

City of Emily

AGENDA

Monday, August 12, 2024

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING – Proposed Interim Ordinance No. 2024-03 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses (Cultivation, Processing, and Distribution) in the City of Emily

PUBLIC HEARING – Proposed Ordinance No. 2024-04 to Revise the Code of Ordinances for the City of Emily With the Establishment of a Fire & Rescue Department

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- FINANCIAL REPORT: July 2024 Checking Beginning Balance \$1,294,844.61, Ending Balance \$1,587,586.56
- RECEIPTS: General \$384,433.45, Sewer \$63,896.68, Total \$448,330.13
- CLAIMS FOR APPROVAL: \$223,207.47 for Pine River State Bank Checks #61550 to #61643 and automatic withdrawals #330809 to #330814
- INVESTMENTS (Market Value): \$401,941.13
- TOTAL CHECKING/INVESTMENTS: \$1,989,527.69

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

FIRE DEPARTMENT

- Resolution 24-36 Accepting Donation to the City of \$5,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund. *(Council action – motion)*

FIRST RESPONSE UNIT

- Resolution 24-32 Accepting Donation to the City of \$801.25 from the Emily Firemen's Relief Association to the First Response Unit Equipment Fund. *(Council action – motion)*

LAW ENFORCEMENT

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

WASTEWATER**PLANNING & ZONING**

- Planning Commission recommendation to adopt Resolution 24-35 Approving the Purchase of Property Within the City Limits of the City of Emily to purchase parcels 21340552 and 21340553 from Andrew and Pennie Plesnicar for \$3,000 each using Future City Development funds. The parcels are surrounded by City property. *(Council action – motion)*
- Planning Commission recommendation to not approve Matt Anderson's request to purchase fire lane access to Wood Lake in the Wood Lake Boulevard right-of-way. *(Council action – motion)*

ATTORNEY

- Update regarding Resolution 24-22 Adopting Modified Conditions for Existing Final Plat (Application Number 09-3327) from 2009 on Behalf of Northern Lights Over Roosevelt Homeowner's Association to

modify the original conditions that regulated the docking storage location and parking on the West side of State Highway 6 on the property located at Northern Lights Over Roosevelt Plat adopted on May 14, 2024 pending City Attorney review and conditioned on a Conditional Use Permit (CUP) being applied for, granted, and the CUP being recorded with Crow Wing County. *(Council action – motion)*

ROADS

- Dennis and Bridget Honsa petition for vacation of a cartway established over PIDs 21090603 and 21090521. *(Council action – motion)*
- Resolution 24-34 Regarding American Rescue Plan Act Funds Use for purchases for development of northern outpost for \$8,821.22 and use of remaining Fund 206 ARPA funds towards purchase of Maintenance truck for \$37,183 for a total of \$46,004.22. *(Council action – motion)*
- Midway Ford Company invoice for \$51,635.20 for 2024 Ford F250 for Maintenance (State Cooperative Purchasing Venture contract) using the following funds: *(Council action – motion)*
 - \$37,183 ARPA funds
 - \$7,800 remaining budgeted funds for backhoe tractor
 - \$6,652.20 budgeted funds for Maintenance truck which were repurposed to save for grader
- Small Cities Assistance Program funds of \$37,510.50 received from the State for construction and maintenance of roads deposited in Fund 201 Road and Bridge. *(Information)*
- Preparation for 2025 City road resurfacing project jointly with Crow Wing County (CWC) Highway Department west County Road 1 rehabilitation project as follows: *(Council action – motion)*
 - Inform CWC of the roads to be resurfaced by December 2024.
 - Request City Engineer to do the design and inspection.
 - Future need for cost sharing agreement.
- Update on damage to Blue Lane East pavement by contractors. *(Information/Council action – motion)*

MAINTENANCE

CITY HALL

CEMETERY

- Deputy Clerk attendance of Minnesota Association of Cemeteries Cemetery Management Course on Wednesday, September 18, 2024 in Bloomington for \$150, one night in hotel for up to \$150, plus reimbursement of mileage and meals. *(Council action – motion)*

PARKS

- Resolution 24-37 Accepting Donation to the City of \$1,000 from the Emily Firemen's Relief Association to the Park Fund – Pickleball Fund. *(Council action – motion)*
- Scheduling of Grand Opening for City Hall Park Outdoor Pickleball Courts, possibly in conjunction with Northern Outpost Open House. *(Information/Council action - motion)*

LIBRARY

- Resolution 24-33 Accepting Donation to the City of \$446.25 from multiple anonymous donors at the July 19 and July 20 book sales to Fund 211 Library for use by the City of Emily Public Library. *(Council action – motion)*

PERSONNEL

- City Clerk attendance of Municipal Clerks Advanced Academy September 19 and 20, 2024 in Staples for \$225 (after scholarship of \$100), 2 nights in hotel up to \$300 total, plus reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed Interim Ordinance No. 2024-03 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses (Cultivation, Processing, and Distribution) in the City of Emily. *(Council action – motion)*
- Summary of Interim Ordinance No. 2024-03 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses (Cultivation, Processing, and Distribution) in the City of Emily for publication. *(Council action – motion)*
- Proposed Ordinance No. 2024-04 to Revise the Code of Ordinances for the City of Emily With the Establishment of a Fire & Rescue Department. *(Council action – motion)*
- Summary of Ordinance No. 2024-04 to Revise the Code of Ordinances for the City of Emily With the Establishment of a Fire & Rescue Department for publication. *(Council action – motion)*

- Proposed Ordinance No. 2024-05 Amending the City of Emily Code of Ordinances, Chapter 152: Land Use And Subdivisions and Zoning Map for a Lot Rezone. (The Rezone Approval document would be recorded with the Crow Wing County Recorder as required.) (Council action - motion)
- Summary of Ordinance No. 2024-05 Amending the City of Emily Code of Ordinances, Chapter 152: Land Use And Subdivisions and Zoning Map for a Lot Rezone for publication. (Council action - motion)
- American Legal Publishing update of Emily City Code. (information)

UNFINISHED BUSINESS:

- North Star Manganese update. (information)
- Candidate filing period open until Tuesday, August 13, 2024 at 5 p.m. for one Mayor candidate and two Council Member candidates. (information)
- Schedule Meet the Candidate Night in October. (Council action - motion)
- City Slogan Contest open. (information)

NEW BUSINESS:

- 2024 Foundation for Rural Service Community Grant Program through Tremolo available for business and economic development, community development, education, or telecommunications applications. (information)
- 2025 Preliminary City Tax Levy due September 30, 2024. (information)
- Schedule Truth in Taxation Public Hearing for Tuesday, December 10, 2024 at 6 p.m. (Council action - motion)

CORRESPONDENCE:

- ✓ Barry Hite re: thank you for scoreboard dedication.
- ✓ Ideal Township re: thank you for support of grant for construction of a new building at their Transfer Station.
- ✓ Minnesota Small Cities re: request for annual membership.

Scheduled Upcoming Meetings:

- State Primary Election will be held on Tuesday, August 13, 2024.
- General Election will be held on Tuesday, November 5, 2024.

ADJOURN

CITY OF EMILY, MINNESOTA

PUBLIC HEARING NOTICE

The Emily City Council will hold a Public Hearing on Monday, August 12, 2024 at approximately 6:00 PM in the Emily City Hall Council Chambers, 39811 State Hwy 6, Emily, MN to consider an Interim Ordinance Imposing a Moratorium on the operation of Cannabis Businesses (cultivation, processing, or distribution). The Moratorium is expected to be in place, at the latest, until December 31, 2024. This Interim Ordinance (Moratorium) will allow the Planning Commission time to study regulations related to the manner of the operation of Cannabis Businesses (cultivation, processing, or distribution) allowed under Minnesota State Statutes. A full copy of the proposed ordinance is available for review during regular business hours in the City Clerk's Office at the address above or may be viewed on the City Website. Members of the public may attend in person, monitor the meeting online, or provide written testimony. If you would like more information, please contact the City Offices at 218-763-2480, or email the City Clerk at clerk@emily.net.

CITY OF EMILY, MINNESOTA

PUBLIC HEARING NOTICE

The Emily City Council will hold a Public Hearing on Monday, August 12, 2024 at approximately 6:00 PM in the Emily City Hall Council Chambers, 39811 State Hwy 6, Emily, MN to consider an Ordinance to Revise the Code of Ordinances for the City of Emily with the Establishment of a Fire & Rescue Department. The Ordinance would repeal Emily City Code Chapter 33 Public Safety, Fire Department Section (Subsections 33.20 through 33.31) and Volunteer First Response Unit Section (Subsections 33.45 through 33.53) and establish a Fire & Rescue Department Section with the following subsections:

- 33.20 Repeal
- 33.21 Fire & Rescue Department
- 33.22 Fire & Rescue Chief
- 33.23 Fire & Rescue Department SOPs
- 33.24 Authority at Emergency Scenes
- 33.25 Investigation of Emergency Incidents
- 33.26 Mutual Aid
- 33.27 Fire & Rescue Department Relief Association
- 33.28 Fire & Rescue Service Definitions
- 33.29 Service Fees
- 33.30 Billing and Collection
- 33.31 Hardship and Waiver of Fees
- 33.32 Service Charge on Public Entity Property

A full copy of the proposed ordinance is available for review during regular business hours in the City Clerk's Office at the address above or may be viewed on the City Website. Members of the public may attend in person, monitor the meeting online, or provide written testimony. If you would like more information, please contact the City Offices at 218-763-2480, or email the City Clerk at clerk@emily.net.

As on 7/31/2024

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	907,900.00	1,050.05	0.00	649,429.73	4,964.87	0.00	932,227.92	121,640.10	1,053,868.02
Road and Bridge	106,569.71	37,606.07	0.00	0.00	3,840.00	0.00	0.00	140,335.78	0.00	140,335.78
Small Cities Revolving Loan Fund	15,705.14	4,365.97	0.00	0.00	0.00	0.00	0.00	20,071.11	0.00	20,071.11
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	40.47	0.00	0.00	0.00	0.00	0.00	46,004.22	0.00	46,004.22
Library	1,581.22	1.41	0.00	0.00	0.00	0.00	0.00	1,582.63	0.00	1,582.63
Firemens equip fund 225	86,287.79	25,079.37	0.00	0.00	20,625.72	0.00	0.00	90,741.44	0.00	90,741.44
1st Resp. equip fund 226	53,715.54	8,128.89	365.24	0.00	365.24	1,527.07	0.00	60,317.36	42,309.59	102,626.95
Emily Area Recycling 227	0.00	128.35	0.00	0.00	118.00	0.00	0.00	10.35	0.00	10.35
Police Fund 228	12,127.16	10,015.62	0.00	0.00	6,026.28	0.00	0.00	16,116.50	0.00	16,116.50
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	29,520.00	0.00	0.00	45,600.00	0.00	0.00	29,563.78	0.00	29,563.78
Debt Service PRI 2014 304	38,166.14	26,622.76	0.00	0.00	43,012.50	0.00	0.00	21,776.40	0.00	21,776.40
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	0.00	265.00	0.00	265.00
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	9,013.15	639.16	0.00	13,436.16	2,672.35	0.00	41,937.95	74,041.80	115,979.75
CEMETERY CD 407	30,003.82	24.53	0.00	0.00	7,424.41	0.00	0.00	22,603.94	0.00	22,603.94
SMALL CITIES CD 408	1,326.47	1,337.19	319.57	0.00	319.57	1,336.16	0.00	1,327.50	37,020.88	38,348.38
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	957.28	228.28	0.00	228.28	954.41	0.00	3,316.03	26,443.48	29,759.51
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAP. PROJ. FIRE CD 414	5,015.54	4.41	0.00	0.00	0.00	0.00	0.00	10,085.16	0.00	10,085.16
CAP PROJ. RD CD 415	18,601.28	1,925.24	456.54	0.00	456.54	1,908.82	0.00	18,617.70	52,887.00	71,504.70
FUT. CITY DEV. CD 416	(2,204.61)	1,336.15	319.56	0.00	319.56	1,336.15	0.00	(2,204.61)	37,020.88	34,816.27

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal SEWER 617	102,531.58	103,909.13	91.31	0.00	114,339.43	381.76	0.00	91,810.83	10,577.40	102,388.23
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	1,178,189.96	3,469.71	0.00	915,541.42	15,081.59	0.00	1,551,531.35	401,941.13	1,953,472.48

For the Period : 7/1/2024 To 7/31/2024

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$801,914.39	\$270,466.00	\$140,152.47	\$932,227.92	\$0.00	\$26,688.09	\$958,916.01
Road and Bridge	\$102,807.73	\$37,528.05	\$0.00	\$140,335.78	\$0.00	\$0.00	\$140,335.78
Small Cities Revolving Loan Fund	\$19,901.01	\$170.10	\$0.00	\$20,071.11	\$0.00	\$0.00	\$20,071.11
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,998.44	\$5.78	\$0.00	\$46,004.22	\$0.00	\$0.00	\$46,004.22
Library	\$1,582.43	\$0.20	\$0.00	\$1,582.63	\$0.00	\$0.00	\$1,582.63
Firemens equip fund 225	\$85,730.07	\$5,011.37	\$0.00	\$90,741.44	\$0.00	\$0.00	\$90,741.44
1st Resp. equip fund 226	\$60,309.78	\$548.37	\$540.79	\$60,317.36	\$0.00	\$0.00	\$60,317.36
Emily Area Recycling 227	\$10.35	\$0.00	\$0.00	\$10.35	\$0.00	\$0.00	\$10.35
Police Fund 228	\$20,515.79	\$1.99	\$4,401.28	\$16,116.50	\$0.00	\$0.00	\$16,116.50
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$4,647.95	\$27,253.33	\$2,337.50	\$29,563.78	\$0.00	\$0.00	\$29,563.78
Debt Service PRI 2014 304	\$1,233.83	\$24,508.82	\$3,966.25	\$21,776.40	\$0.00	\$0.00	\$21,776.40
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$246.08	\$18.92	\$0.00	\$265.00	\$0.00	\$0.00	\$265.00
Park Acquisition and Development (Optional)	\$42,758.77	\$6,952.57	\$7,773.39	\$41,937.95	\$0.00	\$6,827.00	\$48,764.95
CITY HALL CD 406	\$22,601.15	\$2.79	\$0.00	\$22,603.94	\$0.00	\$0.00	\$22,603.94
CEMETERY CD 407	\$1,327.30	\$473.39	\$473.19	\$1,327.50	\$0.00	\$0.00	\$1,327.50
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,315.63	\$338.39	\$337.99	\$3,316.03	\$0.00	\$0.00	\$3,316.03
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	\$10,083.96	\$1.20	\$0.00	\$10,085.16	\$0.00	\$0.00	\$10,085.16
CAP. PROJ. FIRE CD 414	\$5,019.35	\$0.60	\$0.00	\$5,019.95	\$0.00	\$0.00	\$5,019.95
CAP PROJ. RD CD 415	\$18,615.30	\$678.39	\$675.99	\$18,617.70	\$0.00	\$0.00	\$18,617.70
FUT. CITY DEV. CD 416	(\$2,204.61)	\$473.19	\$473.19	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$45,245.71	\$63,896.68	\$17,331.56	\$91,810.83	\$0.00	\$2,540.12	\$94,350.95
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

<u>Total</u>	<u>Plus</u>	<u>Total</u>
<u>Per Bank</u>	<u>Outstanding</u>	<u>Less</u>
<u>Statement</u>	<u>Checks</u>	<u>Deposits</u>
\$0.00	\$0.00	<u>In Transit</u>
\$1,587,586.56	\$36,055.21	\$0.00
		\$0.00

Balance
8-2-24
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<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>
Donor pass thru 851	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,291,664.82	\$448,330.13	\$188,463.60	\$1,551,531.35	\$0.00	\$36,055.21	\$1,587,586.56
<u>Andrew D Hemphill</u>	<u>City Council/Town Board</u>						
<u>Bryce L Butcher</u>	<u>City Council/Town Board</u>						
<u>GERHART L. HANSON, JR</u>	<u>City Council/Town Board</u>						
<u>Gregory A Koch</u>	<u>City Council/Town Board</u>						
<u>TRACY ALLEN JONES</u>	<u>City Council/Town Board, Mayor</u>						

As of 8/2/2024

Fiscal Year : 2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$677,672.47	\$908,950.05	\$654,394.60	\$932,227.92
Road and Bridge	\$106,569.71	\$37,606.07	\$3,840.00	\$140,335.78
Small Cities Revolving Loan Fund	\$15,705.14	\$4,365.97	\$0.00	\$20,071.11
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$40.47	\$0.00	\$46,004.22
Library	\$1,581.22	\$1.41	\$0.00	\$1,582.63
Firemens equip fund 225	\$86,287.79	\$25,079.37	\$20,625.72	\$90,741.44
1st Resp. equip fund 226	\$53,715.54	\$8,494.13	\$1,892.31	\$60,317.36
Emily Area Recycling 227	\$0.00	\$128.35	\$118.00	\$10.35
Police Fund 228	\$12,127.16	\$10,015.62	\$6,026.28	\$16,116.50
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	\$29,520.00	\$45,600.00	\$29,563.78
Debt Service PRI 2014 304	\$38,166.14	\$26,622.76	\$43,012.50	\$21,776.40
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$265.00	\$0.00	\$265.00
Park Acquisition and Development (Optional)	\$48,394.15	\$9,652.31	\$16,108.51	\$41,937.95
CITY HALL CD 406	\$30,003.82	\$24.53	\$7,424.41	\$22,603.94
CEMETERY CD 407	\$1,326.47	\$1,656.76	\$1,655.73	\$1,327.50
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$1,185.56	\$1,182.69	\$3,316.03
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	\$8.97	\$0.00	\$10,085.16
CAP. PROJ. FIRE CD 414	\$5,015.54	\$4.41	\$0.00	\$5,019.95
CAP PROJ. RD CD 415	\$18,601.28	\$2,381.78	\$2,365.36	\$18,617.70
FUT. CITY DEV. CD 416	(\$2,204.61)	\$1,655.71	\$1,655.71	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$104,000.44	\$114,721.19	\$91,810.83
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	\$1,181,659.67	\$930,623.01	\$1,551,531.35

Date of Report : 8/2/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
07/03/2024	61522	EMILY ACE HARDWARE	\$235.66
07/09/2024	61532	Payroll Period Ending 07/08/2024	\$300.14
07/10/2024	61562	Outdoor Specialties, LLC	\$6,827.00
07/17/2024	61573	Tri-County Septic Inspection	\$200.00
07/24/2024	61580	Wex Bank	\$1,669.26
07/24/2024	61581	Tri-County Septic Inspection	\$35.00
07/24/2024	61582	Verizon	\$104.00
07/24/2024	61583	Rasinski Total Door Service LLC	\$968.85
07/31/2024	61591	TSS Automotive Equipment Service, I	\$6,380.09
07/31/2024	61592	PEOPLESERVICE, INC.	\$2,150.00
07/31/2024	61593	AFLAC	\$396.36
07/31/2024	61594	Canon Financial Services, Inc.	\$148.93
07/31/2024	61595	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	\$5,900.00
07/31/2024	61596	Colonial Life	\$76.72
07/31/2024	61597	AUTO VALUE	\$500.46
07/31/2024	61598	GREAT PLAINS FIRE	\$382.31
07/31/2024	61599	CUYUNA REGIONAL MEDICAL CENTER	\$400.00
07/31/2024	61600	Creative Threads Inc	\$834.00
07/31/2024	61601	Elan Financial Services	\$1,494.25
07/31/2024	61584	Payroll Period Ending 07/31/2024	\$977.28
07/31/2024	61586	Payroll Period Ending 07/31/2024	\$1,156.59
07/31/2024	61587	Payroll Period Ending 07/31/2024	\$869.96
07/31/2024	61602	Payroll Period Ending 07/31/2024	\$1,156.59
07/31/2024	61589	Payroll Period Ending 07/31/2024	\$1,757.71
07/31/2024	61590	Payroll Period Ending 07/31/2024	\$566.23
		Total	\$36,055.21

Schedule 8 - Investment Activity

For the period: 7/1/2024 To 7/31/2024

Investment Type Description
 Money Market/Bonds MIMMF/Municipal Bonds-Varying Maturities,

Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
396,803.61	07/01/2024			
	07/31/2024	1,435.22		398,238.83
	07/31/2024	499.20		398,738.03
	07/31/2024	873.61		399,611.64
	07/31/2024	436.80		400,048.44
	07/31/2024	312.00		400,360.44
	07/31/2024	624.01		400,984.45
	07/31/2024	436.80		401,421.25
	07/31/2024	124.80		401,546.05
	07/31/2024	119.56		401,665.61
	07/31/2024	41.59		401,707.20
	07/31/2024	72.78		401,779.98
	07/31/2024	36.39		401,816.37
	07/31/2024	25.99		401,842.36
	07/31/2024	51.98		401,894.34
	07/31/2024	36.39		401,930.73
	07/31/2024	10.40		401,941.13

Total

5,137.52

401,941.13

Total All Investments

5,137.52

401,941.13

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited In MMDA12
MMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 3,928.70	\$ (2,964.13)	\$ 4,742.44		\$ 5,707.01	
Money Market Total	\$ 3,928.70	\$ (2,964.13)	\$ 4,742.44		\$ 5,707.01	
Muni Bonds/CDs/Treasury Bill						
132093GS4 Cambria County PA	\$ 14,976.15		\$ 23.10	\$ 14,999.25		
842471BY9 Southern CA Pub Pwr Auth	\$ 5,000.00	\$ (5,000.00)		\$ -	\$ 140.25	
952347WQ1 West Contra Costa CA	\$ 75,054.00		\$ (51.75)	\$ 75,002.25		
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bds	\$ 19,872.20		\$ 47.00	\$ 19,919.20	\$ 425.00	
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,926.20		\$ 59.926.20	\$ 59,926.20		
82669GGH1 Signature Bk New York NY CD	\$ 144,289.50		\$ 240.70	\$ 144,530.20	\$ 3,217.41	
938828DC1 Washington Fed Bk Seattle CD	\$ 33,870.46		\$ 62.56	\$ 33,933.02		
60416TJ41 MN St Hsg Fin Agcy Taxable Residential	\$ 39,886.40		\$ 37.60	\$ 39,924.00	\$ 943.40	
912797JU2 US Treasury Bill	\$ -	\$ 7,964.13	\$ 35.87	\$ 8,000.00		
Municipal Bonds/CDs/Treas. Bill Total	\$ 392,874.91	\$ 2,964.13	\$ 395.08	\$ 396,234.12		
TOTAL INVESTMENTS	\$ 396,803.61	\$ -	\$ 4,742.44	\$ 401,941.13		

*Balanced
8-2-24 at*

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 120,085.32	\$ (897.05)	\$ 1,435.22	\$ -	\$ 897.05	\$ -	\$ -	\$ 121,640.10	\$ 121,640.10
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,768.81	\$ (312.01)	\$ 499.20	\$ -	\$ 312.01	\$ -	\$ -	\$ 42,309.60	\$ 42,309.60
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 73,095.41	\$ (546.02)	\$ 873.61	\$ -	\$ 546.02	\$ -	\$ -	\$ 74,041.80	\$ 74,041.80
407 Cemetery	\$ 35,000.00	\$ 36,547.69	\$ (273.01)	\$ 436.80	\$ -	\$ 273.01	\$ -	\$ -	\$ 37,020.88	\$ 37,020.88
409 Police Department	\$ 25,000.00	\$ 26,105.49	\$ (195.01)	\$ 312.00	\$ -	\$ 195.01	\$ -	\$ -	\$ 26,443.48	\$ 26,443.48
415 Capital Project Roads	\$ 50,000.00	\$ 52,211.00	\$ (390.02)	\$ 624.01	\$ -	\$ 390.02	\$ -	\$ -	\$ 52,886.99	\$ 52,886.99
416 Future City Development	\$ 35,000.00	\$ 36,547.69	\$ (273.01)	\$ 436.80	\$ -	\$ 273.01	\$ -	\$ -	\$ 37,020.88	\$ 37,020.88
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,442.20	\$ (78.00)	\$ 124.80	\$ -	\$ 78.00	\$ -	\$ -	\$ 10,577.40	\$ 10,577.40
Total	\$ 380,000.00	\$ 396,803.61	\$ (2,964.13)	\$ 4,742.44	\$ -	\$ 2,964.13	\$ -	\$ -	\$ 401,941.13	\$ 401,941.13

\$ 395.08

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<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>
07/01/2024	Verizon	13463	Monthly Cell Tower Lease	(07/08/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00
							<u>\$ 1,100.00</u>
07/02/2024	Marianna Trust	13464	Land Use Permit	(07/08/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
07/02/2024	Janet Haarman	13465	SSTS Permit	(07/08/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
							<u>\$ 260.00</u>
07/08/2024	Roy Evans	13469	Transfer of 4 Cemetery Lots	(07/10/2024) -	N Cemetery -Sale of lots	100-34942-	\$ 15.00
							<u>\$ 15.00</u>
07/08/2024	Crow Wing County	13470	Gen&DelPropTax,FiscDisp,Sev Minera,P&I, SpecAssessments	(07/03/2024) -	N Current Ad Valorem Taxes	100-31010-	\$ 194,448.39
							\$ 12,152.65
							\$ 5,499.91
							\$ 231.11
							\$ 183.14
							\$ 687.50
							\$ 26,344.61
							\$ 658.33
							\$ 237.67
							\$ 8.93
							\$ 16,832.65
							\$ 349.22
							\$ 143.42
							\$ 5.73
							\$ 95.69
							\$ 7,079.32
							\$ 18.92
							\$ 48,508.59
							\$ 645.55
							\$ 366.53
							\$ 16.45

<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>
07/09/2024	Bill Spiess	13471	Monument Staking Fee	(07/10/2024) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
07/10/2024	Crow Wing County	13472	Court Fees	(07/10/2024) -	N Court Fines	100-35101-	\$ 173.32
07/10/2024	Outing Chamber of Commerce	13473	Resolution 24-26 Donation to Park Fund - Pickleball Fund	(07/10/2024) -	N Contributions and Donations from Private Sources	404-36230-24	\$ 5,000.00
07/10/2024	Emily Fire Relief Association	13474	Resolution 24-27 Donation to Fire Equipment Fund	(07/10/2024) -	N Contributions and Donations from Private Sources	225-36230-	\$ 5,000.00
07/10/2024	Emily Fire Relief Association	13475	Resolution 24-28 Donation to Park Fund - Pickleball Fund	(07/10/2024) -	N Contributions and Donations from Private Sources	404-36230-24	\$ 1,000.00
07/10/2024	Emily Fire Relief Association	13476*	Resolution 24-29 Donation Pass Thru to Celebrate Emily Day Committee - Fireworks	(07/10/2024) -	N Contributions and Donations from Private Sources	851-36230-	\$ 8,000.00
07/10/2024	Outing Chamber of Commerce	13477*	Resolution 24-30 Donation Pass Thru to Celebrate Emily Day Committee - Fireworks	(07/10/2024) -	N Contributions and Donations from Private Sources	851-36230-	\$ 2,000.00
07/11/2024	Laurie Jorgensen	13478	SSTS and Land Use Permits - ACH	(07/15/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 810.00
07/15/2024	LPS Construction	13479	Land Use and Septic Permit	(07/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 710.00
							\$ 2,124.50
							\$ 316,638.81

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
07/15/2024	Cindy Nordvall	13480	Copies X 4	(07/22/2024) -	N Copies/Faxes	100-34112-	\$ 1.00
07/15/2024	Bryce Butcher	13481	SSTS Permit	(07/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
07/16/2024	Marie Reineck	13482	Cremation Burial - Robert Reineck - ACH	(07/15/2024) -	N Cemetery -Grave openings	100-34941-	\$ 350.00
07/16/2024	KOOP FUNERAL HOME	13483	Casket Burial - Lieselotte Spiess	(07/22/2024) -	N Cemetery -Grave openings	100-34941-	\$ 500.00
07/16/2024	Sourcewell	13484*	Community Impact Funds Grant	(07/22/2024) -	N Grants & Aids from Other LGUs	100-33631-	\$ 48,573.98
07/17/2024	David Lengefels	13485	Land Use Permit - ACH	(07/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
07/18/2024	UTILITY BILLING	13486	Sewer Charges	(07/22/2024) -	N Rate Class I	602-37210-	\$ 1,453.82
07/18/2024	UTILITY BILLING	13487	Sewer Charges	(07/22/2024) -	N Rate Class I	602-37210-	\$ 1,841.52
07/18/2024	UTILITY BILLING	13488	Sewer Charges	(07/22/2024) -	N Rate Class I	602-37210-	\$ 1,866.47
07/18/2024	Little Pine Construction	13489	Land Use Permit	(07/22/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
07/18/2024	Lakes Area Title	13490	Inv. 24-30 - Assessment Search	(07/22/2024) -	N Assessment Searches	100-34107-	\$ 25.00

Fund Name: All Funds

Date Range: 4/2024 To 07/31/2024

<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>
07/22/2024	UTILITY BILLING	13503*	Sewer Charges - ACH	(07/22/2024) -	N Rate Class I	602-37210-	\$ 176.22
07/23/2024	UTILITY BILLING	13504	Sewer Charges	(07/24/2024) -	N Rate Class I	602-37210-	\$ 176.22
07/24/2024	Dennis Honsa	13505	Cartway Vacation	(07/25/2024) -	N Road Vacation/Cartway Fees	100-34304-	\$ 2,000.00
07/25/2024	UTILITY BILLING	13506	Sewer Charges	(07/25/2024) -	N Rate Class I	602-37210-	\$ 550.66
07/25/2024	UTILITY BILLING	13507*	Sewer Charges - ACH	(07/24/2024) -	N Rate Class I	602-37210-	\$ 352.44
07/25/2024	UTILITY BILLING	13508*	Sewer Charges - ACH	(07/25/2024) -	N Rate Class I	602-37210-	\$ 352.44
07/25/2024	UTILITY BILLING	13509	Sewer Charges	(07/29/2024) -	N Rate Class I	602-37210-	\$ 5.12
07/26/2024	Cuyuna Range Monument	13510	Staking Fee - Leonard Miglieri	(07/29/2024) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
07/29/2024	UTILITY BILLING	13514*	Sewer Charges - ACH	(07/29/2024) -	N Rate Class I	602-37210-	\$ 50.00
07/31/2024	PINE RIVER STATE BANK	13524	Int CR Checking	(07/31/2024) -	N Interest Earning	100-36210-	\$ 120.22
					N Interest Earning	201-36210-	\$ 17.55
					N Interest Earning	204-36210-	\$ 2.59
					N Interest Earning	206-36210-	\$ 5.78
					N Interest Earning	211-36210-	\$ 0.20
					N Interest Earning	225-36210-	\$ 11.37
					N Interest Earning	226-36210-	\$ 7.58
					N Interest Earning	228-36210-	\$ 1.99
					N Interest Earning	303-36210-	\$ 3.79
					N Interest Earning	304-36210-	\$ 2.79

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

<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>
07/31/2024	Pershing	13525	Int CR MIMMF and Muni Bonds (07/31/2024) -		N	Interest Earning	100-36210-	\$ 1,435.22
						Interest Earning	226-36210-	\$ 499.20
						Interest Earning	404-36210-	\$ 873.61
						Interest Earning	407-36210-	\$ 436.80
						Interest Earning	409-36210-	\$ 312.00
						Interest Earning	415-36210-	\$ 624.01
						Interest Earning	416-36210-	\$ 436.80
						Interest Earning	602-36210-	\$ 124.80
								\$ 4,742.44
07/31/2024	Pershing	13526	Unrealized Gain - Muni Bonds/CDs/Treasury Bill	(07/31/2024) -	N	Unrealized Investment Gain	100-39103-	\$ 119.56
						Unrealized Investment Gain	226-39103-	\$ 41.59
						Unrealized Investment Gain	404-39103-	\$ 72.78
						Unrealized Investment Gain	407-39103-	\$ 36.39
						Unrealized Investment Gain	409-39103-	\$ 25.99
						Unrealized Investment Gain	415-39103-	\$ 51.98
						Unrealized Investment Gain	416-39103-	\$ 36.39
						Unrealized Investment Gain	602-39103-	\$ 10.40
								\$ 395.08
								\$ 448,330.13

Total for Selected Receipts

Date Range : 8/8/2024 To 8/12/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/12/2024	WM Corporate Services, Inc.	garbage - inv. 6838042-1767-0	71417	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
08/12/2024	INTERNATIONAL UNION OF	Union dues - 8-5-24 Invoice	71418	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
08/12/2024	LAKE COUNTRY FOODS	Statement dated 8-1-24 account #2480	71419	\$72.00	100-43126-212-	Road and Bridge Equipment	\$72.00
08/12/2024	CULLIGAN	Invs:150X01763507,150X 01792704 - Hall Softener Equip Rental/Shop Water Rental and bottles	71420	\$105.11	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$45.00 \$60.11
08/12/2024	Vestis	Invs.2530302966,253030 2965:City Hall and Fire Hall Rugs and Towels	71421	\$212.91	100-42280-418- 100-41941-418-	Fire Stations and Buildings City Hall	\$50.58 \$162.33
08/12/2024	Ehlers Investment Partners, LLC	July 2024 Investment Account Management Fee	71422	\$84.97	100-49350-307-	Purchase of Investments	\$84.97
08/12/2024	Sadusky Renovations, Inc.	Inv. 16 - Complaint and Rental Inspections	71423	\$2,125.00	100-42401-310- 100-42411-310-	Building Inspections Administration Rental Inspections	\$800.00 \$1,325.00
08/12/2024	Department of Employment and	EMPLOYER #07987886, Qtr 2 2024 Unemployment Benefits	71424	\$14.85	100-43110-142-	Maintenance-Shop	\$14.85

Date Range : 8/8/2024 To 8/12/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims							\$3,112.00

\$3,112.00

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: 08/09/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	392.49
	428	HANSON, JR, GERHART L.	389.70
	922	Hemphill, Andrew D	392.49
	724	Koch, Gregory A	392.49
		Account Total	1,567.17
100-41310-103	643	JONES, TRACY ALLEN	554.10
		Account Total	554.10
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	\$2,366.48

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 : 8/1/2024 To 8/7/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/07/2024	Amy Prokott	Mileage: Public Test and Sourcewell Training	71399	\$134.41	100-41410-331- 100-41425-331-	Elections Clerk	\$48.31 \$86.10
08/07/2024	Dahlheimer Beverage	Hall,FireHall,Shop Cleaning Supplies - 8/1/24 Statement - Invs. 2237661,2242645	71403	\$264.65	100-41941-211- 100-42280-211- 100-43110-211-	City Hall Fire Stations and Buildings Maintenance-Shop	\$88.22 \$88.21 \$88.22
08/07/2024	EAST SIDE OIL COMPANIES, INC.	Filters - Inv. R112592	71404	\$50.00	227-43230-384-	Waste (Refuse) Collection	\$50.00
08/07/2024	Tri-County Septic Inspection	8-1/8-6 Invs: SepticInspcns:229105Shore,20203CR1, 222575Shore,2371NShore	71405	\$800.00	100-41910-310-	Planning and Zoning	\$800.00
08/07/2024	Sue Fahrendorff	Reimbursement - Notary Commission	71406	\$120.00	100-41425-810-	Clerk	\$120.00
08/07/2024	EMILY ACE HARDWARE	Inv.7/31:HallClean/Offcs upp,ShopMat,ParkRM,Library Offc,CemRprMaint,FireCl ean,RprMint/SmTls	71407	\$241.44	100-41941-211- 100-41941-201- 100-43110-215- 100-45202-221- 100-45187-201- 100-49010-221- 100-42280-211- 100-42280-221- 100-42280-240-	City Hall City Hall Maintenance-Shop Park Areas Library Cemetery Fire Stations and Buildings Fire Stations and Buildings Fire Stations and Buildings	\$34.05 \$18.59 \$27.39 \$20.80 \$17.83 \$40.10 \$18.56 \$10.20 \$53.92

Date Range : 8/1/2024 To 8/7/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/07/2024	Midwest Machinery Co.	Inv.10144239:Repair Parts for JD Tractors 5055 and 5310	71408	\$298.62	100-43126-221- 602-49450-221-	Road and Bridge Equipment Sewer Utilities - Sanitary Sewer Maintenance	\$149.31 \$149.31
08/07/2024	GOPHER STATE ONE-CALL	Inv. 4070381 - Locates	71409	\$8.10	602-49490-385-	Sewer Utilities - Administration and General	\$8.10
08/07/2024	Active911, Inc.	1 Additional First Responder - Inv. 580916	71410	\$6.21	100-42860-324-	Other Protection-1st Response	\$6.21
08/07/2024	Tremolo Communications	City phone service - 8/1/2024 invoices	71411	\$833.73	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop	\$38.87 \$46.38 \$39.08 \$455.58 \$147.71 \$106.11
08/07/2024	TrafficLogix	Inv. SIN25820: Two Evolution 11" Electronic Speed Signs for SH6	71412	\$6,022.00	225-43121-240-	Paved Streets	\$6,022.00
08/07/2024	The Office Shop, Inc.	8/1/24 Statement: Inv. 1144358-0 NorthernOutpost Furniture&Inv. 1144191-0 Clerk'sOffcSupp	71413	\$7,234.40	100-41425-201- 228-42170-560- 206-42170-560-	Clerk Police Stations and Buildings Police Stations and Buildings	\$115.00 \$3,973.72 \$3,145.68
08/07/2024	OBBERG FENCE CO	Inv. 5086 - Pickleball Court Fence Materials remaining balance	71414*	\$5,694.00			

Date Range : 8/1/2024 To 8/7/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/07/2024	Corbin Excavating, Inc.	Inv. D24105: Dust Control - 10,001 gallons magnesium chloride applied	71415	\$12,501.25	404-45202-530-	Park Areas	\$5,694.00
08/07/2024	Anderson Brothers Construction Co.	Inv 35066: Construction of Pickleball Courts	71416*	\$26,096.78	100-43122-404-	Unpaved Streets	\$12,501.25
				\$60,305.59	404-45202-520-	Park Areas	\$26,096.78
Total For Selected Claims							\$60,305.59

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: 08/07/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-114	916	Bartel, Lynda C	78.50
	926	Hughes, Faye A	78.50
	722	JOHNSON, DAVID P	78.50
	87	Vukelich, Denise L	78.50
Account Total			314.00
100-43110-101	Unallocated (Due to rounding)		\$0.00
Total For Period			\$314.00

Andrew D Hemphill	City Council/Town Board	Date
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: 07/10/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/10/2024	Sue Fahrendorff	61557	Mileage: Planning and Zoning - City tour w/new PZ Admin, Site Visits Dahler & MinnieLkDr	N	Planning and Zoning	100-41910-331-	\$ 20.10
Total For Check 61557							\$ 20.10
07/10/2024	Tremolo Communications	61558	City phone service - 7/1/2024 invoices	N	Clerk	100-41425-321-	\$ 38.87
		61558			Planning and Zoning	100-41425-321-	\$ 455.58
		61558			City Hall	100-41910-321-	\$ 46.38
		61558			Fire Administration	100-41941-321-	\$ 38.87
		61558			Maintenance-Shop	100-42210-321-	\$ 147.71
		61558				100-43110-321-	\$ 106.11
Total For Check 61558							\$ 833.52
07/10/2024	Vestis	61559	Invs.2530293021,2530293022:City Hall and Fire Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 162.33
		61559			Fire Stations and Buildings	100-42280-418-	\$ 50.58
Total For Check 61559							\$ 212.91
07/10/2024	LAKE COUNTRY FOODS	61560	Statement dated 7-1-24 account #2480	N	Maintenance-Shop	100-43110-212-	\$ 41.74
Total For Check 61560							\$ 41.74
07/10/2024	CROSBY-IRONTON COURIER	61561	6/7 & 6/28 Invoices - Legal - PZ Ordinance Amendments	N	Planning and Zoning	100-41910-351-	\$ 43.14
Total For Check 61561							\$ 43.14
07/10/2024	Outdoor Specialties, LLC	61562*	1/3 Down Payment for Pickleball Courts Painting and Installation of Nets	N	Park Areas	404-45202-404-	\$ 6,827.00
Total For Check 61562							\$ 6,827.00
07/17/2024	MINNESOTA REVENUE	330813	State Withholding - 7/3/24 Payroll	N	Clerk	100-41425-172-	\$ 106.05
		330813			Planning and Zoning	100-41910-172-	\$ 15.92
		330813			City Hall	100-41941-172-	\$ 28.06
		330813			Maintenance-Shop	100-43110-172-	\$ 29.18
		330813			Paved Streets	100-43121-172-	\$ 121.59
		330813			Waste (Refuse) Disposal	100-43240-172-	\$ 13.66
		330813			Park Areas	100-45202-172-	\$ 23.34
		330813			Cemetery	100-49010-172-	\$ 22.52

Fund Name: All Funds

Date Range: 07/10/2024 To 07/31/2024

<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>
		330813			Sewer Utilities - Administration and General	602-49490-172-	\$ 6.23
Total For Check		330813					\$ 366.55
07/17/2024	Payroll Period Ending 07/17/2024	61564	Regular Payroll - 7-3 to 7-16	N	City Hall	100-41941-101-	\$ 233.79
		61564			Maintenance-Shop	100-43110-101-	\$ 362.00
		61564			Paved Streets	100-43121-101-	\$ 607.10
		61564			Waste (Refuse) Disposal	100-43240-101-	\$ 64.10
		61564			Park Areas	100-45202-101-	\$ 128.21
		61564			Cemetery	100-49010-101-	\$ 341.26
		61564			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 148.95
Total For Check		61564					\$ 1,885.41
07/17/2024	Payroll Period Ending 07/17/2024	61565	Regular Payroll - 7-3 to 7-16	N	Clerk	100-41425-101-	\$ 1,656.67
Total For Check		61565					\$ 1,656.67
07/17/2024	Payroll Period Ending 07/17/2024	61566	Regular Payroll - 7-3 to 7-16	N	Maintenance-Shop	100-43110-101-	\$ (0.01)
		61566			Paved Streets	100-43110-103-	\$ 15.00
		61566			Waste (Refuse) Disposal	100-43121-103-	\$ 122.81
		61566			Park Areas	100-43240-103-	\$ 45.94
		61566			Cemetery	100-45202-103-	\$ 554.04
Total For Check		61566					\$ 937.46
07/17/2024	Payroll Period Ending 07/17/2024	61567	Regular Payroll - 7-3 to 7-16	N	Clerk	100-41425-101-	\$ 970.01
Total For Check		61567					\$ 970.01
07/17/2024	Payroll Period Ending 07/17/2024	61568	Regular Payroll - 7-3 to 7-16	N	City Hall	100-41941-101-	\$ 180.85
		61568			Maintenance-Shop	100-43110-101-	\$ 382.56
		61568			Paved Streets	100-43121-101-	\$ 552.97
		61568			Waste (Refuse) Disposal	100-43240-101-	\$ 19.13
		61568			Park Areas	100-45202-101-	\$ 140.85
		61568			Cemetery	100-49010-101-	\$ 180.85
		61568			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 281.70
Total For Check		61568					\$ 1,738.91
07/17/2024	Payroll Period Ending 07/17/2024	61569	Regular Payroll - 7-3 to 7-16	N	City Hall	100-41941-103-	\$ 30.33
		61569			Maintenance-Shop	100-43110-103-	\$ 15.55
		61569			Paved Streets	100-43121-103-	\$ 122.86
		61569			Park Areas	100-45202-103-	\$ 394.24

Fund Name: All Funds

Date Range: 07/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61569			Cemetery	100-49010-103-	\$ 160.96
		61569			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 53.65
		61569					\$ 777.59
07/17/2024	JTH Garage Door LLC	61570	Inv. 105: Fire Hall - Bay #2 commercial operator and long range antenna	N	Fire Stations and Buildings	100-42280-221-	\$ 1,374.46
		61570					\$ 1,374.46
07/17/2024	Minnesota Life Insurance Company	61571	August 2024 Life Ins - Billing Date 7-16-24 - Policy #0023198	N	Clerk	100-41425-101-	\$ 28.50
		61571			Maintenance-Shop	100-41425-133-	\$ 11.90
		61571				100-43110-133-	\$ 11.90
		61571					\$ 52.30
07/17/2024	Sourcewell	61572	Planning and Zoning Services for June - Inv. INV00003212	N	Planning and Zoning	100-41910-311-	\$ 990.00
		61572					\$ 990.00
07/17/2024	Tri-County Septic Inspection	61573	7-12 Inv: SepticInspection:40489PinewoodDr	N	Planning and Zoning	100-41910-310-	\$ 200.00
		61573					\$ 200.00
07/17/2024	CROW WING POWER	61574	Monthly - 7-7-24 Invoices	N	City Hall	100-41941-381-	\$ 366.18
		61574				100-41941-381-	\$ 33.68
		61574			Fire Stations and Buildings	100-42280-381-	\$ 133.85
		61574			Maintenance-Shop	100-43110-381-	\$ 76.09
		61574				100-43110-381-	\$ 52.81
		61574			Street Lighting	100-43110-381-	\$ 136.64
		61574			Park Areas	100-43160-381-	\$ 291.00
		61574				100-45202-381-	\$ 31.73
		61574				100-45202-381-	\$ 29.50
		61574			Cemetery	100-49010-381-	\$ 44.15
		61574			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 39.55
		61574				602-49470-381-	\$ 39.27
		61574				602-49470-381-	\$ 57.68
		61574					\$ 1,332.13

Fund Name: All Funds

Date Range: .0/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330811			Sewer Utilities - Administration and General	602-49490-101-	\$ 17.23
		330811				602-49490-121-	\$ 19.88
		330811					\$ 1,386.32
07/19/2024	FEDERAL WITHHOLDING/ON LINE	330810	Federal Withholding - 7/17/24 Payroll	N	Council/Town Board	100-41110-103-	\$ 99.44
		330810				100-41110-122-	\$ 80.60
		330810			Mayor	100-41110-135-	\$ 18.84
		330810				100-41310-103-	\$ 38.25
		330810				100-41310-122-	\$ 31.00
		330810			Clerk	100-41310-135-	\$ 7.25
		330810				100-41425-101-	\$ 271.61
		330810				100-41425-103-	\$ 7.26
		330810				100-41425-122-	\$ 5.88
		330810				100-41425-122-	\$ 220.13
		330810				100-41425-135-	\$ 51.48
		330810				100-41425-135-	\$ 1.38
		330810				100-41425-171-	\$ 166.31
		330810			Planning and Zoning	100-41425-171-	\$ 2.00
		330810				100-41910-103-	\$ 83.50
		330810				100-41910-122-	\$ 67.68
		330810				100-41910-135-	\$ 15.82
		330810				100-41910-171-	\$ 23.00
		330810			City Hall	100-41910-171-	\$ 43.11
		330810				100-41941-101-	\$ 2.73
		330810				100-41941-103-	\$ 2.21
		330810				100-41941-122-	\$ 34.94
		330810				100-41941-122-	\$ 8.17
		330810				100-41941-135-	\$ 0.52
		330810				100-41941-135-	\$ 37.24
		330810				100-41941-171-	\$ 1.37
		330810				100-41941-171-	\$ 3.06
		330810			Civil Defense Expenditures	100-42501-103-	\$ 2.48
		330810				100-42501-122-	\$ 0.58
		330810				100-42501-135-	\$ 76.95
		330810			Maintenance-Shop	100-43110-101-	\$ 2.74
		330810				100-43110-103-	\$ 2.22
		330810				100-43110-122-	\$ 62.36
		330810				100-43110-122-	\$ 14.59
		330810				100-43110-135-	\$ 0.52
		330810				100-43110-135-	\$ 62.83
		330810				100-43110-171-	\$ 1.59

Fund Name: All Funds

Date Range: 07/10/2024 To 07/31/2024

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330810			Paved Streets	100-43121-101-	\$ 120.27
330810				100-43121-103-	\$ 22.05
330810				100-43121-122-	\$ 17.87
330810				100-43121-122-	\$ 97.47
330810				100-43121-135-	\$ 22.80
330810				100-43121-135-	\$ 4.18
330810				100-43121-171-	\$ 100.91
330810				100-43121-171-	\$ 12.82
330810			Waste (Refuse) Disposal	100-43240-101-	\$ 8.78
330810				100-43240-103-	\$ 4.12
330810				100-43240-122-	\$ 3.34
330810				100-43240-122-	\$ 7.12
330810				100-43240-135-	\$ 1.66
330810				100-43240-135-	\$ 0.78
330810				100-43240-171-	\$ 2.72
330810			Library	100-43240-171-	\$ 8.68
330810				100-45187-103-	\$ 19.13
330810				100-45187-122-	\$ 15.50
330810				100-45187-135-	\$ 3.63
330810			Park Areas	100-45187-171-	\$ 20.00
330810				100-45202-101-	\$ 27.80
330810				100-45202-103-	\$ 85.09
330810				100-45202-122-	\$ 68.96
330810				100-45202-122-	\$ 22.53
330810				100-45202-135-	\$ 5.27
330810				100-45202-135-	\$ 16.13
330810				100-45202-171-	\$ 50.62
330810				100-45202-171-	\$ 22.51
330810			Cemetery	100-49010-101-	\$ 54.64
330810				100-49010-103-	\$ 32.35
330810				100-49010-122-	\$ 26.22
330810				100-49010-122-	\$ 44.28
330810				100-49010-135-	\$ 10.36
330810				100-49010-135-	\$ 6.13
330810				100-49010-171-	\$ 19.10
330810				100-49010-171-	\$ 50.19
330810			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 44.08
330810				602-49450-103-	\$ 4.82
330810				602-49450-122-	\$ 3.91
330810				602-49450-122-	\$ 35.72
330810				602-49450-135-	\$ 8.36
330810				602-49450-135-	\$ 0.91

Fund Name: All Funds

Date Range: 07/01/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/23/2024	MINNESOTA REVENUE	330810	State Withholding - 7/17/24	N	Clerk	602-49450-171-	\$ 2.43
		330810	Payroll			602-49450-171-	\$ 32.09
		330810					\$ 2,719.97
		Total For Check					\$ 119.54
		330814			Planning and Zoning	100-41425-172-	\$ 11.82
		330814			City Hall	100-41941-172-	\$ 26.42
		330814			Maintenance-Shop	100-43110-172-	\$ 45.39
		330814			Paved Streets	100-43121-172-	\$ 77.49
		330814			Waste (Refuse) Disposal	100-43240-172-	\$ 6.34
		330814			Park Areas	100-45202-172-	\$ 44.11
		330814			Cemetery	100-49010-172-	\$ 43.30
		330814			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 26.96
		330814					\$ 401.37
07/24/2024	PERA	330812	Retirement contributions - 7/17/24 Payroll	N	Clerk	100-41425-101-	\$ 258.46
		330812				100-41425-103-	\$ 6.17
		330812				100-41425-121-	\$ 7.12
		330812				100-41425-121-	\$ 298.22
		330812			Planning and Zoning	100-41910-103-	\$ 70.95
		330812			City Hall	100-41910-121-	\$ 81.87
		330812				100-41941-101-	\$ 39.34
		330812				100-41941-121-	\$ 45.39
		330812			Civil Defense Expenditures	100-42501-103-	\$ 2.60
		330812				100-42501-121-	\$ 3.00
		330812			Maintenance-Shop	100-43110-101-	\$ 70.26
		330812				100-43110-121-	\$ 81.05
		330812			Paved Streets	100-43121-101-	\$ 109.75
		330812				100-43121-121-	\$ 126.64
		330812			Waste (Refuse) Disposal	100-43240-101-	\$ 8.00
		330812				100-43240-121-	\$ 9.23
		330812			Park Areas	100-45202-101-	\$ 25.37
		330812				100-45202-121-	\$ 29.28
		330812			Cemetery	100-49010-101-	\$ 49.84
		330812				100-49010-121-	\$ 57.51
		330812			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 40.24
		330812				602-49450-121-	\$ 46.43
		330812					\$ 1,466.72
		Total For Check					

Fund Name: All Funds

Date Range: 07/10/2024 To 07/31/2024

<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>
07/24/2024	Wex Bank	61580	Inv. 98305308 - Fuel - Road Equip and Fire	N	Fire Fighting	100-42220-212-	\$ 100.16
		61580			Road and Bridge Equipment	100-43126-212-	\$ 1,569.10
		61580	Total For Check				\$ 1,669.26
07/24/2024	Tri-County Septic Inspection	61581	7-24 Inv: SepticDesReview:22257SShored	N	Planning and Zoning	100-41910-310-	\$ 35.00
		61581	Total For Check				\$ 35.00
07/24/2024	Verizon	61582	Shop - Inv. #9968984319	N	Maintenance-Shop	100-43110-321-	\$ 104.00
		61582	Total For Check				\$ 104.00
07/24/2024	Rasinski Total Door Service LLC	61583	Inv. 5139: City Hall Front Doors Re-Work	N	City Hall	100-41941-404-	\$ 968.85
		61583	Total For Check				\$ 968.85
07/31/2024	Payroll Period Ending 07/31/2024	61584	Regular Payroll - 7-17 to 7-30	N	Planning and Zoning	100-41910-103-	\$ 972.28
		61584	Total For Check				\$ 972.28
07/31/2024	Payroll Period Ending 07/31/2024	61585	Regular Payroll - 7-17 to 7-30	N	City Hall	100-41941-101-	\$ 291.40
		61585			Maintenance-Shop	100-43110-101-	\$ 380.33
		61585				100-43110-101-	\$ (0.01)
		61585			Paved Streets	100-43121-101-	\$ 817.43
		61585			Waste (Refuse) Disposal	100-43240-101-	\$ 43.52
		61585			Park Areas	100-45202-101-	\$ 314.10
		61585			Cemetery	100-49010-101-	\$ 22.71
		61585			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 22.71
		61585	Total For Check				\$ 1,892.19
07/31/2024	Payroll Period Ending 07/31/2024	61586	Regular Payroll - 7-17 to 7-30	N	Elections Clerk	100-41410-101-	\$ 107.22
		61586				100-41425-101-	\$ 1,622.19
		61586	Total For Check				\$ 1,729.41
07/31/2024	Payroll Period Ending 07/31/2024	61587	Regular Payroll - 7-17 to 7-30	N	City Hall	100-41941-103-	\$ 77.43
		61587			Maintenance-Shop	100-43110-101-	\$ (0.01)
		61587				100-43110-103-	\$ 54.81
		61587			Paved Streets	100-43121-103-	\$ 326.24
		61587			Waste (Refuse) Disposal	100-43240-103-	\$ 30.45
		61587			Park Areas	100-45202-103-	\$ 256.64
		61587			Cemetery	100-49010-103-	\$ 124.40

Fund Name: All Funds

Date Range: 0/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61587					\$
07/31/2024	Payroll Period Ending 07/31/2024	61589	Regular Payroll - 7-17 to 7-30	N	City Hall	100-41941-101-	191.59
		61589			Maintenance-Shop	100-43110-101-	608.17
		61589			Paved Streets	100-43121-101-	574.77
		61589			Park Areas	100-45202-101-	298.81
		61589			Cemetery	100-49010-101-	21.09
		61589			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	63.28
	Total For Check	61589					\$ 1,757.71
07/31/2024	Payroll Period Ending 07/31/2024	61590	Regular Payroll - 7-17 to 7-30	N	Maintenance-Shop	100-43110-101-	0.01
		61590				100-43110-103-	47.56
		61590			Paved Streets	100-43121-103-	279.15
		61590			Park Areas	100-45202-103-	95.69
		61590			Cemetery	100-49010-103-	143.82
	Total For Check	61590					\$ 566.23
07/31/2024	TSS Automotive Equipment Service, I	61591*	Inv. 552955 - 2 Post Hoist - 50% Down	N	Maintenance-Shop	100-43110-580-	6,380.09
	Total For Check	61591					\$ 6,380.09
07/31/2024	PEOPLESERVICE, INC.	61592	Inv. PS-INV105089 - August 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,150.00
	Total For Check	61592					\$ 2,150.00
07/31/2024	AFLAC	61593	Monthly employee ins coverage Inv. #760539	N	Clerk	100-41425-101-	281.80
		61593			Maintenance-Shop	100-43110-101-	114.56
	Total For Check	61593					\$ 396.36
07/31/2024	Canon Financial Services, Inc.	61594	COPIER LEASE- 7/21/24 Inv. #33882235	N	Clerk	100-41425-413-	148.93
	Total For Check	61594					\$ 148.93
07/31/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	61595	Health Insurance September 2024	N	Clerk	100-41425-101-	612.50
		61595				100-41425-131-	2,337.50
		61595			Maintenance-Shop	100-43110-101-	612.50
		61595				100-43110-131-	2,337.50
	Total For Check	61595					\$ 5,900.00

Fund Name: All Funds

Date Range: 10/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/31/2024	Money Market/Bonds	IAD3029	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 1,435.22
	Total For Check	IAD3029					\$ 1,435.22
07/31/2024	Money Market/Bonds	IAD3030	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 499.20
	Total For Check	IAD3030					\$ 499.20
07/31/2024	Money Market/Bonds	IAD3031	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 873.61
	Total For Check	IAD3031					\$ 873.61
07/31/2024	Money Market/Bonds	IAD3032	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 436.80
	Total For Check	IAD3032					\$ 436.80
07/31/2024	Money Market/Bonds	IAD3033	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 312.00
	Total For Check	IAD3033					\$ 312.00
07/31/2024	Money Market/Bonds	IAD3034	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 624.01
	Total For Check	IAD3034					\$ 624.01
07/31/2024	Money Market/Bonds	IAD3035	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 436.80
	Total For Check	IAD3035					\$ 436.80
07/31/2024	Money Market/Bonds	IAD3036	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 124.80
	Total For Check	IAD3036					\$ 124.80
07/31/2024	Money Market/Bonds	IAD3037	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 119.56
	Total For Check	IAD3037					\$ 119.56
07/31/2024	Money Market/Bonds	IAD3038	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 41.59
	Total For Check	IAD3038					\$ 41.59
07/31/2024	Money Market/Bonds	IAD3039	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 72.78

Fund Name: All Funds

Date Range: 07/10/2024 To 07/31/2024

Date Vendor Total For Check Check #

07/31/2024 Money Market/Bonds IAD3040 IAD3039

07/31/2024 Money Market/Bonds IAD3041 IAD3040

07/31/2024 Money Market/Bonds IAD3042 IAD3041

07/31/2024 Money Market/Bonds IAD3043 IAD3042

07/31/2024 Money Market/Bonds IAD3044 IAD3043

Total For Selected Checks IAD3044

Description Void Account Name F-A-O-P

Deposit into Money Market/Bonds N Purchase of Investments 407-493350-800-

Deposit into Money Market/Bonds N Purchase of Investments 409-493350-800-

Deposit into Money Market/Bonds N Purchase of Investments 415-493350-800-

Deposit into Money Market/Bonds N Purchase of Investments 416-493350-800-

Deposit into Money Market/Bonds N Purchase of Investments 602-493350-800-

Total \$ 72.78

\$ 36.39

\$ 36.39

\$ 25.99

\$ 25.99

\$ 51.98

\$ 36.39

\$ 36.39

\$ 10.40

\$ 10.40

\$ 157,109.40

7/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	803,138.84	721,009.84	(82,129.00)
Delinquent Ad Valorem Taxes	8,166.66	12,864.93	4,698.27
Mobile Home Tax	14.58	0.00	(14.58)
Fiscal Disparities	845.83	5,499.91	4,654.08
Total Acct 310	812,165.91	739,374.68	(72,791.23)
Franchise Taxes	0.00	844.11	844.11
Severed Mineral Tax	133.00	231.11	98.11
Total Acct 318	133.00	1,075.22	942.22
Penalties and Interest on Ad valorem Taxes	1,166.67	310.23	(856.44)
Forfeited Tax Sale Apportionments	3,150.00	0.00	(3,150.00)
Principal on Special Assessments	291.67	0.00	(291.67)
Penalties and Interest on Special Assessments	2.92	0.00	(2.92)
Total Acct 319	4,611.26	310.23	(4,301.03)
Licenses & Permits	58.33	0.00	(58.33)
Alcoholic Beverages	3,482.50	75.00	(3,407.50)
Rental Dwelling License	2,158.33	1,000.00	(1,158.33)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	5,699.16	1,075.00	(4,624.16)
Building Permits (Excludes surcharge)	15,166.66	12,180.00	(2,986.66)
Animal Licenses	11.67	5.00	(6.67)
Total Acct 322	15,178.33	12,185.00	(2,993.33)
Federal Payments in Lieu of Taxes	2.33	0.00	(2.33)
Total Acct 331	2.33	0.00	(2.33)
Homestead and Agricultural Credit Aid (HACA)	19,074.99	0.00	(19,074.99)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	12,833.33	21,114.82	8,281.49
Agricultural Market Value Credit	335.42	0.00	(335.42)
Fire Training Reimbursement	1,458.33	2,400.00	941.67
PNP Election Reimbursement	0.00	1,023.83	1,023.83
State Fire Aid	9,099.99	0.00	(9,099.99)
Supp. Fire State Aid	1,633.33	2,000.00	366.67
State Police Aid	0.00	0.00	0.00
Total Acct 334	44,435.39	26,538.65	(17,896.74)
Other County Grants and Aids	0.00	1,229.31	1,229.31
Grants & Aids from Other LGUs	21,874.99	50,073.98	28,198.99
Total Acct 336	21,874.99	51,303.29	29,428.30
City/Town Hall Rent	422.92	910.00	487.08
Zoning and Subdivision Fees	2,041.67	1,500.00	(541.67)
Assessment Searches	700.00	550.00	(150.00)
Candidate Filing Fee	8.17	0.00	(8.17)
Copies/Faxes	35.00	12.75	(22.25)
Total Acct 341	3,207.76	2,972.75	(235.01)
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	30,976.15	44,720.53	13,744.38
First Responder Charges	3,383.33	4,599.45	1,216.12
Total Acct 342	34,359.48	49,319.98	14,960.50
Street, Sidewalk and Curb Repair Fees	0.00	478.18	478.18
Sale of Culverts	583.33	620.80	37.47
Road Vacation/Cartway Fees	0.00	4,108.00	4,108.00
Contractor Water Use	58.33	0.00	(58.33)
Sale of Lockers	0.00	130.00	130.00
Total Acct 343	641.66	5,336.98	4,695.32
Refuse Collection Charges	0.00	0.00	0.00

7/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	291.67	515.00	223.33
Cemetery -Grave openings	2,625.00	1,850.00	(775.00)
Cemetery -Sale of lots	6,766.66	630.00	(6,136.66)
Misc. Rents	5.83	1.00	(4.83)
Verizon Rental	7,700.00	7,700.00	0.00
Total Acct 349	17,389.16	10,696.00	(6,693.16)
Court Fines	379.17	350.11	(29.06)
Administrative Fines (Penalties)	875.00	687.50	(187.50)
Total Acct 351	1,254.17	1,037.61	(216.56)
Interest Earning	3,383.33	4,235.48	852.15
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	8,458.33	1,720.06	(6,738.27)
Total Acct 362	11,841.66	5,955.54	(5,886.12)
Total Revenues	972,794.26	907,180.93	(65,613.33)
Other Financing Sources:			
Unrealized Investment Gain	758.33	719.07	(39.26)
Total Acct 391	758.33	719.07	(39.26)
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	11,666.66	1,050.05	(10,616.61)
Total Acct 399	11,666.66	1,050.05	(10,616.61)
Total Other Financing Sources	12,424.99	1,769.12	(10,655.87)

7/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	12,842.07	10,603.49	2,238.58
Ordinances and Proceedings	3,762.49	1,434.54	2,327.95
Total Acct 411	16,604.56	12,038.03	4,566.53
Mayor	4,990.41	3,983.06	1,007.35
Total Acct 413	4,990.41	3,983.06	1,007.35
Elections	5,513.67	2,222.38	3,291.29
Clerk	118,437.00	111,568.44	6,868.56
Total Acct 414	123,950.67	113,790.82	10,159.85
Internal Auditing	8,076.24	13,852.12	(5,775.88)
Total Acct 415	8,076.24	13,852.12	(5,775.88)
Planning and Zoning	38,307.49	30,077.98	8,229.51
General Government Buildings and Plant	1,499.17	2,338.00	(838.83)
City Hall	53,223.29	47,666.99	5,556.30
Total Acct 419	93,029.95	80,082.97	12,946.98
Police Administration	5,920.83	9,089.00	(3,168.17)
Patrol	1,166.67	1,056.05	110.62
Police Training	0.00	0.00	0.00
Total Acct 421	7,087.50	10,145.05	(3,057.55)
Fire Administration	52,080.59	65,355.96	(13,275.37)
Fire Fighting	75,963.93	21,225.86	54,738.07
Fire Training	7,780.49	3,706.99	4,073.50
Fire Stations and Buildings	11,940.83	13,507.03	(1,566.20)
Total Acct 422	147,765.84	103,795.84	43,970.00
Building Inspections Administration	1,458.34	1,150.00	308.34
Rental Inspections	1,283.33	1,375.00	(91.67)
Total Acct 424	2,741.67	2,525.00	216.67
Civil Defense Expenditures	670.25	307.42	362.83
Total Acct 425	670.25	307.42	362.83
Traffic Engineering Expenditures	11,200.00	390.01	10,809.99
Total Acct 426	11,200.00	390.01	10,809.99
Other Protection-1st Response	20,227.09	3,780.41	16,446.68
Total Acct 428	20,227.09	3,780.41	16,446.68
Maintenance-Shop	74,885.40	76,960.78	(2,075.38)
Paved Streets	94,724.47	37,301.68	57,422.79
Unpaved Streets	9,479.16	750.00	8,729.16
Ice and Snow Removal	2,916.67	0.00	2,916.67
Road and Bridge Equipment	130,313.16	146,295.51	(15,982.35)
Bridges, Viaducts and Grade Separations	55,591.64	2,999.64	52,592.00
Street Lighting	2,158.33	2,037.00	121.33
Total Acct 431	370,068.83	266,344.61	103,724.22
Waste (Refuse) Disposal	7,889.59	5,274.03	2,615.56
Total Acct 432	7,889.59	5,274.03	2,615.56
Historical Society	58.33	100.00	(41.67)
Total Acct 450	58.33	100.00	(41.67)
Library	3,523.34	2,011.06	1,512.28
Total Acct 451	3,523.34	2,011.06	1,512.28
Park Areas	15,545.86	20,135.67	(4,589.81)
Total Acct 452	15,545.86	20,135.67	(4,589.81)
Water Resources	583.33	1,000.00	(416.67)
Emily Waters	10,187.91	0.00	10,187.91

7/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	10,771.24	1,000.00	9,771.24
Economic Development and Assistance	743.18	0.00	743.18
Total Acct 465	743.18	0.00	743.18
Food Shelf	145.83	250.00	(104.17)
Cemetery	11,608.32	8,573.58	3,034.74
Total Acct 490	11,754.15	8,823.58	2,930.57
Total Disbursements	856,698.70	648,379.68	208,319.02
Other Financing Uses:			
Unrealized Investment Loss	3,500.00	1,050.05	2,449.95
Purchase of Investments	29,749.98	4,964.87	24,785.11
Total Acct 493	33,249.98	6,014.92	27,235.06
Total Other Financing Uses	33,249.98	6,014.92	27,235.06
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		908,950.05	
Total Disbursements and Other Financing Uses		654,394.60	
Cash Balance as of 07/31/2024		932,227.92	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/01/2024 To 07/31/2024

<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>
07/08/2024	Crow Wing County	13470	Genl&DelPropTax,FiscDisp,Sev Mineral,P&I, SpecAssessments	(07/03/2024) -	N	Current Ad Valorem Taxes	602-31010-	\$ 48,508.59
						Delinquent Ad Valorem Taxes	602-31020-	\$ 645.55
						Fiscal Disparities	602-31040-	\$ 366.53
						Severed Mineral Tax	602-31850-	\$ 16.45
						Principal on Special Assessments	602-31951-	\$ 2,124.50
								\$ 51,661.62
07/18/2024	UTILITY BILLING	13486	Sewer Charges	(07/22/2024) -	N	Rate Class I	602-37210-	\$ 1,453.82
								\$ 1,453.82
07/18/2024	UTILITY BILLING	13487	Sewer Charges	(07/22/2024) -	N	Rate Class I	602-37210-	\$ 1,841.52
								\$ 1,841.52
07/18/2024	UTILITY BILLING	13488	Sewer Charges	(07/22/2024) -	N	Rate Class I	602-37210-	\$ 1,866.47
								\$ 1,866.47
07/19/2024	UTILITY BILLING	13491	Sewer Charges	(07/22/2024) -	N	Rate Class I	602-37210-	\$ 1,977.36
								\$ 1,977.36
07/19/2024	UTILITY BILLING	13492	Sewer Charges	(07/22/2024) -	N	Rate Class I	602-37210-	\$ 1,840.79
								\$ 1,840.79
07/22/2024	UTILITY BILLING	13497*	Sewer Charges - ACH	(07/11/2024) -	N	Rate Class I	602-37210-	\$ 176.22
								\$ 176.22
07/22/2024	UTILITY BILLING	13498*	Sewer Charges - ACH	(07/12/2024) -	N	Rate Class I	602-37210-	\$ 176.22
								\$ 176.22
07/22/2024	UTILITY BILLING	13499*	Sewer Charges - ACH	(07/15/2024) -	N	Rate Class I	602-37210-	\$ 58.74
								\$ 58.74
07/22/2024	UTILITY BILLING	13500*	Sewer Charges - ACH	(07/15/2024) -	N	Rate Class I	602-37210-	\$ 176.22
								\$ 176.22

Fund Name: 602 - Sewage Collection and Disposal									
Date Range: 07/01/2024 To 07/31/2024									
Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total		
07/22/2024	UTILITY BILLING	13501*	Sewer Charges - ACH	(07/17/2024) -	N Rate Class I	602-37210-	\$ 176.22	\$	176.22
07/22/2024	UTILITY BILLING	13502*	Sewer Charges - ACH	(07/18/2024) -	N Rate Class I	602-37210-	\$ 176.22	\$	176.22
07/22/2024	UTILITY BILLING	13503*	Sewer Charges - ACH	(07/22/2024) -	N Rate Class I	602-37210-	\$ 176.22	\$	176.22
07/23/2024	UTILITY BILLING	13504	Sewer Charges	(07/24/2024) -	N Rate Class I	602-37210-	\$ 731.41	\$	731.41
07/25/2024	UTILITY BILLING	13506	Sewer Charges	(07/25/2024) -	N Rate Class I	602-37210-	\$ 550.66	\$	550.66
07/25/2024	UTILITY BILLING	13507*	Sewer Charges - ACH	(07/24/2024) -	N Rate Class I	602-37210-	\$ 352.44	\$	352.44
07/25/2024	UTILITY BILLING	13508*	Sewer Charges - ACH	(07/25/2024) -	N Rate Class I	602-37210-	\$ 176.22	\$	176.22
07/25/2024	UTILITY BILLING	13509	Sewer Charges	(07/29/2024) -	N Rate Class I	602-37210-	\$ 5.12	\$	5.12
07/29/2024	UTILITY BILLING	13514*	Sewer Charges - ACH	(07/29/2024) -	N Rate Class I	602-37210-	\$ 176.22	\$	176.22
07/31/2024	PINE RIVER STATE BANK	13524	Int CR Checking	(07/31/2024) -	N Interest Earning	602-36210-	\$ 11.77	\$	11.77
07/31/2024	Pershing	13525	Int CR MMMF and Muni Bonds	(07/31/2024) -	N Interest Earning	602-36210-	\$ 124.80	\$	124.80
07/31/2024	Pershing	13526	Unrealized Gain - Muni Bonds/CDs/Treasury Bill	(07/31/2024) -	N Unrealized Investment Gain	602-39103-	\$ 10.40	\$	10.40
Total for Selected Receipts							\$	\$	63,896.68

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/10/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/10/2024	Bond Trust Services Corporation	61552	Statements 88068,88070,88069 - City Hall, 2014 Rd Proj, Sewer Rev Bonds Prin and Int	N	Interest - Bonds	602-47210-611-	\$ 12,446.25
Total For Check 61552							\$ 12,446.25
07/10/2024	Bond Trust Services Corporation	61553	Statements 89188,89187 - 2014 Road Improvement and Sewer Rev Bonds Agent Fees	N	Fiscal Agent's Fees	602-47501-620-	\$ 475.00
Total For Check 61553							\$ 475.00
07/17/2024	MINNESOTA REVENUE	330813	State Withholding - 7/3/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 6.23
Total For Check 330813							\$ 6.23
07/17/2024	Payroll Period Ending 07/17/2024	61564	Regular Payroll - 7-3 to 7-16	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 148.95
Total For Check 61564							\$ 148.95
07/17/2024	Payroll Period Ending 07/17/2024	61568	Regular Payroll - 7-3 to 7-16	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 281.70
Total For Check 61568							\$ 281.70
07/17/2024	Payroll Period Ending 07/17/2024	61569	Regular Payroll - 7-3 to 7-16	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 53.65
Total For Check 61569							\$ 53.65
07/17/2024	CROW WING POWER	61574	Monthly - 7-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 39.55
		61574				602-49470-381-	\$ 39.27
		61574				602-49470-381-	\$ 57.68
Total For Check 61574							\$ 136.50
07/17/2024	GAMMELLO - PEARSON, PLLC	61575	100628, 100629,100630:HonsaCartway,P Z,Sewer Collection	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 52.00
Total For Check 61575							\$ 52.00
07/18/2024	PERA	330811	Retirement contributions - 7/3/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 17.23
		330811				602-49490-121-	\$ 19.88
Total For Check 61575							\$ 52.00

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/10/2024 To 07/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330811					37.11
		Total For Check					
07/19/2024	FEDERAL WITHHOLDING/ON LINE	330810	Federal Withholding - 7/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	44.08
		330810				602-49450-103-	4.82
		330810				602-49450-122-	3.91
		330810				602-49450-122-	35.72
		330810				602-49450-135-	8.36
		330810				602-49450-135-	0.91
		330810				602-49450-171-	2.43
		330810				602-49450-171-	32.09
		330810					132.32
		Total For Check					
07/23/2024	MINNESOTA REVENUE	330814	State Withholding - 7/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	26.96
		330814					26.96
		Total For Check					
07/24/2024	PERA	330812	Retirement contributions - 7/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	40.24
		330812				602-49450-121-	46.43
		330812					86.67
		Total For Check					
07/31/2024	Payroll Period Ending 07/31/2024	61585	Regular Payroll - 7-17 to 7-30	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	22.71
		61585					22.71
		Total For Check					
07/31/2024	Payroll Period Ending 07/31/2024	61589	Regular Payroll - 7-17 to 7-30	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	63.28
		61589					63.28
		Total For Check					
07/31/2024	PEOPLESERVICE, INC.	61592	Inv. PS-INV105089 - August 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,150.00
		61592					2,150.00
		Total For Check					
07/31/2024	Elan Financial Services	61601	Jul24:FireOffSup,ClerkSoftware, ParkRepMain/SmlTls, 1stRespUniforms/OffcSup,Sewer Postage	N	Sewer Utilities - Administration and General	602-49490-322-	68.92
		61601					68.92
		Total For Check					
07/31/2024	Payroll Period Ending 07/31/2024	61602	Regular Payroll - 7-17 to 7-30	N	Sewer Utilities - Administration and General	602-49490-101-	257.92
		61602					257.92
		Total For Check					

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/2024 To 07/31/2024

Date Vendor Total For Check Check #
07/31/2024 Money Market/Bonds IAD3036 61602

07/31/2024 Money Market/Bonds IAD3044
Total For Check IAD3036

07/31/2024 Money Market/Bonds IAD3044
Total For Check IAD3044

Total For Selected Checks

Description Void Account Name F-A-O-P Total

Deposit Into Money Market/Bonds N Purchase of Investments 602-49350-800- 257.92

Deposit Into Money Market/Bonds N Purchase of Investments 602-49350-800- 124.80

\$ 10.40
\$ 16,581.37

7/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Receipts:			
Current Ad Valorem Taxes	50,407.26	50,591.32	184.06
Delinquent Ad Valorem Taxes	466.67	719.05	252.38
Mobile Home Tax	1.17	0.00	(1.17)
Fiscal Disparities	46.67	366.53	319.86
Total Acct 310	50,921.77	51,676.90	755.13
Severed Mineral Tax	7.00	16.45	9.45
Total Acct 318	7.00	16.45	9.45
Principal on Special Assessments	2,187.50	2,124.50	(63.00)
Penalties and Interest on Special Assessments	131.25	0.00	(131.25)
Total Acct 319	2,318.75	2,124.50	(194.25)
Licenses & Permits	72.92	0.00	(72.92)
Public Utilities	72.92	0.00	(72.92)
Total Acct 321	145.84	0.00	(145.84)
Homestead and Agricultural Credit Aid (HACA)	1,312.50	0.00	(1,312.50)
Total Acct 334	1,312.50	0.00	(1,312.50)
Interest Earning	332.50	364.17	31.67
Total Acct 362	332.50	364.17	31.67
Rate Class I	47,249.97	48,959.03	1,709.06
Connection/Reconnection Fees	1,166.67	0.00	(1,166.67)
Penalties and Forfeited Discounts	583.33	455.55	(127.78)
Hauled Wastewater Fees	262.50	250.00	(12.50)
Total Acct 372	49,262.47	49,664.58	402.11
Total Revenues	104,300.83	103,846.60	(454.23)
Other Financing Sources:			
Unrealized Investment Gain	72.92	62.53	(10.39)
Total Acct 391	72.92	62.53	(10.39)
Sale of Investment	87.50	91.31	3.81
Total Acct 399	87.50	91.31	3.81
Total Other Financing Sources	160.42	153.84	(6.58)
Disbursements:			
Bond Principal	34,999.98	60,000.00	(25,000.02)
Total Acct 471	34,999.98	60,000.00	(25,000.02)
Interest - Bonds	14,896.87	25,537.50	(10,640.63)
Total Acct 472	14,896.87	25,537.50	(10,640.63)
Fiscal Agent's Fees	277.08	575.00	(297.92)
Total Acct 475	277.08	575.00	(297.92)
Sewer Utilities - Sanitary Sewer Maintenance	31,050.23	20,496.33	10,553.90
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	17,120.82	1,707.28	15,413.54
Sewer Utilities - Administration and General	5,614.58	5,932.01	(317.43)
Total Acct 494	53,785.63	28,135.62	25,650.01
Total Disbursements	103,959.56	114,248.12	(10,288.56)

7/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	93.33	91.31	2.02
Purchase of Investments	408.33	381.76	26.57
Total Acct 493	<u>501.66</u>	<u>473.07</u>	<u>28.59</u>
Total Other Financing Uses	<u>501.66</u>	<u>473.07</u>	<u>28.59</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		104,000.44	
Total Disbursements and Other Financing Uses		114,721.19	
Cash Balance as of 07/31/2024		<u>91,810.83</u>	

REPORT FOR EMILY CITY COUNCIL MEETING
AUGUST 12 TH, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 16 members at our last meeting
- 4 fire calls since the last meeting
- Checked all equipment / SCBA,s Washed all Trucks
- Members got things cleaned up from Emily Day

Respectfully submitted,

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

Chad Genz
Chief - Emily Fire Dept.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-36**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$ 5,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-36	Firemen's Equipment Fund

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

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

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

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

Adopted by the City Council of Emily, Minnesota this 12th day of August 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Firemens Relief Association	License Number: 02215
--	-----------------------

Address: PO Box 163	City/State/Zip: Emily, MN 56447
---------------------	---------------------------------

1. Amount of proposed lawful purpose expenditure: \$5,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

City fire equipment fund donation approved by membership 7/23/2024.

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

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	<u>07/31/24</u>
Chief Executive Officer's Signature	Date
<u>Jon Chmielecki</u>	<u>218 851-7408</u>
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$5,000.00. Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
 - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
 - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
 - Water quality testing**—MPCA approves the surface water quality testing project.
 - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: 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
<u>Tracy Jones</u>	<u>Mayor</u>
Print Name	Title

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



Monthly Report

~~08/02/2024~~

08/12/2024

	July	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin	Tabby
Calls	11	7	5	1	5	3	2	2	5	4	0	N/A
Meeting	1	1	1	0	1	1	1	0	1	1	0	0
Trainings	0	0	0	0	0	0	0	0	0	0	0	0
Quarterly	0	0	0	0	0	0	0	0	0	0	0	
Year call	64	31	26	11	20	19	18	8	33	40	4	
Total												

Our meeting was held on August 6th. With all but 1 in attendance. In the month of July, we had 11 calls, and no Trainings This month. Tabby Foster has passed all her classes and is all geared up and is able to respond now. Emily Day went well. We had a sign up for the softball tournament. Andy came and talked about the ordinance that is to be passed. We have 4 trainings in the month of august. 2 on OB and delivering a baby, a Quarterly Education From CRMC, and an extraction/ car accident training with the fire department. We reviewed calls and equipment and supplies.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-32**

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	\$801.25

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-32	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: \$801.25 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 12th day of August 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

2024 Softball Tournament
First Responders

Sales 2,022

Expenses:

Dollar General	75.98	} → Paid out of sales to reimburse Cary
Costco	63.96	
Walmart	62.62	
Costco	42.94	
Holiday (Propane)	11.02	
Lake Country	28.98	
MN Joint UW Assoc	125	
Dahlheimer Beverage	810.25	
Subtotal	<u>1,220.75</u>	
Net Income	801.25	



Date: July 22, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: June 2024

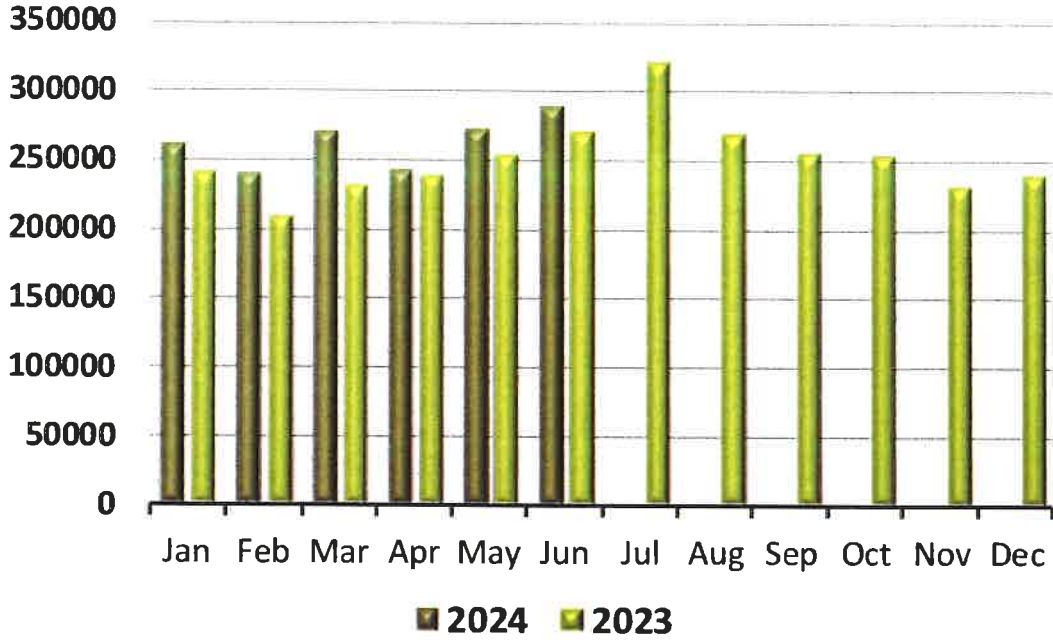
Wastewater Operation & Maintenance

- Lift Station Checks were performed weekly on-site, and daily via the internet. Daily flow numbers are recorded onsite to verify pump efficiency.
- No pond discharge (s) this month.
- All monthly reports submitted to MPCA on time, the facility is operating as designed or better.
- Flow is 23.3% of design. Average daily flow is 9,683 gallons per day. Design flow is 41,600 GPD.
- Quarterly influent samples were taken.
- Started this month to transfer from the primary ponds to pond #3. In July, we plan to discharge to the RIBs.

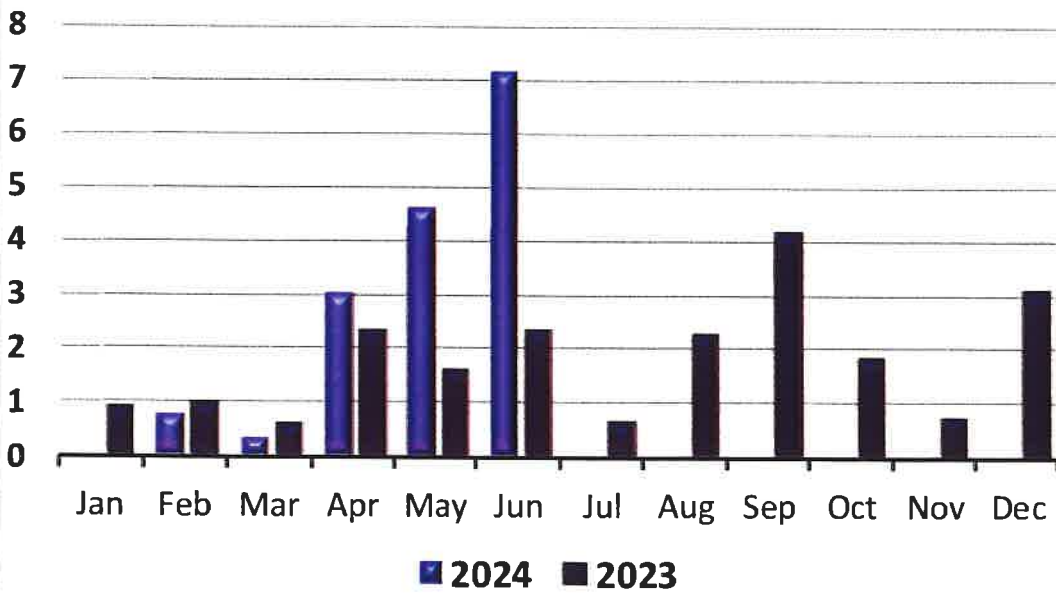
Wastewater		June-24	May-24	June-23
CBOD				
CBOD Influent	mg/L	193	0	346
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	79	0	121
TSS Effluent	mg/L	0	0	12
pH				
pH Influent Maximum	SU	7	0	7
pH Effluent Maximum	SU	0	0	7
pH Effluent Minimum	SU	0	0	7
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	<.200
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	3
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	6.41
Chloride				
Chloride, Total Effluent	mg/L	382	0	184
Influent Flow				
Influent Flow Monthly Average	gallons	9,683	8,823	9,036
Influent Flow Monthly Maximum	gallons	12,550	12,240	14,340
Influent Flow Monthly Total	gallons	290,518	273,518	271,100
Precipitation Monthly Total	inches	7	5	2
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	81,027
Effluent Flow Monthly Total	gallons	0	0	648,216
Effluent Flow Year to Date Total	gallons	0	0	2,829,156



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



SERVICE INFORMATION

Service ID: 455022
Service Type: Submit DMR
Created On: 07/17/2024

Minnesota Pollution Control Agency

Discharge Monitoring Report Form

Agency Interest
83904 - Emily WWTP

Permit Number
MN0067628

Monitoring Period
06/01/2024 - 06/30/2024

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	Units	Minimum	Average	Maximum			
BOD, Carbonaceous 05 Day (20 Deg C) 80082 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	193 REPORT calendar quarter maximum	once per quarter once per quarter	4-Hour Flow Composite 4-Hour Flow Composite	
Flow 50050 Modification # 0	Result ***** Limit *****	.29 REPORT calendar month total	Mgal Mgal	***** *****	.01 REPORT calendar month average	REPORT calendar month maximum	once per day once per day	Measurement, Continuous Measurement, Continuous	
pH 00400 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	6.9 REPORT calendar quarter maximum	once per quarter once per quarter	Grab Grab	
Precipitation 00193 Modification # 0	Result ***** Limit *****	7.13 REPORT calendar month total	in in	***** *****	***** *****	***** *****	once per day once per day	Measurement Measurement	
Solids, Total Suspended (TSS) 00530 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	79 REPORT calendar quarter maximum	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 *****	***** *****	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
Flow 50050 Modification # 0	Result ***** Limit *****	<=15,184 calendar year to date total	Mgal Mgal	***** *****	***** *****	***** *****	once per month once per month	Calculation Calculation	
Flow 50050 Modification # 0	Result ***** Limit *****	REPORT calendar month total	Mgal Mgal	***** *****	REPORT calendar month average *****	REPORT calendar month maximum *****	once per day once per day	Measurement, Continuous Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average *****	***** *****	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average *****	***** *****	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average *****	***** *****	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	
pH 00400 Modification # 0	Result ***** Limit *****	***** *****	***** *****	REPORT calendar month minimum *****	***** *****	***** *****	once per month once per month	Grab Grab	
Solids, Total Suspended (TSS) 00530 Modification # 0	Result ***** Limit *****	***** *****	***** *****	***** *****	REPORT calendar month average *****	***** *****	once per month once per month	4-Hour Flow Composite 4-Hour Flow Composite	

Comment :

Attachments

Attachment Type	Uploaded Filename
Pond Observations	Pond Observations 6 -24.xls

Electronic Signature

Signator: Leland Bundy
Signator ID: LBOPERATIONSPECIALTIES2
Challenge/Response Question: In what city were you married?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 07/17/2024 07:19

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: 07/17/2024

Submission

Date/Time of Submission: 07-17-2024 07:19:35 AM

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

WASTEWATER TREATMENT
 DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2024-06-01	2024-06-30

FROM:

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):

PARAMETER	QUANTITY			CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT REQ	*****	*****	SAMPLE VALUE PERMIT REQ	*****	*****				
BOD, Carbonaceous 05 Day (20 Deg C) 80082		*****	*****	*****	*****	193	mg/L	once per quarter	4-Hour Flow Composite	
Flow 50050		*****	.29	*****	*****	.013	mgd	once per day	4-Hour Flow Composite	
pH 00400		*****	*****	*****	*****	6.9	SU	once per day	Measurement, Continuous	
Precipitation 00193		*****	7.13	*****	*****	*****		once per quarter	Grab	
Solids, Total Suspended (TSS) 00530		*****	*****	*****	*****	79	mg/L	once per day	Measurement	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMITEE
NAME/ADDRESS:
Emily city of
21.236 2nd St
Emily, MN 56447

PERMIT #	LIMIT STATUS	FORMER #
MND067628		
MONITORING PERIOD		
YEAR MO DAY	YEAR MO DAY	
2024-06-01	2024-06-30	

FROM:

TO:

X

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

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

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

COMMENTS:

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: June Year: 2024

Type of Pond (Aerated, Primary, Secondary, etc.)	Pond: Primary 1					Pond: Primary 2					Pond: Secondary 1				
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th
1. Date of observation (mm/dd/yyyy):	6/4/2024	6/10/2024	6/18/2024	6/26/2024	6/26/2024	6/4/2024	6/10/2024	6/18/2024	6/26/2024	6/26/2024	6/4/2024	6/10/2024	6/18/2024	6/26/2024	6/26/2024
2. Odor (Yes or No):	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
3. Aquatic plants (% of coverage, type):	0%	0%	0%	0%	0%	25%	50%	25%	25%	0%	20%	60%	15%	15%	
4. Floating mats (% of coverage, type):	no	no	no	no	no	no	no	no	no	no	no	no	no	no	
5. Water depth (inches):	62	48	32	59	59	62	48	32	59	36	64	29	57		
6. Muskrats, rodents, etc. (Yes or No):	no	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	ok	ok	
8. Ice cover (% of coverage):	0%	0%	0%	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

Comments:

Transferred from p2 to pond 3, then releaved pond 1 and 2.



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

August 7, 2024

Mayor and City Council
City of Emily

**RE: August Council Report
City of Emily Planning and Zoning Report**

Mayor and City Council:

First of all, I would like to say “Thank You” for the warm welcome. It has been a joy for me to come to Emily every Tuesday. Your staff is very bright, helpful, and knowledgeable.

We have reviewed a number of applications, undertook a few site visits, and met in our office with numerous citizens. The Planning Commission met both in July, and in August. The chief topic of discussion has been on the Cannabis Ordinance. The ordinance subcommittee has met twice and is making progress on having a “draft” ready for the Planning Commission to review in September, at which time they may call for a Public Hearing for October, with possible City Council review or action in October as well.

At the August Planning Commission meeting the Planning Commission reviewed (for purposes of compatibility to the comprehensive plan) two separate land purchases or sell issues. The Planning Commission is making a recommendation to the Council to move forward with the land purchase of PID 21340552 & 21340553. The Planning Commission is making a recommendation to not sell the ROW Fire Lane access on Wood Lake. Both of these will be on the City Council agenda for discussion and action.

I do not plan to attend your upcoming meeting. If you have any questions or concerns, contact me at 218-541-5511 or by email at steve.jones@sourcewell-mn.gov.

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

Sincerely,

Steve Jones
Senior Community Development Administrator,
Sourcewell

Planning Commission: August 6, 2024 (6:00 PM) *Review of Compatibility with Comprehensive Plan*

City Council Date: August 12, 2024 (6:00 PM) *Consideration of Resolution for Acquisition*

Agenda Item for Purchase of Property from Private Owners

Topic: Discussion and Consideration of Compatibility of Land Purchase with Comprehensive Plan (Planning Commission) and Resolution Considering Possible Land Acquisition (City Council)

Proposed By: Citizen (Landowner)

Description: The city was approached by a landowner who has lots for sale within an area that is surrounded by city property. There appears to be three (3) lots in the area owned by private parties, two (2) of the lots are owned by a husband/wife. The lots have been used by the city (storage of materials). One of the landowners approached the city and is asking if the city council is interested in acquiring these two (2) lots.

The County Estimated Market Value for each lot is \$2,700 (2024). The landowner has offered them at the price of \$3,000 each (\$6,000). They are also asking the city to provide all closing costs, estimated by staff at another \$2,000.

Recommendation by Staff: Take action as desired. The Planning Commission should review for compatibility with Comprehensive Plan and A DRAFT Resolution is attached if the City Council would like to proceed.

Other Options: Take no action, table action, or let the owners know the city is not interested at this time.

Legal Issues: The City Council has the authority to acquire land for numerous city purposes. If the City Council would like to go forward, and the Planning Commission has concurred, a Resolution is attached with the following conditions and/or findings:

- 1) The City Council has reviewed the price and found it to be fair and compatible with the County Estimated Market Value. (\$6,000 plus closing/attorney costs)
- 2) The property is attached to or surrounded by other city owned property and can be used or combined by the city for present and future uses.
- 3) The Planning Commission and City Council finds that the property is compatible with the Comprehensive Plan and there are no Comprehensive Plan restrictions, conditions or requirements.
- 4) The City Clerk is authorized to proceed forward with the purchase if the following conditions are met:

- a) The City Attorney will draft a Purchase Agreement and send it to the property owners for approval.
- b) Once the Purchase Agreement is completed and approved by all parties, the City Attorney or their designee will undertake a successful title search to ensure proper ownership of the lots, that no taxes are owed (or will be paid before the sale is completed), that there are no liens against the property, and that the city will have clear title to the property.
- c) The City Attorney will undertake and complete the closing on the property.

Financial Impact: \$6,000 (lots) + \$2,000 (estimated legal cost) for a total estimated cost of \$8,000 to acquire these two lots. The city has funds in the amount of \$34,000 available in their Future City Development Fund that could be used for this purchase if the City Council so desires.

Attachments:

- 1) Proposed Resolution
- 2) State Statutes
- 3) Email from Property Owner and Notes
- 4) Property Search for EMV
- 5) Maps of Site
- 6) LMC Information Memo

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

RESOLUTION NO. 24-35

**A RESOLUTION APPROVING THE PURCHASE OF PROPERTY
WITHIN THE CITY LIMITS OF THE CITY OF EMILY**

WHEREAS, The City Council has been approached by a property owner about the possible acquisition of their property within the City Limits of Emily; and,

WHEREAS, State Statutes and City Ordinance allow for the acquisition of property; and,

WHEREAS, the property ID's for the proposed lot acquisition are Crow Wing County Parcels #21340552 and #21340553, owned by Andrew and Pennie Plesnicar, Otsego, MI, also described as Lot 18 and Lot 19, Block 11, City of Emily.

WHEREAS, the City Council makes the following findings and conditions of approval:

- 1) The City Council has reviewed the price and found it to be fairly priced and compatible with the County Estimated Market Value for 2024 (\$6,000 total price plus closing/attorney costs).
- 2) The property is attached to or surrounded by other city owned property and can be used or combined by the city for present and future uses.
- 3) The City Council finds that the property is compatible with the Comprehensive Plan and there are no Comprehensive Plan restrictions, conditions or requirements. The Planning Commission has reviewed the sale and also finds it compatible with the Comprehensive Plan.
- 4) The City Clerk is authorized to proceed forward with the purchase if the following conditions are met:
 - a) The City Attorney will draft a Purchase Agreement and send it to the property owner for approval.
 - b) Once the Purchase Agreement is completed and approved by all parties, the City Attorney or their designee will undertake a successful title search to ensure proper ownership of the lots, that no taxes are owed (or that they will be paid before the sale is completed), that there are no liens against the property, and that the City will have clear title to the property.
 - c) The City Attorney will undertake and complete the closing on the property.

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

The City of Emily City Clerk is herewith directed and authorized to take the appropriate actions as listed to complete the property acquisition.

Passed by the City Council of Emily, Minnesota this ____ day of _____, 2024.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

462.356 PROCEDURE TO EFFECT PLAN: GENERALLY.

Subdivision 1. Recommendations for plan execution. Upon the recommendation by the planning agency of the comprehensive municipal plan or sections thereof, the planning agency shall study and propose to the governing body reasonable and practicable means for putting the plan or section of the plan into effect. Subject to the limitations of the following sections, such means include, but are not limited to, zoning regulations, regulations for the subdivision of land, an official map, a program for coordination of the normal public improvements and services of the municipality, urban renewal and a capital improvements program.

Subd. 2. Compliance with plan. After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.

History: 1965 c 670 s 6

412.211 GENERAL STATUTORY CITY POWERS.

Every city shall be a municipal corporation having the powers and rights and being subject to the duties of municipal corporations at common law. Each shall have perpetual succession, may sue and be sued, may use a corporate seal, may acquire, either within or without its corporate limits, such real and personal property as the purposes of the city may require, by purchase, gift, devise, condemnation, lease or otherwise, and may hold, manage, control, sell, convey, lease, or otherwise dispose of such property as its interests require. The powers listed in this act are not exclusive and other provisions of law granting additional powers to cities or to classes of cities shall apply except where inconsistent with this chapter.

History: 1949 c 119 s 28; 1973 c 123 art 2 s 1 subd 2

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

Fwd: Proposal for Purchase of Lots

Pennie Plesnicar <andypennie61@gmail.com>

Fri 6/21/2024 1:19 PM

To: zoning@emily.net <zoning@emily.net>

Hello Sue,

I found your name and email address on the City of Emily website. I wonder if you might be able to point me in the right direction regarding the email below? Is there someone with the city who might be the appropriate person to begin this dialog? Thank you for any help you can provide.

Sincerely,

Pennie Plesnicar
803 Bardeen Ct
Otsego, MI 49078
PH: 269-694-1616
andypennie61@gmail.com

EMV (2023/2024)
\$2,700 X 2
(next year \$4,300)
(\$6,000 offer)

1) Future City Dev.
Fund
(\$34,000)

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

From: **Pennie Plesnicar** <andypennie61@gmail.com>

Date: Fri, May 24, 2024 at 8:30 AM

Subject: Proposal for Purchase of Lots

To: <mayor.tracyjones@cityofemily.com>

Dear Mayor Jones,

I hope this message finds you well. My name is Pennie Plesnicar, and I am writing to discuss a matter regarding two lots I purchased in the City of Emily, Minnesota, in the 1960s. These lots are currently located in an area now owned by the city, with the city holding surrounding properties.

The property IDs are 21340552 and 21340553.

Over the years, I have diligently paid taxes on these lots, which are currently assessed at \$2,700 each. Given the city's significant interest in the surrounding area, I wanted to inquire if the City of Emily would be interested in purchasing these two lots from me.

6/25/24, 11:52 AM

Mail - cityinfo@emily.net - Outlook

I believe this could be a mutually beneficial arrangement, as it would consolidate the city's ownership of the entire area and potentially support any future development plans.

Please let me know if there is interest in this proposal or if further discussions are required. I am open to negotiating a fair price for these lots that aligns with current market conditions and the city's budget considerations.

Thank you for your time and attention to this matter. I look forward to your response.

Sincerely,

Pennie Plesnicar
803 Bardeen Ct
Otsego, MI 49078
PH: 269-694-1616
andypennie61@gmail.com

Home Property Records Contact Us

Parcel ID: 21340552
PLESNICAR, ANDREW ETUX

1 of 1

Values History

Property Values & Taxes by Year

Asmt Year	Pay Year	EMV Land	EMV Bldg	EMV Total	TMV	Tax	Special Assessment	Total Tax & SA
2024	2025	4,200	0	4,200	4,200			
2023	2024	2,700	0	2,700	2,700	18	0	18
2022	2023	1,700	0	1,700	1,700	12	0	12
2021	2022	1,200	0	1,200	1,200	10	0	10
2020	2021	1,400	0	1,400	1,400	14	0	14
2019	2020	1,300	0	1,300	1,300	12	0	12

Actions

- Neighborhood Sales
- Printable Summary
- Printable Version

Reports

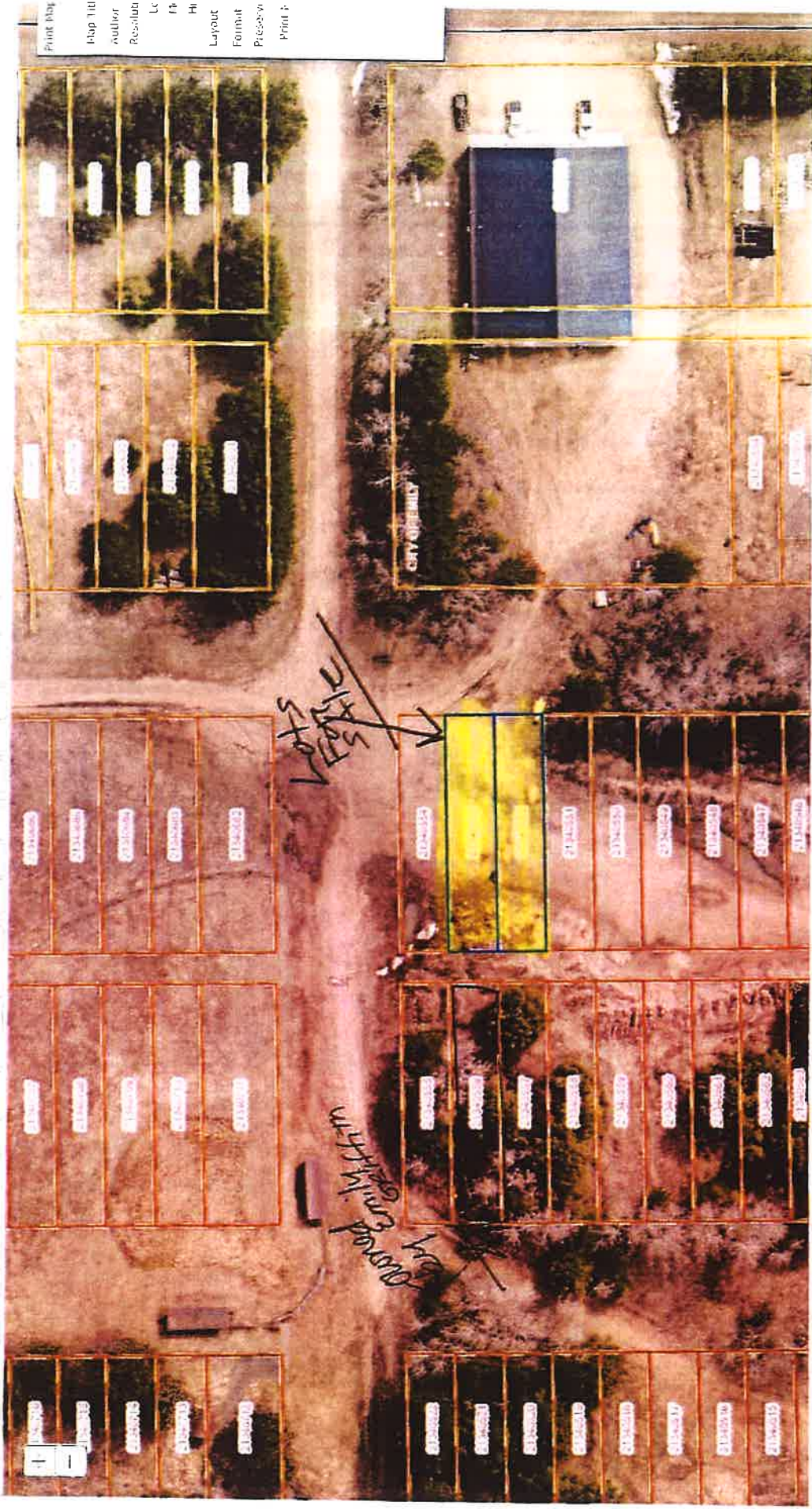
- Valuation Notice
- Field Card
- Tax Statement
- Truth in Taxation

Property Values Details

Asmt Year	Pay Year	Class	LP	Rec #	EMV Land	EMV Bldg	EMV HGA	New Construction	EMV Total	TMV Land	TMV Bldg	TMV Total
2024	2025	151		1	4,200	0	0	0	4,200	4,200	0	4,200
2023	2024	151		1	2,700	0	0	0	2,700	2,700	0	2,700
2022	2023	151		1	1,700	0	0	0	1,700	1,700	0	1,700
2021	2022	151		1	1,200	0	0	0	1,200	1,200	0	1,200
2020	2021	151		1	1,400	0	0	0	1,400	1,400	0	1,400
2019	2020	151		1	1,300	0	0	0	1,300	1,300	0	1,300

Links

- Homestead Application
- Paying Your Property Taxes



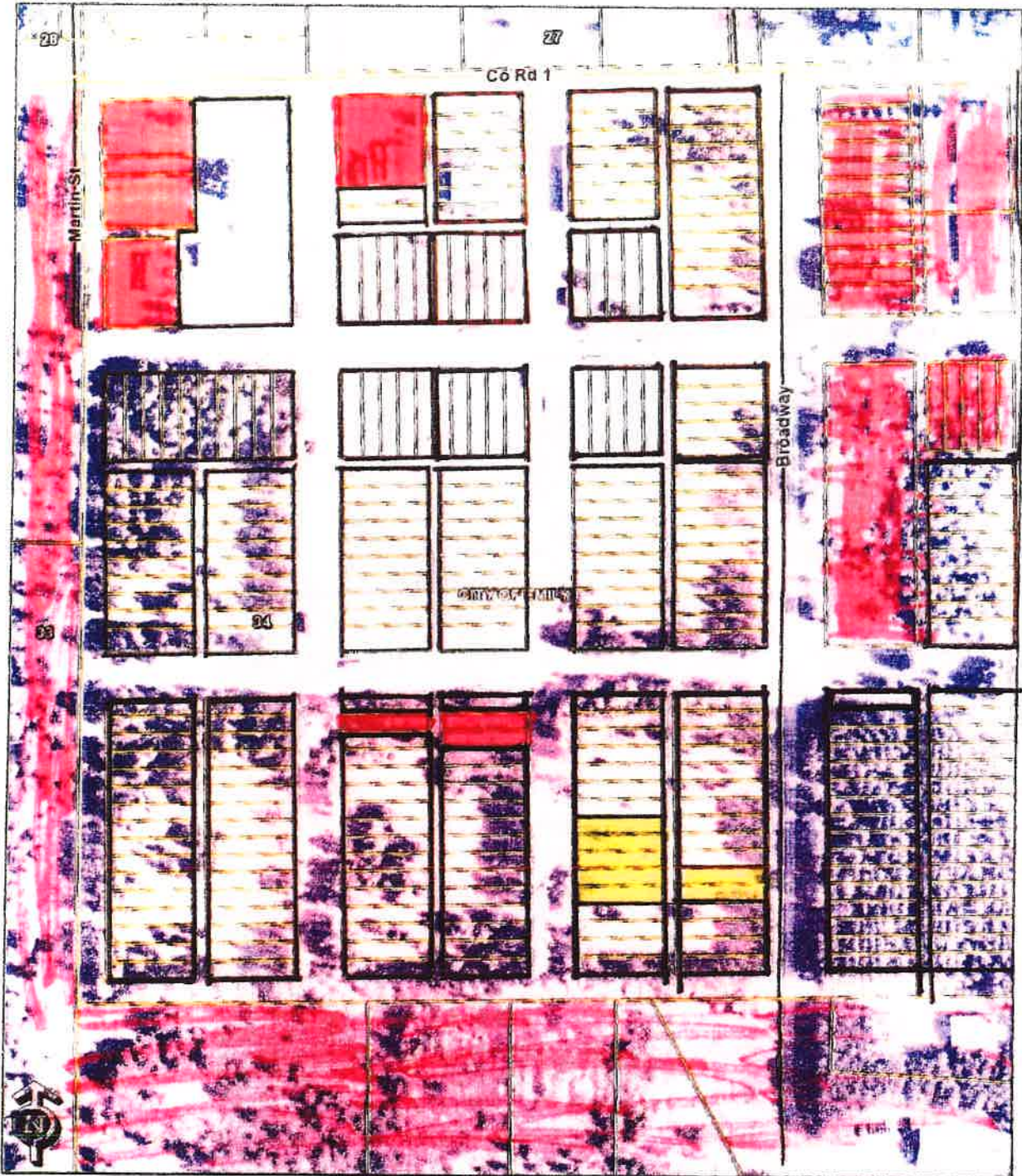
- Print Map
- Map Title
- Author
- Resolution
- Lc
- Fh
- Hh
- Layout
- Format
- Preview
- Print P

2 Items

PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNNAME	OWADR1	OWADR2	OWADR3
21-00001							
21-00002							
21-00003							
21-00004							
21-00005							
21-00006							
21-00007							
21-00008							
21-00009							
21-00010							
21-00011							
21-00012							
21-00013							
21-00014							
21-00015							
21-00016							
21-00017							
21-00018							
21-00019							

County - Tax Forfeited
City of Emily

Property



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

Date: 11/14/2018 Time: 1:25:09 PM



INFORMATION MEMO

Purchase and Sale of Real Property

Understand the statutory authority of cities to acquire and dispose of real estate, including by sales, purchases, and alternatives such as gifts, leases, dedication, contract for deed, lease-purchase and others. Be alert to common issues in transactions such as environmental considerations, deed restrictions, trust land, permissions to buy and sell, and more.

RELEVANT LINKS:

[Minn. Stat. § 412.211](#)

[Minn. Stat. § 465.29](#)

[Minn. Stat. § 412.221, subd. 2. See Part I - I - Contracts for deed.](#)

I. Acquisition of land

All statutory cities have authority to acquire real estate for various purposes. These cities may acquire real property either within or outside their corporate limits. Statutory cities may acquire real estate in any of the following ways:

- **Purchase.** A city can acquire the title to land by simply buying it.
- **Gifts of land.** A city can accept gifts of land.
- **Dedication.** A city can require developers to dedicate land for parks, streets, and utility purposes as a condition of subdivision approval.
- **Devise.** A city may receive real estate by bequest in a will.
- **Eminent domain (condemnation).** This is a required sale of land to a government entity for public use or public purpose.
- **Tax-Forfeiture.** A city may acquire tax-forfeited land through outright purchase for the land's appraised value or may acquire the land at no cost if the city agrees to use the land for a public purpose.

Most often cities acquire real estate through an outright purchase of all the rights and title to a specific parcel. This type of purchase is known as a purchase of fee simple rights and is represented by a deed document. However, cities can also acquire other types of interest in land using:

- **Contract for deed.** A city can purchase real property using a contract for deed if certain conditions are met.
- **Lease-purchase.** A city can rent real estate with the option to buy.
- **Leases.** A city can acquire an interest in real estate through rental agreements.
- **Easements.** A city may acquire easements over property for such things as streets and utilities. Sometimes these easements are acquired by purchase or condemnation; other times the owner of the property may give them to a city.

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. § 419.33](#)

[Minn. Stat. § 412.211](#)

[Minn. Stat. § 117.52](#),
See Part I - E - *Eminent domain*.

[Minn. Stat. § 13D.05, subd. 3](#),
See Part III - I - *Open Meeting Law*.

[Minn. Stat. § 465.03](#).

[Minn. Stat. § 465.03](#). Also see Part III - A - *Environmental, Housing and Redevelopment Authority of City of South St. Paul v. United Stockyards Corp.*, 309 Minn. 331244 N.W.2d 275 (1976).

[Minn. Stat. § 500.20, subd. 2a](#),
Hiller v. County of Anoka, 529 N.W.2d 426 (Minn. Ct. App. 1995).

- **Use Deed.** When a city acquires tax-forfeited property at no cost, the use of the land will be restricted to specific public purposes specified in the deed document for a specified period of time. When a city ceases to use the land for the specified purposes, the land may revert to the state of Minnesota.

Home rule charter cities may have special requirements in their charters related to the acquisition of real property. These cities should check their charters for additional restrictions that may apply to them. If a charter is silent in this area, the city may follow the same rules that apply to statutory cities.

A. Purchase

Statutory cities have the power to purchase real property within or outside of their corporate limits. Home rule charter cities generally have similar authority in their charters.

A city may have a responsibility to pay relocation costs to persons who are displaced from their homes, farms, or businesses as a result of the purchase. Relocation costs may be required apply even when the eminent domain process is not used to acquire a parcel. In recognition of the need to provide relocation benefits, most cities include a waiver in the final contract indicating whether these costs have been included in the price or if the sale is a negotiated one.

If a city is developing an offer or counteroffer to purchase real property, it may close a meeting to discuss the offer or counteroffer.

B. Gifts of land to cities

Any city may accept a grant or devise of real property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. In order to accept a gift of real property a city council must adopt a resolution by two-thirds majority of the entire council accepting the property and any recognizing any terms of the acceptance.

Before accepting a grant of land, a city should carefully consider whether it can comply with any conditions of the grant. For example, a city could not agree to use the property for religious or sectarian purposes. Additionally, a city should investigate the history of the land to ensure it is not contaminated before accepting such a gift.

The Minnesota Supreme Court has held that the language in a deed that donating property to a city and limiting the use to municipal or park purposes automatically expired 30 years after the date of the conveyance.

RELEVANT LINKS:

See Part IV - *Real estate professionals*.

[Minn. Stat. § 282.01, subd. 1](#)

[Minn. Stat. § 282.01, subd. 1a\(b\)](#)

[Minn. Stat. § 282.01, subd. 1a\(e\)](#)

2. Land values

The value of real estate is not always obvious. When considering a land purchase, a city may want to check the following:

- The property's value for the most recent property tax levy.
- The property's value for the most recent special assessment.
- The value that the land and its buildings (if any) are insured for fire damage, etc.
- Any recent occurrences that could affect the land's value, such as new neighboring land developments or contamination.

In addition to considering these elements, a city should also have the land professionally appraised. (Section IV of this memo discusses appraisers).

F. Tax Forfeiture

Land held by private parties may be forfeited to the state due to failure to pay property taxes. When this occurs, state law recognizes that some lands in public ownership should be retained for the benefit of the public while other lands should be returned to private ownership. Reflecting this understanding, tax-forfeited land is classified in two ways – either as conservation land or non-conservation land when it is obtained by the state.

1. Land classified as non-conservation land

Cities may obtain tax-forfeited land classified as non-conservation land in two ways. Cities may:

- Pay the appraised value of the land and receive full, clear title to the land.
- Receive the land for free for certain specified uses with an agreement that the lands may only be used for a specified public use for a certain amount of time.

Cities may obtain land for free land designated as non-conservation land for the following specified uses:

- a road, or right-of-way for a road.
- a park that is both available to, and accessible by, the public that contains amenities such as campgrounds, playgrounds, athletic fields, trails, or shelters.
- trails for walking, bicycling, snowmobiling, or other recreational purposes, along with a reasonable amount of surrounding land maintained in its natural state.

Exhibit-8-b

Planning Commission: August 6, 2024 City ROW-Fire Lane Access to Wood Lake

City Council Date: August 12, 2024-Recommendation to council to consider Fire Lane a valuable asset for the City

Topic: Matt Anderson approached the city with a request to purchase the city's ROW north of his property off of Wood Lake Blvd. The parcel of land is owned by the city as a fire lane for access to Wood Lake. Per the Fire Chief, this land is a valuable asset for the city and selling this property would prevent access to the lake in case of fire. The fire department has plans to mow the property with a brush hog and install a dry hydrant for water access from Wood Lake.

Planning Commission Action: The Planning Commission should make a recommendation to the City Council on which action they should consider.

- No action
- table action
- let Matt Anderson know the city is not interested in selling the property.

clerk@emily.net

From: zoning@emily.net
Sent: Monday, July 29, 2024 3:38 PM
To: 'Matt Anderson'
Cc: clerk@emily.net
Subject: RE: 11818 Wood Lake Blvd

Hi Matt,

The land that you're inquiring about is part of the City of Emily right of way and would be handled through the city not planning & zoning. I will forward your email to the city Clerk and she will get back to you regarding your question. Thank you,

Sue Fahrendorff

Zoning Clerk

Office Hours: M-W 8-4:30; Th 8-12



**39611 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
zoning@emily.net**

www.cityofemily.com

Projecting Positive Change

From: Matt Anderson <mattanderson0202@gmail.com>
Sent: Monday, July 29, 2024 2:37 PM
To: zoning@emily.net
Subject: 11818 Wood Lake Blvd

Hello,

I own the property at 11818 Wood Lake Blvd. I acquired it from my late father. The parcel ID is 21060565. I'm inquiring about the fire lane property north of my lot and would like to purchase. Can you advise the status of that property?

Thanks,

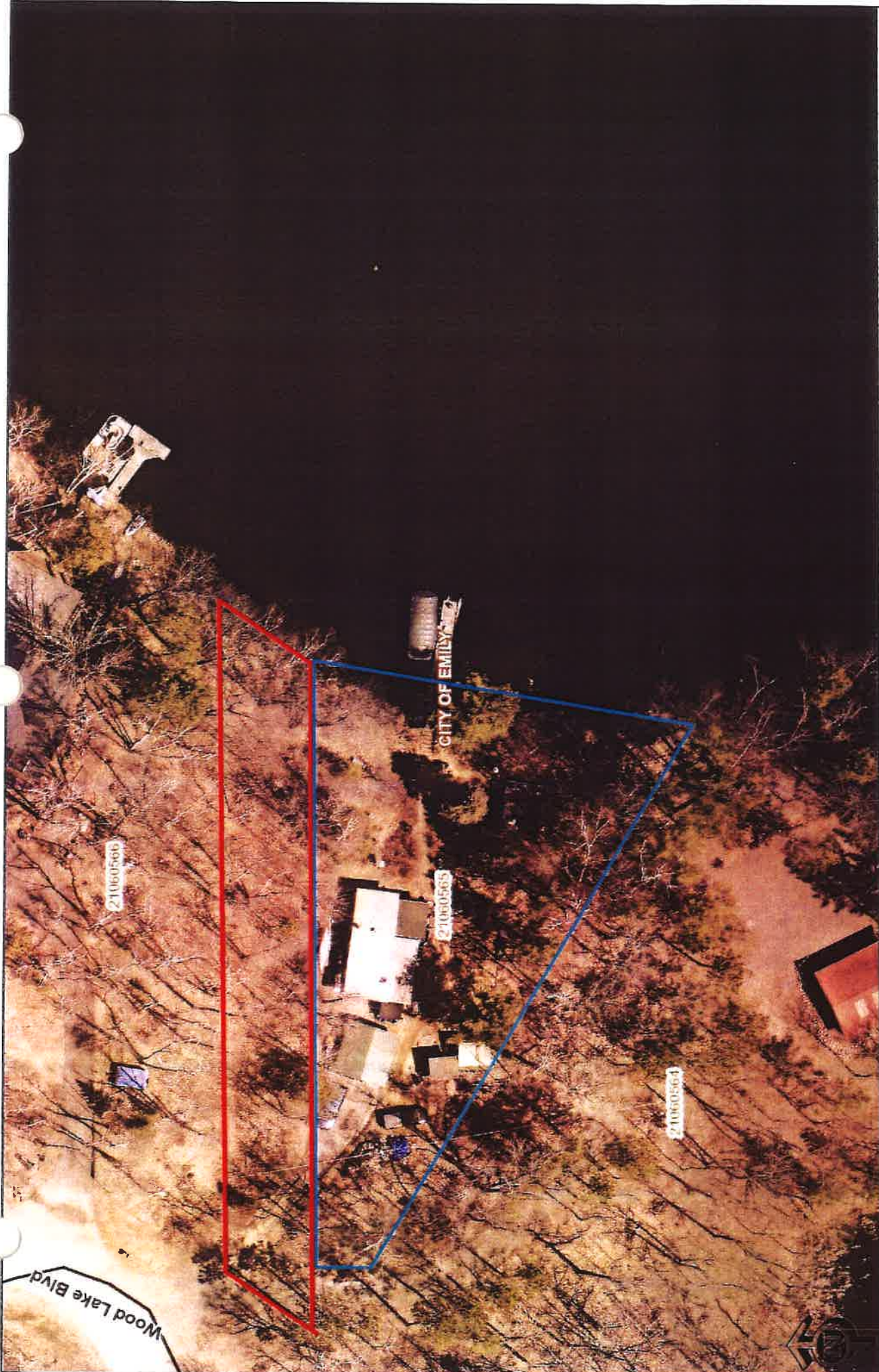
Matt Anderson
651-246-5781



City ROW

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

Date: 7/30/2024 Time: 10:02 AM



11818 Wood Lake Blvd

Date: 7/30/2024 Time: 10:01 AM

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

2024 Permits--Emily Planning and Zoning

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

24-10	3/4/2024	3/6/2024	21090551	St. Martin	Mike & Amy	20152 Clearwater Dr.	Land Use Permit	Construct a 36'X36' (1,296 SqFt) Dwelling with 36'X36'(1,296 SqFt) attached garage	\$550.00	SR	
24-11	3/12/2024	3/19/2024	21340895	Bemis	Richard	39892 Lake St	Land Use Permit	Paver Patio with Firepit 452 SqFt	\$150.00	SR	
24-12	3/13/2024	3/19/2024	21170537	Rief	Mike & Bridget	19289 Blue Lane E	Land Use Permit	Construct a 40'X60' (2,400 SqFt) Accessory Structure	\$400.00	NR	
24-13	3/13/2024	3/19/2024	21170585	Slye	Brad & Sharon	42887 Blue Lane W	Land Use Permit	Construct a 60'X104' (6,240 SqFt) Accessory Structure	\$400.00	NR	
24-14	3/18/2024	3/19/2024	21250526	Adamsheck	Jeff	23252 South Shore Drive	Land Use Permit	Construct a 14'X24' (336 SqFt) Patio	\$150.00	SR	
24-15	3/15/2024	3/19/2024	21150522	Bute	Jeffrey	42144 State HWY 6	SSTS Permit	Install a Pressure Bed/Trench Septic System; Type 1, 600 GPD, 1500 Gallon Tank	\$260.00	HMU	Denied over the 50' limit.
24-16	4/4/2024	4/9/2024	21080563	Rief	Mike	19632 Bue Lake Road	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-18	04/08/24	4/9/2024	21260526	DiGiovanni	Nathan	40340 E Emily Dr.	Land Use Permit	(288 SqFt) deck attached to existing home	\$150.00	NR	
24-19	4/9/2024	4/9/2024	21270692	Barrett	Dan	20962 County Rd 1	Land Use Permit	Install a wooden privacy fence	\$60.00	DMU	
24-20	4/9/2024	4/9/2024	21280505	Roden	Pam	40025 Evergreen Dr.	Land Use Permit	Construct a 10'X12' (120 SqFt) Accessory Structure	\$75.00	NR	Yes 7/30/2024
24-21	4/11/2024	4/15/2024	21250531	ABRA Landscaping- Corey Ledin	Peter & Patricia	23122 S Shore Drive	Land Use Permit	Patio 12'X45' & Retaining Wall repair	\$60.00	SR	
24-22	4/11/2024	4/12/2024	21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-23	4/22/2024	4/22/2024	21260571	Ronayne	Brian	40107 E Emily Dr	Camper Land Use Permit	Annual Camper Permit	\$25.00	SR	NA
24-24	4/29/2024	4/30/2024	21340894	Anderson	Mike & Robyn	39870 Lake St	Land Use Permit	Installing stairs to the lake	\$60.00	SR	
24-25	5/6/2024	5/14/2024	21220538	Carlton Construction	Brosch Family Cabin	41987 Birchwood Dr	Land Use Permit	Construct a 30'X30' (900 SqFt) Accessory Structure	\$250.00	SR	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N

24-26	5/6/2024	5/14/2024	21250524	Porter	Robert & Dionne	23280 S Shore Dr	Land Use Permit	Remove existing boardwalk and replace with a new 5'X85 boardwalk	\$60.00	SR	
24-27	5/8/2024	5/9/2024	21030564	Lerach	Steve	21527 S Smokey Hollow Rd	SSTS Permit	Install a Type I Pressure Bed/Trench Pump Design ; 300 GPD, 1,500 Tank System	\$260.00	SR	YES-6/3/2023 Greg Kossan
24-28	5/6/2024	5/7/2024	21260585	Fahrendorff	Mark & Sue	40449 E Emily Dr	Land Use Permit	Construct a 9'X13' (117 SqFt) addition to existing deck.	\$75.00	SR	
24-29	5/16/2024	5/22/2024	21030530	Christian	Eric	44764 Twilight Ct, Outing, MN 56662	Land Use Permit	Construct a 30'X48' (1,440 SqFt) accessory structure	\$400.00	RP	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-30	5/20/2024	5/22/2024	21080566	Diana D. Thomas Trust	Mary T. Hanson	19604 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-31	5/21/2024	5/22/2024	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Dr	Land Use Permit	Construct 3 decks- Covered Deck 8'X26' (208 SqFt); Entry Deck 8'X8' (64 SqFt); Patio Deck 10'X12' (120 SqFt)	\$150.00	NR	
24-32	5/23/2024	5/28/2024	21190537	Shermock	Arno	41153 Woodpecker Point Rd	Land Use Permit	Construct a 50'X40' (2,000 SqFt) Accessory Structure	\$400.00	SR	
24-33	5/29/2024	6/4/2024	21190521	Barto	Derek and Sarah	41299 Woodpecker Point Rd	Land Use Permit	Construct a 32'X32' (1,024 SqFt) and 48'X30' (1,440 SqFt) Accessory Structures	\$400.00	SR	
24-34	5/30/2024	6/4/2024	21030519	Excelsior Homes West, LLC	Todd Proctor	21438 Evening Star Lane	Land Use Permit	Construct a New Dwelling 27.66'X60' (1,660 SqFt)	\$450.00	RP	
24-35	5/31/2024	6/4/2024	21220560	Backyard Reflections	Michael Smithson	21930 County Rd 1	Land Use Permit	Grade & Fill- Extend Rip Rap 16'	\$100.00	SR	
24-36	6/4/2024	6/25/2024	21090536	Mattsen	Paul	20038 Blue Lake Rd	Land Use Permit	Ice Ridge Repair	\$60.00	SR	
24-37	6/4/2024	7/16/2024	21260603	Little Pine Construction	Penny Allen	22760 South Shore Dr	Land Use Permit	Construct a 25'X10' (250 SqFt) 3 season porch	\$150.00	SR	
24-38	6/4/2024	6/18/2024	21260571	Ronayne	Brian	40107 E Emily Dr	Land Use Permit	Construct a 8'X8' (64 SqFt) Accessory Structure	\$75.00	SR	

24-39	6/17/2024	6/8/2024	21260521	Nelson	Devin	22357 S Shore Dr	Land Use Permit	Construct a 8'X14' (112 SqFt) Accessory Structure	\$75.00	NR	
24-40	6/18/2024	6/25/2024	21260550	Frodesen	Linda	21843 Whitetail Dr	SSTS	Install a Type I Trench/Pressure Bed Design system, 375 GPD, 1,500 Gallon Tank with 2 compartments	\$260.00	NR	
24-41	6/18/2024	6/18/2024	21330618	Hagemann	Mark	20203 County Rd 1	SSTS	Install a Type I Trench/Pressure Bed Design system, 450 GPD, 1,500 Gallon Tank with 2 compartments	\$260.00	RP	
24-42	6/21/2024	6/24/2024	21260548	Billmeyer	Brian	21549 Cty Rd 1	Camper Permit	Annual Camper Permit	\$25.00	NR	
24-43	6/24/2024	6/25/2024	21170588	Kovalik	David & Patricia	42779 Blue Lane West	Land Use Permit	Construct a 30'X40' (1,200 SqFt) Accessory Structure	\$400.00	NR	
24-44	6/24/2024	6/25/2024	2170687	Emily Wesleyan Chruch	Bruce Hite	40141 State Hwy 6	Land Use Permit	Construct a 15'X28' (420 SqFt) Accessory Structure	\$150.00	HMU	
24-45	6/24/2024	6/25/2024	21190516	Becklund	Thomas & JoAnn	17786 Emerald Lane	Land Use Permit	Construct a 748 SqFt Deck. Tear down existing deck and replace	\$250.00	SR	
24-46	6/25/2024	6/25/2024	21170577	Beamman	James	42922 Blue Lane W	Land Use Permit	Construct a 28' X 42' (1,163 SqFt) Attached garage	\$250.00	SR	
24-47	6/25/2024	6/27/2024	21270575	Barkman	Martha	40489 Pinewood Drive	SSTS Permit	Install a Type I Trench Pressure Bed System, 450 GPD, 1,500 Gallons 2 compartment tank	\$260.00	SR	YES-7/11/2024 Greg Kossan
24-48	7/1/2024	7/9/2024	21330566	LPS Construction	Tawnya Bonsante	20566 Dahler Ave	Land Use Permit	Construct a new dwelling 36'X28' (1,088 SqFt) with 24'X26' (624 SqFt) attached garage	\$450.00	SR	

24-49	7/2/2024	7/3/2024	21250567	Haarman	Janet	23671 N Shore Dr	SSTS Permit	Install a Type 1 Trench/Pressure Bed System UPGRADE, 300 GPD, 1,000 Gallons tank (existing tank 1,350 gallon) 2 compartment	\$260.00	SR	
24-50	7/2/2024	7/3/2024	21220543	Battistini	Anna	41456 Poplar Dr	Land Use Permit	Install a 144' fence, 6' high	\$60.00	SR	
24-51	7/11/2024	7/15/2024	21330566	LPS Construction	Tawnya Bonsante	20566 Dahler Ave	SSTS Permit	Install a Type 1 Mound Design Septic System; GPD 450; 1,500 Gallon tank	\$260.00	SR	
24-52	7/11/2024	7/16/2024	21260522	Jorgensen	Mike & Laurie	22357 S Shore Dr	Land Use Permit	Construct a 40'X80'(3,200 SqFt) Pole Shed Dwelling with 40'X60' (2,400 SqFt) Living Quarters	\$550.00	NR	
24-53	7/15/2024	7/16/2024	21270745	Butcher	Bryce	40519 HWY 6	SSTS	Install-Upgrade a Type 1 Trench/Pressure Bed Design, 750 GPD, 2,750 Tank. (Existing Tank 1,250 ; New Tank 1,500)	\$260.00	Commerical Transition-Light Industrial	
24-54	7/17/2024		21090537	Langefeis	David & Michelle	20026 Blue Lake Rd	Land Use Permit	Construct a 17'X16' (272 SqFt) Addition to existing deck for 3 season porch; construct a 8'X16' (128 SqFt) accessory structure	\$150.00	SR	
24-55	7/22/2024	7/22/2024	21330571	Rocky Road LLC	Ryan Erickson	20637 Dahler Ave	Camper Permit-Long Term	Long Term Placement of Camper	\$200.00	SR	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-56	7/11/2024	7/24/2024	21260522	Jorgensen	Mike & Laurie	22257 S Shore Dr	SSTS Permit	Install a Type 1 Mound Design Septic System; GPD 600; 1,500 Gallon tank (2 compartments)	\$260.00	NR	

24-57	7/30/2024			21340888	Merrell	Kevin	39949 White Pine St	Land Use Permit	Construct a 24'X16' (384 SqFt) Accessory Structure	\$150.00	DTMU
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**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-22

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

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

Legal Description: Northern Lights Over Roosevelt Plat

Section 9- Township 138 -Range 26.

And,

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

Original Findings of Fact:

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

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

Original Conditions with Modifications as highlighted:

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

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

- 20) All proposed recreational facilities on the west side of Highway 6, except for the 16 mooring slips, are prohibited.
- 21) Property owners that purchase mooring slips shall receive information regarding best practices for safely crossing the highway.
- 22) The City will require that the developer continue to coordinate with Mn/DOT and that Mn/DOT's recommendations be implemented, including:
 - a. The north approach/drop off area will be allowed as outlined by MnDOT in their letters dated April 3, 2024 and April 19, 2024, attached as Exhibit A.
 - b. A northbound right turn lane and a southbound bypass lane must be constructed on TH 6 at the Smokey Hollow Road intersection.
 - c. Lighting and signs shall be installed as per Mn/DOT guidance.
 - d. Roadway and safety appurtenances will be installed as per Mn/DOT guidance.
 - e. Drainage patterns need to be perpetuated and erosion/ sediment controlled. A drainage plan must be submitted to Mn/DOT for review.
 - f. No drainage ponds will be allowed in the right of way.
 - g. There will be no net increase in development drainage to the highway right of way.
 - h. Proposed development signs must be located outside of the right of way.
 - i. No fences or structures are allowed in the right of way.
 - j. No excavation or grade changes are allowed in the right of way.
 - k. All Mn/DOT permits must be obtained.
- 23) Day parking for ATVs, UTVs, and golf carts shall be allowed 42 feet from the nearest white line on State Highway 6.
- 24) Drop off and pickup shall be allowed with motorized vehicles only.
- 25) No day parking shall be allowed for automobiles and trucks.
- 26) All costs of compliance with Mn/DOT conditions shall be paid for by the developer.
- 27) 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.
- 28) 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.
- 29) The shoreline is to remain in its natural state. No clearing allowed.
- 30) Efforts shall be made to limit water flow down the walking path to avoid runoff and erosion.

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

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

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

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

EXHIBIT A

zoning@emily.net

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

Brittney,

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

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

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

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

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

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

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); lkoslske12@gmail.com
Subject: RE: Northern Lights on Roosevelt Lake

Brittney,

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

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

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

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

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Thanks rich

Richard Munsch
Minnesota Department of Transportation
Roadway Regulations Supervisor

PETITION TO VACATE CARTWAY ESTABLISHED OVER PID 21090603 AND 21090521

Dennis and Bridget Honsa who own a residence at 19849 Overlook Ridge Road are petitioning the City of Emily to vacate a cartway that was established over PID 21090603 and PIN 21090521 in July 2012 to provide access between their residence, PID 21090521, to their landlocked property, PID 21090602. Dennis and Bridget Honsa purchased PID 21090603 in 2020 so the cartway is no longer necessary.

The below signatures of all property owners in which the cartway touches indicate that they are in favor of having the cartway vacated.

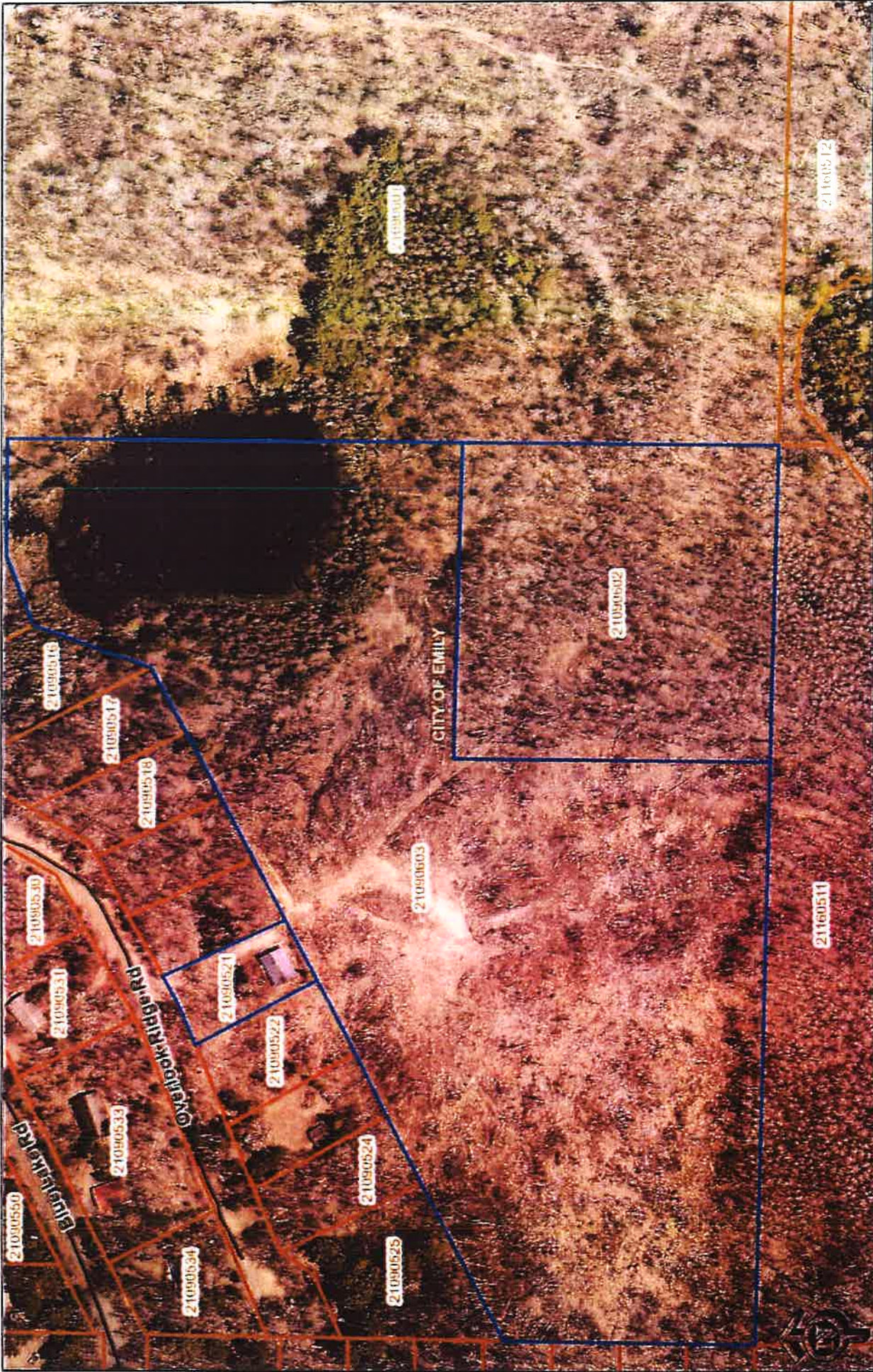
Dennis Honsa

Bridget Honsa

Dennis Honsa

Bridget Honsa

Dated: 8-6-24



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

Honsa Cartway

Date: 6/3/2024 ne: 10:19 AM

[Property Overview](#)

Ownership History

[Value History](#)

[Land Information](#)

[Residential Buildings](#)

[Additional Structures](#)

[Commercial/Apt Buildings](#)

[Building Sketches](#)

[GIS Map](#)

[Property Photos](#)

[Aerial View / Pictometry](#)

[Property Tax Payments](#)

[Property Taxes Due](#)

[Tax Statement](#)

[Special Assessments](#)

Parcel ID: 21090603
HONSA, DENNIS M & BRIDGET J

Ownership History

Assessment Year:	Name:
2025	HONSA, DENNIS M & BRIDGET J
2024	HONSA, DENNIS M & BRIDGET J
2023	HONSA, DENNIS M & BRIDGET J
2022	HONSA, DENNIS M & BRIDGET J
2021	HONSA, DENNIS M & BRIDGET J
2020	HONSA, DENNIS M & BRIDGET J
2019	PRAX, BRENDA E

Crow Wing County
Land Services
322 Laurel Street, Suite 15
Brainerd MN 56401

Contact Us
Phone: (218) 824-1010
Fax: (218) 824-1126
Email: landservices@crowwing.us
Hours: Monday-Friday 8:00am-5:00pm

Location: [Google Map](#)

Ordinance and Description	Fee	per ___ unit	Reference
90.33 ROAD VACATION			
Road Vacation Petition Processing Fee	\$2,000	Nonrefundable. When City costs associated with reviewing or processing a petition exceed the original \$2,000 processing fee; the petitioner(s) shall reimburse the City for any City costs incurred over the \$2,000 processing fee. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire.	90.33
92 ANIMALS			
New or Replacement Dog/Cat License	\$5	Annual or renewal with replacement tag. Must provide proof of current rabies vaccination.	92.02
Renewal of Dog/Cat License	\$2	Annual - tag not needed. Must provide proof of current rabies vaccination.	92.02
License for Potentially Dangerous Dog	\$5	License must be purchased within 14 days after receiving notice that a dog has been declared potentially dangerous and annually thereafter.	92.15
License for Dangerous Dog	\$20	License must be purchased within 14 days after receiving notice that a dog has been declared dangerous and annually thereafter.	92.15
Charge for Disposal of an Animal Presenting a Danger to the Health and Safety of the City	\$175		92.12
Fine for Violation of Clean Up of Litter/Feces	\$25		92.09
Late fee	\$5	per month after February 15th	
94 RIGHT-OF-WAY MANAGEMENT			
Excavation Permit	\$250	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Obstruction Permit	\$50	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Delay Penalty	\$50	per day for each additional day	94.03,94.09
Permit Extension Fee	\$50	per permit	94.09
Franchise Management	\$0		94.10,94.12
Restoration Cost	Actual Cost	When City restores the right-of-way, the permittee shall pay the costs within 30 days of billing.	94.03,94.13

§ 90.33 ROAD VACATION PROCEDURE.

(A) The following procedure shall be followed for all petitions for vacation of streets, alleys, public grounds, public ways, plats and/or auditor's subdivisions located within the city.

(1) *Vacation by city.*

(a) The City Council may, by resolution, vacate any street, alley, public ground, public way or any part thereof upon its own motion after a four-fifths vote of all members of the City Council.

(b) The City Council shall not vacate any such street, alley, public ground, public way or any part thereof, unless it appears in the interest of the public following a hearing preceded by two weeks' published and posted notice.

(c) 1. The Council shall cause written notice of the hearing, at least ten days before the hearing, to be mailed to:

- a. Each property owner whose property abuts the area sought to be vacated;
- b. Those persons who own property within the plat, if the area sought to be vacated is located within a plat; and
- c. All property owners within 350 feet of the area sought to be vacated.

2. The notice must contain, at a minimum, a copy of the proposed resolution as well as the time, place and date of hearing.

(d) If the street, alley, public ground, public way or any part thereof terminates at or abuts upon any public water, no vacation shall be made, unless written notice of the proposed resolution is served by certified mail upon the Commissioner of Natural Resources at least 30 days before the hearing on the matter. The notice to the Commissioner of Natural Resources is for notification purposes only and does not create a right of intervention by the Commissioner.

(e) If, following a hearing, the Council adopts a resolution vacating a street, alley, public ground, public way or any part thereof, the Clerk/Treasurer shall prepare a notice of completion of the proceedings, which shall contain the name of the city and identification of the vacation, a statement of the time of completion thereof and a description of the real estate and lands affected thereby. The notice shall be presented to the county's Auditor, who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record". The notice shall then be filed with the county's Recorder. Any failure to file the notice shall not invalidate any such vacation proceedings.

(2) *Vacation by petition.*

(a) A majority of the owners of land, on a front footage basis, abutting a street, alley, public ground, public way or part thereof may submit a petition to vacate such street, alley, public ground, public way or part thereof.

(b) A petition to vacate shall be accompanied by a non-refundable application fee as set forth in the Fee Schedule Ordinance on file in the city offices. The applicant shall file the petition and required application fee with the City Clerk/Treasurer, who shall schedule the matter for hearing before the City Council.

(c) The applicant shall provide a list of the property owners to be affected by the proposed vacation along with a current mailing address for each such property owner. The applicant shall provide the city with mailing labels containing the name and address of the property owners to be affected, which mailing labels are available at the County Auditor's office. The property owners to be affected includes:

1. Each property owner whose property abuts the area sought to be vacated;
2. Those persons who own property within the plat; and
3. All property owners within 350 feet of the area sought to be vacated.

(d) 1. The city shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation, identified by the applicant as provided in division (A)(2)(b) above, at least ten days before the hearing before the City Council. Property owners to be affected includes:

- a. Each property owner whose property abuts the area sought to be vacated;
- b. Those persons who own property within the plat, if the area sought to be vacated is located within a plat; and
- c. All property owners within 350 feet of the area sought to be vacated.

2. The notice must contain, at a minimum, a copy of the proposed resolution as well as the time, place and date of hearing.

(e) The City Council may, by resolution adopted by a majority of the members of the Council, adopt a resolution vacating a street, alley, public ground, public way or any part thereof if it appears in the interest of the public to be necessary following a hearing proceeded by two weeks' published and posted notice.

(f) If the street, alley, public ground, public way or any part thereof terminates at or abuts upon any public water, no vacation shall be made, unless written notice of the proposed resolution is served by certified mail upon the Commissioner of Natural Resources at least 60 days before the hearing on the matter. The notice to the Commissioner of Natural Resources is for notification purposes only and does not create a right of intervention by the Commissioner.

(g) If, following a hearing, the Council adopts a resolution vacating a street alley, public ground, public way or any part thereof, the Clerk/Treasurer shall prepare a notice of completion of the proceedings, which shall contain the name of the city and identification of the vacation, a statement of the time of completion thereof and a description of the real estate and lands affected thereby. The notice shall be presented to the county's Auditor, who shall enter the same in the transfer records and note upon the instrument over official signature, the words "entered in the transfer record". The notice shall then be filed with the county's Recorder. Any failure to file the notice shall not invalidate any such vacation proceedings.

(B) With respect to streets or alleys connecting separate plats or lines between blocks or lots or providing access for the public to any public water, the Council shall not vacate any such street or alleyway, unless it appear that the street or alleyway or part thereof sought to be vacated is useless for the purpose for which it was laid out.

(C) All decisions by the City Council in granting or denying petitions to vacate shall be final, except that any aggrieved person or persons, or any department, board or commission of the jurisdiction of the state, shall have the right to appeal within 30 days after the City Council makes its decision to the county's District Court on questions of law and fact.

(Ord. 705, 2nd Series, passed 5-10-2005; Ord., passed - -)

Editor's note:

For any fees or costs associated with a petition to vacate, see the ordinance adopting a schedule of fines and fees on file in the city offices.

ROAD VACATION REQUIREMENTS:

	<p>City responsibility related to a dedicated public street may not be given up through any procedure other than a formal, lawful vacation. MN Statute establishes that the Council may vacate a street only upon finding that the vacation is “in the interest of the public”. The public must benefit, in some manner, from the vacation.</p>
	<p>Majority of property owners abutting a street to be vacated (including both spouses) submit a petition. Nonrefundable payment of \$2,000 required with petition.</p>
	<p>Property owner provides mailing labels. If property owner is in a plat, all property owners in the plat must be notified. If the property owner is in an unplatted area, the affected area must be defined.</p>
After payment	<p>The Clerk’s Office requests the City Attorney create a “Resolution verifying sufficiency of petition and ordering hearing date and preparation of notice” for Council consideration at Council Meeting.</p>
Day after Council Meeting	<p>The Clerk’s Office mailed written notice to the commissioner of Natural Resources at least 60 days before the hearing when adjacent to lake/river.</p>
	<p>The Clerk’s Office would publish notice of the hearing at least two weeks prior to the hearing.</p>
	<p>The Clerk’s Office would mail notice of the hearing to all affected property owners at least 10 days prior to the hearing using the provided mailing labels.</p>
	<p>The Clerk’s Office would post notice of the hearing at least 10 days prior to the hearing.</p>
	<p>Consult with the DNR to review the proposed vacation if no correspondence has been received. The DNR Commissioner must evaluate: the proposed vacation and the public benefit, the present and potential use of the land for access to public waters, and how the vacation would impact the DNR.</p>
	<p>Prior to Council hearing, refer to Planning and Zoning Commission.</p>
Council Meeting	<p>The Council would hold a hearing to solicit public input on the proposed vacation and adopt a resolution to either approve or deny the vacation.</p>
	<p>If the vacation were approved a notice of completion of proceedings would be sent to the County Auditor. The County Auditor would vacate the property, record the vacation, and the property would revert to the adjacent property owners.</p>
	<p>When a street is lawfully vacated, the easement granting the public the right to travel the street ceases to exist, and the title to the land under the street reverts to the underlying fee owners of the property for their exclusive use and enjoyment. The reversion occurs by operation of law, and the city is not able to direct or convey ownership of the fee title upon vacation. The law presumes property owners along the vacated street each hold a grant of soil to the center of the street where their property abuts the street. As a result, upon vacation, title to half of the street usually reverts to each abutting property owner.</p>

RELEVANT LINKS:

[Minn. Stat. § 412.851](#)
[Setting a Public Hearing on a Street Vacation, LMC Model Resolution.](#)

[Petition for Vacating a Street, LMC Model Form.](#)

[Declaring Sufficiency of Petition and Setting a Public Hearing, LMC Model Resolution.](#)

[A.G. Op. 396-G-16, \(Oct. 22, 1958\).](#)

[A.G. Op. 377-A-15, \(Feb. 5, 1962\).](#) [A.G. Op. 396-G-16, \(Oct. 22, 1958\).](#) [A.G. Op. 396-G-1, \(March 9, 1955\).](#) [A.G. Op. 396-G-16, \(July 22, 1953\).](#) [A.G. Op. 396-C-18, \(Sept. 28, 1953\).](#)

1. Starting a street vacation

There are two methods for commencing a vacation. A city council, on its own motion, may start the vacation process. A resolution for a vacation commenced by a city council must be adopted by a four-fifths vote of all council members.

In the alternative, a majority of landowners abutting a street to be vacated may initiate a vacation by petition. The language of the statute related to vacation by petition, is permissive and a city council is not required to vacate a street simply because a valid petition is received. The decision to act on a petition is a discretionary act of the council.

Once a city receives a vacation petition, the city must confirm that the petition sufficiently complies with the statutory requirements. Specifically, the city must confirm that the petition has been signed by the correct number of abutting property owners.

a. When is a property considered to abut a proposed vacation?

A property owner is considered to “abut,” a street if the property owner’s land is touching, reaching, joining, bordering on, or contiguous with the street to be vacated.

b. What constitutes a majority of abutting landowners?

The requirement that a “majority of owners of land” sign the petition means that a majority of individuals having property interests in the land abutting the street to be vacated must sign the petition. This requirement does not mean owners representing a majority of the abutting properties. For example, if there are four property owners abutting a street to be vacated, three must sign the petition. In this scenario, it would not matter if one of the four owners owned 90 percent of the land abutting the street. Despite the substantial property interest of one of the abutting owners (representing a majority of abutting property on the street), three property owners must still sign the petition.

Married persons often own property as “joint tenants” or as “tenants in common.” Normally, a joint tenancy creates two property interests. A tenancy in common may create two or more property interests. These interests are counted separately as owners for the purposes of determining the number of abutting landowners. For example, on a street with four abutting properties, each held by two persons as joint tenants, the number of ownership interests is eight (even though there are only four properties). The signatures needed to constitute a majority of abutting owners on this street would be five.

RELEVANT LINKS:

A.G. Op. 396-G-16, (Oct. 22, 1958). A.G. Op. 396-G-16 (July 22, 1953).

A.G. Op. 396-C-18, (August 5, 1948). A.G. Op. 346-G-1, (Mar. 4, 1963).

[Minn. Stat. § 412.851](#)

[Notice of Public Hearing on Vacation of a Street](#).
LMC Model Form.
[Minn. Stat. § 645.11](#).

When validating a petition, a city will typically review property records of all the properties abutting the street to determine the number of owners involved. This is typically determined by looking at the property deeds. The number of property owners on those deeds is the number used to determine if the petition is sufficient.

c. What constitutes an ownership interest in abutting land?

An ownership interest in land does not include mere easement interests and implicates actual fee ownership. While easement holders may not sign a petition for vacation as abutting property owners, the city should carefully consider the concerns of easement holders—particularly easement holders with water, sewer, and electrical lines—prior to granting a vacation.

d. Is a city with property abutting a vacation considered an “owner of land” for the purposes of signing the petition?

A city that has a fee ownership interest in land abutting a street to be vacated may choose to join in signing a petition for vacation.

2. Public hearing and notice requirements

Whether initiated by the council or by petition from the abutting owners, the city must conduct a public hearing to solicit public input on a proposed vacation prior to granting a vacation.

a. Notice requirements

Notice of the hearing must be published in the city’s legal newspaper and posted at least two weeks prior to the hearing. Newspaper publication must be once a week for two weeks. In addition, written notice of the hearing must be mailed to each property owner affected by the proposed vacation at least 10 days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. Sending the notice by certified mail is not required by the statute.

Unfortunately, the statute does not define who is considered to be an “affected” property owner entitled to notice. The implications of the term “affected” are broader than the term “abutting” used elsewhere in the statute. As a result, the group of “affected” owners comprises a group larger than the abutting owners, but smaller than the general citizenry of the city who will receive published notice of the vacation.

Single Feature

Available Reports

General Information

Go

Zoom to Feature

Feature Information

Name	Value
PARCEL NUMBER	21090520
APPRCL	211270020060009
TOTDNM	CITY OF EMILY
OWNIDN	172839
OWNNAME	APTITUDE PROPERTIES & INVESTMENTS, LLC
OWADR1	4809 WEST 41ST ST STE 202 #207
OWADR2	
OWADR3	SIoux FALLS SD 57106
OWADR4	
TAXIDN	172839
TXNAME	APTITUDE PROPERTIES & INVESTMENTS LLC
TXADR1	4809 WEST 41ST ST STE 202 #207
TXADR2	
TXADR3	SIoux FALLS SD 57106
TXADR4	

ROOSEVELT'S SUNSET HILLS

SCALE 1" = 100'
BEARINGS ASSUMED
— DENOTES IRON



W.L. VOIGT, SURVEYOR
AITKIN, MINNESOTA

KNOW ALL MEN BY THESE PRESENTS, THAT IVAN G. HANSON and HARLEAN J. HANSON, his wife, do hereby certify that the following described property situated in the County of Crow Wing, State of Minnesota, to-wit: That part of Government Lot 5, Section 9, Township 138 N., Range 26 W., described as follows: The Southeast corner of said Lot 5; thence North along said West line 577.13 feet to the Southeast corner of "ROOSEVELT WEST VIEW" according to the plat thereof on file in the Office of the Surveyor General, Aitkin, Minnesota; thence North 64°-15' East, 131.5 feet; thence North 83°-59' East, 107.5 feet; thence North 83°-20' East, 105.7 feet; thence South 1°-20' West, 185.1 feet; thence South 61°-34' West, 1110.0 feet to the point of beginning, thence the easterly course and distance to the public road and thence the southerly course and distance to the point of beginning, containing 16.4 Acres.

In witness whereof said IVAN G. HANSON and HARLEAN J. HANSON, his wife, have hereunto set their hands and seals this 13th day of September, 1917, A.D.

In presence of:

Elsie Jordan

Harlean J. Hanson

Elsie Jordan

as to

State of Minnesota

County of Crow Wing

On this 13th day of September, 1917, A.D., before me, a Notary Public, within and for said County and State, personally appeared IVAN G. HANSON and HARLEAN J. HANSON, his wife, who acknowledged that they executed the same as their own free act and deed.

Elsie Jordan
Notary Public
My Commission expires, Nov 16, 1918

I, W. L. Voigt, do hereby certify that I have surveyed and platted the property described on this plat as ROOSEVELT'S SUNSET HILLS and have placed iron monuments in the ground for the purpose of marking the corners and boundaries of the same; that the outside boundary lines are correctly designated and that there are no set lines, easements, public highways or roads laid out or travelled except as shown.

W. L. Voigt
Registered Land Surveyor
Minnesota Registration No. 5522

State of Minnesota
County of Crow Wing
On this 13th day of September, 1917, A.D., before me, a Notary Public, within and for said County and State, personally appeared W. L. Voigt, who acknowledged that he executed the foregoing certificate as his own free act and deed.

Elsie Jordan
Notary Public
My Commission expires, Nov 16, 1918

I, Elmer S. Anderson, Auditor for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described herein have been paid for the years prior to 1917, A.D.

The foregoing plat of ROOSEVELT'S SUNSET HILLS was approved and accepted by the Village Council of Aitkin on this 13th day of September, 1917, A.D., regular meeting thereof held this day of September, 1917, A.D.

ELMER S. ANDERSON
Auditor
AITKIN, MINNESOTA

CITY OF EMILY
RESOLUTION 12-17
RESOLUTION AND ORDER ESTABLISHING CARTWAY
AND AWARD OF DAMAGES

1. RESOLUTION AND ORDER ESTABLISHING CARTWAY

WHEREAS, the City of Emily received a cartway petition pursuant to Minn. Stat. § 435.37, from Dennis Honsa and Bridget Honsa (hereafter "Petitioners") in which the Petitioners ask the City Council to establish a cartway to their property across the lands of others; and

WHEREAS, the Petitioners' property is described as follows:

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET; THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.

CONTAINING 217,800 SQUARE FEET OR 5.0 ACRES

AND

LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA.

("Petitioners' Property")

WHEREAS, the Petitioners' Petition contained a request for a cartway across the property owned by others during this proceeding, and asked that a cartway be established as follows:

SEE EXHIBIT A.

WHEREAS, the requested cartway would pass over the land of Arnold Glass and Connie Glass, husband and wife, as Sellers, and Brenda Glass, n/k/a Brenda Prax, Buyer (hereinafter together known as "Glass"), in that Contract for Deed dated June 10, 2004, and recorded June 14, 2004 as Document Number 170428 in the Office of the County Recorder, Crow Wing County, Minnesota, who's property is described as follows:

SEE EXHIBIT B.

WHEREAS, on January 10, 2012, February 14, 2012, March 13, 2012 and July 10, 2012, after

proper posting and notice, hearings on the cartway petition were heard by the City Council; and

WHEREAS, the City Council finds that, pursuant to Minn. Stat. § 435.37, the Petitioners own a tract of land containing at least five acres and have no access from it to a public road except over the lands of others; and

WHEREAS, the Petitioners are entitled to the establishment of a cartway pursuant to Minn. Stat. § 435.37;

WHEREAS, the City Council heard evidence and arguments from the Petitioners; the affected landowners, representatives, City staff, and members of the public regarding the question of what damages, if any, should be paid to the owners and occupants across whose land(s) the cartway will be established, and regarding what damages the city has incurred as costs and expenses related to these proceedings;

NOW, THEREFORE, IT IS RESOLVED AND ORDERED:

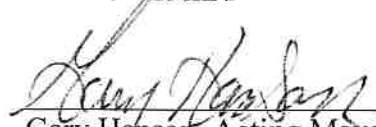
1. A cartway pursuant to Minn. Stat. § 435.37 is established, subject to the terms and conditions that follow, the terms and conditions in the award of damages, and the payment of all damages.
2. The City Council finds that the following location and width of the cartway is the least disruptive and least damaging for neighboring landowners and in the public's best interest:

SEE EXHIBIT A.

3. Prior to opening or constructing the cartway, the Petitioners shall pay to the City (or have paid from a funds on deposit, if sufficient) all items described below as damages for the establishment of the cartway.
4. City road and bridge funds shall not be expended for this cartway.
5. By granting Petitioners the cartway, the City makes no representations, guarantees or assurances concerning Petitioners' ability to impact any wetlands located upon the property described on Exhibit A. If the cartway crosses, impacts or affects any wetlands, or if any improvements to the cartway are needed, Petitioners will need to comply with any applicable rules or regulations relating to wetlands.

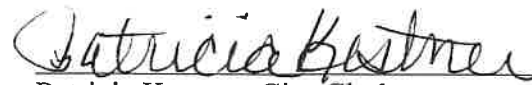
Dated: July 12, 2012

CITY OF EMILY



Gary Hanson, Acting Mayor

Attest:



Patricia Kestner, City Clerk

AWARD OF DAMAGES

A. AWARD TO AFFECTED LANDOWNERS

The City Council finds that the cartway established above will pass over land owned and occupied by the following: **Arnold Glass and Connie Glass, husband and wife, as Sellers, and Brenda Glass, n/k/a Brenda Prax, Buyer, in that Contract for Deed dated June 10, 2004, and recorded June 14, 2004 as Document Number 170428 in the Office of the County Recorder, Crow Wing County, Minnesota.**

The City Council is not aware of any other landowner or occupant whose land would be affected by the establishment of the cartway.

No prior agreement ascertaining the damages or releasing all claims to damages were obtained from the owners.

The City Council awards the following damages as a result of the establishment of this cartway:

TO:	AWARD OF DAMAGES
Arnold Glass, Connie Glass and Brenda Prax	\$6,293.00

These damages shall be paid by the City from the amounts that have been deposited with the City by Petitioners as security, if said amounts are sufficient to pay these damages. If said amounts are insufficient to pay these damages, Petitioners shall pay to the City any necessary additional amount prior to opening or constructing the cartway.

B. AWARD OF DAMAGES FOR OTHER ITEMS

The City Council finds that additional "damages" as defined by Minn. Stat. § 435.37 either have been or will be incurred, including but not limited to the City's attorney fees, the time and expenses for the council, clerk, and other staff related to these proceedings, appraisal and engineering fees, and filing and recording costs. Some of these damages have been incurred, and others will not be incurred until a future date. The final amount of these damages will be ascertained when these proceedings are completed, and an itemization of the same will be given to Petitioners.

The damages either have been or will be deducted from the amount previously deposited with the City.

If the actual damages of all kinds (including the award to the affected landowners) prove to be less than amount on deposit, any excess in the deposit will be returned to Petitioners. If said actual damages exceed the amount of the deposit, the City will so notify Petitioners, and Petitioners shall deposit any necessary additional amount to cover the excess prior opening the cartway or any further proceedings herein.

The City Clerk shall keep an account of all expenses and all amounts paid from said deposit, and

shall provide to Petitioners upon request a reasonable accounting of the same. If Petitioners disagree or disputes any amounts deducted from the deposit, Petitioners and the City Council shall meet to discuss the same, and reasonably attempt to resolve any such disputes.

APPEAL

Pursuant to Minnesota Statute Section 164.07, which contains the procedures which the City Council of Emily is to follow in cartway proceedings, any owner or occupant may appeal from the award of damages by filing a notice of appeal with the Crow Wing County Court Administrator. However, the owner or occupant must file the notice of appeal within 10 days of the filing of the award of damages in order to delay the opening, construction, alteration, change, or other improvements in or to the cartway. The notice of appeal shall be accompanied by a bond of not less than \$250.00, with sufficient surety approved by the judge or county auditor conditioned to pay all costs arising from the appeal in case the award is sustained. A copy of the notice of appeal shall be mailed by registered or certified mail to the city clerk or any member of the city council. The notice of appeal shall specify the award of failure to award appealed from, the land to which it relates, the nature and amount of the claim of appellant, and the grounds of the appeal, which may include a challenge to the public purpose of necessity of the proposed road or cartway.

Dated: July 12, 2012

CITY OF EMILY



Gary Hanson, Acting Mayor

Attest:

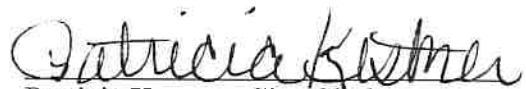

Patricia Kestner, City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF PETITIONER'S PROPERTY

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET; THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.

CONTAINING 217,800 SQUARE FEET OR 5.0 ACRES

AND

LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA.

LEGAL DESCRIPTION OF CARTWAY

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA, THE POINT OF BEGINNING; THENCE SOUTH 24 DEGREES 42 MINUTES 31 SECONDS EAST ASSUMED BEARING ALONG THE NORTHEASTERLY LINE OF SAID LOT 5 A DISTANCE OF 197.84 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT 5; THENCE SOUTH 43 DEGREES 10 MINUTES 21 SECONDS EAST A DISTANCE OF 343.52 FEET TO THE NORTHWEST CORNER OF THE FOLLOWING DESCRIBED PARCEL "A";

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING, COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET;

THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.

THENCE SOUTH 00 DEGREES 43 MINUTES 18 SECONDS WEST ALONG THE WEST LINE OF SAID PARCEL "A" A DISTANCE OF 47.60 FEET; THENCE NORTH 43 DEGREES 10 MINUTES 21 SECONDS WEST A DISTANCE OF 386.85 FEET TO THE SOUTHERLY LINE OF SAID LOT 5; THENCE NORTH 24 DEGREES 42 MINUTES 31 SECONDS WEST TO THE NORTHERLY LINE OF SAID LOT 5; THENCE NORTH 60 DEGREES 49 MINUTES, 28 SECONDS EAST ASSUMED BEARING ALONG THE NORTHERLY LINE OF SAID LOT 5 TO THE POINT OF BEGINNING AND THERE TERMINATING.

EXHIBIT B
LEGAL DESCRIPTION OF
GLASS PROPERTY CARTWAY WILL PASS OVER

That part of Government Lot Six (6), in Section Nine (9), in Township One hundred thirty-eight (138), Range Twenty-six (26), described as follows, to-wit:

Beginning at the Southwest corner of said Government Lot 6, thence North along the West line of said Lot 6 a distance of 897.6 feet to the South line of Township Road; thence North 62 degrees 07 minutes East 569.3 feet; thence North 51 degrees 07 minutes East 572.9 feet; thence North 62 degrees 15 minutes East 181.5 feet; thence North 82 degrees 59 minutes East 107.5 feet; thence North 83 degrees 20 minutes East 90.7 feet to the East line of said Lot 6; thence South along the East line of said Lot 6 for a distance of 1,648.5 feet to the Southeast corner thereof; thence West along the South line of said Lot 6 to the place of beginning. Except the following described parcel, to-wit:

Commencing at a point on the West line of Government Lot 6, 370.47 feet North of the Southwest corner of said Lot 6; thence North along said West line 527.13 feet to the Southwest corner of "Roosevelt West View", according to the plat thereof on file in the office of the Registrar of Titles of Crow Wing County, Minnesota; thence North 62 degrees 07 minutes East 569.3 feet; thence North 51 degrees 07 minutes East, 572.9 feet; thence North 62 degrees 15 minutes East 181.5 feet; thence North 82 degrees 59 minutes East, 107.5 feet; thence North 83 degrees 20 minutes East 90.7 feet to the Southeast corner of said plat of Roosevelt West View and the East line of said Lot 6; thence South 0 degrees 10 minutes East, 509.66 feet along the East line of Lot 6; thence South 89 degrees 50 minutes West, 172.83 feet; thence South 67 degrees 36 minutes West, 110.0 feet; thence South 19 degrees 06 minutes West, 185.1 feet; thence South 61 degrees 14 minutes West, 1,110.0 feet to the point of beginning. And also except the following described parcel, to-wit:

Commencing at the Southeast corner of the said Lot 6, West 466.69 feet; thence North 466.69 feet; thence East 466.69 feet, thence South 466.69 feet to the point of beginning.

("Glass Property")

**PETITION FOR A CARTWAY
TO ACCESS LANDLOCKED PROPERTY**

To the City Council of the City of Emily, Crow Wing County, Minnesota:

The undersigned are owners of a tract of land in Crow Wing County, more particularly described as follows:

[describe the land] See Attached Exhibit Parcel "A"

Said tract of land contains at least five acres of land and has no established access to it except over a navigable waterway, over the lands of others, or whose only access is less than two rods wide.

As the owners of the above described landlocked tract of land we hereby petition said City Council to establish a cartway pursuant to Minn. Stat. § 435.37 at a width of 2 rods (at least two-rods) across the following described properties:

<u>Owners</u>	<u>Property Description</u>
<u>Dennis & Bridget Honsa</u>	<u>See Attached Exhibit Parcel "A"</u> <u>PIN 2100933060009</u>
_____	_____
_____	_____

at the following described location:

[describe the beginning point, route, and ending point of the proposed cartway]
[also attach a map showing the requested route]

See Attached Exhibit
Proposed Legal Desc 33' Cartway Easement

The purpose and necessity for this petition is to seek the establishment of a legal access that is at east 33 feet wide to a tract of property that is landlocked, Other attempts to secure a permanent access to the property have been unsuccessful. In order to make use of the property and increase its value, we ask the City to establish a cartway connecting the tract of land to a public road.

We understand and agree that as the petitioners we are responsible for: (1) paying all costs associated with the establishment of the cartway which may include, but is not limited to, the City's attorney fees, hearing costs, surveying fees, appraiser fees, compensation to the owners of the property over which the cartway is established for the taking of their property, administrative costs, court and defense costs if an appeal is brought, and any other costs legitimately associated with the cartway establishment; (2) constructing the cartway; and (3) maintaining the cartway.

Dated this day of Nov. 9, 2011

Dennis M. Honsa
Petitioner Signature
Dennis M. Honsa

Petitioner Printed Name

Mailing Address: 1592 Pacific Ave
Eagan, MN 55122

Petitioner Signature

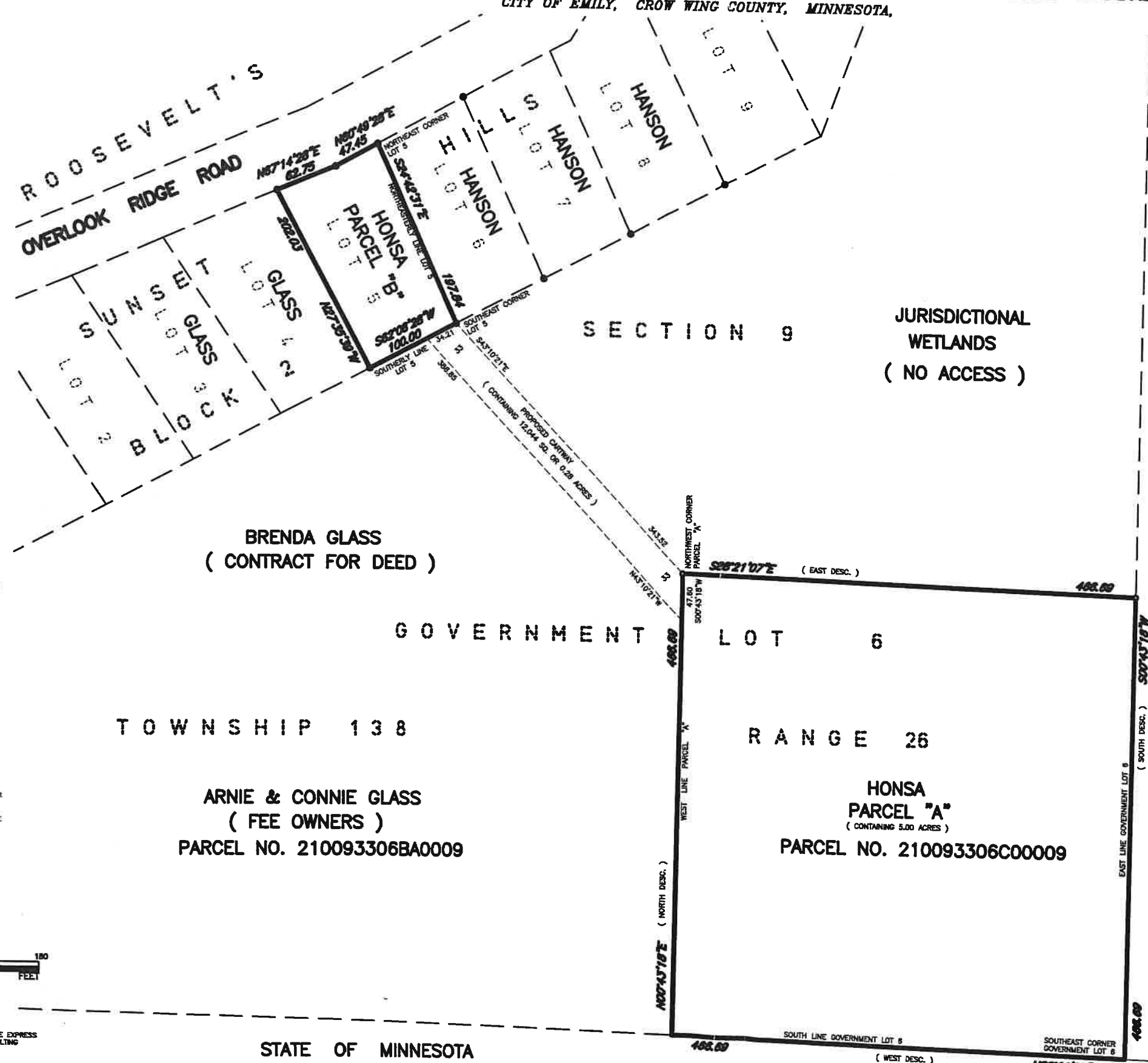
Petitioner Printed Name

Mailing Address: _____

LEGEND

- ⊕ FIRE HYDRANT
- ⊙ WATER VALVE
- MANHOLE
- ⊡ CATCH BASIN
- ⊙ POWERPOLE
- ⊙ LIGHT POLE
- DUY
- ☐ TRANSFORMER
- ⊡ ELECTRIC METER
- ⊡ TV PEDESTAL
- ⊡ TELEPHONE PEDESTAL
- ⊡ AIR CONDITIONER
- ⊡ HAND HOLE
- ⊡ SEMAPHORE
- ⊡ GAS METER
- ⊡ SANITARY SEWER
- ⊡ STORM SEWER
- W WATERMAIN
- G UNDERGROUND GAS MAIN
- T UNDERGROUND TELEPHONE
- E UNDERGROUND ELECTRIC
- TV UNDERGROUND CABLE T.V.
- OU OVERHEAD UTILITY LINES
- ⊙ IRON MONUMENT FOUND
- ⊙ IRON PIPE MONUMENT SET
- ⊙ EXISTING SPOT ELEVATION
- ⊙ SOIL BORING
- ⊙ SIGN
- ⊙ DECIDUOUS TREE
- ⊙ CONIFEROUS TREE
- ⊙ DENOTES TREE AND BRUSH LIMITS
- ⊙ DENOTES FLARED END SECTION
- ⊙ DENOTES FRENCH DRAIN
- ⊙ CURB STOP
- ⊙ CLEAN OUT
- ⊙ RUSH
- ⊙ BARBECUE GRILL
- ⊙ AUTO SPRINKLER
- ⊙ BASKETBALL HOOP
- ⊙ BENCH
- ⊙ WATER SPOUT
- ⊙ TRENCH DRAIN
- ⊙ TRAFFIC CONTROL PANEL
- ⊙ STORM DISBURTER
- ⊙ SATELLITE DISH
- ⊙ TELEPHONE
- ⊙ ELECTRIC PEDESTAL
- ⊙ FLAG POLE
- ⊙ GROUND LITE
- ⊙ MAILBOX
- ⊙ ROOF DRAIN
- ⊙ TRANSMISSION TOWER
- ⊙ VENT PIPE
- ⊙ WELL
- E ——— DENOTES ELEC. LINE
- X ——— DENOTES FENCE LINE
- FO ——— DENOTES FIBER OPTIC
- G ——— DENOTES GAS LINE
- S ——— DENOTES SANITARY SEWER
- ST ——— DENOTES STORM SEWER
- T ——— DENOTES TELEPHONE LINE
- TV ——— DENOTES TV LINE
- OU ——— DENOTES OVERHEAD UTL.
- W ——— DENOTES WATERMAIN
- W ——— DENOTES WETLAND
- T ——— DENOTES TREELINE
- RR ——— DENOTES RAIL ROAD

BOUNDARY SURVEY & CARTWAY EXHIBIT FOR: DENNIS HONSA
CITY OF EMILY, CROW WING COUNTY, MINNESOTA.



**LEGAL DESCRIPTION
PARCEL "A"**

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET; THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.
CONTAINING 217,800 SQUARE FEET OR 5.0 ACRES

**PROPOSED LEGAL DESCRIPTION
39' CARTWAY EASEMENT**

THAT PART OF GOVERNMENT LOT 5, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA; THENCE SOUTH 24 DEGREES 42 MINUTES 31 SECONDS EAST ASSUMED BEARING ALONG THE NORTHEASTLY LINE OF SAID LOT 5 A DISTANCE OF 197.04 FEET TO THE SOUTHWEST CORNER OF SAID LOT 5 AND THE POINT OF BEGINNING; THENCE SOUTH 43 DEGREES 10 MINUTES 21 SECONDS EAST A DISTANCE OF 343.52 FEET TO THE NORTHWEST CORNER OF THE FOLLOWING DESCRIBED PARCEL "A";
THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET; THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.
THENCE SOUTH 08 DEGREES 43 MINUTES 18 SECONDS WEST ALONG THE WEST LINE OF SAID PARCEL "A" A DISTANCE OF 47.80 FEET; THENCE NORTH 43 DEGREES 10 MINUTES 21 SECONDS WEST A DISTANCE OF 384.85 FEET TO THE SOUTHERLY LINE OF SAID LOT 5; THENCE NORTH 82 DEGREES 08 MINUTES 28 SECONDS EAST ALONG THE SOUTHERLY LINE OF SAID LOT 5 A DISTANCE OF 34.21 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.

NARRATIVE:

MAN GERALD HANSON AT ONE TIME OWNED ALL OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA LYING SOUTHERLY OF TOWNSHIP ROAD NOW KNOWN AS BLUE LAKE ROAD. MAN GERALD HANSON PLATTED THE NORTHERLY PORTION OF HIS PROPERTY AS ROOSEVELT'S SUNSET HILLS IN 1971. MAN GERALD HANSON DEEDED TO ARNIE AND CONNIE GLASS A PORTION OF THE REMAINING SOUTHERLY PROPERTY IN 1994, LEAVING A LAND LOCKED PARCEL OF 5.0 ACRES LOCATED AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 6. ARNIE AND CONNIE GLASS HAVE KNOWN SINCE THE PURCHASE OF THEIR REAL ESTATE, THAT THEIR REAL ESTATE LAND LOCKED 5.00 ACRES AT THE SOUTHWEST CORNER OF GOVERNMENT LOT 6.
THE NEAREST PUBLIC ROAD IS OUTLOOK RIDGE ROAD APPROXIMATELY 500 FEET TO THE NORTH. IT IS APPROXIMATELY 3,900 FEET EAST TO STATE TRUNK HIGHWAY NO. 6. IT IS APPROXIMATELY 5,200 FEET SOUTH THRU STATE LAND TO ANNA DRIVE. IT IS APPROXIMATELY 1320 FEET WEST TO BIRCH DRIVE AND ALSO ACROSS THE GLASS PROPERTY. THE PROPOSED CARTWAY EASEMENT IS APPROXIMATELY 350 FEET LONG.
BRENDA GLASS, DAUGHTER OF ARNIE AND CONNIE GLASS, CURRENTLY HAS A CONTRACT FOR DEED ON HER PARENTS PROPERTY. WAYDE G. HANSON, SON OF LATE MAN GERALD HANSON, HAS STATED TO PETITIONER THAT HE HAS NEVER BEEN DENIED ACCESS TO HIS 5.0 ACRE LAND LOCKED PARCEL BY FOOT OR MOTORIZED MEANS. WAYDE G. HANSON AS PERSONAL REPRESENTATIVE OF THE ESTATE OF MAN GERALD HANSON CONVEYED TO DENNIS AND BRIDGET HONSA, HUSBAND AND WIFE THE 5.0 ACRE LAND LOCKED PARCEL AND LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS IN MAY OF 2011. DENNIS HONSA ADDRESSED THE ACCESS CONCERN IN THE SPRING OF THE YEAR WITH BRENDA, CONNIE AND ARNIE GLASS. DENNIS HONSA PROVIDED NUMEROUS OPTIONS, INCLUDING A TEMPORARY ACCESS EASEMENT TO EXPIRE WHEN THE LAND WAS DEVELOPED. THE GLASS FAMILY MEMBERS INSIST THAT THE ONLY OPTION IS TO PURSUE A 33 FOOT CARTWAY PER STATE STATUTES 435.37.

CERTIFICATION:

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNED THE 7th OF NOVEMBER, 2011.

Dennis M. Honsa

DENNIS M. HONSA
MINNESOTA LICENSE No. 22440
FOR BDM CONSULTING ENGINEERS AND SURVEYORS

JOB NO: 353 008 S



CONSULTING ENGINEERS & SURVEYORS
SOUTH OFFICE:
80 PLATO BOULEVARD EAST, SUITE 140, ST. PAUL, MN (612) 548-3140
NORTH OFFICE:
11040-183RD CIRCLE NW, STE. A, ELK RIVER, MN (651) 334-8413



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STATE OF MINNESOTA

ARNIE & CONNIE GLASS
(FEE OWNERS)
PARCEL NO. 210093306BA0009

HONSA
PARCEL "A"
(CONTAINING 5.00 ACRES)
PARCEL NO. 210093306C00009

BRENDA GLASS
(CONTRACT FOR DEED)

GOVERNMENT LOT 6

TOWNSHIP 138

RANGE 26

JURISDICTIONAL
WETLANDS
(NO ACCESS)

SECTION 9

ROOSEVELT'S
OVERLOOK RIDGE ROAD

SUNSET
BLOCK

HONSA
PARCEL "B"

HANSON
LOT 5

HANSON
LOT 6

HANSON
LOT 7

HANSON
LOT 8

WEST LINE PARCEL "A"
N80°43'18"E (NORTH DESC.)

S86°21'07"E (EAST DESC.)

466.69

SOUTH LINE GOVERNMENT LOT 6

(WEST DESC.)

SOUTHWEST CORNER GOVERNMENT LOT 6

N86°21'07"W

EAST LINE GOVERNMENT LOT 6
(SOUTH DESC.)

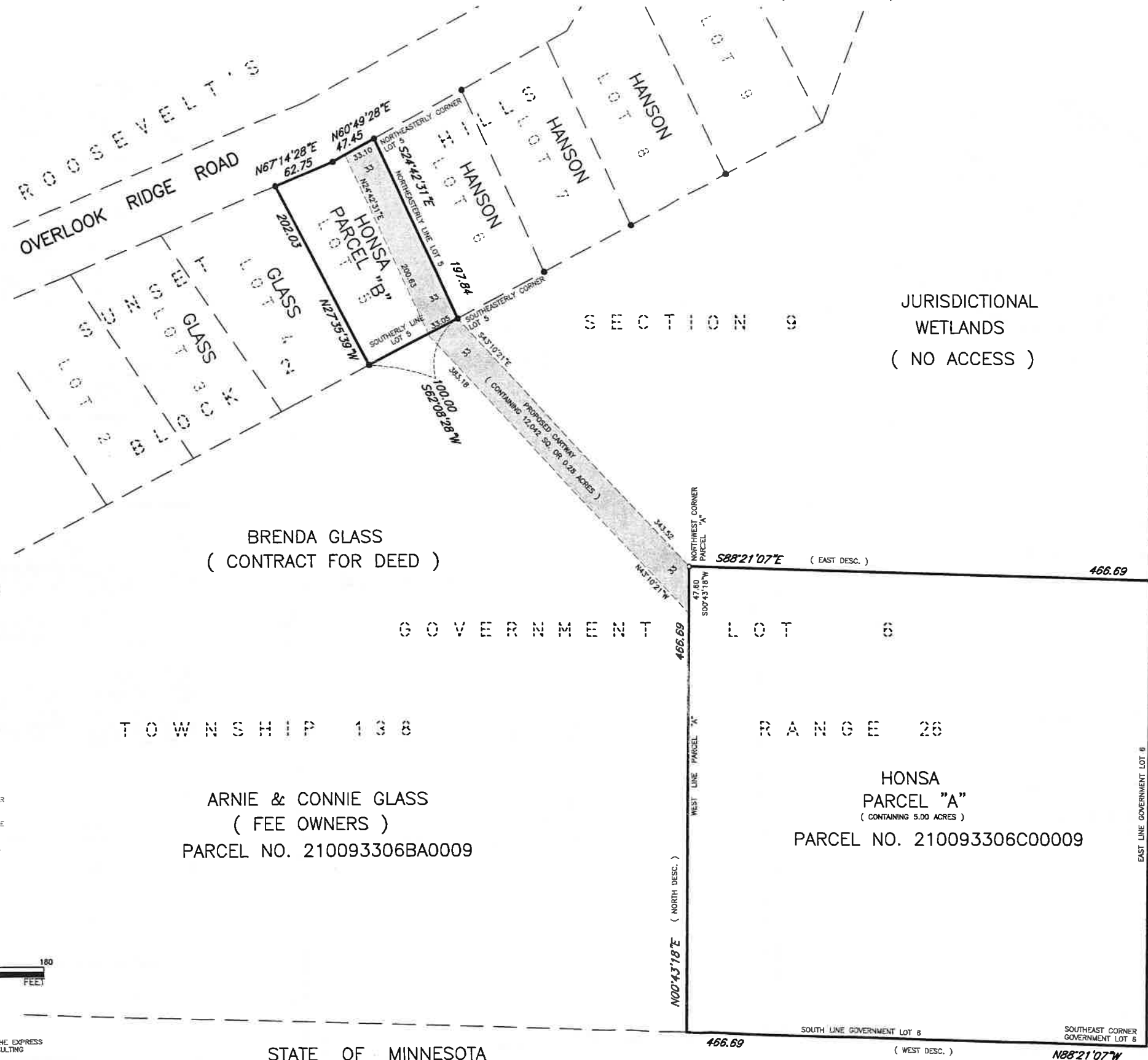
466.69

LEGEND

- FIRE HYDRANT
- WATER VALVE
- MANHOLE
- CATCH BASIN
- POWERPOLE
- LIGHT POLE
- DUY
- TRANSFORMER
- ELECTRIC METER
- TV PEDESTAL
- TELEPHONE PEDESTAL
- AIR CONDITIONER
- HAND HOLE
- SEWAPHONE
- GAS METER
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- UNDERGROUND GAS MAIN
- UNDERGROUND TELEPHONE
- UNDERGROUND ELECTRIC
- TV UNDERGROUND CABLE T.V.
- OVERHEAD UTILITY LINES
- IRON MONUMENT FOUND
- IRON PIPE MONUMENT SET
- EXISTING SPOT ELEVATION
- SOIL BORING
- SKIN
- DECIDUOUS TREE
- CONIFEROUS TREE
- DENOTES TREE AND BRUSH LIMITS
- DENOTES FLARED END SECTION
- DENOTES FRENCH DRAIN
- CURB STOP
- CLEAN OUT
- BUSH
- BARBECUE GRILL
- AUTO SPRINKLER
- BASKETBALL HOOP
- BENCH
- WATER SPOUT
- TRENCH DRAIN
- TRAFFIC CONTROL PANEL
- STORM DISPATCH
- SATELLITE DISH
- TELEPHONE
- ELECTRIC PEDESTAL
- FLAG POLE
- GROUND LITE
- MAILBOX
- ROOF DRAIN
- TRANSMISSION TOWER
- VENT PIPE
- WELL
- DENOTES ELEC. LINE
- DENOTES FENCE LINE
- DENOTES FIBER OPTIC
- DENOTES GAS LINE
- DENOTES SANITARY SEWER
- DENOTES STORM SEWER
- DENOTES TELEPHONE LINE
- DENOTES TV LINE
- DENOTES OVERHEAD UTL.
- DENOTES WATERMAIN
- DENOTES WETLAND
- DENOTES TREE LINE
- DENOTES RAIL ROAD

BOUNDARY SURVEY & CARTWAY EXHIBIT FOR: DENNIS HONSA

CITY OF EMILY, CROW WING COUNTY, MINNESOTA,



**LEGAL DESCRIPTION
PARCEL "A"**

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 BEGINNING AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 6; THENCE WEST ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH A DISTANCE OF 466.69 FEET; THENCE EAST A DISTANCE OF 466.69 FEET; THENCE SOUTH A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.
 CONTAINING 217,800 SQUARE FEET OR 5.0 ACRES

**PROPOSED LEGAL DESCRIPTION
33' CARTWAY EASEMENT**

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF AND THAT PART OF LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA IS DESCRIBED AS FOLLOWS:
 BEGINNING AT THE NORTHEASTERLY CORNER OF LOT 5, BLOCK 2, ROOSEVELT'S SUNSET HILLS ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, CROW WING COUNTY, MINNESOTA; THENCE SOUTH 24 DEGREES 42 MINUTES 31 SECONDS EAST ASSUMED BEARING ALONG THE NORTHEASTERLY LINE OF SAID LOT 5 A DISTANCE OF 197.84 FEET TO THE SOUTHWEST CORNER OF SAID LOT 5; THENCE SOUTH 43 DEGREES 10 MINUTES 21 SECONDS EAST A DISTANCE OF 343.52 FEET TO THE NORTHWEST CORNER OF THE FOLLOWING DESCRIBED PARCEL "A" AS DESCRIBED IN CERTIFICATE OF TITLE NUMBER 90705;

THAT PART OF GOVERNMENT LOT 6, SECTION 9, TOWNSHIP 138, RANGE 26, CROW WING COUNTY, MINNESOTA ACCORDING TO THE GOVERNMENT SURVEY THEREOF IS DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 6; THENCE NORTH 88 DEGREES 21 MINUTES 07 SECONDS WEST (WEST PER CERTIFICATE) ASSUMED BEARING ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE NORTH 00 DEGREES 43 MINUTES 18 SECONDS EAST (NORTH PER CERTIFICATE) PARALLEL WITH THE EAST LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET; THENCE SOUTH 88 DEGREES 21 MINUTES 07 SECONDS EAST (EAST PER CERTIFICATE) PARALLEL WITH THE SOUTH LINE OF SAID GOVERNMENT LOT 6 A DISTANCE OF 466.69 FEET TO THE EAST LINE OF SAID GOVERNMENT LOT 6; THENCE SOUTH 00 DEGREES 43 MINUTES 18 SECONDS WEST (SOUTH PER CERTIFICATE) A DISTANCE OF 466.69 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.
 THENCE SOUTH 00 DEGREES 43 MINUTES 18 SECONDS WEST ALONG THE WEST LINE OF SAID PARCEL "A" AS DESCRIBED IN CERTIFICATE OF TITLE NUMBER 90705 A DISTANCE OF 47.60 FEET; THENCE NORTH 43 DEGREES 10 MINUTES 21 SECONDS WEST A DISTANCE OF 383.18 FEET; THENCE NORTH 24 DEGREES 42 MINUTES 31 SECONDS EAST ALONG A LINE 33.00 FEET SOUTHWESTERLY AND PARALLEL TO THE NORTHEASTERLY LINE OF SAID LOT 5 A DISTANCE OF 200.63 FEET TO THE NORTHERLY LINE OF SAID LOT 5; THENCE NORTH 60 DEGREES 49 MINUTES 28 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID LOT 5 TO THE NORTHEASTERLY CORNER OF SAID LOT 5 AND THE POINT OF BEGINNING AND THERE TERMINATING

SURVEYOR NOTES:

1 ACRE = 43560 SQUARE FEET
 5 ACRES = 217,800 SQUARE FEET
 THE SQUARE ROOT OF 217,800 SQUARE IS 466.69004756.
 THE PROPERTY IS A PARALLELOGRAM WITH SIDES THAT MEASURE 466.69 FEET.
 BY STATE STATUTES, CASE LAW AND MINNESOTA SOCIETY OF PROFESSIONAL SURVEYORS (M.S.P.S.) RECOMMENDED GUIDE LINES AND PROCEDURES, LAND SURVEYORS MEASUREMENTS AND DIMENSIONS ARE MADE TO THE NEAREST ONE HUNDREDTH OF A FOOT. SQUARE FOOTAGE IS SHOWN TO THE NEAREST WHOLE FOOT AND ACREAGE IS SHOWN TO THE NEAREST ONE HUNDREDTH OF AN ACRE.

CERTIFICATION:

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
 SIGNED THE 7th OF NOVEMBER, 2011.

Dennis M. Honsa
 DENNIS M. HONSA
 MINNESOTA LICENSE No. 22440
 FOR BDM CONSULTING ENGINEERS AND SURVEYORS

REVISED: 2012-01-17 REMOVE SUMMARY, ADD SURVEYORS NOTE
 2012-03-07 EXTEND CARTWAY ACROSS HONSA PROPERTY PER CITY ATTORNEY

JOB NO: 353 008 S



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BDM
 CONSULTING ENGINEERS & SURVEYORS
 SOUTH OFFICE:
 80 PLATO BOULEVARD EAST, SUITE 140, ST. PAUL, MN (612) 548-3140
 NORTH OFFICE:
 11040-183RD CIRCLE NW, STE. A, ELK RIVER, MN (851) 334-8413



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

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

RESOLUTION 24-34

RESOLUTION REGARDING AMERICAN RESCUE PLAN ACT FUNDS USE

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, the Emily City Council accepted ARPA funds to be used in a manner consistent with guidance adopted by the U.S. Treasury.

WHEREAS, on March 8, 2022, in compliance with the final rule, the Emily City Council elected the standard allowance available under the revenue loss provision of the Coronavirus Local Fiscal Recovery Fund established under ARPA allowing ARPA funds to be used for the general provision of government services.

WHEREAS, the City of Emily received the second allocation of American Rescue Plan Act (ARPA) funds of \$45,898.54 on July 5, 2022 and to date the funds have received interest in the total of \$105.68 for a total of \$46,004.22.

WHEREAS, the purchases for the remodel of the Police Department for a Sheriff’s Office northern outpost, including carpet, paint, furniture, and computer, and a new pickup truck for the Maintenance Department have been determined to meet the general provision of government services requirement for use of ARPA funds.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Emily, Minnesota hereby approves the following eligible uses of ARPA funds for the general provision of government services:

Sheriff’s Office Northern Outpost Development:

- The Office Shop – Furniture \$ 5,975.48
- State Contract – Computer, Monitor, and Stand \$ 1,368.22
- CIT – Computer Software \$ 1,477.52
- Maintenance - 2024 Ford F250 Pickup Truck \$37,183.00

TOTAL ELIGIBLE ARPA FUNDS USE \$46,004.22

Adopted by the Emily City Council on August 12, 2024.

Tracy Jones
Mayor

Attest: _____
Cari Johnson, MCMC
City Clerk/Treasurer

RECEIVED
AUG 02 2024

INVOICE

MIDWAY FORD COMPANY BY:.....
2777 N. Snelling Ave.
Roseville, MN 55113

Date	Invoice #
7/30/2024	135863

Bill To:

CITY OF EMILY
 39811 STATE HWY 6
 EMILY, MN 56447

P.O. No.	Terms	Stock #
718361	Net 30 days 1.5% there after	240433

Quantity	Description	Price	Extension
1	2024 FORD F250 VIN 1FT7X2BA9REE52864	\$47,993.64	\$47,993.64
1	Transit Improvement Excise Tax	\$20.00	\$20.00
1	MOTOR VEHICLE SALES TAX	\$3,299.56	\$3,299.56
1	TITLE AND REGISTRATION	\$47.00	\$47.00
1	DOC FEE	\$275.00	\$275.00
Total			\$51,635.20

MIDWAY FORD
2777 N SNELLING
ROSEVILLE, MN 55113

DEAL# 135863
CUST# 145739

Stock #: 240433

Date: 07/30/2024

Salesperson: TRAVIS SWANSON

RETAIL PURCHASE AGREEMENT

Purchaser Name: CITY OF EMILY DOB: D.L.#:

Purchaser Name: N/A DOB: N/A D.L.#: N/A

Address: 39811 STATE HWY 6PO BOX 68 EMILY, MN 56447 County:

Phone: 218-763-2480 Email:

Insurance Co.: Policy #:

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. Unless otherwise indicated in this Agreement, the Odometer Reading for the Vehicle you are purchasing from us is accurate. Please refer to the Federal Mileage Statement for full disclosure.

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
2024	FORD	F250 PU	PU	44F 10-SPEED AUTO TORQSHIFT	POSITIVE BLUE	CLOTH 40/20/40 SEAT MED
VIN #			ODOMETER READING	LICENSE PLATE NO.	STATE	EXP. DATE
1FT7X2BA9REE52864			<input type="checkbox"/> Not Accurate 5			

THE VEHICLE IS: NEW USED PRIOR USE DISCLOSURE: PRIOR LEASE RENTAL DEMONSTRATOR OTHER

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	47993.64
<p>Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and related goods and services. If we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction, we may not limit or modify the implied warranties. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this Vehicle is part of this Contract. Information on the window form overrides any contrary provisions in the contract of sale. Traducción española: Vea el dorso. This Vehicle is being provided to you by our Dealership:</p> <p><input type="checkbox"/> AS-IS: We expressly disclaim all warranties, express and implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the Vehicle and related goods and services is with the Purchaser.</p> <p><input type="checkbox"/> WITH THE FOLLOWING USED MOTOR VEHICLE LIMITED WARRANTY: <input type="checkbox"/> Less than 36,000 miles, the warranty is for 60 days or 2,500 miles, whichever comes first. <input type="checkbox"/> 36,000 to 74,999 miles, the warranty is for 30 days or 1,000 miles, whichever comes first. Please see attached Used Motor Vehicle Limited Warranty. Any implied warranties are limited in duration to the term of the Limited Warranty.</p> <p><input type="checkbox"/> OTHER:</p>		OTHER GOODS/SERVICES:	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
CUSTOMER ASSIGNS REBATE TO DEALER			

TRADE-IN VEHICLE INFORMATION		TOTAL		47993.64
YEAR: N/A	MAKE: N/A	MODEL: N/A		
COLOR: N/A	ODOMETER READING	<input type="checkbox"/> Not Accurate	N/A	
VIN#: N/A				
LICENSE PLATE:	STATE: N/A	EXP. DATE: N/A		
LIENHOLDER:				
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY?	YES <input type="checkbox"/> NO <input type="checkbox"/>			

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.			
X			
REGISTRATION TAX	N/A	LESS TRADE-IN ALLOWANCE (-)	N/A
PLATE FEE	N/A	TRADE DIFFERENCE	47993.64
PUBLIC SAFETY VEHICLE FEE	N/A		N/A
TRANSFER TAX	N/A		N/A
TITLE/TRANSFER FEE	47.00	MOTOR VEHICLE SALES TAX	3319.56
STATE/DEPUTY FILING FEE	N/A	SERVICE CONTRACT	N/A
LIEN RECORDING FEE	N/A	DOCUMENT ADMINISTRATION FEE	275.00
N/A	N/A	N/A	N/A

OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS		TOTAL LICENSE & FEES	47.00
<input type="checkbox"/> IF BOX IS MARKED, PLEASE SEE THE DELIVERY CONFIRMATION		SUBTOTAL	51635.20
*Documentary Service Fee: This fee may be charged by the Dealership for preparing, handling, and processing documents relating to the closing of a sale. This fee is not an official fee, is not required by law, and may result in a profit for the Dealership. This Fee may not exceed \$100.00.		LESS CASH SUBMITTED WITH ORDER (-)	N/A
		PLUS BALANCE OWING TO LIENHOLDER ON TRADE-IN (+)	N/A
		TOTAL AMOUNT DUE ON DELIVERY	51635.20

This Agreement and any documents which are a part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into, or will be recognized. I have read all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser: Brian Date: 07/30/2024 Accepted by Authorized Dealership Representative: _____ Date: 07/30/2024

Purchaser: _____ Date: _____ Print Name: _____

206 ARPA FUND

Fund Total	\$46,004.22
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	Amount	Total Remaining
Northern Outpost Remodel/Furniture (After budgeted \$10k)	\$8,821.22	\$37,183.00
Remaining ARPA funds for Maintenance 3/4 ton Pickup Truck (Total of \$51,635.20)	\$37,183.00	\$0.00
Total Remaining ARPA Funds		\$0.00

228 POLICE FUND

2023 Budgeted Transfer (Resolution 23-52)

Emily Sheriff's Office - paint/carpet/furniture	\$10,000.00
---	-------------

Date	Contractor	Purpose	Amount	Total Remaining
5/1/2024	Fox Glen Painting	Painting of PD and conference room	\$1,625.00	\$8,375.00
7/9/2024	Connect Interiors	Carpet, wall base, install for PD and conference room	\$4,135.00	\$4,240.00
7/9/2024	Elan Financial Services	PD TV	\$266.28	\$3,973.72
	The Office Shop	PD Furniture	\$9,949.20	-\$5,975.48
	State Contract	PD Computer, Monitor, and Stand	\$1,368.22	-\$7,343.70
	CIT	PD Check Point 1530 Software	\$1,477.52	-\$8,821.22
		ARPA Funds planned for remainder	-\$8,821.22	\$0.00

MAINTENANCE TRUCK FUNDING

\$40,000 was budgeted for Maintenance truck. Council decided to use ARPA funds instead and repurpose budgeted funds to save for grader.

Midway Ford Company Invoice for Truck	\$51,635.20
---------------------------------------	-------------

	Amount	Total Remaining
Remaining ARPA Funds after northern outpost development	\$37,183.00	\$14,452.20
Remaining budgeted funds for backhoe tractor	\$7,800.00	\$6,652.20
Budgeted funds originally planned for Maint. Truck but repurposed to save for grader	\$6,652.20	\$0.00 *

* Budgeted remaining funds to save for grader - \$33,347.80

To
Vendor ID: 0000201498
Vendor Location: 001
Vendor Name: EMILY CITY OF
Vendor Address: PO BOX 68
 EMILY, MN 56447

Reference Information
Pay Cycle: DLYEFT
Pay Cycle Seq Number: 3286

Payment Information
Payment Reference: 0008972176
Payment Date: 07/18/2024
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 11007231	07/19/2024	23576C21824002F00 1	CITY-182400 SML_CT_ASSIST	37,510.50
Total:						37,510.50 USD

Handwritten: 7/19/24
 All

Handwritten: 201-33418

Handwritten: +19/24

Small Cities Assistance Program

Program Overview

The Small Cities Assistance Program was created in 2015 to provide funding for construction and maintenance of roadways in cities with a population less than 5,000. Minnesota Statute 162.145 provides details on the program. The program is administered by MnDOT's State Aid for Local Transportation Division with the funding distributed by the Minnesota Department of Revenue.



Program Guidance and Criteria

Guidance

Eligible local agencies include cities that do not receive municipal state aid under Statutes 162.09 to 162.14. This primarily includes all cities that have a population of 5,000 or less.

The Commissioner of Revenue distributes the funds to cities in the same manner as local government aid under chapter 477A. Generally, cities will receive 50 percent of the payment around July 26 and 50 percent of the payment around December 26.

In each city's bank account, these funds may show up as "Intergovernmental Transfer" or something similar. However, in looking at the payment information in SWIFT, the name of the aid is shown in two places: the customer account field will reflect SML_CT_ASSIST and the message field will reflect SMALL CITY ASSIST. If there are any questions on this, the SWIFT Helpline can be reached at 651-201-8106.

Criteria

The preliminary aid to each city is calculated as follows:

- 5 percent equally allocated to all cities
- 35 percent allocated based on each city's share of lane miles of municipal streets compared to the total municipal lane miles of all eligible cities
- 35 percent allocated based on each city's share of population compared to the total population of all eligible cities
- 25 percent allocated based on each city's share of the state aid adjustment factor compared to the sum of the state aid adjustment factor for all eligible cities
 - The state aid adjustment factor is the greater of zero or:

- 0.005 minus
- The number of lane miles of county state aid highway in a city compared to the total lane miles of county state aid highways in eligible cities

The final aid to each city is the lesser of:

- The preliminary aid or
- The maximum aid, which equals 3.5 multiplied by the unweighted average amount of assistance to a city in a year.

Use of Funds

The funding is for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction, and maintenance.

Timeline for Use of Funds

There is no specified timeline by when the cities need to use these funds. However, it is recommended that they be used within two years of receiving the initial payment.

Accounting of Funds

The cities are not required to submit a report on how the funds were expended. Each city is required to follow appropriate accounting practices to clearly show that the funds they received have been used on the eligible items listed above and in the statute. One recommendation is to establish a separate account for these funds and then reduce that account as eligible expenditures are incurred.

Funding Summary

Calendar Year	2018	2019	2020	2021	2022
Amount Appropriated	\$8.0 M	\$0	\$0	\$18 M	\$0
Number of Eligible Cities	705	N/A	N/A	705	-

Forecast Amounts

Forecast Year	FY 2024	FY 2025	FY 2026	FY 2027
Dollars (in \$000s) Small Cities	\$3,039	\$19,967	\$22,585	\$24,769

Note: forecast amounts were from the February 2023 forecast.

For More Information

Contact Kim DeLaRosa, Needs Unit Supervisor, at kimberlie.delarosa@state.mn.us or 612-463-9332.

Revised: 11/2023

Bill Would Provide One-Time Funding for Small Cities Assistance Program

April 8, 2024

The proposed legislation would provide \$25 million to be distributed this July to cities with populations below 5,000 for street maintenance, repairs, and reconstruction.

A League-supported bill, [SF 4899/HF 4872](#), was laid over for inclusion in omnibus funding packages in the [Senate Transportation Committee](#) and the [House Transportation Finance and Policy Committee](#). Authored by [Sen. John Jasinski](#) (R-Faribault) and [Rep. Jeff Brand](#) (DFL-St. Peter), the measure would help cities with populations below 5,000 pay for street maintenance, repairs, and reconstruction.

The measure is necessary due to a delay in new revenues that will flow to small cities from the [Transportation Advancement Account](#) (TAA) that was created in 2023. The effective date of the retail delivery fee combined with the relatively slow phase-in of the dedication of the auto parts sales tax, which fund the account, means there will not be meaningful TAA funds available until fiscal year 2026 (beginning July 1, 2025).

If enacted, the \$25 million in funds would be distributed to small cities on a formula basis in July 2024. Omnibus transportation bills have not yet been assembled, but the League will advocate that Small Cities Assistance Program funds be included in the package in both the House and Senate.

[Read more news articles.](#)

Your LMC Resource

Anne Finn

IGR Director

(651) 281-1263 or (800) 925-1122

afinn@lmc.org

clerk@emily.net

From: Daria Graupman <Daria.Graupman@crowwing.gov>
Sent: Monday, July 22, 2024 3:08 PM
To: clerk@emily.net
Cc: 'Tracy Jones'; Andy Hemphill; 'Bryce Butcher'
Subject: RE: Future County Highway Project

Cari,

By December we would need to know the road(s) you would like resurfaced with our CSAH 1 project along with whether your city engineer is going to be the one doing the design and inspection.

Once we know this information, we would enter into a cost sharing agreement.

Please let me know if you have any more questions. We look forward to working with you.

Thank you,

Daria Graupman, EIT
Staff Engineer

Office: (218) 824-1110
Direct: (218) 822-2680

www.crowwing.gov

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



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.

This e-mail and any attachment is intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.

From: clerk@emily.net <clerk@emily.net>

Sent: Monday, July 22, 2024 10:13 AM

To: Daria Graupman <Daria.Graupman@crowwing.gov>

'Tracy Jones' <mayor.tracyjones@cityofemily.com>; Andy Hemphill <andy.hemphill@hotmail.com>; 'Bryce Butcher' <b.butcher428@gmail.com>

Subject: Future County Highway Project

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

Hello,

The Emily City Council made the decision to request to bid a road resurfacing project with the County next year with the County Road 1 west project. The City does not have a dollar amount available at this time, but will be budgeting for the work for 2025. What information do you need in preparation and how would the process work?

Thank you for the opportunity to work with the County next year.

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

Effecting Positive Change



June 27, 2024

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

RECEIVED
JUN 28 2024

BY:

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

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

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

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

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

Sincerely,

Daria Graupman

Daria Graupman
Staff Engineer/Project Manager

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

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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

MAINTENANCE REPORT

8/12/2024

- Cleaning up trees
- Fixing wash outs
- Mowing ditches
- General Maintenance
- Cemetery work

Brian Foster
Maintenance Supervisor

From: Info MNCemeteries <info@mncemeteries.org>
Sent: Friday, July 12, 2024 11:23 AM
To: undisclosed-recipients:
Subject: 2024 Minnesota Association of Cemeteries 100th Annual Conference
Attachments: MAC Conference 2024.pdf; 2024 Supplier.pdf; 2024 Member.pdf; 2024 Non-Member.pdf; MAC Golf Tournament2024.pdf

Flag Status: Flagged

Good Day Everyone!

We are excited to open up registration for the 2024, 100th annual Minnesota Association of Cemeteries Conference. It will be held Wednesday Sept. 18th through the 20th.

Wed. Sept. 18th - Our Second Annual Management Course featuring talks on Leadership and working with Boards, Property Ownership and Transfers, Artificial Intelligence, Social Media, Cemetery Roundtable to answer common questions, and a keynote from a young widower speaking on the impact our jobs have on grieving families.

Thursday Sept. 19th and Friday September 20th - Our 100th Annual Conference featuring a keynote address from James Robilotta on how to be a more effective manager. Also featuring talks from Michael Jarkey Esq our General Counsel, how to master plan your cemetery, ground penetrating radar to find locations of unknown burials, legislative updates, general Q&A and much more!

Also included in the 100th Annual Conference Registration, a welcome reception with cocktails and hors d'oeuvres on the evening of Wed. September 18th, and our 100th Annual Banquet on the evening of Thursday Sept. 19th with live entertainment, food, drinks, and tons of fellowship.

If you would like, you can also join in our 9 hole scramble golf tournament at Braemar Golf Course in Edina on the afternoon of Thursday Sept. 19.

Book your hotel at [Great Wolf Lodge](#) using code: 2409MINN for the rate of \$120/night, including 4 water park passes per room!

New this year, you can book your [registration online](#), or you can mail it in like in the past. Since the online registration is new, I ask for your patience if there are glitches. I have tried to test it out, but you never know what will pop up.

Attached you will find registration forms for Non-Member Cemeteries, Member Cemeteries, and Vendors. You receive a discounted rate as a member of the Minnesota Association of Cemeteries, so make sure your dues are up to date!

There is a conference brochure, and also a golf brochure attached as well!

Please book your hotel rooms before Sunday August 18th for discounted rates, and also make sure to submit your registration before August 15th for Early Bird Rates!

Dominic Pierre

Secretary\Treasurer

Minnesota Association of Cemeteries

2505 Minnehaha Ave. East

Maplewood, MN 55119

Telephone 651-560-3104

Website: www.mncemeteries.org

Email: info@mncemeteries.org





MINNESOTA ASSOCIATION OF CEMETERIES

www.mncemeteries.org

100th Annual Conference
September 18th, 19th, and 20th, 2024

2024 Conference Registration Form for Member Cemeteries

Member Registration Information		
Supplier Registration should be completed using the Supplier Registration Form		
1) Name:	Cemetery:	
Address:		
City:	State:	Zip:
Phone:	Email:	

Spouse, Guest, or Associate		
2) Name:	Email:	Type:
3) Name:	Email:	Type:

See Attached Flyer for Hotel Information

Registration Event	Early Bird (Before Aug 15)	Any Later Date	Total	Attendee (If registering more than 1 person)
MAC Supplier Members (Wed. Through Friday)	\$450.00	\$475.00		
MAC Cemetery Management Course Only (Covers Wed. Cemetery Management Course and Wed. Lunch)	\$150.00	\$175.00		
MAC Conference Only (Covers Thursday and Friday Sessions, Cocktail Hour, Banquet and Meals)	\$300.00	\$325.00		
MAC Conference PLUS Cemetery Management Course (Covers MAC Conference Plus Wed. Cemetery Management Course)	\$400.00	\$450.00		
Spouse (Includes Cocktail Hour, Banquet and Meals)	\$240.00	\$250.00		
Banquet Only	\$150.00	\$175.00		
MAC Golf Outing (See Golf Brochure, Golf on Afternoon of Thursday Sept 19 th)	\$100.00	\$125.00		

TOTAL ENCLOSED \$ _____

Please Make Check Payable to: Minnesota Association of Cemeteries
Mail To: ATTN: MAC Conference 2505 Minnehaha Ave. Maplewood, MN 55119

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-37**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

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

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-37	Park Fund – Pickleball Fund

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

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

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

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

Passed by the City Council of Emily, Minnesota this 12th day of August, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Emily Firemens Relief Association</u>	License Number: <u>02215</u>
---	------------------------------

Address: <u>PO Box 163</u>	City/State/Zip: <u>Emily, MN 56447</u>
----------------------------	--

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

3. Describe the proposed expenditure, including vendors:

City pickleball court donation approved by membership 7/23/2024.

- **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>07/31/24</u>
Chief Executive Officer's Signature	Date
<u>Jon Chmielecki</u>	<u>218 851-7408</u>
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$1,000.00. Government use of contribution (check one):

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

Unit of Government: <u>City of Emily</u>	Phone: <u>218 763-2480</u>
--	----------------------------

Address: <u>PO Box 68</u>	City/State/Zip: <u>Emily, MN 56447</u>
---------------------------	--

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

Signature	Date
<u>Tracy Jones</u>	<u>Mayor</u>
Print Name	Title

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

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-33**

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>
Multiple Anonymous Donors at 7/19/2024 and 7/20/2024 Book Sale	\$446.25

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-33	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 following donations are accepted and shall be used as follows: \$446.25 to Fund 211 Library for use by the City of Emily Public Library.
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 12th day of August, 2024.

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC



2024 MUNICIPAL CLERKS ADVANCED ACADEMY (MCAA)

**September 19-20, 2024
Staples, MN**



**Sponsored by the:
Minnesota Municipal Clerks & Finance Officers Association (MCFOA)
and
Professional & Continuing Education (PACE) at St. Cloud State University**

Ethics and Leadership with Mary Jepperson and Public Speaking with Matt Vorell

Date & Location	Time	Description
Wednesday, Sep 18, 2024 Timberlake Hotel: 1212 2 nd Ave NE, Staples, MN 56479	Check In: 3:00 PM	Check in to Timberlake Hotel
	Thursday, Sep 19, 2024 Sourcewell Training & Solutions: 202 12 th St NE, Staples, MN 56479	7:30-8:00 AM
	8:00 AM-12:00 PM	Ethics with Mary Jepperson
	10:00-10:15 AM	AM Break
	12:00-12:30 PM	Lunch
	12:30-5:00 PM	Leadership with Mary Jepperson
	2:30-2:45 PM	PM Break
	4:30-5:00 PM	Time at end of class to ask questions and complete assessment
	5:00-6:00 PM	Network!
Friday, Sep 20, 2024 Sourcewell Training & Solutions: 202 12 th St NE, Staples, MN 56479	7:30-8:00 AM	Registration
	8:00-11:00 AM	Public Speaking with Matt Vorell
	10:00-10:15 AM	AM Break
	10:30-11:00 AM	Time at end of class to ask questions and complete assessment

ACADEMY MCFOA BOARD POLICY

The Advanced Academy consists of a 1 ½ day, 12-hour curriculum of programming. Each participant is eligible to receive a maximum of 6 education points with a completed learning assessment and a passing score of 70% or greater. **ALL CURRICULUM HOURS ARE MANDATORY.** There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a "makeup assignment" that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). **PARTICIPANTS WHO FAIL TO COMPLY WITH ATTENDANCE AND PUNCTUALITY REQUIREMENTS WILL NOT RECEIVE A CERTIFICATE OF COMPLETION.**

MUNICIPAL CLERKS ADVANCED ACADEMY (MCAA)

September 19-20, 2024
Sourcewell Training & Solutions, Staples MN

The Academy provides graduates of the Minnesota Municipal Clerks Institute (MMCI) three-year program with an opportunity to focus on an in-depth topic of importance to the profession. Clerks who have completed the requirements for the MCMC and/or CMC designation may use this MCFOA and IIMC-approved program to earn 6 Education points. These points can be used toward the Minnesota Master Municipal Clerk (MMMMC) designation through MCFOA and/or toward the IIMC Master Municipal Clerks (MMC) designation.

Who Should Attend?

Clerks who have successfully completed the MMCI program are encouraged to attend to further their professional training and earn points toward their advanced certifications. We advise that registrants should wait until after they receive their MCMC and/or CMC designation to register for an Academy, if they want to use Academy education points towards advanced certification.

ONLINE REGISTRATION

INVOICE/CHECK REGISTRATION

Registration Fees: \$325.00

Registration Deadline: September 5, 2024

- No registrations can be taken after the September 5, 2024 registration deadline due to the 14-day catering cut-off date unless approved by the Institute Director, Kassidi Andres.

Cancellation Policy:

- Refunds, minus a \$30 processing fee, will be granted for written cancellations received by September 5, 2024.
- No refunds will be given for any cancellations received after September 5, 2024.

Program Questions:

Kassidi Andres, 320-308-5759

Registration Questions:

Roxann Neu, 320-308-4962

— Venue Location

Sourcewell Training & Solutions

202 12th St NE

Staples MN 56479

Located right across the street from Timberlake Lodge Hotel

— Hotel Accommodations - Rates

Timberlake Lodge Hotel

1212 2nd Ave NE

Staples MN 56479

218-895-1300

Call the hotel directly and ask for the Municipal Clerks Advanced Academy (MCAA) room block

Rates: \$109.00 for a king, \$119.00 for a double queen

Group cutoff date: August 18, 2024

Located right across the street from Sourcewell Training & Solutions

— Schedule and Details

2024 MCAA Schedule

— Advanced Academy Policies

The Advanced Academy consists of a 1 ½ day, 12-hour curriculum of programming. Each participant is eligible to receive a maximum of 6 education points with a completed learning assessment and a passing score of 70% or greater. **ALL CURRICULUM HOURS ARE MANDATORY.** There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a “makeup assignment” that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming).

PARTICIPANTS WHO FAIL TO COMPLY WITH ATTENDANCE AND PUNCTUALITY REQUIREMENTS WILL NOT RECEIVE A CERTIFICATE OF COMPLETION.

— Scholarships

Scholarships

Minnesota Clerks and Finance Officers Association (MCFOA) is a membership organization open to the Municipal Clerks and Finance Officers of the 855 Minnesota cities. Members are eligible to apply to MCFOA for an MMCI scholarship. You must be a paid member to apply.

clerk@emily.net

From: MCFOA <Mcfoa@wildapricot.org>
Sent: Wednesday, July 17, 2024 1:41 PM
To: Cari Johnson
Subject: Advanced Academy Registration Open!



2024 Municipal Clerks Advanced Academy registration is NOW OPEN!

Congratulations! The MCFOA Board of Directors has awarded your city one \$100 grant towards registration for the Municipal Clerks Advanced Academy (MCAA) in September.

The MCAA is scheduled for September 19-20, 2024 at Sourcewell Training & Solutions in Staples, MN

Registration can be done through the link below:

<https://pace.stcloudstate.edu/conference-workshop/mcaa.aspx>

Using code 2024MCAA\$100

Lodging information can also be found by following the link.

**ORDINANCE NO 2024-03
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING A
MORATORIUM ON THE OPERATION OF CANNABIS BUSINESSES
(CULTIVATION, PROCESSING, AND DISTRIBUTION)
IN THE CITY OF EMILY**

The City Council of the City of Emily, Crow Wing County, State of Minnesota does hereby ordain:

I. Findings of Fact.

A prohibition on the operation of Cannabis Businesses is necessary to ensure that the City has sufficient time to study potential regulations that will protect the health and safety of the residents of Emily.

- A. The Minnesota Legislature enacted, and the Governor signed, 2023 Minnesota Session Laws, Chapter 63-H.F. No. 100 (“Act”), which is comprehensive legislation relating to Cannabis including, but not limited to, the establishment of the Office of Cannabis Management (“OCM”), legalizing and limiting the possession and use of cannabis and certain hemp products for adults, providing for licensing, inspection, and regulation of Cannabis Businesses and hemp businesses; taxing the sale of cannabis flower, cannabis products, and certain hemp products, and amending criminal penalties.
- B. The Act provides local units of government certain authority related to Cannabis Businesses, which does not include lower potency hemp edible manufacturers and retailers, including the authority to (1) require local registration of certain Cannabis Businesses operating retail establishments, (2) adopt reasonable restriction on time, place, and manner of the operation of Cannabis Businesses, provided that such restrictions do not prohibit the establishment or operation of Cannabis Businesses, (3) limit the number of certain Cannabis Businesses based on population of the community, and (4) prohibit the operation of a Cannabis Business within 1,000 feet of a school, or 500 feet of a daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic fields.
- C. The Act directs the OCM to establish additional rules and regulations relating to the operation of Cannabis Businesses. The City will benefit from reviewing and analyzing the OCM’s model ordinances, rules and regulations before making any decisions related to the operation of Cannabis Businesses in the City.
- D. Section 342.13 established by the Act contains provision that allows for a City Council that plans to conduct studies or is considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a Cannabis Business, to

hold a hearing on and adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens until January 1, 2025.

- E. Minnesota Legislature adopted the Conference Committee Report on HF 4757. HF 4757 requires the Office of Cannabis Management (OCM) to begin accepting applications for social equity applicants on July 24, 2024, with applications closing on August 12, 2024. A successful social equity applicant will gain preapproval to operate a cannabis business. HF 4757 allows businesses that have received preapproval to immediately begin cultivating cannabis if the business complies with local zoning ordinances, complies with state fire and building codes, and complies with Minnesota rules related to medical cannabis.
- F. Given the uncertainty regarding the model ordinance to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens and to conduct a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and the manner of the operation of Cannabis Businesses (cultivation, processing, and distribution) as well as the other regulations local units of government may adopt under the Act.

II. Definitions.

- A. Cannabis Cultivation: Means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.
- B. Cannabis Processing: Refers to any method used to prepare cannabis or its byproducts for commercial retail and/or wholesale, including but not limited to: drying, cleaning, curing, packaging, and extraction of active ingredients to create cannabis related products and concentrates.
- C. Cannabis Retail Sale/Distribution: Means any licensed person or entity that purchases or otherwise obtains usable cannabis from cannabis cultivators, processors or manufacturers, and sells these from a retail store, but excludes the sale of cannabis for exclusively medical purposes where that sale is made in accordance with federal or State medical cannabis or medical marijuana enactments and regulations.

III. Scope.

The City Council hereby authorizes and directs the Planning Commission to consider the proper regulations to be put in place regarding reasonable restrictions on the time, place and the manner of the operation of Cannabis Businesses (cultivation, processing, and distribution) within the City. The Planning Commission will then make a recommendation to the City Council about whether the City should amend its zoning, business-licensing, or other general Code provisions related to the manner of the operation of Cannabis Businesses to better protect the residents of Emily.

IV. Moratorium.

In accordance with the findings set forth herein, a moratorium is established as follows:

- A. No business, person or entity may operate a Cannabis Business (cultivate, process, or distribute cannabis) for a period up to December 31, 2024, or until the Council repeals this Ordinance, whichever occurs first.
- B. During the term of this Ordinance, the City staff will not issue any license or permit, nor will it accept or process any applications for uses related to the operation of Cannabis Businesses (cultivation, processing, or distribution).
- C. The moratorium established by this Ordinance does not apply to the sale, testing, manufacturing, or distribution of THC products.
- D. The moratorium established by this Ordinance shall be in effect from and after its passage and shall remain effective until December 31, 2024, unless further amended by order of this City Council.

V. Enforcement.

Any person, firm, entity, partnership, or corporation who violates any provisions of this Interim Ordinance shall be guilty of a misdemeanor as defined by state law and subject to a fine or imprisonment in jail for a period not to exceed 90 days, or both, and in either case, costs of prosecution. Alternatively, the City may enforce violations of this Interim Ordinance through civil remedies. In all cases where the City is enforcing compliance with this Interim Ordinance and the enforcement does not involve criminal prosecution, the offending party shall be required to reimburse the City for the City's attorney's fees and costs associated with enforcing the offending party's compliance with this Interim Ordinance.

VI. Validity.

The validity of any word, sentence, section, clause, paragraph, part or provision of this Interim Ordinance shall not affect the validity of any other part of this Interim Ordinance which can

VII. Effective Date.

This Interim Ordinance shall take effect upon adoption and publication as required by State law.

Passed this ____ day of _____, 2024 by a ____ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

Conference Committee Report on H.F. No. 4757:

Minnesota Statutes 2023 Supplement, section 342.13, is amended to read:

342.13 LOCAL CONTROL.

- (a) A local unit of government may not prohibit the possession, transportation, or use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products authorized under this chapter.
- (b) Except as provided in section 342.22, a local unit of government may not prohibit the establishment or operation of a cannabis business or hemp business licensed under this chapter.
- (c) A local unit of government may adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses. A local unit of government may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- (d) The office shall work with local units of government to:
- (1) develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of a cannabis business;
 - (2) develop standardized forms and procedures for the issuance of a retail registration pursuant to section 342.22; and
 - (3) develop model policies and procedures for the performance of compliance checks required under section 342.22.
- (e) If a local unit of government is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business, the governing body of the local unit of government may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. Before adopting the interim ordinance, the governing body must hold a public hearing. The interim ordinance may regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction or a portion thereof until January 1, 2025.
- (f) Within 30 days of receiving a copy of an application from the office, a local unit of government shall certify on a form provided by the office whether a proposed cannabis business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. The office may not issue a license if a the local unit of government informs the office that the cannabis business does not meet local zoning and land use laws. If the local unit of government does not provide

the certification to the office within 30 days of receiving a copy of an application from the office, the office may issue a license.

(g) Upon receipt of an application for a license issued under this chapter, the office shall contact the local unit of government in which the business would be located and provide the local unit of government with 30 days in which to provide input on the application. The local unit of government may provide the office with any additional information it believes is relevant to the office's decision on whether to issue a license, including but not limited to identifying concerns about the proposed location of a cannabis business or sharing public information about an applicant.

(h) (g) The office by rule shall establish an expedited complaint process to receive, review, and respond to complaints made by a local unit of government about a cannabis business. Complaints may include alleged violations of local ordinances or other alleged violations. At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Nothing in this paragraph prohibits a local unit of government from enforcing a local ordinance. If a local unit of government notifies the office that a cannabis business other than a cannabis retailer, cannabis microbusiness or cannabis mezzobusiness with a retail operations endorsement, cannabis mezzobusiness, lower-potency hemp edible retailer, medical cannabis retailer, or medical cannabis combination business operating a retail location poses an immediate threat to the health or safety of the public, the office must respond within one business day and may take any action described in section 342.19 or 342.21.

(i) (h) A local government unit that issues a cannabis retailer registration under section 342.22 may, by ordinance, limit the number of licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement to no fewer than one registration for every 12,500 residents.

(j) (i) If a county has one active registration for every 12,500 residents, a city or town within the county is not obligated to register a cannabis business.

(k) (j) Nothing in this section shall prohibit a local government unit from allowing licensed cannabis retailers in excess of the minimums set in paragraph (i) (h).

(l) (k) Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

EFFECTIVE DATE.

This section is effective the day following final enactment.

The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

ORDINANCE NO. 2024-03
AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING A
MORATORIUM ON THE OPERATION OF CANNABIS BUSINESSES
(CULTIVATION, PROCESSING AND DISTRIBUTION)
FOR THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The following is the official Summary of Ordinance No. 2024-03, approved by the City Council of the City of Emily, on the 12th day of August, 2024.

The purpose of this Interim Ordinance is to impose a Moratorium on the operation of Cannabis businesses (cultivation, processing and distribution) and to authorize a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and the manner of the operation of Cannabis businesses (cultivation, processing and distribution) as well as the other regulations local units of government may adopt under the 2023 Minnesota Session Laws, Chapter 63-H.F. No. 100 (“Act”) and as amended by Conference Committee Report on H.F. No. 4757 for the City of Emily, County of Crow Wing, State of Minnesota.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191 Subd. 4.

A printed copy of the Ordinance is available for inspection by any person at the office of the City Clerk.

Passed by the Council this 12th day of August, 2024, by a ___/5th vote of the Council.

CITY OF EMILY

By: Tracy Jones
Its: Mayor

By: Cari Johnson
Its: City Clerk

**ORDINANCE NO 2024-04
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN ORDINANCE TO REVISE THE
CODE OF ORDINANCES FOR THE CITY OF EMILY
WITH THE ESTABLISHMENT OF A FIRE & RESCUE DEPARTMENT**

33.20 Repeal: Emily City Code, Chapter 33 Public Safety, Fire Department Section, Subsections 33.20 through 33.31, and Volunteer First Response Unit Section, Subsections 33.45 through 33.53, adopted on January 9, 2019 are hereby repealed.

33.21 Fire & Rescue Department. The City shall provide a Fire & Rescue Department for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community. The department shall service the City of Emily and such surrounding areas as may contract with the City of Emily for services of the department.

- (1) The Fire & Rescue Department shall be administered by a Fire & Rescue Chief.
- (2) The Fire & Rescue Chief shall have subordinate officers to assist in management of Fire & Rescue Department duties and functions. The Fire & Rescue Department chain of command shall be defined in the Fire & Rescue Department Standard Operating Procedures (SOPs). The Fire & Rescue Chief and the City Council shall develop administrative policies for determining qualified personnel which shall be submitted to the City Council for approval. The Fire & Rescue Chief shall recommend to the City Council appointment to Fire & Rescue Department officer positions.
- (3) The Fire & Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. The Fire & Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire & Rescue Department. The size and composition of the department shall be established by resolution of the City Council and may be changed from time to time by subsequent resolution and specified in the City's Personnel Policy. The compensation shall be included in the Wage Schedule Policy.

33.22 Fire & Rescue Chief. The Fire & Rescue Chief shall be appointed by the City Council taking into consideration recommendation of the members of the department. The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire & Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire & Rescue Department. Specific duties of the Fire & Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.

For Periods of absence from the City of up to sixty (60) days, the Fire & Rescue Chief shall appoint an Acting Chief. For periods of absence longer than sixty (60) days, the City Council shall approve the appointment of an Acting Chief.

33.23 Fire & Rescue Department SOPs. The Fire & Rescue Chief shall recommend to the City Council a set of Standard Operating Procedures (SOPs) for operation and administration of the Fire & Rescue Department for consideration and approval by the City Council. The SOPs detail the organization and administration of the Fire Department and establish procedures for efficiently and effectively handling operations while maintaining sufficient flexibility to allow for deviation from the procedures when necessary.

33.24 Authority at Emergency Scenes.

- a. An emergency scene is under the authority of the first arriving emergency personnel, which includes Emergency Medical Services personnel/First Responders, until the arrival of the fire or law enforcement officials having jurisdiction.
- b. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of a fire or other emergency involving the protection of life or property, shall have the authority to direct such operation as may be necessary to limit or mitigate the threat of injury to persons, or damage to property or the environment, extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of duty. In exercise of such power, the Fire & Rescue Chief or any other Fire & Rescue officer or personnel is authorized to prohibit any person, vehicle, vessel, aircraft, or thing from approaching the scene and is authorized to remove or cause to be removed, towed, or kept away from the scene any person, vehicle, vessel, aircraft, or thing which may impede or interfere with the operations of the Fire & Rescue Department. Any person violating this Section shall be guilty of an offense punishable as a misdemeanor.
- c. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of an emergency, is authorized to place ropes, guards, barricades, or other obstructions across any street, highway, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the Fire & Rescue Department to manage and/or control the situation.

33.25 Investigation of Emergency Incidents. The Fire & Rescue Chief shall investigate or cause to be investigated the cause, origin, and circumstances of fires occurring within the City pursuant to Minnesota Statutes Chapter 299F.

33.26 Mutual Aid. The Fire & Rescue Chief or his/her designee is authorized to respond to requests for mutual aid assistance in the form of Fire & Rescue Department resources from any political subdivision, agencies of the State of Minnesota, and Federal agencies, pursuant to Minnesota Statutes Chapter 12, provided the emergency response needs of the City are not compromised, and the City Council or its designee is notified when Fire & Rescue Department personnel and/or resources shall be committed to the mutual aid response in excess of twelve (12) hours.

33.27 Fire & Rescue Department Relief Association. There is an Emily Firemen's Relief Association, whose function is to manage service pension benefits for Fire & Rescue personnel, authorized under Minnesota Statutes, and to provide other services to Fire & Rescue personnel of the Emily Fire & Rescue Department as deemed appropriate by members of the Association.

- a. The affairs of the Relief Association are governed by its Bylaws. The Bylaws provide rules for matters such as membership, meetings, election and duties of officers and trustees, investments, eligibility for benefits, and benefit amounts.
- b. Any proposed change to the Association's Bylaws or Articles of Incorporation which will affect the benefits paid from the Association's Fund shall not be effective until ratified by the City Council.

33.28 Fire & Rescue Service Definitions.

- a. "Service" means any deployment of Fire & Rescue personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area of or threatened by fire. It also includes the deployment of Fire & Rescue personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occur.
- b. "Service fee" means the charge imposed by the City for receiving Fire & Rescue service.
- c. "Motor vehicle" means any self-propelled vehicle designed and manufactured to operate primarily upon public roads and highways, including semi trailers.

33.29 Service Fees. The City Council may, by resolution, establish fees for fire protection service and/or emergency response which are not otherwise specified by contract. Said fees may be established at a fixed rate for certain specific types of incidents or for actual costs incurred by the Fire & Rescue Department in responding to the incident. The Fire & Rescue Chief shall make a recommendation annually to the City Council for approval the fee to be charged for each service fee noted in this Section and such fees shall be specified in the City's Fee Schedule Ordinance.

- a. Chemical/Hazardous Materials Spills. Fees incurred by the City for response to chemical spills on roadways, and at fixed private facilities within the City, or in other cities that personnel and equipment from the City may be requested to respond, will be charged to the owner of the chemical, the owner of the vehicle in which the chemical is being shipped, and/or to the owner of the facility where the spill occurred.

- 1) Fees shall include, but shall not be limited to, actual costs for all personnel who respond to the incident for a minimum of one hour and the cost on a per hour basis for each piece of City apparatus and equipment that responds to the incident for a minimum of one hour. Vehicle and equipment costs shall conform to the most recent cost schedules published by the Federal Emergency Management Agency for disaster recovery, or in the event a piece of equipment is not listed on the schedule, it shall be billed at a reasonable rate to be determined by the City using industry standards.

- 2) In addition, the bill for service shall include any cost of clean-up of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment, and administrative costs to be established at ten percent (10%) of the total bill.
 - 3) Liens Upon Nonpayment. Each owner of the premises receiving Fire & Rescue Department service for a hazardous materials spill shall be deemed to have agreed to pay for said services and any delinquencies in the payment for the Fire & Rescue Department service to said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not.
- b. Wildland Fires. At the discretion of the Fire & Rescue Chief, fees may be charged to the Minnesota Department of Natural Resources for services provided for incidents under the jurisdiction of the Minnesota Department of Natural Resources.
 - c. Arson, Accidents Due to Gross Negligence. Fees for services provided for incidents caused by arson or by gross negligence will be charged to the perpetrator(s) of the incident.
 - d. Any party who receives fire service involving a motor vehicle accident or motor vehicle fire will pay for such fire service according to the schedule referenced above. Fire and rescue calls resulting from vehicular accidents on state and county highways, to the extent services are provided to non-resident individuals or non-resident businesses of the Fire & Rescue Department's area of service, will be charged to the non-resident individual or non-resident business.
 - e. Impounding Vehicles/Property. The Fire & Rescue Chief or his/her designate is authorized to impound vehicles or property related to a fire and/or hazardous materials release and to be held in a secure location until such time as payment is received for Fire & Rescue Department response to the incident and/or the vehicle or property may be transported without further risk of injury to the public or damage to the environment.

33.30 Billing and Collection.

- a. A party receiving fire service will be billed directly by the City.
- b. Additionally, if the City is aware of the Insurance Company covering the involved vehicle, the City will send a copy of such billing directly to the Insurance Company.
- c. A party billed for fire service will have 30 days from the time of notice to pay, and if not paid by that time, it will be considered delinquent and an additional charge of 10% will be added to the amount due. Additionally, such party shall be liable for all collection costs incurred by the City including reasonable attorney fees and cost.
- d. If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for remitting to the City all charges collected on behalf of the City. The City must give the property owner notice of its intent to proceed in this manner by

September 15 of the year in which it certifies the unpaid charge to the appropriate county auditor.

33.31 Hardship and Waiver of Fees. When the City determines that imposition of a fee would impose an extreme economic hardship as determined by the City, the City may reduce or waive the fee as deemed appropriate by the City Council. Economic hardship may be established where a party is totally disabled and receiving social security benefits or railroad similar fixed income, retirement or disability benefits, and whose total household income is less than the annual low income level established by the U.S. Department of Housing and Urban Development Low Income Level.

33.32 Service Charge on Public Entity Property.

- (1) All property within the City owned by a public entity which is exempt from property taxation shall pay a service charge for emergency services rendered by the City on the public entity property, including fire, rescue, and medical services.
- (2) The amount of such charges shall be:
 - (a) By agreement; or
 - (b) As set forth in the City's Fee Schedule Ordinance.

Effective Date: This ordinance becomes effective upon its passage and publication according to law.

Passed by council this _____ day of _____, 2024.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

**ORDINANCE NO. 2024-04
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN ORDINANCE TO REVISE THE CODE OF ORDINANCES FOR THE CITY OF
EMILY WITH THE ESTABLISHMENT OF A FIRE & RESCUE DEPARTMENT**

The following is the official summary of Ordinance No. 2024-04, approved by the City Council of the City of Emily, on the 12th day of August, 2024.

The purpose of this Ordinance is to revise the City of Emily Code of Ordinances with the establishment of a Fire & Rescue Department. The Ordinance repeals Emily City Code Chapter 33 Public Safety, Fire Department Section (Subsections 33.20 through 33.31) and Volunteer First Response Unit Section (Subsections 33.45 through 33.53). City Code was revised to establish a combined Fire & Rescue Department with the addition of the following subsections:

- 33.20 Repeal
- 33.21 Fire & Rescue Department
- 33.22 Fire & Rescue Chief
- 33.23 Fire & Rescue Department SOPs
- 33.24 Authority at Emergency Scenes
- 33.25 Investigation of Emergency Incidents
- 33.26 Mutual Aid
- 33.27 Fire & Rescue Department Relief Association
- 33.28 Fire & Rescue Service Definitions
- 33.29 Service Fees
- 33.30 Billing and Collection
- 33.31 Hardship and Waiver of Fees
- 33.32 Service Charge on Public Entity Property

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 12th day of August, 2024, by a __/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

**ORDINANCE NO 2024-05
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING THE CITY OF EMILY CODE OF ORDINANCES,
CHAPTER 152: LAND USE AND SUBDIVISIONS AND ZONING MAP FOR A LOT REZONE**

The City of Emily does ordain as follows:

SECTION 1. Zoning Change. The Land Use and Subdivisions Ordinance and Zoning Map for the City of Emily are hereby amended to rezone the entirety of the 2.48 acre parcel, Parcel Number 21270704 located at 40099 Hite LN, Emily, MN, to the Shoreline Residential district.

Legal Description:

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

Together with an ingress and egress easement over and across that part of Government Lot 6, Section 27, Township 138 North, Range 26 West, Crow Wing County, Minnesota described as follows: Commencing at the point where the East line of said Government lot 6 intersects the centerline of County State Aid Highway Number 1, thence South 02 degrees 00 minutes 03 seconds East, assumed bearing, along the East line of said Government Lot 6 for a distance of 330.00 feet; thence South 58 degrees 50 minutes 10 seconds West 293.00 feet parallel with the centerline of said County State Aid Highway Number 1 to the point of beginning of the easement to be herein described; thence continuing South 58 degrees 50 minutes 10 seconds West 40.75 feet; thence South 32 degrees 41 minutes 44 seconds East 48.45 feet thence South 38 degrees 17 minutes 15 seconds East 18.64 feet; thence South 53 degrees 27 minutes 59 seconds East 34.44 feet; thence South 67 degrees 27 minutes 47 seconds East 37.86 feet, more or less, to a line bearing South 30 degrees 25 minutes 46 seconds East from the point of beginning; thence

North 30 degrees 25 minutes 46 seconds West 129.32 feet, more or less, to the point of beginning. Crow Wing County. Minnesota.

This Ordinance shall take effect upon adoption and publication as required by State law.

Passed this ____ day of _____, 2024 by a ____ths vote.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

(Reserved for Recorder)

**CITY OF EMILY
PLANNING COMMISSION
REZONE APPROVAL**

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

In accordance with the provisions of the City of Emily Land Use and Subdivisions Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the entirety of the 2.48 acre parcel is hereby rezoned to "Shoreline Residential". The subject property is located in the City of Emily, Crow Wing County:

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

Together with an ingress and egress easement over and across that part of Government Lot 6, Section 27, Township 138 North, Range 26 West, Crow Wing County, Minnesota described as follows: Commencing at the point where the East line of said Government lot 6 intersects the centerline of County State Aid Highway Number 1, thence South 02 degrees 00 minutes 03

seconds East, assumed bearing, along the East line of said Government Lot 6 for a distance of 330.00 feet; thence South 58 degrees 50 minutes 10 seconds West 293.00 feet parallel with the centerline of said County State Aid Highway Number 1 to the point of beginning of the easement to be herein described; thence continuing South 58 degrees 50 minutes 10 seconds West 40.75 feet; thence South 32 degrees 41 minutes 44 seconds East 48.45 feet thence South 38 degrees 17 minutes 15 seconds East 18.64 feet; thence South 53 degrees 27 minutes 59 seconds East 34.44 feet; thence South 67 degrees 27 minutes 47 seconds East 37.86 feet, more or less, to a line bearing South 30 degrees 25 minutes 46 seconds East from the point of beginning; thence North 30 degrees 25 minutes 46 seconds West 129.32 feet, more or less, to the point of beginning. Crow Wing County. Minnesota.

Parcel Identification Number: 21270704 Address: 40099 Hite Lane, Emily, MN

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

Finding of Facts:

- 1) The subject property is located at 40099 Hite Lane (PID 21270704).
- 2) The request is to rezone a 0.44-acre section of their 2.48-acre property from "Neighborhood Residential" to "Shoreline Residential".
- 3) The properties adjacent to the subject property are zoned "Neighborhood Residential" (north) and "Shoreline Residential" (east and west).
- 4) The property as a whole meets the minimum lot size and width requirements of the "Shoreline Residential" zoning district.
- 5) Aside from a bluff on the shoreline area which will not be impacted, there are no known natural sensitive areas on the subject property.
- 6) The topography of the subject property is relatively level aside from the noted bluff along the shoreline.
- 7) The future land use map identifies the subject property as "Low Density Residential".
- 8) The rezone would be consistent with the goals within the comprehensive plan of seeking housing options.

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

Cari Johnson
City Clerk

Date

Stamp

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

**ORDINANCE AMENDMENT SUMMARY
CITY OF EMILY**

The following is the official summary of Ordinance No. 2024-05, approved by the City Council of the City of Emily, on the 12th day of August, 2024.

The purpose of this ordinance is to amend Emily City Code, Chapter 152: Land Use and Subdivisions and the Zoning Map to rezone a parcel.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 12th day of August, 2024, by a ___/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

clerk@emily.net

From: Shilo Newby <snewby@amlegal.com>
Sent: Tuesday, July 16, 2024 1:12 PM
To: clerk@emily.net
Subject: Ordinances for update

Flag Status: Flagged

Dear Cari,

Our records indicate that it is time to consider an update to the Emily, MN Code of Ordinances. Please provide me the ordinances adopted after 11/14/23, so we can begin the editing work on the next code update.

Please let me know if you have any questions.

Shilo Newby
Client Relations Specialist
American Legal Publishing
525 Vine Street, Ste. 310
Cincinnati, OH 45202
800-445-5588



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

August 12, 2024

RE: Emily Manganese Project Update – July 2024

In July, environmental visits associated with continued site reclamation (regrowth in disturbed areas) have continued. Plant growth and revegetation is accelerating with the Summer months, however, in association with the recent heavy rainfall a limited number of the reclaimed areas show erosional disturbance requiring some repair (recontouring in areas of 'gully washes'). The visits and the corresponding reclamation activities are in the planned activities by Barr Engineering, as approved by the Minnesota Department of Natural Resources.

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

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

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

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

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



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

Sincerely,

Rick Sandri

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

A large, semi-transparent pink star graphic is positioned in the bottom-left corner of the page, partially overlapping the contact information.

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

City of Emily
Notice of Filing for City Election

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

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

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

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

Cari Johnson
City Clerk/Treasurer

clerk@emily.net

From: Arianne Raph <araph@emilytel.com>
Sent: Friday, July 26, 2024 8:49 AM
To: clerk@emily.net
Subject: 2024 Community Grant Program
Attachments: 2024-FRS-Community-Grant-Flyer-Tremolo.pdf

Dear Cari,

We are excited to offer a community grant opportunity to support growth and innovation in our community!

The Foundation for Rural Service (FRS) is a nonprofit organization that works in cooperation with NTCA- The Rural Broadband Association to sustain and enhance the quality of life in America by advancing an understanding of rural issues. The FRS Community Grant Program is offered annually through NTCA members, like us, to support local efforts to build and sustain a high quality of life in rural America.

The Program supports projects in these categories:

- Business and economic development
- Community development
- Education
- Telecommunications applications

For more information and application instructions, visit <https://tremolo.net/frs/>

If you have any questions, contact Josh Netland at 218-763-3000 or jnetland@emilytel.com.



Arianne Raph
Account Executive

(218) 763-8191
araph@emilytel.com

Emily Office: 40040 ST Hwy 6 · PO Box 100 Emily, MN 56447 **Crosslake Office:** 35910 CO RD 66 · PO Box 70 Crosslake, MN 56442

Serving: Emily · Fifty Lakes · Fairfield · Little Pine · Crosslake · Manhattan Beach · Ideal · Jenkins · Esquagamah and Round Lake

--CONFIDENTIALITY STATEMENT--

This transmission is intended only for the use of the individual to whom it is addressed and may contain information that is made confidential by law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please respond immediately to the sender and then destroy the original transmission as well as any electronic or printed copies. Thank



A FOUNDATION FOR RURAL SERVICE PROGRAM

2024 Community Grant Program

Funding That Supports Important Projects In Our Community

The Foundation for Rural Service (FRS) is a nonprofit organization that works in cooperation with NTCA—The Rural Broadband Association to sustain and enhance the quality of life in America by advancing an understanding of rural issues.



The FRS Community Grant Program is offered annually through NTCA members, like us, to support local efforts to build and sustain a high quality of life in rural America.

The Program supports projects in these categories:

- Business and economic development
- Community development
- Education
- Telecommunications applications

DO YOU HAVE A COMMUNITY PROJECT THAT NEEDS FUNDING?

We are accepting grant requests from \$250 to \$5,000. Ten percent of the total grant award comes from the NTCA member partner:

Tremolo Communications

PROPOSAL DEADLINE: September 6, 2024

Send your proposal to:

COMPANY: Tremolo Communications

CONTACT NAME: Josh Netland

ADDRESS: 40040 State Hwy 6 PO BOX 100

CITY / STATE / ZIP: Emily, MN 56447

EMAIL: jnetland@emilytel.com

PHONE: 218-763-3000

FRS will not fund grants to the following:

- Individuals
- Scholarship programs
- International organizations
- Lobbying and political activities
- Ticketed events
- Security cameras
- For-Profit Businesses
- Digital signage
- Endowments or capital campaigns
- Event sponsorships
- Community food programs
- Loan programs
- Religious-based activities
- Employee or contractor salaries

Note: Grants are a one-time only award.

Please visit frs.org/communitygrant to create a complete Community Grant application. Then, return your complete Community Grant application to Tremolo Communications. The application guide has the exact questions that will need to be answered.

Applications must be submitted through your NTCA member partner.



DISTRICT If you are not levying this amount, please explain:

EMILY

File: 2012:05 GO CAPITAL IMPROVEMENT PLAN & IMPROVEMENT REFUNDING BONDS, SERIES 2012A	2024	2025	\$45,753.75
File: 2012:19 GO SEWER REVENUE REFUNDING BONDS SERIES 2013A	2024	2025	\$62,919.75
File: 2014:04 GO PERM IMP REV FUND BONDS SERIES 2014A	2024	2025	\$20,271.61

Signature: _____ Date: _____

Dear Emily City Council:

Have faith in God
that He is guiding your life
in a way that will be truly beautiful
when it is finally revealed.

I want to thank you for giving
the money for the score board
with my name on it. I'm humbled
and honored. What this card says
above is how I try to live. I thank
God that he had you look with favor
on me. The fact that you all did
it before this cancer took me down
and I can enjoy it on the days I'm up,
topping to the game - blesses me so much!
Thank you all! Stay strong. Sincerely, Barry

My heart is filled
with gratitude!
May God bless you for
your kindness to me.

clerk@emily.net

From: Ron Ommen <ron.ommen@idealtownship.com>
Sent: Friday, July 12, 2024 1:37 PM
To: clerk@fiftylakesmn.com; clerk@emily.net; clerk@manhattanbeachmn.org;
clerk@pequotlakes-mn.gov; clerk@cityofcrosslake.org; supjon@gmail.com;
dcmorris@brainerd.net; lonip@timothytownship.com; Steven Cox; Okerman, Krista;
cityadmin@cityofbreezypointmn.us
Cc: Ideal Township - Information; Dave Peterson; John Bilek
Subject: Sourcewell Grant for Transfer Station

Ideal Township was notified this week that we did receive a \$50,000 Sourcewell Community impact grant to support construction of a new building at our Transfer Station.

Last November/December/January I came to each of you to ask for support for our request and each of you happily complied with the ask. Sourcewell cited the broad community support in awarding the grant.

Ideal would like to thank you for the support you have shown. It truly is by working together we can accomplish much. Please thank your board members for their support.

Ron Ommen, Supervisor
Ideal Township
John Bilek, Supervisor
Ideal Township
Dave Peterson, Supervisor,
Ideal Township
Craig Wallace, Clerk/Treasurer
Ideal Township

From: Minnesota Small Cities <cap-maosc.org@shared1.ccsend.com>
Sent: Tuesday, July 9, 2024 9:26 AM
To: clerk@emily.net
Subject: An Invitation from MN Small Cities

[View as Webpage](#)

July 2024 - June 2025 Minnesota Association of Small Cities Membership Form / Invoice



In addition to some GOOD things that passed in the 2024 legislative session, we had equally great success in thwarting a variety of measures that would have been harmful for small cities. This was only possible due to the ongoing support of small cities like yours.

<p>City of: Emily</p> <p>MAOSC Region: #R04</p> <p>Population: # 881</p> <p>BASE Fee: \$120.00</p> <p>+ .50 cents x pop.: \$440.50</p> <p>= \$560.50 TOTAL 2024-2025 Dues</p>	<p>Dues are calculated using a <u>two-part</u> population formula, as follows:</p> <p>Base pop. 1-1,000 = \$120 pop. 1,001-2,000 = \$150 pop. 2,001-5,000 = \$200</p> <p><u>PLUS (+) City Population x 0.50 cents</u></p> <p>= Total Membership Dues</p>
---	---

**Please complete the form and mail it, along with a check in the amount of \$560.50 to:
MN Association of Small Cities, 145 University Ave W, Saint Paul, MN 55103**

Contact Information for our records (please print or type):

Mayor - Name: _____
Mayor Direct Phone #: _____
Mayor Direct Email: _____
City Clerk/Administrator Name: _____
Staff Title/Position: _____
Staff Phone #: _____
Staff Email: _____
City Hall Address: _____
Mailing Address: _____

Please contact Lynda Barry with renewal questions: lynda@maosc.org / 612-701-9194

THANK YOU for considering MN Small Cities membership!

clerk@emily.net

From: Minnesota Small Cities <cap-maosc.org@shared1.ccsend.com>
Sent: Monday, July 8, 2024 2:12 PM
To: clerk@emily.net
Subject: Session Recap, \$\$ Runs ... and an Invitation

[View as Webpage](#)



RECAP, \$\$ RUNS ... and an INVITATION

Good Afternoon, Minnesota Small City Leaders ~

It's the beginning of a new membership year for MN Small Cities (July 1-June 30) and we noticed that the City of Emily has never been a MN Small Cities member. I'd like to personally **invite you to JOIN** the only Minnesota cities organization that works and **advocates exclusively** for cities with a pop. of 5,000 or less. MN Small Cities has realized [a number of significant legislative WINS](#) for small cities in recent sessions - and these were only made possible due to the membership support of small cities just like yours. While you contemplate membership, you're welcome to click on the links included below, to review our recent **Post-Session Recap Lunch & Learn** zoom meeting as well as your expected **2024 Runs** for LGA and Small Cities Assistance (SCA) dollars and a **1-page overview** with more information about the organization.

- [June 4th MN Small Cities Post-Session Recap Lunch & Learn \(Passcode: 4R!hCEug\)](#)
- [2024 LGA and SCA Runs](#)
- [1-page Overview](#)

Tomorrow, we'll be sending for your consideration, your city's invoice so you're aware of pricing and how simple our membership formula is.

I would love to set up a quick phone call to answer any questions you may have about MN Small Cities, what we provide, how we differ from other organizations, and what you can expect. Feel free to reach out to us - or - complete this short [contact form](#) and we'll be in touch!

If you have technical questions about joining, please contact Membership Director Lynda Barry: lynda@maosc.org

PS: It has been our tradition to include NON members on the June, July and August MN Small Cities E-Newsletter mailing list. We just want to make you aware so you can keep an eye out for it.