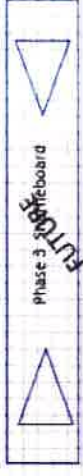
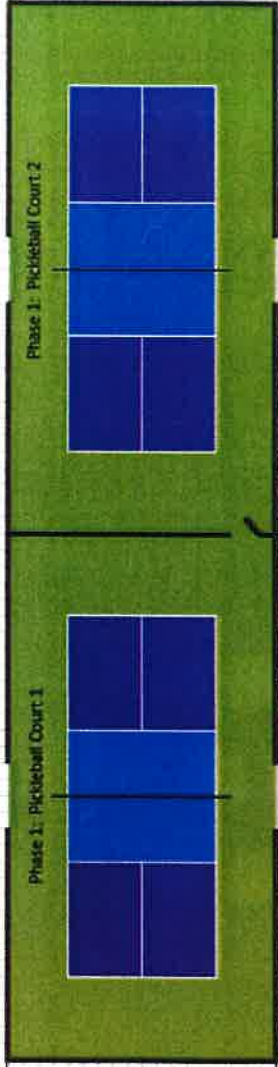
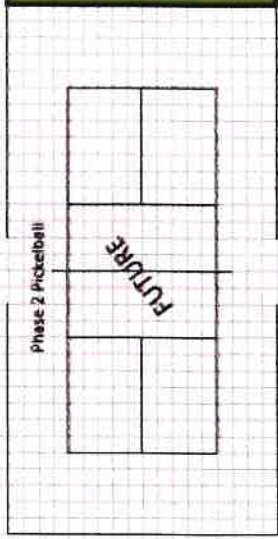
The group agreed a visit should occur prior to the next meeting for members who are not familiar with the dugouts, tennis courts and a possible pickleball site. Mr. Koch will accompany Comms. Hughes and Murnane accomplish this.

A meeting date was set for April 15. It was later learned this date will not work for all members. A new date was set for April 29 at 1:00pm.

There being no further business, it was M&S by Comms. Murnane and Hughes to adjourn. Motion carried unanimously.

Respectfully Submitted,

Patrick T. Rheume



Pickleball court size: 64x56
 Shuffleboard court size: 56x10
 Volleyball court: 60x30
 Picnic shelter: 24x40



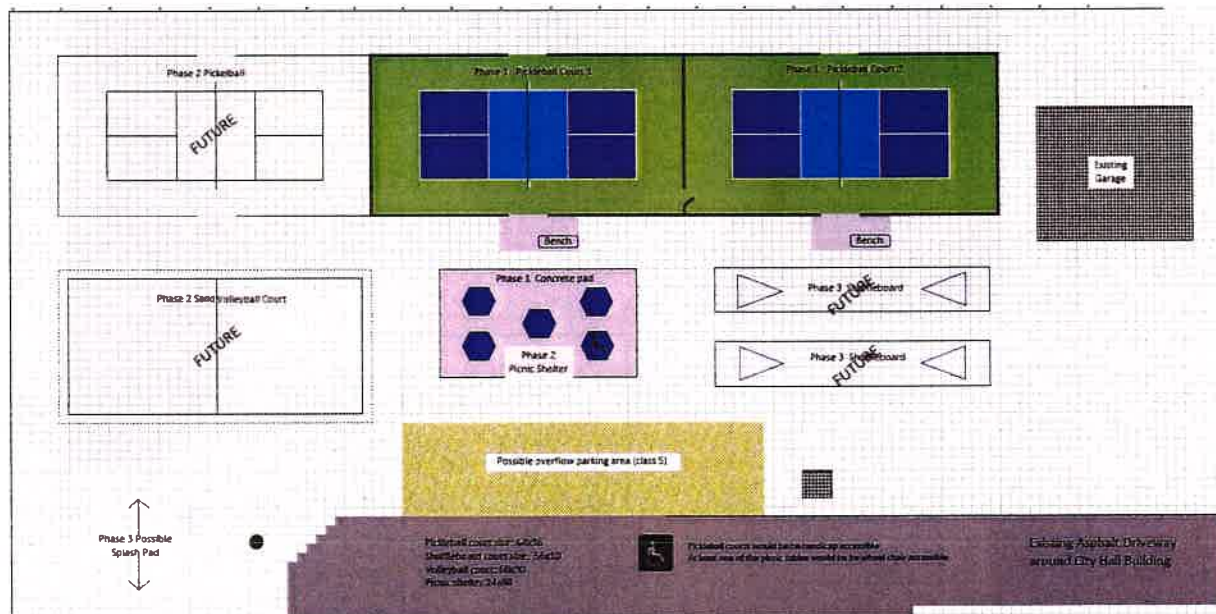
Pickleball courts would be handicap accessible
 At least one of the picnic tables would be wheelchair accessible

Existing Asphalt Driveway
 around City Hall Building

PICKLEBALL COURTS (Asphalt)

Specifications:

1. 2 adjoining Pickleball courts running end to end
2. Single surface area to be prepped, compacted and asphalted: 128'x36'
3. Removal of surface material
 - a. excavated top soil material can be left at location for the City of Emily to shore up around the courts)
 - b. dig out existing soils for 12" of sand compacted and 6" of class 5 compacted
4. Installation and compaction of appropriate base material
 - a. To minimize cracking, put down 12" of sand, and compact
 - b. Then put 6" class 5 gravel on top of the compacted sand and compact that
 - c. Class 5 gravel to be supplied by the City of Emily. Trucking, placement and compaction will be contractors' responsibility and part of their estimate.
5. Hot Mix Asphalt (HMA) with a low-volume, fine-graded, virgin material mix
 - a. Standard ½" rock commercial mix for athletic courts
 - b. 2 lifts – base lift 2.0" minimum compacted depth
 - c. Wear lift 1.5" minimum compacted depth suitable for court painting



Note: This site is entirely cleared and level. It is a former school playground area.

PICKLEBALL COURTS (Fence)

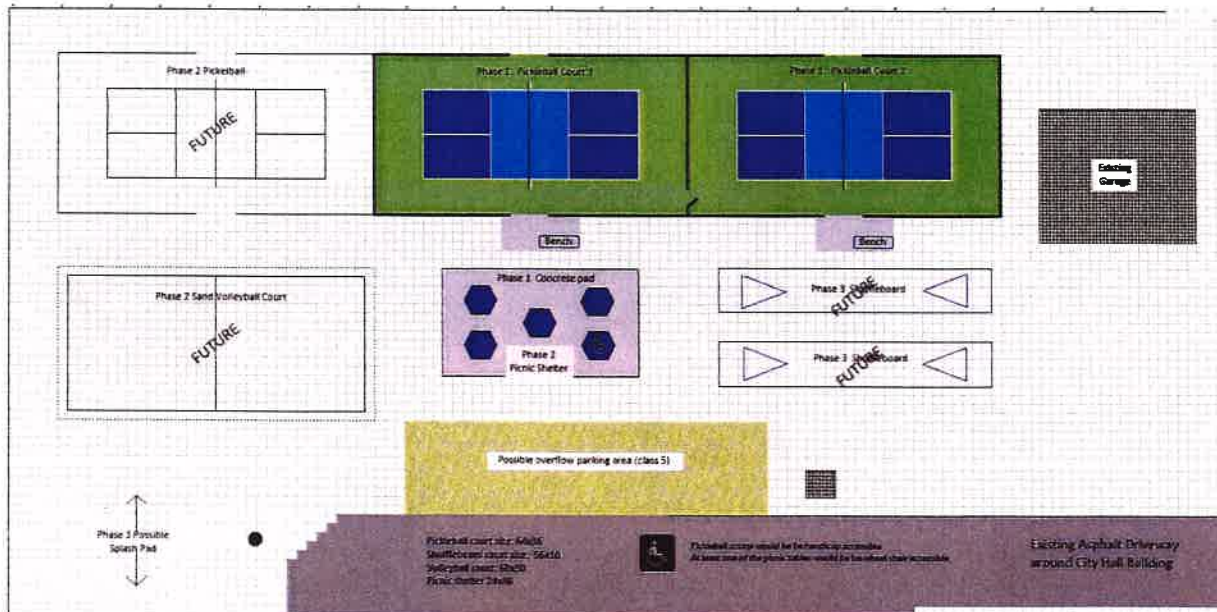
Specifications:

1. Black Vinyl coated chain link fence 60" height (top & bottom fence poles)
2. Fence all the way around the perimeter of the courts: 128'x36'
 - a. Leave 5' opening at midcourt on both sides of each court (see diagram)
3. Black vinyl coated chain link fence 60" height between the 2 courts: 36' length
4. 42" gate between the 2 courts 60" height – situated no more than 1 foot from the corner

Fence to be installed after the asphalt court surface is completed.

Fencing materials should be commercial grade

The City of Emily would like to move forward with this project quickly so the courts are available for use this summer.



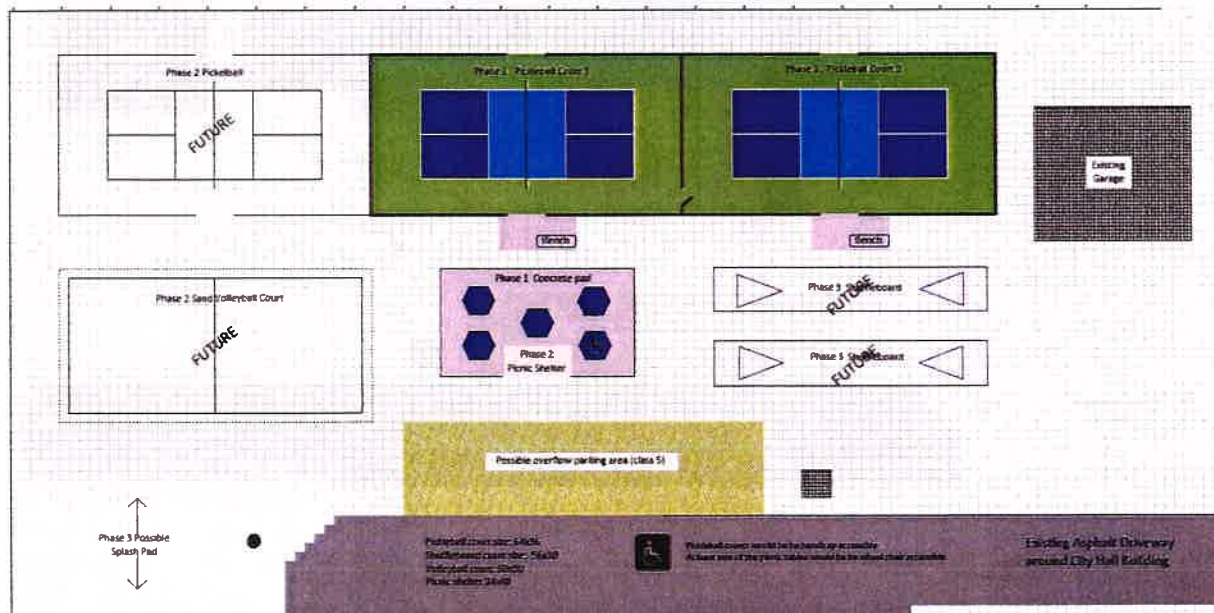
Note: This site is entirely cleared and level. It is a former school playground area.

PICKLEBALL COURTS (Nets, Posts, Surface painting)

Specifications:

1. 2 adjoining courts each 64'x'36' running end to end. Total footprint: 128'x36'
2. In ground mounted posts, sleeves & nets for 2 courts
 - a. Commercial quality systems such as Guardian Pickleball Post Systems
 - b. Vinyl coated cable
 - c. Black powder coat finish
 - d. Heavy duty quality net
 - e. 3.5" OD schedule 40 aluminum posts
 - f. Worm gear winch
 - g. Adjustable post collar
 - h. PVC post sleeves for mounting
3. Painting of courts (green, blue with light blue kitchen, 2' white lines)
4. Setup and mounting of post sleeves, posts, net, center net anchor

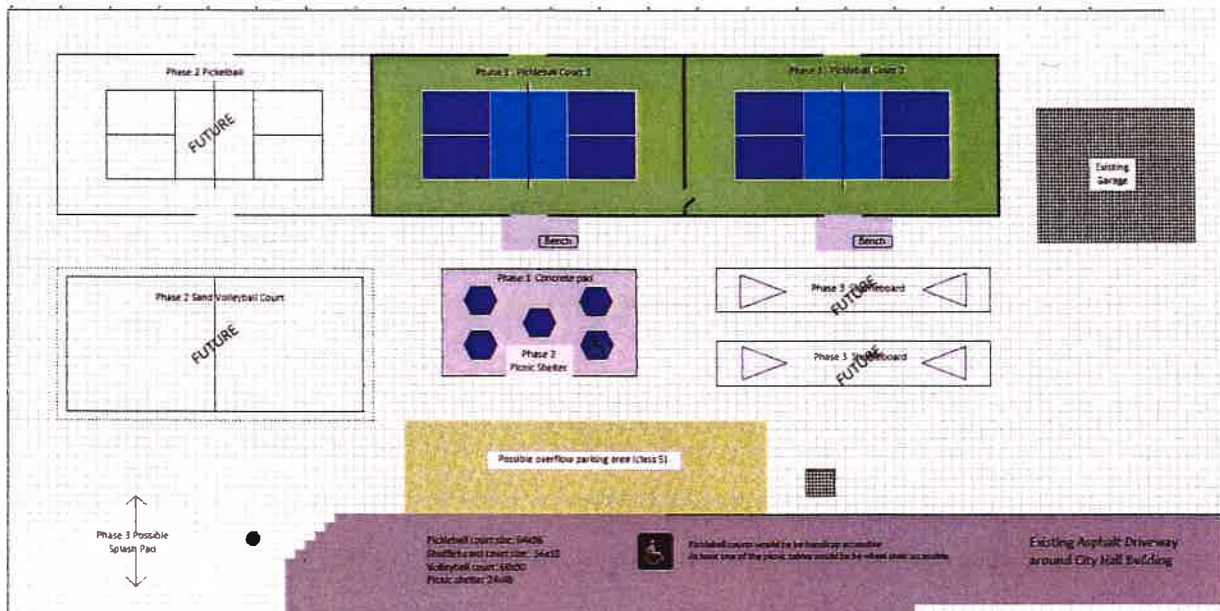
Your estimate should specify which post & net system you are including.



PICKLEBALL COURTS (Asphalt)

Specifications:

1. 2 adjoining Pickleball courts running end to end
2. Single surface area to be prepped, compacted and asphalted: 128'x36'
3. Removal of surface material
 - a. excavated top soil material can be left at location for the City of Emily to shore up around the courts)
 - b. dig out existing soils for 12" of sand compacted and 6" of class 5 compacted
4. Installation and compaction of appropriate base material
 - a. To minimize cracking, put down 12" of sand, and compact
 - b. Then put 6" class 5 gravel on top of the compacted sand and compact that
 - c. Class 5 gravel to be supplied by the City of Emily. Trucking, placement and compaction will be contractors' responsibility and part of their estimate.
5. Hot Mix Asphalt (HMA) with a low-volume, fine-graded, virgin material mix
 - a. Standard ½" rock commercial mix for athletic courts
 - b. 2 lifts – base lift 2.0" minimum compacted depth
 - c. Wear lift 1.5" minimum compacted depth suitable for court painting



Estimates received:

Anderson Brothers: \$26,097 (used by Crosslake and Fifty Lakes)

Knife River – Tri City: \$44,900



Anderson Brothers Construction Company
 11325 State Highway 210
 Brainerd, MN 56401
 218-829-1768
 218-829-7607 Fax



BY:

To: City Of Emily	Contact:
Address: Emily	Phone: 763-3214
	Fax:
Project Name: City Emily (Pickel Ball Courts 2024)	Bid Number:
Project Location:	Bid Date: 5/3/2024

Item Description	Estimated Quantity	Unit
Mobilization	1.00	LS
Strip Topsoil	60.00	CY
Common Borrow	112.00	TON
Sub Grade Prep	512.00	SY
Aggregate Base Class 5 (6" Compacted Depth)	169.00	TON
Bituminous Base Course (2" Compacted Depth)	60.00	TON
Tack	25.00	GAL
Bituminous Wear Course (1 1/2" Compacted Depth)	47.00	TON

Total Bid Price: \$26,096.78

Notes:

- We are pleased to quote the following on the above-referenced project.
- See Pre-Lien Notice
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- This proposal may be withdrawn by us if not accepted within 30 days.
- Half the total quote is due prior to construction.
- Anderson Brothers Construction is an Equal Opportunity Employer.
- Anderson Brothers is a non-union contractor and will not sign a project labor agreement.
- **Note- Top soil to be stock piled on site. Placement of top soil after construction to be completed by others. All fencing and color coating by others. Class 5 gravel to be supplied by the City Of Emily, trucking and placement by Anderson Brothers.**
- **Note- Court size per plan 128'x36'**
- **Note- Deduct \$870.00 if top soil is removed by the City Employees.**



Anderson Brothers Construction Company
 11325 State Highway 210
 Brainerd, MN 56401
 218-829-1768
 218-829-7607 Fax

To: City Of Emily	Contact:
Address: Emily	Phone: 763-3214
	Fax:
Project Name: City Emily (Pickel Ball Courts 2024)	Bid Number:
Project Location:	Bid Date: 5/3/2024

PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Anderson Brothers Construction Company Of Brainerd, LLC</p> <p>Authorized Signature: _____</p> <p>Estimator: Scott Mudgett 218-820-9935 smudgett@andersonbrothers.com</p>
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Quote for Emily Pickleball Court Quote

KNIFE RIVER CORPORATION - NC
 4787 Shadow Wood Drive NE
 Sauk Rapids, MN 56379

Phone: (320) 251-9472
 Fax: (320) 258-2940



Bond:
 Sales Tax:
 Bid Date:

Quote To: Greg Koch
 City of Emily
 39811 State Highway 6
 Emily MN 56447

Phone: (612) 803-3954
 Fax:
 Email: council.gregkoch@cityofemily.com

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization				
20	Excavate Subgrade and Compact for Sub-Base & Gravel				
25	Install 12" of Sand Sub-Base				
30	Install 6" Class 5 Provided by the City				
40	Pave 3.5" in 2 lifts of SPWEA240BV				
Total Quote: \$					44,900.00

Inclusions/Exclusions:

NOTES:

1. All items tied, unless approved by Estimator.
2. Quote is valid for 15 days.
3. Quote for a 128'x36' Pickleball Court. No fencing, paint, striping, marking, nets, athletic equipment, concrete, benches, or signs included.
4. Bid items and specs as per emailed from Greg Koch on 6:49am on 5/13/24.
5. No RAP in bitumious mix, Virgin only.

PAYMENT TERMS:

1. To accept this proposal, sign and return a copy to Knife River Corp.
2. A valid credit account with Knife River Corp. is required before work will be scheduled.
3. No retainage is provided for in this quotation or per owner as required in plans and spec's. Any deducts due to material deficiencies must be in writing and Knife River Corp. notified prior to the invoice being due.
4. All work becomes due and payable within 30 days of the invoice. Balances beyond 30 days are subject to finance charges in accordance with the credit agreement.

ACCEPTANCE:

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices.

Your signature indicates you agree to the prices, specifications and conditions as stated. It gives us authorization to do the work specified and payment will be made as outlined above.

Signature: _____

Signature: *Sam J. Suima*

Printed Name: _____

Printed Name: Sam J. Suima

Title: _____

Title: Estimator/Project Manager

Firm: _____

Firm: Knife River Corporation - North Central

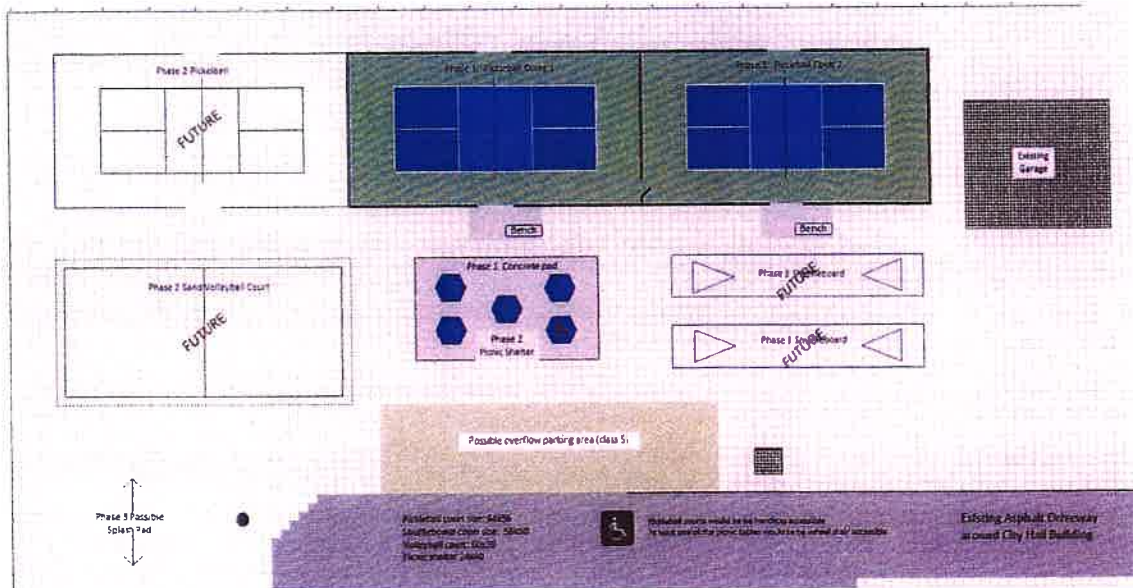
Date: _____

Date: 5-13-24

PICKLEBALL COURTS (Asphalt)

Specifications:

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Note: This site is entirely cleared and level. It is a former school playground area.

PICKLEBALL COURTS (Fence)

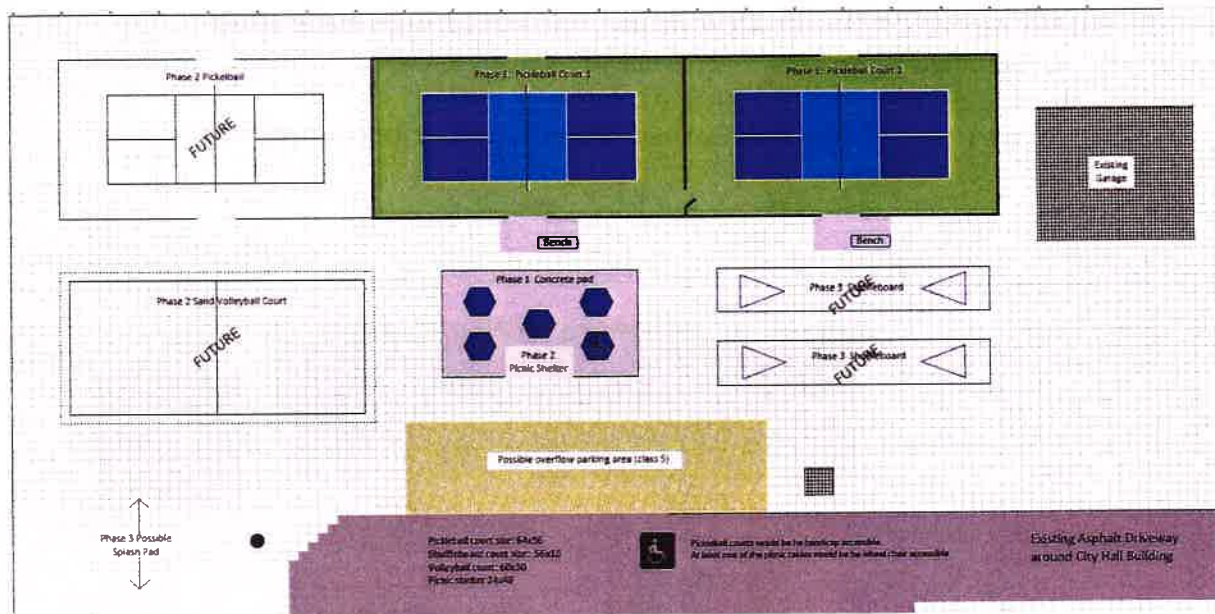
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4. 42" gate between the 2 courts 60" height – situated no more than 1 foot from the corner

Fence to be installed after the asphalt court surface is completed.

Fencing materials should be commercial grade

The City of Emily would like to move forward with this project quickly so the courts are available for use this summer.



Estimates received:

Elite Fence:	\$ 9,850
Oberg Fence:	\$10,694 (used by Crosslake & Fifty Lakes)
C 3 Fencing LLC:	\$15,170



OBERG FENCE CO.

P.O. Box 118

Deerwood, MN 56444

Sales@obergfence.com

www.obergfence.com

218-534-3118

218-534-3119 fax

Date: May 4, 2024

Name: City of Emily

Address:

Phone Number:

Fax Number:

E-mail:

Description: Furnish and install 36x120x36x120 of 5' high black commercial chain link fence to include one 4' walk gate, (4) 5' wide fence openings and to include top/bottom rail.

No prevailing wages included!

If permits or private locates needed, home owner/contractor is responsible. All brushing & removal of brush must be done prior to installation by owner. All electrical to any operated gate openers to be supplied by customer. Layout/staking by customer.

Certificate of insurance is available upon request. All site preparation including grading, clearing, brushing, mowing, debris removal or disposal shall be by others. Signature on proposal indicates agreement with Oberg terms and conditions provided. Signed proposal and P.O. or 1/2 down are necessary to begin the scheduling process, balance is due upon completion. We will furnish material and labor in accordance with the above description for the sum of:

\$ 10,694.00

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado, and all other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Salesman Signature: _____ This proposal may be withdrawn if not accepted in 3 days.

Acceptance of Proposal: Signature: _____ Date: _____

You are authorized to do the work as specified. Payment will be made as outlined above.

This proposal may be withdrawn if not accepted within 7 days. Changes to above description must be executed with a written change order, and will become an extra charge over the above price. We are fully insured; also bonding is available if required at an additional cost.



ST:.....

Greg Koch <gregkoch44218@gmail.com>

Estimate 76 from C 3 FENCING LLC

1 message

C 3 FENCING LLC <quickbooks@notification.intuit.com>
Reply-To: cluffc3fencing@gmail.com
To: gregkoch44218@gmail.com, cluffc3fencing@gmail.com

Sun, May 5, 2024 at 1:57 PM

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
C 3 FENCING LLC

----- Estimate -----

119 Minnesota Ave south
Aitkin, MN 56431 US
+1 2186701988

Estimate #: 76
Date: 05/05/2024
Exp. Date: \$15,170.00

Address:


Greg

Date	Activity	Description	Qty	Rate	Amount
05/05/2024	black chain	5' tall by 42" wide commercial grade	1	220.00	220.00T
05/05/2024	black chain	5' tall commercial grade 3" terminal posts 2.5" line posts	364	41.00	14,924.00T
05/05/2024	black gatelatch and hinges	Top and bottom rail	1	26.00	26.00T

SubTotal: \$15,170.00

Tax: \$0.00

Total: \$15,170.00

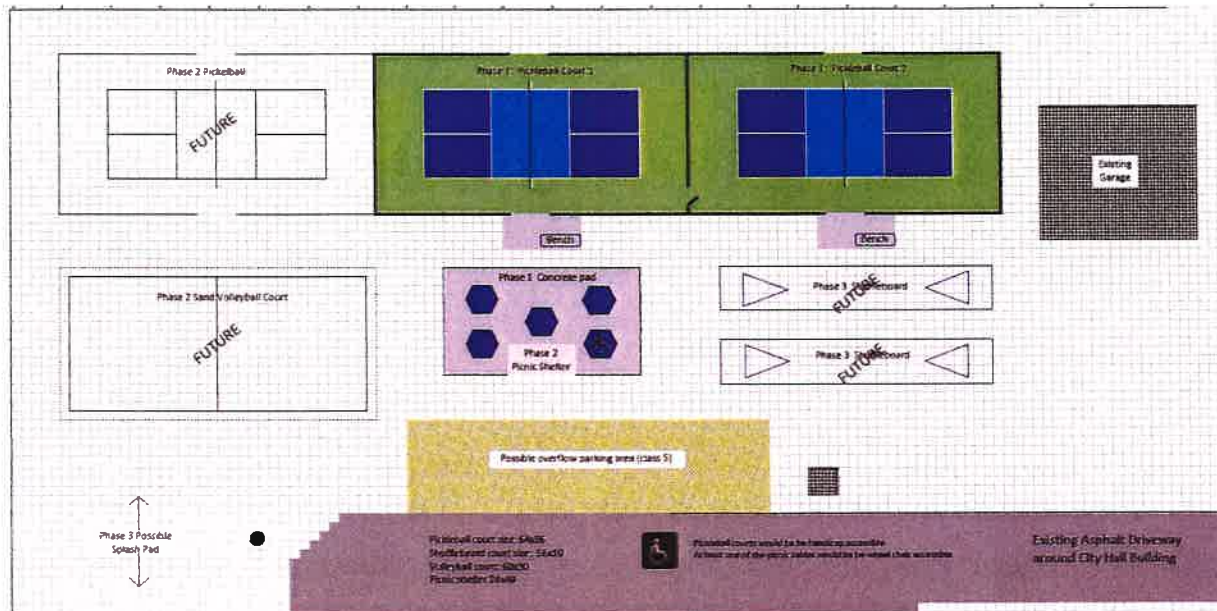
 **Estimate_76_from_C_3_FENCING_LLC.pdf**
81K

PICKLEBALL COURTS (Nets, Posts, Surface painting)

Specifications:

1. 2 adjoining courts each 64'x'36 running end to end. Total footprint: 128'x36'
2. In ground mounted posts, sleeves & nets for 2 courts
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 - d. Heavy duty quality net
 - e. 3.5" OD schedule 40 aluminum posts
 - f. Worm gear winch
 - g. Adjustable post collar
 - h. PVC post sleeves for mounting
3. Painting of courts (green, blue with light blue kitchen, 2' white lines)
4. Setup and mounting of post sleeves, posts, net, center net anchor

Your estimate should specify which post & net system you are including.



Estimates received:

- | | |
|--------------------------|--|
| Outdoor Specialties LLC: | \$20,480 (works with Oberg fence in past) |
| Lee's Sports Surfacing: | Booked for the entire summer (used by Crosslake and Fifty Lakes) |
| C&H Sports Surfaces Inc: | Unwilling to estimate without exact date & schedule |



Greg Koch <gregkoch44218@gmail.com>

Estimate 1051 from OUTDOOR SPECIALTIES, LLC

1 message

OUTDOOR SPECIALTIES, LLC <quickbooks@notification.intuit.com>
Reply-To: outdoorsportssystemsgmail.com
To: gregkoch44218@gmail.com

Wed, May 8, 2024 at 1:55 PM

ESTIMATE 1051 DETAILS



OUTDOOR SPECIALTIES, LLC

\$20,480.00

Print or save

Powered by QuickBooks

Dear Gregory Koch,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!

OUTDOOR SPECIALTIES, LLC

Address

Gregory Koch
City of Emily
39811 MN 6
Emily, MN 56447

Ship to

Gregory Koch
City of Emily
39811 MN 6
Emily, MN 56447

Mobilization

\$80.00T

Gas, mileage, per diem

20 X \$4.00

Sports Surfacing

\$14,800.00T

Four Layer Three Tone Plexi Court System 128X36 Double Court

1 X \$14,800.00

Sports Surfacing

\$5,600.00T

Douglas Premier Net, Poles and Sleeves w/Footings Installed

2 X \$2,800.00

Subtotal \$20,480.00

Tax (0%) \$0.00

Total \$20,480.00

OUTDOOR SPECIALTIES, LLC
PO Box 145 Pine River, MN 56474 US
218-820-9834 outdoorsportssystems@gmail.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



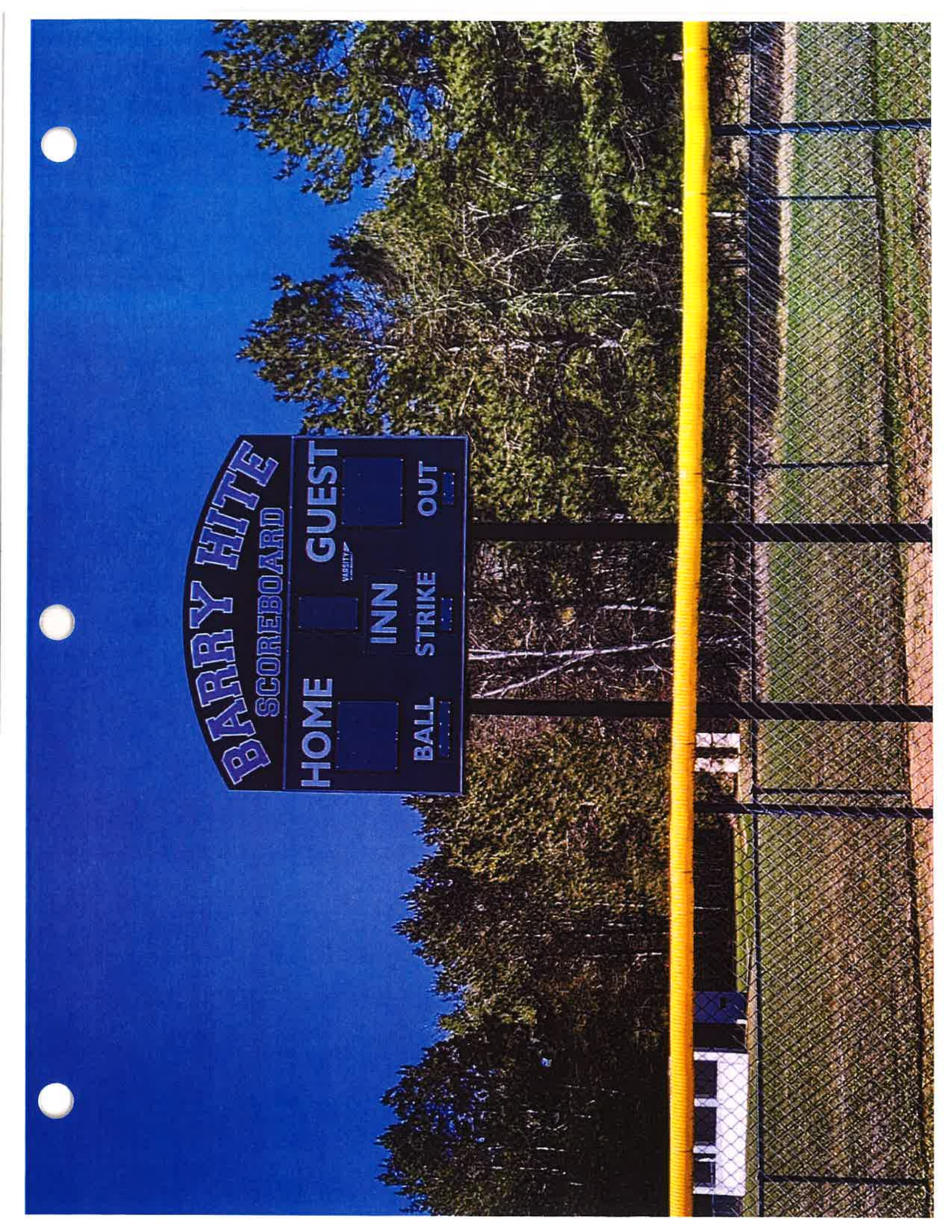
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 **Estimate_1051_from_OUTDOOR_SPECIALTIES_LLC.pdf**
61K

BARRY HITE
SCOREBOARD

HOME	<input type="text"/>	GUEST	<input type="text"/>
BALL	<input type="text"/>	INN	<input type="text"/>
STRIKE	<input type="text"/>	OUT	<input type="text"/>

VARSITY



clerk@emily.net

From: Tom.Strack@crowwing.gov <noreply@everbridge.net>
Sent: Wednesday, April 24, 2024 8:36 AM
To: clerk@emily.net
Subject: 4/24/24 Little Emily Lake Park Update

Flag Status: Flagged

The following is a message from the Crow Wing County, MN Resident Alert System

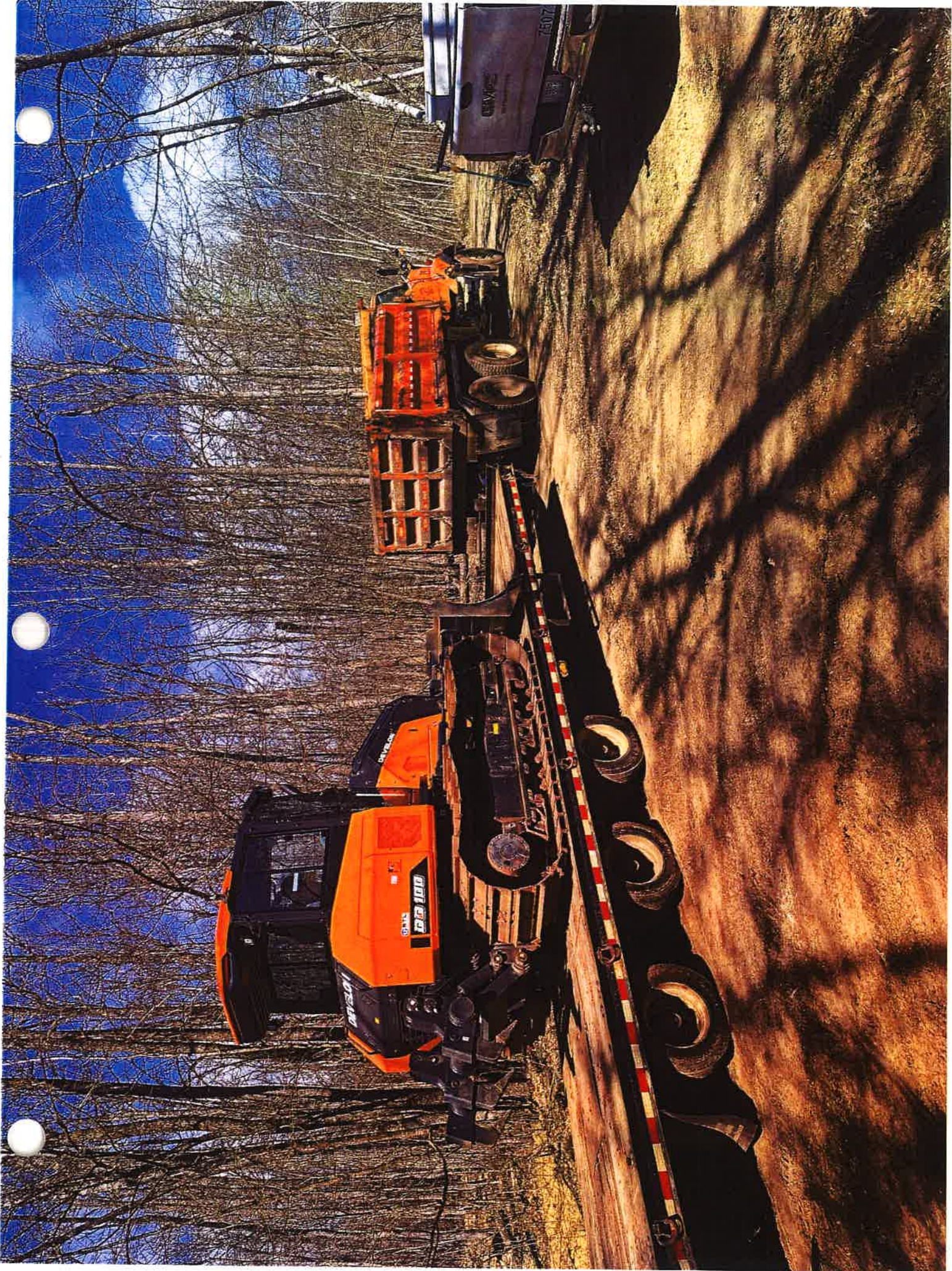
Work is now continuing at the Little Emily Lake Park. The contractor is starting to move in equipment and will be hauling materials this week. Construction will focus on the parking lot, swimming beach and the walking trails. As a reminder, the park is closed during active construction. If you have additional questions, please contact us at 218-824-1010 or crowwing.gov

Download Attachments Here:

1. [IMG_5907.pdf](#)

If you would like to change or manage the way you receive these messages, please [LOG IN HERE](#)

To stop receiving future email notifications from this organization [unsubscribe here](#).





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

May 13, 2024

RE: Emily Manganese Project Update – April 2024

In April, Electric Metals (USA) Ltd, North Star’s parent company, announced the preliminary results from the new Resource Estimate, based on the 2023 drilled portion of the Emily Deposit, prepared by Forte Dynamics, Inc., Golden, Colorado.

The summary results are in the Electric Metals press release of April 9th and are presented below:

Domain	Class	Cutoff (Mn%)	Tonnage (kt)	Density (g/cm ³)	Mn (%)	Fe (%)	SiO ₂ (%)
Total	Indicated	15	4,264.43	3.08	22.34	21.70	25.77
		10	6,234.33	3.10	19.27	22.41	29.38
		5	14,474.66	2.98	12.06	22.20	38.02
	Inferred	15	3,184.74	3.12	20.25	20.42	29.68
		10	4,914.67	3.15	17.50	20.44	32.29
		5	9,602.84	3.01	12.11	20.29	33.83

The tonnages above show a significant increase drilled mineralization over previous studies, principally associated with initial drilling of the central zone of the deposit.

The final report will be listed on SEDAR in May.¹ SEDAR is an electronic filing system that allows listed companies to report their securities-related information, including technical reports, with the authorities concerned with securities regulation in Canada.

Additionally, on April 22, Electric Metals released preliminary metallurgical results based on the testing and analysis of drilled samples being assessed at Kemetco Research Inc., Richmond, British Columbia. Kemetco’s current direct leaching approach has resulted in

¹ SEDAR is an electronic filing system that allows listed companies to report their securities-related information with the authorities concerned with securities regulation in Canada.

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



successfully achieving high manganese extractions of more than 90% using a reductant. However, the final flow sheet is still in optimization.

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

Environmental visits associated with site reclamation (regrowth in disturbed areas), have continued and the site reclamation and regrowth is occurring as planned by Barr Engineering. As the weather gets warmer, the environmental visits associated with site reclamation will be increased after rain event periods (rainfall of more than 1/2 inch in a 24 hour period).

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

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

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

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@nsmanganese.com

City of Emily Slogan Contest Submissions

- a. The Little Lake Town With a Big Heart
- b. The Little Lake Town With a Lot of Charm
- c. The Little Lake Town of the North Star State
- d. Serenity by the Shoreline
- e. The Hidden Gem in the Land of 10,000 Lakes
- f. The Lake Life Capital
- g. Small Town Comforts, Lakeside Wonder
- h. Life Flourishes at the Lakes
- i. Where the Water is Your Neighbor
- j. Where the Waters Flow as the Community Grows
- k. Embrace Life by the Lake
- l. The Warm Community on the Lake Shore
- m. Where Community and Waters Live in Harmony
- n. Rural Serenity and Lakeside Beauty
- o. Where Country Roads Lead to Lakeside Dreams
- p. Lakeside Charm, Minnesota Nice
- q. Community Meets Water at the Center of the Trail
- r. Lakes, Trails, and Warm Welcomings
- s. Home to Minnesota's Best Lakes and Off-Road Trails
- t. Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- u. Where Adventures Begin and Memories are Made
- v. The Hidden Gem Where Adventures Begin
- w. Small town with a big heart
- x. In Emily, you're family
- y. Small Town Big Heart
- z. The Most Impressive City Around
- aa. Live life the Emily way
- bb. Live life the Emily way: simple and serene
- cc. Emily: where nature's beauty meets small town charm
- dd. Emily: a hidden gem
- ee. Get ready for Emily!
- ff. Emily: where adventure awaits!
- gg. Experience Emily
- hh. Jump into the joy of Emily
- ii. Embrace the lakeside charm of Emily!
- jj. Em, I love you
- kk. Emily: topping the charts for decades!
- ll. Emily is everything!
- mm. Emily means eager and hard work.
- nn. Emily is beautiful.
- oo. You always have a family here.
- pp. The Emerald Wilderness
- qq. Emerald Forests & Silvery Waters

- rr.** God's Pine Covered Footstool
ss. Find your Family in Emily
tt. Explore the Outdoors with Emily
uu. All Trails Lead to Emily
vv. A City for All Seasons
ww. Emily says yes!
xx. Emily is always there
yy. Emily cares
zz. Emily knows
aaa. Emily made me
bbb. Emily understands
ccc. There's no place like Emily
ddd. Unique. Historic. Emily.
eee. A little bit of Emily's all I need
fff. All you need is Emily
ggg. History. Beauty. Emily.
hhh. A small town to make long-lasting em-ories! (memories)
iii. Make Emily your new friend!
jjj. Emily: Where the deer and northern pike play!
kkk. Let the City of Emily whisper to you of its water and woods.
lll. Emily isn't just a city . . . it's a love affair with nature!
mmm. Come to the City of Emily, and in the excitement of her smile, find peace, beauty and adventure.
nnn. This is the only City in the WORLD named Emily.
ooo. Emily... raises your spirit and lowers your blood pressure.
ppp. Emily... lifts moods and lowers blood pressure.
qqq. A piece of heaven on earth.
rrr. Emily your favorite stop north of the river
sss. Emily up north's backyard
ttt. Emily relax you are up north
uuu. Emily it's all here trees, trails, tranquility
vvv. Emily wander no more, you are here
www. Emily vacationlands backyard
xxx. Emily where life slows down
yyy. Emily up Norths at its finest
zzz. Emily up north's gem
aaaa. Emily trees, lakes and trails
bbbb. Emily where your heart lives
cccc. Emily the gem of the north
dddd. Emily as beautiful as it sounds
eeee. Emily Paul Bunyan's daughter
ffff. Emily home of the three sisters (Emily, Mary, Ruth)
gggg. Emily see the forest through the trees
hhhh. Emily yours to explore
iiii. Woods, water, wildlife - Emily
jjjj. Emily - The City for All Seasons

- kkkk.** Emily, the heart of 10,000 lakes
- llll.** Emerald pines and silver waters
- mmmm.** Emerald pines and crystal waters
- nnnn.** Don't Blink! (you'll miss the adventures) 🌲 🦋 🐸 🍷 🍷 🍷 🍷 🍷 🍷 🍷 🍷
- oooo.** The City Of Emily: Truly Unique
- pppp.** Small city with a big heart!
- qqqq.** Emily MN. - Land of Ahhhhs! (Or Land of Awes!)
- rrrr.** Emily - A Place to Get Lost
- ssss.** Emily Minnesota Perched in the pines
- tttt.** Emily Minnesota Come play in the pines
- uuuu.** You're "THERE". Trails and Lakes; where adventure awaits. Emily, Minnesota.
- vvvv.** You're "HERE". Trails and Lakes; where adventure awaits. Emily, Minnesota.
- wwww.** Emily, at the edge of your tomorrow
- xxxx.** Emily, the city at the edge of tomorrow
- yyyy.** Emily, a small town happening
- zzzz.** Emily, at the heart of fun
- aaaaa.** Emily, where the past meets your future
- bbbbb.** Emily, family, friendly, familiar, fun
- ccccc.** Emily, home or destination, the right choice
- ddddd.** Emily, a place to feel at home
- eeeee.** Emily, here we are—see for yourself
- fffff.** Emily, a small city with a big heart
- ggggg.** Emily, the great escape
- hhhhh.** Everything is better in Emily
- iiii.** A city for all seasons.
- jjjj.** Land of trails and fish tales.
- kkkkk.** Using letters to spell EMILY: Embrace Moments of an Imagined Life - Yes! (or could replace Yes with Yay)
- lllll.** Using the letters to spell EMILY: Enjoy Moments of Imagination Like Yesteryear!



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

**CITY OF EMILY
RESOLUTION NO. 24-20**

**RESOLUTION FOR SUBMISSION OF COMMUNITY IMPACT FUNDS GRANT
APPLICATION TO SOURCEWELL**

At the meeting of the Emily City Council on May 14, 2024, the following resolution was proposed and approved:

WHEREAS, the City Council of the City of Emily has determined the audio-visual equipment in the Emily Council Chambers needs to be upgraded to improve the audio and video quality during meetings for in person and remote attendees and for meeting recordings for better public understanding of meeting content.

WHEREAS, the City Council of the City of Emily has also determined that purchase of a walk-behind floor sweeper is needed to provide a cleaner, safer work environment with dust control and elimination of potentially harmful fumes in the Maintenance Shop.

WHEREAS, the City Council of the City of Emily has also determined that purchase and installation of a two post hydraulic lift would allow City Maintenance personnel to safely perform routine maintenance on City vehicles, lawn care equipment, and off road emergency service vehicles to provide a safer work environment in the Maintenance Shop.

WHEREAS, neither the City's 2024 Budget nor the Capital Improvement Plan include funds for the purchase of audio-visual equipment for the Council Chambers or purchase of a sweeper vacuum or two post hydraulic lift for the Maintenance Shop in 2024.

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

- A. The City Council of the City of Emily fully supports the project to purchase and install audio and video equipment in the Emily City Hall Council Chambers. The project would enhance the video conferencing equipment installed in 2020 with the assistance of Sourcewell COVID-19 Relief Partnership Emergency Funding and the microphone installed in 2023 using Sourcewell Community Boost Funds. The project would also allow live streaming of meetings for public viewing on the local television channel.
- B. The City Council of the City of Emily also fully supports the project to purchase an electric walk-behind floor sweeper for the Maintenance Shop. The project would reduce silica dust exposure to provide a safer work environment for Maintenance personnel.
- C. The City Council of the City of Emily also fully supports the project to purchase and install a two post hydraulic lift for the Maintenance Shop. The project would allow Maintenance personnel to safely lift City vehicles, lawn care equipment, and off road emergency service vehicles to perform routine maintenance and make repairs.

- D. The City Council of the City of Emily further supports submitting a Community Impact Funds Grant application to Sourcewell to request financial support of \$48,573.98 for the purchase and installation of audio-visual equipment in the Emily City Hall Council Chambers and purchase of a sweeper vacuum and two post hydraulic lift for the Maintenance Shop.

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

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC

Instructions

Thank you for your interest in Community Impact Funds. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Adobe Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Local Government – Community Impact Funds

2024

A city, county, township, or other government unit as defined in Minn. Stat. § 471.59 Subd. 1(B) may apply for one (1) Community Impact Funds award per fiscal year. Please read carefully; we recently updated the funding requirements and process according to feedback from our local government entities.

Eligibility requirements

- The applicant entity must be:
 - A Sourcewell participating local government entity. Register at sourcewell-mn.gov/register.
 - Located within the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena.
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Request funding for no more than one (1) year.
 - Not have received Sourcewell funding for the proposed project for the previous two (2) years.
 - Request between \$20,000 and \$50,000.
 - Be impactful within your community, including through improvements to existing local government facilities, equipment needs, or providing technology upgrades required for performing the applicant's government function.
 - Because of the basic needs of our communities, such as building repairs/remodels, maintenance equipment, and office technology, we will not be accepting applications for projects such as pickleball courts, splashpads, baseball fields, park improvements, etc.
 - Not involve:
 - Lobbying activities
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., building roads and/or bridges)
 - Expenses incurred prior to receipt of the award
- Public Safety entities (law enforcement, fire departments, municipal ambulance services, first response teams) or public safety projects are not eligible for this funding opportunity due to upcoming funding opportunities specific to their needs.
- To be considered for funding, a complete Community Impact Funds application must be submitted by **May 29, 2024**, and include:
 - Application information (attached).
 - A signed resolution in support of the project from the governing body of the applicant entity.

Application review process

Step 1: Sourcewell staff and the Community Solutions Advisory Council will review each application at their June meeting to ensure the criteria outlined above have been met. Applications that do not meet the criteria will be eliminated from the review process.

Step 2: Applicant organizations that pass the initial review will be entered into a lottery drawing, and projects will be awarded at random until funding is exhausted. We will notify award recipients by June 28, 2024, but no funds will be awarded until the new fiscal year begins for Sourcewell on July 1, 2024. All entities will be notified by email whether funding was awarded or not.

Step 3: A Community Impact Funds agreement and further instructions will be provided to each award recipient. The funding agreement must be fully executed before funds are issued.

Contact information

For more information about Sourcewell, Community Impact Funds, or this application, please contact community@sourcewell-mn.gov.

To ensure your application is considered complete by our Advisory Council, submit all application documents in one email to: community@sourcewell-mn.gov or one large envelope via mail to:

Sourcewell Community Solutions
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Local government – Community Impact Funds application 2024

Entity information

Entity name: City of Emily

Physical address: 39811 State Highway 6, Emily, MN 56447

Mailing address: PO Box 68, Emily, MN 56447

Project point of contact name: Cari Johnson

Email: clerk@emily.net

Telephone: 218-763-2480

Name of authorized signatory: Mayor Tracy Jones

Email of authorized signatory: mayor.tracyjones@cityofemily.com

Project information

Please provide the following information specific to the proposed project:

1. Amount of Community Impact Funds being requested. \$48,573.98
2. Provide a description of the proposed project, including why and how it will be impactful within your community. Include how the improvements to existing local government facilities, equipment needs, or providing technology upgrades are required for performing your government function. (400 word maximum)

The City of Emily is applying for Community Impact Funds to upgrade the audio/visual (A/V) system in the Emily City Hall Council Chambers, purchase and install a two post hydraulic lift in the maintenance shop and purchase an electric sweeper for floor maintenance within the City Maintenance shop.

The current A/V system is outdated which makes it difficult to hear elected and appointed officials during meetings and does not provide the ability to create quality recordings. New microphones and speakers would be installed throughout the Council Chambers to provide better sound quality for in person and recordings. The city receives ongoing negative feedback from our community regarding the poor audio and visual quality of the recorded meeting. According to the Comprehensive Plan, 51% of the city's population are over 65 years of age and the City has a large number of seasonal residents that are unable to attend in person meetings or are senior residents that may be unable to physically attend meetings. The proposed upgrade would include a new system with capabilities to broadcast meetings live over the local public service television station. Quality meeting recordings and the capability to broadcast meetings live would be a critical resource for our small community.

The purchase of a \$10 Electric Walk-Behind Floor Sweeper would allow City Maintenance staff to easily sweep congested spaces within the maintenance shop and create a cleaner, safer environment with dust control and elimination of potentially harmful fumes. The sweeper supports OSHA silica dust exposure control planning with dust suppression controls and HEPA filtration. Currently, our maintenance staff manually dry sweeps the shop floor creating dust, which is not only breathed in, but also settles on other shop equipment. The sweeper also has a wet sweeping option that provides deeper cleanliness of fluid spills.

The purchase of a two post lift with 2 foot extension stage arms would allow City Maintenance staff to safely perform routine maintenance and repairs on city vehicles, lawn care equipment and off road emergency service vehicles. Currently the maintenance staff uses jack stands to gain access to the vehicles, which could potentially create a dangerous work situation. Our City Maintenance staff is responsible for all city vehicles, lawn care equipment and all Fire & Rescue off road emergency service vehicles.

3. If your project is awarded funding, please provide up to a three-sentence summary of your project you would like our marketing team to use in their press release.

The City of Emily has been awarded funds through Sourcwell's Local Government-Community Impact Funding program. The awarded funds will go towards an upgraded A/V system for the City Council Chambers and the purchase of an electric sweeper and purchase and installation of a two post hydraulic lift for the City Maintenance Shop. The awarded funding will allow the city to improve communications with the public and also provide added safety for maintenance staff.

4. Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

The proposed upgraded A/V system will be easier for staff to operate and will also provide better quality for telecommunication services. With the enhanced A/V system, the city will have the capability to offer residents live broadcast of meetings, public forums, informational news and emergency public service announcements.

The purchase of an electric sweeper will improve the air quality of the maintenance shop by eliminating dust that is caused by regular floor sweeping. The purchase of a two post hydraulic lift will provide safety for the maintenance staff when servicing city vehicles.

5. The proposed project must relate to Sourcwell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.

- | | |
|---|--|
| <input type="checkbox"/> administrative services | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input type="checkbox"/> data processing | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input checked="" type="checkbox"/> distance learning and other telecommunication services | <input checked="" type="checkbox"/> community services |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> staff development | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input checked="" type="checkbox"/> media and technology centers | <input checked="" type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> publication and dissemination of materials | <input checked="" type="checkbox"/> health and safety services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> planning | <input type="checkbox"/> cooperative purchasing service |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |
| <input type="checkbox"/> employee personnel services | |

6. How does the proposed project promote and align with Sourcwell's statutory purpose of providing programs and services as identified in question 5.

The proposed upgraded A/V system will be easier for staff to operate and will also provide better quality for telecommunication services. Many city property owners are either seasonal or cabin owners, therefore providing access to quality recordings of meetings and other community information is essential. The purchase of an electric sweeper and two post hydraulic lift will enable the City Maintenance staff to provide routine maintenance and repairs and provide a safer work environment.

7. Provide a timeline of your proposed project. The timeline should start in July 2024 when funding is available and be completed by July 31, 2025, with the final report due August 31, 2025.

The timeline for this project to start will depend on when in July the Community Impact funding is awarded to our city. Once our City Council approves the Community Impact Funds to be used, we will purchase the electric sweeper and contact the installers for the A/V upgrade and two post hydraulic lift.

Purchase Electric Sweeper-August 2024
 A/V Installation- October 2024 (estimated). 1 week of installation and staff training
 Installation of Two Post Hydraulic Lift-December 2024 (estimated)- 2-4 days of installation and training.

Budget Information

8. Complete the table below to identify the source(s) of funds for your project.

Revenue sources (not including in-kind)	Amount
1. Sourcewell	\$ 48,573.98
2.	
3.	
Total	\$

9. Complete the table below to explain, in detail, the itemized costs related to the project. Sourcewell staff may contact you for additional information regarding your budget if more detail is required.

Expenditures/ direct costs	Sourcewell Dollars	Other Sources
1. Tremolo communications	20,845.00	
2. Tennant company	13,778.80	
3. TSS Automotive Equipment Services, Inc.	12,760.18	
4. Up North Electric	1,190.00	
Total	\$48,573.98	\$0
Total Project Budget		\$48,573.98

10. Is the project expected to continue beyond one year?

No

Yes: describe how it will be funded.

N/A

11. For **non-equipment** purchases, describe specifically how awarded funds would be used to support the project.

Electrical services provided by Up North Electric, Inc. for the amount of \$1,190.00 will be used for the labor, material costs, and permit for installation of the two post hydraulic lift.

12. If your application is only partially funded, will you still move forward with this initiative?

No

Yes: please explain how.

N/A

Certification

I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief, and that I have the authority to apply for Community Impact Funds in the amount requested.

I further certify that if funding is awarded pursuant to this application, my entity will execute the Community Impact Funds Agreement prior to receiving or expending any funds.

Finally, I certify that no funds awarded as a result of this application will be used to pay costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses.

Signature

Signature

Printed Name

Printed Name

Title

Title

Entity

Entity

Date

Date



40040 State Hwy 6 35910 Co Rd 66
 Emily, MN 56447 Crosslake, MN 56442
 Phone: (218) 763-3000 Email: info@tremolo.net

Date: 4/19/2024
 Invoice: 20240419.4

Project Customer and Address:

City of Emily
 39811 State Hwy 6
 Emily, MN 56447
 (218) 763-2480
 Council Chambers

Quantity	Description	Occurance	Amount
	Audio Equipment & Microphones		\$10,500.00
	Video Equipment & Cameras		\$5,700.00
	Cable Materials, Installation & Training		\$4,500.00
	Maintenance & Support of A/V System	Monthly	\$145.00
Subtotal			\$20,845.00

A/V System Upgrade for City of Emily Council Chambers. Upgrade to be completed for streaming capability, meeting audio and video recordings. Maintenance and/or support by Tremolo with replacements and upgrades as needed.

Tax Rate	State Exempt
Tax	
Project Total	\$20,845.00

Sign Here: _____

Date: _____



Tennant Sales and Service Company
 10400 Clean Street
 Eden Prairie, MN 55344-2650 USA
 Tel: 1-800-553-8033
 Fax: 1-763-513-2142

Quotation

Ship-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Customer Number 4979912
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Quotation Number 24882258
Quotation Date 04/18/2024
Valid Until 06/18/2024
PO Number S10 QUOTE

Buyer CALEN SPINDLER
Tel 218-838-3632
Delivery Terms FOB SHIPPING PT FRT PPD & ADD
Payment Terms Net 30 Days
Currency US Dollars

Bill-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Qty	Unit	Material	Description	Unit Price	Extended Value
Notes MN STATE CONTRACT # 186080					
1	PC	M-S10	S10 SWEEPER, ELECTRIC		
			Machine Warranty: Parts 36m / Labor & Trip 6m / 2000 hr		
			Reference Number: S10-B		
			Wet 155AH C/20		
			Machine as equipped		
			Power Source	Battery	
			Battery	Wet 155AH C/20	
			Charger Power Cord	US Plug End	
			Cleaning Tool	Polypropylene Brush	
			Side Cleaning Tool	Polypropylene Brush	
			Warranty	Standard Warranty	
			Operator Manual	English	
			Packaging	Pad Wrap	
			Gov Price Adjustment	-5.00 %	-725.20
			Price	13,778.80	13,778.80
			Net Value	13,778.80	13,778.80
			Subtotal		13,778.80
			Total		13,778.80

Prepared By: Matthew Leneau, Customer Service Representative

City of Emily

Maintenance@cityofemily.com

Tasks: Wiring of a new hoist in shop. Piping, pulling wire and terminating existing hoist.
Using existing welder receptacle in corner to install new hoist.

Labor Cost- \$740.00

Material Cost- \$350.00

State of MN Electrical permit- \$100.00

Total for Project- \$1,190.00



Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

SLFRF Compliance Report - MN0235 - P&E Report - 2024

Report Period : Annual March 2024

Recipient Profile

Recipient Information

Recipient UEI	PVKWFGHU48K9
Recipient TIN	416008803
Recipient Legal Entity Name	Emily City, MN
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	PO Box 68
Recipient Address 2	
Recipient Address 3	
Recipient City	Emily
Recipient State/Territory	MN
Recipient Zip5	56447
Recipient Zip+4	
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	12/31/2023
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Project Name: General Government Services

Project Identification Number	Fund 206
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$45,898.54
Total Cumulative Expenditures	\$45,898.54
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Crack sealing of City streets \$25,379.01 Fire Department SCBAs (self contained breathing apparatus) \$10,000 Fire Department wildfire gear \$5,960 Maintenance Department snowplow cutting edges \$4,559.53

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$91,797.08
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Crack sealing City Streets, Fire Department self contained breathing apparatus and wildfire gear, Maintenance Department snowplow cutting edges. Undecided on remaining balance. Decision on remaining balance planned by deadline.

Overview

Total Obligations	\$45,898.54
Total Expenditures	\$45,898.54
Total Adopted Budget	\$0.00
Total Number of Projects	1
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	No
---	----

Certification

Authorized Representative Name	Cari Johnson
Authorized Representative Telephone	(218) 763-2480
Authorized Representative Title	City Clerk/Treasurer
Authorized Representative Email	clerk@emily.net
Submission Date	4/29/2024 11:35 AM



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

**CITY OF EMILY
RESOLUTION NO. 24-21**

RESOLUTION REGARDING SS4A PLANNING GRANT

WHEREAS, the City of Emily is responsible to provide for streets and other transportation facilities such as trails and sidewalks to connect people, goods, and services in a safe and equitable manner; and

WHEREAS, the USDOT has established a program prioritizing traffic safety including vulnerable users referred to as Safe Streets and Roads for All (SS4A); and

WHEREAS, the SS4A program allows for Co-Applicants; and

WHEREAS, the City of Crosslake has agreed to lead a SS4A planning effort if funded by the USDOT including townships and cities in the resort area of northern Crow Wing County, MN and eastern Cass County, MN;

NOW, THEREFORE BE IT RESOLVED that the City of Emily agrees to be a Co-Applicant to the City of Crosslake's application for a SS4A planning grant through the USDOT to develop a Safety Action Plan with a particular focus on vulnerable users. The City of Emily also agrees to be an active participant in the development of the plan.

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

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC

SS4A Safe Streets and Roads for All (SS4A) Program Facts



The U.S. Department of Transportation (USDOT) **Safe Streets and Roads for All (SS4A)** program provides grants to local, regional, and Tribal communities for implementation, planning, and demonstration activities as part of a systematic approach to prevent deaths and serious injuries on the nation's roadways.

This roadway safety program was created by the **Bipartisan Infrastructure Law** and provides \$5 billion over 5 years. The funding helps communities address the preventable crisis of deaths on our nation's roads, streets, and highways through safer people, roads, and vehicles; appropriate vehicle speeds; and improved post-crash care.

The SS4A program funds two types of grants:

- **Planning and Demonstration Grants** for Comprehensive Safety Action Plans, including supplemental safety planning and demonstration activities to inform an Action Plan.
- **Implementation Grants** to implement strategies or projects identified in an existing Action Plan.

SS4A is exclusively designed to help local communities. There are three remaining funding rounds, including the round currently open in 2024.

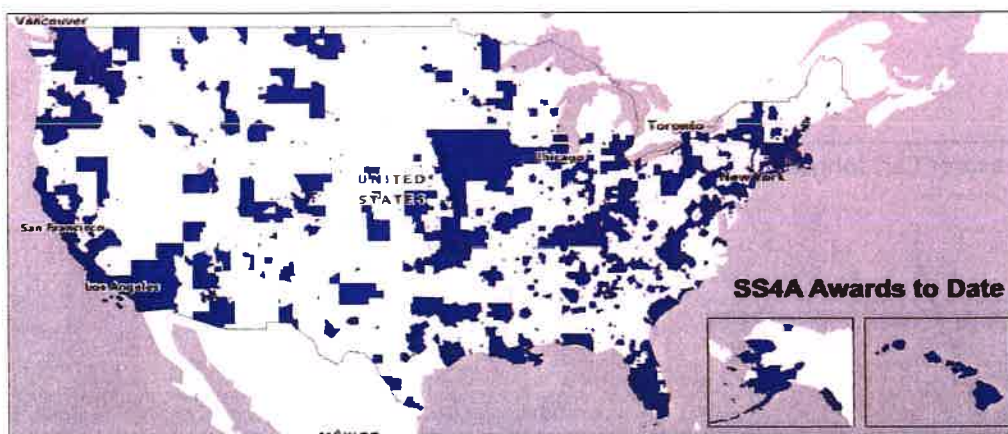
For more information, use the QR code above or visit the [SS4A website](#).

SS4A grants are already making an impact nationwide

- In the first two years of funding, USDOT awarded **\$1.7 billion** to over **1,000 communities** across **all 50 states and Puerto Rico**.
- Awarded communities comprise about **70% of the nation's population**.
- SS4A funds to improve roadway safety planning have been awarded to localities that make up 61% of all roadway fatalities.
- Projects and activities will significantly **improve safety for all people using the road** in those communities, including drivers, passengers, pedestrians, bicyclists, people using transit, and people with disabilities.

Awards reach communities of all different sizes and safety needs:

- **Rural communities** comprise around half of all grant award recipients to date.
- 465 communities (41% of award recipients) have **populations under 50,000**.
- 382 award recipients (75%) in the first year were **new direct Federal funding recipients to USDOT**.
- Over half of funds will **benefit underserved communities**, providing equitable investment to places that need funding the most.



SS4A amplifies our impact by working across government and with external partners

The SS4A program collaborates within USDOT, and with outside organizations that are committed to roadway safety, to disseminate program information and build capacity to help communities apply for grants and successfully implement grant activities.

- Coordinated technical assistance and promotion efforts focus on advancing roadway safety in rural areas, Tribal communities, and places in the Thriving Communities network. **In the past 2 years, USDOT staff directly reached communities in every state.**
- USDOT works with **trusted non-governmental organizations and partners** that understand communities' roadway safety challenges and needs. These partners include organizations such as the Local Infrastructure Hub, National League of Cities, National Association of County Engineers, League of American Bicyclists, Vision Zero Network, Rural Partners Network, Urban Sustainability Directors Network, and Emergency Medical Services groups, and events like the National Transportation in Indian Country Conference.

SS4A helps applicants compete for funding based on merits, not technical capacity

Applying for Federal discretionary grants is new for some communities—many of which may not have a team of grant writers on their staff. The SS4A program works with applicants throughout the evaluation process to ensure that they have complete and accurate information and are not disqualified due to an administrative error during the submission process.

- In the second funding year (FY23), SS4A conducted **follow-up outreach to 85% of applicants (roughly 600 communities)** to provide opportunities to address missing application elements and program requirements. As a result, **almost no applicant was turned away** because of an incomplete application.
- For those who are unsuccessful, SS4A offers a detailed debrief to help applicants develop more successful applications in future rounds. SS4A conducted approximately **130 debrief interviews** in January and February of 2024.

SS4A award recipients receive extra support to ensure successful grant administration

After awards are made, the SS4A program continues to help communities be successful in developing, executing, and administering grant agreements.

- A streamlined grant process was developed to help finalize and sign grant agreements as quickly as possible, even for communities that have never received grant funding from USDOT. **Of the 511 award recipients** in the first round announced in February of 2022, **over 90% have executed grant agreements** in place and initial **funding amounts obligated.**
- A Technical Assistance Center was established to support grant recipients with training and technical assistance, including how to comply with Federal requirements and how to develop Comprehensive Safety Action Plans.
- A Community of Practice was created to help grant recipients learn from each other across the 1,000+ communities that have received awards to date.

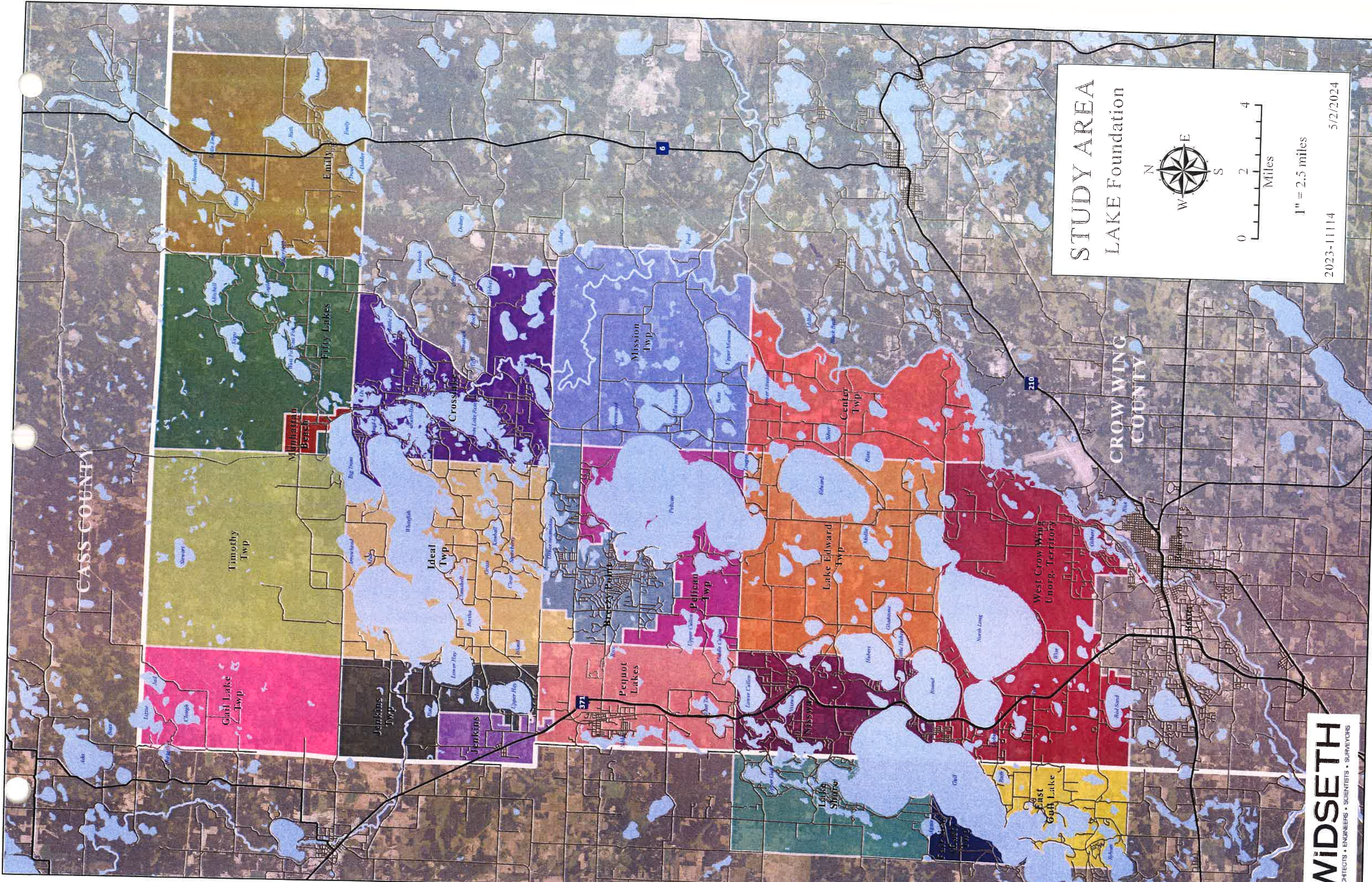
The next funding opportunity is open now!

The fiscal year (FY) 2024 Notice of Funding Opportunity (NOFO) for Safe Streets and Roads for All grants opened in February 2024. The FY 2024 NOFO has multiple deadlines, depending on the grant type:

- **April 4, 2024**, 5 p.m. (EDT): Deadline #1 for Planning and Demonstration Grants.
- **May 16, 2024**, 5 p.m. (EDT): Deadline for Implementation Grants. Deadline #2 for Planning and Demonstration Grants.
- **August 29, 2024**, 5 p.m. (EDT): Deadline #3 for Planning and Demonstration Grants. NOFO closes.

transportation.gov/grants/SS4A

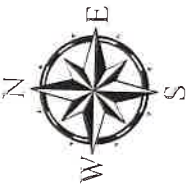




CASS COUNTY

CROW WING COUNTY

STUDY AREA
LAKE Foundation



0 2 4
Miles

1" = 2.5 miles

From: Minnesota Office of the State Auditor - Government Information Division
<gid@osa.state.mn.us>
Sent: Thursday, May 2, 2024 3:07 PM
To: clerk@emily.net

Clerk Cari Johnson
City of Emily

Dear Clerk Johnson,

Participation in the Performance Measurement Program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council on Local Results and Innovation (Council). For more information on the Performance Measurement Program, please go to <https://www.osa.state.mn.us/forms-deadlines/forms/performance-measurement-program/>

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000. A participating entity is also exempt from levy limits under Minnesota statutes sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect.

In order to receive the per capita reimbursement and levy limit exemption in 2024, if any, counties and cities must file a report (in a PDF format) with the Office of the State Auditor by July 1, 2024. This report will consist of:

- 1) A resolution approved by the city council or county board declaring that:
 - The city/county has adopted and implemented a minimum of 10 performance measures from each applicable service category and the system developed by the Council.
 - The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.
- 2) A document showing the actual results of the performance measures adopted by the city/county.

To meet the reporting requirements for 2024, a copy of the resolution in a single PDF can be attached to an e-mail and sent to: performancemeasures@osa.state.mn.us. For those entities certified for the program last year, please also include the results of the measures in a PDF format attached to the same e-mail.

The report is due by July 1, 2024. There will be no extensions to the reporting deadline. If you have any questions, please contact Christy John at (651) 297-3681 or e-mail performancemeasures@osa.state.mn.us. Thank you.

Sincerely,

Christy John
Research Analyst Intermediate
Government Information Division
Office of the State Auditor
Phone: 651-297-3681
Email: christy.john@osa.state.mn.us

Standard Measures for Cities

Category	#	Measure	Notes:
General	1.	Rating of the overall quality of services provided by your city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	2.	Percent change in the taxable property market value	County assessor's office data
	3.	Citizens' rating of the overall appearance of the city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	4.*	Nuisance code enforcement cases per 1,000 population	(Number of cases / Population) x 1,000 = cases per 1,000 population
	5.*	Number of library visits per 1,000 population	(Number of visits / Population) x 1,000 = visits per 1,000 population
	6.*	Bond rating	Standard & Poor's Ratings Services or Moody's Investor Services
Police Services	7.	Citizens' rating of the quality of city recreational programs and facilities (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	8.*	Accuracy of post election audit (% of ballots counted accurately)	
	9.	Part I and II Crime Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension
	10.*	Part I and II Crime Clearance Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension
Fire & EMS Services	11.	Citizens' rating of safety in their community (survey data, provide year completed and total responses)	Example of responses: very safe, somewhat safe, neither safe nor unsafe, somewhat unsafe, very unsafe
	12.	Average police response time	Average time it takes to respond to top priority calls from dispatch to officer on scene.
	13.	Insurance industry rating of fire services	Insurance Service Office (ISO) Rating. The ISO issues ratings to fire departments throughout the country for the effectiveness of their fire protection services and equipment. ISO analyzes data and then assigns a classification from 1 to 10. Class 1 represents superior property fire protection and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.
	14.	Citizens' rating of the quality of fire protection services (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	15.	Average fire response time	Average time it takes from dispatch to apparatus on scene for calls that are dispatched as a possible fire
	16.*	Fire calls per 1,000 population	(Number of calls / population) x 1,000 = calls per 1,000 population
Streets	17.*	Number of fires with loss resulting in investigation	(Number of calls / population) x 1,000 = calls per 1,000 population
	18.*	EMS calls per 1,000 population	Average time it takes from dispatch to arrival of EMS
	19.	Emergency Medical Services average response time	Provide average rating and the rating system program/type. Example, 70 rating on the Pavement Condition Index (PCI).
	20.	Average city street pavement condition rating	Example of responses: excellent, good, fair, poor. Alternatively: good condition, mostly good condition, many bad spots
	21.	Citizens' rating of the road conditions in their city (survey data, provide year completed and total responses)	Total cost for rehabilitations / lane miles rehabilitated
	22.*	Expenditures for road rehabilitation per paved lane mile rehabilitated (jurisdiction only roads)	Lane miles rehabilitated in year / total number of lane miles
Water	23.*	Percentage of all jurisdiction lane miles rehabilitated in the year	Example of responses: excellent, good, fair, poor
	24.*	Average hours to complete road system during snow event	Centrally provided system: (actual operating expense for water utility / (total gallons pumped / 1,000,000)) = cost per million
	25.	Citizens' rating of the quality of snowplowing on city streets (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	26.	Citizens' rating of the dependability and quality of the city water supply (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
Sanitary Sewer	27.	Operating cost per 1,000,000 gallons of water pumped/produced	
	28.	Citizens' rating of the dependability and quality of city sanitary sewer service (Provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	29.	Number of sewer blockages on city system per 100 connections	Centrally provided system: (Number of blockages / number of connections) x 100 = blockages per 100 connections

*New c
nded measure

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

RECEIVED
APR 16 2024

BY:

April 16, 2024

Cari Johnson, Clerk
City of Emily
PO Box 68
Emily, MN 56447-0068

Dear City of Emily:

On behalf of the Board of Directors, I would like to thank City of Emily for your donation of \$100.00. This very generous amount will help us maintain and continue to share our assets at the Crow Wing County Fairgrounds. We greatly appreciate your interest in helping the Crow Wing County Historical Society to collect, preserve, and share the history of our County.

The Crow Wing County Historical Society is a 501(c)(3) non-profit organization. No goods or services were given in exchange for this donation. This gift is tax deductible.

Thank you again for investing in the past and future of Crow Wing County.

Respectfully yours,



Hillary Swanson
Executive Director



Listed on the
National Register
of Historic Places

