

City of Emily

AGENDA

Tuesday, January 14, 2025

OATH OF OFFICE

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 12, 2024 Council Meeting
- **FINANCIAL REPORT:** December 2024 Checking Beginning Balance \$1,116,606.62, Ending Balance \$1,504,955.16
- **RECEIPTS:** General \$663,089.19, Sewer \$38,691.49, Total \$701,780.68
- **CLAIMS FOR APPROVAL:** \$232,351.69 for Pine River State Bank Checks #61998 to #62076 and automatic withdrawals #330849 to #330854
- **INVESTMENTS (Market Value):** \$409,831.58
- **TOTAL CHECKING/INVESTMENTS:** \$1,914,786.74

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

SPEAKER: 6:10 p.m. Daria Graupman, Staff Engineer, Crow Wing County Highway Department, regarding the Crow Wing County road improvement project on County Road 1 in 2025.

FIRE AND RESCUE DEPARTMENT

- Proposed minor revision to the General Fire and Rescue Information and Duties policy with update to ambulance service. *(Council action – motion)*
- Proposed Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT). *(Council action – motion)*
- Required 2025 municipal contribution to the Emily Firemen's Relief Association of \$49,004. (Additional budgeted \$19,006 municipal contribution planned after receipt of general property tax funds in June.) *(Council action – motion)*
- Resolution 25-02 Accepting Donation to the City of \$4,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*
- Resolution 25-03 Accepting Donation to the City of \$300.00 from Beatrice Rhode for the Firemen's Equipment Fund. *(Council action – motion)*
- Resolution 25-04 Accepting Donation to the City of \$300.00 from Beatrice Rhode for the First Response Unit Equipment Fund. *(Council action – motion)*
- Resolution 25-10 Establishing the Size and Composition of the Emily Fire and Rescue Department. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Tyson Kinkaid as Assistant Chief for Fire Suppression Operations. *(Council action – motion)*
- **Recommendation of Chief Mileski to appoint Nicholas Davis as Assistant Chief for Emergency Medical Services, effective January 15, 2025.** *(Council action – motion)*

- Hire Kale Jones to the Fire and Rescue Department as a first responder pending preemployment screenings and background check (no Executive Review Board at this time). *(Council action – motion)*
- Recommendation of Chief Mileski to accept resignations of the following department members with no required repayment of fire training: *(Council action – motion)*
 - James Patrick, effective December 18, 2024
 - Chad Wosmek, effective December 23, 2024
- Removal of Chad Genz from City accounts/credit card and addition of Blair Mileski to City accounts/credit card. *(Council action – motion)*
- Chief Mileski attendance at Minnesota State Fire Marshall Fire Chief Boot Camp on February 7 and 8 in Virginia, MN for no cost with one night's lodging for up to \$150 and with reimbursement of mileage and meals. *(Council action – motion)*
- Chief Mileski and Bryce Butcher attendance at Minnesota State Fire Chiefs Association Fire Officer and Training Officer School in Duluth on March 21 and 22 with registration of \$285 each with lodging for two nights for up to \$550 each and reimbursement of mileage and meals. *(Council action – motion)*
- Great Plains Fire quote for a Fire Chief helmet for \$440 for Chief Mileski. *(Council action – motion)*
- Update of Emily Firemen's Relief Association lease for lawful gambling activity with Red Pine Cookhouse. *(Information)*

LAW ENFORCEMENT

WASTEWATER

PLANNING & ZONING

- Sourcewell Shared Services Agreement update for community development services with fee remaining at \$55 per hour for 2025 and increasing by \$5 per hour annually during the term of the agreement. *(Council action – motion)*
- **Request Sourcewell to work with Widseth to develop/revise the City's Zoning Map for no cost to the City. Request S.E.H. to provide the current Zoning Map files for revision.** *(Council action – motion)*

ATTORNEY

- Long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations, including process to address. *(Council action – motion)*
- Update on Northern Lights Over Roosevelt Homeowner's Association Conditional Use Permit (CUP) application progress. The modified conditions were approved conditioned on a CUP being applied for, granted, and the CUP being recorded. *(Council action – motion)*

ROADS

- Resolution 25-05 Approving County Project Within Municipal Corporate Limits for bituminous surfacing, culvert lining, and turn lane construction on County State-Aid Highway No. 1 in 2025. *(Council action – motion)*
- S.E.H.'s draft plans for the 2025 Road Improvement Project, to be included with CWC Highway Department's planned 2025 rehabilitation of west County Road 1, with estimated project cost of \$240,000 including engineering and administration. *(Council action – motion)*
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information/Council action – motion)*

MAINTENANCE

CITY HALL

- Up North Electric quote for replacing all existing outdoor building lighting, parking lot lighting, and egress lighting by entrances and exits for a total of \$11,995 (budget of \$11,500). *(Council action – motion)*

CEMETERY

- Crow Wing Soil & Water Conservation District 2025 tree and plant sale. *(Information/Council action – motion)*

PARKS

- Park Commission request for approval to request quotes for the City Hall Park Phase 2 Project for construction of a pavilion and sand volleyball court. *(Council action – motion)*

LIBRARY

- Resolution 25-06 Accepting Donation to the City of \$100.00 from Patricia Evans for the Library Fund. *(Council action – motion)*

PERSONNEL

- Jan Mosman application for appointment to the 125th Anniversary Committee. *(Council action – motion)*
- Council attendance of City Day on the Hill session on Thursday, March 6 for \$99 per person, lodging of up to \$200, and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

- Publication of notice requesting applications for Emily Waters Committee members and announcement regarding acceptance period of Emily Lakes and Rivers Fund Appropriation Applications. *(Council action – motion)*

ECONOMIC DEV. (EDA) CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Refund of 2025 liquor license fees for a total of \$1,600 to Dan or Fran Barrett after the sale of The Log Cabin Bar. *(Council action – motion)*

NEW BUSINESS:

- 2025 legal newspaper designation quote(s): *(Council action – motion)*
 - Crosby-Ironton Courier \$10.35 per column inch for 7 point legals, \$9.40 per column inch for display legals, coverage of Council recap at no charge, and public posting of all legals on C-I Courier and Minnesota Newspaper Association's Public Notices websites with no required subscription.
 - Pineandlakes Echo Journal \$8.50 per column inch and posting online at no additional charge.
- Reorganization: Resolution 25-01 Stating Annual Designations *(To be determined)* *(Council action – motion)*
 - *Designation of:*
 - *Place, date and time of regular City Council meetings*
 - *Official newspaper (Courier OR Echo), City Attorney (Tom Pearson), City Engineer (SEH), Emergency Management Director (Brian Foster)*
 - *Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.*
 - *Assignment of Duties (Acting Mayor and Council Liaisons) (change as needed):*
 - *Acting Mayor, Planning and Zoning, Park, Cemetery, City Hall/Clerk's Office, Fire and Rescue Department, Law Enforcement, Wastewater, Library/Library Board Member, Emily Waters, Maintenance/Safety, ATV and Snowmobile Trails, and Emily 125th Anniversary*
 - *Authority/committee members: EDA (full Council and City Clerk), Budget Committee (full Council and City Clerk), Personnel Committee, Road Committee, Ordinance Review, Land Use Ordinance Subcommittee, and Emily Manganese Deposit,*
 - *Wastewater Committee (Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk)*
 - *Firemen's Relief Association Municipal Trustees (Mayor/Councilmember and City Clerk)*
 - *City Housing Official (Sadusky Renovations)*
 - *SSTS Inspector (Greg Kossan)*
- Resolution 25-07 Designating a Depository for City Funds. *(Council action – motion)*
- Resolution 25-08 Approving Pine River State Bank and Pershing Wealth Solutions BNY Mellon Account(s) Signers: *(Council action – motion)*
 - Pine River State Bank signers Tracy Jones, Acting Mayor Andrew Hemphill, Alternate Council Member Gregory Koch, Cari Johnson, and Amy Prokott
 - Pershing Wealth Solutions BNY Mellon signers Tracy Jones, Acting Mayor Andrew Hemphill, and Cari Johnson
- Resolution 25-09 Allowing Electronic Funds and Wire Transfers. *(Council action – motion)*
- Pine River State Bank pledged securities for City of Emily checking account. *(Council action – motion)*
- 2025 IRS standard federal mileage rate set at \$.70 per mile. *(Council action – motion)*

- Bond Trust Services payments for a total of \$158,275 plus \$775 in agent fees as follows: *(Council action – motion)*
 - 303 Debt Service Fund – 2012 City Hall Improvement - \$42,337.50 and \$575
 - 304 Debt Service Fund – 2014 Road Improvement - \$38,491.25 and \$100
 - 602 Debt Service Fund – 2013 Sewer - \$77,446.25 and \$100
- Proposed Wage Schedule Policy revision. *(Council action – motion)*
- Proposed Credit Card Policy revision. *(Council action – motion)*
- Proposed Fuel Credit Card Policy with Policy Acknowledgement. *(Council action – motion)*
- Proposed Emily 125th Anniversary Committee Guidelines. *(Council action – motion)*
- Proposed Emergency Management Plan revision. *(Council action – motion)*
- ~~Proposed Criminal History Background Checks Policy for Employment and License Applicants revision.~~ *(Council action – motion)*
- Voting information and ballot for the Sourcewell Board of Directors election. *(Council action – motion)*

CORRESPONDENCE:

- ✓ League of Minnesota Cities Insurance Trust Property/Casualty Program dividend.
- ✓ Ehlers re: annual Written Municipal Advisor Client Disclosure.
- ✓ Crow Wing County Highway Department re: utility coordination for the 2025 County Road 1 rehabilitation project.
- ✓ Clasen & Schiessl re: audit responsibilities, planned scope, timing of the audit, significant risks, and other.

Scheduled Upcoming Meetings:

- Public Hearing for annual Fee Schedule Ordinance update on Tuesday, February 11, 2025.

ADJOURN

ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING

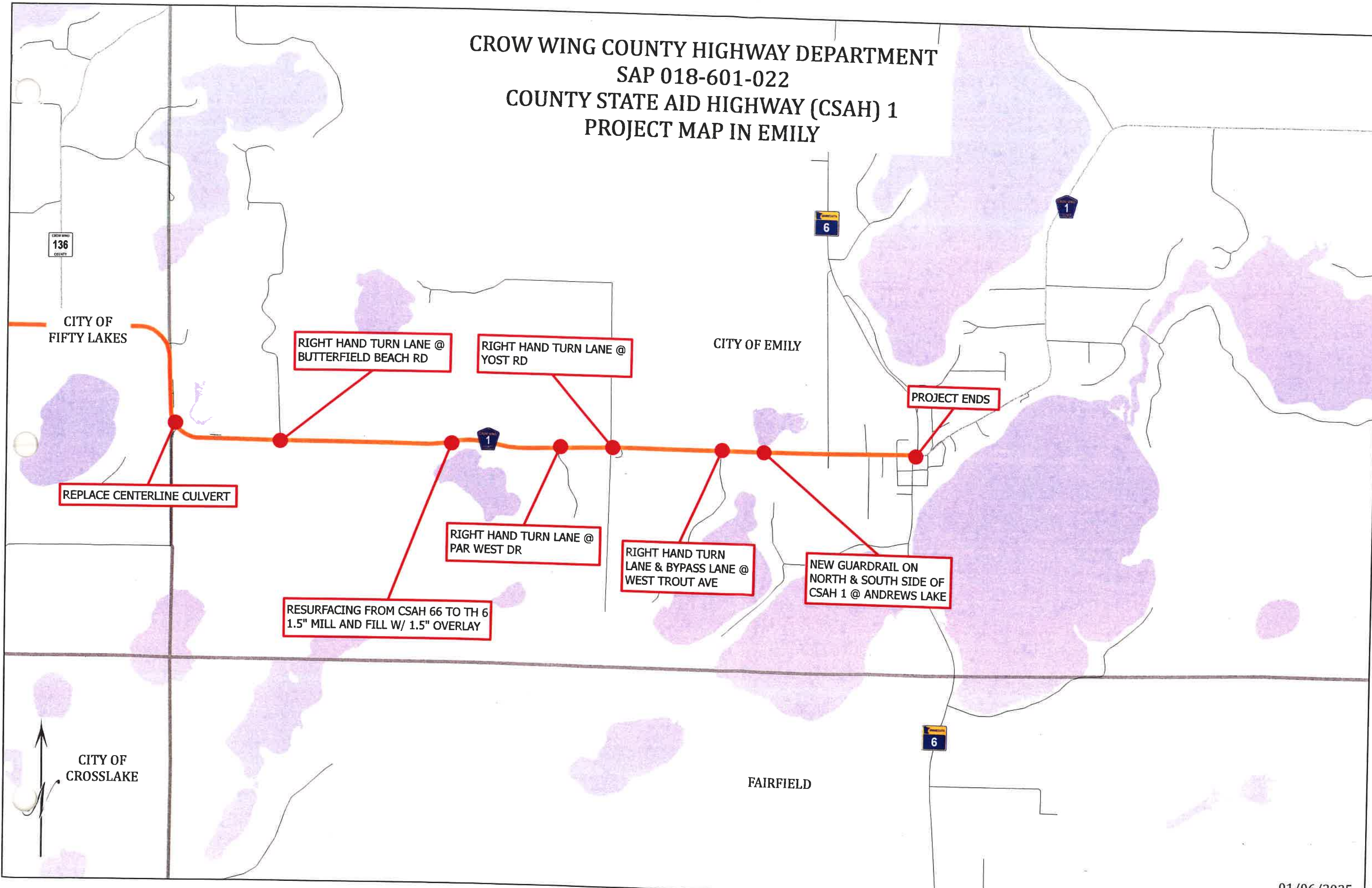
Call to Order (Immediately following Council Meeting)

Agenda

- Economic development options and priorities

ADJOURN

CROW WING COUNTY HIGHWAY DEPARTMENT
SAP 018-601-022
COUNTY STATE AID HIGHWAY (CSAH) 1
PROJECT MAP IN EMILY



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 12, 2024

The Emily City Council met for a regular meeting on Tuesday, November 12, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the June 11, 2024 Council Meeting and July 9, 2024 Council Meeting and the Treasurer's Report from October 2024: Checking Beginning Balance \$1,267,662.56 and Ending Balance \$1,204,274.68; Receipts to General fund \$21,934.69, Sewer fund \$16,890.22, Total \$38,824.91; and Claims for Approval: \$133,675.21 including Pine River State Bank checks #61814 to #61903 and automatic withdrawals #330832 to #330838; Investments \$407,810.64; Total Checking/Investments \$1,612,085.32. **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: Jan Mosman and Kathy Hachey, Cochairs, GoNorthMN, attended the meeting to present a donation of \$856.12 for the Emily Lakes and Rivers water quality fund from donations received at the Sketches of Minnesota event. Donations were also made to the Emily Food Shelf and to the GoNorthMN project for electrification of the historic post office and log cabin. GoNorthMN will be holding a Lantern Festival on the winter solstice on December 21, 2024 which will be open to everyone. The event will begin at the City Hall parking lot and then participants with lanterns will walk to the Ballfield Park Pavilion where there will be treats, lights, and a bonfire.

Gary Hanson thanked City voters for the record turnout and stated he is proud of the community.

FIRE AND RESCUE DEPARTMENT: Council Liaison Butcher reported the October Fire and Rescue Department meeting was held with 14 members present and reported 1 fire call. All equipment and SCBAs were checked. There was a big turnout for the Trunk or Treat Event.

COUNCILMEMBER KOCH MADE THE MOTION TO CLOSE THE MEETING REGARDING A PERSONNEL MATTER FOR 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 HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting closed at 6:09 p.m.

The meeting re-opened at 6:30 p.m.

Council Liaison Hemphill reported the November First Response meeting was held with 9 members in attendance and reported 11 calls in October. Trainings were held on cardiology and strokes and how to control different types of bleeds. Some First Responders will be attending quarterly education.

LAW ENFORCEMENT: Development of the Northern Outpost for use by the Crow Wing County Sheriff's Office is complete. The total costs for development were \$32,500.

WASTEWATER: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE REVISED S.E.H. AGREEMENT FOR PROFESSIONAL SERVICES FOR THE WWTP INFLUENT CONTROL STRUCTURE REPAIR FOR \$6,000 INCLUDING THE SITE VISIT THAT WAS CONDUCTED AND A MEMO DESCRIBING S.E.H.'S RECOMMENDATIONS FOR THE MPCA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The City's Wastewater Operator reported the rapid infiltration basin distribution lines have been repaired and all fill sand has been brought in and leveled. The MPCA's required repair of the rapid infiltration basins are complete.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-51 REGARDING UNPAID SEWER CHARGES TO ASSESS A TOTAL OF \$5,577.87 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 HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PLANNING & ZONING: Ordinance No. 2024-06 Adding Section 154: Cannabis Businesses was approved at the last meeting, but a summary for publication was not approved at that time. COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE SUMMARY OF ORDINANCE NO. 2024-06 ADDING SECTION 154: CANNABIS BUSINESSES FOR PUBLICATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ATTORNEY: City Attorney Pearson reported the executed Purchase Agreement for the purchase of two lots from Pennie Plesnicar has been sent to the title company to conduct the closing. MAYOR JONES MADE THE MOTION TO APPROVE THE ALTA COMMITMENT FOR TITLE INSURANCE THROUGH FIRST AMERICAN TITLE INSURANCE COMPANY FOR AN OWNER'S TITLE INSURANCE POLICY FOR \$150 FOR THE PURCHASE OF TWO LOTS FROM PENNIE PLESNICAR. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Crow Wing County had notified the City that a portion of Anna Drive was tax forfeited. City Attorney Pearson stated when the property was platted the Anna Drive property remained private. Anna Drive is a paved City road. Pearson reported the City should request Crow Wing County to deed the tax forfeited portion of Anna Drive to the City for public use. Pearson reported a public use declaration for that portion of Anna Drive must not have been recorded at the time the property was platted. Anna Drive is the City's road because it has been maintained by the City.

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 (HOA) to modify the original conditions was approved in May 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. Research was completed and a CUP adopting the original conditions for Northern Lights Over Roosevelt cannot be found. Therefore, Pearson requested the HOA to submit a CUP application, which was a condition of approval of Resolution 24-22. The proposed modified conditions as approved in May per Resolution 24-22 would be included in the CUP. The CUP approval process was discussed. Lynn Kosloske, HOA, reported the HOA completed the trail access from the plat per the Minnesota Department of Transportation's requirements and dock storage has been completed as specified in the proposed modified conditions for the plat.

CODIFICATION: City Attorney Pearson will provide a proposed revision for Chapter 33: Public Safety, Police Department because the City no longer has a Police Department and law enforcement coverage is provided by the Crow Wing County Sheriff's Office. Pearson will also provide a proposed revision for Chapter 92: Animals with possible removal of animal licensing while keeping dangerous dogs requirements. Pearson reported an Animal Control Enforcement Officer would be required to enforce the dangerous dogs ordinance requirements. Pearson reported the City could contract with the Animal Control Enforcement Officer in the County or a resident of the City could be appointed.

ROADS: COUNCILMEMBER KOCH MADE THE MOTION TO NOT APPROVE THE MNDOT 2024/2025 SNOW CONTROL AGREEMENT FOR STATE HIGHWAY 6 WITHIN EMILY. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Determination of roads to include in the 2025 Road Improvement Project to be included with Crow Wing County (CWC) Highway Department's planned 2025 rehabilitation project was tabled until next month. There was a discussion about possibly including rehabilitation of Par West with the project. The City will inform CWC Highway Department that S.E.H. will be doing the plans and inspection for the City's portion of the project. S.E.H. will provide the plans in December, although the exact streets to include in the project have not been determined yet.

The Council approved removing damage to Blue Lane East pavement by contractors from the agenda. There was a discussion regarding including a requirement in the land use permit process to submit a picture of the road adjacent to the property before any construction project and for Maintenance personnel to monitor progress and take a picture of the same road after the project to provide the City with proof if the road is damaged during construction.

MAINTENANCE: Maintenance Supervisor Brian Foster reported cutting and chipping trees, putting things away for winter, servicing snow equipment, putting plows on, and general maintenance. Foster reported salt sand has been purchased.

CITY HALL: The City Hall underground oil storage tank passed the tank tightness test. The tank size is 6,000 gallons and the tank needs to be tested every five years.

CEMETERY: No report.

PARKS: No report.

LIBRARY: No report.

PERSONNEL: **MAYOR JONES MADE THE MOTION TO APPOINT ANNA BATTISTINI TO THE 125TH ANNIVERSARY CELEBRATION COMMITTEE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

EMILY WATERS: The Clerk's Office will contact the area lake associations and improvement district regarding the Department of Natural Resources (DNR) 2025 invasive aquatic plant management grant application period. Only one grant application per lake is allowed.

ECONOMIC DEVELOPMENT: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study/Preliminary Economic Assessment. Sandri reported environmental visits associated with site reclamation (regrowth in disturbed areas) will continue until revegetation is complete and plant growth has reached target levels. The visits and the corresponding reclamation activities are planned activities by NSM and are conducted by Barr Engineering and Moritz Excavation as approved by the DNR. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

NEW BUSINESS: **COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT RESOLUTION 24-49 ACCEPTING DONATION TO THE CITY FROM GONORTHMN/SKETCHES OF MINNESOTA (TOWN OF FAIRFIELD RESPONSIBLE AUTHORITY) FOR \$856.12 FOR EMILY LAKES AND RIVERS PROTECTION. 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 2024-48 TO CERTIFY RESULTS OF THE TUESDAY, NOVEMBER 5, 2024 ELECTION (CANVASSING OF THE GENERAL ELECTION).

COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included the following results:

Mayor	Tracy Jones	436
	Roger "Buddy" Lund	252
	Write-in	9

Council Member	Daniel Brennan	353
	Gerhart "Gary" Hanson	349
	Bryce L. Butcher	257
	Brent Nolby	181
	Write-in	5

The official election results for the office of Mayor for the term of 2025-2026 shall be Tracy Jones. The official election results for the offices of Council Member for the term of 2025-2028 shall be Daniel Brennan and Gerhart "Gary" Hanson. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE THE 2024 APPLICATIONS FOR HIGHWAY 6, LLC DBA THE LOG CABIN FOR ON SALE INTOXICATING, OFF SALE, AND SUNDAY LIQUOR LICENSES PENDING BACKGROUND CHECK, RECEIPT OF APPLICABLE RESTAURANT LICENSE FOR FOOD AND BEVERAGE SERVICE, AND ALL INSURANCE REQUIREMENTS (PAID PRORATED LIQUOR LICENSE FEES FOR ONE QUARTER). COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-34, AMENDED, REGARDING AMERICAN RESCUE PLAN ACT FUNDS USE. MAYOR JONES SECONDED THE MOTION. Discussion included the resolution was amended with the final costs of projects. All American Rescue Plan Act funds have been spent. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-46 REVISING THE 2024 ADOPTED BUDGET. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-47 TO APPROVE INTERNAL REINVESTMENT OF FUNDS, INCLUDING MOVING FUNDS BETWEEN INVESTMENT ACCOUNTING FUNDS AND TRANSFERRING BETWEEN CHECKING ACCOUNT ACCOUNTING FUNDS. 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 24-50 REGARDING UNPAID ADMINISTRATIVE CIVIL PENALTIES TO ASSESS A TOTAL OF \$3,625 IN UNPAID ADMINISTRATIVE CIVIL PENALTIES TO PROPERTY TAXES AS IDENTIFIED. 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 LEAGUE OF MINNESOTA CITIES INSURANCE TRUST WORKERS' COMPENSATION COVERAGE PREMIUM OPTION TO REMAIN AT A \$500 DEDUCTIBLE PER OCCURRENCE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-52 APPROVING A LAWFUL GAMBLING PERMIT AND APPROVING USE OF CITY PARK, PARADE, AND FIREWORKS FOR EMILY DAY WITH NO WAITING PERIOD FOR THE GAMBLING PERMIT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO MAKE AN INTERIM RULE ABOLISHING THE POSSESSION AND CONSUMPTION OF ALCOHOL ON ALL CITY PROPERTY, EFFECTIVE IMMEDIATELY, AND EXTENDING UNTIL THE PLANNED CITY CODE AMENDMENT AND DEVELOPMENT OF A WRITTEN POLICY ARE APPROVED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CORRESPONDENCE: Discussion included Office of the State Auditor regarding Volunteer Fire Relief Association Investment Report Card, MnDOT Fiscal Year 2028/2029 Local Partnership Program Solicitation, Local 49 Union regarding health and welfare premium increase of \$90 to \$1,565 per union employee per month on March 1, 2025, CWC regarding proposed revisions to CWC Land Use Ordinance, CWC regarding proposed property tax rates, CWC regarding public input request on Hazard Mitigation Plan updates, Initiative Foundation regarding thank

you for the donation, Sourcewell regarding becoming an AscendRural pilot partner, and LMC regarding Regional Safety Group training.

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

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:22 P.M.
COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

As on 12/31/2024

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	1,421,123.26	1,263.10	0.00	1,160,153.78	7,990.71	167,269.09	764,645.25	124,027.98	888,673.23
Road and Bridge	106,569.71	41,457.63	0.00	0.00	15,192.20	0.00	0.00	132,835.14	0.00	132,835.14
Small Cities Revolving Loan Fund	15,705.14	8,228.32	0.00	0.00	0.00	0.00	0.00	23,933.46	0.00	23,933.46
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,963.75	41.58	0.00	0.00	46,005.33	0.00	0.00	0.00	0.00	0.00
Library	1,581.22	448.99	0.00	0.00	0.00	0.00	0.00	2,030.21	0.00	2,030.21
Firemens equip fund 225	86,287.79	50,239.84	20,070.69	4,350.00	32,096.59	40,238.72	0.00	88,613.01	20,168.03	108,781.04
1st Resp. equip fund 226	53,715.54	11,395.94	439.33	0.00	439.34	2,431.73	0.00	62,679.74	43,140.16	105,819.90
Emily Area Recycling 227	0.00	275.88	0.00	164.18	440.06	0.00	0.00	0.00	0.00	0.00
Police Fund 228	12,127.16	10,023.74	0.00	0.00	10,004.58	0.00	0.00	12,146.32	0.00	12,146.32
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	46,425.39	0.00	0.00	45,600.00	0.00	0.00	46,469.17	0.00	46,469.17
Debt Service PRI 2014 304	38,166.14	45,437.72	0.00	265.00	43,012.50	0.00	0.00	40,856.36	0.00	40,856.36
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	265.00	0.00	0.00	0.00	0.00	265.00	0.00	0.00	0.00
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	14,043.28	767.72	0.00	66,301.53	(6,530.65)	0.00	3,434.27	64,710.24	68,144.51
CEMETERY CD 407	30,003.82	34.97	0.00	0.00	21,748.86	0.00	0.00	8,289.93	0.00	8,289.93
SMALL CITIES CD 408	1,326.47	2,129.65	384.41	0.00	384.41	2,127.77	0.00	1,328.35	37,747.65	39,076.00
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	1,524.89	274.59	0.00	274.59	1,519.84	0.00	3,318.21	26,962.60	30,280.81
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	15.57	0.00	0.00	0.00	0.00	0.00	10,091.76	0.00	10,091.76
CAP. PROJ. FIRE CD 414	5,015.54	7.63	0.00	0.00	0.00	0.00	0.00	5,023.17	0.00	5,023.17
CAP PROJ. RD CD 415	18,601.28	3,089.21	549.17	162,754.91	549.16	3,039.66	0.00	181,405.75	53,925.21	235,330.96
FUT. CITY DEV. CD 416	(2,204.61)	2,080.51	383.43	0.00	8,273.96	(7,256.20)	0.00	(758.43)	28,364.66	27,606.23

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	102,531.58	170,532.87	109.84	0.00	165,815.74	607.94	0.00	106,750.61	10,785.05	117,535.66
SEWER 617	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Total :	1,300,494.69	1,838,821.87	24,242.28	167,534.09	1,626,292.63	44,169.52	167,534.09	1,493,096.69	409,831.58	1,902,928.27

For the Period: 12/1/2024 To 12/31/2024

<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	\$603,233.28	\$444,381.26	\$282,969.29	\$764,645.25	\$0.00	\$10,310.86	\$774,956.11
Road and Bridge	\$129,052.54	\$3,782.60	\$0.00	\$132,835.14	\$0.00	\$0.00	\$132,835.14
Small Cities Revolving Loan Fund	\$23,400.81	\$532.65	\$0.00	\$23,933.46	\$0.00	\$0.00	\$23,933.46
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,030.02	\$0.19	\$0.00	\$2,030.21	\$0.00	\$0.00	\$2,030.21
Firemens equip fund 225	\$74,251.55	\$14,443.32	\$81.86	\$88,613.01	\$0.00	\$0.00	\$88,613.01
1st Resp. equip fund 226	\$62,671.58	\$183.25	\$175.09	\$62,679.74	\$0.00	\$0.00	\$62,679.74
Emily Area Recycling 227	(\$114.12)	\$164.18	\$50.06	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,144.77	\$1.55	\$0.00	\$12,146.32	\$0.00	\$0.00	\$12,146.32
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$29,579.20	\$16,889.97	\$0.00	\$46,469.17	\$0.00	\$0.00	\$46,469.17
Debt Service PRI 2014 304	\$21,787.72	\$19,068.64	\$0.00	\$40,856.36	\$0.00	\$0.00	\$40,856.36
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$265.00	\$0.00	\$265.00	\$0.00	\$0.00	\$0.00	\$0.00
Park Acquisition and Development (Optional)	\$3,433.88	\$263.03	\$262.64	\$3,434.27	\$0.00	\$0.00	\$3,434.27
CITY HALL CD 406	\$9,581.87	\$1.17	\$1,293.11	\$8,289.93	\$0.00	\$0.00	\$8,289.93
CEMETERY CD 407	\$1,328.16	\$153.40	\$153.21	\$1,328.35	\$0.00	\$0.00	\$1,328.35
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,317.82	\$109.82	\$109.43	\$3,318.21	\$0.00	\$0.00	\$3,318.21
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	\$10,090.40	\$1.36	\$0.00	\$10,091.76	\$0.00	\$0.00	\$10,091.76
CAP. PROJ. FIRE CD 414	\$5,022.59	\$0.58	\$0.00	\$5,023.17	\$0.00	\$0.00	\$5,023.17
CAP PROJ. RD CD 415	\$18,627.53	\$162,997.09	\$218.87	\$181,405.75	\$0.00	\$0.00	\$181,405.75
FUT. CITY DEV. CD 416	(\$342.43)	\$115.13	\$531.13	(\$758.43)	\$0.00	\$0.00	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$79,193.84	\$38,691.49	\$11,134.72	\$106,750.61	\$0.00	\$1,547.61	\$108,298.22
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

Total
Per Bank
Statement
 \$0.00
 \$1,504,955.16
Balance
1-2-25
ej

Plus
Outstanding
Checks
 \$0.00
 \$11,858.47

Less
Deposits
In Transit
 \$0.00
 \$0.00

Ending
Balance
 \$0.00
 \$1,493,096.69

Total
Disbursed
 \$0.00
 \$297,244.41

Total
Receipts
 \$0.00
 \$701,780.68

Beginning
Balance
 \$0.00
 \$1,088,560.42

Name of Fund
 Donor pass thru 851
 Total

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 1/2/2025

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	\$1,422,386.36	\$1,335,413.58	\$764,645.25
Road and Bridge	\$106,569.71	\$41,457.63	\$15,192.20	\$132,835.14
Small Cities Revolving Loan Fund	\$15,705.14	\$8,228.32	\$0.00	\$23,933.46
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$41.58	\$46,005.33	\$0.00
Library	\$1,581.22	\$448.99	\$0.00	\$2,030.21
Firemens equip fund 225	\$86,287.79	\$74,660.53	\$72,335.31	\$88,613.01
1st Resp. equip fund 226	\$53,715.54	\$11,835.27	\$2,871.07	\$62,679.74
Emily Area Recycling 227	\$0.00	\$440.06	\$440.06	\$0.00
Police Fund 228	\$12,127.16	\$10,023.74	\$10,004.58	\$12,146.32
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	\$46,425.39	\$45,600.00	\$46,469.17
Debt Service PRI 2014 304	\$38,166.14	\$45,702.72	\$43,012.50	\$40,856.36
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$265.00	\$265.00	\$0.00
Public Acquisition and Development (Optional)	\$48,394.15	\$14,811.00	\$59,770.88	\$3,434.27
CITY HALL CD 406	\$30,003.82	\$34.97	\$21,748.86	\$8,289.93
CEMETERY CD 407	\$1,326.47	\$2,514.06	\$2,512.18	\$1,328.35
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$1,799.48	\$1,794.43	\$3,318.21
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	\$15.57	\$0.00	\$10,091.76
CAP. PROJ. FIRE CD 414	\$5,015.54	\$7.63	\$0.00	\$5,023.17
CAP PROJ. RD CD 415	\$18,601.28	\$166,393.29	\$3,588.82	\$181,405.75
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,463.94	\$1,017.76	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$170,642.71	\$166,423.68	\$106,750.61
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total :	\$1,300,494.69	\$2,030,598.24	\$1,837,996.24	\$1,493,096.69

Date of Report : 1/2/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
12/04/2024	61976	Tri-County Septic Inspection	\$670.00
12/04/2024	61977	Pioneer Research Corporation	\$622.84
12/04/2024	61957	Payroll Period Ending 12/04/2024	\$956.86
12/04/2024	61962	Payroll Period Ending 12/04/2024	\$2,368.78
12/04/2024	61964	Payroll Period Ending 12/04/2024	\$591.04
12/04/2024	61968	Payroll Period Ending 12/04/2024	\$434.04
12/04/2024	61944	Payroll Period Ending 12/04/2024	\$92.35
12/18/2024	62011	QUILL	\$164.49
12/26/2024	62019	W. W. GOETSCH ASSOCIATES, INC.	\$1,340.00
12/26/2024	62020	Vestis	\$229.76
12/26/2024	62021	Colonial Life	\$56.92
12/26/2024	62022	Sadusky Renovations, Inc.	\$2,500.00
12/26/2024	62023	Verizon	\$104.32
12/26/2024	62024	Sourcewell	\$852.50
12/26/2024	62026	Amy Prokott	\$5.96
12/26/2024	62027	Wex Bank	\$868.61
Total			\$11,858.47

	Balance	Re-Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA1Z												
MMMF Investments																		
Cash/Dreyfus Tr Money Market Deposit Account	\$ 1,929.00		\$ 1,296.01	\$ -	\$ 3,225.01	\$ 1,287.82												
Money Market Total	\$ 1,929.00	\$ -	\$ 1,296.01	\$ -	\$ 3,225.01	\$ 1,287.82												
Muni Bonds/CDs/Treasury Bill																		
77357DAJ7 Rockland Fed Cr Un Rockland Mass	\$ 54,788.25			\$ 111.10	\$ 54,899.35	\$ 203.42												
910286HZ9 United FID BK FSB Evansville Ind	\$ 50,044.50			\$ 104.50	\$ 50,149.00	\$ 178.77												
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bids	\$ 19,990.00			\$ 10.00	\$ 20,000.00													
826693GH1 Signature BK New York NY CD	\$ 144,913.00			\$ 20.30	\$ 144,933.30													
938828DC1 Washington Fed BK Seattle CD	\$ 34,003.40			\$ 2.04	\$ 34,005.44													
604161J41 MN St Hsg Fin Agy Taxable Residential	\$ 39,995.20			\$ 4.80	\$ 40,000.00													
91282CEU1 US Treasury NTS	\$ 62,504.82			\$ 114.66	\$ 62,619.48	\$ 905.63												
Municipal Bonds/CDs/Treas. Bill Total	\$ 406,239.17	\$ -	\$ -	\$ 367.40	\$ 406,606.57													
TOTAL INVESTMENTS	\$ 408,168.17	\$ -	\$ 1,296.01	\$ 367.40	\$ 409,831.58													

balanced 1-2-25

	Original Investment	Reinvestment	Updated Investment Balance	Beginning Market Value	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 123,524.58	\$ -	\$ 392.21	\$ -	\$ -	\$ -	\$ 111.19	\$ 124,027.98	\$ 124,027.98
225 Firemen's Equipment Fund	\$ 40,000.00	\$ 18,700.00	\$ 18,700.00	\$ 20,086.17	\$ -	\$ 63.78	\$ -	\$ -	\$ -	\$ 18.08	\$ 20,168.03	\$ 20,168.03
228 1st Resp. Equipment Fund	\$ 70,000.00	\$ (10,000.00)	\$ 60,000.00	\$ 42,965.07	\$ -	\$ 136.42	\$ -	\$ -	\$ -	\$ 38.67	\$ 43,140.16	\$ 43,140.16
404 Park Acquisition and Devt	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 64,447.60	\$ -	\$ 204.63	\$ -	\$ -	\$ -	\$ 58.01	\$ 64,710.24	\$ 64,710.24
407 Cemetery	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 37,594.44	\$ -	\$ 119.37	\$ -	\$ -	\$ -	\$ 33.84	\$ 37,747.65	\$ 37,747.65
409 Police Department	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 26,853.17	\$ -	\$ 85.26	\$ -	\$ -	\$ -	\$ 24.17	\$ 26,962.60	\$ 26,962.60
415 Capital Project Roads	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 53,706.34	\$ -	\$ 170.53	\$ -	\$ -	\$ -	\$ 48.34	\$ 53,925.21	\$ 53,925.21
416 Future City Development	\$ 10,000.00	\$ (8,700.00)	\$ 26,300.00	\$ 28,249.53	\$ -	\$ 89.70	\$ -	\$ -	\$ -	\$ 25.43	\$ 28,364.66	\$ 28,364.66
602 Sewage Collection and Disp.	\$ -	\$ -	\$ 10,000.00	\$ 10,741.27	\$ -	\$ 34.11	\$ -	\$ -	\$ -	\$ 9.67	\$ 10,785.05	\$ 10,785.05
Total	\$ 380,000.00	\$ -	\$ 380,000.00	\$ 408,168.17	\$ -	\$ 1,296.01	\$ -	\$ -	\$ -	\$ 367.40	\$ 409,831.58	\$ 409,831.58

11/12/2024

For the period: 12/1/2024 To 12/31/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds-Varying Maturities,	408,168.17	12/01/2024			
			12/31/2024	392.21		408,560.38
			12/31/2024	63.78		408,624.16
			12/31/2024	136.42		408,760.58
			12/31/2024	204.63		408,965.21
			12/31/2024	119.37		409,084.58
			12/31/2024	85.26		409,169.84
			12/31/2024	170.53		409,340.37
			12/31/2024	89.70		409,430.07
			12/31/2024	34.11		409,464.18
			12/31/2024	111.19		409,575.37
			12/31/2024	18.08		409,593.45
			12/31/2024	38.67		409,632.12
			12/31/2024	58.01		409,690.13
			12/31/2024	33.84		409,723.97
			12/31/2024	24.17		409,748.14
			12/31/2024	48.34		409,796.48
			12/31/2024	25.43		409,821.91
			12/31/2024	9.67		409,831.58
				1,663.41	0.00	409,831.58
				1,663.41	0.00	409,831.58

Fund Name: All Funds

Date Range: 12/01/2024 To 12/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
12/02/2024	Jon Stern	13707*	Small Cities Revolving Loan	(12/02/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
							\$ 167.51
12/03/2024	Michael Heinecke	13710	Cemetery Plots X2	(12/04/2024) -	N Cemetery -Sale of lots	100-34942-	\$ 1,500.00
							\$ 1,500.00
12/03/2024	Anonymous	13711	Copies X2	(12/04/2024) -	N Copies/Faxes	100-34112-	\$ 0.50
							\$ 0.50
12/03/2024	Crow Wing County	13712	CurrDelPropTax,MobHome,P&I ,FiscDisp,Spec AssessmentsPrin& P&I	(12/03/2024) -	N Current Ad Valorem Taxes	100-31010-	\$ 434,568.14
							\$ 3,954.69
							\$ 7.82
							\$ (3,575.73)
							\$ 133.97
							\$ 16,804.18
							\$ 217.74
							\$ 0.30
							\$ (138.27)
							\$ 10,736.80
							\$ 119.92
							\$ 0.20
							\$ (88.34)
							\$ 95.69
							\$ 5,846.84
							\$ 2,060.41
							\$ 26.87
							\$ 30,941.15
							\$ 219.51
							\$ 0.56
							\$ (254.60)
							\$ 171.84
							\$ 2,093.19

Fund Name: All Funds

Date Range: 12/01/2024 To 12/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
12/03/2024	Jan Mosman	13713	Copies X2	(12/04/2024) -	N	Copies/Faxes	100-34112-	\$ 0.50
12/03/2024	Dan Johnson and Heather Mitlyng	13714*	Small Cities Revolving Loan	(12/04/2024) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
12/03/2024	UTILITY BILLING	13715	Sewer Charges	(12/04/2024) -	N	Rate Class I	602-37210-	\$ 352.44
					N	Penalties and Forfeited Discounts	602-37260-	\$ 17.62
								\$ 370.06
12/04/2024	Lawyers Title Service	13716	Invs. 24-64, 24-65 Assessment Searches	(12/05/2024) -	N	Assessment Searches	100-34107-	\$ 50.00
12/09/2024	UTILITY BILLING	13717	Sewer Charges	(12/10/2024) -	N	Rate Class I	602-37210-	\$ 4,850.16
								\$ 4,850.16
12/09/2024	Summer Rives	13718	Rental Dwelling License	(12/12/2024) -	N	Rental Dwelling License	100-32111-	\$ 100.00
								\$ 100.00
12/10/2024	Northern Lights	13719*	Conditional Use Permit Application	(12/18/2024) -	N	Zoning and Subdivision Fees	100-34103-	\$ 500.00
								\$ 500.00
12/10/2024	Verizon Wireless	13720	Monthly Cell Tower Lease Payment	(12/18/2024) -	N	Verizon Rental	100-34951-	\$ 1,100.00
								\$ 1,100.00
12/11/2024	Crow Wing County	13721	Court Fines	(12/11/2024) -	N	Court Fines	100-35101-	\$ 40.00
								\$ 40.00
12/11/2024	Emily Firemen's Relief Association	13722	Res. 24-53 Donation	(12/18/2024) -	N	Contributions and Donations from Private Sources	225-36230-	\$ 10,000.00
								\$ 10,000.00
								\$ 503,990.89

Fund Name: All Funds

Date Range: /01/2024 To 12/31/2024

<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>
12/16/2024	April Davis	13723	Rental Dwelling License	(12/18/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
12/17/2024	E-Z Rental LLC	13724	Rental Dwelling License	(12/18/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
12/17/2024	Lakes Area Title	13725	Inv. 24-69 Assessment Search	(12/18/2024) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
12/17/2024	KOOP FUNERAL HOME	13726	Cremation Burial - Barry Hite	(12/18/2024) -	N Cemetery -Grave openings	100-34941-	\$ 450.00
							\$ 450.00
12/17/2024	UTILITY BILLING	13727	Sewer Charges	(12/18/2024) -	N Rate Class I	602-37210-	\$ 16.02
					N Penalties and Forfeited Discounts	602-37260-	\$ 1.60
							\$ 17.62
12/18/2024	League of MN Cities	13728*	2024 Work Comp and Prop/Casualty Dividends	(12/19/2024) -	N Refunds	100-36240-	\$ 2,672.00
							\$ 2,672.00
12/18/2024	100 General Fund/306 DSF	TRF1218202	Year End Transfers to 227 and 304 Funds from 100 General Fund/306 DSF	(12/18/2024) -	N Transfer From General Fund	227-39201-	\$ 164.18
							\$ 265.00
							\$ 429.18
12/18/2024	100 General Fund	TRF1218202	Budgeted Year End Transfers to 225 and 415 Funds from 100 General Fund	(12/18/2024) -	N Transfer From General Fund	225-39201-	\$ 4,350.00
							\$ 65,689.88
							\$ 15,000.00
							\$ 14,000.00
							\$ 33,995.92
							\$ 34,069.11
							\$ 167,104.91
12/19/2024	Matt Atkinson	13729	2025 Liquor Licenses	(12/19/2024) -	N Alcoholic Beverages	100-32110-	\$ 1,600.00
							\$ 1,600.00

Fund Name: All Funds

Date Range: 12/01/2024 To 12/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
12/23/2024	Sandra Nelson	13730	Fax	(12/27/2024) -	N Copies/Faxes	100-34112-	\$ 1.00
							\$ 1.00
12/23/2024	Watermark Title Agency	13731	Inv. 24-67 Assessment Search	(12/27/2024) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
12/26/2024	Minnesota Revenue	13732	Small City Assist and MV Credit - Ag	(12/26/2024) -	N Agricultural Market Value Credit	100-33426-	\$ 422.93
			Municipal State Aid for Streets - Maintenance (Gas Tax, Road Allotment)			201-33418-	\$ 3,765.50
							\$ 4,188.43
12/30/2024	UTILITY BILLING	13733	Sewer Charges	(12/31/2024) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
12/30/2024	TJ Metkowski	13734	Copies X4 and Fax	(12/31/2024) -	N Copies/Faxes	100-34112-	\$ 2.00
							\$ 2.00
12/31/2024	PINE RIVER STATE BANK	13735	Int CR Checking	(12/31/2024) -	N Interest Earning	100-36210-	\$ 100.04
						201-36210-	\$ 17.10
						204-36210-	\$ 3.11
						211-36210-	\$ 0.19
						225-36210-	\$ 11.46
						226-36210-	\$ 8.16
						228-36210-	\$ 1.55
						303-36210-	\$ 6.02
						304-36210-	\$ 5.25
						404-36210-	\$ 0.39
						406-36210-	\$ 1.17
						407-36210-	\$ 0.19
						409-36210-	\$ 0.39
						413-36210-	\$ 1.36
						414-36210-	\$ 0.58
						415-36210-	\$ 23.31
						602-36210-	\$ 13.99
							\$ 194.26
12/31/2024	Pe...	13736	Int CR MIMMF, Muni Bonds	(12/31/2024) -	N Interest Earning	100-36210-	\$ 392.21

Fund Name: All Funds

Date Range: 01/2024 To 12/31/2024

<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>
12/31/2024	Pershing	13737	Unrealized Gain - Muni Bonds/CDs/Treasury Bills	(12/31/2024) -	Interest Earning	225-36210-	\$ 63.78
					Interest Earning	226-36210-	\$ 136.42
					Interest Earning	404-36210-	\$ 204.63
					Interest Earning	407-36210-	\$ 119.37
					Interest Earning	409-36210-	\$ 85.26
					Interest Earning	415-36210-	\$ 170.53
					Interest Earning	416-36210-	\$ 89.70
					Interest Earning	602-36210-	\$ 34.11
							\$ 1,296.01
					Unrealized Investment Gain	100-39103-	\$ 111.19
					Unrealized Investment Gain	225-39103-	\$ 18.08
					Unrealized Investment Gain	226-39103-	\$ 38.67
					Unrealized Investment Gain	404-39103-	\$ 58.01
					Unrealized Investment Gain	407-39103-	\$ 33.84
					Unrealized Investment Gain	409-39103-	\$ 24.17
					Unrealized Investment Gain	415-39103-	\$ 48.34
					Unrealized Investment Gain	416-39103-	\$ 25.43
					Unrealized Investment Gain	602-39103-	\$ 9.67
							\$ 367.40
							\$ 701,780.68

Total for Selected Receipts

Date Range : 1/9/2025 To 1/14/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	A W Research Laboratories	Sewer Sample Testing - Inv. #67887	71661	\$72.60	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$72.60
01/14/2025	S.E.H.	Inv. 480923 - Emily 2025 Road Project	71662	\$4,730.38	100-43121-303-	Paved Streets	\$4,730.38
01/14/2025	S.E.H.	Inv. 480516 - Emily Preliminary Engineering for Roosevelt Drive Bridge Replacement	71663	\$499.94	100-43130-303-	Bridges, Viaducts and Grade Separations	\$499.94
01/14/2025	THELEN HEATING & ROOFING, INC.	Inv. 39185 - HVAC Inspection and Repair - Gymnasium	71664	\$832.00	100-41941-404-	City Hall	\$832.00
01/14/2025	R & R Landscape & Construction	1 load of salt sand	71665	\$980.00	100-43125-224-	Ice and Snow Removal	\$980.00
01/14/2025	QUILL	Inv. 42134853 - Council Office Supplies - Name plate	71666	\$13.59	100-41110-201-	Council/Town Board	\$13.59
01/14/2025	LEAGUE OF MINNESOTA CITIES	Inv. 420468 - 2025 Elected Leaders Institute Foundational Program - Dan Brennan	71667	\$350.00	100-41110-308-	Council/Town Board	\$350.00
01/14/2025	Crow Wing County	Invoice 7661: WCA Annual Administration Fee	71668	\$1,000.00	100-46101-311-	Water Resources	\$1,000.00

Date Range : 1/9/2025 To 1/14/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	Ehlers Investment Partners, LLC	December 2024 Investment Account Management Fee	71669	\$86.82	100-49350-307-	Purchase of Investments	\$86.82
01/14/2025	MINNESOTA STATE FIRE DEPT. ASSOC.	2025 MSFDA membership dues	71670	\$175.00	100-42210-433-	Fire Administration	\$175.00
01/14/2025	Allegra	Inv. 96938: Copies of road and cemetery maps and lamination of road map	71671	\$197.00	100-43110-201- 100-41425-201- 100-41910-201-	Maintenance-Shop Clerk Planning and Zoning	\$127.00 \$35.00 \$35.00
01/14/2025	CITY OF CROSBY	Registrations:19 DumpTrlr,09FellTrlr,20Tr ophyTrlr	71672	\$94.75	100-43126-433- 100-42220-433-	Road and Bridge Equipment Fire Fighting	\$75.50 \$19.25
01/14/2025	OmniSite	Inv. 97546: 1 Year Wireless Service - Emily Main, White Pine liftstation 2, liftstation 3	71673	\$870.00	602-49470-309-	Sewer Utilities - Sewer Lift Stations	\$870.00
01/14/2025	Elan Financial Services	Dec24:PZ,Clerk,Cemeter y,SewerPostage/ShopSml Tls, 1stResp,ClerkOfficeSupp	71674	\$1,566.98	100-41910-322- 100-41425-322- 100-49010-322- 602-49490-322- 100-43110-240- 100-42270-201- 100-41425-201-	Planning and Zoning Clerk Cemetery Sewer Utilities - Administration and General Maintenance-Shop Medical Services Clerk	\$224.31 \$255.55 \$12.39 \$168.00 \$829.11 \$67.67 \$9.95

Date Range : 1/9/2025 To 1/14/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims							\$11,469.06

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: 01/14/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1110-103	323	Butcher, Bryce L	346.31
	428	HANSON, JR, GERHART L.	346.31
	922	Hemphill, Andrew D	346.31
	724	Koch, Gregory A	346.31
Account Total			1,385.24
100-41310-103	643	JONES, TRACY ALLEN	507.92
Account Total			507.92
100-42501-103	451	Foster, Brian D	34.34
Account Total			34.34
100-45187-103	623	Davis, Jane M	210.87
Account Total			210.87
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$2,138.37

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 : 1/3/2025 To 1/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/08/2025	CULLIGAN	Invs:150X01967009,150X 01996701 -Hall Softener EquipRental,Salt/ShopWaterRental	71654	\$163.26	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$97.15 \$66.11
01/08/2025	Dahlheimer Beverage	Hall,FireHall,Shop Cleaning Supplies - 8/1/24 Statement - Invs. 2345663	71655	\$262.05			
01/08/2025	FERRELLGAS	Statement 5009025785: Broadway Shop Propane	71656	\$703.12	100-41941-211- 100-42280-211- 100-43110-211-	City Hall Fire Stations and Buildings Maintenance-Shop	\$87.35 \$87.35 \$87.35
01/08/2025	Tri-County Septic Inspection	12-30 Inv:Insp41120LoonTrl,20344Clearwater,44701 TwilightCt	71657	\$600.00	100-43110-383-	Maintenance-Shop	\$703.12
01/08/2025	PINE RIVER STATE BANK	Safety Deposit Box #5638 - 5X10 - 12-31-24 Inv.	71658	\$45.00	100-41910-310-	Planning and Zoning	\$600.00
01/08/2025	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance February 2025	71659	\$5,900.00	100-41940-415-	General Government Buildings and Plant	\$45.00
01/08/2025	Tremolo Communications	City phone service - 1/1/2025 invoices	71660	\$936.18	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
					100-41941-321- 100-41910-321- 100-41425-321-	City Hall Planning and Zoning Clerk	\$39.22 \$46.73 \$39.22

Date Range : 1/3/2025 To 1/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41425-321-	Clerk	\$456.89
					100-42210-321-	Fire Administration	\$148.01
					100-43110-321-	Maintenance-Shop	\$106.11
					100-42110-321-	Police Administration	\$100.00

Total For Selected Claims **\$8,609.61**

Andrew D Hemphill	City Council/Town Board	Date
Bryce I 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 : 12/27/2024 To 1/2/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/02/2025	American Legal Publishing Corp.	Invs. 39151 - 2025 Web Hosting Fee	71649	\$500.00	100-41130-309-	Ordinances and Proceedings	\$500.00
01/02/2025	Canon Financial Services, Inc.	COPIER LEASE- 12/21/24 Inv. #37299352	71650	\$148.93	100-41425-413-	Clerk	\$148.93
01/02/2025	Mobile Tire	Inv. 1184 - Tires - 2022 Ford	71651*	\$120.00	100-43126-222-	Road and Bridge Equipment	\$120.00
01/02/2025	AUTO VALUE	12/25/24 Statement:RdEquipRepairMaint,SmallTIs/ShopMaterials,FireFightingShopMaterials	71652	\$583.78	100-43126-221- 100-43126-240- 100-43110-215- 100-42220-215-	Road and Bridge Equipment Road and Bridge Equipment Maintenance-Shop Fire Fighting	\$428.96 \$38.99 \$55.87 \$59.96
01/02/2025	EMILY ACE HARDWARE	Acct10240,Inv.12/31:ShopMaterials,CemeteryRepair/ Maint,ParksShopMaterials	71653	\$81.03	100-43110-215- 100-49010-221- 100-45202-215-	Maintenance-Shop Cemetery Park Areas	\$29.63 \$40.88 \$10.52
Total For Selected Claims				\$1,433.74			\$1,433.74

For the payroll period ending: 01/02/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,579.09
	914	Prokott, Amy J	860.59
		Account Total	2,439.68
100-41425-103	909	Fahrendorff, Susan E	195.48
		Account Total	195.48
100-41910-103	909	Fahrendorff, Susan E	709.51
		Account Total	709.51
100-41941-101	451	Foster, Brian D	127.99
	502	Spindler, Calen Chris	163.40
		Account Total	291.39
100-43110-101	451	Foster, Brian D	858.05
	502	Spindler, Calen Chris	839.37
		Account Total	1,697.42
100-43121-101	451	Foster, Brian D	621.91
	502	Spindler, Calen Chris	593.41
		Account Total	1,215.32
100-43240-101	451	Foster, Brian D	64.89
	502	Spindler, Calen Chris	82.56
		Account Total	147.45
100-45202-101	451	Foster, Brian D	21.63
	502	Spindler, Calen Chris	20.64
		Account Total	42.27
100-49010-101	451	Foster, Brian D	86.53
	502	Spindler, Calen Chris	20.64
		Account Total	107.17
602-49450-101	451	Foster, Brian D	21.63
		Account Total	21.63
602-49490-101	914	Prokott, Amy J	151.87
		Account Total	151.87
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$7,019.19

For the payroll period ending: 01/02/2025

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

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

For the payroll period ending: 01/02/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
5202-115	926	Hughes, Faye A	32.32
	724	Koch, Gregory A	32.32
	931	Murnane, Wesley J	32.32
	924	Rheaume, Patrick T	32.32
	937	Trenn, Karen M	32.32
Account Total			161.60
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$161.60

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: 12/11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/11/2024	MINNESOTA REVENUE	330850	State Withholding - 12/4/24 Payroll	N	Clerk	100-41425-172-	\$ 104.18
		330850			Planning and Zoning	100-41910-172-	\$ 6.40
		330850			City Hall	100-41941-172-	\$ 17.65
		330850			Fire Administration	100-42210-172-	\$ 18.91
		330850			Fire Fighting	100-42220-172-	\$ 15.13
		330850			Fire Training	100-42240-172-	\$ 9.43
		330850			Maintenance-Shop	100-43110-172-	\$ 81.53
		330850			Paved Streets	100-43121-172-	\$ 68.47
		330850			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 8.82
		330850			Sewer Utilities - Administration and General	602-49490-172-	\$ 1.04
Total For Check 330850							\$ 331.56
12/11/2024	GAMMELLO - PEARSON, PLLC	61998*	102808,102809,102810,102811,102812,102813,102814,102815,102816,102817,102818	N	Ordinances and Proceedings	100-41130-304-	\$ 546.00
		61998*			Clerk	100-41425-304-	\$ 570.65
		61998*			Planning and Zoning	100-41910-304-	\$ 338.00
		61998*			Fire Administration	100-42210-304-	\$ 559.00
		61998*			Building Inspections Administration	100-42401-304-	\$ 26.00
		61998*			Paved Streets	100-43121-304-	\$ 65.00
		61998*			Urban Redevelopment	416-46320-304-	\$ 416.00
		61998*			Ordinances and Proceedings	602-41130-304-	\$ 91.00
Total For Check 61998							\$ 2,611.65
12/11/2024	WM Corporate Services, Inc.	61999	garbage - inv. 6852535-1767-4	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
Total For Check 61999							\$ 357.16
12/11/2024	Ehlers Investment Partners, LLC	62000	November 2024 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 83.81
Total For Check 62000							\$ 83.81
12/11/2024	Wes Hanson Builders Inc.	62001	Billing stmt dated 11-30-24 pz/clerk door remodel	N	City Hall	406-41941-530-	\$ 1,293.11
Total For Check 62001							\$ 1,293.11

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date Vendor 12/11/2024 S.E.H.

Check # 62002

Void Account Name N Paved Streets

F-A-O-P 100-43121-303-

Total 940.20

Description Inv. 478536 - 2025 Road Improvement Project Engineering

Total For Check 62002

\$ 940.20

12/11/2024 INTERNATIONAL UNION OF

Union dues - 12-4-24 Invoice Clerk Maintenance-Shop

100-41425-101-100-43110-101-

\$ 70.00 \$ 70.00

Total For Check 62003

\$ 140.00

12/11/2024 AFLAC

Monthly employee ins coverage Clerk Maintenance-Shop

100-41425-101-

\$ 281.80

Total For Check 62004

\$ 114.56

Total For Check 62004

\$ 396.36

12/12/2024 PERA

Retirement contributions - 12/4/24 Payroll Elections

100-41410-101-

\$ 0.31

\$ 0.36

\$ 248.89

\$ 15.05

\$ 17.37

\$ 287.17

\$ 55.93

\$ 64.53

\$ 33.31

\$ 38.43

\$ 0.49

\$ 0.56

\$ 145.35

\$ 167.72

\$ 123.35

\$ 142.33

\$ 0.53

\$ 0.61

\$ 0.91

\$ 1.05

\$ 0.93

\$ 1.07

\$ 15.66

\$ 18.07

\$ 2.96

\$

\$

\$

\$

\$

\$

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330851				602-49490-121-	3.42
		330851					1,386.36
12/18/2024	Payroll Period Ending 12/18/2024	62005	Regular Payroll - 12-4 to 12-17	N	Clerk	100-41425-103-	13.25
		62005					13.25
12/18/2024	Payroll Period Ending 12/18/2024	62006	Regular Payroll - 12-4 to 12-17	N	Clerk	100-41425-103-	130.29
		62006	Regular Payroll - 12-4 to 12-17	N	Planning and Zoning	100-41910-103-	841.99
		62006					972.28
12/18/2024	Payroll Period Ending 12/18/2024	62007	Regular Payroll - 12-4 to 12-17	N	City Hall	100-41941-101-	162.78
		62007	Regular Payroll - 12-4 to 12-17	N	Maintenance-Shop	100-43110-101-	914.82
		62007	Regular Payroll - 12-4 to 12-17	N	Paved Streets	100-43121-101-	385.79
		62007	Regular Payroll - 12-4 to 12-17	N	Waste (Refuse) Disposal	100-43240-101-	40.69
		62007	Regular Payroll - 12-4 to 12-17	N	Park Areas	100-45202-101-	21.16
		62007	Regular Payroll - 12-4 to 12-17	N	Cemetery	100-49010-101-	102.55
		62007					1,627.79
12/18/2024	Payroll Period Ending 12/18/2024	62008	Regular Payroll - 12-4 to 12-17	N	Clerk	100-41425-101-	1,837.55
		62008					1,837.55
12/18/2024	Payroll Period Ending 12/18/2024	62009	Regular Payroll - 12-4 to 12-17	N	Clerk	100-41425-101-	970.23
		62009	Regular Payroll - 12-4 to 12-17	N	Sewer Utilities - Administration and General	602-49490-101-	90.13
		62009					1,060.36
12/18/2024	Payroll Period Ending 12/18/2024	62010	Regular Payroll - 12-4 to 12-17	N	City Hall	100-41941-101-	343.16
		62010	Regular Payroll - 12-4 to 12-17	N	Maintenance-Shop	100-43110-101-	392.43
		62010	Regular Payroll - 12-4 to 12-17	N	Paved Streets	100-43121-101-	781.34
		62010	Regular Payroll - 12-4 to 12-17	N	Waste (Refuse) Disposal	100-43240-101-	40.47
		62010	Regular Payroll - 12-4 to 12-17	N	Park Areas	100-45202-101-	80.95
		62010	Regular Payroll - 12-4 to 12-17	N	Cemetery	100-49010-101-	121.42
		62010					1,759.77
12/18/2024	QUILL	62011	Inv. 41914602 - Office Supplies	N	Clerk	100-41425-201-	123.84
		62011	Inv. 41914602 - Office Supplies	N	Maintenance-Shop	100-43110-201-	40.65
		62011					164.49
12/18/2024	PEOPLESERVICE, INC.	62012	Inv. PS-INV106235 - January 2025 Wastewater Op Services, RIBs Repair	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,377.50
		62012					2,377.50

Fund Name: All Funds

Date Range: 11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/18/2024	Sue Fahrenedorff	62013	Mileage Reimbursement - Crosby Reg. Safety Meeting	N	Planning and Zoning	100-41910-331-	\$ 24.12
Total For Check 62013							\$ 24.12
12/18/2024	CROW WING POWER	62014	Monthly - 12-7-24 Invoices	N	City Hall	100-41941-381-	\$ 1,678.64
		62014				100-41941-381-	\$ 32.70
		62014			Fire Stations and Buildings	100-42280-381-	\$ 113.55
		62014			Maintenance-Shop	100-43110-381-	\$ 108.27
		62014				100-43110-381-	\$ 67.40
		62014			Street Lighting	100-43110-381-	\$ 30.99
		62014			Park Areas	100-43160-381-	\$ 267.00
		62014				100-45202-381-	\$ 29.96
		62014			Cemetery	100-45202-381-	\$ 29.50
		62014			Sewer Utilities - Sewer Lift Stations	100-49010-381-	\$ 40.95
		62014				602-49470-381-	\$ 37.06
		62014				602-49470-381-	\$ 36.83
		62014				602-49470-381-	\$ 55.72
Total For Check 62014							\$ 2,528.57
12/18/2024	Minnesota Life Insurance Company	62015	January 2025 Life Ins - Billing Date 12-17-24 - Policy #0023198	N	Clerk	100-41425-101-	\$ 28.50
		62015				100-41425-133-	\$ 11.90
		62015			Maintenance-Shop	100-43110-133-	\$ 11.90
Total For Check 62015							\$ 52.30
12/18/2024	S.E.H.	62016	Inv. 479197 - WWTP Influent Control Structure	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-303-	\$ 6,000.00
Total For Check 62016							\$ 6,000.00
12/18/2024	Tri-County Septic Inspection	62017	7-16,12-17Invs:insp42779Bluelk W,Dahler,40107E Emily,Eladron,42665BluelW,218 43Whitetail	N	Planning and Zoning	100-41910-310-	\$ 1,200.00
Total For Check 62017							\$ 1,200.00
12/18/2024	S.E.H.	62018	Inv. 479305 - Roosevelt Drive Bridge Prelim Engineering	N	Bridges, Viaducts and Grade Separations	100-43130-303-	\$ 2,999.64
Total For Check 62018							\$ 2,999.64

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date Vendor
12/18/2024 Funds 227 and 304

Check #	Description	Void	Account Name	F-A-O-P	Total
TRF12182024	Transfers from 100 General & 306 Debt Service Funds to 227 Recycling & 304 Debt Serv Funds	N	Transfer To Governmental Fund	100-49360-720-	\$ 164.18
TRF12182024					\$ 265.00
Total For Check					\$ 429.18
TRF12182024	Budgeted YE Transfers from 100 General Fund to Funds 225 and 415	N	Transfer To Governmental Fund	100-49360-720-	\$ 167,104.91
Total For Check					\$ 167,104.91
330852	Federal Withholding - 12/18/24 Payroll	N	Council/Town Board	100-41110-103-	\$ 99.44
330852				100-41110-122-	\$ 80.60
330852			Mayor	100-41110-135-	\$ 18.84
330852				100-41310-103-	\$ 38.25
330852				100-41310-122-	\$ 31.00
330852			Clerk	100-41310-135-	\$ 7.25
330852				100-41425-101-	\$ 295.56
330852				100-41425-103-	\$ 14.80
330852				100-41425-122-	\$ 12.00
330852				100-41425-122-	\$ 239.54
330852				100-41425-135-	\$ 56.02
330852				100-41425-135-	\$ 2.80
330852				100-41425-171-	\$ 23.35
330852				100-41425-171-	\$ 242.19
330852			Planning and Zoning	100-41910-103-	\$ 77.91
330852				100-41910-122-	\$ 63.14
330852				100-41910-135-	\$ 14.77
330852				100-41910-171-	\$ 21.65
330852			City Hall	100-41941-101-	\$ 51.52
330852				100-41941-122-	\$ 41.75
330852				100-41941-135-	\$ 9.77
330852			Civil Defense Expenditures	100-41941-171-	\$ 35.20
330852				100-42501-103-	\$ 3.06
330852				100-42501-122-	\$ 2.48
330852				100-42501-135-	\$ 0.58
330852			Maintenance-Shop	100-43110-101-	\$ 136.10
330852				100-43110-122-	\$ 110.29
330852				100-43110-135-	\$ 25.81
330852				100-43110-171-	\$ 118.60

Fund Name: All Funds

Date Range: 11/2024 To 12/31/2024

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330852			Paved Streets	100-43121-101-	118.90
330852				100-43121-122-	96.37
330852				100-43121-135-	22.53
330852				100-43121-171-	81.77
330852	Waste (Refuse) Disposal			100-43240-101-	8.36
330852				100-43240-122-	6.77
330852				100-43240-135-	1.59
330852				100-43240-171-	6.47
330852	Library			100-45187-103-	19.13
330852				100-45187-122-	15.50
330852				100-45187-135-	3.63
330852				100-45187-171-	20.00
330852	Park Areas			100-45202-101-	10.32
330852				100-45202-122-	8.37
330852				100-45202-135-	1.95
330852				100-45202-171-	6.45
330852	Cemetery			100-49010-101-	22.99
330852				100-49010-122-	18.63
330852				100-49010-135-	4.36
330852				100-49010-171-	17.29
330852	Sewer Utilities - Administration and General			602-49490-101-	9.35
330852				602-49490-122-	7.58
330852				602-49490-135-	1.77
330852				602-49490-171-	4.75
330852	Total For Check				2,389.10
330854	State Withholding - 12/18/24 Payroll	N	Clerk	100-41425-172-	139.05
330854				100-41910-172-	10.67
330854				100-41941-172-	28.41
330854				100-43110-172-	78.05
330854				100-43121-172-	65.63
330854				100-43240-172-	4.70
330854				100-45202-172-	5.62
330854				100-49010-172-	12.86
330854				602-49490-172-	3.61
330854	Total For Check				348.60
330853	Retirement contributions - 12/18/24 Payroll	N	Clerk	100-41425-101-	277.01

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330853				100-41425-103-	10.24
		330853				100-41425-121-	11.82
		330853			Planning and Zoning	100-41425-121-	319.63
		330853				100-41910-103-	66.20
		330853			City Hall	100-41910-121-	76.38
		330853				100-41941-101-	47.20
		330853			Civil Defense Expenditures	100-41941-121-	54.47
		330853				100-42501-103-	2.60
		330853			Maintenance-Shop	100-42501-121-	3.00
		330853				100-43110-101-	125.11
		330853			Paved Streets	100-43110-121-	144.35
		330853				100-43121-101-	108.94
		330853			Waste (Refuse) Disposal	100-43121-121-	125.70
		330853				100-43240-101-	7.66
		330853			Park Areas	100-43240-121-	8.84
		330853				100-45202-101-	9.46
		330853			Cemetery	100-45202-121-	10.92
		330853			Sewer Utilities - Administration and General	100-49010-101-	21.09
		330853				100-49010-121-	24.33
		330853				602-49490-101-	9.10
		330853				602-49490-121-	10.50
		330853					\$ 1,474.55
12/26/2024	W. W. GOETSCH ASSOCIATES, INC.	62019	Inv. #113794 - Liftstation inspections, 3" gasket	N	Sewer Utilities - Sewer Lift Stations	602-49470-221-	\$ 140.00
		62019				602-49470-404-	\$ 1,200.00
		62019					\$ 1,340.00
12/26/2024	Vestis	62020	Invs.2530353069,2530353070:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 179.18
		62020			Fire Stations and Buildings	100-42280-418-	\$ 50.58
		62020					\$ 229.76
12/26/2024	Colonial Life	62021	Employee paid insurance - Inv # 47086731205133	N	Clerk	100-41425-101-	\$ 56.92
		62021					\$ 56.92
12/26/2024	Sadusky Renovations, Inc.	62022	Inv. 17 - Complaint and Rental Inspections	N	Building Inspections Administration	100-42401-310-	\$ 800.00
		62022			Rental Inspections	100-42411-310-	\$ 1,700.00

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P	Total
12/26/2024	Verizon	62023	62023	Shop - Inv. #6101077136	N	Maintenance-Shop	100-43110-321-	\$ 104.32
		Total For Check	62023					\$ 104.32
12/26/2024	Sourcewell	62024	62024	Planning and Zoning Services for November - Inv. INV00003815	N	Planning and Zoning	100-41910-311-	\$ 852.50
		Total For Check	62024					\$ 852.50
12/26/2024	CROSBY-IRONTON COURIER	62025	62025	Invs.Nov and Dec.: public hearings, ordinance summaries	N	Ordinances and Proceedings	100-41130-351-	\$ 279.12
		Total For Check	62025					\$ 329.88
12/26/2024	Amy Prokott	62026	62026	Mileage: po box, kiosk, bank, oil recycling	N	Clerk	100-41425-331-	\$ 5.96
		Total For Check	62026					\$ 5.96
12/26/2024	Wex Bank	62027	62027	Inv. 101522385 - Fuel - Road Equip & Fire	N	Fire Fighting	100-42220-212-	\$ 86.86
		Total For Check	62027					\$ 781.75
12/31/2024	Money Market/Bonds	IAD3103	IAD3103	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 392.21
		Total For Check	IAD3103					\$ 392.21
12/31/2024	Money Market/Bonds	IAD3104	IAD3104	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 63.78
		Total For Check	IAD3104					\$ 63.78
12/31/2024	Money Market/Bonds	IAD3105	IAD3105	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 136.42
		Total For Check	IAD3105					\$ 136.42
12/31/2024	Money Market/Bonds	IAD3106	IAD3106	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 204.63
		Total For Check	IAD3106					\$ 204.63
12/31/2024	Money Market/Bonds	IAD3107	IAD3107	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 119.37
		Total For Check	IAD3107					\$ 119.37

Fund Name: All Funds

Date Range: 12/11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/31/2024	Money Market/Bonds	IAD3108	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 85.26
	Total For Check	IAD3108					\$ 85.26
12/31/2024	Money Market/Bonds	IAD3109	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 170.53
	Total For Check	IAD3109					\$ 170.53
12/31/2024	Money Market/Bonds	IAD3110	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 89.70
	Total For Check	IAD3110					\$ 89.70
12/31/2024	Money Market/Bonds	IAD3111	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 34.11
	Total For Check	IAD3111					\$ 34.11
12/31/2024	Money Market/Bonds	IAD3112	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 111.19
	Total For Check	IAD3112					\$ 111.19
12/31/2024	Money Market/Bonds	IAD3113	Deposit into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 18.08
	Total For Check	IAD3113					\$ 18.08
12/31/2024	Money Market/Bonds	IAD3114	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 38.67
	Total For Check	IAD3114					\$ 38.67
12/31/2024	Money Market/Bonds	IAD3115	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 58.01
	Total For Check	IAD3115					\$ 58.01
12/31/2024	Money Market/Bonds	IAD3116	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 33.84
	Total For Check	IAD3116					\$ 33.84
12/31/2024	Money Market/Bonds	IAD3117	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 24.17
	Total For Check	IAD3117					\$ 24.17
12/31/2024	Money Market/Bonds	IAD3118	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 48.34

Fund Name: All Funds

Date Range: 11/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/31/2024	Money Market/Bonds		IAD3118	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 48.34
		Total For Check	IAD3119					\$ 25.43
12/31/2024	Money Market/Bonds		IAD3120	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 9.67
		Total For Check	IAD3120					\$ 210,134.65
Total For Selected Checks								

12/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	1,376,810.23	1,155,577.98	(221,232.25)
Delinquent Ad Valorem Taxes	14,000.00	16,819.62	2,819.62
Mobile Home Tax	25.00	7.82	(17.18)
Fiscal Disparities	1,450.00	1,924.18	474.18
Total Acct 310	1,392,285.23	1,174,329.60	(217,955.63)
Franchise Taxes	0.00	844.11	844.11
Severed Mineral Tax	228.00	231.11	3.11
Total Acct 318	228.00	1,075.22	847.22
Penalties and Interest on Ad valorem Taxes	2,000.00	444.20	(1,555.80)
Forfeited Tax Sale Apportionments	5,400.00	3,325.70	(2,074.30)
Principal on Special Assessments	500.00	687.50	187.50
Penalties and Interest on Special Assessments	5.00	0.00	(5.00)
Total Acct 319	7,905.00	4,457.40	(3,447.60)
Licenses & Permits	100.00	0.00	(100.00)
Alcoholic Beverages	5,970.00	8,050.00	2,080.00
Rental Dwelling License	3,700.00	3,700.00	0.00
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	9,770.00	11,750.00	1,980.00
Building Permits (Excludes surcharge)	23,000.00	21,955.00	(1,045.00)
Animal Licenses	20.00	5.00	(15.00)
Total Acct 322	23,020.00	21,960.00	(1,060.00)
Federal Payments in Lieu of Taxes	4.00	0.00	(4.00)
Total Acct 331	4.00	0.00	(4.00)
Homestead and Agricultural Credit Aid (HACA)	32,700.00	0.00	(32,700.00)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	22,000.00	21,114.82	(885.18)
Agricultural Market Value Credit	575.00	845.86	270.86
Fire Training Reimbursement	2,500.00	2,400.00	(100.00)
PNP Election Reimbursement	0.00	1,023.83	1,023.83
State Fire Aid	15,600.00	19,111.99	3,511.99
Supp. Fire State Aid	2,800.00	5,014.33	2,214.33
State Police Aid	0.00	4,203.94	4,203.94
Total Acct 334	76,175.00	53,714.77	(22,460.23)
Other County Grants and Aids	0.00	1,229.31	1,229.31
Grants & Aids from Other LGUs	50,473.98	50,473.98	0.00
Total Acct 336	50,473.98	51,703.29	1,229.31
City/Town Hall Rent	725.00	1,415.00	690.00
Zoning and Subdivision Fees	3,500.00	2,000.00	(1,500.00)
Assessment Searches	1,200.00	1,000.00	(200.00)
Candidate Filing Fee	14.00	12.00	(2.00)
Copies/Faxes	60.00	50.75	(9.25)
Total Acct 341	5,499.00	4,477.75	(1,021.25)
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	44,720.53	44,720.53	0.00
First Responder Charges	4,599.45	4,599.45	0.00
Total Acct 342	49,319.98	49,319.98	0.00
Street, Sidewalk and Curb Repair Fees	0.00	478.18	478.18
Sale of Culverts	1,000.00	620.80	(379.20)
Road Vacation/Cartway Fees	0.00	4,108.00	4,108.00
Contractor Water Use	100.00	0.00	(100.00)
Sale of Lockers	0.00	150.00	150.00
Total Acct 343	1,100.00	5,356.98	4,256.98
Refuse Collection Charges	0.00	0.00	0.00

12/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	500.00	500.00	0.00
Cemetery -Grave openings	4,500.00	4,200.00	(300.00)
Cemetery -Sale of lots	2,500.00	2,775.00	275.00
Misc. Rents	10.00	1.00	(9.00)
Verizon Rental	13,200.00	13,200.00	0.00
Total Acct 349	20,710.00	20,676.00	(34.00)
Court Fines	650.00	583.41	(66.59)
Administrative Fines (Penalties)	1,500.00	0.00	(1,500.00)
Total Acct 351	2,150.00	583.41	(1,566.59)
Interest Earning	5,800.00	6,942.25	1,142.25
Contributions and Donations from Private Sources	0.00	856.12	856.12
Refunds	14,500.00	12,816.36	(1,683.64)
Total Acct 362	20,300.00	20,614.73	314.73
Total Revenues	1,658,940.19	1,420,019.13	(238,921.06)
Other Financing Sources:			
Unrealized Investment Gain	1,300.00	1,104.13	(195.87)
Total Acct 391	1,300.00	1,104.13	(195.87)
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	20,000.00	1,263.10	(18,736.90)
Total Acct 399	20,000.00	1,263.10	(18,736.90)
Total Other Financing Sources	21,300.00	2,367.23	(18,932.77)

12/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Disbursements:			
Council/Town Board	22,015.00	19,448.42	2,566.58
Ordinances and Proceedings	6,450.00	4,002.21	2,447.79
Total Acct 411	28,465.00	23,450.63	5,014.37
Mayor	8,555.00	7,286.18	1,268.82
Total Acct 413	8,555.00	7,286.18	1,268.82
Elections	9,452.00	7,387.41	2,064.59
Clerk	203,035.00	185,757.35	17,277.65
Total Acct 414	212,487.00	193,144.76	19,342.24
Internal Auditing	13,845.00	13,852.12	(7.12)
Total Acct 415	13,845.00	13,852.12	(7.12)
Planning and Zoning	65,670.00	60,082.19	5,587.81
General Government Buildings and Plant	2,570.00	4,675.00	(2,105.00)
City Hall	92,885.00	82,426.45	10,458.55
Total Acct 419	161,125.00	147,183.64	13,941.36
Police Administration	10,150.00	9,435.00	715.00
Patrol	2,000.00	1,128.95	871.05
Police Training	0.00	0.00	0.00
Total Acct 421	12,150.00	10,563.95	1,586.05
Fire Administration	89,281.00	96,148.80	(6,867.80)
Fire Fighting	130,223.99	114,201.80	16,022.19
Fire Training	13,338.00	9,641.87	3,696.13
Fire Stations and Buildings	20,470.00	19,291.40	1,178.60
Total Acct 422	253,312.99	239,283.87	14,07
Building Inspections Administration	2,500.00	2,776.00	(276.00)
Rental Inspections	2,200.00	4,400.00	(2,200.00)
Total Acct 424	4,700.00	7,176.00	(2,476.00)
Civil Defense Expenditures	1,149.00	571.77	577.23
Total Acct 425	1,149.00	571.77	577.23
Traffic Engineering Expenditures	4,200.00	2,160.32	2,039.68
Total Acct 426	4,200.00	2,160.32	2,039.68
Other Protection-1st Response	34,675.00	24,008.56	10,666.44
Total Acct 428	34,675.00	24,008.56	10,666.44
Maintenance-Shop	156,103.98	145,227.63	10,876.35
Paved Streets	165,884.88	60,560.57	105,324.31
Unpaved Streets	22,750.00	19,791.85	2,958.15
Ice and Snow Removal	5,000.00	0.00	5,000.00
Road and Bridge Equipment	223,394.11	174,475.65	48,918.46
Bridges, Viaducts and Grade Separations	95,300.00	15,998.08	79,301.92
Street Lighting	3,700.00	3,412.00	288.00
Total Acct 431	672,132.97	419,465.78	252,667.19
Waste (Refuse) Disposal	13,525.00	9,906.49	3,618.51
Total Acct 432	13,525.00	9,906.49	3,618.51
Historical Society	100.00	100.00	0.00
Total Acct 450	100.00	100.00	0.00
Library	6,040.00	3,891.21	2,148.79
Total Acct 451	6,040.00	3,891.21	2,148.79
Park Areas	26,650.00	23,460.22	3,189.78
Total Acct 452	26,650.00	23,460.22	3,189.78
Water Resources	1,000.00	1,000.00	0.00
Emily Waters	17,465.00	17,214.00	251.00

12/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	18,465.00	18,214.00	251.00
Economic Development and Assistance	1,274.00	450.00	824.00
Total Acct 465	1,274.00	450.00	824.00
Food Shelf	250.00	250.00	0.00
Cemetery	19,900.00	14,471.18	5,428.82
Total Acct 490	20,150.00	14,721.18	5,428.82
Total Disbursements	1,493,000.96	1,158,890.68	334,110.28
Other Financing Uses:			
Unrealized Investment Loss	6,000.00	1,263.10	4,736.90
Purchase of Investments	17,517.98	7,990.71	9,527.27
Transfer To Governmental Fund	0.00	167,269.09	(167,269.09)
Total Acct 493	23,517.98	176,522.90	(153,004.92)
Total Other Financing Uses	23,517.98	176,522.90	(153,004.92)
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		1,422,386.36	
Total Disbursements and Other Financing Uses		1,335,413.58	
Cash Balance as of 12/31/2024		764,645.25	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 12/01/2024 To 12/31/2024

<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>
12/03/2024	Crow Wing County	13712	CurrDelPropTax,MobHome,P&I ,FiscDisp,Spec AssessmentsPrin& P&I	(12/03/2024) -	N	Current Ad Valorem Taxes	602-31010-	\$ 30,941.15
						Delinquent Ad Valorem Taxes	602-31020-	\$ 219.51
						Mobile Home Tax	602-31030-	\$ 0.56
						Fiscal Disparities	602-31040-	\$ (254.60)
						Principal on Special Assessments	602-31951-	\$ 171.84
						Principal on Special Assessments	602-31951-	\$ 2,093.19
						Penalties and Interest on Special Assessments	602-31952-	\$ 48.01
								\$ 33,219.66
12/03/2024	UTILITY BILLING	13715	Sewer Charges	(12/04/2024) -	N	Rate Class I	602-37210-	\$ 352.44
						Penalties and Forfeited Discounts	602-37260-	\$ 17.62
								\$ 370.06
12/09/2024	UTILITY BILLING	13717	Sewer Charges	(12/10/2024) -	N	Rate Class I	602-37210-	\$ 4,850.16
								\$ 4,850.16
12/17/2024	UTILITY BILLING	13727	Sewer Charges	(12/18/2024) -	N	Rate Class I	602-37210-	\$ 16.02
						Penalties and Forfeited Discounts	602-37260-	\$ 1.60
								\$ 17.62
12/30/2024	UTILITY BILLING	13733	Sewer Charges	(12/31/2024) -	N	Rate Class I	602-37210-	\$ 176.22
								\$ 176.22
12/31/2024	PINE RIVER STATE BANK	13735	Int CR Checking	(12/31/2024) -	N	Interest Earning	602-36210-	\$ 13.99
								\$ 13.99
12/31/2024	Pershing	13736	Int CR MMMF, Muni Bonds	(12/31/2024) -	N	Interest Earning	602-36210-	\$ 34.11
								\$ 34.11
12/31/2024	Pershing	13737	Unrealized Gain - Muni Bonds/CDs/Treasury Bills	(12/31/2024) -	N	Unrealized Investment Gain	602-39103-	\$ 9.67
								\$ 9.67

Fund Name: 502 - Sewage Collection and Disposal

Date Range: 1/01/2024 To 12/31/2024

Date Remitter
Total for Selected Receipts

Receipt # Description

Deposit ID

Void Account Name

F-A-P

Total

\$ 38,691.49

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 12/11/2024 To 12/31/2024

<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>
12/11/2024	MINNESOTA REVENUE	330850	State Withholding - 12/4/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 8.82
		330850			Sewer Utilities - Administration and General	602-49490-172-	\$ 1.04
	Total For Check	330850					\$ 9.86
12/11/2024	GAMMELLO - PEARSON, PLLC	61998*	102808,102809,102810,102811,102812,102813,102814,102815,102816,102817,102818	N	Ordinances and Proceedings	602-41130-304-	\$ 91.00
	Total For Check	61998					\$ 91.00
12/12/2024	PERA	330851	Retirement contributions - 12/4/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 15.66
		330851				602-49450-121-	\$ 18.07
		330851				602-49490-101-	\$ 2.96
	Total For Check	330851					\$ 3.42
							\$ 40.11
12/18/2024	Payroll Period Ending 12/18/2024	62009	Regular Payroll - 12-4 to 12-17	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 90.13
	Total For Check	62009					\$ 90.13
12/18/2024	PEOPLESERVICE, INC.	62012	Inv. PS-INV106235 - January 2025 Wastewater Op Services, RIBs Repair	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,377.50
	Total For Check	62012					\$ 2,377.50
12/18/2024	CROW WING POWER	62014	Monthly - 12-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.06
		62014				602-49470-381-	\$ 36.83
		62014				602-49470-381-	\$ 55.72
	Total For Check	62014					\$ 129.61
12/18/2024	S.E.H.	62016	Inv. 479197 - WWTP Influent Control Structure	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-303-	\$ 6,000.00
	Total For Check	62016					\$ 6,000.00

Fund Name: 02 - Sewage Collection and Disposal

Date Range: 11/2024 To 12/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/20/2024	FEDERAL WITHHOLDING/ON LINE	330852	Federal Withholding - 12/18/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 9.35
		330852				602-49490-122-	\$ 7.58
		330852				602-49490-135-	\$ 1.77
		330852				602-49490-171-	\$ 4.75
		330852					\$ 23.45
12/20/2024	MINNESOTA REVENUE	330854	State Withholding - 12/18/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 3.61
		330854					\$ 3.61
12/23/2024	PERA	330853	Retirement contributions - 12/18/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 9.10
		330853				602-49490-121-	\$ 10.50
		330853					\$ 19.60
12/26/2024	W. W. GOETSCH ASSOCIATES, INC.	62019	Inv. #113794 - Liftstation inspections, 3" gasket	N	Sewer Utilities - Sewer Lift Stations	602-49470-221-	\$ 140.00
		62019				602-49470-404-	\$ 1,200.00
		62019					\$ 1,340.00
12/31/2024	Money Market/Bonds	IAD3111	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 34.11
		IAD3111					\$ 34.11
12/31/2024	Money Market/Bonds	IAD3120	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 9.67
		IAD3120					\$ 9.67
		Total For Selected Checks					\$ 10,168.65

12/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	86,412.50	81,532.47	(4,880.03)
Delinquent Ad Valorem Taxes	800.00	938.56	138.56
Mobile Home Tax	2.00	0.56	(1.44)
Fiscal Disparities	80.00	111.93	31.93
Total Acct 310	87,294.50	82,583.52	(4,710.98)
Severed Mineral Tax	12.00	16.45	4.45
Total Acct 318	12.00	16.45	4.45
Principal on Special Assessments	3,750.00	4,389.53	639.53
Penalties and Interest on Special Assessments	225.00	48.01	(176.99)
Total Acct 319	3,975.00	4,437.54	462.54
Licenses & Permits	125.00	125.00	0.00
Public Utilities	125.00	0.00	(125.00)
Total Acct 321	250.00	125.00	(125.00)
Homestead and Agricultural Credit Aid (HACA)	2,250.00	0.00	(2,250.00)
Total Acct 334	2,250.00	0.00	(2,250.00)
Interest Earning	570.00	615.19	45.19
Total Acct 362	570.00	615.19	45.19
Rate Class I	81,000.00	81,153.26	153.26
Connection/Reconnection Fees	2,000.00	50.00	(1,950.00)
Penalties and Forfeited Discounts	1,000.00	1,205.89	205.89
Hauled Wastewater Fees	450.00	250.00	(200.00)
Total Acct 372	84,450.00	82,659.15	(1,790.85)
Total Revenues	178,801.50	170,436.85	(8,364.65)
Other Financing Sources:			
Unrealized Investment Gain	125.00	96.02	(28.98)
Total Acct 391	125.00	96.02	(28.98)
Sale of Investment	150.00	109.84	(40.16)
Total Acct 399	150.00	109.84	(40.16)
Total Other Financing Sources	275.00	205.86	(69.14)
Disbursements:			
Ordinances and Proceedings	0.00	91.00	(91.00)
Total Acct 411	0.00	91.00	(91.00)
Bond Principal	60,000.00	60,000.00	0.00
Total Acct 471	60,000.00	60,000.00	0.00
Interest - Bonds	25,537.50	25,537.50	0.00
Total Acct 472	25,537.50	25,537.50	0.00
Fiscal Agent's Fees	475.00	575.00	(100.00)
Total Acct 475	475.00	575.00	(100.00)
Sewer Utilities - Sanitary Sewer Maintenance	53,229.00	48,873.41	4,355.59
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	29,350.00	20,364.24	8,985.76
Sewer Utilities - Administration and General	9,625.00	10,264.75	(639.75)
Total Acct 494	92,204.00	79,502.40	12,701.60
Total Disbursements	178,216.50	165,705.90	12,510.60

12/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	160.00	109.84	50.16
Purchase of Investments	700.00	607.94	92.06
Total Acct 493	860.00	717.78	142.22
Total Other Financing Uses	860.00	717.78	142.22
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		170,642.71	
Total Disbursements and Other Financing Uses		166,423.68	
Cash Balance as of 12/31/2024		106,750.61	

Emily Fire and Rescue

City Council Report 1/14/2025

- 8 Calls in December
- Fire and Rescue Meeting in December was held on 12/17
 - Relief Association and Fire Chief elections
 - Checked all trucks and SCBA
 - Washed trucks
- First Response Unit Meeting was held on 1/7.
 - 12 Members were present.
 - Discussed Fire and Rescue plans going forward, SOP's, and went over the past month's calls.
- Upcoming Fire Meeting on 1/28.
- Upcoming Officer Meeting on 2/2.
- For January, we are holding separate First Response and Fire Meetings. We will have one Fire and Rescue meeting every month going forward starting in February.
- Recommendation to appoint Tyson Kinkaid Assistant Chief of Fire Suppression Operations.
- Recommendation to approve Fire Captain pay of \$600.00 per year for three Fire Captains.
- Tabby Foster will be starting fire training.
- Recommendation to approve the resignations of Jim Patrick and Chad Wosmek.
- Blair Mileski to attend "Fire Chief Boot Camp" class in Virginia, MN on February 7th and 8th, being put on by the Minnesota State Fire Marshall.
- Bryce Butcher and Blair Mileski to attend Minnesota State Fire Chiefs Association Fire Officer and Training Officer School in Duluth on March 21st and 22nd.



Monthly Report

01/08/2025

December	Cary	Krista	LeAnn	Mark	Connie	Cindy	Fawn	Nick	Tabby	Kaiser	Sarah	Kaitlin	Blair
Calls 8	6	3	3	1	4	6	5	4	4	0	0	0	
Meeting 2	2	2	2	1	1	2	2	1	2	1	2	0	0
Training 1	1	1	1	1	1	1	1	1	1	1	1	0	1
Quart Ed 0	0	0	0	0	0	0	0	0	0	1	0	0	

Our meeting was held on January 7th. With all but 1 in attendance. In the month of December, we had 8 calls, and we did our yearly variance training with CRMC. We checked supplies and equipment.

Cary LeBlanc



City of Emily

GENERAL FIRE AND RESCUE INFORMATION AND DUTIES

Date Reviewed	Reference: Changes	Approved by
12-10-24	Adopted	
1-14-25	Revision	

EMILY FIRE & RESCUE DEPARTMENT

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

104.3 DESIRED MINIMUM QUALIFICATIONS

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

104.4 TOOLS AND EQUIPMENT USED

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

City of Emily, Minnesota

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

Purpose and Objectives

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

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

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

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

Under this policy, the City may test any applicant to whom an offer of employment has been made, and may test ~~any employee~~employees for alcohol and/or ~~controlled substance~~drugs, including cannabis, under ~~any of~~ the following circumstances with a properly accredited or licensed testing laboratory or oral fluid test, in accordance with Minn. Stat. § 181.953, ~~subsubs.~~ 1.5a.

(1) Pre-Employment Testing:

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

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

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

(2) Reasonable Suspicion Testing:

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

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

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

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

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

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

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

(3) Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6~~-.2~~, the City may request or require an employee to undergo drug ~~and~~ alcohol ~~or cannabis~~ testing, if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

(4) Routine Physical Examination Testing:

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

(5) Random Testing:

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

Right of Refusal:

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

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

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

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

Refusal on Religious Grounds:

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

Cost of Required Testing:

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

Prohibition against ~~Controlled Substance~~Drugs and Alcohol

Use and Possession of Alcohol or Drug(s):

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

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

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

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

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

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

Driving While Impaired:

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

Criminal Controlled Substance Drug Convictions:

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

Failure to Disclose Lawful Controlled Substance Drugs:

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

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

Review and Notification of Test Results

Notification of Negative Test Results:

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

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

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

Notification of Positive Test Results:

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

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

Right to Provide Information after Receiving Test Results:

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

Right to Confirmatory Retest:

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

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

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

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

Access to Reports:

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

Dilute Specimens:

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

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants:

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

Employees:

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

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

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

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

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

Other Misconduct:

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

Emergency Call Back to Work Provisions:

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

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

Non-Discrimination

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

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

Policy Contact for Additional Information

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

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

Definitions

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

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

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

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

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

City: Means the City of Emily.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

Emily Fire Relief Association

2024 Schedule Form for Lump-Sum Pension Plans (Form SC-24)


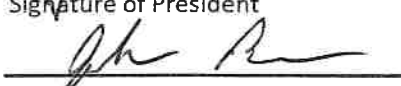

To be eligible for fire state aid this Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2024, and submitted to the Office of the State Auditor.

Relief Association Officer Certification

I have obtained a copy of the schedule form with Confirmation Id 3e096bb6-70b4-40f9-b82e-5418f11d23ff displayed in the lower left corner of each page.

We, the officers of the Emily Fire Relief Association certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that:


- 1) The annual benefit level of \$2,100 per year of service was approved by the Relief Association's board of trustees and, if required by Minn. Stat. § 424A.092, ratified by the affiliated municipal governing board or independent nonprofit firefighting corporation;
- 2) We understand that this form shows that the Relief Association has a projected DEFICIT of \$146,724 and a projected funding ratio of 73.78 percent; and
- 3) The required 2025 contribution is **\$49,004** based on the financial requirements of the Relief Association's Special Fund for the 2024 calendar year.

	Jon	Chmielecki	10/1/24
Signature of President	First Name	Last Name	Date
	Josh	Rinker	10/1/24
Signature of Secretary	First Name	Last Name	Date
	Michael	Armbrust	10/1/24
Signature of Treasurer	First Name	Last Name	Date

Municipal Clerk / Independent Secretary Certification*

I received the completed Schedule Form from the Emily Fire Relief Association with Confirmation Id 3e096bb6-70b4-40f9-b82e-5418f11d23ff displayed in the lower left corner of each page.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

	Cari	Johnson	10-1-2024
Signature of Municipal Clerk / Secretary of independent nonprofit firefighting corporation	First Name	Last Name	Date

* See the form instructions for additional information about certification requirements.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-02**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$ 4,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-02	Firemen's Equipment Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$4,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 14th day of January 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Firemen's Relief Association	License Number: 02215
Address: PO Box 163	City/State/Zip: Emily, MN 56447

1. Amount of proposed lawful purpose expenditure: \$4,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Donation to Fire Dept Equipment Fund.

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	<u>12/18/2024</u> ^{12/18/24}
Chief Executive Officer's Signature	Date
<u>Jon E. Chmielecki</u>	<u>218 851-7408</u>
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$4,000.00. Government use of contribution (check one):

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

Unit of Government: City of Emily	Phone: 218 763-2480
Address: PO Box 68	City/State/Zip: Emily, MN 56447

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

Signature _____	Date _____
Print Name _____	Title _____

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

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-03**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Beatrice Rhode	\$ 300.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-03	Firemen's Equipment Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$ 300.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 14th day of January 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-04**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Beatrice Rhode	\$ 300.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-04	First Response Unit Equipment Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$ 300.00 to the First Response Unit equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 14th day of January 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

RESOLUTION NO. 25-10

**A RESOLUTION ESTABLISHING THE SIZE AND COMPOSITION OF THE
EMILY FIRE AND RESCUE DEPARTMENT**

WHEREAS Emily City Code 33.21 establishes a Fire and Rescue Department and requires the size and composition of the department to be established by resolution and specified in the City's Personnel Policy.

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

1. All Fire and Rescue Department personnel are appointed by the Emily City Council.
2. The minimum number of Fire and Rescue Department members shall be fifteen and the maximum number of members shall be forty.
3. At least 50% of the members shall have passed a Firefighter I course and at least 50% of the members shall have passed First Responder training.
4. There shall be a Fire and Rescue Chief.
5. The Fire and Rescue Department shall include the following officer positions:
 - a. Assistant Chief for Fire Suppression Operations
 - b. Assistant Chief for Emergency Medical Services
 - c. Safety Officer
 - d. Captain(s)
 - e. Training Officer(s)
 - f. SecretaryNo person shall hold more than one of these positions.
6. A five-member Executive Review Board shall include the following members:
 - a. One City Council liaison
 - b. Three members of the Fire and Rescue Department
 - c. One member-at-large who is a citizen of the City not holding elected office and not a member of the Fire and Rescue Department.
7. Fire and Rescue Department members must reside within a 15-minute response time from the Emily Fire Hall.
8. Additional specifications are included in the Emily Fire and Rescue Department Personnel Policies, General Fire and Rescue Information and Duties, and Standard Operating Procedures.

Passed by a majority vote of the City Council of Emily, Minnesota this 14th day of January, 2025.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

EMILY FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES

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

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

8. Appointment of Fire and Rescue Department Personnel.

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

- (1) An applicant for a Fire and Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:
 - a) Must be 18 years of age or older.
 - b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
 - c) Must have a valid Minnesota Driver's License.

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

After a conditional appointment by the City Council:

- a) The City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.
 - b) Firefighters and first responders must successfully complete a timed physical agility test, witnessed by two officers of the Fire and Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.
- (2) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Fire and Rescue Hall. An applicant for firefighter will be issued gear and a pager and must successfully pass a Department-approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager.
 - (3) An Fire and Rescue Department member's date of hire is defined as the date the applicant's preemployment screenings and physical agility test are complete.
 - (4) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

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

RECEIVED
DEC 18 2024

BY:

James M. Patrick

32535 State Hwy 6
Crosby, MN 56441
218-838-4024

City of Emily
39811 MN 6
Emily MN, 56447

December 18, 2024

Dear City of Emily City Council,

I, James M. Patrick, am giving my notice of retirement as of 12/18/2024.

Due to the recent changes, I cannot stand by the decisions that were made at the 12/17/2024 Emily Fire & Relief Association meeting. It is my deepest regret that I will be retiring.

With sad feelings,

James M. Patrick

Fire # 8
218-838-4024

To the City of Emily

RECEIVED
DEC 23 2024

BY:

I Chad Wosmek here by retire from the Emily Fire Department.

MERRY CHRISTMAS

Chad Wosmek

12/23/24

Minnesota Department of Public Safety State Fire Marshal Division

Fire Chief Boot Camp

What is it?

This training program, offered by the State Fire Marshal Division (SFM), will focus on the legal obligations, responsibilities, and resources available to help keep fire chiefs and their departments out of legal harm's way.

Who is it for?

New fire chiefs and those aspiring to be chief officers.

What will I learn?

Presenters will include:

- SFMD Staff
- Minnesota Board of Firefighter Training and Education
- Insurance Service Office (ISO)
- OSHA subject matter experts
- Office of State Auditor
- Minnesota Association of Townships (MAT)
- League of Minnesota Cities (LMC)
- MN Fire Service Foundation

Topics covered include:

- Incident reporting
- Investigation requirements
- Minnesota fire code
- ISO evaluations
- Minnesota OSHA requirements
- Office of State Auditor requirements
- Township relations
- Human resources

More information

You must be nominated by a fire chief or a city/township supervisor to be part of this program. To be placed on the list for this upcoming, high-demand class, email Fire Service Specialist Jared Rozeboom at jared.rozeboom@state.mn.us

Where and when

Forest Lake Fire Department
Dec. 14, 2024, from 8 a.m. to 5 p.m.
Dec. 15, 2024, from 8 a.m. to 1 p.m.

Iron Trail Motor Events Center, Virginia MN
In partnership with the City of Virginia and Virginia Fire Department
Feb. 7, 2025, from 4 p.m. to 9 p.m.
Feb. 8, 2025, from 8 a.m. to 4 p.m.



2025 Duluth Fire Officer & Training Officer School

March 14 - 16, 2025 | [Duluth Entertainment Convention Center](#)
350 Harbor Drive | Duluth, MN 55802



6TH ANNUAL
DULUTH FIRE OFFICER & TRAINING OFFICER SCHOOL
MARCH 14 - 16, 2025 | DULUTH

Our Sponsors



Upcoming Events

Fri Jan 31, 2025

[Alexandria Fire Officer & Training Officer School](#)

Category: Meetings/Events

Fri Mar 14, 2025

[Duluth Fire Officer & Training Officer School](#)

Category: Meetings/Events

Mon Mar 31, 2025

[Fire Service Day at the Capitol](#)

Category: Meetings/Events

Schedule

Friday, March 14

12:00 pm – 5:30 pm | **Vendor Set-up**

6:00 pm – 8:00 pm | **Registration at [Hoops Brewing](#)**

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6:00 pm – 10:00 pm

Social Gathering at Hoops Brewing

Saturday, March 15

7:30 am – 5:00 pm

Registration

7:30 am – 7:00 pm

Vendor Show

7:50 am – 8:00 am

Welcome

8:00 am – 5:00 pm

Classes

9:30 am – 10:30 am

Break

12:00 pm – 1:00 pm

Lunch

2:30 pm – 3:30 pm

Break

5:00 pm – 7:00 pm

Networking Event

Sunday, March 16

8:00 am – 12:00 pm

Classes

9:30 am – 10:30 am

Break

All events are at the DECC, unless stated otherwise above.

**Schedule is subject to change.*

Cost

MSFCA Member Registration Rate: **\$235**

Non-Member Registration Rate: **\$285**



Minnesota S...

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Minnesota
State Fire
Chiefs
Association

Event Registration Cancellation Policy

A cancellation penalty of 50% shall be imposed if cancellation occurs between 30 and 60 days from the first vending day of the event. If cancellation occurs under 30 calendar days of the first vending date, a 100% penalty shall be imposed. Please [contact the MSFCA Office](#) with questions or concerns.

Minnesota State Fire Chiefs Association

Phone 800-743-0911

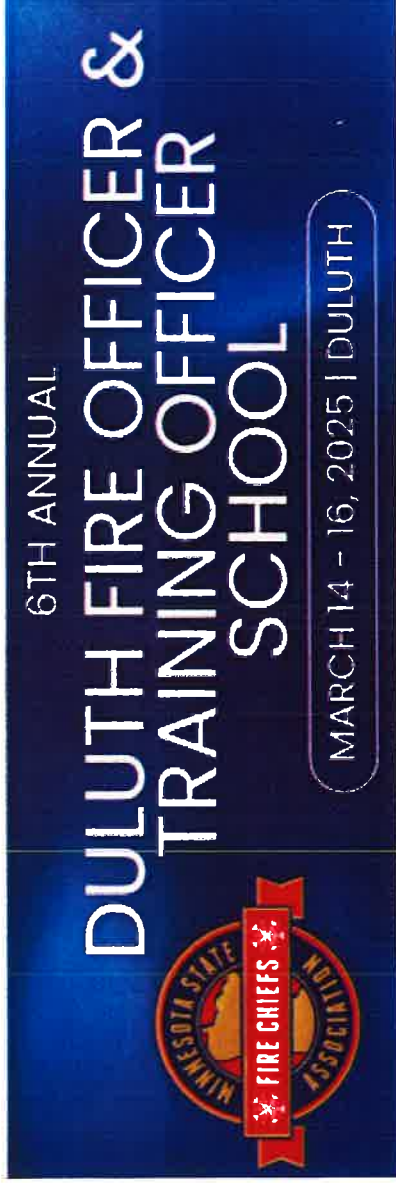
office@msfca.org

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2025 Duluth Fire Officer & Training Officer School

March 14-16, 2025 | [DECC](#) | 350 Harbor Drive, Duluth, MN 55802



Our Sponsors



GENERAL SAFETY FIRE APPARATUS
Helping You Serve Your Community

Attendees can register for one (1) 12-hour class, which is held on Saturday and Sunday. Please click here to view class descriptions.

10 Minutes and Beyond

David Brosnahan, Fire Chief, Roseville

The overall goal of the course "10 Minutes and Beyond" is to build on the training obtained in the previous MSFCA Fire Officers School class: "The First 5 Minutes". The purpose of this training will emphasize the behaviors necessary to ensure safe incident ground operations through lecture, demonstrations, individual, and group activities.

The course will attempt to provide the first arriving firefighters/fire officers an opportunity to further develop the skills necessary to make the right decisions and operate effectively as an initial Incident Commander and to provide the skills to start the fire attack plan (IAP-incident action plan) not only for your own unit but for the other responding units as well.

The course is anticipated to provide the following:

- To define and explain fire-ground expectations for the first arriving FF/FO.

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- To gain the responsibilities of identifying the what, where, when and how of incident management (functions of command).
- To provide a good knowledge base for all personnel who find themselves in charge (however briefly).
- To influence changes in strategy and tactics due to changes in the current fire environment

The course will be scenario driven and will attempt to focus on fire-ground operations, crash incidents, search incidents, and natural disasters.

Class participants must have already attended the class “The First 5 Minutes”.

Accountability in Leadership

Greg Hayes

As a leader in today's environment, we are met with many challenges in dealing with programs, people, and politics. Leadership tactics have evolved from the traditional approaches from which we will need to evolve. Within this course, you will dive into the challenges you are facing today. Discussions and exercises will help you talk through some of the complex issues facing today's leaders in Public Safety. Finally, utilizing real-world examples, you will identify key strategies to help you lead your organization.

Buddy to Boss

BJ Jungmann, Fire Chief, Burnsville & Chad Weinstein

The transition from firefighter to company officer is more complicated than merely transitioning “from buddy to boss.” Front-line officers work side-by-side with those they lead, in close quarters in the firehouse and in the hot zone. This program will engage current and prospective officers in discussions, exercises, and presentations designed to help them become the best leaders they can be. The goal is to cultivate an understanding of what it takes to be a successful and impactful company officer. Participants will learn leadership skills and concepts while working with peers from around the state in order to apply them to the real world of front-line supervision and mentorship.

Critical Thinking for Fire Ground Operations

Lance Ross, MN-1 AHMT & Trevor Hamdorf, Deputy Director - Public Safety, New Brighton



Minnesota State Fire Chiefs Association

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**Minnesota
State Fire
Chiefs
Association**

Each and everyday Emergency Services respond to numerous calls that require different approaches to best control the situation. Often, the decisions of controlling that situation happen within seconds. Some of these situations end up going longer than the “normal” call.

This critical thinking session is designed to provide you a background and enhance your decision making on a scene both initially and long term incidents. Learn from case studies and lessons learned on the ICS City a 5 ft. x 32 ft. training city that you will be utilizing during the session. The session scenarios will start at a baseline level and grow in intensity and complexity. The ICS City allows for students to utilize the concepts learned during class and their “real world” experience and apply to the exercise that is unfolding in front of them “in the city”.

The session will have training components and many “hands on” opportunities with the ICS City.

EMS Attack Crew: Managing the Medical Call as a First-In Fire Crew

Scott Spinks, Chief of Training and EMS

As the responsibilities of the modern day fire department increase, one of the most prominent roles for fire crews to serve is the role of the EMS First Responder. In 2021, fire departments across the US reported that 60-80% of the total calls they responded to were medical in nature. As this growth trend continues, it becomes more important than ever that our crews be prepared to manage a medical scene efficiently, confidently and effectively.

The 12 hour EMS Attack Crew course takes an in depth look at a wide variety of 911 medical calls and provides a collection of strategies and tactics to help fire departments enter these calls with confidence and a clear idea of the things that can be done to ensure the patient gets their best chance at a positive outcome.

Topics include Time Control, Information Collection, Orchestrating the Scene from an Officer’s Perspective, the Vital Task of Collecting Vitals and the Art of the Smooth Hand-off. The course moves at a steady pace, using presentations, videos and scenarios to accommodate all kinds of learning styles.

A program developed by Scott Spinks, EMS Attack Crew is designed based on Scott’s experiences as a fire captain and as a critical care paramedic in the busiest county in Minnesota.

Fire Group Management - First Arriving Officer

*Curt Mackey, Fire Chief, Excelsior &
Nate Basinger, Battalion Chief, Excelsior*

Participants will learn the importance of conducting a thorough size up before committing limited resources. This course will develop company officers' incident scene supervisory and management capabilities in structural fire operations. Key content includes discussion and scenario based practice on controlling and implementing the activities that need to be done to successfully deal with personnel performing the following operations; rescue and ventilation, confinement and extinguishment, water supply, exposures, offensive and defensive operations, salvage, overhaul and support. This course takes a practical, common sense approach to fighting fires in single-family homes, multi-family apartment buildings, light industrial and commercial structures. It takes into account the realities of today's fire service – that is, most fire departments in this country are, understaffed, less experienced and involved in more EMS than ever before. If your incidents seem to run themselves and you're not in control then this course is for you.

Inspire the Leader Within

Scott Nelson

Leadership effectiveness is the ability to influence others through a balance of leading, managing and coaching. Officers who share vision, coordinate efforts, and empower others bring people together and discover solutions that draw upon the talents of all the firefighters. Great leaders embrace new approaches and communicate in ways that engage others. The most effective officers understand the importance of leading authentically and are dedicated to developing themselves. It is a commitment to create a culture of excellence that results in each officer inspired to contribute their very best toward a common goal.

Learning Objectives

- Adapt to other communication styles and navigate personality differences
- Increase self-awareness and manage emotions effectively
- Influence others through authenticity and intentionality
- Build trust and credibility through relational leadership
- Create a culture with empathy and accountability
- Enhance teamwork and reduce conflict

State Fire Marshal Class

So You Want to Deploy Outside of Minnesota

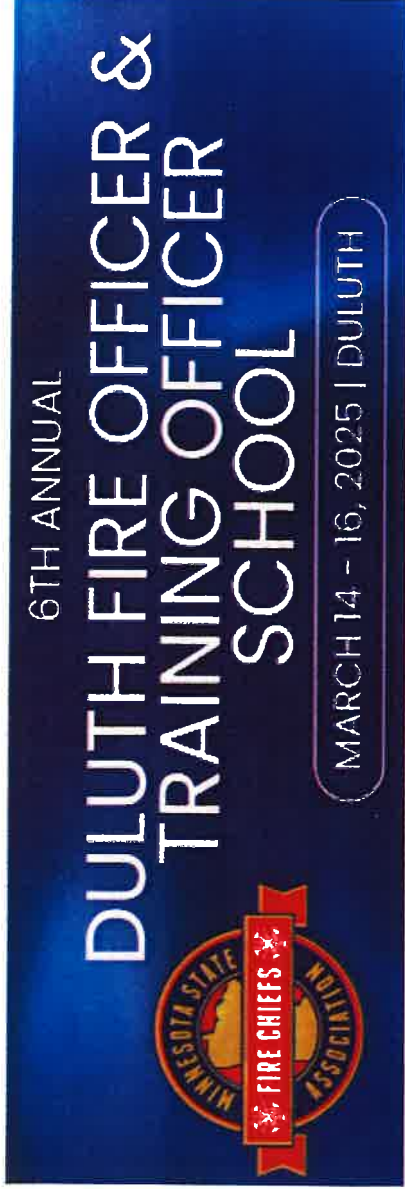
Jared Rozeboom, Fire Service Specialist, Minnesota State Fire Marshal & Jacob Beauregard, Logistics, EMAC, & LESO Coordinator, Minnesota Department of Homeland Security and Emergency Management

In this session we will cover Emergency Management Assistance Compact (EMAC) requests as they pertain to fire departments in Minnesota. We will take a deep dive into the specifics of the EMAC requests and share best practices on how you can collaborate with neighboring departments to build mission ready packages. We will also review what you can expect while deployed outside of the state and what steps need to be taken once you return home.

Fire Incident Reporting in Minnesota

Craig Milani, State Fire Data Administrator, Minnesota State Fire Marshal Division & Joel Paylor, MFIRS/NFIRS State Program Manager, Minnesota State Fire Marshal Division

Have you ever wondered what happens to the fire incident report you just completed? This 4-hour session will explain the fire incident reporting cycle in Minnesota, compare examples of incident reporting, and review how your department can use fire incident report data for your department's fire prevention program.



Our Sponsors



2025 Duluth Fire Officer & Training Officer Hotel Information

Please contact the MSFCA Office (office@msfca.org / 800-743-0911) with hotel questions or concerns.

Edgewater Hotel & Waterpark

2400 London Rd | Duluth, MN 55812

Reservations: (218) 728-3601

Rate: \$169 - \$193/night

Check-in Time: 4:00pm

Check-out Time: 11:00am

Hampton Inn

310 Canal Park | Duluth, MN 55802

Reservations: (218) 720-3000

Rate: \$169-229/night

Check-in Time: 3:00pm

Check-out Time: 11:00am

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[Fire Service Day at the Capitol](#)

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[View Full Calendar](#)

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The Holiday Inn

200 W 1st St | Duluth, MN 55802

Reservations: (218) 722-1202

Rate: \$146/night

Check-in Time: 4:00pm

Check-out Time: 11:00am

The Inn On Lake Superior

350 Canal Park Drive | Duluth, MN 55802

Reservations: (218) 726-1111

Rate: \$166 - \$194/night

Check-in Time: 4:00pm

Check-out Time: 11:00am

Pier B Resort

800 W Railroad St | Duluth, MN 5502

Reservations: (218) 481-8888

Rate: \$209 - \$239/night

Check-in Time: 4:00pm

Check-out Time: 11:00am



Minnesota State

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LG215 Lease for Lawful Gambling Activity**LEASE INFORMATION**

Organization: Emily Firemen's Relief Association	License/Site Number: 02215-006	Daytime Phone: 218 866 0343
Address: PO Box163	City: Emily	State: Zip: MN 56447
Name of Leased Premises: Red Pine Cookhouse	Street Address: 39910 State Highway 6	
City: Emily	State: Zip: MN 56447	Daytime Phone: 218 763-8885
Name of Legal Owner: Paul Huynh	Business/Street Address: PO Box 133	
City: Emily	State: Zip: MN 56447	Daytime Phone: 612 384-0193
Name of Lessor (if same as legal owner, write "SAME"): Same	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- New owner.** Effective date: 12/9/2024 _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Pull-Tabs (paper) | <input checked="" type="checkbox"/> Electronic Pull-Tabs |
| <input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device | <input checked="" type="checkbox"/> Electronic Linked Bingo |
| <input type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo | Electronic games may only be conducted: |
| <input checked="" type="checkbox"/> Tipboards | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| <input type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 45 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Paul

Date:

12/12/24

Signature of Organization Official (Lessee):

Phil Yetzer

Date:

12/12/2024

Print Name and Title of Lessor:

Paul Hurst Owner

Print Name and Title of Lessee:

Phil Yetzer: Gambling Mgr

Questions? Contact the Licensing Section, Gambling Control Board, at 1-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax: 651-639-4032



Date: December 17, 2024

To: City of Emily

From: Leland Bundy, Operator

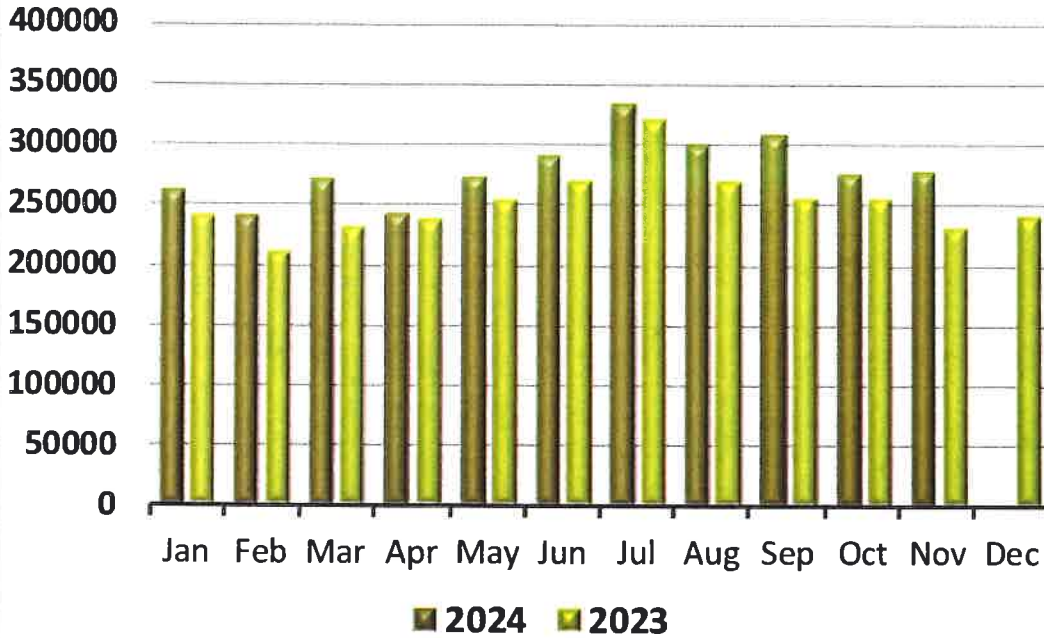
O & M Report: November 2024

Wastewater Operation & Maintenance

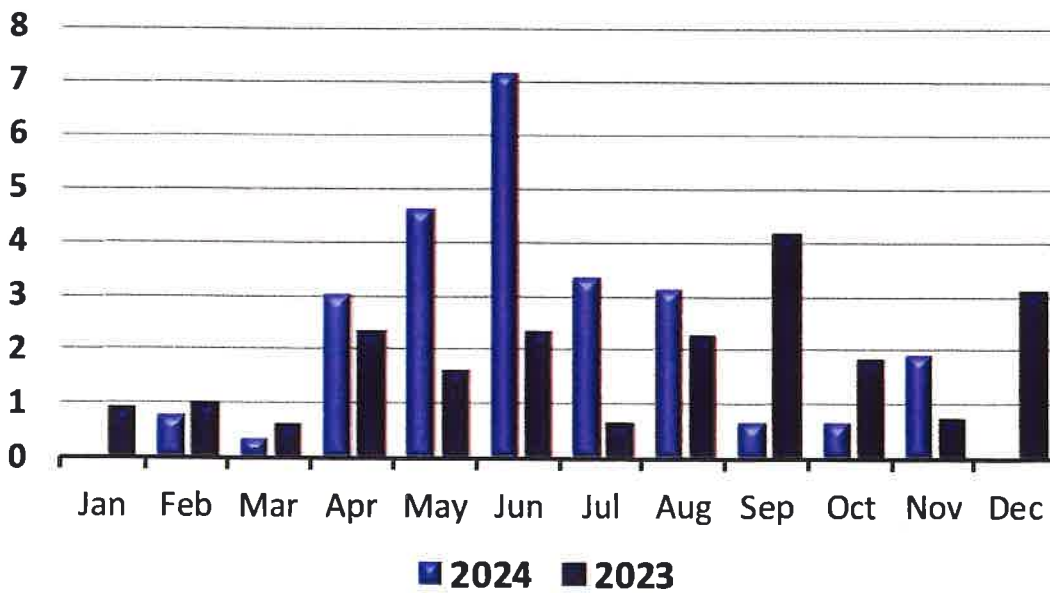
- Lift Station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded onsite weekly too and used for MPCA monthly operations reports.
- Lift station RTMs are recorded onsite weekly to verify pump efficiency.
- No pond discharges this month. All ponds are winter ready.
- All monthly reports to the MPCA have been submitted on time. The facility is operating as designed or better.
- December - we will collect the required quarterly influent sample.
- W.W. Goetsch will be here in December to perform annual maintenance for the lift pumps.

		November-24	October-24	November-23
Wastewater				
CBOD				
CBOD Influent	mg/L	0	0	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	0	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	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	9,263	8,944	7,752
Influent Flow Monthly Maximum	gallons	12,097	10,968	10,374
Influent Flow Monthly Total	gallons	277,895	277,280	232,578
Precipitation Monthly Total	invches	2	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	199,180	1,999,180	0

Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



SERVICE INFORMATION

Service ID: 478050
Service Type: Submit DMR
Created On: 12/13/2024

Minnesota Pollution Control Agency

Discharge Monitoring Report Form

Agency Interest
83904 - Emily WWTP

Permit Number
MN0067628

Monitoring Period
11/01/2024 - 11/30/2024

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

Parameter	Quantity		Quality		Frequency of Analysis		Sample Type	Exception
	Average	Maximum	Minimum	Maximum	Average	Units		
Flow	Result *****	.279	.009	.012	once per day	mgd	Measurement, Continuous	
50050 Modification # 0	Limit *****	REPORT calendar month total	REPORT calendar month average	REPORT calendar month maximum	once per day	mgd	Measurement, Continuous	
Precipitation	Result *****	1.93	*****	*****	once per day	*****	Measurement	
00193 Modification # 0	Limit *****	REPORT calendar month total	*****	*****	once per day	*****	Measurement	

Comment :

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

Parameter	Quantity		Quality		Frequency of Analysis		Sample Type	Exception
	Average	Maximum	Minimum	Average	Maximum	Units		
Chloride, Total	Result *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
00940 Modification # 0	Limit *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
Flow	Result *****	1.9	*****	*****	once per month	*****	Calculation	
50050 Modification # 0	Limit *****	<=15,184 calendar year to date total	*****	*****	once per month	*****	Calculation	
Flow	Result *****	REPORT calendar month total	*****	*****	once per day	mgd	Measurement, Continuous	
50050 Modification # 0	Limit *****	REPORT calendar month total	*****	REPORT calendar month maximum	once per day	mgd	Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N)	Result *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
00630 Modification # 0	Limit *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N)	Result *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
00610 Modification # 0	Limit *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total	Result *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
00625 Modification # 0	Limit *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
pH	Result *****	*****	*****	*****	once per month	SU	Grab	
00400 Modification # 0	Limit *****	*****	REPORT calendar month minimum	*****	once per month	SU	Grab	
Solids, Total Suspended (TSS)	Result *****	*****	*****	*****	once per month	mg/L	4-Hour Flow Composite	
00530 Modification # 0	Limit *****	*****	*****	REPORT calendar month average	once per month	mg/L	4-Hour Flow Composite	

Comment :

Attachment Upload

Attachment Type	Uploaded Filename
Pond Observations	Pond Observations 12-24.xls

Electronic Signature

Signator: Leland Bundy
Signator ID: LBOPERATIONSPECIALTIES2
Challenge/Response Question: In what city was your spouse born?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 12/13/2024 10:22

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

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

DMR Signatory: Leland Bundy
Date: 12/13/2024

Submission

Date/Time of Submission: 12-13-2024 10:22:13 AM

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

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

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR(MO)DAY	YEAR(MO)DAY
2024-11-01	2024-11-30

FROM:

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT REQ.		SAMPLE VALUE	PERMIT REQ.				
Flow 50050	*****	.279	Mgal	*****	.009	mgd	once per day	Measurement, Continuous	
	*****	REPORT calendar month total		*****	REPORT calendar month maximum				
Precipitation 00199	*****	1.93	in	*****	*****		once per day	Measurement	
	*****	REPORT calendar month total		*****	*****				

COMMENTS:

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

WASTEWATER TREATMENT
 DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2024-11-01	2024-11-30

x

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	VALUE	PERMIT REQ		REPORT	calendar month average				
Chloride, Total 00940	SAMPLE VALUE	*****		*****	*****		once per month	4-Hour Flow Composite	
	PERMIT REQ	*****		*****	*****		once per month	4-Hour Flow Composite	
	REQ	*****		*****	*****		once per month	Calculation	
Flow 50050	SAMPLE VALUE	1.9	Mgal	*****	*****		once per month	Calculation	
	PERMIT REQ	15.184		*****	*****		once per month	Calculation	
	REQ	calendar year to date total		*****	*****		once per day	Measurement, Continuous	
Flow 50050	SAMPLE VALUE	*****	Mgal	*****	*****		once per day	Measurement, Continuous	
	PERMIT REQ	*****		*****	*****		once per day	Measurement, Continuous	
	REQ	REPORT calendar month total		*****	*****		once per month	4-Hour Flow Composite	
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE VALUE	*****		*****	*****		once per month	4-Hour Flow Composite	
	PERMIT REQ	*****		*****	*****		once per month	4-Hour Flow Composite	
	REQ	REPORT calendar month total		*****	*****		once per month	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610	SAMPLE VALUE	*****		*****	*****		once per month	4-Hour Flow Composite	
	PERMIT REQ	*****		*****	*****		once per month	4-Hour Flow Composite	
	REQ	REPORT calendar month average		*****	*****		once per month	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625	SAMPLE VALUE	*****		*****	*****		once per month	4-Hour Flow Composite	
	PERMIT REQ	*****		*****	*****		once per month	4-Hour Flow Composite	
	REQ	REPORT calendar month average		*****	*****		once per month	4-Hour Flow Composite	
pH 00400	SAMPLE VALUE	*****		*****	*****		once per month	Grab	
	PERMIT REQ	*****		*****	*****		once per month	Grab	
	REQ	REPORT calendar month minimum		*****	*****		once per month	4-Hour Flow Composite	
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE	*****		*****	*****		once per month	4-Hour Flow Composite	
	PERMIT REQ	*****		*****	*****		once per month	4-Hour Flow Composite	
	REQ	REPORT calendar month average		*****	*****		once per month	4-Hour Flow Composite	

COMMENTS:

2023-00 Emily Flow Meter Calculation Check

Date	Rdg From Wkly Data Sheet	Dif. (x100)	Flow Converted to MGD	As Reported or Calc'd on Daily Log	Precip in Inches of water	Comments:
last day of prev month			NOTE: DIFFERENCES IN RED			Fill in Yellow Boxes
1	10060	10060	0.1006		0	
2	9487	-573	0.0949		0.03	
3	8600	-887	0.0860		0	
4	9362	762	0.0936		0.18	
5	9438	76	0.0944		0	Rounds at ponds and lift stations
6	10229	791	0.1023		0	
7	8663	-1566	0.0866		0	
8	10040	1377	0.1004		0	
9	10949	909	0.1095		0	
10	9461	-1488	0.0946		0.02	
11	12097	2636	0.1210		0.02	Sewer commette meeting
12	8638	-3459	0.0864		0	
13	7985	-653	0.0799		0	
14	7780	-205	0.0778		0.28	
15	11800	4020	0.1180		0.01	
16	10772	-1028	0.1077		0	
17	9398	-1374	0.0940		0	
18	11431	2033	0.1143		0	
19	8028	-3403	0.0803		0.93	Rounds at ponds and lift stations
20	7979	-49	0.0798		0.29	
21	7096	-883	0.0710		0.07	
22	9536	2440	0.0954		0	
23	8635	-901	0.0864		0	
24	8662	27	0.0866		0	
25	9467	805	0.0947		0.1	
26	8696	-771	0.0870		0	Rounds at ponds and lift stations
27	7835	-861	0.0784		0	
28	9278	1443	0.0928		0	
29	7824	-1454	0.0782		0	
30	8669	845	0.0867		0	
31		0	0.0000		0	
	277895	Totals	2.7790		1.9300	

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

Facility name: Emily Wastewater treatment Facility Permit number: MN0087628
 Month: November Year: 2024

Type of Pond (Aerated, Primary, Secondary, etc.)	Pond: Primary 1					Pond: Primary 2					Pond: Secondary 1					Acres:
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	
1. Date of observation (mm/dd/yyyy):	11/5/2024	11/11/2024	11/19/2024	11/26/2024		11/5/2024	11/11/2024	11/19/2024	11/26/2024		11/5/2024	11/11/2024	11/19/2024	11/26/2024		
2. Odor (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no		
3. Aquatic plants (% of coverage, type):	90%		90%	0		98%		98%	0		10%		10%	0		
4. Floating mats (% of coverage, type):	no	no	no	no		no	no	no	no		no	no	no	no		
5. Water depth (inches):	36.5		37	38		36.5		37	38		38		38	38		
6. Muskrats, rodents, etc. (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no		
7. Dike condition (Erosion, etc.):	ok	ok	ok	ok		ok	ok	ok	ok		ok	ok	ok	ok		
8. Ice cover (% of coverage):	0%		0%	80		0%		0%	90%		0%		0%	100%		

Comments:

No pond observations on the 11th. Wastewater committee meeting - Lift stations are checked daily via the internet. Ponds are stable, no community water supply.

Date: January 10, 2025

To: City of Emily

From: Leland Bundy, Operator

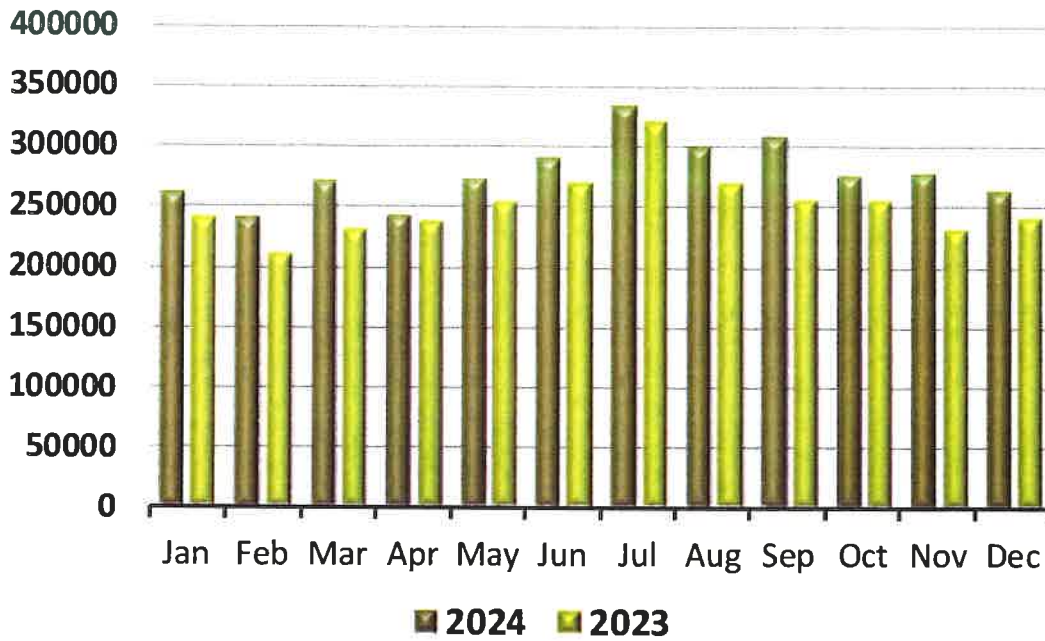
O & M Report: December 2024

Wastewater Operation & Maintenance

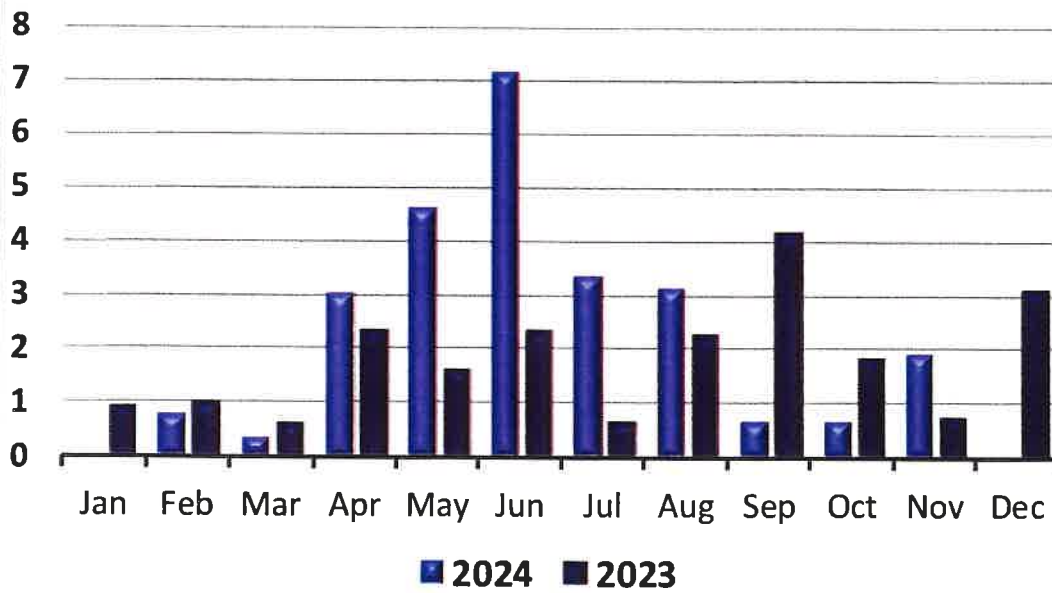
- Lift Station maintenance checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift Station run time meters are recorded onsite weekly to verify pump efficiency.
- Pond discharges of 2,726,160 gallons this year, we finished the discharge in August this year.
- All monthly reports to the MPCA have been submitted to the MPCA on time. The facility is operating as designed or better.
- Completed Sewer hook up inspection with a photo.
- December quarterly influent sample was collected and brought to the lab in Brainerd.
- Grinder station alarm at 40111 Hite Lane. The pump had completed its run cycle as I drove up. They had several family members at the house that used extra water. The grinder stations have a 60-gallon wet well. The pumps in them are made for high pressure, low volume discharge. These systems can be easily overrun causing alarms. This property has had three pumps so far, with many, many alarm calls. It would be our suggestion to replace this station with a 500 gallon pump tanks with larger grinder pumps that have the ability for more GPM, Gallons Per Minute.
- WW Goetsch was able to complete the Lift Station Annuals this month.

		December-24	November-24	December-23
Wastewater				
CBOD				
CBOD Influent	mg/L	474	0	261
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	217	0	304
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	7	0	7
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	7
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	277
Influent Flow				
Influent Flow Monthly Average	gallons	8,496	9,263	7,774
Influent Flow Monthly Maximum	gallons	11,831	12,097	10,970
Influent Flow Monthly Total	gallons	263,388	277,895	241,020
Precipitation Monthly Total	invches	0	2	3
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



SERVICE INFORMATION

Service ID: 480825
Service Type: Submit DMIR
Created On: 01/06/2025

Minnesota Pollution Control Agency

Discharge Monitoring Report Form

Agency Interest
83904 - Emily WWTP

Permit Number
MN0067628

Monitoring Period
12/01/2024 - 12/31/2024

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

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Average	Maximum	Units			
BOD, Carbonaceous 05 Day (20 Deg C) 80082 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	474 REPORT calendar quarter maximum	mg/L mg/L	once per quarter once per quarter	4-Hour Flow Composite 4-Hour Flow Composite	
Flow 50050 Modification # 0	Result ***** Limit *****	.26 REPORT calendar month total *****	Mgal Mgal	.008 REPORT calendar month average *****	***** REPORT calendar month maximum 6.6	mgd mgd	once per day once per day	Measurement, Continuous Measurement, Continuous	
pH 00400 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	***** REPORT calendar quarter maximum *****	SU SU	once per quarter once per quarter	Grab Grab	
Precipitation 00193 Modification # 0	Result ***** Limit *****	.58 REPORT calendar month total *****	in in	***** *****	***** *****	***** *****	once per day once per day	Measurement Measurement	
Solids, Total Suspended (TSS) 00530 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	217 REPORT calendar quarter maximum	mg/L mg/L	once per quarter once per quarter	4-Hour Flow Composite 4-Hour Flow Composite	

Comment :

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

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum			
Chloride, Total 00940 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average	***** *****	mg/L mg/L	4-Hour Flow Composite 4-Hour Flow Composite	
Flow 00050 Modification # 0	Result ***** Limit *****	***** *****	Mgal Mgal	***** *****	REPORT calendar month average intervention	***** *****	mgd mgd	Measurement, Continuous Continuous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 0	Result ***** Limit *****	REPORT calendar month total intervention *****	***** *****	***** *****	REPORT calendar month average	***** *****	mg/L mg/L	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average	***** *****	mg/L mg/L	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average	***** *****	mg/L mg/L	4-Hour Flow Composite 4-Hour Flow Composite	
pH 00400 Modification # 0	Result ***** Limit *****	***** *****	***** *****	REPORT calendar month minimum *****	***** *****	***** *****	SU SU	Grab Grab	
Solids, Total Suspended (TSS) 00530 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average	***** *****	mg/L mg/L	4-Hour Flow Composite 4-Hour Flow Composite	

Comment:

Attachments

Attachment Type	Uploaded Filename
Pond Observations	Pond Observations 12-24.xls

Electronic Signature

Signator: Leland Bundy
Signator ID: LBOPERATIONSPECIALTIES2
Challenge/Response Question: What is your father's middle name?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 01/06/2025 10:41

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

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

DMR Signatory: Leland Bundy
Date: 01/06/2025

Submission

Date/Time of Submission: 01-06-2025 10:41:27 AM

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2024-12-01	2024-12-31

FROM:

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

PARAMETER	QUANTITY			CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT	REQ.	REPORT	SAMPLE VALUE PERMIT	REQ.	REPORT				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	*****	*****	*****	*****	*****	474	mg/L	once per quarter	4-Hour Flow Composite	
	*****	*****	*****	*****	*****	REPORT calendar quarter maximum				
	*****	*****	*****	*****	*****	REPORT calendar quarter maximum				
Flow 50050	*****	*****	.26	*****	*****	.008	mgd	once per day	Measurement, Continuous	
	*****	*****	REPORT calendar month total	*****	*****	REPORT calendar month average				
	*****	*****	*****	*****	*****	REPORT calendar month maximum				
PH 00400	*****	*****	*****	*****	*****	6.6	SU	once per quarter	Grab	
	*****	*****	*****	*****	*****	REPORT calendar quarter maximum				
	*****	*****	*****	*****	*****	*****				
Precipitation 00193	*****	*****	.58	*****	*****	*****	in	once per day	Measurement	
	*****	*****	REPORT calendar month total	*****	*****	*****				
	*****	*****	*****	*****	*****	*****				
Solids, Total Suspended (TSS) 00530	*****	*****	*****	*****	*****	217	mg/L	once per quarter	4-Hour Flow Composite	
	*****	*****	*****	*****	*****	REPORT calendar quarter maximum				
	*****	*****	*****	*****	*****	*****				

COMMENTS:

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

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

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

X

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MIND067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2024-12-01	2024-12-31

FROM: TO:

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

COMMENTS:

2023-00 Emily Flow Meter Calculation Check

Date	Rdg From Wkly Data Sheet	Dif. (x100)	Flow Converted to MGD	As Reported or Calc'd on Daily Log	Precip in Inches of water	Comments:
last day of prev month			NOTE: DIFFERENCES IN RED			Fill in Yellow Boxes
1	8088	8088	0.08088		0.07	
2	10138	2050	0.10138		0	
3	7854	-2284	0.07854		0	Rounds at Lift Stations and ponds
4	9310	1456	0.0931		0.02	
5	7834	-1476	0.07834		0	
6	9444	1610	0.09444		0	
7	9281	-163	0.09281		0	
8	10068	787	0.10068		0.12	
9	9343	-725	0.09343		0	
10	10142	799	0.10142		0.03	Rounds at Lift Stations and ponds
11	7083	-3059	0.07083		0	
12	7152	69	0.07152		0	
13	9269	2117	0.09269		0	
14	8545	-724	0.08545		0.02	
15	8723	178	0.08723		0.01	
16	8630	-93	0.0863		0	
17	7764	-866	0.07764		0.01	Rounds at Lift Stations and ponds
18	6874	-890	0.06874		0.09	
19	7476	602	0.07476		0.11	
20	7945	469	0.07945		0.02	
21	6102	-1843	0.06102		0	
22	8786	2684	0.08786		0	
23	8206	-580	0.08206		0	
24	7246	-960	0.07246		0	Rounds at Lift Stations and ponds
25	6700	-546	0.067		0	
26	6712	12	0.06712		0.04	
27	8740	2028	0.0874		0.03	
28	9615	875	0.09615		0	
29	8963	-652	0.08963		0.01	
30	11831	2868	0.11831		0	Rounds at Lift Stations and ponds
31	9524	0	0.09524		0	
	263388	Totals	2.63388		0.5800	

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

Facility name: Emily Wastewater Treatment Facility Permit number: MND0087628
 Month: December Year: 2024

Type of Pond (Aerated, Primary, Secondary, etc.)	Pond: Primary 1			Pond: Primary 2			Pond: Secondary 1			Acres:
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	
1. Date of observation [mm/dd/yyyy]:	12/3/2024	12/10/2025	12/17/2025	12/3/2024	12/10/2025	12/17/2025	12/3/2024	12/10/2025	12/17/2025	12/24/2025
2. Odor (Yes or No):	no	no	no	no	no	no	no	no	no	no
3. Aquatic plants (% of coverage, type):	0%	0%	0%	0%	0%	0%	0%	0%	0%	0
4. Floating mats (% of coverage, type):	no	no	no	no	no	no	no	no	no	no
5. Water depth (inches):	38	38.5	40	38	38.5	40	38	38	38	38
6. Muskrats, rodents, etc. (Yes or No):	no	no	no	no	no	no	no	no	no	no
7. Dike condition (Erosion, etc.):	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok
8. Ice cover (% of coverage):	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Comments:

January 10, 2025

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

Sent via email

Re: Shared Services Agreement Update

Greetings Ms. Johnson,

Happy New Year to you and everyone at the City. I am writing to let you know that Sourcewell has revised the Community Development Shared Services Agreement that supports our partnership with your city.

I have enclosed a summary of the changes as well as a copy of the revised agreement for initial review and inclusion in an upcoming City Council packet. Following review by the city, we will plan to send the new agreement via DocuSign (email) for Mayor and Clerk signatures.

To confirm, the names and emails that we have on file include:

Clerk: Cari Johnson
Email: clerk@emily.net

Mayor: Tracy Jones
Email: mayor.tracyjones@cityofemily.com

In sum, the revisions modify "Responsibilities of the Parties," clarifying "staffing," "scope of work," and "community responsibilities." The revisions also include additional language regarding the "term and termination" of the agreement. Lastly, it includes an annual hourly rate increase of \$5 per hour, beginning in 2026.

Like before, the Sourcewell Community Development team will continue to not bill for ancillary costs, including postage, mileage, and time spent traveling to and from your city.

If you have any questions or would like to discuss these revisions in detail, please contact me anytime at (218) 895-4151. I look forward to talking with you; I am available for a phone conversation, an in-person meeting at City Hall, and/or a discussion at an upcoming City Council meeting.

Thank you for the opportunity to serve your city. It is an honor to work with you.

Sincerely,

Justin Burslie

Justin Burslie
Associate Director of Community Development

Enclosure

Summary of Changes to Zoning Administration Shared Services Agreement January 2025

ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

- 2.2. Staffing- added language related to what happens if Sourcewell experiences a significant loss of staff which impacts its ability to perform under the Agreement.
- 2.2.1 Scope of Work- added a sentence to clarify that the Community Development Administrator (CDA) will perform only those functions of the Zoning Administrator as defined in the Agreement.
 - 2.2.1(a)(iv) replaced the word “inspections” with the word “visits.”
 - 2.2.1(b)(ii) added that CDA will attend meetings at their own discretion, made some phrasing changes to the last sentence about what the CDA will not assist with and specifically removed the “screening for health conditions” language.
 - 2.2.1(b)(iv) added this paragraph related to CDA not being responsible to run the meetings, only to work in an advisory capacity.
 - 2.2.1(c) updated all language to reflect current practice on CDAs involvement with enforcement matters.
- 2.3 Community Responsibility- this whole paragraph was added to the Agreement to address various expectations/ responsibilities the community has including two required meetings with Sourcewell staff and language to address an overall safe work environment for CDAs.

ARTICLE 3: TERM AND TERMINATION

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

APPENDIX A: Fee Schedule

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

SHARED SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT SERVICES

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

ARTICLE 1: PURPOSE

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

ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

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

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

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

a. General Zoning Administrative Duties.

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

b. Public Meetings.

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

c. Enforcement.

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

Summary of Comments on Community Development Shared Services Agreement 12.11.2024_Emily (w LMC comments).pdf

Page: 2

■ Number: 1 Author: CSmith Subject: Comment on Text Date: 1/13/2025 11:09:58 AM
I would want this to be at the city's discretion.

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

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

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

- 2.3.5 Provide the CDA with information regarding emergency procedures, policies, shelters and exit routes, for any building where the CDA provides services.
- 2.3.6 Provide the CDA with a work environment free from hostile conduct including but not limited to perceived or actual threats to the CDAs personal safety, professional standing, or family safety, regardless of whether those threats are made directly or indirectly, in person, in writing, on an electronic source or platform, or through a third party. The work environment will also be free of harassment including but not limited to repeated unwanted contacts without reasonable business purpose, insults and offensive language. Harassing or threatening conduct toward the CDA, or other Sourcewell personnel, will be grounds for immediate termination of this Agreement.
- 2.3.7 Provide the CDA with a work environment free from exposure to criminal activity, fraud, or other conduct which is not consistent with the professional ethics and values of the CDA and/or Sourcewell. Such conduct will be grounds for immediate termination of this agreement by Sourcewell.
- 2.3.8 In lieu of immediate termination, Sourcewell may, at its sole discretion, temporarily suspend services under this Agreement and seek information related to conduct alleged to be hostile, harassing, unsafe, criminal, fraudulent or similarly concerning in nature. Community agrees to cooperate with requests for information and understands that failure to do so will result in immediate termination of this Agreement.
- 2.3.9 In the event Sourcewell determines that prohibited conduct occurred, Sourcewell may choose any of the following options for relief:
 - a. Terminate the Agreement ¹with or without notice to Community.
 - b. Suspend the Agreement until action steps to correct the circumstances or conduct have been completed to the satisfaction of Sourcewell.
 - c. Modify the Agreement.

2.4 Compensation. Community shall compensate Sourcewell for providing community development services at the rate outlined in Appendix A. The rate of payment is subject to annual review and modification at Sourcewell's discretion. Sourcewell shall notify Community of any rate modification, at which time Community shall accept the modification or provide notice of termination in accordance with section 3.2 below. Agreed upon modifications shall be documented and attached to this Agreement as a new Appendix A, which shall be entitled "Fee Schedule." The remainder of this Agreement shall remain in full force and effect.

2.5 Billing and Payment. Sourcewell shall submit a monthly invoice to Community for services rendered. Community shall remit payment to Sourcewell for the invoiced amount within thirty (30) calendar days of the date of the invoice.

2.6 Additions and ²Modifications. Except as otherwise stated herein, any modification to this Agreement shall be mutually agreed upon between the Parties in writing.

-
- Number: 1 Author: CSmith Subject: Comment on Text Date: 1/13/2025 11:20:04 AM
Change to "upon notice." Some notice needs to be provided to the city event if the agreement terminates upon that notice.

 - Number: 2 Author: CSmith Subject: Comment on Text Date: 1/13/2025 11:23:31 AM
There is a more detailed "modification" provision in Section 3.2.

ARTICLE 3: TERM AND TERMINATION

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

ARTICLE 4: DATA AND MATERIALS

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

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

ARTICLE 5: GENERAL TERMS AND CONDITIONS

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

- 5.2.1 Each Party shall notify the other of any change to contact information, including address, telephone number, point of contact, and email address.
- 5.2.2 Notice will be deemed to have been given: (a) when delivered in person during normal business hours; (b) upon confirmation of receipt when transmitted by facsimile or electronic mail; (c) upon receipt when sent by registered or certified mail, postage prepaid; or (d) on the date of receipt if transmitted by national overnight courier with confirmation of delivery.
- 5.3 Governing Law, Jurisdiction and Attorney's Fees. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in a Minnesota court of competent jurisdiction. In any action or proceeding to enforce rights under this Agreement, the prevailing Party shall be entitled to recover costs and reasonable attorney's fees from the other Party.
- 5.4 Assignment. Neither Party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement without prior written consent from the other Party. If assignment is permitted, any successor in interest shall acquire the assigning Party's entire interest in this Agreement. Any prohibited assignment shall be invalid.
- 5.5 Relationship. Each Party is an independent entity under the terms of this Agreement. Except as defined herein, neither Party will have any right, power, or authority to act or create any obligation on behalf of the other Party. Except as provided herein, all operational expenses incurred by either Party will be borne by the Party incurring the expense.
- 5.6 Limitations of Liability. Sourcewell's responsibility shall be governed by the Minnesota Statutes, Chapter 466. Neither party shall be liable to the other for any punitive, special, incidental or consequential damages including but not limited to: compensation or damages for loss of present or prospective profits or revenues, loss of actual or anticipated commissions on sales or anticipated sales, or expenditures, investments or commitments made in connection with the establishment, development or maintenance of the selling representation created by this Agreement or in connection with the performance of obligations regardless of the form of action, whether in contract, tort or other legal theory. The foregoing limitation shall apply: (a) even if such party has been advised of the possibility of such damages; and (b) notwithstanding any failure of essential purpose of any limited remedy herein.
- 5.7 Insurance. Sourcewell agrees to provide a minimum of one million dollars (\$1,000,000.00) per occurrence in general liability insurance with excess umbrella coverage of two million dollars (\$2,000,000.00) for Sourcewell staff assigned to provide services in conjunction with this Agreement.

■ Number: 1 Author: CSmith Subject: Comment on Text Date: 1/13/2025 11:47:33 AM

I would label this section "Insurance and Indemnification" and add indemnification language similar to the following:

To the fullest extent permitted by law, and except as set forth below, Sourcewell agrees to defend, indemnify and hold harmless the Community from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Sourcewell's negligence or failure to perform its obligations under this Agreement. For claims covered by Sourcewell's professional liability insurance, Sourcewell shall not have a duty to defend the Community, to the extent defense costs are not covered by Sourcewell's professional liability insurance. The parties these indemnity obligations shall survive the completion or termination of this Agreement.

■ Number: 2 Author: CSmith Subject: Comment on Text Date: 1/13/2025 11:39:04 AM

I would require Sourcewell to have CGL and professional liability insurance similar to the following:

Sourcewell, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

General Liability. Sourcewell shall maintain Commercial General Liability Insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Community shall be endorsed as additional insured.

Professional Liability. Sourcewell shall maintain Professional Liability Insurance for all claims the it may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Sourcewell's professional services required under this Agreement, in the minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. .

- 5.8 Force Majeure. The Parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform for any cause beyond its reasonable control. Such causes shall include, but not be restricted to, fire, storm, flood, earthquake, explosion, war, failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable to carry out its obligations under this Agreement, that party shall give written notice to the other including an explanation of the circumstances.
- 5.9 Binding Effect. This Agreement binds and inures to the benefit of the Parties and their respective successors and permitted assigns.
- 5.10 Entire Agreement. The individuals signing this Agreement hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and the Agreement contains the entire understanding between the Parties concerning the subject matter.
- 5.11 Severability. In the event that any terms of this Agreement are in conflict with or are otherwise unenforceable under any rule, law, or statutory provision, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any other terms of the Agreement unless the invalidity or unenforceability of such provisions substantially harms, compromises an integral part of, or are otherwise inseparable from the remainder of this Agreement.
- 5.12 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 5.13 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors, and assigns shall do all things to execute and deliver any documents necessary, at any time, to carry out and effectuate the terms and conditions of this Agreement.

Remainder of page intentionally left blank.

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

Sourcewell

By: _____
Justin Burslie

Title: Associate Director of
Community Development

Date: _____

City of Emily

By: _____
Tracy Jones

Title: Mayor

Date: _____

City of Emily

By: _____
Cari Johnson

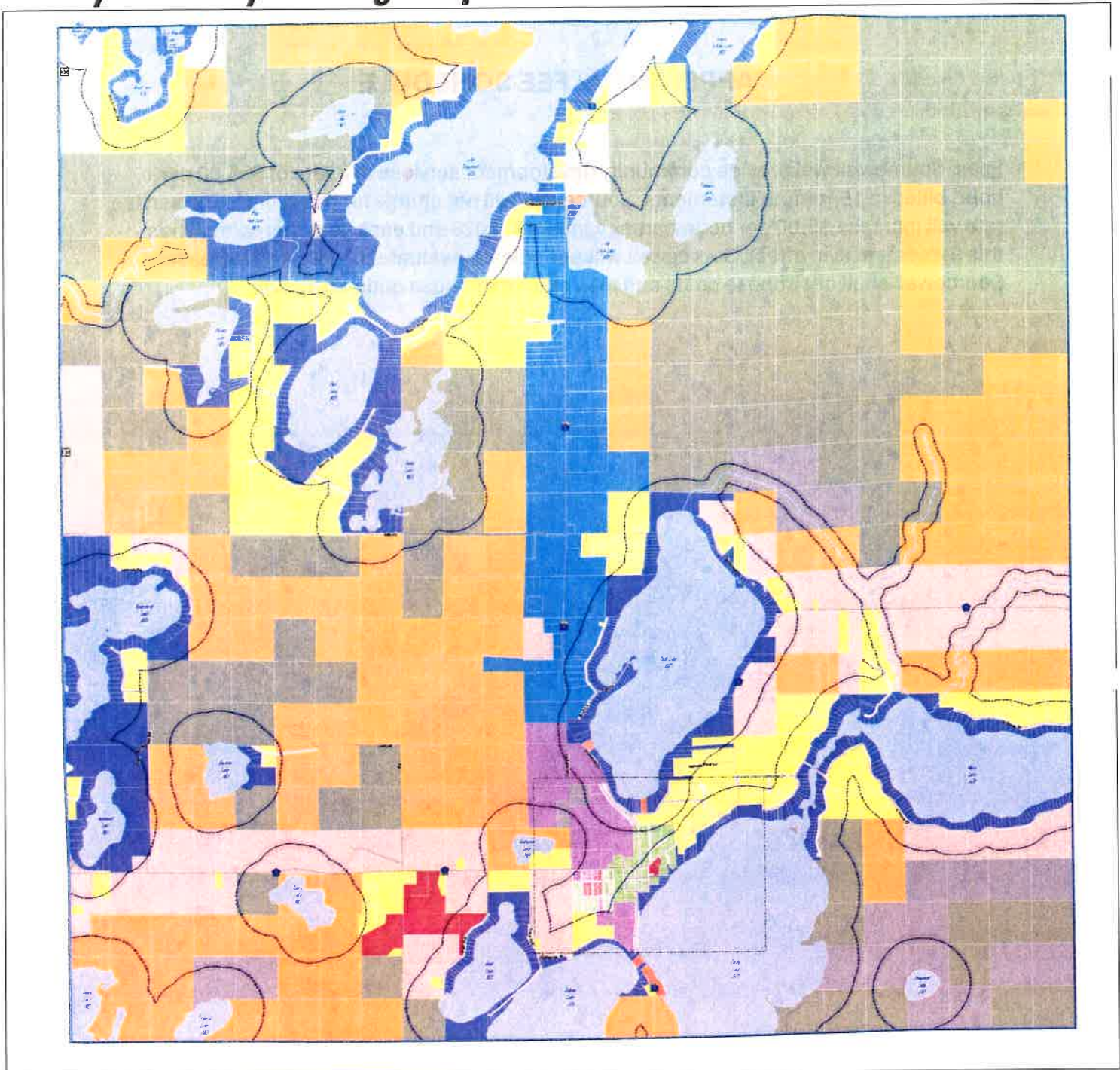
Title: City Clerk/Treasurer

Date: _____

APPENDIX A: FEE SCHEDULE

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

City of Emily Zoning Map



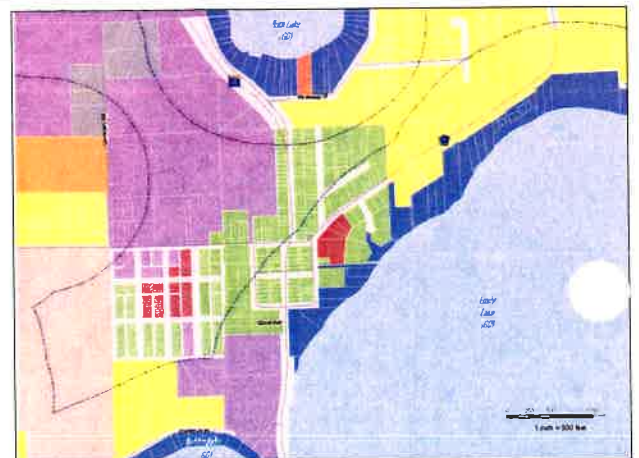
Date: 2017

Legend

- | | |
|--|--|
|  City of Emily Municipal Boundary |  Highway Mixed Use |
| Zone |  Shoreline Residential |
|  Road |  Neighborhood Residential |
|  Shoreline Commercial |  Open Space |
|  Recreation |  Rural Preservation |
|  Downtown Mixed Use |  Forest Preservation |
|  Commercial Transition / Light Industrial |  Forested Residential |
| |  Water Features |
| |  Shoreland Overlay Buffer |



1 inch = 1,000 feet



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

On the 14th, of January 2025, following a public hearing conducted by the Emily Planning Commission, the City of Emily hereby approved a conditional use permit request on behalf of: **Northern Lights Over Roosevelt Lake Homeowner's Association**

In accordance with the provisions of the City of Emily Land Use Ordinance and pursuant to the requirements of Chapter 462 of the Minnesota Statutes the approved conditional use permit authorizes the above named to: expand and operate an existing commercial mini storage business within the Highway Mixed Use zoning district on the following property located in the City of Emily, Crow Wing County:

Legal Description: [_____]

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

Finding of Facts:

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

- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of commercial businesses.
- 5) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

Conditions:

- 1) All conditions imposed by the 2009 final plat approval.
- 2) The Northern Lights Over Roosevelt Lake Homeowner's Association shall continue to coordinate with MnDOT and MnDOT's recommendations shall be implemented and maintained including, but not limited to:
 - A. The north approach/drop off area will be allowed as outlined by MnDOT in their letters dated April 3, 2024 and April 19, 2024, attached hereto as **Exhibit A**.
 - B. A northbound right turn lane and a southbound bypass lane must be constructed on TH 6 at the Smokey Hollow Road intersection.
 - C. Lighting and signs shall be installed as per MnDOT guidance.
 - D. Roadway and safety appurtenances will be installed as per MnDOT guidance.
 - E. Drainage patterns need to be perpetuated and erosion/sediment controlled. A drainage plan must be submitted to MnDOT for review.
 - F. No drainage ponds will be allowed in the right-of-way.
 - G. There will be no net increase in development drainage to the highway right-of-way.
 - H. Proposed development signs must be located outside of the right-of-way.
 - I. No fences or structures are allowed in the right-of-way.
 - J. No excavation or grade changes are allowed in the right-of-way.
 - K. All MnDOT permits must be obtained.

- 3) Day parking for ATVs, UTVs and golf carts shall be allowed, no closer than 42 feet from the nearest white line on State Highway 6, and no closer than 75 feet from the lakeshore.
- 4) Automobiles and trucks can be used for drop off and pick up purposes but automobiles and trucks may not be allowed to park at the day parking area at any time.
- 5) No overnight parking shall be allowed at the day parking area for any type of vehicle.
- 6) All costs of compliance with MnDOT conditions shall be paid for by the Northern Lights Over Roosevelt Lake Homeowner's Association.
- 7) Docking will be stored on the shoreline and walking path each year.
- 8) Lifts will be removed by a professional service hired by Northern Lights Over Roosevelt Lake Homeowner's Association/owners and moved for storage to the individual owner's place of residence in the development at Northern Lights Over Roosevelt Lake Association.
- 9) Northern Lights Over Roosevelt Lake Homeowner's Association will develop a plan for approval by the Planning Commission and City Council to divert water at the top of the trail to prevent erosion. The two signs at the top of the trail indicating no motorized vehicles may stay in place, subject to MnDOT approval.
- 10) Northern Lights Over Roosevelt Lake Homeowner's Association will install and maintain an 8-10 foot ditch driveway for crossing over the road on Highway 6, as recommended by MnDOT, and subject to MnDOT approval.
- 11) Subject to the 2009 plat approval and with respect to MnDOT recommendations in that approval the following items are included:
 - A. The north approach/drop off area is not 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 MnDOT guidance.
 - D. Roadway and safety appurtenances will be installed as per MnDOT guidance.
 - E. Drainage patterns need to be perpetuated and erosion/sediment controlled. A drainage plan must be submitted to MnDOT for review.
 - 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, except as permitted by MnDOT.
 - K. All MnDOT permits must be obtained.
- 12) All costs of compliance with MnDOT conditions shall be paid for by Northern Lights Over Roosevelt Lake Homeowner's Association.
 - 13) Subject to acceptance by Crooked Lake Township, Northern Lights Over Roosevelt Lake Homeowner's Association will improve Smokey Hollow Road to Crooked Lake Township's road standards up to the second entrance to the development. If Crooked Lake Township does not accept the improvements, no improvements to Smokey Hollow Road will be required.
 - 14) Northern Lights Over Roosevelt Lake Homeowner's Association shall not burn anything related to its construction activities in compliance with this Conditional Use Permit and its terms.

I certify that the above is a true and correct statement based on the approved minutes of the Emily Planning Commission meeting held on January 14, 2025, and the Emily City Council meeting held on _____, 2025, and on record at Emily City Hall, 39811 State Highway 6, Emily, MN 56447.

Date: _____, 2025

Cari Johnson
City Clerk

Drafted By:

Thomas C. Pearson (#0260071)
Gammello-Pearson, PLLC
14275 Golf Course Dr., Suite 200
Baxter, MN 56425
Telephone: (218) 828-9511

DRAFT

EXHIBIT A

DRAFT

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

Brittney,

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

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

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

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

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

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

zoning@emily.net

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

Brittney,

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

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

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

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

Brittney,

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

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

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

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

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

Richard Munsch
Minnesota Department of Transportation
Roadway Regulations Supervisor

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

RESOLUTION NO. 24-22

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

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

Legal Description: Northern Lights Over Roosevelt Lake Plat

Section 9- Township 138 -Range 26.

And,

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

Original Findings of Fact:

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

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

Original Conditions with Modifications as highlighted:

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

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

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

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

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

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

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

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

CITY OF EMILY
CONDITIONAL USE PERMIT APPLICATION

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

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

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

Mailing Address 7162-121st St. W E-mail L.Kosloske12@gmail.com

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

Applicant is:	Title Holder of Property : <i>(if other than applicant)</i>
Legal Owner <input type="checkbox"/>	_____
Contract Buyer <input type="checkbox"/>	(Name)
Option Holder <input type="checkbox"/>	_____
Agent <input type="checkbox"/>	(Address)
Other <input checked="" type="checkbox"/> Association	_____
	(City, State, Zip)

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

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

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

Zoning District Rural Preservation R1P, Lake Name (if applicable) Roosevelt Lake

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

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

Building: _____

Landscaping: _____

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

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

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

no impact the parking area is mandated by the MNDOT and they also who approved the parking & deck storage in the right away

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

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

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

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

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

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

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

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

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

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

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-05**

**RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL
CORPORATE LIMITS**

WHEREAS, plans for Project No. SP 018-601-022 showing proposed Bituminous Surfacing, Culvert Lining, and Turn Lane Construction on County State-Aid Highway No.1 within the limits of the City of Emily as a County Project have been prepared and presented to the City of Emily.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS: That said plans be in all things approved.

Adopted by the City Council of Emily, Minnesota this 14th day of January 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Emily at a meeting therefore held in the City of Emily, Minnesota, on the _____ day of _____, 2025, as disclosed by the records of said City in my possession.

(Seal)

City Clerk

CITY OF EMILY, MINNESOTA

CONSTRUCTION PLANS FOR BITUMINOUS OVERLAY

2025 STREET PROJECT



GOVERNING SPECIFICATIONS
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	CONSTRUCTION NOTES & TYPICAL SECTIONS
4-6	CONSTRUCTION PLAN

THIS PLAN CONTAINS 6 SHEETS.

PROJECT LOCATION



EMILY, MINNESOTA

SEH
PHONE: 952.912.2600
10400 YELLOW CIRCLE DRIVE,
SUITE 500
MINNETONKA, MN 55343
www.sehinc.com



Know what's below.
Call before you dig.

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

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

Signature: _____ ALEX VOIT, PE

Date: 1/10/2025 Lic. No. 54203

PROJECT NO.
EMILY 181926

1
of 6

EXISTING

- RIGHT OF WAY
- PERMANENT EASEMENT
- PROPERTY LINE
- HORIZONTAL CONTROL POINT
- BENCHMARK
- SURVEY MARKER
- SOIL BORING
- SANITARY SEWER AND MANHOLE
- FORCE MAIN AND LIFT STATION
- SANITARY SEWER SERVICE & CLEANOUT
- WATER MAIN, HYDRANT, VALVE AND MANHOLE
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- GAS MAIN, VALVE, VENT AND METER
- HANDHOLE
- BURIED FIBER OPTIC CABLE AND MANHOLE
- BURIED PHONE CABLE, PEDESTAL AND MANHOLE
- BURIED TV CABLE, PEDESTAL AND MANHOLE
- BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
- OVERHEAD WIRE, POLE AND GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RAILROAD TRACKS
- DECIDUOUS AND CONIFEROUS TREE
- BUSH / SHRUB AND STUMP
- EDGE OF WOODED AREA
- WETLAND
- BUILDING
- FENCE (UNIDENTIFIED)
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- ELECTRIC WIRE FENCE
- WOOD FENCE
- WOVEN WIRE FENCE
- PLATE BEAM GUARDRAIL
- CABLE GUARDRAIL
- POST / BOLLARD
- RETAINING WALL

PROPOSED

- STREET CENTERLINE
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- CONSTRUCTION LIMITS
- SANITARY SEWER, BULKHEAD AND MANHOLE
- FORCE MAIN
- SANITARY SERVICE AND CLEANOUT
- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- DRAIN TILE
- DITCH / SWALE
- RIPRAP
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RETAINING WALL

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STATEMENT OF ESTIMATED QUANTITIES

LINE NUMBER	ITEM	UNITS	QUANTITY
1	SAWING BIT PAVEMENT (FULL DEPTH)	LF	455
2	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1170
3	TYPE SP 9.5 WEARING COURSE MIC (2;C)	TON	1754
4	TYPE SP 9.5 WEARING COURSE MIC (2;B) (DRIVEWAY)	SY	328
5	COMMON TOPSOIL BORROW	CY	178
6	FERTILIZER TYPE 1	LB	264
7	SEEDING	ACRE	1.32
8	SEED MIX 25-121	LB	158
9	HYDRAULIC BONDED FIBER MATRIX	LB	4608

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Drawn By	JLL						
Designed By	AJV						
Checked By	—						



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

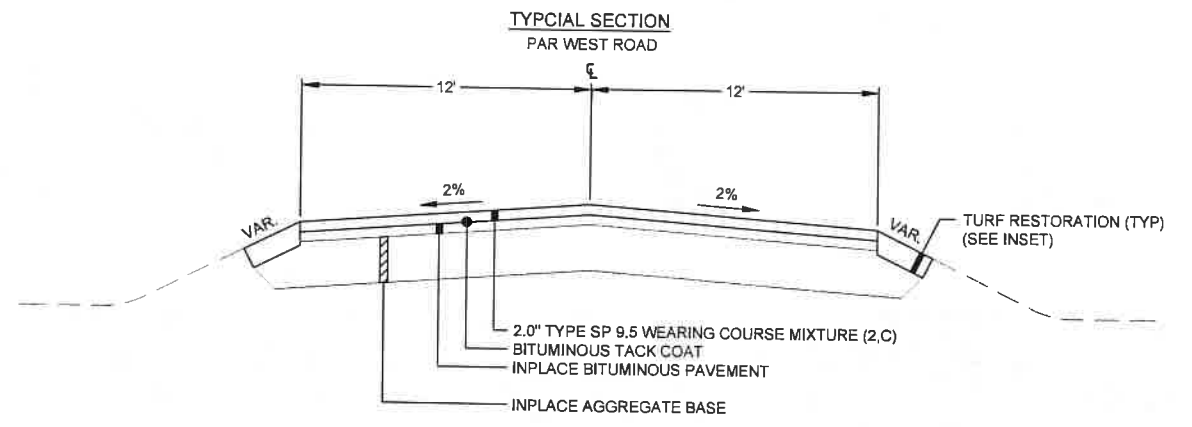
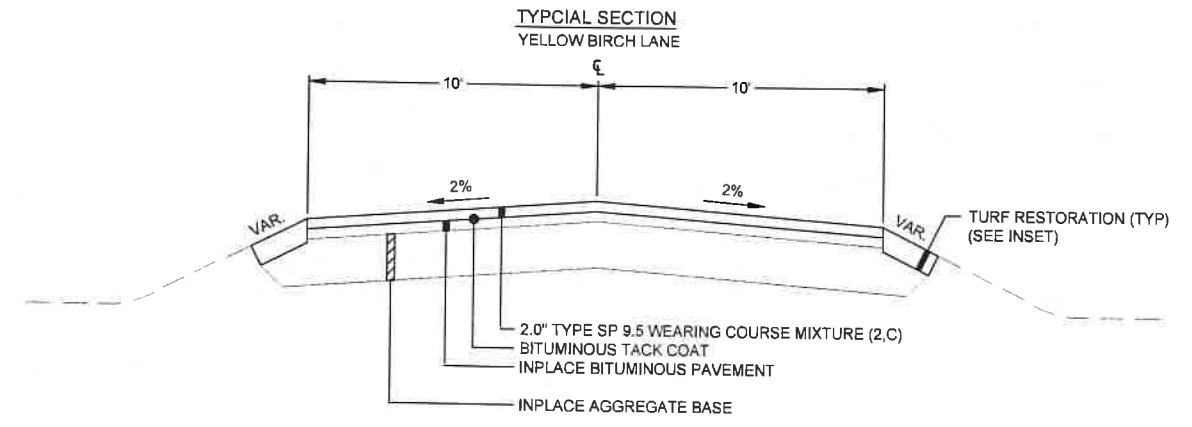
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2025 STREET PROJECT
EMILY, MINNESOTA

STATEMENT OF ESTIMATED QUANTITIES

CONSTRUCTION NOTES

1. CONSTRUCTION LIMITS ARE GENERALLY 5' OFF EDGE OF EXISTING BITUMINOUS UNLESS NOTED OTHERWISE.
2. CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL EROSION CONTROL MEASURES NECESSARY TO PROTECT ADJACENT PROPERTY.
3. OPENINGS ON ALL DRAINAGE STRUCTURES THAT ARE NOT IN A BITUMINOUS OR CONCRETE SURFACE SHALL BE WRAPPED WITH GEOTEXTILE FABRIC OR PROTECTED WITH BMP DEVICE.
4. ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION MMUTCD, INCLUDING THE LATEST EDITION OF THE "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".
5. EXCESS MATERIALS AND DEBRIS GENERATED BY THE PROJECT SHALL BECOME PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE PROJECT LIMITS, UNLESS DIRECTED OTHERWISE.
6. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DISPOSE OFF-SITE ALL TREES, STUMPS, BRUSH, NON-CONFORMING TOPSOIL OR OTHER DEBRIS THAT EXISTS WITHIN THE CONSTRUCTION AREA.
7. SAWCUT BITUMINOUS AND CONCRETE AS DIRECTED BY THE ENGINEER PRIOR TO REMOVAL. THE CONTRACTOR SHALL SAWCUT PAVEMENT AS INDICATED ON THE PLANS TO SEPARATE EXISTING MATERIAL TO BE REMOVED BY MEANS OF AN APPROVED SAW. SUITABLE GUIDELINES OR DEVICES SHALL BE USED TO ASSURE CUTTING A NEAT, STRAIGHT LINE AS SHOWN ON THE PLANS. CARE SHALL BE TAKEN BY THE CONTRACTOR SO AS NOT TO DAMAGE THE REMAINING MATERIALS DIRECTLY ADJACENT TO THE MATERIALS TO BE REMOVED. ANY DAMAGE TO THE EXISTING MATERIAL RESULTING FROM THE MATERIAL REMOVAL OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
8. ENSURE MAIL SERVICE TO ALL RESIDENTS THROUGHOUT THE PROJECT. ALL WORK AND MATERIALS TO ENSURE MAIL SERVICE IS MAINTAINED SHALL BE INCLUDED IN THE LUMP SUM BID ITEM FOR MOBILIZATION.
9. TYPICAL SECTIONS GRADES ARE ASSUMED. CONTRACTOR TO MATCH EXISTING GRADES AND CROSS SLOPES ENCOUNTERED IN FIELD.



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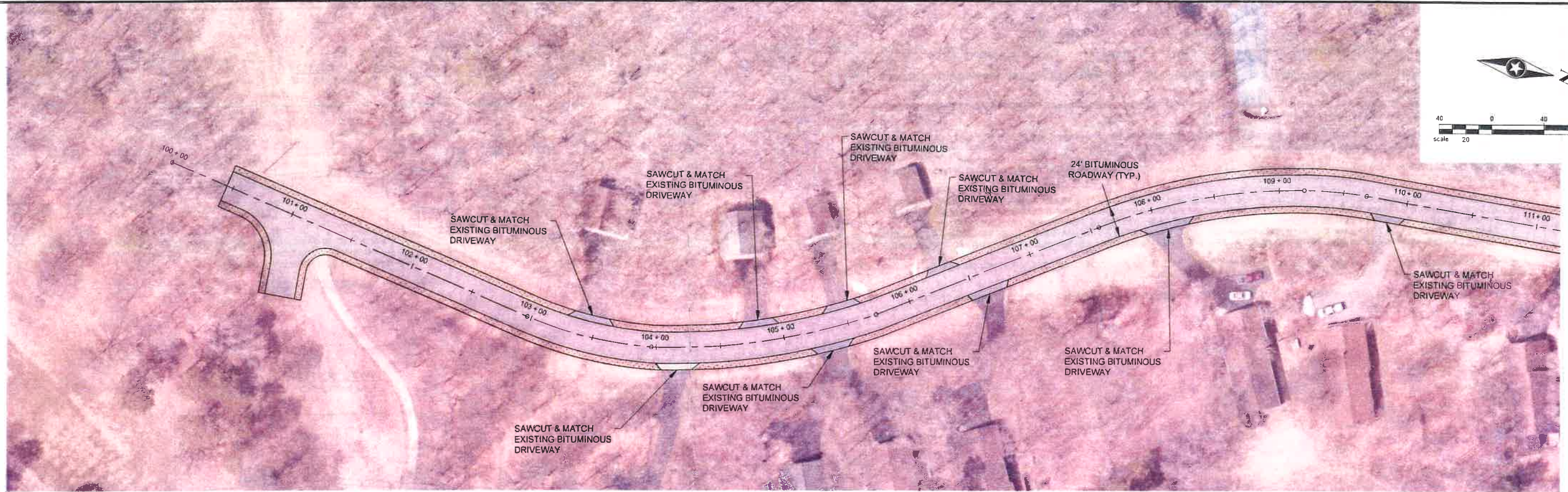
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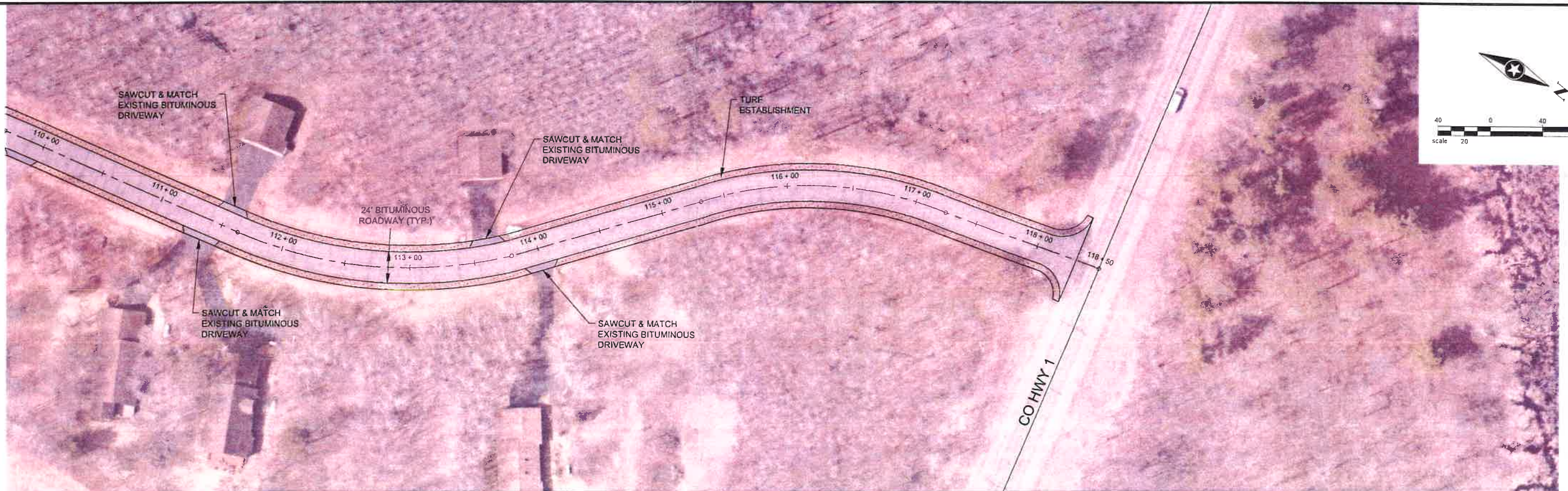
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 ALEX VOIT, PE
 DATE 1/10/2025 LICENSE NO. 54203

2025 STREET PROJECT
 EMILY, MINNESOTA

CONSTRUCTION NOTES AND TYPICAL SECTIONS




PAR WEST ROAD



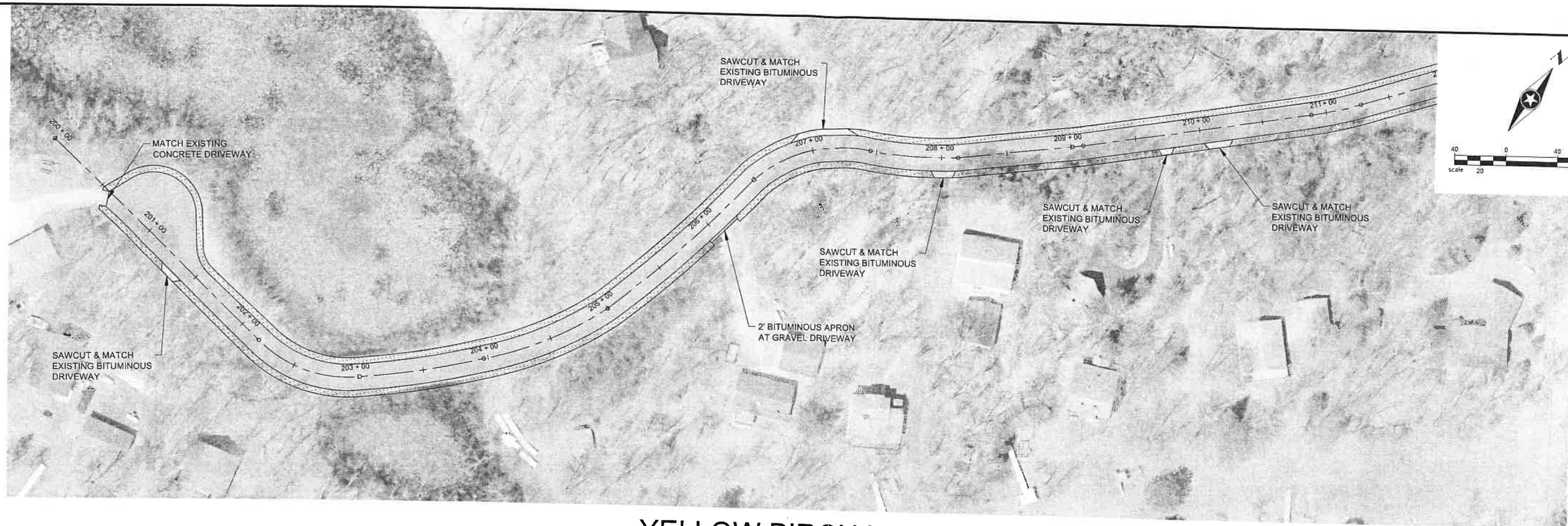
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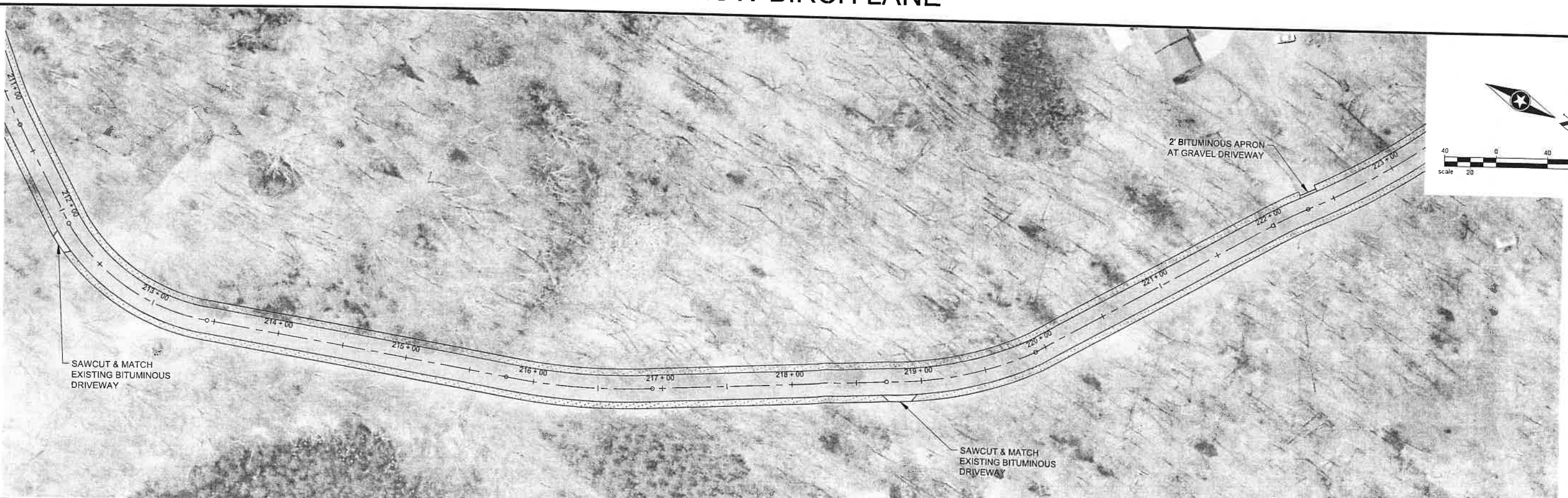

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 ALEX VOIT, PE
 DATE 1/10/2025 LICENSE NO. 54203

2025 STREET PROJECT
 EMILY, MINNESOTA

CONSTRUCTION PLAN



YELLOW BIRCH LANE



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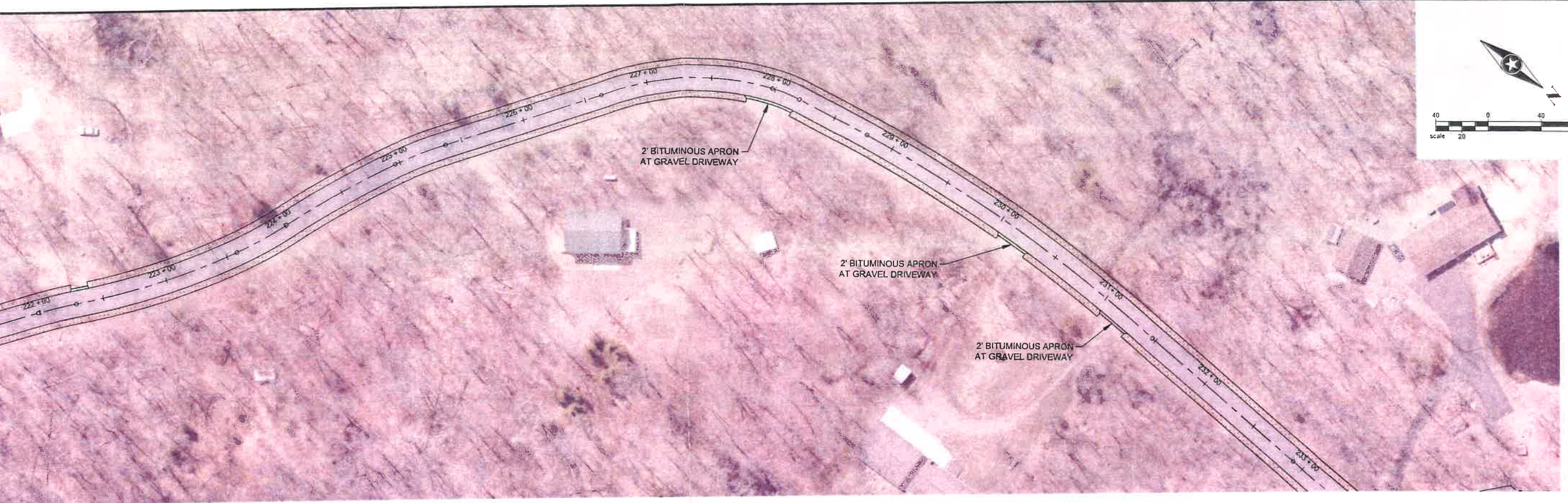


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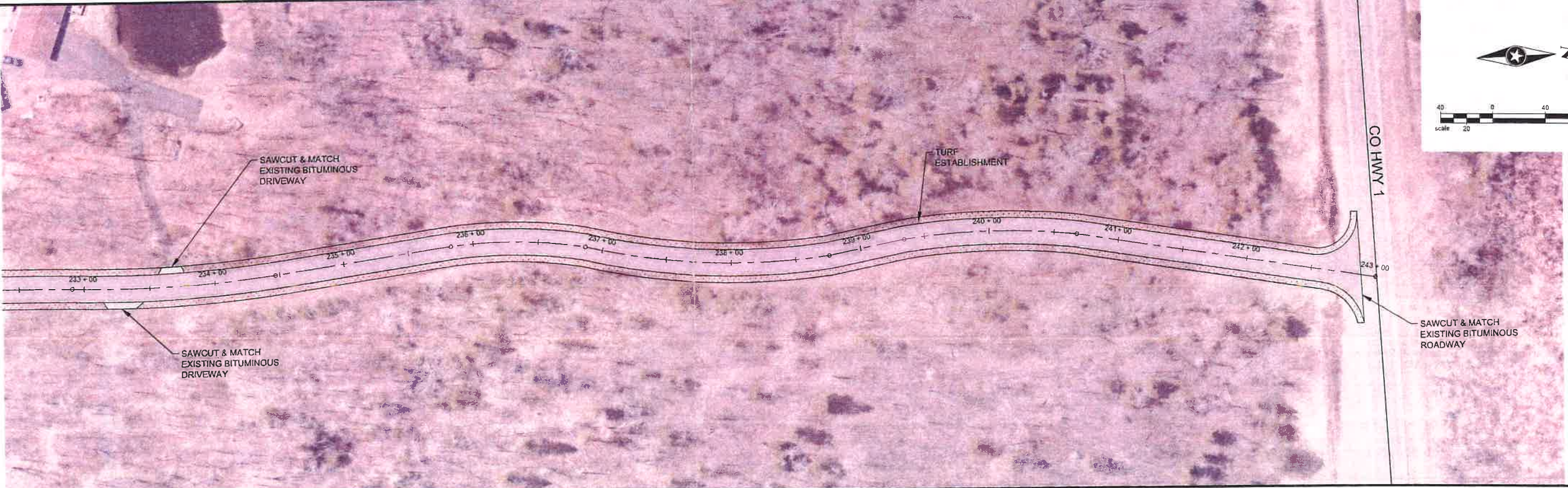
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2025 STREET PROJECT
EMILY, MINNESOTA

CONSTRUCTION PLAN



YELLOW BIRCH LANE



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Checked By							



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ALEX VOIT, PE
DATE: 1/16/2025 LICENSE NO. 54203

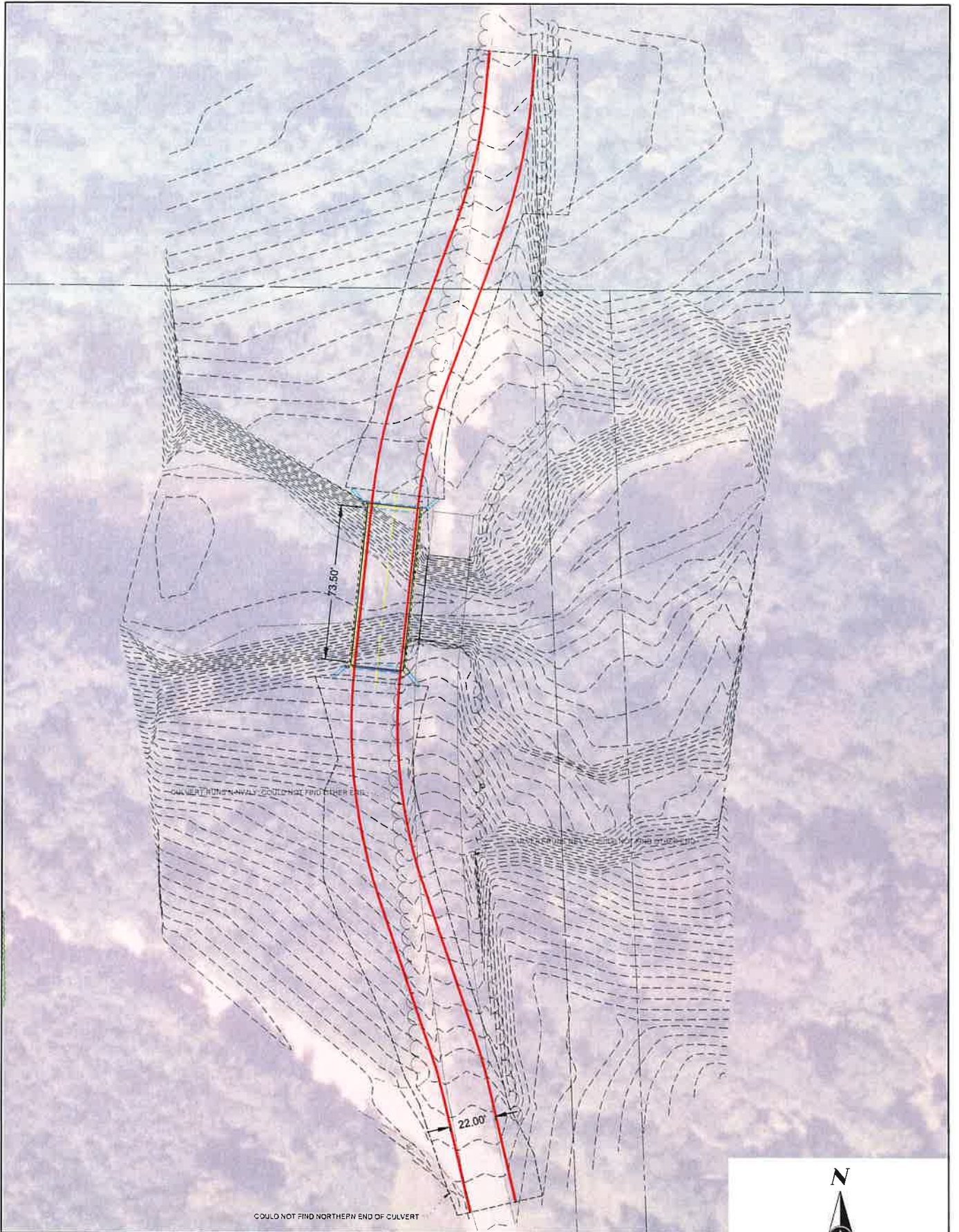
2025 STREET PROJECT
EMILY, MINNESOTA

CONSTRUCTION PLAN

2025 Street Improvement Project

2021	\$22,622.00	Small Cities Assistance - Streets (Remainder)
2024	\$41,276.00	Small Cities Assistance - Streets
2025	\$54,923.00	Small Cities Assistance - Streets - Estimated
2024	\$33,347.80	2023 Budgeted Transfer (Res. 23-52)
2024	\$65,689.88	2024 Budgeted Transfer (Res. 24-55)
	\$217,858.68	Total from Savings
2025	\$118,518.71	2025 Budget for Street Improvements
	\$118,518.71	Total Budgeted 2025
	\$336,377.39	Total for Street Improvement Project

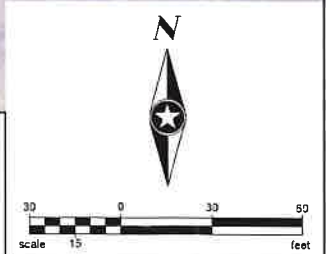
Save: 1/14/2025 11:40 AM avoit Plot: 1/14/2025 2:11 PM X:\A\E\EMILY\179240\5-final-dgn\51-drawings\20-StructBridge\Basc179240_bridg (Option 1).dwg



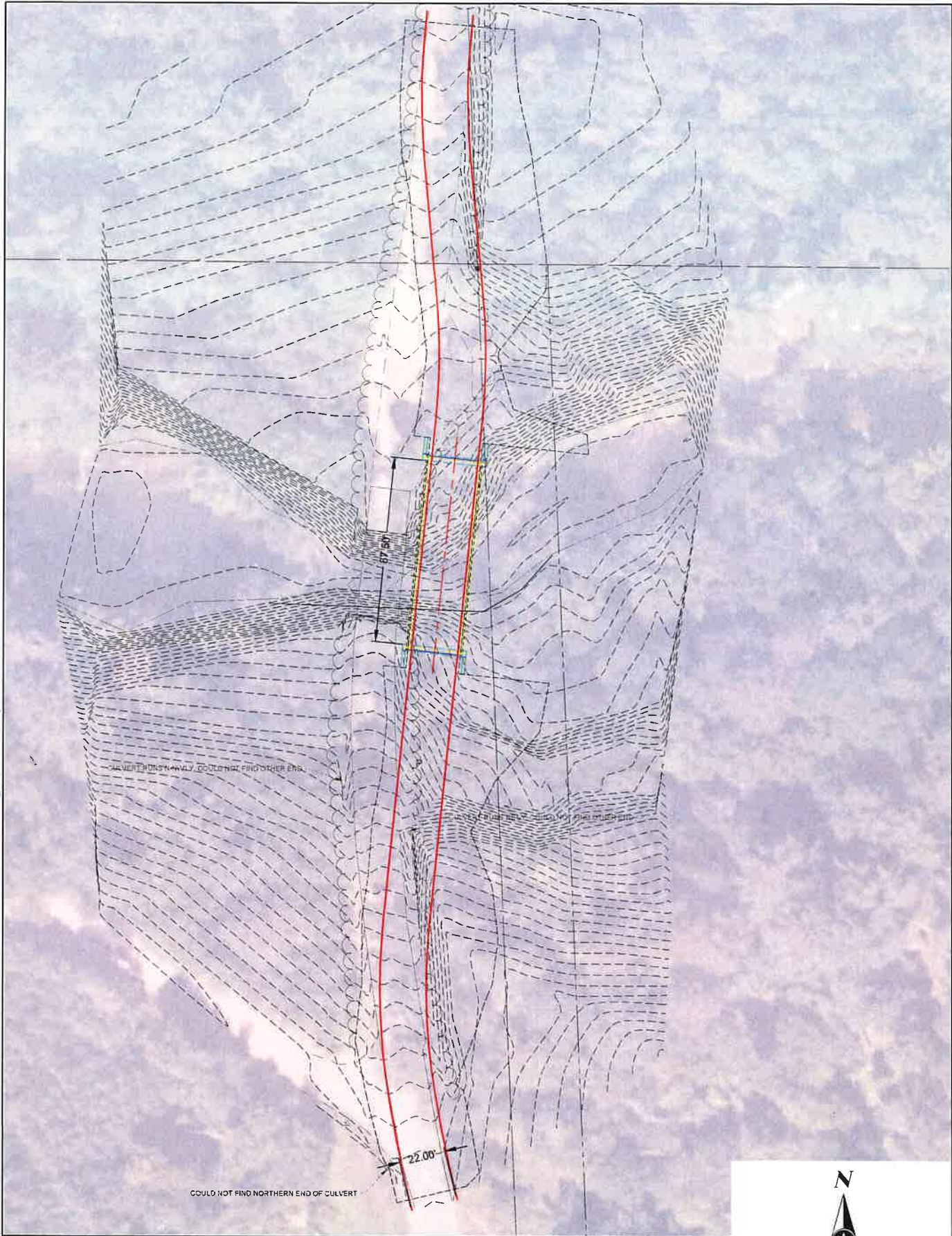
PROJECT NO.
EMILY 179240
DATE:
01/14/2025

ROOSEVELT BRIDGE
OPTION 1

FIGURE
NO. 1



Save: 1/14/2025 11:57 AM avoit Plot: 1/14/2025 2:14 PM X:\A\B\EMILY\179240\5-final-dgn\51-drawing\20-Struct\Bridges\Bases\179240_bridg (option 2).dwg



CULVERT HONSHAWLY, COULD NOT FIND OTHER END.

PLEASE CHECK WITH THE FIELD ENGINEER

COULD NOT FIND NORTHERN END OF CULVERT



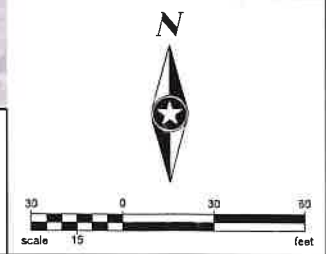
PROJECT NO.
EMILY 179240

DATE:
01/14/2025

ROOSEVELT BRIDGE

OPTION 2

FIGURE NO. 2



MAINTENANCE REPORT

1/14/2025

- Plowing & sanding, sanding a lot
- Cutting & hauling trees
- General Maintenance
- Dump work

Brian Foster
Maintenance Supervisor

City of Emily
39811 State Highway 6
Emily, MN 56447

RECEIVED
JAN 10 2025

BY:

Description- This quote is for replacing all existing outdoor building lighting, parking lot lighting and egress lighting by entrances and exits. Replacing 11 soffit lights.

Material-

1. 12- round 62/1786 SATCO BLINK PRO PLUS 19.5W lights
2. 2- A17-3T70N/3PRS RAB AREA A17 T3 70W
3. 9- LITHONIA WALLPACK 600-2950 LUMENS 50K WITH PHOTOCELL
4. 6- ECRG-HO-RD-M6 LITHONIA RED/GREEN LED EXIT/UNIT COMBO WITH REMOTECAPACITY ROUND LAMP HEADS
5. 6- ERE-GY-SGL-WP-RD-M12 LITHONIA ROUND REMOTE LED EM HEAD

Labor Total- \$6,000.00

Material Total- \$4,895.00

Electrical Permit- \$100.00

Lift Rental- \$1,000.00

Project Total- \$11,995.00

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

Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.



2025 Tree & Plant Sale
 Online Ordering and Details: www.cwsxcd.org/shop
 January 3 – March 31, 2025 (or until products are sold out)

HOW TO ORDER
 Online: <https://www.cwsxcd.org/shop>
 In Person: Crow Wing SWCD, 322 Laurel Street, Suite 22, Brainerd, MN 56401
 Phone: 218-828-6197
 *We will accept cash(limited funds), credit card, or check. Payable to Crow Wing SWCD. No mail orders accepted.

HOW TO PICK UP
 Location: Crow Wing County Fairgrounds-Curling Building
 Dates: Thursday May 1, 2025, from 8 am to 5 pm, and Friday May 2, 2025, from 8 am to 5 pm
For better planting success, please plant within 2-3 days of pick up!
 Refunds: Accepted until 4pm February 14, 2025. No refunds after 4pm February 14, 2025.
 Storage Fee for Order picked up after 5pm, May 2nd, 2025: \$25 per box/bag of trees and \$25 per tray of plants.

TREES: Bare Root (bundles of 25)	Growth Rate	Soil	Current Height	Mature Height (ft)	Price 25 (1)	Price 250 (10)
Black Spruce (<i>Picea mariana</i>)	Fast	Dry/Moist	5"-12"	30'-70'	\$40	\$360
Bur Oak (<i>Quercus macrocarpa</i>)	Slow	Dry/Moist	5"-12"	65'-85'	\$40	\$360
Crabapple, Red Splendor (<i>Malus 'Red splendor'</i>) *	Medium	Dry/Moist	12"-18"	20'-30'	\$40	\$360
Hackberry (<i>Celtis occidentalis</i>)	Medium	Dry/Moist	5"-12"	60'-80'	\$40	\$360
Mountain Ash (<i>Sorbus americana</i>)	Slow	Moist	12"-18"	30'-40'	\$40	\$360
Paper Birch (<i>Betula papyrifera</i>)	Fast	Dry/Moist	12"-18"	50'-70'	\$40	\$360
Red Cedar-Eastern (<i>Juniperus virginiana</i>)	Fast	Dry	5"-12"	20'-60'	\$40	\$360
Red Oak (<i>Quercus rubra</i>)	Medium	Dry/Moist	5"-12"	50'-75'	\$40	\$360
Red Pine (Norway) (<i>Pinus resinosa</i>) seedlings	Fast	Dry/Moist	5"-12"	50'-80'	\$40	\$360
Red Pine (Norway) (<i>Pinus resinosa</i>) 4-year-old	Fast	Dry/Moist	8 -18"	50'-80'	\$50	\$450
Red Maple (<i>Acer rubrum</i>)	Medium	Dry/Moist	12"-18"	40'-60'	\$40	\$360
Sugar Maple (<i>Acer saccharum</i>)	Medium	Moist	12"-18"	75'-85'	\$40	\$360
White Cedar (<i>Thuja occidentalis</i>)	Medium	Moist	5"-12"	40'-60'	\$40	\$360
White Oak-Swamp (<i>Quercus bicolor</i>)	Medium	Moist	5"-12"	50'-70'	\$40	\$360
White Pine (<i>Pinus strobus</i>) seedlings	Medium	Dry/Moist	5"-12"	80'-100'	\$40	\$360
White Pine (<i>Pinus strobus</i>) 4-year-old	Medium	Dry/Moist	8 -16"	80'-100'	\$50	\$450
White Spruce (<i>Picea glauca</i>) seedlings	Medium	Dry/Moist	5"-12"	40'-80'	\$40	\$360
White Spruce (<i>Picea glauca</i>) 4-year-old	Medium	Dry/Moist	8 -18"	40'-80'	\$50	\$450
SHRUBS: Bare Root (bundles of 25)	Growth Rate	Soil	Current Height	Mature Height (ft)	25 (1)	250 (10)
Black Chokeberry (<i>Aronia melanocarpa</i>)	Medium	Dry/Moist	12"-18"	3'-6'	\$40	\$360
Common Chokecherry (<i>Prunus virginiana</i>)	Medium	Dry/Moist	8"-12"	20'-30'	\$40	\$360
Common Ninebark (<i>Physocarpus opulifolius</i>)	Fast	Dry/ Wet	12"-18"	6'-12'	\$40	\$360
Elderberry (<i>Sambucus canadensis</i>)	Fast	Moist/ Wet	12"-18"	5'-12'	\$40	\$360
False Indigo (<i>Amorpha fruticosa</i>)	Medium	Dry/Moist	12"-18"	6'-9'	\$40	\$360
Highbush Cranberry (American)(<i>Viburnum trilobum</i>)	Medium	Moist	12"-18"	8'-12'	\$40	\$360
Nannyberry (<i>Viburnum lentago</i>)	Fast	Moist/ Wet	12"-18"	7'-16'	\$40	\$360
Red Osier Dogwood (<i>Cornus sericea</i>)	Fast	Dry/Moist	8"-12"	5'-10'	\$40	\$360
Sand Cherry (<i>Prunus pumila</i>)	Medium	Dry	12"-18"	1'-6'	\$40	\$360
Serviceberry/Juneberry(<i>Amelanchier alnifolia</i>)	Medium	Dry/Moist	12"-18"	6'-9'	\$40	\$360
Staghorn Sumac (<i>Rhus hirta</i>)	Fast	Moist	12"-24"	12'-24'	\$40	\$360
Wild Plum (<i>Prunus americana</i>)	Medium	Dry/Moist	8"-12"	15'-25'	\$40	\$360

OTHER ITEMS:				
Tree Tubes & Stakes: 5"x 36" Mesh Tubes/4' Bamboo Stakes				\$50/Bundle of 25
Natural Weed Suppressant Mat (Aspen Fibers): 5' x 50'				\$150
Erosion Control Blanket				\$125
Tree Planting Bar: \$70 Refund Issued Upon Rental Return				RENT or BUY \$75 each
Tree Planter: 20" Coultter with Trailer. See online for more info. Must sign form.				\$100/day, plus \$100 deposit
No-Till Seed Drill Rental: See online for more info. Must sign form.				\$14/acre, plus \$500 deposit.
PLANTS: Kits include 6 plants of 6 different species for a total of 36 plants. Plant in 40 – 60 square foot area				Price Per Kit
Backyard Prairie Plant Kit	An attractive mix of native prairie species for your back yard. Grows well in dry to mesic soils and full sunlight. Heights ranging 36" and up.			\$75
Buckthorn Replacement Kit	Aggressive species for wooded areas to help combat Buckthorn.			\$75
Monarch Special Plant Kit	A mix of milkweed varieties to host Monarch caterpillars and fall-blooming nectar favorites for Monarch butterflies.			\$75
Part-Shade Garden Plant Kit	Designed for areas with 50% or more shade and filtered sunlight under mature trees.			\$75
Rain Garden Plant Kit	Mesic to moist soil species. Perfect for areas of concentrated runoff and occasional inundation.			\$75
Rusty Patch Bumble Bee Plant Kit	A collection of "superfood" species for our endangered Minnesota State Bee for areas with plenty of sunlight.			\$75
Shoreline Stabilization Kit	Deep-rooted, wet-soil species to help prevent erosion along large bodies of water.			\$75
Short and Tidy Plant Kit	A mix of short-statured, well behaved prairie species. Perfect for existing flowerbeds with full sun to partial shade. Up to 36" in height.			\$75
Woodland Edge Plant Kit	Perfect for areas with a mix of sun and shade along tree lines and at a woodland edge.			\$75
SEED MIXES:		Height (ft)	Area (sq ft)	Price / Package
Lakeshore Seed Mix	Shorter grasses & sedges in this mix highlight a diverse list of wildflowers for shoreline areas. 2-3' of undergrowth with taller blooming flowers. Best planted within 2' of the water's edge.	2'-3'	1,000 5,000	\$120 \$430
Mesic Tallgrass Prairie Seed Mix	Mixed grasses and wildflowers ranging 3-6' in height, for medium to clay soil.	3'-6'	1,000 5,000	\$60 \$160
Pollinator Seed Mix	Our most diverse mix for pollinators. Grasses, sedges, and over 30 wildflower species, for dry to mesic soil conditions. 2-3' height.	2'-3'	100 1,000 5,000	\$35 \$80 \$255
Savanna Seed Mix	Great mix for part-sun oak savanna and woodland edge sites with 25-50% tree cover, it contains a mosaic of colors and bloom times. Height 2-4'	2'-4'	1,000 5,000	\$80 \$240
Septic Mound Seed Mix	Designed to provide stable, attractive ground cover and erosion control in poor quality septic mound soils. A great way to add beneficial native habitat and colorful appeal to unattractive septic mounds. Height 1-3'	1'-3'	1,000 5,000	\$75 \$210
Songbird Seed Mix	A mix of wildflower and grass species to provide beneficial forage and habitat for MN native songbirds. Best for dry to mesic soils, height 2-5'	2'-5'	100 1,000 5,000	\$35 \$75 \$200
Upland Dry Shortgrass Prairie Seed Mix	Grass and wildflowers ranging 2-3' in height, for well-drained or sandy soil.	2'-3'	1,000 5,000	\$65 \$195
Woodland Seed Mix	Shade tolerant mix perfect for woodland under-stories. 1-5' in height.	1'-5'	100 1,000 5,000	\$35 \$160 \$590

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-06**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Patricia Evans	\$100.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-06	City of Emily Public Library

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

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

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

1. The donation of \$100.00 is accepted and shall be used as follows: \$100.00 to the Library Fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 14th day of January, 2025.

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC



RECEIVED
DEC 16 2024

For Office Use Only

Date Rec'd _____

By _____

BY:

Application for Appointment Commissions and Committees

Commission or Committee applying for: City of Emily 125th Celebration Committee
Name: Jain Hosman

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H() C - - - - -

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? 14 years

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

If yes, please explain Emily Waters Committee
Emily Library Board

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

If yes, please specify which Commission or Committee and the term positions held:
Emily Waters Committee / Emily Library Board
Comprehensive Plan update committee
City Council

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

Research on local history and visits with
residents who are from long-time families in town.

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

Served on the Eden Prairie Historical Society Board -10 years.
Interest in the topic
Familiarity with municipal government procedure

Applicant's Signature: Jain Hosman Date: 12/12/24

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

From: League of Minnesota Cities <members@lmc.org>
Sent: Thursday, January 2, 2025 10:00 AM
To: clerk@emily.net
Subject: City Day on the Hill registration is open!

[View this email in your browser](#)



Register now for City Day on the Hill!

The 2025 legislative session begins this month—make your voice heard at the Capitol!

Join the League of Minnesota Cities for the [2025 City Day on the Hill](#) on Thursday, March 6, from 9 a.m.-6 p.m. for an exciting day of advocacy, legislative updates, and connection. This event is an essential opportunity to ensure your city's interests are front and center during the 2025 legislative session.

Attend City Day on the Hill to:

- Learn about important legislative issues impacting cities, including housing and bonding.
- Hear from state policymakers.

- Learn how to advocate for cities effectively.
- Increase the visibility of Minnesota cities as key partners in policymaking.

Register for the 2025 City Day on the Hill



Event Details

Thursday, March 6, 9 a.m. - 6 p.m. at DoubleTree by Hilton St. Paul Downtown
Attendees are encouraged to meet with their legislators between 1:30-4 p.m.
Transportation to and from the Capitol will be provided.

Lodging Information

DoubleTree by Hilton St. Paul Downtown
[411 Minnesota Street](#)

[St. Paul, MN 55101](#)

Phone: 651-291-8800

Room rate: \$149

Attendees who decide to spend the night must **book a room** by Feb. 11 to receive the conference rate.

Fee

\$125

\$99 for cities with a population of less than 2,500

[View the agenda and register today!](#)



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Our mailing address is:

League of Minnesota Cities

145 University Ave W

Saint Paul, MN 55103-2044

[Add us to your address book](#)

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2025 EMILY WATERS COMMITTEE

The City of Emily is taking applications for the **Emily Waters Committee for 2025**. As a committee member, you will review, research, and propose awards to the Council from budgeted funds, as related to the protection of Emily waters. Applicants must live within Emily city limits. For an application, contact the City Clerk's office or go to the City's website at www.cityofemily.com and click the link at the bottom of the Employment/Volunteer Opportunities page. All applications must be received in the Clerk's office by Friday, March 7, 2025 at 12:00 p.m. For questions and submissions, please contact the Clerk's office at 218.763.2480, clerk@emily.net, PO Box 68, 39811 State Highway 6, Emily, MN 56447.



2025 Emily Lakes and Rivers Protection Fund

For 2025 the City of Emily budgeted funds of \$21,106.12 for the Emily Lakes and Rivers Protection Fund with \$20,856.12 designated for the survey and treatment of aquatic invasive species. The intention of this fund is to protect local waterways and wetlands against pollution, invasive species, and other practical obstacles that cause deterioration of the health and quality of Emily's waters. Such deterioration impacts not only the ecosystem of the lakes, but also the economy and property values in the area. The Council set up the Emily Waters Committee to recommend how to spend the budgeted amount on projects with a clear public purpose.

The City of Emily is now taking Appropriation Applications for the fiscal year 2025. Lake associations and improvement districts are encouraged to apply for funds for their projects that have a public purpose and benefit the City by protecting its waters. Those interested in applying must write a proposal and submit it along with an application to the City of Emily by 12:00 p.m. on Friday, March 21, 2025 at the City Clerk's office. Please include the following criteria to be considered for funding:

1. Appropriation Application
2. Specific work to be done in 2025
3. Scope of project, including existing conditions, description of need and the end results expected
4. Amount requested from the Emily Lakes and Rivers Protection Fund
5. Amount towards project provided by applicant
6. Local importance and effects the project will have on other communities
7. Long range goals and the future funding needs beyond 2025
8. Vendors used for project
9. Any additional information that will give a broader understanding of the applicant and project

Submit application and proposal to:

City of Emily
Emily Waters Committee
39811 State Highway 6
P.O. Box 68
Emily, MN 56447
clerk@emily.net
Phone 218.763.2480
Fax 218.763.2481
www.cityofemily.com



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

January 13, 2024

RE: Emily Manganese Project Update – December 2024

In December, the Company continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study / Preliminary Economic Assessment. This work will continue into 2025.

North Star is planning some winter-related environmental activities associated with the removal of drilling pipe from the previous drilling program. This work is being done in conjunction with the MnDNR, and is expected to be conducted in the next month or two.

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

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

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

If you have any questions, please do not hesitate to contact me.

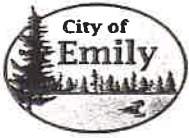
Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D., Director
North Star Manganese Inc

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

mailed 10/15/24



CITY OF EMILY

P.O. Box 68
Emily, MN 56447
218-763-2480 fax 218-763-2481

Invoice No. 2024-56

INVOICE

Customer

Name Barrett's Log Cabin Inc.
Address 40012 State Hwy 6 P.O. Box 26
City Emily State MN ZIP 56447
Phone _____

Date 10/14/2024
Order No. _____
Rep AP
FOB _____

Qty	Description	Unit Price	TOTAL
	2025 LICENSE RENEWAL		
1	On-sale Liquor	\$1,200.00	\$1,200.00
1	Sunday On-sale Liquor	\$200.00	\$200.00
1	Off-sale Liquor	\$200.00	\$200.00
	Thank you		
		SubTotal	\$1,600.00
		Shipping & Handling	
		Taxes State	
		TOTAL	\$1,600.00

Office Use Only	
\$1,600.00	11/1/2024
#230C3	AP

License Summary

Licensee Name Barrett's Log Cabin Inc.
DBA Log Cabin
Address PO Box 26/40012 State Hwy 6
Suite-Building No.
City Emily
State MN
Zip Code 56447
County Crow Wing
Issuing Authority Emily
License Type Code CMBS
Telephone
Expired Date 12/31/2025
Change Date 12/13/2024
License Start Date 5/1/2003
License Status Canceled

Permits

Permit Number	Permit Type Code	Expired Date
7183	RIC	12/31/2025 12:00:00 AM

Owners/Officers

Last Name	First Name	
Barrett	Daniel	

Please Note:
The Liquor License Database is updated throughout each business day

340A.408 RETAIL LICENSE FEES.

Subdivision 1. **3.2 percent malt liquor.** (a) The license fee for an on-sale and off-sale 3.2 percent malt liquor license is the fee set by the county or city issuing the license.

(b) One-half of the license fee received by a county for a retail license to sell 3.2 percent malt liquor within any town in the county shall be paid to the town board where the business is located.

Subd. 2. **Intoxicating liquor; on-sale.** (a) The license fee for a retail on-sale intoxicating liquor license is the fee set by the city or county issuing the license subject to the limitations imposed under this subdivision. The license fee is intended to cover the costs of issuing and inspecting and other directly related costs of enforcement.

(b) The annual license fee for an on-sale intoxicating liquor license issued by a municipality to a club must be no greater than:

- (1) \$300 for a club with under 200 members;
- (2) \$500 for a club with between 201 and 500 members;
- (3) \$650 for a club with between 501 and 1,000 members;
- (4) \$800 for a club with between 1,001 and 2,000 members;
- (5) \$1,000 for a club with between 2,001 and 4,000 members;
- (6) \$2,000 for a club with between 4,001 and 6,000 members; or
- (7) \$3,000 for a club with over 6,000 members.

(c) The license fee for the issuance of a wine license may not exceed one-half of the license fee charged for an on-sale intoxicating liquor license, or \$2,000, whichever is less.

(d) The town board of a town in which an on-sale establishment has been licensed by a county may impose an additional license fee on each such establishment in an amount not to exceed 20 percent of the county license fee.

Subd. 3. **Intoxicating liquor; off-sale.** (a) The annual license fee for an off-sale intoxicating liquor license issued by a city, when combined with any occupation tax imposed by the city, may not exceed the following limits:

- (1) \$1,500 for cities of the first class;
- (2) \$560 for cities over 10,000 population located outside of the seven-county metropolitan area other than cities of the first class;
- (3) \$380 for cities over 10,000 population other than cities of the first class or cities described in clause (2);
- (4) \$310 for cities of between 5,000 and 10,000 population; and
- (5) \$240 for cities with less than 5,000 population.

(b) The annual license fee for an off-sale intoxicating liquor license issued by a county or town shall not exceed \$800.

(c) The fee set by the jurisdiction issuing the license shall be reduced by \$100 if the following conditions are met:

(1) the licensee agrees to have a private vendor train all employees within 60 days of hire and annually thereafter in laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;

(2) the licensee agrees to post a policy requiring identification checks for all persons appearing to be 30 years old or less; and

(3) a cash award and incentive program is established by the licensee, to award employees who catch underage drinkers, and a penalty program is established to punish employees in the event of a failed compliance check.

(d) Population for purposes of this subdivision shall be as determined by the state demographer.

Subd. 3a. **Fee increases; notice, hearing.** No city, town, or county shall increase the fee for a liquor license governed by subdivision 1, 2, or 3, except after notice and hearing on the proposed increase. Notice of the proposed increase must be mailed to all affected licensees at least 30 days before the date set for the hearing. This subdivision supersedes any inconsistent provision of law or charter.

Subd. 4. **Lake Superior, St. Croix River, and Mississippi River tour boats; common carriers.** (a) The annual license fee for licensing of Lake Superior, St. Croix River, and Mississippi River tour boats under section 340A.404, subdivision 8, shall be \$1,500. The commissioner shall transmit one-half of this fee to the governing body of the city that is the home port of the tour boat or to the county in which the home port is located if the home port is outside a city.

(b) The annual license fee for common carriers licensed under section 340A.407 is:

(1) \$50 for 3.2 percent malt liquor, and \$20 for a duplicate license; and

(2) \$250 for intoxicating liquor, and \$30 for a duplicate license.

Subd. 5. **Refunds.** A pro rata share of an annual license fee for a retail license to sell intoxicating or 3.2 percent malt liquor, either on-sale or off-sale, may be refunded to the licensee or to the licensee's estate if:

(1) the business ceases to operate because of destruction or damage;

(2) the licensee dies;

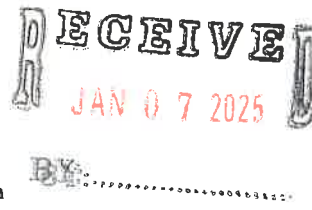
(3) the business ceases to be lawful for a reason other than a license revocation; or

(4) the licensee ceases to carry on the licensed business under the license.

History: 1985 c 305 art 6 s 8; 1987 c 152 art 1 s 1; 1989 c 104 s 1; 1991 c 249 s 11,31; 1992 c 486 s 8; 1992 c 513 art 3 s 59; 1996 c 418 s 7; 2005 c 136 art 8 s 16; 2007 c 89 s 6



LORI J. LaBORDE, Publisher
LINDA PEEPLES, News Editor
KRISTA WYNN, Advertising Production
BRENDA BOOTH, Photography and Front Office Manager



12 East Main Street • P.O. Box 67 • Crosby, MN 56441
Phone: 218-546-5029 • Fax: 218-546-8352
E-mail: courier@crosbyironton.net

Jan. 6, 2024

Dear Emily City Council:

It is our privilege to offer continued coverage of news and legal publications for the city of Emily. Our council meeting reporting is accurate and professionally written in a timely manner to keep the taxpayers and the community up-to-date with city news at no cost to the city.

The Crosby-Ironton Courier does post all legals at no charge to the public on our Web site (www.c-icourier.com) and through the Minnesota Newspaper Association's Web site. The community does not have to subscribe to have access to legal publications.

The Crosby-Ironton Courier respectfully submits the following bid for your legal publications for the 2025 calendar year.

- Rate for 7 point legals, \$10.35 per column inch
- Display legals (boxed with larger print), \$9.40 per column inch
- Guarantee font quoted will be used in all legal advertisements
- Immediate response to requests for corrections or clarifications (if needed)
- Affidavit of Publication will be mailed upon completion of scheduled run
- All legals are posted to the C-I Courier's Web site and the Minnesota Newspaper Association's Public Notices Web site at no additional charge

The Crosby-Ironton Courier serves the community with general news, features/human interest stories, high school sports, special reports and coverage of council recap at no charge. We have been providing this service to the community for over 113 years. The C-I Courier distributes 2,800 copies to area residents and over-the-counter sales weekly; plus we currently have 230 paid on-line subscribers with more snowbirds preparing to leave for a short time.

My business partner, Betty J. Swensen, is a taxpaying resident of Emily.

Thank you for your consideration in allowing us the opportunity to serve you in 2025.

Lori LaBorde

Lori J. LaBorde

Publisher

Crosby-Ironton Courier, Inc.

RECEIVED
DEC 16 2024

To: The Emily City Council
Re: Legal newspaper for 2025

BY:

The Pineandlakes Echo Journal is applying to be the legal publication for the City of Emily in 2025. We're proud of the relationship with the city over the years, including publishing news coverage of the monthly council meetings.

All legal notices are published in the weekly Pineandlakes Echo Journal classified section and also available on the pineandlakes.com website.

The Pineandlakes Echo Journal publishing legal rate for 2025 remains at \$8.50 per column inch, which includes being posted online at no additional charge.

Thanks for considering the Pineandlakes Echo Journal for publishing City of Emily legal notices in 2025.



Pete Mohs
Publisher
Echo Journal/Brainerd Dispatch
(218) 855-5855

RESOLUTION 25-01

A RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting, certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2025:

1. The place, date and time of regular City Council meetings shall be the second Tuesday of the month at 6:00 p.m. in Emily City Hall. Due to a date conflict with Veterans Day in November, the November regular Council Meeting will be held on Wednesday, November 12, 2025 at 6 p.m. Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to the Open Meeting Law and agendas will be posted at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.
2. The official newspaper of the City of Emily Council shall be the Crosby-Ironton Courier.
3. The City Attorney for legal advising, litigation and prosecutions shall be Tom Pearson of Gammello-Pearson.
4. The City Engineer shall be S.E.H.
5. The Emergency Management Director shall be Brian Foster.
6. The appointed Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.
7. The Acting Mayor who shall preside and perform duties in absence of the Mayor shall be Andrew Hemphill.
8. The Council shall be liaisons to City committees and commissions. Committee meetings shall also comply with the Open Meeting Law. Liaisons of the listed committees and commissions for 2025 shall be as follows:
 - Planning and Zoning: Gregory Koch
 - Park: Gerhart Hanson, Jr.
 - Cemetery: Gerhart Hanson, Jr.
 - City Hall/Clerk's Office: Tracy Jones
 - Fire and Rescue Department: _____
 - Law Enforcement: _____
 - Wastewater: Gerhart Hanson, Jr.
 - Library/Library Board Member: Gregory Koch
 - Emily Waters: Andrew Hemphill
 - Maintenance/Safety: Tracy Jones
 - ATV and Snowmobile Trails: Gerhart Hanson, Jr.
 - Emily 125th Anniversary Celebration (2025): Tracy Jones

9. The Council shall be members of the following authorities and committees and comply with Open Meeting Law:
- Economic Development Authority (EDA): Full Council and City Clerk
 - Budget Committee: Full Council and City Clerk
 - Personnel Committee: Tracy Jones and Andrew Hemphill
 - Road Committee: Andrew Hemphill and _____ with Brian Foster, Maintenance
 - Ordinance Review: Full Council
 - Land Use Ordinance Subcommittee: Gerhart Hanson, Jr. and Gregory Koch with Planning Commission members *David Johnson* and *representative*
 - Emily Manganese Deposit: Tracy Jones and _____
10. Members of the Wastewater Committee are the Council Liaison, Roger Brekken, David Johnson, and Deputy Clerk Amy Prokott.
11. The two Municipal Trustees of the Emily Firemen's Relief Association are designated as Councilmember _____ and City Clerk/Treasurer Cari Johnson.
12. The City Housing Official shall be Sadusky Renovations.
13. The SSTS Inspector shall be Greg Kossan.

Passed by a majority vote of the City of Emily Council this 14th day of January, 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, MCMC
City Clerk/Treasurer

RESOLUTION NO. 25-07

A RESOLUTION DESIGNATING A DEPOSITORY FOR CITY FUNDS

SECTION 1. RESOLVED, That the Pine River State Bank is hereby designated as a depository for the funds of the City of Emily. The city treasurer is authorized to deposit city funds therein to the amount of Two Million Dollars (\$2,000,000.00).

SECTION 2. RESOLVES ALSO, That the City's account with Pershing Wealth Solutions BNY Mellon is hereby designated as a custodial investment account for the invested funds of the City of Emily. The city treasurer is authorized to invest city funds therein to the amount of Two Million Dollars (\$2,000,000.00).

SECTION 3. RESOLVED ALSO, That before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository's cutoff hour. The bond is subject to the approval of the city council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

SECTION 4. RESOLVED FURTHER, That, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free of exchange or any other charges, the collateral pledged.

SECTION 5. RESOLVED FURTHER, All collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the city council.

In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until January 13, 2026.

Passed by the City Council of Emily, Minnesota this 14th day of January, 2025.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

RESOLUTION NO. 25-08

**A RESOLUTION APPROVING PINE RIVER STATE BANK AND
PERSHING WEALTH SOLUTIONS BNY MELLON ACCOUNT(S) SIGNERS**

WHEREAS, signers need to be designated for the City of Emily's Pine River State Bank account(s) and Pershing Wealth Solutions BNY Mellon account(s).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA that the following are designated as approved signers of the City of Emily's Pine River State Bank account(s):

Cari Johnson, City Clerk/Treasurer
Tracy Jones, Mayor
Andrew Hemphill, Acting Mayor
Gregory Koch, Alternate Council Member
Amy Prokott, Deputy Clerk

BE IT FURTHER RESOLVED that the following are designated as approved signers of the City of Emily's Pershing Wealth Solutions BNY Mellon account(s):

Tracy Jones, Mayor
Andrew Hemphill, Acting Mayor
Cari Johnson, City Clerk/Treasurer

Passed by the City Council of Emily, Minnesota this 14th day of January, 2025.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

RESOLUTION NO. 25-09

A RESOLUTION ALLOWING ELECTRONIC FUNDS AND WIRE TRANSFERS

WHEREAS, the City Council of the City of Emily, County of Crow Wing, State of Minnesota, acknowledges the need for electronic funds and wire transfers for payments and receipts where deemed prudent and the most efficient method of payment or receipt.

NOW, THEREFORE, BE IT RESOLVED that the City Council shall authorize the City Clerk/Treasurer to make payments through electronic funds and wire transfers for such things as payroll withholdings, investments, and other payments and to receipt intergovernmental payments, grant payments, investments, sewer payments, license and permit payments, and other revenues. These payments and receipts will be approved at the appropriate Council Meeting.

Adopted by the City Council of the City of Emily, Minnesota this the 14th day of January, 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

Investment Portfolio Pledged Securities

PINE RIVER STATE BANK
PINE RIVER, MN

InTrader (pledged)
Last : 11/30/2024
As-of: 12/31/2024
1406 101213

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value
PLEGGED TO: j06 CITY OF EMILY								
3130APNH4		FED HOME LOAN BANK	UNITED BANKERS BANK			100,000.00 AA+	12/27/2024	100,000.00
UBB	216060667	QTRLY CALLABLE 2/18/22	1.2	11/18/2025	100	100,000.00 Aaa	05/24/2022	97,276.58
3130AQ737		FED HOME LOAN BANK	UNITED BANKERS BANK			122,000.00 AA+	12/27/2024	122,000.00
UBB	216062427	ONE TIME CALLABLE 2/28/23	1.5	02/28/2025	100	122,000.00 Aaa	05/24/2022	121,417.66
3130AQ737		FED HOME LOAN BANK	UNITED BANKERS BANK			48,000.00 AA+	12/27/2024	48,000.00
UBB	216062427	ONE TIME CALLABLE 2/28/23	1.5	02/28/2025	100	48,000.00 Aaa	05/24/2022	47,770.88
06051XER9		BANK OF AMERICA NA CD	UNITED BANKERS BANK			60,000.00		60,000.00
UBB	166015379	FDIC INSURED CERT 3510	5.05	06/22/2026	400	60,000.00	08/01/2024	60,000.00
169894AS1		CHIPPEWA VALLEY BANK CD	UNITED BANKERS BANK			200,000.00		200,000.00
UBB	166011812	FDIC INSURED CERT 12322	.6	06/24/2025	400	200,000.00	10/14/2020	200,000.00
20056QTH6		COMMERCE BANK CD	UNITED BANKERS BANK			200,000.00		200,000.00
UBB	166011821	FDIC INSURED CERT 10212	.5	06/30/2025	400	200,000.00	01/26/2021	200,000.00
254673M37		DISCOVER BANK CD	UNITED BANKERS BANK			150,000.00	09/29/2023	150,000.00
UBB	166014460	FDIC INSURED CERT 5649	3.3	07/20/2026	400	150,000.00	07/07/2023	150,000.00
27002YGT7		EAGLEBANK CD	UNITED BANKERS BANK			248,000.00		248,000.00
UBB	166015380	FDIC INSURED CERT 34742	5.05	06/25/2026	400	248,000.00	06/24/2024	248,000.00
52470QBV5		LEGACY BK & TRUST CD	UNITED BANKERS BANK			248,000.00	09/29/2023	248,000.00
UBB	166014568	FDIC INSURED CERT 22319	3.5	09/23/2027	400	248,000.00	06/03/2024	248,000.00
TOTAL FOR PLEDGE ID j06								
			Orig Face: 1,376,000.00	Current Face: 1,376,000.00	Market: 1,372,465.12	Book: 1,376,000.00		





REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Deposits of Public Funds (Depositories and Collateral)

State law limits where and how public funds may be deposited. Compliance with state and federal laws is a basic component of protecting the public funds that have been entrusted to government entities.

Designation of Depository

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds.¹ The governing body is responsible for deciding where public funds will be deposited. Most government entities designate a depository on either an annual or biennial basis. The designation of a depository occurs at a public meeting.

Minnesota law also permits a governing body to authorize its treasurer or chief financial officer to designate depositories of funds. For public entities that delegate this authority, we recommend that the designation take place on an annual or biennial basis. Further, we recommend that designation of individual depositories be documented. The document can be in the form of a report to the governing board, a letter to the depository or simply a dated memorandum in the government entity's depository file.

Financial institutions eligible to receive public deposits include savings associations, commercial banks, trust companies, credit unions and industrial loan and thrift companies.² Not included in this list are securities broker-dealers or their affiliates.

As part of their stewardship of public funds, we recommend that government entities periodically (annually or biennially) re-examine and re-evaluate the banks and credit unions into which they place public funds. By leaving money in the same depository year after year and failing to designate a depository on a periodic basis, public entities may lose out on the competition many depositories are willing to undertake for the opportunity to receive public funds. They also neglect their duty to periodically evaluate the soundness of their selected financial institutions.

¹ See Minn. Stat. § 118A.02, subd. 1.

² Minn. Stat. § 118A.01, subd. 3.

Reviewed: December 2013
Revised: December 2013

2007-1012

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

Collateral

Collateral represents protection for public funds in the event of a bank failure. All public funds on deposit in a bank or credit union must be protected by deposit insurance, a corporate surety bond or pledged collateral. Most institutions choose to pledge collateral for amounts not covered by the deposit insurance. The process involves the depository placing securities it owns within an account in the trust department of a commercial bank or a restricted account at the Federal Reserve, and pledging these securities to the government entity. If the depository fails, the government entity can take the securities pledged to make up for any loss to its deposited funds.³

Most compliance problems occur when the public entity fails to:

- Obtain a proper assignment,
- Obtain the proper kind of collateral,
- Obtain the proper amount of collateral, or to otherwise comply with the Federal Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).⁴

Permissible Collateral

State law defines the types of collateral that a financial institution may pledge for public deposits.⁵ These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

These very safe forms of collateral are necessary because, in the event of a failure of the depository, the government entity may need to obtain funds quickly to cover operating expenses.

All of these allowable forms of collateral must meet certain additional requirements. The public depositor should review Minn. Stat. § 118A.03, subd. 2, to determine whether the collateral being pledged meets the statutory requirements for “collateral.”

³ See Minn. Stat. § 118A.03, subd. 4.

⁴ See *North Arkansas Medical Center v. Barrett*, 962 F.2d 780 (1992).

⁵ Minn. Stat. § 118A.03, subd. 2.

Amount of Collateral

The FDIC provides \$250,000 of deposit insurance for all accounts held by a single depositor to protect the amount on deposit.⁶ For depositories located in the same state, public entities have an additional \$250,000 of deposit insurance available: There is \$250,000 of coverage available for all demand accounts and a second \$250,000 available for time/savings accounts. Depositories located outside the state have a single \$250,000 coverage for all demand and time/savings accounts combined.

State law requires that the amount of collateral pledged equal 110% of the uninsured amount on deposit.⁷ For example, if the government entity has on deposit \$1,000 over and above the deposit insurance amount, the financial institution needs to pledge collateral with a market value of \$1,100 to protect the deposit.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times. Public entities should develop procedures to monitor the amount of collateral pledged throughout the year. The public entity's chief financial officer or treasurer needs to monitor deposit amounts against the amount of collateral pledged.

If a government entity maintains a large bank account balance throughout the year, the excess funds could be used for direct investment in securities, but the securities must be authorized under Minn. Stat. §§ 118A.04 and 118A.05. Options include investment in the joint powers government investment pools through the 4M Fund (for cities), the Liquid Asset Fund (for school districts), the MAGIC Fund (for counties), and MNTrust (for school districts). The allocation of public funds available for deposit and direct investment should be addressed by the governing body through resolution or in an adopted investment policy.

Compliance with FIRREA

State law requires that the pledge of collateral be done through a written assignment from the bank to the government entity. To perfect the security interest in the pledged collateral, the FIRREA requires that either the bank's loan committee or the bank's board of directors approve the assignment.⁸ To document compliance, public entities should insist that the depository provide to the public entity a copy of the minutes or the resolution adopted either by the loan committee or the board of directors approving the pledge of collateral.

⁶ 12 CFR § 330.15.

⁷ Minn. Stat. § 118A.03, subd. 3. When the collateral consists of standby letters of credit issued by the Federal Home Loan Bank, the amount of the letters of credit need only equal the insured amount on deposit.

⁸ 12 U.S.C. § 1823 (e).

If the financial institution fails to approve the assignment at the loan committee or board of directors' level, the written collateral assignment will be worthless. Should the financial institution be liquidated, the public entity would not be permitted to take the collateral and sell it; rather, the public entity would become one of the financial institution's general creditors, and the public entity might receive only a portion of the actual money it had on deposit. It is imperative that public entities obtain enforceable assignments of collateral from their depositories.

Given relatively recent bank failures in the State of Minnesota, compliance with State depository law is more important than ever. Even though the risk of loss remains relatively low, the consequences of a bank failure on local government depositors can be devastating. This type of loss of public funds can be avoided by vigilant compliance with state and federal law.



IRS increases the standard mileage rate for business use in 2025; key rate increases 3 cents to 70 cents per mile

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional standard mileage rate for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for active-duty members of the Armed Forces who are moving.

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 70 cents per mile driven for business use, up 3 cents from 2024.
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

Notice 2025-5 [PDF](#) contains the optional 2025 standard mileage rates, as well as the maximum automobile cost used to calculate mileage reimbursement allowances under a fixed-and variable rate (FAVR) plan. The notice also provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in 2025 for which employers may calculate mileage allowances using a cents-per-mile valuation rule or the fleet-average-valuation rule.

Page Last Reviewed or Updated: 19-Dec-2024

Debt Service Statement

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

Statement #: 91772
 Statement Date: December 11,
 2024

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

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2025	291254BZ2	\$40,000.00	\$2,337.50	\$42,337.50

Payment Instructions

WIRES due by January 31, 2025

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

CHECKS due by January 27, 2025

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

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

303 - 47110 - 601
 303 - 47210 - 601

40,000.00
 2,337.50

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

Thank you for your business!



Paying Agent Fee Invoice

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

Invoice #: 92879
Invoice Date: 12/11/2024

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

Due Date: 2/1/2025	Paying Agent Fee:	\$475.00
	Term Bond Fee:	\$100.00
	Total Amount Due:	\$575.00

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 92879-PA

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

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

303-47501-620

Debt Service Statement

WIRES due by January 31, 2025
CHECKS due by January 27, 2025

City of Emily

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

Statement #: 91774
 Statement Date: December 11, 2024

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

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2025	291254DK3	\$35,000.00	\$3,491.25	\$38,491.25

Payment Instructions

WIRES due by January 31, 2025

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

CHECKS due by January 27, 2025

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

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

304-47110-601
 304-47210-611

35,000.00
 3,491.25

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

Thank you for your business!



Paying Agent Fee Invoice

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

Invoice #: 92881
Invoice Date: 12/11/2024

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

Due Date: 2/1/2025	Paying Agent Fee:	\$0.00
	Term Bond Fee:	\$100.00
	Total Amount Due:	\$100.00

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 92881-PA

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

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

304-47501-620

Debt Service Statement

WIRES due by January 31, 2025
CHECKS due by January 27, 2025

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

Statement #: 91773
 Statement Date: December 11,
 2024

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

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2025	291254CP3	\$65,000.00	\$12,446.25	\$77,446.25

Payment Instructions

WIRES due by January 31, 2025

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

CHECKS due by January 27, 2025

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

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

602-47110-601
 602-47210-611

65,000.00
 12,446.25

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



Paying Agent Fee Invoice

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

Invoice #: 92880
Invoice Date: 12/11/2024

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

Due Date: 2/1/2025	Paying Agent Fee:	\$0.00
	Term Bond Fee:	\$100.00
	Total Amount Due:	\$100.00

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 92880-PA

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

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

602-47501-620

WAGE SCHEDULE POLICY(Includes Employees, ~~Elected Officials~~, and Appointed Officials Not Covered By Union Contract or Employment Agreement)

Description	Wage/ Salary	per ____ unit	City Ordinance Reference
Emergency Management			
Emergency Management Director	\$40	per month	33.03
EDA Authority Members (Mayor/Council)	\$25	per meeting	30.07
Citizen Board Members			
Planning & Zoning Commissioners and Alternates	\$85 \$20	per meeting, effective 1/1/2024 per additional meeting	30.07
Planning & Zoning Commissioners and Alternates	\$10	per site visit	
EDA Commission	\$35	per meeting	30.07
Park Commission	\$35	per meeting, up to 4 meetings per year, additional meetings upon approval by Council	30.07
Fire and Rescue Department First Response Unit			
		call, training, meeting wages apply to all First Response personnel	
	\$25	per call	33.50
	\$10	per meeting	33.50
	\$10	per drill/training (one per night)	33.50
Chief	\$2,400	annually	33.50
Asst. Chief	\$1,800	annually	33.50
Volunteer Fire Department			
		Increases in effect from 12/1/21	
	\$25	per call	33.28 33.21
	\$10	per drill/training (one per night)	33.28 33.21
	\$10	per meeting	33.28 33.21
Fire and Rescue Chief	\$3,000	annually, effective 12/1/2024	33.28 33.21
Assistant Chief for Fire Suppression Operations	\$1,800	annually, effective 12/1/2024 or the start date of the position	33.28 33.21
Assistant Chief for Emergency Medical Services	\$2,400	annually, effective 12/1/2024 or the start date of the position	33.21
Captains (X3)	\$600	annually, effective 12/1/2024 or the start date of the position	33.21
Training Officer	\$500	annually, effective 12/1/2023	33.28 33.21
Seasonal Personnel			
Seasonal Maintenance	\$18	per hour, for up to six months, effective- 1/1/2024	
Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver	\$18	per hour, for up to six months, effective- 1/1/2024	
Personnel			
Full-Time Office Assistant	\$20	per hour	
Part-Time Zoning Clerk/Office Assistant	\$21 \$21.50	per hour, effective 1/1/2025	
Intermittent Office Assistant	\$12	per hour	
Intern	\$18	per hour with \$15 per hour reimbursement	
Librarian	\$250	per month, in effect from 1-1-2023	
Election Judges			
Head Election Judge	\$14.50	per hour	
Election Judge	\$14	per hour	

Policy adopted by the City Council of the City of Emily, Minnesota this 14th day of January, 2025.

Tracy Jones, Mayor

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer



City of Emily Credit Card Policy

Purpose:

The City has the authority to make purchases using credit cards under Minnesota Statute §471.382. This policy is implemented to follow statutory requirements and good management practices with internal controls.

Policy Statement:

The City establishes the following policies for issuance and use of credit cards:

1. Individuals holding the following positions shall be issued a City credit card:

- a. City Clerk
- b. Deputy Clerk
- c. Maintenance Supervisor
- d. Maintenance Worker
- e. Fire and Rescue Chief

The City Council shall approve changes to credit card issuance or deactivation for personnel changes in the above positions. The Personnel Committee may direct the City Clerk to make immediate changes as necessary.

2. Each employee must sign an acknowledgement form prior to use of the City credit card and submit the signed acknowledgement to the City Clerk to be filed appropriately. The City has established a \$1,500 credit limit for each ~~department~~ cardholder.

3. Credit card use by City employees is restricted to purchases for the City:

- a. No personal use of the credit card is permitted. Cardholders who make ~~or direct~~ a credit card purchases that is not approved by a City Council member will be ~~come~~ personally liable responsible for the amount of the purchase.
- b. Purchases made with the credit card must be consistent with all other state laws, including a requirement that claims presented for payment must be in writing and itemized. ~~Cardholders/~~ Department Heads shall review all credit card receipts and/or invoices for purchases in their departments to verify the validity of the charges. Cardholders/~~Department Heads~~ must provide copies of receipts/invoices that include a detailed listing of what was purchased within 14 days.
- c. All purchases made shall be within budget. Specific purchases that can be made with the credit card include office supplies, operating supplies and services, repair and maintenance, small equipment and tools, postage, or other necessary purchases for the City.
- d. City credit cards will remain in the City Clerk's office vault until an employee expects to use it and be returned as soon as possible, ~~with the exception of the Police Chief.~~
- e. City credit cards cannot be used or saved for payment on ANY mobile pay application including, but not limited to: Apple Pay, Google Wallet, PayPal, Samsung Pay or any type of mobile pay application not mentioned.
- f. City credit cards cannot be saved for payment on ANY electronic device including, but not limited to: cell phone, personal computer, laptop, smartphone, etc.
- ~~g. The fuel cards are issued to vehicles for the Maintenance Department, Police Department, Fire Department and First Response Unit. These fuel cards will remain in the vehicle to which they have been assigned.~~

4. The City shall not use credit cards to create a new form of debt. State statutes governing the issuance of debt by a public entity have a number of restrictions attached to the issuance of any obligation.

5. The City shall pay off credit card charges in full on a monthly basis.

6. It is the employee's responsibility to report any lost or misplaced credit cards to their Department Head and the City Clerk immediately. The City Clerk is required to call and deactivate the credit card as soon as the loss is realized.

Adopted by the Emily City Council on this _____ day of _____, 2025.

ATTEST:

Tracy Jones, Mayor

Cari Johnson, City Clerk/Treasurer



City of Emily Credit Card Policy
Acknowledgement

The City of Emily hereby authorizes you to use City credit cards on its behalf. It is important that you understand the rules regarding credit card use. If these rules are not followed, the City may cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate City business. Unauthorized use or abuse of a City credit card will result in disciplinary action, up to and including termination of employment.
- Credit cards shall not be used to obtain a cash advance.
- Credit cards must at all times be protected from theft and unauthorized use.
- A lost or stolen credit card must be reported immediately to the City Clerk.
- Credit card receipts/invoices for all purchases must be turned into the Clerks' office within 14 days of purchase.
- Receipts/invoices must include detailed listing of what was purchased and employee must inform Clerk of the reason for the purchase.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- The credit card will remain in the City Clerk's office vault until the time an employee expects to use it and be returned as soon as possible.

I acknowledge receipt of the City of Emily Credit Card Policy and confirm that I have read and understand its terms and conditions. I agree to abide by the terms of the Policy and the above statements. I also understand that all credit card use is subject to audit.

Employee Signature

Date

Print Name

Received by

Date

471.382 CREDIT CARDS.

A city council or town board may authorize the use of a credit card by any city or town officer or employee otherwise authorized to make a purchase on behalf of the city or town. If a city or town officer or employee makes or directs a purchase by credit card that is not approved by the city council or town board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city or town policy applicable to city or town purchases.

History: 2001 c 13 s 3



City of Emily Fuel Credit Card Policy

Purpose:

The City has the authority to make purchases using credit cards under Minnesota Statute §471.382. This policy is implemented to follow statutory requirements and good management practices with internal controls.

Policy Statement:

The City establishes the following policies for issuance and use of Holiday/Circle K fuel credit cards:

1. Individuals holding the following positions shall be issued a City fuel card for use on Maintenance Department vehicles:
 - a. Maintenance Supervisor
 - b. Maintenance Worker

Fuel cards are issued to vehicles for use by Fire and Rescue Department members.

The City Council shall approve changes to fuel credit card issuance or deactivation for personnel changes in the above positions. The Personnel Committee may direct the City Clerk to make immediate changes as necessary.

2. Each employee must sign an acknowledgement form prior to use of the City fuel credit card and submit the signed acknowledgement to the City Clerk to be filed appropriately. The City has established a \$4,000 credit limit for the account.
3. Fuel card use by City employees is restricted to purchases for the City:
 - a. No personal use of the fuel card is permitted. Cardholders who make or direct a fuel card purchase that is not approved by a City Council member will be personally liable for the amount of the purchase.
 - b. Purchases made with the fuel credit card must be consistent with all other state laws, including a requirement that claims presented for payment must be in writing and itemized.
 - c. Cardholders/Department Heads must provide copies of all fuel credit card receipts within 14 days. Receipts for fuel must designate which vehicle the fuel was purchased for. Receipts for vehicle items other than fuel must include a detailed listing of what was purchased and the reason for the purchase.
 - d. Fuel credit cards must remain in the assigned Fire and Rescue Department vehicle and be returned to the vehicle after use.
4. The City shall not use fuel credit cards to create a new form of debt. State statutes governing the issuance of debt by a public entity have a number of restrictions attached to the issuance of any obligation.
5. The City shall pay off fuel credit card charges in full on a monthly basis.
6. It is the employee's responsibility to report any lost or misplaced fuel credit cards to their Department Head and the City Clerk immediately. The City Clerk is required to deactivate the fuel card as soon as the loss is realized.

Adopted by the Emily City Council on this _____ day of _____, 2025.

ATTEST:

Tracy Jones, Mayor

Cari Johnson, City Clerk/Treasurer



1/9/2025 10:18 AM

City of Emily Fuel Credit Card Policy
Acknowledgement

The City of Emily hereby authorizes you to use City fuel credit cards on its behalf. It is important that you understand the rules regarding fuel credit card use. If these rules are not followed, the City may cancel the card and you may be personally liable for any misuse.

- Holiday/Circle K fuel credit cards may only be used for appropriate City business. Unauthorized use or abuse of a City fuel credit card will result in disciplinary action, up to and including termination of employment.
- Fuel credit cards shall not be used to obtain a cash advance.
- Fuel credit cards must at all times be protected from theft and unauthorized use.
- A lost or stolen fuel credit card must be reported immediately to the City Clerk.
- Cardholders/Department Heads must provide all fuel credit card receipts within 14 days. Receipts for fuel must designate which vehicle the fuel was purchased for. Receipts for vehicle items other than fuel must include a detailed listing of what was purchased and the reason for the purchase.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- Fuel credit cards must remain in the assigned Fire and Rescue Department vehicle and be returned to the vehicle after use.

I acknowledge receipt of the City of Emily Fuel Credit Card Policy and confirm that I have read and understand its terms and conditions. I agree to abide by the terms of the Policy and the above statements. I also understand that all fuel credit card use is subject to audit.

Employee Signature

Date

Print Name

Received by

Date

EMILY 125TH ANNIVERSARY COMMITTEE GUIDELINES

Celebration Theme:

The purpose of this event is to celebrate the historic 125th Anniversary of the City of Emily and to promote the City as a travel destination for northern adventure and outdoor recreation.

Emily History:

Emily came into existence due to the lumber business boom in the late 1890's. During this time, lumbermen came into the area and set up communities in the surrounding areas, adding a post office in 1900.

Emily Now:

Emily is located in Crow Wing County and is part of Minnesota's "lake country". In the colder months, Emily is a small community of 800+ residents. However, once the lakes thaw, this small town is bustling with activity. Residents and visitors can enjoy a variety of activities, such as boating, golfing, fishing, hunting, hiking, ATV & snowmobile trail riding, and more. Emily is a full service town with businesses ranging from convenience and grocery stores to restaurants, sporting goods and local craft shops.

Celebrate Emily Day Committee:

The annual Emily Day event has been planned, coordinated, and run by the dedicated members of the Celebrate Emily Day Committee for years. In 2025 the event is expanding and the Celebrate Emily Day Committee needs assistance with planning, coordinating, and running this 125th Anniversary event.

Emily 125th Anniversary Committee Charter:

The Emily 125th Anniversary Committee will assist with planning, organizing and coordinating activities for the City of Emily's 125th anniversary celebration, including, but not limited to, event planning/coordination, budget planning/oversight, and marketing/promotions. The Emily 125th Anniversary Committee has the responsibility for City budgeted funds allocated for the event. All spending of City budgeted funds for the event must be presented for approval to the Emily City Council by the Emily 125th Anniversary Committee. *

2. The primary goal for this committee will be to assist with the creation of a central 125th Anniversary celebration event, while looking for smaller opportunities to highlight and promote Emily throughout the year with small promotional events and activities. The City Council budgeted funds for a celebratory event and these monies are to be directed towards this event and promotional activities rather than capital improvements. While it is understood that some of the funds may be directed towards dressing up our City parks and signs, the majority of these budgeted dollars are for event related shows, performances, activities, promotions, and safety.

Emily 125th Anniversary Event Marketing Intern:

The City plans to work with Sourcewell and hire a marketing intern for the event. The intern will assist Emily 125th Anniversary Committee with marketing, promotion, organizing, and planning the historic event and make a monthly progress report to the Council.

with City funds?

RESPONSIBILITIES AND TASKS:

of the 125th Committee, or of the intern?

Administration:

Assist Celebrate Emily Day Committee with the following:

- Managing event budgets
- Coordinating communication between the 125th Anniversary Committee, Intern, Celebrate Emily Day Committee, and City Council
- Obtaining appropriate financial approvals for budget expenditures
- Overseeing of event registrations and attendee information
- Handling contracts and agreements with vendors and sponsors
- Preparing and distributing event schedules and agendas
- Ensuring all necessary permits and licenses are obtained
- Maintaining records of meeting minutes and action items
- Developing a detailed event agenda that includes timeline from setup to tear down

Marketing and promotion:

The intern and the 125th Anniversary Committee will work together to spearhead the development of an event marketing plan that sells this event to vendors and attendees, including:

- Creating a promotion schedule
- Developing a branding message & strategy
- Creating social media "sales pitches" for event

Sponsorship:

Look for and identify strategic partners for the event:

- Researching potential sponsors
- Securing sponsorships/donations
- Communicating with sponsor representatives

Logistics:

Help ensure the smooth execution of any 125th Anniversary event. Assist with coordination of all logistical aspects, ensuring that everything from venue setup to transportation runs seamlessly.

Assist the Celebrate Emily Day Committee with the following:

- Managing logistics and setup
- Laying out the vendor location map
- Coordinating event day activities and troubleshooting
- Coordinating with the venue for setup and breakdown
- Planning and coordinating parking arrangements
- Ensuring compliance with health and safety regulations
- Addressing any logistical issues that arise during the event

Engagement:

The purpose of hosting our event is for the attendees to celebrate Emily's 125th Anniversary, including:

- Designing and implementing attendee engagement strategies
- Event social media interactions

Registration:

The registration process is a critical part of any event, ensuring a smooth and organized experience for attendees from start to finish. Assist the Celebrate Emily Day Committee with:

- Designing and managing the registration process
- Creating and maintaining registration forms
- Handling attendee inquiries and support
- Preparing registration materials and badges
- Setting up and managing on-site check-in

EVENTS:

3 Day Celebration Friday - Sunday

Band 1 Friday night

Band 2 Saturday afternoon

Band 3 Headliner Saturday night

OTHER:

Replace the Emily city sign

Update the Emily park sign

125th Anniversary Committee Priority:

Look for vendors who create and sell wooden products to link back to Emily's early days of lumber. This could be furniture or games like chess, checkers, corn hole, or shuffleboard tables. Focus on celebrating the history of Emily.

EMERGENCY MANAGEMENT PLAN



(Adopted ~~February 14, 2023~~) January 14, 2025

FOREWORD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little value if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

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BASIC PLAN

REASON FOR PLAN

Tornados, floods, blizzards and other natural disasters can affect the City of Emily. In addition, major disasters such as plane crashes, explosions, and accidental releases of hazardous materials, pipeline leaks and enemy attack pose a potential threat to public health and Safety in Emily. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Emily has capabilities and resources which could be used in the response of any major disaster. These include the facilities, equipment, personnel and skills of both government and non-government professions and groups in Emily. The purpose of this plan is to ensure the effective, coordinated use of the resources so as to:

- A. Maximize the protection of life and property.
- B. Ensure the continuity of government.
- C. Sustain survivors.
- D. Repair essential services, facilities and utilities.

III. LEGAL BASIS, REFERENCES AND SUPPORTING PLANS

- A. Public Law 920 as amended.
- B. Public Law 99-949, (Superfund Amendments and Reauthorization Act (SARA of 1986)
- C. Minnesota Statutes, Chapter 12, as amended.
- D. City of Emily Resolution 07-31 dated 12-11-07.

IV. ORGANIZATION

CITY OF EMILY ORGANIZATION AND INTERRELATIONSHIPS

EMERGENCY MANAGEMENT DIRECTOR ~~(April 1–Nov. 30)~~

~~Ken Frank~~ Brian Foster
~~218-763-2246~~ 218-838-3631

~~Emergency Management Director Assistant (Dec. 1–March 31)~~

~~Kenny Roden~~
~~218-232-1457~~

EMERGENCY SERVICES

~~POLICE CHIEF~~
~~Damien Stalker~~
~~218-763-1100~~

~~FIRE AND RESCUE~~
~~CHIEF~~
~~Chad Genz Blair~~
~~Mileski~~
~~218-821-3330~~ 612-
670-3243

~~FIRST RESPONDER~~
~~CHIEF~~
~~Cary LeBlanc~~
~~763-360-7291~~

OFFICIALS

MAYOR
Tracy Jones
218-851-5866

COUNCILMEMBER
ACTING MAYOR
~~Andy Hemphill~~
218-839-2569

COUNCILMEMBER
Greg Koch
612-803-3954

COUNCILMEMBER
~~Mary Eppen~~ Dan
Brennan
~~651-210-1047~~
612-889-9764

COUNCILMEMBER
Gerhart Hanson
218-851-0234

*Chart includes primary operational positions/departments only.

PUBLIC WORKS

MAINTENANCE
SUPERVISOR
Brian Foster
218-838-3631

MAINTENANCE
EMPLOYEE
Calen Spindler
218-838-3632

WASTEWATER
OPERATOR
Lee Bundy
218-590-5911 (EOC)
320-420-9967 (Cell)

ADMINISTRATIVE

CITY CLERK/TREASURER
Cari Johnson
218-763-2480

DEPUTY CLERK
Amy Prokott
218-763-2480

V. DIRECTION AND CONTROL

The direction and control of government operations from a central protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Emily, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The city emergency management director (EMD) will serve in staff capacity to the Mayor and will coordinate emergency operations. The city EMD will also serve as liaison with the County EMD.

Direction and control of the city's response to a major disaster will take place from the city Emergency Operations Center (EOC), which is located at the Emily City Hall.

(For additional EOC information such as staffing, communications, etc., refer to the Direction and Control Annex (B) to this plan.)

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A. A summary of the city's emergency responsibility assignments, by Function, shown on Chart B. Heads of the various city departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on chart B. Lastly, city departments and agencies are expected to develop whatever standard operating procedures (SOPs) they need in order to carry out these responsibilities.

B. Responsibilities have been assigned by a code letter: "P", "S", or "C"

"P" indicates **PRIMARY** operational responsibility, which means the official or agency is in charge of, and responsible to make provisions for that function. As a rule, only city government officials can be assigned primary responsibility for carrying out a function.

"S" indicates a **SUPPORT** responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.

"C" indicates **COORDINATION** responsibility, and is assigned when several agencies have support capability but no specific official of the agency has obvious responsibility. This will be especially true when non-governmental agencies are involved.

CHART B - EMERGENCY OPERATION ASSIGNMENTS

FUNCTION	CODE	RESPONSIBLE AGENCY (IES)
1. Warning and Notification	P	City Emergency Management Director/ Assistant
	S	CWC Sheriff and CWC EMD
	S	Emily Police Department
2. Direction and Control	P	Mayor / City Council
	S	City Emergency Management Director
3. Public Information Officer	P	Mayor
4. Search and Rescue	P	Emily Police Department CWC Sheriff
	S	Emily Volunteer Fire and Rescue Department
	S	Emily Maintenance Department
	S	CWC Sheriff
5. Health and Medical	P	Emily First Responders Fire and Rescue Department
	S	Cuyuna Regional Med.Ctr/St. Joseph's Med. Ctr.
	S	Cuyuna Regional Med. Ctr. Amb./North Ambulance
	S	Emily Police Department -CWC Sheriff
6. Evacuation	P	Mayor
	C	Emily Police Department -CWC Sheriff
	C	Emily - Volunteer Fire and Rescue Department
	C	Emily First Responders
7. Traffic Control and Security	P	CWC Sheriff
	S	Emily Police Department -Fire and Rescue Department
8. Fire Protection	P	Emily Volunteer Fire and Rescue Department
	S	Emily Police Department -CWC Sheriff
	S	Emily First Responders
9. Damage Assessment	P	City Emergency Management Director
	S	Emily Police Chief
	S	Emily Fire and Rescue Chief
	S	Crow Wing County Land Services Supervisor
	S	City Clerk
10. Congregate Care	P	Crow Wing County EMD
11. Debris Clearance	P	Emily Maintenance Department
	S	Crow Wing County Highway Department
	S	Minnesota Department of Transportation
12. Utility Restoration	P	City Wastewater Operator
13. Radiological/HAZMAT	P	Emily Volunteer Fire and Rescue Department
	P	Crow Wing County Sheriff and County EMD
	S	Crow Wing County Bomb Squad

14. Pipeline Safety

- ~~S~~ Emily Police Department
- P Crow Wing County Sheriff and County EMD
- P Enbridge
- P City Emergency Management Director

VII. OPERATION POLICIES

- A. Protection of life and property and the alleviation of human distress will be the primary goal of the city government operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City EMD will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department or service of the city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplied and consumed materials, injuries to personnel, and damage to public and private property and equipment.

VIII. SUPPORT

A. County Government Support

Information and assistance in securing county government support may be obtained by contacting the Crow Wing County EMD.

State and Federal Government Support

1. General: Information and assistance in securing state or federal support should be obtained by contacting the Crow Wing County EMD. In addition, the nearest Minnesota Homeland Security and Emergency Management (HSEM) Regional Coordinator will provide additional technical information and assistance, if required. Lastly, a summary of state and federal disaster assistance programs is contained in the Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the Crow Wing County EMD.
2. Emergency Assistance: In the event of a major emergency/disaster which exceeds resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the state duty officer may be contacted. The state duty officer telephone number is 1-800-422-0798.
3. National Guard: When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of

activation is to ensure the preservation of life and property and to support the civil law enforcement authorities.

a. Operational Policies

- (1) National Guard assistance will complement and not be a substitute for city and/or county participation in emergency operations.
- (2) If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

b. Request Procedures

In the case of counties, and all cities that are **NOT** of the first class, the **SHERIFF** is the only government official authorized to submit the request for the National Guard assistance. Such requests are to be submitted through the state duty officer.

4. Federal Assistance for Serious HAZMAT Accidents/Incidents

If the party responsible for a serious HAZMAT accident is unknown or is not taking appropriate action, and the response is beyond the capability of the state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the state duty officer.

IX. PLAN UPDATING, TRAINING, AND EXERCISES

- A. For purposes of this plan, the City of Emily's EMD shall serve as the planning coordinator. As such, the EMD will have overall authority and responsibility for the maintenance of the plan.
1. This plan will be reviewed and updated as necessary, but at least once annually. The Emily EMD will be responsible for ensuring that this updating occurs. The county EMD will assist with the production of this plan.
 2. This plan will be distributed to all City government departments and agencies which have emergency assignments in the event of a major disaster in Emily. A plan distribution list will be maintained by the Emily EMD.
 3. The City of Emily will comply with Public Law 99-499, (SARA) training requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the Crow Wing County Emergency Management Office.

SECTION A – WARNING AND NOTIFICATION

I. PURPOSE

To provide an overview of the responsibilities and the procedure whereby the notification of key officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

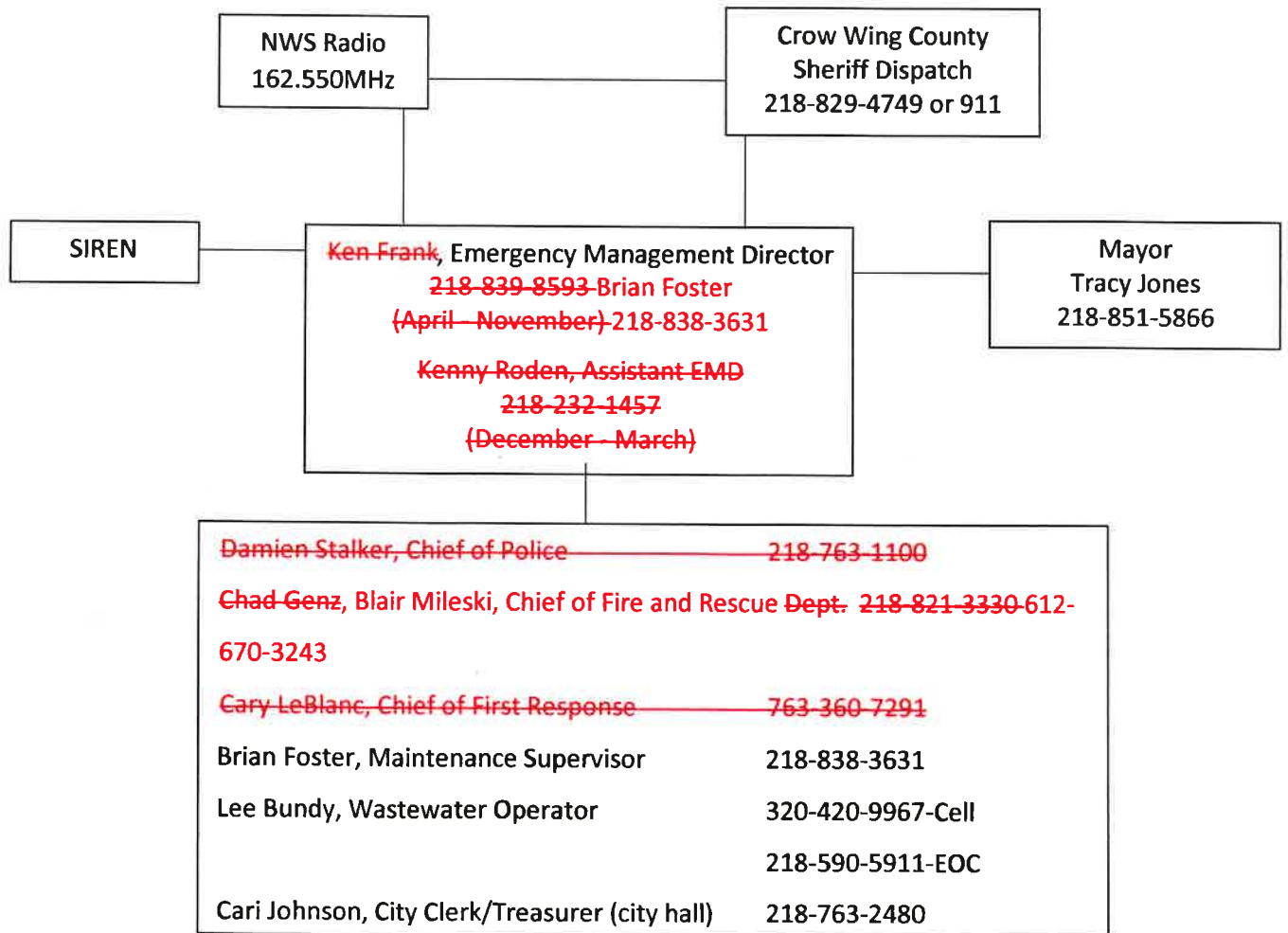
A. The Crow Wing County Sheriff's Office is the Crow Wing County Warning Point. The county warning point is responsible for relaying emergency notifications (e.g. severe weather, man-made emergency) which it receives to the County EMD, who in turn advises the city's affected warning point.

The City of Emily's contact person is the Emergency Management Director, **Brian Foster**. ~~Kenneth Frank from April 1 to November 30 and Kenny Roden from December 1 to March 31.~~

B. Business, industries and members of the general public who need to either report an emergency or request emergency assistance should call 9-1-1. The sheriff dispatchers who answer 9-1-1 calls are responsible for determining the appropriate agency (ies) to dispatch to the scene of the incident.

C. The city warning point is responsible for ensuring that all emergency notifications are handled properly. Specifically, the warning point will contact the following: See the next page for the Warning Flow Chart for the City of Emily.

WARNING FLOW CHART



SECTION B – DIRECTION AND CONTROL

I. PURPOSE

To describe how direction and control of the City of Emily's response to a disaster will be accomplished.

II. RESPONSIBILITIES

- A. **MAYOR:** The mayor/city council of Emily will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the mayor is as follows: MAYOR, ACTING MAYOR.
- B. **CITY E.M.D.:** The Emily EMD will serve in staff capacity to the mayor/city council; will carry out their policies and directives; and will coordinate emergency operations. Line of succession to the Emily EMD is as follows: E.M.D., Assistant EMD (Warning Officer).

III. CITY OF EMILY EMERGENCY OPERATIONS CENTER (EOC)

Direction and control of Emily's response to a disaster will be carried out at Emily's EOC. The EOC is located at the Emily City Hall. If for some reason the EOC is not useable at the time of a disaster, the St. Emily Church Hall will serve as the alternate EOC. The second alternate EOC is Emily Wesleyan Church.

A. Criteria for Activation

Activation of the EOC may be at the discretion of the city's EMD or at the request of Emily's mayor/city council. The severity of the potential or actual emergency should govern the level of EOC activation.

B. Responsibility for EOC Activation

In the event of a major disaster, the EOC staff will be expected to report automatically to the EOC. However, the city EMD is responsible for ensuring the EOC is activated according to the previously described criteria.

C. Staff of EOC

Staffing of the EOC will follow the staffing list found on page 3 of this section. The EOC staff is responsible for the operations of their particular service or assignment. Each department or agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

On scene control of a disaster will be handled by the Incident Commander or Operations Chief, per the National Incident Management System (NIMS) Protocol. The ICS team will keep the EOC informed on a timely basis of the response efforts.

D. Communications Capability

The EOC has communications on 800 MHz radio provided by the Fire and Rescue ~~or~~ Police Departments. Channel to be determined by CWC Dispatch at the time of disaster.

E. The EOC does NOT have back up power.

F. EOC Equipment and Supplies

The Emily EMD is responsible for ensuring that the EOC is operational; that the necessary maps, displays, tables, chairs, message logs, etc., are available for use in the EOC.

**EMERGENCY OPERATIONS CENTER
STAFFING LIST**

POSITION	NAME	PHONE #
1. Warning and Notification	Kenneth Frank, EMD April 1 to Nov. 30	218-839-8593
	Brian Foster 218-838-3631	Kenny Roden, EMD Dec. 1 to March 31
2. Direction and Control	Tracy Jones, Mayor	218-851-5866
3. Public Information Officer	Tracy Jones, Mayor	218-851-5866
4. Search and Rescue	Eric Klang, CWC Sheriff 218-829-4749	Damien Stalker, Police Chief 218-763-1100
	Blair Mileski, Fire and Rescue Chief 612-670-3243	Chad Genz, Fire Chief
		218-821-3330
	Brian Foster, Maintenance Sup	218-838-3631
5. Health and Medical Officer	TBD	Gary LeBlanc, First Responder Chief
		763-360-7291
6. Evacuation	Tracy Jones, Mayor	218-851-5866
	Eric Klang, CWC Sheriff 218-829-4749	Damien Stalker, Police Chief
	Blair Mileski, Fire and Rescue Chief 612-670-3243	Chad Genz, Fire Chief
		Gary LeBlanc, First Responder Chief
		763-360-7291
7. Traffic Control and Security	Eric Klang, Sheriff	218-829-4749
8. Fire Protection	Chad Genz, Fire Chief	218-821-3330
	Blair Mileski, Fire and Rescue Chief	612-670-3243
9. Damage Assessment	Kenneth Frank, EMD April 1 to Nov. 30	218-839-8593
	Brian Foster, EMD 218-838-3631	Kenny Roden, EMD Dec. 1 to March 31
	Eric Klang, CWC Sheriff 218-829-4749	Damien Stalker, Police Chief
	Blair Mileski, Fire and Rescue Chief 612-670-3243	Chad Genz, Fire Chief
		218-821-3330
	Gary Griffin, Land Services Director	218-824-1016
	Cari Johnson, City Clerk/Treasurer	218-763-2480
10. Congregate Care	Clayton Barg	John Bowen, County EMD 218-825-3445 – WK
		218-537-0288 – Cell
		218-824-1044 – EOC
11. Debris Clearance	Brian Foster, Maintenance Sup.	218-838-3631
12. Utility Restoration	Lee Bundy, Wastewater Optr.	320-420-9967-Cell
		218-590-5911-EOC

13. Radiological/HAZMAT	Blair Mileski, Fire and Rescue Chief	612-670-3243
	Chad Genz, Fire Chief	218-821-3330
14. Pipeline Safety	Eric Klang, CWC Sheriff	218-829-4749
	Enbridge, Emergency Response	800-858-5253
	Brian Foster, EMD	218-838-3631

SECTION C – PUBLIC INFORMATION

I. PURPOSE

To provide an overview of how emergency public information will be disseminated in the event of a disaster.

II. SPOKESPERSON(S)

The only official authorized to serve as the Public Information Officer (PIO) for the City of Emily is the Mayor. If the Mayor is unavailable, the Acting Mayor will serve as the PIO. These individuals will be given access to all information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases of information during emergency and post-emergency situations.

IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the city hall meeting room will be used for this purpose. News media personnel will be asked to report to that area.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through the following radio stations: KLKS-FM, KTIG-FM, WJJY-FM, KLIZ-AM/FM.

SECTION D – SEARCH and RESCUE

I. PURPOSE

To describe how search and rescue will be accomplished in the City of Emily following a disaster.

II. RESPONSIBILITY

Within the City of Emily, the primary responsibility for search and rescue belongs to the **CWC Sheriff Emily Police Department**. Responsibility for backup search and rescue belongs to the Emily **Volunteer Fire and Rescue** Department. Additional backup may be available from the City Maintenance Department and fire mutual aid.

III. SUPPORTING AGENCIES/ORGANIZATIONS

The following government and volunteer organizations may be available to assist with a major search and rescue operation:

Crow Wing County Sheriff

Crow Wing County Mounted Patrol

Civil Air Patrol – Can be accessed through the State Duty Officer – 1-800-422-0798

SECTION E – HEALTH/MEDICAL

I. PURPOSE

To provide an overview of how the health care needs of Emily residents will be met in the event of a major disaster.

II. PRIMARY RESPONSIBILITIES

- A. Hospital Care – Injured victims will be transported to either Cuyuna Regional Medical Center in Crosby, MN or St. Joseph’s Medical Center in Brainerd, MN. Both of these facilities have mutual aid agreements with each other and other hospitals.
- B. Ambulance Service – Ambulance service will be supplied by either Cuyuna Regional Medical Center Ambulance, Crosby, MN or North Ambulance of Crosslake or Brainerd. Air ambulance is available through North Medical Care from the Brainerd Lakes Airport.
- C. Emergency Responders – ~~The Fire and Rescue Department includes emergency medical service personnel Emily does have an emergency responder team~~ activated through 9-1-1.
- D. Public Health Threats – Serious or potential health threats (epidemics, food and/or water contamination, etc.), associated with or the cause of the disaster, will be the responsibility of the Crow Wing County Public Health Department. Additional support can be obtained through the Minnesota Department of Health.
- E. Inquiry and Referral – This service would be coordinated through the Crow Wing County LOGISTICS section, if the County Emergency Plan was activated.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City of Emily, overall coordination of the various health/medical organizations response to the disaster will take place at the Emily EOC.

Both of the hospitals, ground ambulances and air ambulances have radio communications with each other. The Emily EOC does not have radio communications capability with the hospitals or ambulances.

IV. LOCAL SUPPORTING PLANS, PROCEDURES AND PERSONNEL

- A. Both the Cuyuna Regional Medical Center and St. Joseph’s Medical Center maintain and exercise their disaster plans.

- B. Both the hospitals and ambulance services have established procedures designating which hospital victims should be transferred to.
- C. A listing of pharmacies, sources of medical services, doctors, nurses and other health support services are kept on file at each facility.
- D. The ambulance service and other medical services which report to the scene of an incident are responsible for developing and maintaining whatever standard operating procedures (SOPs) they may need. These SOPs should include guidance and instructions for operating in an environment in which hazardous materials are present.

V. COUNTY / STATE SUPPORT

- A. Support is available from the Federal Response Team when responding to a serious radiation incident, as well as the Crow Wing County Sheriff's Office.
- B. Support may also be available from the state by contacting the State Duty Officer at 1-800-422-0798.

SECTION F – EVACUATION, TRAFFIC CONTROL and SECURITY

I. PURPOSE

To provide how evacuation, traffic control and security will be carried out if necessary due to a disaster in the City of Emily.

II. RESPONSIBILITY

- A. The following officials will be responsible for recommending an evacuation:

<u>OFFICIAL</u>	<u>TYPE OF INCIDENT</u>
MAYOR	ALL

- B. The ~~CWC Sheriff and the Emily Police Department,~~ Emily Fire and Rescue Department, ~~and Emily First Responders~~ will be responsible for coordination and evacuation effort.
- C. The Crow Wing County Sheriff's Department has primary responsibility for traffic control and security.

III. PROCEDURES

- A. Residents will be notified of the need to evacuate by broadcasts from ~~the CWC Sheriff, police, fire~~ Emily Fire and Rescue Department, or on KLKS-FM, KTIG-FM, WJJY-FM, KLIZ-AM/FM, and KTCF-FM.
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions and the type of incident necessitating the evacuation. The primary arteries that will/can be used for evacuation of all/part of the city are as follows:
 1. NORTH / SOUTH – MN 6
 2. EAST / WEST - County Road 1
- C. Depending upon which highways are used for evacuation, traffic control points will be established at the following locations: (See attachment 1)
- D. Mobility impaired and other individuals unable to evacuate themselves can obtain assistance by calling the Emily EOC at 218-763-2480.
- E. Facilities at risk (hospitals, nursing homes, schools, resorts) should develop their own SOP's for evacuation, and such SOP's would be available at the facility.

IV. RESOURCES AVAILABLE

- A. Cuyuna Regional Medical Center Ambulance service may be available, if needed to transport non-ambulatory individuals.
- B. Assistance for traffic control and security may be available from the Crow Wing County Sheriff and the Minnesota Highway Patrol.

SECTION G - FIRE PROTECTION

I. PURPOSE

To summarize how fire protection is provided in the City of Emily.

II. RESPONSIBILITY

Fire protection is provided by the Emily ~~Volunteer Fire Department~~ Fire and Rescue Department. This is a volunteer department, which has approximately ~~20~~30 members.

III. MUTUAL AID AGREEMENTS

The Emily ~~Volunteer~~ Fire and Rescue Department participates in a mutual aid agreement with the Cuyuna Range Fire Association. Written mutual aid agreements exist and are on file with the City Clerk.

IV. COMMUNICATIONS CAPABILITY

The Emily ~~Volunteer~~ Fire and Rescue Department vehicles are equipped with the following radio communications equipment and frequencies:

- CHANNEL: 1 – County 800 MHz System
 2 – Simmel Cast VHF Paging System
 3 – Active911 Smartphone Application

V. SUPPORTING DOCUMENTS

The Emily ~~Volunteer~~ Fire and Rescue Department is responsible for developing and maintaining whatever standard operating procedures (SOPs) it may need in order to carry out its fire protection responsibilities. Such SOP's should include guidance and instructions for responding to a fire scene which involves hazardous materials.

SECTION H – DAMAGE ASSESSMENT

I. PURPOSE

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Emily.

II. RESPONSIBILITIES

- A. The City EMD is responsible for:
 - 1. Developing and maintaining a damage assessment “team” composed of municipal and/or private sector agency personnel.
 - 2. Maintaining an up to date listing of damage assessment team personnel.

3. Maintaining the procedures to be followed for damage assessment.
 4. Coordinating the initial damage assessment process following the occurrence of a disaster.
- B. City government officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:
1. City EMD
 2. ~~Police Chief~~
 3. Fire and Rescue Chief
 4. Mayor
- C. County government officials who could participate in the damage assessment effort:
1. Land Services Supervisor
 2. County EMD
 3. County Engineer
 4. County Sheriff
- D. Private sector agencies that may be a source of damage assessment personnel:
1. Red Cross
 2. Real Estate Agencies
 3. HAZMAT Clean-up contractors

III. POLICIES AND PROCEDURES

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and appropriate, pictures/video should be taken of damaged areas, and city maps will be used to show the location of the damage sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Emily EMD will contact the Crow Wing County EMD, who will coordinate with Division of Homeland Security and Emergency Management (HSEM).
1. When applying for state or federal disaster assistance, specific forms and procedures must be followed.
 2. These damage assessment forms are available from the Crow Wing County Emergency Management Office.
- D. When possible, the Emily EMD and other appropriate local government officials will participate in damage assessment training.

IV. SUPPORTING DOCUMENTS

For additional information and guidance, refer to Disaster Response and Recovery: A Handbook for Local Government, available from the Crow Wing County EMD.

SECTION I – CONGREGATE CARE

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing and counseling) needs of Emily residents (as well as incoming evacuees from other communities) will be met in time of a disaster.

II. RESPONSIBILITIES

- A. The primary needs of emergency housing, emergency feeding, clothing and crisis counseling will be coordinated through the LOGISTICS section of the Crow Wing Emergency Plan response team. Request for assistance from this group should be directed through the Crow Wing County Emergency Management Director at 218-825-3445 – WK or through the Crow Wing County Sheriff's dispatch – 218-829-4749.
- B. The additional need for victim registration and inquiry will be coordinated through the LOGISTICS section of the CWC Emergency Plan response team.
- C. Decontamination of the victims will be done by the Emily ~~Volunteer~~ Fire and Rescue Department with assistance from a State HAZMAT team or by the receiving medical facilities, depending upon the contamination involved, whether chemical or biological.

III. AVAILABLE RESOURCES / FACILITIES

- A. Potential Reception Centers – Two (2) facilities in the City of Emily have been identified as being appropriate for use as the reception center for local residents or incoming evacuees from other communities. These facilities and locations are: St. Emily's Church Hall and Wesleyan Church Hall.
- B. Emergency Housing Facilities: List to be compiled by the Emily EMD
- C. Emergency Feeding Providers: List to be compiled by the Emily EMD.

IV. SUPPORTING DOCUMENTS

The government agencies and private sector agencies or organizations that have agreed to carry out the congregate care responsibilities listed in this annex are expected to develop whatever standard operating procedures (SOPs) they may need.

SECTION J – DEBRIS CLEARANCE

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Emily.

II. RESPONSIBILITIES

The Emily Maintenance Department will be responsible for the coordination of the debris clearance in the City of Emily.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris will be disposed of at the Crow Wing County landfill located east of Brainerd on Highway 210, in section 25 of Oak Lawn Township. This does not preclude burning, or chipping of trees, limbs or branches, etc. as appropriate near the disaster area.
- C. If additional debris clearance equipment or assistance is needed, it may be obtained through the Crow Wing County Highway Department, Minnesota Department of Transportation, or through private contractors.

IV. SUPPORTING DOCUMENTS

- A. A partial listing of contractors is located in the Crow Wing County Resource Manual, located with the Crow Wing County Emergency Plan.
- B. A listing of HAZMAT clean-up contractors can be obtained through the State Duty Officer, at 1-800-422-0798.

SECTION K – UTILITIES RESTORATION

I. PURPOSE

To provide an overview of how utility services will be restored as the result of a disaster or emergency in the City of Emily.

II. RESPONSIBILITIES OF RESTORATION

The following government agencies or private companies are responsible for providing utility services for the City of Emily:

- A. ELECTRICAL SERVICE – Crow Wing Power 218-829-2827
- B. TELEPHONE SERVICE – Tremolo 218-763-3000
- C. NATURAL GAS – NONE
- D. PROPANE – Ferrellgas 218-828-4470
- E. SEWER SERVICE – City of Emily, Lee Bundy 320-420-9967-Cell 218-590-5911-EOC
- F. WATER SERVICE – Private Systems

III. UTILITY SUPPORT

MNWARN is a mutual aid agreement to provide a program whereby water, wastewater, and storm water utilities sustaining physical damage from natural or man-made disasters in the State of Minnesota can obtain emergency assistance, in the form of personnel, equipment, and materials and other associated services necessary to protect the health and welfare of the utilities' customers.

IV. STATE SUPPORT / RESPONSIBILITIES

In most situations, the restoration of a utility damaged as a result of a disaster or accident is the responsibility of either a private company or municipality; whichever owns and operates that utility. However, it is possible that a state agency may become involved in restoration efforts, either because of a state or federal statutory requirement to do so, or because of the consequences associated with the loss or disruption of utility services. Local governments who feel that state assistance is needed in a utilities restoration effort, may contact the Minnesota Division of Homeland Security and Emergency Management (HSEM) through the Crow Wing County EMD or the State Duty Officer.

SECTION L – RADIOLOGICAL/HAZMAT

I. PURPOSE

To provide an overview of how the City of Emily will respond to a radiological, biological or HAZMAT accident or incident.

II. RESPONSE TO A RADIOLOGICAL/HAZMAT ACCIDENT OR INCIDENT

A. Radiological Incidents or Accidents;

Within the city and surrounding area, the Crow Wing County Sheriff's Office in coordination with the County EMD has the responsibility to develop and maintain the radiological response capability necessary to minimize the threat to citizens in the event of a radiological incident, be it a nuclear attack, terrorism incident or an accidental loss of containment of a radioactive product. The capability includes monitoring and reporting of an incident. In most instances, distancing one's self from the radiological source is the best protection until a state or federal agency can respond.

1. Peacetime accidents or incidents: In all likelihood, most peacetime accidents or incidents will be confined to a relatively small area, and will be minor in actual impact. However, if an incident is beyond the capability of the city or the county, the Minnesota Department of Health has the trained personnel, equipment and authority to provide assistance. For all accidents or incidents the city and county will be responsible for: controlling access to the scene; providing for the medical care for the victims; preventing the spread of contamination by people and vehicles; obtaining basic information as to what has happened; and notifying the State Duty Officer at 1-800-422-0798.
2. Enemy Attack: Although plans and preparations have been made at the state and federal levels to assist local governments during periods of widespread radiological emergency due to nuclear detonation, such assistance would be slow in coming. Therefore, the city and county should be prepared to provide for their own radiological monitoring and decontamination needs.

B. Other HAZMAT Incidents or Accidents

1. Pre-Identification and Analysis of Risk – In response to the requirements contained in the Superfund Amendments and Reauthorization Act (SARA) of

1982, as well as other legislation, the following specific risk/potential and risk site/locations within the City of Emily have been pre-identified.

“Covered Facilities” under SARA – NONE

“Other Facilities”, e.g. schools, nursing homes, at risk due to their proximity to such facilities. –NONE

Transportation Routes: County Road 1 and State Highway 6 are potential sources for transportation accidents.

Rail lines and Pipelines – NONE

2. Determination that a release of hazardous materials has occurred.

Facilities located within the city that use, store, manufacture, or transport hazardous materials are responsible for developing procedures and training their employees to be able to promptly determine and report that a release of hazardous materials has occurred. Similarly, city government employees who respond to transportation or other accidents/incidents (e.g. meth labs), will receive training designed to help them determine if hazardous materials are present.

3. Response to a release of hazardous materials.

Listing of facilities within the City of Emily that possess extremely hazardous materials are required by law (SARA) to develop and maintain a procedure that their employees will follow in the event of a release of those materials. The city should have the general outline of the city’s response procedure available should it be requested by the facility. *****NONE*****

The City EMD in cooperation with the CWC EMD will conduct a vulnerability analysis to determine potential populations and facilities which might be affected by HAZMAT emergencies. Resources used for determining the risk areas are U.S. DOT Emergency Response Guidebook, and the NOAA computer program CAMEO. If applicable, the following facilities may also provide input to this analysis. *****NONE*****

No on-site facility plans have been developed.

4. HAZMAT Response Capabilities

Within the City of Emily and Emily ~~Volunteer~~ Fire and Rescue Department jurisdiction, the Emily ~~Volunteer~~ Fire and Rescue Department has the primary responsibility to respond to any serious HAZMAT incident. The Emily ~~Volunteer~~ Fire and Rescue Department personnel have been trained to the AWARENESS level and are equipped to Level I type HAZMAT incidents. If the incident requires a higher level of trained personnel and equipment to safely respond to the incident, a Chemical Assessment Team (CAT) can be requested through the State Duty Officer at 1-800-422-0798. The closest (CAT) team is in Grand Rapids, MN.

City government personnel responding to the scene first will begin their size-up of the area affected by the HAZMAT release by safely identifying/verifying the hazardous material(s) involved. By determining the type and quantity of material involved an appropriate response, such as evacuation, may be determined. Guidance from the U.S. DOT Emergency Response Guidebook, CAMEO, a phone call to the State Duty Officer, or other guidebooks should be used to make emergency decisions, if time permits.

5. A listing of the major equipment available within the city government of Emily may be listed at the end of this document. It is not contained in the Crow Wing County Emergency Plan.

III. COUNTY SUPPORT

The Crow Wing County Bomb Squad has a jurisdiction that covers the northern half of Minnesota. There are currently 5 members on the bomb squad who are all hazardous device certified through completing a six week F.B.I. Hazardous Device School. Members of the bomb squad are also trained in advanced demolition breaching and Hazmat technician response. The bomb squad works closely with the Crow Wing County Tactical Response Team and the Crisis Negotiation team. For more information call the Crow Wing County Sheriff's office at 218-829-4749 and ask for the Bomb Squad Commander.

IV. STATE SUPPORT

Assistance through various state agencies may be requested by calling the State Duty Officer for the Minnesota Pollution Control at 1-800-422-0798.

V. FEDERAL SUPPORT

In the event of a HAZMAT incident that is beyond the capabilities of local and state government, the National Regional Response Team can be requested. This request should be made through the State Duty Officer for the Minnesota Pollution Control at 1-800-422-0798. Reimbursement costs for a HAZMAT response may be available through the U.S. Environmental Protection Agency. To be eligible for reimbursement, contact the **National Response Center – 1-800-424-8802** within 24 hours of the incident and subsequently submit an application for reimbursement.

VI. SUPPORTING REFERENCE MATERIALS

- A. FEMA Civil Preparedness Guide 1-30, (Guide for the Design and Development of a Local Radiological Defense Support System.)
- B. The Minnesota Division of Homeland Security and Emergency Management (HSEM) can provide local governments with radiological guidance materials designed to assist in the development of a standard operation procedure.
- C. The National Response Team's Hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard.
- D. U.S. DOT's Emergency Response Guidebook

SECTION M – PIPELINE SAFETY

I. PURPOSE

To provide an overview of how the City of Emily will respond to a pipeline leak or spill.

II. RESPONSIBILITY

The following government agencies or private companies are responsible for providing utility services for the City of Emily:

- A. **PIPELINE SAFETY – Enbridge** **800-858-5253**

LOCAL RESOURCES

**CONTRACTORS WITHIN THE CITY OF EMILY
WITH HEAVY EQUIPMENT**

Emily Sand and Gravel	218-763-3048
J. R. Martz Construction LLC	218-820-2116
Moritz Excavating	218-763-7000
Genz Construction	218-763-4200

**OTHER BUSINESSES IN THE CITY OF EMILY
WITH OTHER RESOURCES**

Holiday Station Store	218-763-4411
Lake Country Foods	218-763-7700
Emily Ace Hardware	218-763-2691
Emily Meats	218-763-6328
Dollar General	612-389-1641

AREA SERVICE ORGANIZATIONS

Outing Chamber of Commerce	chamber@outingmn.com
Lakers Lions, President: Jan Peterschick Joe Juettner	763-244-4563 651-336-7397
Emily Food Shelf	218-763-3097 218-763-3663
Over The Hills Gang ATV Club	overthehillsgang.org
Snow Birds Snowmobile Club	763-286-0278

City of Emily Emergency Management Plan

Adopted by the City Council of Emily, Minnesota on this 14th day of ~~February, 2023~~ January, 2025.

Tracy Jones, Mayor

ATTEST:

City Clerk/Treasurer Cari Johnson, MCMC

December 17, 2024

To: Sourcewell Member Chief Executive Officers in Sub-Region IV
From: Katrina Wood, Sourcewell Election Judge
Re: Voting Information and Ballot for the
Sourcewell Board of Directors Election

RECEIVED
DEC 20 2024

BY:

Enclosed is one election ballot and biographies for this year's election. We ask that you reproduce and distribute this information at your next Board meeting (one ballot for each Board Member). Please place the completed ballots in an envelope, seal it and sign across the seal. Then mail or deliver that envelope to Katrina Wood at Sourcewell, 202 12th Street NE, PO Box 219, Staples, MN 56479, so that it arrives in our building no later than January 31, 2025.

To ensure this very important letter is received we are sending it by certified mail, return receipt requested. To save additional postage, we ask that you reproduce the ballot and supply your own ballot return envelope. Please be sure to seal and sign across the seal and indicate on the front "**Sourcewell Election.**"

If you have any questions on this process, please reach out either by email at Katrina.wood@sourcewell-mn.gov or via phone at 218-541-5227.

Thank you for your help and for all you do for Sourcewell.

ENC: Election ballot
Election biographies
Job description

2024 - 2025 SOURCEWELL BOARD OF DIRECTORS ELECTION

Official Ballot

Sub Region IV

Each Sourcewell member City and County are asked to complete one ballot for a group board vote and give it to your board clerk, who will return the completed ballots in a sealed envelope marked **Sourcewell Election** to: Sourcewell, 202 12th Street NE, PO Box 219, Staples MN 56479.

Instructions: Vote for candidates by marking an (X) in the square opposite the name of each candidate you wish to vote for:

Four- year term. Vote for ONE	
<input type="checkbox"/>	Greg Zylka
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	(write-in)

Sourcewell Board of Directors Election Biographies

Sub Region III

Biographical Sketch: Doug Dahlberg

Nominee for Board of Directors, Sub Region III -Four-Year Term

Qualifications:

Doug Dahlberg brings extensive experience in leadership and service, having held various elected, appointed, and volunteer roles across his community. His contributions demonstrate a deep commitment to organizational governance, community development, and teamwork.

Leadership and Board Roles:

- Sourcewell: Current Sub Region III Board Member
- United Way of Morrison County: Past President
- EEI: Past Board Member
- Flyer Athletic Boosters: Past President & Current Gaming Manager
- St. Gabriel's Hospital: Current Board Member
- Franciscan Sisters Legacy: Current Board Member
- LF Flyer Baseball Association: Past President and Board Member
- Economic Development of Morrison County: Current Board Member
- First Lutheran Church: Past Council Member
- Little Falls Day of Caring: Team Leader
- Little Falls Community Schools: Current Board Member and Treasurer

Education:

- Bachelor of Science (BS) - General Business - St. Cloud State University
- Bachelor of Arts (BA) - Speech Communications - St. Cloud State University

Occupation:

Doug is a Senior Commercial Lender, leveraging his expertise in business and finance to support the economic growth of his community.

Doug's proven track record in governance, coupled with his educational background and professional experience, positions him as an excellent candidate to represent Sub Region III on the board of directors.

Sub Region IV

My name is Greg Zylka. I am the Mayor and a life-long resident of the City of Little Falls. Presently I serve on the Sourcewell Board of Directors as Chair. I have served on the Sourcewell Board of Directors for just under 8 years, elected to Vice Chair; and then Chair. Currently I also serve on the Sourcewell Board of Trustees; North Central Economic Development Authority (NCEDA) as Chair; Region 5 Transportation Advisory Committee (TAC), as Chair; Morrison County Rural Development Finance Authority as Chair; Little Falls Economic Development Authority as Chair; Community Development of Morrison County; Little Falls/Morrison County Airport Commission; and past Chair and current board member of the Coalition of Greater Minnesota Cities. I would appreciate your vote.

POSITION DESCRIPTION & EXPECTATIONS

Position Title: Board Member

Immediate Supervisor's Position Title: Minnesota State Legislature and Governor

Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

Work Requirements and Characteristics

- a. Directly supervises the following Positions:
 - i. Executive Director
- b. Indirectly supervises:
 - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

Core Competencies

- a. Experience on a Board of Directors

Required Qualifications

- a. **Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcwell Board of Directors.**

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this _____ day of _____, 20_____.

Printed Name

Signature

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
 WORKER'S COMPENSATION PROGRAM
 2024 DIVIDEND CALCULATION
 AT MAY 31, 2024**

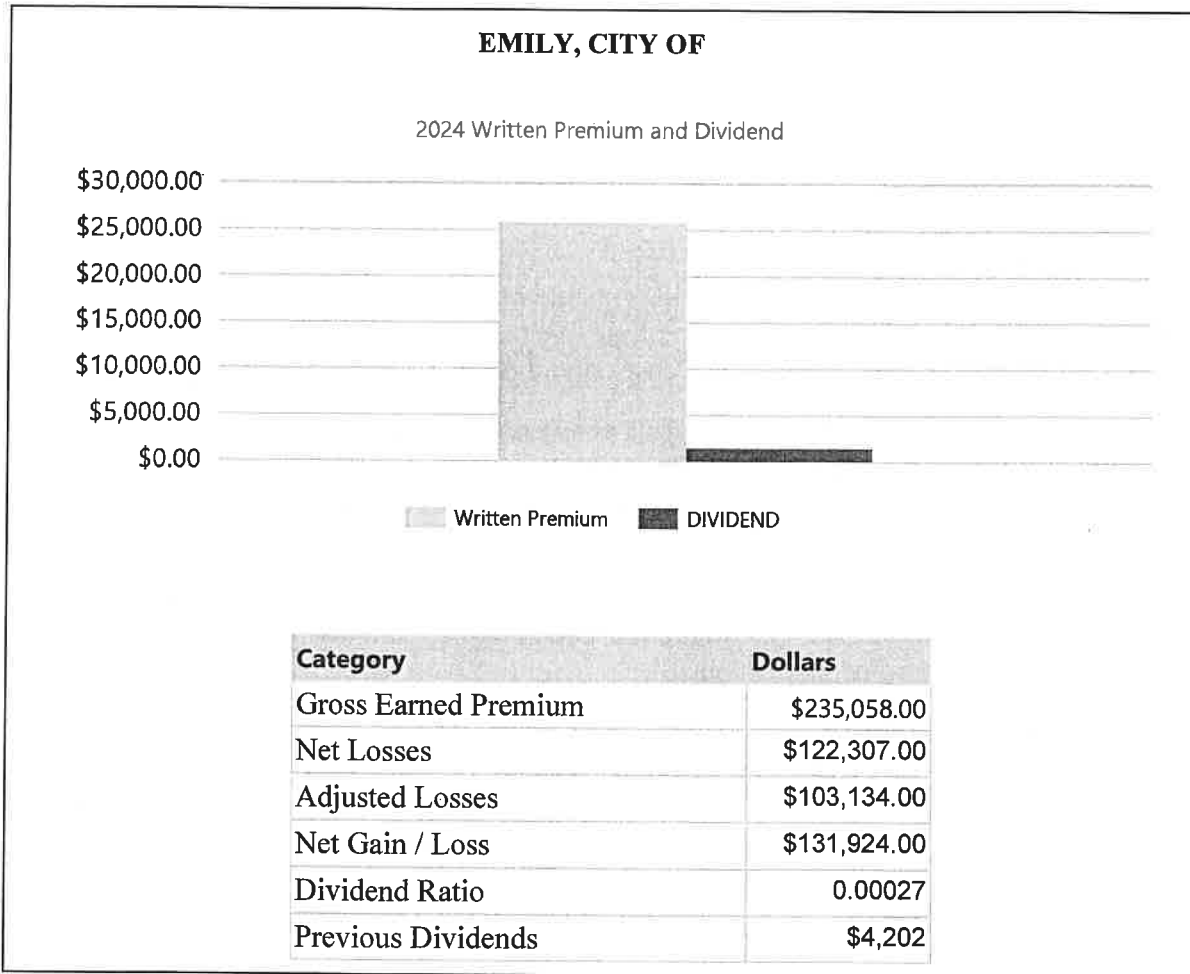
RECEIVED
 DEC 27 2024

BY:

RO Lee Insurance Agency
 15 E Main St,
 Crosby MN 564411656

EMILY, CITY OF
 PO Box 68
 Emily, MN 564470068

GROSS EARNED PREMIUM	\$235,058
ADJUSTED LOSSES	\$103,134
MEMBERS DIVIDEND PERCENTAGE	0.00027174000
DIVIDEND AMOUNT	\$1,359



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2024 for the past 20 years. This is the premium figure that's used in the dividend calculation.
 The "2024 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2024 (for most members, only a portion of that 2024 written premium would be earned as of May 31, 2024).



December 9, 2024

Re: League of Minnesota Cities Insurance Trust *Property/Casualty Program* Dividend

Dear Agent,

The League of Minnesota Cities Insurance Trust is returning \$3 million to members of its property/casualty program. Dividend checks will be mailed starting December 11 directly to your client's administrator, manager, or clerk, along with a copy of the enclosed document showing their dividend history and calculation.

Distributing Surplus Funds to Members

Insurance pools like the Trust need to maintain a fund balance to cover unpredictable future claims. Over time, the balance grows through premiums and investment income. This year, the fund balance grew to be larger than necessary to pay current and future claims and expenses. As a result, the LMCIT Board of Trustees decided to return the extra money to our members in the form of a dividend.

Dividends and Future Planning

Dividends are not guaranteed, and members should not count on them when planning annual budgets. The fund balance fluctuates over time due to factors like member claims, investment results, legislative changes, reinsurance costs, and the Trust's long-term strategic goals.

Each year, the Board evaluates the best uses of any excess funds, which may include returning a dividend or investing in other alternatives, such as reducing reinsurance costs, providing new programs and services, or otherwise responding to the needs of our membership. The goal always remains the same - broad, affordable, and stable coverage.

We welcome member and agent feedback on our current approach and suggestions for the future. Please contact Operations Manager Laura Honeck at lhoneck@lmc.org or (651) 281-1280 with any questions, concerns, or suggestions.

A Continued Partnership

Thank you for being an integral part of our self-insured membership cooperative, created by and for Minnesota cities nearly 45 years ago. Together, we will continue to offer comprehensive coverage and innovative risk management programs tailored to meet the unique needs of Minnesota cities.

Jake Benson, Council Member, Proctor
Dave Callister, Manager, Plymouth
Luke Fischer, Executive Director, LMC
Clint Gridley, Administrator, Woodbury

Anna Gruber, Administrator, Sartell
Audrey Nelsen, Council Member, Willmar
Alison Zelms, Administrator, Rochester

From: rkurtz@ehlers-inc.com
Sent: Thursday, December 19, 2024 9:34 AM
To: clerk@emily.net
Cc: rkurtz@ehlers-inc.com; bkimmel@ehlers-inc.com
Subject: Emily | City of | MN | Crow Wing County - Written Municipal Advisor Client Disclosure
Attachments: Emily City of MN_AnnualDisclosure_12_19_2024_09_33_49.pdf

Dear Cari,

Ehlers is registered as a Municipal Advisor and therefore required by the Municipal Securities Rulemaking Board (MSRB) to provide various disclosures including potential conflicts of interest, scope of services, compensation and other disclosures detailing our obligations and responsibilities to municipal or obligated person clients. These disclosures must be provided to you prior to or upon Ehlers engaging in any municipal advisory activity. To comply with this requirement, I have attached to this email Ehlers' "Annual Advice Disclosure".

This Annual Advice Disclosure allows Ehlers to provide uninterrupted municipal advisor advice through December 31, 2025. Under this disclosure and at no charge, we can answer your municipal advisory questions, analyze refunding opportunities and provide preliminary debt issuance planning advice. If any preliminary debt issuance planning advice you request results in a debt issuance, Ehlers will then provide a separate scope of service and fee disclosure for that specific project.

You are not required to take any action in response to receipt of these disclosures. Please review them and contact me if you have any questions.

Rebecca Kurtz
Senior Municipal Advisor
O: (651) 697-8516 | ehlers-inc.com



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December 19, 2024

Cari Johnson, City Clerk/Treasurer
City of Emily, Minnesota
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

Re: Written Municipal Advisor Client Disclosure with the City of Emily ("Client") Pursuant to MSRB Rules G-10 and G-42

Dear Cari:

For Ehlers & Associates, Inc., to engage in municipal advisory activities - as defined in the Securities Exchange Act and Municipal Securities Rulemaking Board (MSRB) Rules - we are required to provide certain information and disclosures in an annual written Municipal Advisor Disclosure. This letter serves as our disclosure for the period from December 19, 2024 through December 31, 2025 for municipal advisory activities provided to Client. Under MSRB Rule G-42, Ehlers & Associates is required to:

1. Act in a fiduciary capacity, which includes a duty of loyalty and a duty of care.
2. Provide written disclosure of all material conflicts of interest, including any actual or potential conflicts that might impair our ability to render advice to you in accordance with our fiduciary duty, along with our efforts to mitigate such conflicts. This information and other required disclosures are attached as **Appendix A**.

Ehlers & Associates will provide municipal advisor advice and services at the rates described in **Appendix B** unless a project-specific disclosure is provided that sets forth the amount and nature of fees and charges relative to that project's scope of engagement.

This documentation and all attached appendices will be effective during the period indicated above unless otherwise terminated by either party upon 30 days written notice to the other.

This Municipal Advisor Disclosure will be amended or supplemented to reflect any material changes during the term of our municipal advisory relationship.

Sincerely,

Ehlers & Associates

A handwritten signature in dark ink that reads 'Rebecca Kurtz'. The signature is written in a cursive, flowing style.

Rebecca Kurtz
Senior Municipal Advisor/Vice President

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

MSRB Rule G-42 requires that a municipal advisor disclose all material conflicts of interest, whether the firm engages in certain business practices that could present a material conflict of interest, and any legal or disciplinary events that are material to the client's evaluation of the municipal advisor or the integrity of its management or advisory personnel. Any mitigation activities related to any conflicts must similarly be disclosed in writing.

Municipal Advisor Registration and Investor Brochure

Ehlers & Associates is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB).

MSRB Contact Information

The website address of the MSRB is www.msrb.org. A municipal advisory client brochure is available and posted on the MSRB's website. The brochure describes the protections that may be provided by MSRB rules and how to file a complaint with an appropriate regulatory authority.

Client may access Ehlers & Associates' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) under either our company name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers & Associates has not made any material changes to Form MA or Form MA-I since the previous Municipal Advisor Disclosure.

Material Legal or Disciplinary Events

Neither Ehlers & Associates nor any of its associated persons have been involved in any legal or disciplinary events reported on Form MA or Form MA-I, nor are there any other material legal or disciplinary events to be reported. Ehlers & Associates' application for permanent registration as a municipal advisor with the SEC was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. Ehlers & Associates did not list any information on legal or disciplinary disclosures on its application.

CONFLICTS

Affiliated Entities

Ehlers Companies is the holding company for three wholly owned subsidiaries. Ehlers & Associates is a registered municipal advisor that provides municipal advisory, as well as other financial and consulting services. Bond Trust Services Corporation (BTSC), commonly referred to as “Ehlers Paying Agent Services,” provides fiscal agency services. Ehlers Investment Partners, LLC (EIP), commonly referred to as “Ehlers Investments,” is an SEC-registered investment adviser that provides services with respect to the investment of bond proceeds and other investable assets. While engaged as municipal advisor by Client, Ehlers & Associates may solicit services on behalf of BTSC and EIP. If Client wishes to retain BTSC and/or EIP, a separate agreement will be provided for Client’s consideration. Ehlers & Associates, BTSC and EIP do not share fees and no personnel of Ehlers & Associates are compensated for specific engagement of BTSC and EIP. However, compensation paid to personnel of Ehlers & Associates and its affiliates is based on the overall profitability of Ehlers Companies and, therefore, fees earned by the affiliates of Ehlers & Associates may affect the compensation of Ehlers & Associates personnel.

Ehlers Companies does not participate in the day-to-day operations of Ehlers & Associates.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers & Associates does not use solicitors to secure municipal advisor engagements, nor make direct or indirect payments to obtain or retain municipal advisory engagements with Client.

Payments from Third Parties

Ehlers & Associates does not receive any direct or indirect payments from third parties as an inducement for Ehlers & Associates to recommend third-party services to Client in relation to any municipal securities transaction(s) or municipal financial product(s).

Payments/Fee-splitting Arrangements

Ehlers & Associates does not share fees with any unaffiliated parties that provide services to the Client. However, within a joint proposal with other professional service providers, Ehlers & Associates could be the contracting party, or a subcontractor to the contracting party, resulting in a fee splitting arrangement. In such cases, the fee due Ehlers & Associates will be identified in a Municipal Advisor Disclosure or project specific disclosure, and no other fees will be paid to Ehlers & Associates from any of the other participating professionals in the joint proposal.

Conflicts Arising from Compensation, Including Compensation Contingent on the Size or Closing of Any Transaction

Ehlers & Associates' fees may be contingent on the size and successful closing of a transaction. Compensation contingent on the size of a transaction presents a conflict of interest, as there is an incentive to advise the Client to increase the size of the securities issue for the purpose of increasing compensation. Compensation contingent on the closing of the transaction presents a conflict, as there may be an incentive to recommend unnecessary or unsuitable financings to the Client. In addition, if the transaction is delayed or fails to close, there may be an incentive to discourage a full consideration by the Client of such facts and circumstances or alternatives that may result in the cancellation of the transaction. Ehlers & Associates shall disclose the contingent nature of any fee and Client may select an alternative form of compensation that best meets the Client's needs related to a specific engagement and agreed-upon scope of services.

If Client is concerned about conflicts arising from any compensation contingent on size and/or closing of a transaction, Ehlers & Associates is willing to provide another form of municipal advisor compensation. The Client must notify Ehlers & Associates in writing of such request within 10 days of receipt of this Municipal Advisor Disclosure. Ehlers & Associates is required to uphold its fiduciary obligation regardless of the method of compensation.

Appendix B

GENERAL CONSULTING SERVICES

As part of our Municipal Advisory relationship, Ehlers & Associates ordinarily provides Client with certain ongoing services, in some cases without compensation. Examples of such services include:

- Respond to Client questions and provide general information on finance approaches
- Act as a public finance resource for Client
- Provide educational and informational materials
- Provide current debt schedules for existing Client obligations
- Answer questions pertaining to existing Client debt obligations
- Provide periodic analysis of and recommendations for refunding of existing Client debt obligations
- Participation in surveillance calls conducted by bond rating services
- Preliminary debt issuance planning, which may include, but not be limited to:
 - Discuss potential projects with Client and Client's objectives relating thereto
 - Identify feasible financing option(s) suitable for Client
 - Structure possible financing option(s) and estimate the financial impact(s)
 - Solicit input from Client on financing options
 - Develop a preliminary financing plan for Client's preferred option(s)

Ehlers & Associates may charge Client for these or other general consulting services depending on the time required to provide the service, the level of analysis needed, or degree of complexity involved. Prior to charging Client, Ehlers & Associates will first advise Client of the anticipated charges and receive authorization to proceed. Unless another basis for compensation is agreed to by Client and Ehlers & Associates, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task(s) and personnel required to meet Client request(s) at no less than \$125/hour and not to exceed \$400/hour. Ehlers & Associates will provide a Municipal Advisor Disclosure or project-specific disclosure with scope of work and associated fee(s) for any specific engagement involving municipal advisor advice.



December 19, 2024

To: Affected Utility Companies

Re: SAP 018-601-022 (CSAH 1)

The Crow Wing County Highway Department has scheduled for County State Aid Highway (CSAH) 1 to be repaved in 2025 from CSAH 66 to Trunk Highway (TH) 6. Part of the project involves the addition of right-hand turn lanes and bypass lanes at certain intersections. Due to the addition of right-hand turn lanes and bypass lanes, utilities may be impacted by the project and require relocation of existing facilities. The eight intersections where new right-hand turn lanes and bypass lanes are being constructed are listed below along with what is being constructed at each:

West Fox Lake Road: New right-hand turn lane and new bypass lane
Peninsula Road: New right-hand turn lane
Kego Lake Road: New right-hand turn lane and new bypass lane
CSAH 3: New bypass lane
Butterfield Beach Road: New right-hand turn lane
Par West Drive: New right-hand turn lane
Yost Road: New right-hand turn lane
West Trout Avenue: New right-hand turn lane and new bypass lane

A meeting to discuss the utility coordination has been scheduled for **10:00 AM, January 14, 2025** at the Crow Wing County Highway Department. Please inform your appropriate personnel of the meeting.

We greatly appreciate your involvement in this project. If you have any questions about the scheduled meeting, please give me a call at 218-822-2680 or e-mail me at daria.graupman@crowwing.us.

Sincerely,

Daria Graupman
Project Manager

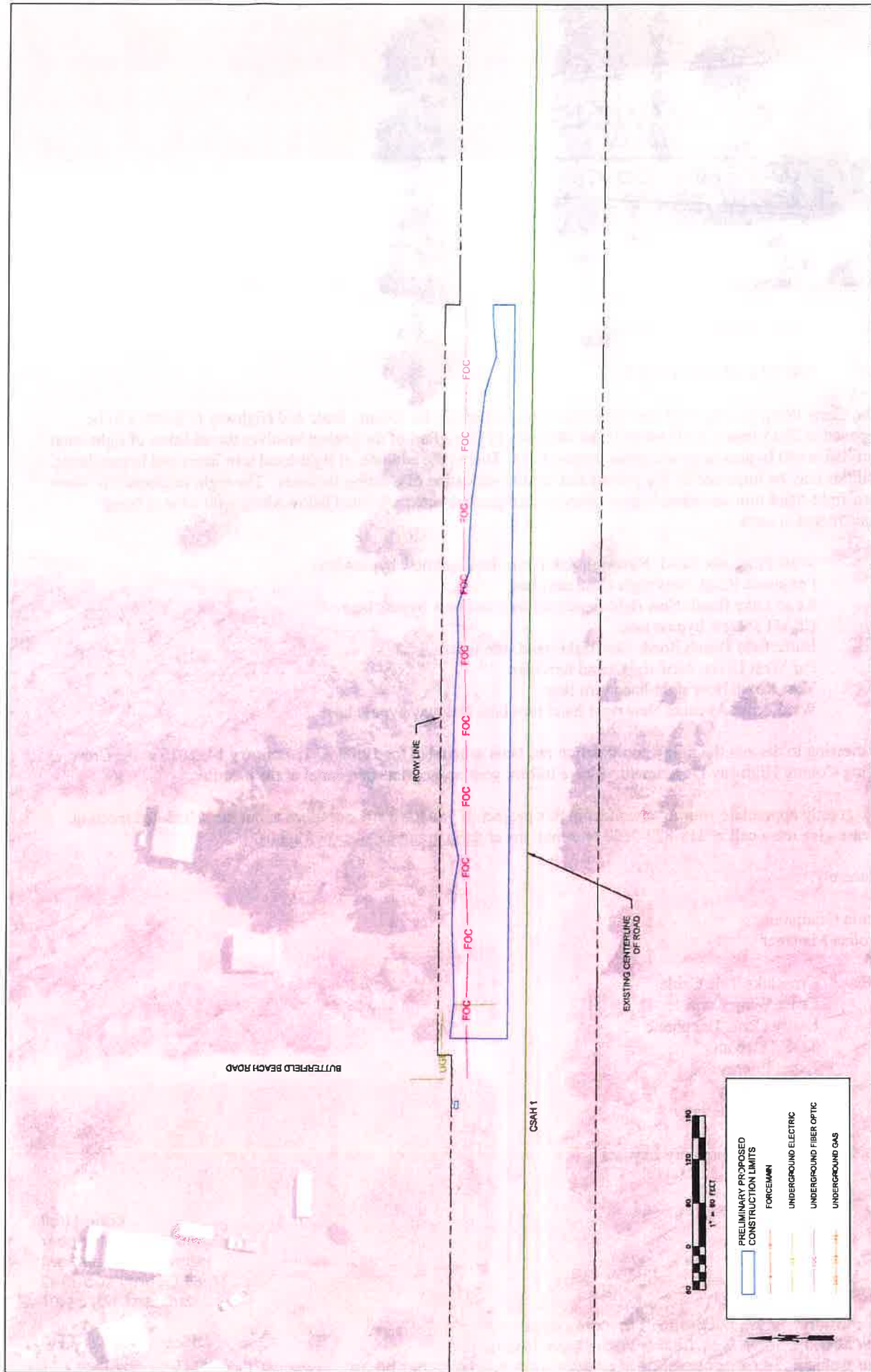
CC: Crosslake Tele/Cable
Crow Wing Coop
Emily Coop Telephone
TDS Telecom
Excel Energy
City of Emily
Great River Energy

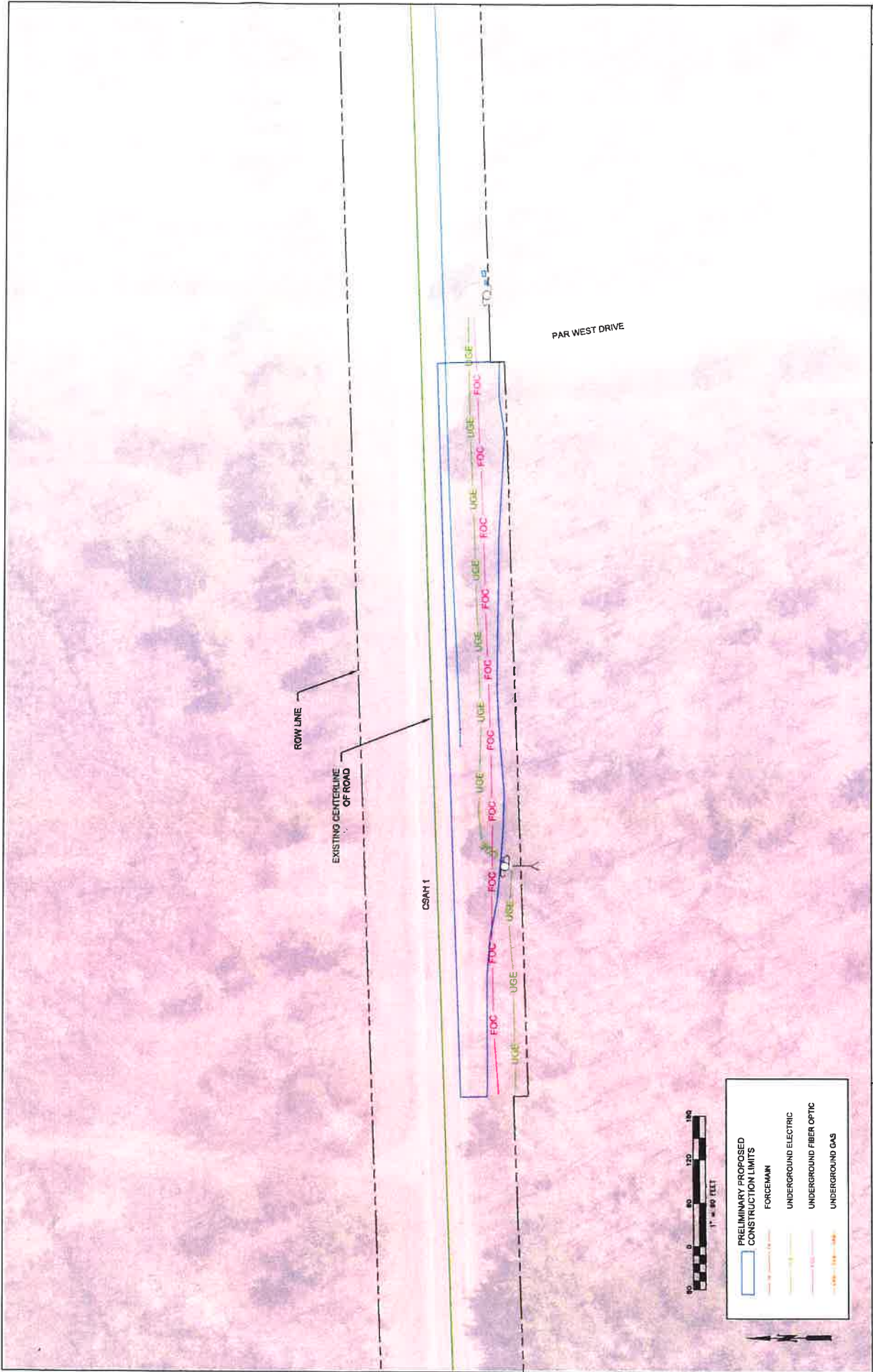
Enclosures: Preliminary Layouts

Robert Hall
Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

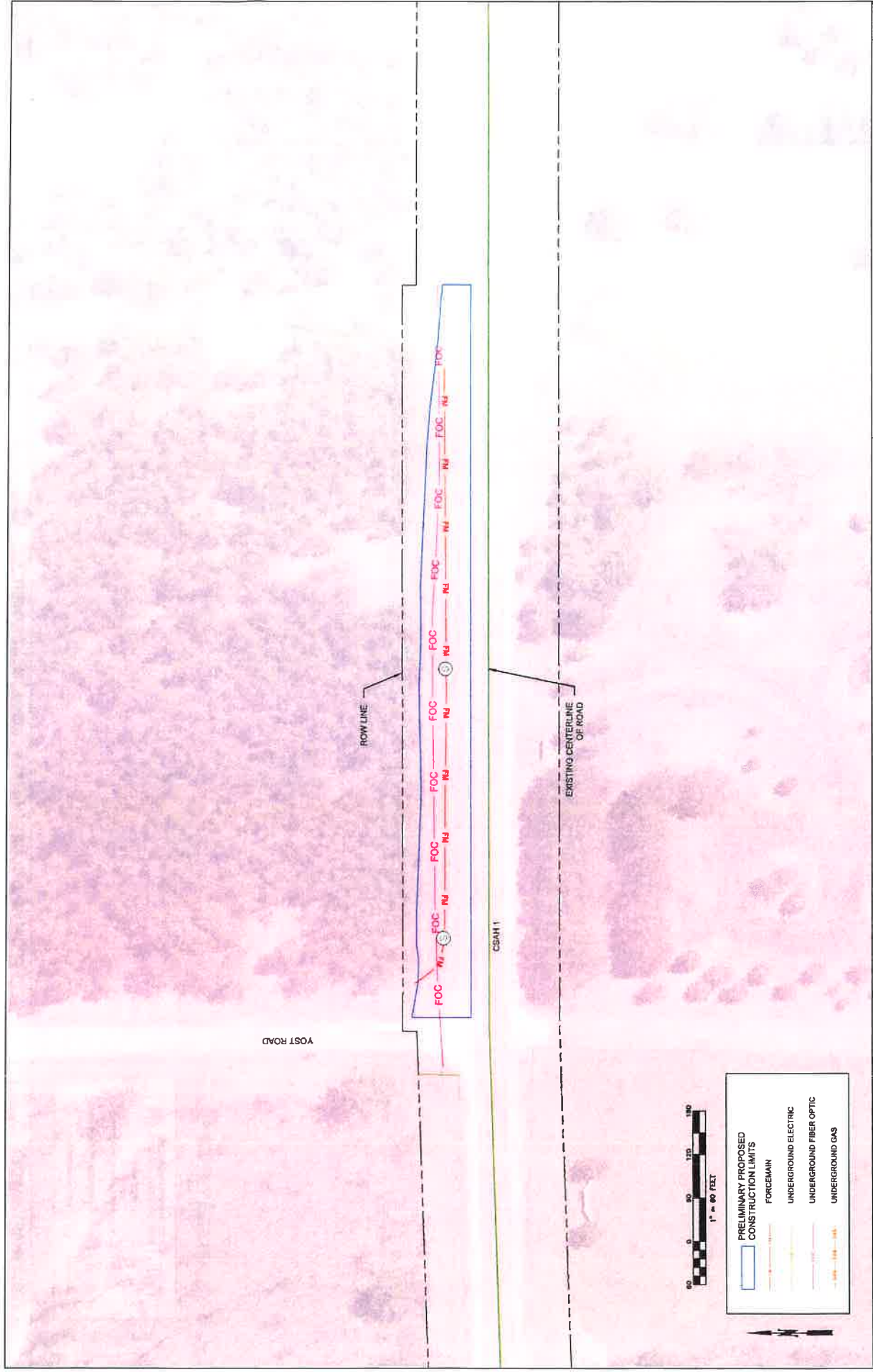
Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

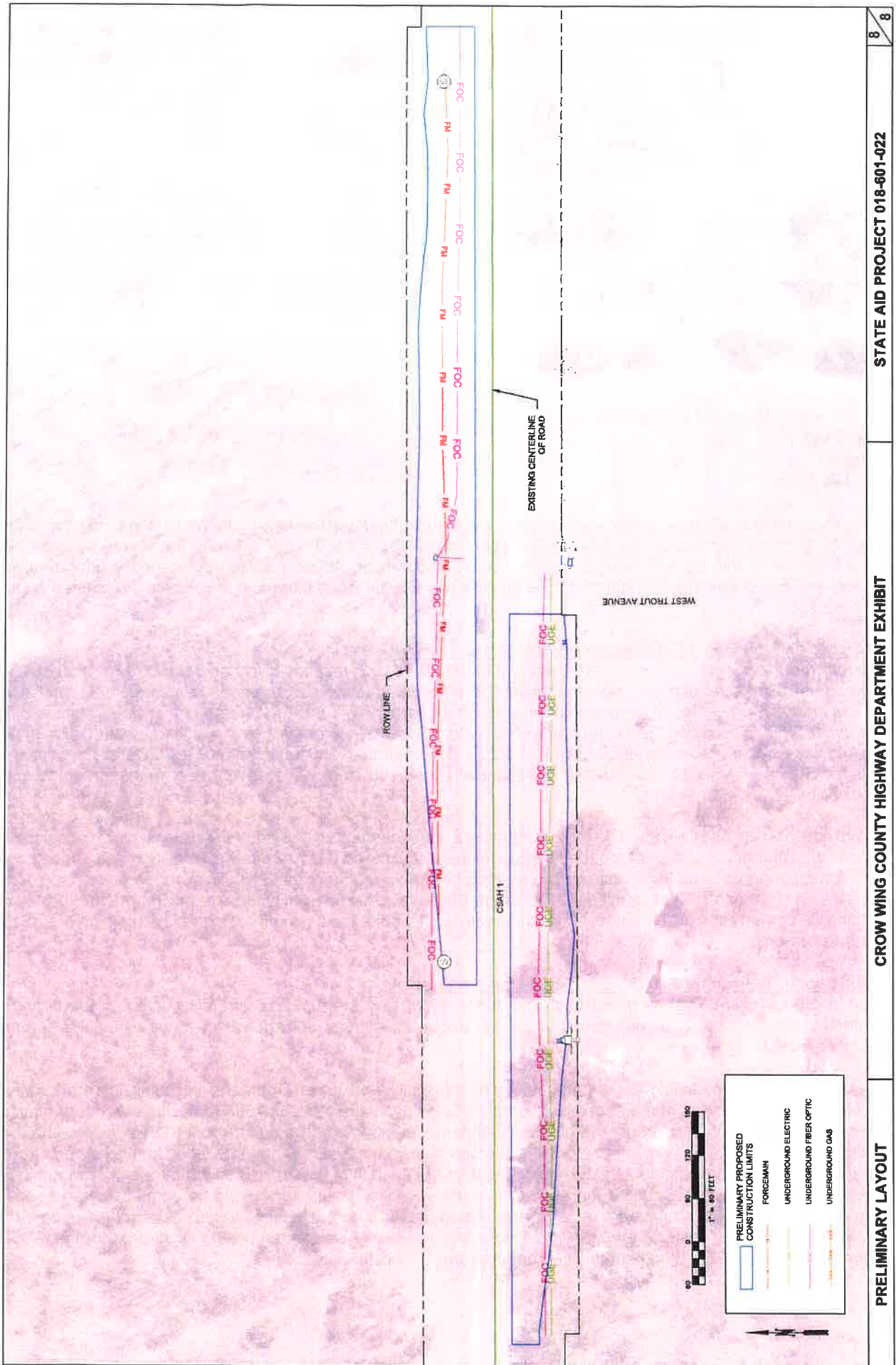




PRELIMINARY PROPOSED CONSTRUCTION LIMITS

- FORCE MAIN
- UNDERGROUND ELECTRIC
- UNDERGROUND FIBER OPTIC
- UNDERGROUND GAS





	PRELIMINARY PROPOSED CONSTRUCTION LIMITS
	FOREMAN
	UNDERGROUND ELECTRIC
	UNDERGROUND FIBER OPTIC
	UNDERGROUND GAS





Clasen & Schiessl CPAs, Ltd.

PO Box 90, Pequot Lakes, MN 56472

(218) 568-5242 Fax (218) 568-8680

Visit us at lakesareacpas.com

January 3, 2025

The Honorable Mayor and the Members of the City Council
City of Emily
PO Box 68
Emily, MN 56447

We are engaged to audit the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, (the City) for the year ended December 31, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated November 25, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the *City Audited Financial Statements for Cities under 2,500 Population Reporting on the Regulatory Basis of Accounting* as prescribed by the Office of the State Auditor, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

We have not been engaged to report on the introductory and supplementary information sections, which accompany the financial statements but are not required supplementary information (RSI). Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

The Honorable Mayor and the Members of the City Council
City of Emily
January 3, 2025
Page 2

We have identified the following significant risks of material misstatement as part of our audit planning:

- Threat of Management Override
- Lack of Segregation of Duties
- Threat of Improper Revenue Recognition

We expect to begin our audit in early 2025 and issue our report at a time acceptable to both parties. Susan Schiessl, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the City Council and the City's management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

ECONOMIC DEVELOPMENT AUTHORITY

§ 31.50 DEFINITIONS.

For the purpose of this subchapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

AUTHORITY. The Emily Economic Development Authority.

CITY. The City of Emily, Minnesota.

COUNCIL. The duly elected governing body of the city.

ENABLING RESOLUTION. The resolution of the Council establishing the city's Economic Development Authority pursuant to the Act, and all amendments thereto.

THE ACT. M.S. Ch. 469, as it may be amended from time to time.

(Ord. 210, passed - -)

§ 31.51 ESTABLISHMENT.

There is hereby created in the city an Economic Development Authority which, subject to the provisions of the enabling resolution of 7-1-1997, and thereafter amended, shall have all of the powers, duties and responsibilities of an Economic Development Authority created pursuant to M.S. §§ 469.001 through 469.047, 469.090 through 469.108 and 469.124 through 469.133, as they may be amended from time to time. It shall be the role and responsibility of the Economic Development Authority to carry out economic and industrial development and redevelopment within the city in accordance with such general policies as may from time to time be established by the Council and pursuant to such by-laws as may be adopted by the authority with approval of the Council.

(Ord. 210, passed - -)

§ 31.52 NAME.

The Economic Development Authority created by the enabling resolution shall be known as the "Emily Economic Development Authority".

(Ord. 210, passed - -)

§ 31.53 MEMBERS.

The Authority shall be comprised of all five members of the City Council, who shall serve as the Authority Commissioners.

(Ord. 210, passed - -)

§ 31.54 ADMINISTRATION.

The administration of the Authority shall be as determined in the by-laws of the Authority, which by-laws to be effective shall require approval of the Council.

(Ord. 210, passed - -)

§ 31.55 POWERS.

The Authority shall have such powers as may be mandated by the Act and such other powers may be permitted by the Act and conferred by the Council.



HANDBOOK FOR MINNESOTA CITIES

Chapter 14
Community Development and
Redevelopment

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This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

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Chapter 14

Community Development and Redevelopment

Learn about the requirements for a city to establish criteria for awarding business subsidies and various development agencies cities may create. Find an overview of state and federally sponsored programs for encouraging development and redevelopment. Most economic development tools can be applied to any size city. These tools are interrelated, and a city may use several for one project.

RELEVANT LINKS:

Minn. Stat. § 116J.993, subd. 3.

Minn. Stat. § 116J.994, subd. 5.

Minn. Stat. § 116J.994, subd. 2.

Minnesota Department of Employment and Economic Development (DEED).

Minn. Stat. § 116J.994, subd. 3.

I. Business subsidies or financial assistance

A. Business subsidies

State law defines “business subsidy” or “subsidy.” It is a state or local government agency grant, contribution of personal property, real property, infrastructure, or the principal amount of a loan at rates below those commercially available to the recipient. In addition, a business subsidy is any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business in an amount greater than \$150,000.

Prior to awarding a business subsidy that exceeds \$150,000 to any business, a city and any housing and redevelopment authority (HRA), economic development authority (EDA), port authority, or nonprofit created by a local government, must hold a public hearing, and adopt criteria for awarding business subsidies.

Criteria for awarding business subsidies must not be adopted on a case-by-case basis and must set the minimum requirements that recipients must meet to be eligible. It must include a policy setting a specific wage floor to be paid for any jobs created. Copies of the criteria adopted by cities are found on the Minnesota Department of Employment and Economic Development (DEED) website. Once the criteria are established, the grantor and the recipient must enter into a subsidy agreement. The agreement must include:

- A description of the subsidy, including the amount and type.
- A statement of the public purposes for the subsidy.
- Measurable and specific goals for the subsidy.
- A description of the financial obligation of the recipient if the goals are not met.
- A statement of why the subsidy is needed.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

Minn. Stat. § 116J.994, subd. 11.

Minn. Stat. § 116J.993, subd. 3.
Minn. Stat. § 116J.994, subd. 3.

Minn. Stat. § 116J.994, subds. 4, 7, 8.

2024 Minnesota Business Assistance Form.

Minn. Stat. § 116J.994, subd. 2.
Minn. Stat. § 116J.994, subd. 8.

Minn. Stat. § 469.041.

Residents or owners of taxable property within the city may bring a civil action against the city for failure to comply with business subsidy laws. To do so, citizens must file a written complaint with the grantor within 180 days after the approval of the subsidy. Cities should therefore consult closely with the city attorney before awarding a business subsidy.

Defining a business subsidy is more complicated than it may first appear, as there are several exceptions to the definition, including instances where a subsidy of less than \$150,000 may still be a business subsidy. Additionally, assistance for redevelopment, pollution control and land cleanup, housing, industrial revenue bonds, utility property tax abatements, and other similar programs may not be defined as a subsidy.

Recipients must provide grantors with information on their progress toward the goals outlined in the agreement. The goals for increasing jobs or retaining jobs must result in local job creation and job retention. Grantors must submit the annual Minnesota Business Assistance Form (MBAF) to the Department of Employment and Economic Development (DEED) by April 1 each year for each business subsidy agreement. Local government agencies in cities with a population of 2,500 or more must submit an MBAF regardless of whether they have awarded business subsidies. Local government agencies in cities with a population of 2,500 or less are exempt from filing the MBAF if they have not awarded a subsidy in the past five years.

B. Financial assistance

Cities may offer financial assistance in the form of a business loan of more than \$25,000 or a guarantee of \$75,000 or more, but less than the \$150,000 required to constitute a business subsidy. If a city offers such financial assistance, it must develop criteria and set minimum wage floor levels as prescribed in business subsidy law. Cities granting such financial assistance must submit MBAF forms to DEED within one year of granting the assistance.

II. City development tools

A. General city development powers

Cities have authority to aid and cooperate in the planning, construction, or operation of economic development, and housing and redevelopment projects. The following is a partial list of actions cities may take, with or without compensation:

RELEVANT LINKS:

[Minn. Stat. § 469.192.](#)

[Minn. Stat. ch. 469.](#)

Judd Supply Co. v. Merchants & Mfgs. Ins. Co., 448 N.W.2d 895 (Minn. Ct. App. 1989).

[Minn. Stat. § 469.003.](#)

[Minn. Stat. § 469.003, subd. 1.](#)

[Minn. Stat. § 469.003, subds. 2, 4.](#)

- Dedicate, sell, convey, or lease any of its interests in any property or grant easements, licenses, or any other rights or privileges to an HRA.
- Furnish parks, playgrounds, recreational, community education, water, sewer, and drainage facilities or other works adjacent to or in connection with housing and redevelopment projects.

A statutory city, home rule charter city, economic development authority, housing and redevelopment authority, or port authority may make a loan to a business, a for-profit or nonprofit organization, or an individual for any purpose the entity is otherwise authorized to carry out under Minnesota's economic development and planning and local economic development statutes.

Private development projects that receive public financial or other assistance will not necessarily become public projects that trigger competitive bidding or other state laws applicable to public works.

B. Housing and redevelopment authorities

The predominant method of delivering and administering housing and redevelopment programs in Minnesota is through an HRA, which is a legal public agency, accountable to city government.

1. Elements of an HRA

An HRA is a public corporation with power to undertake certain types of housing and redevelopment or renewal activities. While state statute creates a housing and redevelopment authority in each city, it is up to the city council to formally establish an HRA before it can do business and use its powers. Once a council legally establishes an HRA, it may undertake certain types of planning and community development activities on its own without council approval.

To create a housing and redevelopment authority, the city council must, by resolution, make one of the following findings:

- There are substandard, slum, or blighted areas that cannot be redeveloped without governmental assistance.
- There is a shortage of affordable, decent, safe, and sanitary dwelling accommodations available to low-income individuals and families.

The council must pass this resolution after a public hearing. A certified copy of this resolution must be filed with the DEED commissioner.

RELEVANT LINKS:

[Minn. Stat. § 469.002, subd. 8](#)
[Minn. Stat. § 469.004, subd. 5.](#)

[Minn. Stat. § 469.003, subds. 5, 6.](#)

[24 C.F.R. 964.400 - 964.430.](#)

[Minn. Stat. § 469.003, subd. 7.](#)

[Minn. Stat. § 469.011, subd. 2.](#)
[Minn. Stat. § 469.011, subd. 4.](#)

[Minn. Stat. § 469.012, subd. 1.](#)

2. Area of operation for an HRA

The area of operation of a city HRA is the territorial boundaries of that city. Establishment of an active county or multi-county HRA precludes the formation of city HRAs. City housing and redevelopment authorities must petition the county or multi-county) HRA for authorization to establish a local housing authority, and this petition must be approved by the DEED commissioner.

3. HRA membership

An HRA consists of up to seven commissioners who are residents of the city. The mayor appoints and the council approves the members who serve five-year, staggered terms. City councilmembers often serve on the HRA. The entire membership of an HRA may consist of councilmembers.

Any public housing agency that holds a public housing annual contribution contract with the federal Department of Housing and Urban Development (HUD) or that administers Section 8 tenant-based rental assistance must comply with federal regulations, which require that at least one commissioner must be either 1) a resident of the HRA's public housing program or 2) a recipient of Section 8 tenant-based assistance. The rule does not apply to state-financed public housing projects or Section 8 project-based assistance. A small public housing agency exception also exists.

The city clerk must file a certificate of appointment for each commissioner of a city HRA and send a certified copy to the commissioner of DEED.

The HRA shall select a chair and a secretary and shall adopt bylaws and rules of conduct. Each commissioner may receive necessary expenses, including traveling expenses, incurred in the performance of duties. Each commissioner may be paid up to \$75 for attending each regular and special meeting of the authority. Commissioners who are elected officials may receive daily payment for a particular day only if they do not receive any other daily payment for public service on that day. Commissioners who are full-time public employees may receive the expenses described in the statute unless the expenses are reimbursed from another source.

4. HRA powers

An HRA is primarily responsible for the planning and implementation of redevelopment and low-rent housing assistance programs within its area of operation. An HRA has all the powers necessary to carry out the state HRA Act, including, but not limited to, the following powers:

RELEVANT LINKS:

- To sue and be sued.
- To employ staff and an executive director.
- To undertake projects within its area of operation and to provide for the construction, reconstruction, improvement, extension, alteration, or repair of any project or part of a project.
- To sell, buy, own, and lease property by any means necessary, including the power of eminent domain.
- To cooperate with and use state and federal financial assistance programs.
- To develop rehabilitation and code enforcement techniques.
- To issue bonds for any of its corporate purposes backed by the pledge of revenues, grants, or other contributions.
- To implement renewal or redevelopment programs using tax increment financing.
- To own, hold, improve, lease, sell, or dispose of real or personal property.
- To designate substandard, slum, or deteriorating areas needing redevelopment, and unsafe, unsanitary, and overcrowded housing.
- To make necessary expenditures to carry out the purposes of the HRA law.
- To develop and administer an interest reduction program to assist the financing of the construction, rehabilitation, or purchase of low- or moderate-income housing.

Minn. Stat. § 469.033, subd. 6.
Minn. Stat. § 275.70 -275.74.

5. HRA special assessment and levy authority

HRA power to levy and collect taxes or special assessments is limited to the power provided in state law. If the city council consents by resolution, an HRA may levy a tax upon all taxable property within the city. The council may give a consent that covers a series of years or pass a resolution authorizing an HRA levy for a set amount of time. For example, a resolution could cover the entire term of the bonds secured in part by an HRA levy and in part by a city levy. State law recognizes the distinct nature of HRAs and designates them as “special taxing districts.” The maximum general allowable operational levy of HRAs is 0.0185% of the previous year’s estimated market value of all property in the city.

Minn. Stat. § 275.066.

The city’s estimated market value is available from the county assessor. An HRA raises its own levy because it is a separate political subdivision and not a local governmental unit. Therefore, an HRA levy is not subject to levy limits, but is subject to the 0.0185% estimated market value limit. Levies collected by an HRA must be used only for purposes listed in the HRA Act.

RELEVANT LINKS:

[Minn. Stat. § 469.107.](#)
[Minn. Stat. § 275.066.](#)

Minnesota Department of
Employment and Economic
Development: [The Economic
Development Authority
Handbook](#).

[Minn. Stat. § 469.012, subd.
4.](#)
[Minn. Stat. § 469.028.](#)

[Minn. Stat. § 469.015, subds.
1a, 4.](#)

[Minn. Stat. § 469.033.](#)
[Minn. Stat. § 469.034.](#)

[Minn. Stat. § 469.034, subd.
1.](#)

There is crossover between HRA and Economic Development Authority (EDA) levies that can be confusing. While a city may, at the request of an EDA, levy a tax not more than 0.01813% of the estimated market value, many city resolutions that enable the creation of an EDA adopt all the powers of an HRA. The EDA/HRA then functions as a special taxing district under state law.

If the enabling resolution allows, the EDA will then function as an HRA and, with consent of the city council, levy the HRA levy, which is not subject to levy limits or city debt limits, but is subject to the 0.0185% of the city's estimated market value limit in state law. The city attorney may verify the structure and levy authority of each city's HRA and/or EDA.

While HRAs have "all the powers necessary or convenient" to implement redevelopment, they are subject to the ordinances and laws of the city. The city council must approve HRA plans before the HRA may begin implementation.

6. HRA contracting

All HRA construction work and purchases of equipment, supplies, or materials that involve expenditure of more than \$175,000 must be competitively bid. An HRA and a city may also use the "best value alternative." There are limited exceptions to these requirements for emergencies and certain circumstances.

7. HRA financing

Operating funds, capital improvements, and debt retirement expenses for HRA projects may be financed by any one or any combination of the following methods:

- Federal grants.
- Revenue bonds the HRA or local governing body sells.
- General obligation bonds the local governing body sells.
- Tax increments from redevelopment projects.
- A limited levy for redevelopment projects and planning activities.

When an HRA issues bonds, the revenue generated must be used for the projects financed, or bond costs must be paid from income generated by designated projects.

The principal and interest on bonds are payable exclusively from the income and revenues of the project financed with the proceeds of the bonds, or exclusively from the income and revenues of certain designated projects, whether they are financed in whole or in part with the proceeds of the bonds.

RELEVANT LINKS:

[Minn. Stat. § 469.003, subs 4, 6, 7.](#)
[Minn. Stat. § 469.013 subd. 2.](#)

[Minn. Stat. § 469.013 subd. 2.](#)

[Minn. Stat. § 469.013](#)

[24 C F R 982.51](#)

Minnesota Department of Employment and Economic Development: [The Economic Development Authority Handbook.](#)

[Minn. Stat. § 469.091.](#)
[Minn. Stat. § 469.093.](#)

[Minn. Stat. § 469.095.](#)

8. HRA certifications to state

The following documents relating to the establishment and activities of local HRAs must be filed with the DEED commissioner:

- Resolution of need.
- Certificates of appointment or reappointment of HRA commissioners.
- Low-rent public housing project and management plans.

Additional documents relating to local HRA activities may also be requested by the DEED commissioner:

- Project reports.
- Applications for federal assistance.
- Contracts with federal agencies.
- Redevelopment plans.

In addition, annual financial reports must go to the state auditor, DEED commissioner, and the city council.

9. HRA federal certification

In order for a local HRA to use HUD assistance programs, it must submit a transcript of organizational documents to the HUD area office.

C. Economic development authorities

An economic development authority (EDA) is a legal entity created by a city to facilitate a well-rounded program for business assistance and development projects.

All cities and townships have authority from the Minnesota Legislature to create an EDA. The city may consolidate an EDA with an existing HRA or the city may grant HRA powers to the EDA. The city council may create an EDA by passing an enabling resolution. Before adopting the enabling resolution, the city must first conduct a public hearing.

The enabling resolution establishes a board of commissioners for the EDA. The city council can choose to serve as the EDA board of commissioners or create a board composed of community members. The mayor, with approval of the council, appoints the commissioners. The board may consist of three, five or seven members who serve six-year terms. The board is subject to the Open Meeting Law.

RELEVANT LINKS:

[Minn. Stat. § 469.107.](#)

[Minn. Stat. § 469.107.](#)

Minnesota Department of Employment and Economic Development: [The Economic Development Authority Handbook](#)

Minnesota Department of Employment and Economic Development, [The Economic Development Authority Handbook](#)

[Minn. Stat. § 469.091.](#)

[Minn. Stat. § 469.192.](#)

[Minn. Stat. § 469.192.](#)
[Minn. Stat. § 469.102.](#)

[Minn. Stat. § 469.033, subd. 4.](#)
Metropolitan Council, [City Development Powers](#).

[Minn. Stat. § 469.098.](#)

1. EDA levies

An EDA levy differs from an HRA levy. It is not a levy raised by the EDA, but rather a levy set by a city at the request of the EDA.

A city may, at the request of the EDA, levy a tax for the benefit of the EDA in an amount not more than 0.01813% of the taxable market value. The amount levied must be paid by the city treasurer to the treasury of the EDA to be spent by the EDA. Because the EDA levy is part of the city levy, it is not a “special levy” under state law and is therefore part of the city’s overall levy limit.

As a result of being part of the city’s overall levy limit, the most common practice to fund an EDA is a direct general fund appropriation out of the city’s general fund. There is no limit to the amount of funding that can be provided to an EDA through this mechanism.

Alternatively, if the city council’s enabling resolution adopts all of the powers of the HRA for the EDA, the EDA may levy the separate HRA tax levy, which is not calculated in the city’s levy limit. It is still subject to all of the statutory limitation of an HRA, including the levy limit of 0.0185% of the estimated market value.

2. EDA loans

EDAs are authorized to make loans to businesses, for-profit organizations, nonprofit organizations, or individuals to effectuate the purpose of the EDA.

Loans must be for a purpose the EDA is authorized to carry out under the law. An authorized purpose must deal with or contribute to economic or industrial development.

One benefit of establishing an EDA is that the EDA can create a pool where each project’s revenue goes into a common fund, improving the security on the pooled bonds, leading to a more favorable interest rate and ultimately a reduced cost of borrowing.

Before taking an action or making a decision which could substantially affect an EDA commissioner or employee’s financial interests or those of an organization with which the commissioner or an employee is associated, a commissioner or employee of an EDA must disclose the conflict and obtain prior approval. Failure to do so may result in criminal charges.

RELEVANT LINKS:

[Minn. Stat. § 469.101, subds. 1, 2](#)
[A.G. Opinion., 469a-16, July 19, 1966.](#)
[Minn. Stat. § 475.58](#)
[Minn. Stat. § 469.102.](#)

[Minn. Stat. § 469.101, subd. 1](#)
[Minnesota House Research Department, Economic Development TIF Districts.](#)

[Minnesota House Research Department, Economic Development TIF Districts](#)

[Minn. Stat. § 469.049.](#)
[Minn. Stat. § 469.055.](#)

[Minn. Stat. § 469.053.](#)
[Minn. Stat. § 469.060, subd. 1.](#)

[Minn. Stat. § 469.050.](#)
[Minn. Stat. § 469.051.](#)

[Minn. Stat. § 469.051, subd. 2.](#)

3. Other EDA powers

EDAs can acquire property and facilities, but in most circumstances cannot issue or authorize the issuance of debt without the approval of the electors. Some obligations are exempt from this requirement, including payment of any unpaid judgment against the municipality and certain pension or retirement fund liabilities. Otherwise, the city must authorize the issuance of debt in the resolution creating the EDA.

EDAs can create economic development districts within the city, but the districts must be contiguous. Economic development districts do not need to meet the blight test and may use tax increment financing.

When an EDA's enabling resolution includes HRA power, an EDA may undertake a redevelopment project, housing development, or housing project under which a restrictive blight test does not apply. These projects can be used for similar purposes to those of an economic development district under the EDA law.

D. Port authorities

The purpose of a port authority is to promote the general welfare of a port district, increase the commercial efficiency of the district, and actively improve business opportunities.

The Minnesota Legislature authorizes cities to create port authorities. A port authority is a governmental subdivision with the right to sue and be sued in its own name. A port authority may issue general obligation bonds in the amount authorized by the city council.

Cities establish a port authority by passing an enabling resolution. The port authority may have three commissioners appointed by the city council, or seven commissioners, two of whom must be city council members, with the remaining members appointed by the mayor and approved by the city council. Cities may adopt a different procedure and a different number of commissioners in the enabling law for the port authority. State law governs commissioner pay, vacancies, duties, and port authority bylaws.

A port authority shall annually elect a president or chair, vice president or vice chair, treasurer, secretary, and assistant treasurer. A commissioner may not serve as president or chair and vice president or vice chair at the same time. The other offices may be held by one commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

RELEVANT LINKS:

Minn. Stat. § 469.051, subds. 4 to 6.

For more information on bonding, see *LMCIT Property, Crime, Bond and Petrofund Coverage Guide*.

Minn. Stat. § 469.051, subd. 9.

Minn. Stat. § 469.054, subd. 1.
Minn. Stat. § 469.056, subds. 1, 2.
Minn. Stat. § 469.054, subd. 3.

Minn. Stat. § 469.109.

Minn. Stat. § 469.111.

Minn. Stat. § 469.109.

The treasurer of a port authority must be bonded to faithfully perform these duties:

- Receive and be responsible for port authority money.
- Be responsible for the acts of the assistant treasurer, if appointed.
- Disburse port authority money by check or electronic procedures.
- Keep an account of the source of all receipts, and the nature, purpose, and authority of all disbursements.
- File the authority's detailed financial statement with its secretary at least once a year at times set by the authority.

The port authority's annual detailed financial statement must show:

- All receipts and disbursements
- The money on hand
- The purposes for which the money on hand is to be applied.
- All credits and assets.
- Outstanding liabilities.

The authority must examine the statement together with the treasurer's vouchers. If the authority finds the statement and vouchers correct, it shall approve them by resolution and record the resolution.

State law governs many other aspects of port authorities, including but not limited to the use of city property by a port authority, employment, and contracts. The city attorney also acts as the port authority's attorney.

E. Local or area redevelopment agencies

The purpose of area redevelopment agencies is to create new employment opportunities and promote economic redevelopment of rural areas and of depressed or underdeveloped areas of the state.

Any municipality or group of municipalities may establish a redevelopment agency for the area the municipality or group of municipalities it covers, only if:

- The area is rural or there is substantial and persistent unemployment in the area for an extended period of time.
- The rate of unemployment, excluding unemployment due to seasonal or temporary factors, is 6% or more and the conditions are not likely to be alleviated without public financial or planning assistance.

RELEVANT LINKS:

[Minn. Stat. § 469.110, subd. 11.](#)

[Minn. Stat. § 469.110, subd. 4.](#)

[Minn. Stat. § 469.111.](#)

[Minn. Stat. § 469.111, subd. 5.](#)

[Minn. Stat. § 469.115.](#)

[Minn. Stat. § 469.124.](#)

[Minn. Stat. § 469.126, subd. 2.](#)

[Minn. Stat. § 469.127.](#)

Rural areas are those not within the boundary of any city having a population of 50,000 or more, and not immediately adjacent to urbanized and urbanizing areas with a population density of more than 100 people per square mile or areas with an unemployment rate of 6% or more.

This law defines municipalities as home rule charter or statutory cities, counties, towns, or school districts.

To establish an area development agency, the governing body of the municipality must first hold a public hearing, and then find by resolution that the area is rural, depressed, or underdeveloped as defined in statute. The resolution must be filed with the commissioner of employment and economic development.

The board of commissioners shall be appointed by the mayor and all five commissioners must be residents of the area of operation of the local agency.

An area redevelopment agency has similar powers to an EDA/HRA.

F. City development districts

Any home rule charter or statutory city may designate development districts for areas within the boundaries of the city that are already built up. Development districts are established to provide employment opportunities, improve the tax base, and strengthen the general economy of the state. Within these districts, cities may:

- Adopt a development program to improve physical facilities, quality of life, and quality of transportation.
- Acquire land or easements through negotiation or eminent domain.
- Promote pedestrian skyway systems.
- Require private developers to construct buildings to accommodate and pedestrian systems.
- Install special lighting systems, street signs and street furniture, landscaping of streets and public property, and snow removal systems.

The law encourages pedestrian skyway systems, underground pedestrian concourses, people mover systems, and publicly owned parking structures. It exempts these structures from taxation even when they are attached to privately owned buildings.

RELEVANT LINKS:

Minn. Stat. § 469.152.

Minn. Stat. § 469.155.

Minn. Stat. § 469.153.

Minn. Stat. § 469.155, subd.
14.

Minn. Stat. § 462C.01.
Minn. Stat. § 462C.04.
Minn. Stat. § 462C.07.

G. Municipal industrial development

To attract industrial and commercial development and to prevent economic deterioration, any home rule charter or statutory city or its redevelopment agency has the power to promote industrial development by:

- Acquiring, constructing, and holding lands, buildings, easements, improvements to lands and buildings, capital equipment, and inventory for industrial projects.
- Issuing revenue bonds and entering into revenue agreements to finance these activities to promote industrial projects.
- Refinancing health care and other facilities.

Under the law, cities assist industries in starting operations and use generated revenues to repay the costs. This law is the basis for issuing most industrial revenue bonds.

Projects eligible for assistance include, but are not limited to:

- Any revenue-producing enterprises engaged in assembling, fabricating, manufacturing, mixing, processing, storing, warehousing, or distributing any products of agriculture, forestry, mining, or manufacturing.
- Any research and development activity in these fields or in the manufacturing, creation, or production of intangible property, including patents, copyrights, formulas, processes, or designs.
- Properties designated as a qualified green building and sustainable design project under state law.
- Costs related to dewatering activities.

The law prohibits a city from operating any of these projects as a business or in a manner other than the manner outlined by law.

III. Other development strategies

A. Housing bonds

Cities may develop and administer programs to finance the acquisition or rehabilitation of single and multifamily homes for housing low- and moderate-income persons and families anywhere within its boundaries. Upon approval of the program, the city may issue and sell revenue bonds, which shall be payable exclusively from the revenues of the programs. Bonding authority is allocated by state formula.

RELEVANT LINKS:

[Minn. Stat. § 272.02, subd 39.](#)

[Minn. Stat. § 469.185.](#)

[A.G. Op. 476-B-2 \(Mar. 2, 1961\).](#)
[City of Pipestone v. Madsen.](#)
287 Minn. 357, 178 N.W.2d 594 (1970).

[Minn. Stat. §§ 469.152 - 469.1655.](#)

B. Industrial parks

An industrial park is a tract of land suitable for industrial use because of location, topography, proper zoning, available utilities, and accessibility to transportation. A single governing body has administrative control of the tract. In some cities, an industrial park may be little more than a tract of unimproved land, while in other cities it may be totally served by city services and have restrictive building requirements.

An industrial park's purpose is to attract industrial development.

Property a city holds for later sale for economic development purposes remains tax-exempt for a period not to exceed nine years, or until buildings or other improvements constructed after acquisition reach one-half occupancy. For cities located outside of the metropolitan area with populations less than 20,000, the period must not exceed 15 years.

Currently, private enterprise creates most new industrial park development by establishing a for-profit community development corporation. A city can cooperate with that corporation through its land use controls and methods of financing public improvements. Many cities have also established industrial parks complete with streets, water, and sewer, despite the possible tax ramifications. The city then sells or leases a portion of the park to a business needing a location for its building.

Any city that owns property that is not restricted by deed may convey the lands for nominal consideration, to encourage and promote industry, and to provide employment for citizens.

This statute has been read narrowly by the Office of the Attorney General. For example, a conveyance of land for an indoor arena was not within the statute. As more direct promotion of industry was necessary beyond the fact that more potential customers might be in town because of athletic contests. However, the courts have upheld the municipal industrial development revenue bond law, discussed below, against the same objection. The city's attorney can best advise the city concerning the legality of a purchase of land for resale.

C. Industrial revenue bonds

Municipal industrial development helps cities attract new commercial and industrial developments and keep existing businesses in the city. The law authorizes the council to issue revenue bonds and use the proceeds to acquire and construct industrial sites and facilities. The city then leases these facilities to private industry and uses the rental fee proceeds to retire the bonds.

RELEVANT LINKS:

[Minn. Stat. § 469.156](#),
[Minn. Stat. § 469.162](#).

For more information,
contact [DEED](#) 651.259.7114,
800.657.3858. Main Office:
1st National Bank Building
332 Minnesota Street, Suite
E200 Saint Paul, MN 55101-
1351.

[Minn. Stat. § 469.184](#).

[Minn. Stat. § 469.174](#), subd.
9.
Minnesota House Research
Department, [How TIF](#)
Works: [Basic Mechanics](#).

[Minn. Stat. § 469.175](#), subd.
1.

Minnesota House Research
Department, [How TIF](#)
Works: [Basic Mechanics](#)

A city may issue industrial revenue bonds, also known as municipal revenue bonds, without public referendum. It cannot pledge the full faith and credit of a community as security for these bonds. Thus, the city may not tax property owners to pay principal and interest on the bonds.

If a city decides to investigate the use of industrial bond financing, it should contact the Department of Employment and Economic Development. The department provides the city with information, advice, and technical assistance. This assistance is important, due to the adoption of federal and state laws allocating issuance authority among the states and their political subdivisions.

D. Commercial rehabilitation loan program

Cities have authority to carry out programs for the rehabilitation of small and medium-sized commercial buildings. The city must adopt an ordinance that provides for the adoption of program regulations, including a definition of small and medium-sized commercial buildings. Loans under the program may be for amounts up to \$200,000. The city may finance the program through the sale of revenue bonds.

E. Tax increment financing (TIF)

Tax increment financing is a method of stimulating economic development in a targeted geographic area. TIF uses the additional property taxes that are paid due to the new development to pay for the development costs. Tax increment financing authority is available to most cities.

For a city to make use of TIF, the city must find that the development would not happen through solely private investment and that the new development will result in a net increase in market value for the site, compared to the likely development that would occur without TIF.

When a TIF district is created, the county auditor certifies the current tax capacity of the properties in the district as the district's "original tax capacity." As the property in the district increases because of the new development, the increases above the original tax capacity are captured, referred to as "captured value." The taxes paid on the captured value are called "increments." Unlike property taxes, increments are not used to pay for general costs. Instead, the money is used to repay costs the city incurred in acquiring the property, removing existing structures, or creating infrastructure.

RELEVANT LINKS:

Minnesota House Research Department, [How TIF Works](#): [Basic Mechanics](#)

Minnesota House Research Department, [How TIF Works](#): [Basic Mechanics](#)

Minnesota House Research Department, [Housing TIF Districts](#)

[Minn. Stat. § 469.175, subds. 5, 6.](#)

[Minn. Stat. § 469.1771, subds. 1, 2b.](#)

[Minn. Stat. § 469.177, subd. 8.](#)
[Lake Superior Paper Indus. v. State](#), 624 N.W.2d 254 (Minn. 2001).
[Brookfield Trade Center, Inc. v. County of Ramsey](#), 609 N.W.2d 868 (Minn. 1998).

The property owner in a TIF district continues to pay the full amount of property taxes. TIF involves only the increased property taxes generated within the district. It does not change the amount of property taxes currently derived from the redevelopment area, nor does it directly affect the amount or rate of general ad valorem taxes the city levies.

The result of a TIF project is an increased tax base that will benefit all local taxing jurisdictions. Additionally, TIF districts usually spur economic development and redevelopment through creating jobs, removing blight, and providing more affordable housing.

In Minnesota, TIF is generally used to:

- Redevelop areas occupied with substandard buildings.
- Build housing for low-income and moderate-income families.
- Clean up pollution.
- Provide general economic development incentives.
- Finance public infrastructure, such as streets, sewer, water, sidewalks, and similar improvements. (This is not an explicit purpose of TIF, but Minnesota cities frequently use it for this purpose).

Special rules apply to TIF districts designed to provide low-income housing.

A city using TIF must report annually to the state auditor and publish the report in a newspaper of general circulation in the municipality. The state auditor has established a uniform system of accounting and financial reporting for TIF districts. The city must annually submit to the state auditor a financial report in compliance with these standards.

The state auditor may audit TIF districts. If the state auditor notifies a TIF authority of an alleged violation, a copy of the notice is also forwarded to the county attorney. If no corrective action is brought within one year, the county attorney must notify the state auditor, who then notifies the attorney general.

If the attorney general finds a substantial violation, the attorney general will petition the state tax court to suspend the authority's power to use TIF for a period of up to five years.

The TIF agreement with the developer is a complex document. Assistance from a financial advisor and the city attorney is necessary to anticipate and address many potential problems. An agreement can establish a minimum market value for tax increment assessment purposes, as well as provide that the developer pays a certain level of taxes regardless of any classification rate changes or levy decreases.

RELEVANT LINKS:

[Minn. Stat. § 469.1771, subd. 7.](#)
Minnesota House Research Department, [The But-For Test](#).

[Minn. Stat. §§ 469.174-469.1799.](#)

[Minn. Stat. § 469.175.](#)

[State v. Wicklund](#), 589 N.W.2d 793 (Minn. 1999).

[Walser Auto Sales, Inc. v. City of Richfield](#), 635 N.W.2d 391 (Minn. Ct. App. 2001) *aff'd*, 644 N.W.2d 425 (Minn. 2002).

[Minn. Stat. § 469.1813.](#)

Minnesota House Research Department, [Property Tax Abatements for Economic Development](#).

The agreement should be entered into before the assembly and acquisition of the land on which the completed improvements are to be located.

The law imposes a 180-day statute of limitations on actions to challenge the creation or modification of a TIF district. Before a city can create a TIF district, it must find that the subsidized development would not have happened but for the use of TIF. This prevents the excessive use of TIF districts in situations whether the development would have happened regardless.

Cities must follow statutory requirements, including but not limited to administrative expenses, plan modifications, reporting requirements, use of increment in pre-1979 districts, excess increments, pooling, decertification, and use of funds outside the district.

Before a district can be created, the law requires a detailed estimate of the impact of a proposed district on city-provided services, such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, in addition to other complex estimations that must be prepared.

Public financing using TIF funding for a privately owned facility does not make public space in the facility a public forum for free speech purposes.

Cities should use extreme care in establishing a TIF district and should follow all procedural requirements. Otherwise, a court may find the district was not properly established. In one case, the Minnesota Court of Appeals found that a TIF district was not properly established where minimal effort was made to ensure the thorough inspection of the properties, inaccurate methodology was used to establish the condition of the buildings, and the buildings found structurally substandard were not reasonably distributed throughout the district.

Given the complexity of the laws governing the use of TIF, cities or HRAs should not undertake this method of financing community development projects without the advice of an attorney and professional consultants.

F. Property tax abatement

A city may use this development tool to capture some or all the taxes it imposes on a parcel of property.

It can apply those captured proceeds to specific, designated uses, so long as the benefits at least equal the costs to the city. The abatement must also serve the public good in one of a number of ways, like increasing the tax base, redeveloping blighted areas, increasing employment opportunities, or providing access to services

RELEVANT LINKS:

[Christopher Virta, Growing Trend: Use of Tax Abatement for Economic Development and Public Facilities](#)

[Minnesota House Research Department, Property Tax Abatements for Economic Development](#)

[Minn. Stat. § 469.1813, subds. 2, 5.](#)

[Minn. Stat. § 469.1814, Minn. Stat. § 469.1813, subds. 6, 8.](#)

[Minn. Stat. § 462C.16, subd. 2.](#)

[Minn. Stat. § 462C.16, subd. 4.](#)

The term “abatement” is somewhat misleading, as the phrase is often used to refer to a method of adjusting an individual property owner’s tax burden by adjusting the market value of the property. Instead, in this instance, property tax abatement is an incentive for economic development. When used as a development driver, property tax abatement does not reduce the amount of taxes paid on the property. Instead, the full amount is paid by the taxpayer, and the county auditor refunds the abated portion back to the local government entity that granted the abatement to achieve a specific goal.

Goals include paying infrastructure costs associated with a development project, or paying debt service on bonds if tax abatement bonds were issued. If the money is to be refunded to the taxpayer, there must be a contract in place that outlines the conditions that must be satisfied to receive the money – often job creation or wage goals.

A city may grant an abatement only by adopting an abatement resolution specifying the terms of the abatement. The terms should include a specific statement as to the nature and extent of the public benefits the governing body expects to result from the agreement. The resolution may only be adopted after the council holds a public hearing.

A city may issue bonds or other obligations to provide an amount equal to the sum of the abatements granted for a specific property. The maximum principal amount of these bonds may not exceed the estimated sum of the abatements for the property for the years authorized. The bonds may be general obligations of the city if the city council chooses to pledge the full faith and credit of the city in the resolution issuing the bonds. The law limits property tax abatements to 15 years. School districts and counties have similar abatement powers. A city, county, and school district can agree to abate their taxes on the same property.

G. Housing trust funds

Cities have authority to establish a local housing trust fund by ordinance or to participate in a joint powers agreement to establish a regional housing trust fund. These trust funds may also be administered through a nonprofit organization. If the fund is administered through a nonprofit organization, that organization shall encourage private charitable donations to the fund.

A city may finance its local or regional housing trust fund with any money available to local government, unless expressly prohibited by state law. Sources of funding may include, but are not limited to:

RELEVANT LINKS:

Minn. Stat. § 462C.16, subd. 3.

Minn. Stat. § 462C.16, subd. 5.

Minn. Stat. § 462C.16, subd. 6.

Minn. Stat. ch. 462A. For more information about MHFA programs, contact MHFA at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102 (651) 296-7608 or (800) 657-3769.

- Donations.
- Bond proceeds.
- Grants and loans from a state, federal, or private source.
- Appropriations by a local government to the fund.
- Investment earnings of the fund.
- Housing and redevelopment authority levies.

Once the fund is established, the source of funding may be altered, but only if sufficient funds will still exist to cover the projected debts or expenditures authorized by the fund in its budget.

Money in a local or regional housing trust fund may only be used to:

- Pay for administrative expenses, but not more than 10% of the balance of the fund may be spent on administration.
- Make grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing.
- Match other funds from federal, state, or private resources for housing projects.
- Provide down payment assistance, rental assistance, and homebuyer counseling services.

The local or regional housing trust fund must report annually to the local government that created the fund, and the local government (or governments) must post this report on its public website.

A local or regional housing trust fund existing on July 1, 2017, is not required to alter the existing terms of its governing documents or take any additional authorizing actions required by the statute.

IV. State-sponsored development tools

A. Minnesota Housing Finance Agency

The goals of the Minnesota Housing Finance Agency (MHFA) are to provide decent, affordable housing to low- and moderate-income people, preserve the existing housing stock in Minnesota, preserve existing neighborhoods and prevent them from deteriorating, and prevent mortgage foreclosures while promoting energy conservation in residential housing.

The Minnesota Legislature created the MHFA in response to a shortage of affordable housing for low- and moderate-income people.

Private enterprise and private investment were unable, without public assistance, to provide an adequate supply of safe, sanitary, and decent housing at affordable prices and rents.

RELEVANT LINKS:

[Minn Stat § 462A.073](#)
MHFA: Minnesota City Participation Program.Greg Krenz, Minnesota Housing, 651-297-3623, greg.krenz@state.mn.us.

[Minn. Stat. ch. 116J.](#)
Minnesota Department of Employment and Economic Development.

[Minn. Stat. §§ 116J.411-116J.424.](#)
[Minn. Stat. § 116J.575](#)
See Minnesota Department of Employment and Economic Development for Local Government.

[Minn. Stat. § 116J.431.](#)
Greater Minnesota Business Development Infrastructure Grant Program.

The sale of state tax-exempt bonds is the primary financing for MHFA programs. Through the Minnesota City Participation Program, Minnesota Housing sells mortgage revenue bonds on behalf of cities to meet locally identified housing needs. The proceeds of these bonds provide below-market interest rate home mortgage loans for low- and moderate-income first-time homebuyers or for the construction or rehabilitation of single- and multi-family housing. Appropriations from the Legislature provide additional funding for programs, including the promotion of energy conservation, an increase in home ownership opportunities for first-time homebuyers, home improvement grants to very low-income homeowners, and programs to improve the housing available to Native Americans, large families, and people with disabilities.

B. Department of Employment and Economic Development (DEED)

The Minnesota Department of Employment and Economic Development is the primary economic development agency for Minnesota. DEED staff is responsible for a wide range of grant and loan programs, as well as for providing technical assistance to businesses and communities.

DEED also provides grants for contamination cleanup and redevelopment. A redevelopment account allows DEED to make grants to local units of government up to 50% of the cost of developing and redeveloping industrial, residential, or commercial property. DEED administers the rural development program, makes challenge grants to regional organizations to encourage private investment in rural areas, and administers a revolving loan fund to provide loans to new and expanding business in rural Minnesota. Local government units, including cities, may receive these loans if the community has established a local revolving loan fund and can provide at least an equal match to the loan received.

Cities outside the seven-county metropolitan area may receive grants from DEED for up to 50% of the capital costs of public infrastructure necessary for certain specified economic development projects. Retail and office space development are ineligible for a grant For this program, “public infrastructure” means publicly owned physical infrastructure necessary to support economic development projects, including but not limited to sewers, water supply systems, utility extensions, streets, wastewater treatment systems, stormwater management systems, and facilities for pretreatment of wastewater to remove phosphorus.

RELEVANT LINKS:

[Minn. Stat. § 116J.431, subd. 2.](#)

[Minn. Stat. § 116J.435.](#)
Department of Employment
and Economic Development:
Innovative Business
Development Program.

[Minn. Stat. § 116J.435, subd. 2.](#)

[Minn. Stat. ch. 116O.](#)

Under this law, an “economic development project” for which a county or city may be eligible to receive a grant includes manufacturing, technology, warehousing and distribution, research and development, agricultural processing, or industrial park development that would be used by any one of these businesses.

Up to 15 percent of the development of a project may be used for a purpose that is not included under this law as an eligible project. A city or county would have to provide notice to the DEED commissioner for approval.

DEED also runs the Innovative Business Development Public Infrastructure (BDPI) program, which provides grants to local governmental units on a competitive basis statewide for up to 50% of the capital cost of the public infrastructure necessary to expand or retain jobs.

“Innovative business” means a business that is engaged in, or is committed to engage in, innovation in Minnesota in one of the following:

- Using proprietary technology to add value to a product, process, or service in a high technology field.
- Researching or developing a proprietary product, process, or service in a high technology field.
- Researching, developing, or producing a new proprietary technology for use in the fields of tourism, forestry, mining, transportation, or green manufacturing.

“Proprietary technology” means the technical innovations that are unique and legally owned or licensed by a business and includes, without limitation, those innovations that are patented, patent pending, a subject of trade secrets, or copyrighted.

“Eligible project” means an innovative business development capital improvement project in this state, including:

- Manufacturing, technology, warehousing and distribution, and research and development.
- Innovative business incubator.
- Agricultural processing, or industrial, office, or research park development that would be used by an innovative business.

C. Enterprise Minnesota

Enterprise Minnesota is a nonprofit business consulting organization set up by the Legislature that helps small and medium-sized manufacturing companies, education services, and government entities in Minnesota. Enterprise Minnesota operates as a fee-for-services 501(c)(3) nonprofit.

RELEVANT LINKS:

[Enterprise Minnesota](#) 612-373-2900 or 800-325-3073.
[Minn Stat § 116O.061](#).

[Minn. Stat. § 465.717](#).
[Minn. Stat. § 471.59](#).
LMC information memo,
LMCIT Liability Coverage
Guide, Section II-I, Joint
powers entities.

More information is available
on the [HUD](#) web site.

For more information,
contact [Rural Development](#)
State Office 410 Farm Credit
Service Building 375 Jackson
Street St. Paul, MN 55101-
1853, (651) 602-7800; See
also, Handbook, *Financing*
Public Improvements.

Enterprise Minnesota focuses on applied research and technology transfer and early-stage funding.

It may provide financial assistance, including loan guarantees, direct loans, interest subsidies, or equity investments, to sole proprietorships, corporations, other entities, nonprofit organizations, or joint ventures. Financial assistance includes but is not limited to assisting a qualified company or organization with business services and products that will enhance the operations of the entity.

D. Corporations

Cities cannot create nonprofit corporations unless authorized to do so by special legislation. The law allows incorporation of a joint powers entity, but these must comply with all applicable public-sector laws (open meeting, gift law, conflicts of interest, competitive bidding, etc.) and must be separately insured.

V. Federal development tools

A. Community Development Block Grants

The Community Development Block Grant (CDBG) program, under the U.S. Department of Housing and Urban Development (HUD), provides cities with federal funding to initiate and continue housing and community development projects.

B. Rural development grants

A variety of grants and loans to encourage economic development are available to cities from the U. S. Department of Agriculture's Rural Development program. Sewer, water, rural enterprise, housing, and other types of grants and loans are available.

VI. How this chapter applies to home rule charter cities

All the tools this chapter lists are available to charter cities. The general discussions also apply to all cities.