

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

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January 14, 2025

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Councilmembers Gerhart “Gary” Hanson, Jr. and Daniel Brennan took the Oath of Office. The Council congratulated the re-elected and new Councilmembers.

The Emily City Council met for a regular meeting on Tuesday, January 14, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:03 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, Alex Voit, City Engineer, S.E.H., and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Councilmember Hanson requested a moment of silence in respect for all of the people affected by the fires in California.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the November 12, 2024 Council Meeting and the Treasurer’s Report from December 2024: Checking Beginning Balance \$1,116,606.62 and Ending Balance \$1,504,955.16; Receipts to General fund \$663,089.19, Sewer fund \$38,691.49, Total \$701,780.68; and Claims for Approval: \$232,351.69 including Pine River State Bank checks #61998 to #62076 and automatic withdrawals #330849 to #330854; Investments \$409,831.58; Total Checking/Investments \$1,914,786.74. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**PUBLIC FORUM:** Jan Mosman, 44483 State Highway 6, requested to speak to the Council when the proposed 125<sup>th</sup> Anniversary Committee Guidelines agenda item is discussed.

**SPEAKER:** Daria Graupman, Staff Engineer, Crow Wing County Highway Department (CWC), attended the meeting regarding the Crow Wing County road improvement project on County Road 1 in 2025. Graupman reported CWC will be resurfacing County Road 1 during the summer of 2025 from County Road 66 to State Highway 6 within the cities of Manhattan Beach, Fifty Lakes, and Emily. Graupman reported the resurfacing will be 1.5” mill and fill with 1.5” overlay. CWC will grind off 1.5” of the existing pavement, fill back in with 1.5”, and then add a 1.5” overlay. Graupman reported the driving lanes will remain at 12’ wide and the shoulders will remain at 6’ wide. Graupman reported project safety measures include construction of eight righthand turn and bypass lanes. The safety measures that fall within Emily are a righthand turn lane onto Butterfield Beach Road, righthand turn lane onto Par West Drive, righthand turn lane on Yost Road, and righthand turn lane and bypass onto West Trout Avenue. New guardrail will be added on the north and south sides of County Road 1 by Andrews Lake. Graupman reported one centerline culvert will be replaced at Buchite Road. Graupman reported CWC plans to line the remaining centerline culverts. Graupman reported there will be no detours during the County Road 1 resurfacing project and the road will remain open to traffic during construction. CWC plans a construction timeline of roughly four to six weeks. Graupman reported speed limits are not changing with the project. Graupman reported the project contractor is not onboard yet, so construction is planned between May 1<sup>st</sup> and the end of September 2025. Graupman reported she has been working with Alex Voit, S.E.H., on the City’s planned road improvement project to be included with the CWC project. The City’s project is planned to be completed when the contractor works on CWC’s project. Graupman will bring the Council’s request to CWC for consideration of alteration of the County Road 1/State Highway 6 intersection to provide a turn lane for traffic headed south on State Highway 6.

**FIRE AND RESCUE DEPARTMENT:** Fire and Rescue Chief Blair Mileski reported 8 calls for the department in December. Fire and Rescue Chief and Fire Relief Association elections were held at the December Fire and Rescue Department meeting. All trucks and SCBAs were checked and the trucks were washed. Twelve members were present at the meeting for Emergency Medical Services (EMS). Chief Mileski reported a meeting for Fire Suppression Operations personnel will be held on January 28<sup>th</sup> and a fire officer meeting will be held on February 2<sup>nd</sup>. Chief Mileski reported holding separate Fire Suppression Operations and EMS meetings in January to review plans, SOPs, and address questions. Chief Mileski reported starting in February all members will meet as one department going forward. Chief Mileski made recommendations to the Council for the Assistant Chief positions and will discuss the fire officer positions at the Fire Suppression Operations meeting. Chief Mileski reported once the group of assistant chiefs and officers are determined, Chief Mileski and the group will work on proposed revisions to tailor the SOPs to the department in February or March. Chief Mileski reported the proposed revisions may include the make-up of the Fire and Rescue Department Executive Review Board.

**COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE GENERAL FIRE AND RESCUE INFORMATION AND DUTIES POLICY WITH UPDATE TO THE AMBULANCE SERVICE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE THE DRUG, ALCOHOL AND CANNABIS TESTING AND DRUG-FREE WORKPLACE ACT POLICY FOR NON-COMMERCIAL DRIVERS (NON-DOT) AS PRESENTED. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE REQUIRED 2025 MUNICIPAL CONTRIBUTION TO THE EMILY FIREMEN’S RELIEF ASSOCIATION OF \$49,004. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included an additional budgeted municipal contribution of \$19,006 is planned after receipt of general property tax funds in June. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HANSON MADE THE MOTION TO ADOPT RESOLUTION 25-02 ACCEPTING DONATION TO THE CITY OF \$4,000 FROM THE EMILY FIREMEN’S RELIEF ASSOCIATION FOR THE FIREMEN’S EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 25-03 ACCEPTING DONATION TO THE CITY OF \$300 FROM BEATRICE RHODE FOR THE FIREMEN’S EQUIPMENT FUND. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 25-04 ACCEPTING DONATION TO THE CITY OF \$300 FROM BEATRICE RHODE FOR THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HANSON MADE THE MOTION TO ADOPT RESOLUTION 25-10 ESTABLISHING THE SIZE AND COMPOSITION OF THE EMILY FIRE AND RESCUE DEPARTMENT. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPOINT TYSON KINKAID AS ASSISTANT CHIEF FOR FIRE SUPPRESSION OPERATIONS PER THE RECOMMENDATION OF CHIEF MILESKI. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPOINT NICHOLAS DAVIS AS ASSISTANT CHIEF FOR EMERGENCY MEDICAL SERVICES, EFFECTIVE JANUARY 15, 2025. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER BRENNAN MADE THE MOTION TO HIRE KALE JONES TO THE FIRE AND RESCUE DEPARTMENT AS A FIRST RESPONDER PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ACCEPT FIRE AND RESCUE DEPARTMENT RESIGNATIONS FROM JAMES PATRICK, EFFECTIVE DECEMBER 18, 2024, AND CHAD WOSMEK, EFFECTIVE DECEMBER 23, 2024, WITH NO REQUIRED REPAYMENT OF FIRE TRAINING. COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included a thank you for their years of service. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO REMOVE CHAD GENZ FROM CITY ACCOUNTS/ CREDIT CARD AND ADD BLAIR MILESKI TO CITY ACCOUNTS/CREDIT CARD. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE CHIEF MILESKI TO ATTEND THE 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. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER BRENNAN MADE THE MOTION FOR CHIEF MILESKI AND BRYCE BUTCHER TO ATTEND THE 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. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE PURCHASING A FIRE CHIEF HELMET FOR CHIEF MILESKI FROM GREAT PLAINS FIRE FOR \$440. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Emily Firemen’s Relief Association lease for lawful gambling activity with Red Pine Cookhouse was updated with a name change.

Chief Mileski proposed that funds of \$1,800 budgeted for the prior first responder assistant chief position be reallocated to pay three captains of fire suppression operations \$600 annually. Chief Mileski will be requesting the captains to have more responsibility regarding trainings, meetings, and on scenes, to complete additional training, and to attend officer meetings. **COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY AS PRESENTED. COUNCILMEMBER BRENNAN SECONDED THE MOTION.** Discussion included the Council tabled the motion until the Wage Schedule Policy agenda item under New Business. **MOTION TABLED.**

**LAW ENFORCEMENT:** Sheriff’s Deputy Nicholas Davis reported the Northern Outpost office is working out well and use of the office is very appreciated.

**WASTEWATER:** Wastewater Operator Lee Bundy’s report included a grinder station alarm at 40111 Hite Lane. Bundy reported the property has had three pumps so far and has had many alarm calls. Bundy reported grinder stations have a 60 gallon wet well, but recommends replacing the 40111 Hite Lane grinder station with a 500 gallon pump tank with larger grinder pumps for more gallons per minute. Bundy will be requested to provide a quote for the larger grinder station.

**PLANNING & ZONING:** **MAYOR JONES MADE THE MOTION TO REQUEST SOURCEWELL TO WORK WITH WIDSETH TO DEVELOP/REVISE THE CITY’S ZONING MAP FOR NO COST TO THE CITY AND TO REQUEST S.E.H. TO PROVIDE THE CURRENT ZONING MAP FILES FOR REVISION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**ROADS: MAYOR JONES MADE THE MOTION TO ADOPT 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. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE S.E.H.'S DRAFT PLANS FOR THE 2025 ROAD IMPROVEMENT PROJECT ON PAR WEST AND YELLOW BIRCH LANE, WITH ESTIMATED PROJECT COST OF \$240,000 INCLUDING ENGINEERING AND ADMINISTRATION, TO BE INCLUDED WITH CWC'S PLANNED 2025 REHABILITATION OF WEST COUNTY ROAD 1 PROJECT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Alex Voit, City Engineer, S.E.H., presented preliminary plans for the future Roosevelt Drive Bridge replacement project with two location options. Option 1 is to construct a new bridge on the west side of the current bridge and Option 2 is to construct a new bridge on the east side of the current bridge. Voit reported after reviewing topography Option 1 would shorten the bridge span by 14' and would be cheaper because of the shorter span and less fill and grading would be required. Both options raise the bridge higher than the current bridge, with Option 2 being higher than Option 1. Voit reported Option 1 would be less impactful to the creek. Voit reported the current planned design for the bridge is concrete beams. Voit reported the City's right-of-way is farther east than either of the options and there would be additional costs to the City to tie the bridge into the existing road if the new bridge was constructed on the City's right-of-way. Voit reported a right-of-way easement would be required for either option because the bridge would be outside of the prescriptive right-of-way. Voit reported both options include removal of the existing bridge. Voit reported S.E.H. plans to bring the Option 1 plan to CWC for review. Voit reported the preliminary plans are being drawn up for CWC to use to seek funding. The preliminary plan will be used to apply for funding for the bridge portion of the project, but the approach will be City funded. Voit reported S.E.H. will be providing cost estimates at a later date.

**MAINTENANCE:** Maintenance Supervisor Brian Foster reported plowing and sanding roads, cutting and hauling trees, general maintenance, and work in the dump. The Council stated Maintenance personnel have done good work on the roads.

**CITY HALL:** The Council reviewed the Up North Electric quote for replacing all existing outdoor building lighting, parking lot lighting, and egress lighting by entrances and exits. There is a concern that there may be a broken wire between the electrical panel and parking lot lights. Maintenance Supervisor Foster will follow up with Up North Electric to address the possible broken wire. The Council discussed requesting a second quote.

**CEMETERY:** Council Liaison Hanson reported two burials, Barry Hite and Ronald Dick.

The Council discussed the Crow Wing Soil & Water Conservation District 2025 tree and plant sale regarding possible purchase of tree seedlings for the new cemetery. The Council made the decision to wait to discuss purchasing trees until the layout of the new portion of the cemetery is reviewed. The plot markers for the new cemetery were discussed. Council Liaison Hanson plans to work with the Veteran's Administration for assistance with development of a design for a possible veteran's memorial in the center of the new cemetery.

**PARKS: MAYOR JONES MADE THE MOTION TO APPROVE THE PARK COMMISSION TO REQUEST QUOTES FOR THE CITY HALL PARK PHASE 2 PROJECT FOR CONSTRUCTION OF A PAVILION AND SAND VOLLEYBALL COURT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**LIBRARY: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-06 ACCEPTING DONATION TO THE CITY OF \$100 FROM PATRICIA EVANS FOR THE LIBRARY FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**PERSONNEL: MAYOR JONES MADE THE MOTION TO APPOINT JAN MOSMAN TO THE 125<sup>TH</sup> ANNIVERSARY COMMITTEE. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE DAN BRENNAN TO ATTEND THE 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. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**EMILY WATERS: MAYOR JONES MADE THE MOTION TO PUBLISH THE NOTICE REQUESTING APPLICATIONS FOR EMILY WATERS COMMITTEE MEMBERS AND THE ANNOUNCEMENT REGARDING THE ACCEPTANCE PERIOD OF EMILY LAKES AND RIVERS FUND APPROPRIATION APPLICATIONS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: A contract is needed from the Animal Control Enforcement Officer to continue with revision of the Animals Ordinance. The officer has been contacted multiple times, but a contract has not been received. If a contract is not received, the City Attorney will be requested to work on revision of the Animals Ordinance with a local resident as animal control.

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 and the work will continue into 2025. Sandri reported NSM is planning some winter related environmental activities associated with the removal of drilling pipe from the previous drilling program. Sandri reported this work is being done in conjunction with the DNR and is expected to be conducted in the next month or two. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

**MAYOR JONES MADE THE MOTION TO REFUND THE 2025 LIQUOR LICENSE FEES FOR A TOTAL OF \$1,600 TO DAN OR FRAN BARRETT AFTER THE SALE OF THE LOG CABIN BAR. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ATTORNEY: City Attorney Pearson reviewed the Sourcewell Shared Services Agreement update for community development services and reviewed the comments from Chris Smith, contract review, League of Minnesota Cities. Pearson will work on a revision proposal to present to Sourcewell. The agreement was tabled until the February Council Meeting.

Per Council direction City Attorney Pearson had invited a property owner to attend the meeting regarding the long term nuisance property located at 39945 West Trout Avenue. Pearson recommended he follow up by sending another letter to the property owner stating the property owner did not attend the meeting as requested, request the property owner's attendance at the regular February Council Meeting to try to resolve the issue, and if the property owner does not attend the Council will be forced to undertake an enforcement action of some kind. Pearson reported there are options for enforcement action, including the statutory abatement process of the property or misdemeanor prosecution against the property owner. Pearson stated the abatement process would begin with Pearson requesting a court order allowing the City to go on the property and to hire the clean up, the property would be cleaned up, then Pearson would go back to the court for an order for the City cost for the clean up and attorney's fees, and then the total cost could become a judgement and applicable to the assessment process. The Council allowed Pearson to hire a process server to deliver the second letter.

City Attorney Pearson presented a rough draft conditional use permit (CUP) for the Northern Lights Over Roosevelt Homeowner's Association based on May 2024 Council Meeting minutes and Minnesota Department of Transportation (MnDOT) requirements from the 2009 approval of the Northern Lights Over Roosevelt Plat. Pearson recommended the Planning Commission and applicant review the rough draft to determine if revisions are needed. The plan is for the Planning Commission to consider the draft CUP at their February meeting and then, if recommended for approval, Pearson will have a final draft for City Council consideration at the February Council meeting. Pearson reported Steve Jones, Planning and Zoning Administrator, sent the applicant a notice to extend the application consideration timeline for another 60 days. Some of the rough draft conditions were discussed, including dock storage, lift removal, and MnDOT requirements.

The Council thanked City Attorney Pearson for attending the meeting.

**NEW BUSINESS:** The Council reviewed quotes for the 2025 legal newspaper designation. **MAYOR JONES MADE THE MOTION TO DESIGNATE THE CROSBY-IRONTON COURIER AS THE LEGAL NEWSPAPER FOR 2025. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included the Pineandlakes Echo Journal quote did not include sending a reporter to Council meetings and newspaper coverage areas. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-01 STATING ANNUAL DESIGNATIONS AS PRESENTED WITH REVISIONS/ADDITIONS AS FOLLOWS:**

<b>OFFICIAL NEWSPAPER</b>	<b>CROSBY-IRONTON COURIER</b>
<b>FIRE AND RESCUE DEPARTMENT LIAISON</b>	<b>ANDREW HEMPHILL</b>
<b>LAW ENFORCEMENT LIAISON</b>	<b>TRACY JONES</b>
<b>EMILY WATERS LIAISON</b>	<b>DANIEL BRENNAN</b>
<b>EMILY 125<sup>TH</sup> ANNIVERSARY LIAISON</b>	<b>TRACY JONES</b>
<b>ROAD COMMITTEE</b>	<b>ANDREW HEMPHILL AND DANIEL BRENNAN WITH BRIAN FOSTER</b>
<b>EMILY MANGANESE DEPOSIT COMMITTEE</b>	<b>TRACY JONES AND DANIEL BRENNAN</b>
<b>MUNICIPAL TRUSTEES - FIRE RELIEF ASSOC.</b>	<b>ANDREW HEMPHILL AND CARI JOHNSON</b>

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

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-07 DESIGNATING A DEPOSITORY FOR CITY FUNDS AS PINE RIVER STATE BANK AND PERSHING WEALTH SOLUTIONS BNY MELLON. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-08 APPROVING PINE RIVER STATE BANK AND PERSHING WEALTH SOLUTIONS BNY MELLON ACCOUNT(S) SIGNERS AS FOLLOWS:**

- **PINE RIVER STATE BANK SIGNERS TRACY JONES, ACTING MAYOR ANDREW HEMPHILL, ALTERNATE COUNCILMEMBER GREGORY KOCH, CARI JOHNSON, AND AMY PROKOTT**
- **PERSHING WEALTH SOLUTIONS BNY MELLON SIGNERS TRACY JONES, ACTING MAYOR ANDREW HEMPHILL, AND CARI JOHNSON**

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

**COUNCILMEMBER BRENNAN MADE THE MOTION TO ADOPT RESOLUTION 25-09 ALLOWING ELECTRONIC FUNDS AND WIRE TRANSFERS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE THE PINE RIVER STATE BANK PLEDGED SECURITIES FOR THE CITY OF EMILY CHECKING ACCOUNT AS PRESENTED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2025 IRS STANDARD FEDERAL MILEAGE RATE AT \$.70 PER MILE. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE BOND TRUST SERVICES PAYMENTS FOR A TOTAL OF \$158,275 PLUS \$775 IN AGENT FEES AS FOLLOWS:**

<b>303 DEBT SERVICE FUND – 2012 CITY HALL IMPROVEMENT BOND - \$42,337.50 AND \$575</b>
<b>304 DEBT SERVICE FUND – 2014 ROAD IMPROVEMENT BOND - \$38,491.25 AND \$100</b>
<b>602 SEWER FUND – 2013 SEWER PROJECT BOND - \$77,446.25 AND \$100</b>

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

The proposed Wage Schedule Policy revision was discussed. The proposed policy combines the Fire Department and First Response Unit into the Fire and Rescue Department, updates Fire and Rescue Department position titles, adds wages for three fire Captains, and provides a wage increase for the Zoning Clerk/Office Assistant position. The wages for the prior First Response Assistant Chief position were \$1,800, so Fire and Rescue Chief Mileski is proposing to split those wages equally between three Captains. The wages for the Assistant Chief for EMS are

higher than the wages for the Assistant Chief for Fire Suppression Operations because the Assistant Chief for EMS has more duties. Assistant Chief for EMS Nicholas Davis reported he will have the combined duties of the prior First Response Chief and Assistant First Response Chief. **MAYOR JONES MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY WITH REVISION OF TABLING ADDITION OF CAPTAINS WAGES UNTIL FURTHER DISCUSSION WITH THE FIRE AND RESCUE CHIEF. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

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

**MAYOR JONES MADE THE MOTION TO APPROVE THE FUEL CREDIT CARD POLICY WITH POLICY ACKNOWLEDGEMENT AS PRESENTED. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the proposed Emily 125<sup>th</sup> Anniversary Committee Guidelines. The Council's primary goal for the 125<sup>th</sup> Anniversary Committee is to focus on the day(s) of the 125<sup>th</sup> celebration. Committee members Anna Battistini and Jan Mosman discussed concerns, including the working relationship between the City's 125<sup>th</sup> Anniversary Committee and the nonprofit Celebrate Emily Day Committee, City budgeted funds, possible conflict of interest, and committee chair responsibilities. The 125<sup>th</sup> Anniversary Committee members would make a recommendation to the Council on use of City budgeted funds, which may include additional funds for usual Emily Day activities such as fireworks. The 125<sup>th</sup> Anniversary Committee meetings will be posted, including when meeting with the Celebrate Emily Day Committee. The plan is for the 125<sup>th</sup> Anniversary Celebration to be held in conjunction with Emily Day, with possible additional day(s). The Council was supportive of the committee's idea for a history tent at Emily Day. **MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY 125<sup>TH</sup> ANNIVERSARY COMMITTEE GUIDELINES AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

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

The Council discussed the Sourcewell Board of Directors election.

**CORRESPONDENCE:** Discussion included League of Minnesota Cities Insurance Trust Property/Casualty Program dividend of \$1,313 and Worker's Compensation Program dividend of \$1,359, Ehlers regarding the annual Written Municipal Advisor Client Disclosure, Crow Wing County Highway Department regarding utility coordination for the 2025 County Road 1 rehabilitation project, and Clasen & Schiessl regarding audit responsibilities, planned scope, timing of the audit, and significant risks.

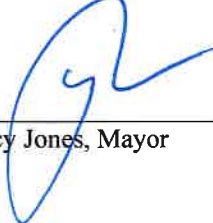
**SCHEDULED UPCOMING MEETINGS:** A Public Hearing will be held on Tuesday, February 11, 2025 for the annual Fee Schedule Ordinance update.

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADJOURN THE MEETING AT 8:10 P.M. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

  
Cari Johnson, MCMC, City Clerk/Treasurer

  
Tracy Jones, Mayor