

City of Emily

AGENDA

Tuesday, February 11, 2025

6:00 p.m. CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****PUBLIC HEARING – Proposed 2025-01 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- MINUTES: January 14, 2025 Council Meeting
January 14, 2025 EDA Meeting
July 18, 2024 Special Meeting
- FINANCIAL REPORT: January 2025 Checking Beginning Balance \$1,504,955.16, Ending Balance \$1,355,344.06
- RECEIPTS: General \$74,486.84, Sewer \$19,481.90, Total \$93,968.74
- CLAIMS FOR APPROVAL: **\$302,367.11** for Pine River State Bank Checks #62077 to #**62148** and automatic withdrawals #330855 to #330862
- INVESTMENTS (Market Value): \$417,087.09
- TOTAL CHECKING/INVESTMENTS: \$1,772,431.15

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

SPEAKER: 6:10 p.m. Wayne Dosh, County Highway Engineer, re: bridge report and maintenance
6:30 p.m. Mark Maves and **Alex Voit**, S.E.H., regarding Roosevelt Drive Bridge replacement

FIRE AND RESCUE DEPARTMENT

- Mobile Health Services quote for 25 basic annual physical tests for total of \$2,270. *(Council action – motion)*
- Kale Jones training at CRMC for EMT Full Course for \$1,500 with 50% down payment. *(Council action – motion)*
- Resolution 25-10, Amended, Establishing the Size and Composition of the Emily Fire and Rescue Department with clarification of representation of department members on the Executive Review Board. *(Council action – motion)*
- **Recommendation of Chief Mileski to appoint Andy Moritz, Brian Foster, and Josh Rooker as Fire Captains.** *(Council action – motion)*
- **Recommendation of Chief Mileski to appoint Bryce Butcher as Training Officer.** *(Council action – motion)*
- Recommendation of Chief Mileski to accept resignation of Jon Chmielecki effective February 3, 2025 with no required repayment of fire training. *(Council action – motion)*
- **Resolution 25-12 Accepting Donation to the City of \$4,000 from the Outing Chamber of Commerce to the First Response Unit Equipment Fund.** *(Council action – motion)*

LAW ENFORCEMENT

- Installation of one Flock Safety automatic license plate reader system near the DNR's Emily boat access on State Hwy 6 for approximately \$3,650 using Public Safety Aid funds (with approximately \$2,500 to \$3,000 per system annually). *(Council action – motion)*
 - Resolution 25-11 Regarding Amended Public Safety Aid Use with updated amounts, including \$3,811 for one Flock Security System. *(Council action – motion)*

WASTEWATER

PLANNING & ZONING

- Planning Commission recommendation to waive after-the-fact permit fee of \$2,600 (\$260 fee X 10) for septic system installation for 40107 East Emily Drive, PID 21260571, property owner Brian Ronayne. *(Council action – motion)*
- Confirmation of Widseth revision of Emily Zoning Map (paid by Sourcewell) with S.E.H. provided data. *(Information)*
- Sourcewell educational or training opportunities with mileage reimbursement: *(Council action – motion)*
 - Land Use Essentials seminar on Thursday, March 27 from 10 a.m. to 3 p.m. in Staples
 - Open Meeting Law and Data Practices training on Thursday, April 3 from 9 a.m. to noon at the Crosslake Fire Hall

ATTORNEY

- Long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations, including process to address. *(Council action – motion)*
- Proposed revised Sourcewell Shared Services Agreement for community development services with fee remaining at \$55 per hour for 2025 and increasing by \$5 per hour annually during the term of the agreement. *(Council action – motion)*

ROADS

- Crow Wing County Bridge Inspection Reports and Bridge Maintenance report. *(Information/Council Action - Motion)*
 - Bridge #L2877 Roosevelt Drive over Crooked Creek
 - Bridge #18515 South Shore Drive over Little Pine River
 - Underwater Bridge Inspection Report
 - Bridge #L2878 Dam Road over Little Pine River
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information)*
- Construction Cost Share Agreement with the City of Emily (CP 18-300-31) for the Bituminous Surfacing of Roadways Under the Jurisdiction of Crow Wing County and the City of Emily and for County State Aid Highway (CSAH 1) Cost Share Elements (SAP 018-601-022) for estimated total City project costs of \$158,203.41 as follows: *(Council action – motion)*
 - City construction costs for resurfacing Par West and Yellow Birch Lane - \$150,100.40
 - City administration costs for resurfacing of City streets - \$4,503.01
 - City construction costs for CSAH 1 (manhole covers) - \$3,600
- Request for quotes for dust control for 9,500 gallons of magnesium or calcium chloride. *(Council action – motion)*

MAINTENANCE

CITY HALL

- **Quotes for replacement of outdoor building lighting, parking lot lighting, and egress lighting with LED fixtures (budget of \$11,500):** *(Council action – motion)*
 - Up North Electric **replacement of 26 lights and 9 wall packs** for a total of \$10,095. Additional cost of \$1,900 for all trouble shooting work on outdoor lights.
 - Timber Ridge Electric **replacement of 2 light pole heads, 7 wall packs, and one flag light for a total of \$4,255.**

CEMETERY

PARKS

LIBRARY

PERSONNEL

- Publication of Seasonal Maintenance Worker position(s) for up to 32 hours per week at \$18 per hour. *(Council action – motion)*

- Employee attendance of Safety and Loss Control Workshops on April 3 in St. Cloud with administrative and maintenance for \$20 per person plus reimbursement of mileage. *(Council action – motion)*

**EMILY WATERS
ECONOMIC DEV. (EDA)**

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

CODIFICATION

- Proposed 2025-01 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2025-01 Fee Schedule Ordinance for publication. *(Council action – motion)*

125th ANNIVERSARY

- Council 125th Anniversary Committee Guidelines revision. *(Council action – motion)*
- City of Emily 125th Anniversary logo developed by Crosby-Ironton Courier. *(Council action – motion)*
- List of many Emily Quasquicentennial ideas, including: *(Council action – motion)*
 - Host a Night to Unite on Friday, July 18 from 5 to 8 p.m. with a program commemorating the 125 years at City Hall or Downtown City Park with presentation of City’s history, welcome from Mayor Jones, key community members, and County Commissioner Jamie Lee, celebratory cake or cupcakes, time capsule, grill pork, popcorn, musician, youth activities, plant a tree, photos/exhibits, pickleball tournament at City Hall courts, lighting ceremony, gift bags for first 200 or 500 with items from local departments/businesses, t-shirts, sweatshirts, and hat sales, map for self-guided tours, ATV safety booth, and announce Emily’s oldest living resident.
 - Sunday, July 20 events coinciding with Emily Day schedule including:
 - Request churches to hold Ecumenical Church service together in the park with possible pie social, dodgeball tournament, or taffy pull
 - List of many other events to consider
 - Distribution or sale of personalized water bottles
- GoNorthMN presentation with 125th Anniversary Celebration proposals for a collection of projects as follows:
 - Emily Day events: (total of \$2,025) *(Council action – motion)*
 - Blacksmith demonstrations with traditional forge - \$450
 - History tent and generator rental - \$225
 - Rental of video set-up, screen, table, and stools - \$150
 - Removal of hatchet throwing vendor – (\$1,300)
 - 20 16X20” B&W photo panels in 1/8” metal - \$1,200
 - Shuttle recommended to improve safety
 - 125th Anniversary permanent upgrades (possible IRR Culture and Tourism Grant funding available): *(Council action – motion)*
 - Removable woven wire fence wall with fish around downtown public parking lot for safety, including directing pedestrians to crosswalks, and a visual element - **\$2,400**
 - Pergola, veterans bench with names, and 3 large planters **w/contingency of replanting and dirt for 5 years (\$200)**, in the northeast corner of the downtown public parking lot with Emily maps and history showcase - **\$2,340**
 - ~~Replanting and dirt for planters for next five years—\$500~~
 - Reconfiguration of north side parking lot striping - **\$200 by City**
 - Electricity hookup to historic downtown buildings - \$4,500
- Children’s Medallion Hunt for a total of \$590. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- 2024 Annual Clerk/Treasurer Financial Report. *(Council action – motion)*
- 2025 Summary Budget Statement and required publication. *(Council action – motion)*

- Emily Emergency Food Shelf Land Use Permit Application to make changes to a leased City building and request for City to waive permit fees as follows: (Both requests comply with zoning code/setbacks per Steve Jones.) (*Council action – motion*)
 - Enclose the drive through awning for dry/cold storage (\$0 fee – enclosing existing structure)
 - Replace sign with a new 4X6 sign in the same location (\$60 fee)

CORRESPONDENCE:

- ✓ Sourcewell regarding 2025-26 Impact Funding application timeline changing to open in late summer.
- ✓ Vertical Bridge reported closing on the Verizon cell tower transaction giving Vertical Bridge exclusive rights to lease, operate, and manage Emily's cell tower site.

Scheduled Upcoming Meetings:

ADJOURN



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

**PUBLIC HEARING
ON ADOPTING AMENDED
FEE SCHEDULE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, February 11, 2025 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2025-01 Fee Schedule Ordinance contains amendments to the following sections:
Section 50 Sewer Update of 2025 Sewer Rates for annual 3% increase.

The prior 2024-03 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2025-01 Fee Schedule Ordinance.

The public is invited to attend the February 11, 2025 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Fee Schedule Ordinance is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended Fee Schedule Ordinance shall take effect upon publication of the ordinance in the City's official newspaper.

Dated this 22nd day of January, 2025.

Cari Johnson, MCMC
City Clerk/Treasurer

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

January 14, 2025

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

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

The Pledge of Allegiance was recited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE CHIEF MILESKI TO ATTEND THE MINNESOTA STATE FIRE MARSHALL FIRE CHIEF BOOT CAMP ON FEBRUARY 7 AND 8 IN VIRGINIA, MN FOR NO COST WITH ONE NIGHT'S LODGING FOR UP TO \$150 AND WITH REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BRENNAN MADE THE MOTION FOR CHIEF MILESKI AND BRYCE BUTCHER TO ATTEND THE MINNESOTA STATE FIRE CHIEFS ASSOCIATION FIRE OFFICER AND TRAINING OFFICER SCHOOL IN DULUTH ON MARCH 21 AND 22 WITH REGISTRATION OF \$285 EACH WITH LODGING FOR TWO NIGHTS FOR UP TO \$550 EACH AND REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

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

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

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

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

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

ROADS: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 25-05 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS FOR BITUMINOUS SURFACING, CULVERT LINING, AND TURN LANE CONSTRUCTION ON COUNTY STATE-AID HIGHWAY NO. 1 IN 2025. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

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

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

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

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

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

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

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

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

MAYOR JONES MADE THE MOTION TO APPROVE DAN BRENNAN TO ATTEND THE CITY DAY ON THE HILL SESSION ON THURSDAY, MARCH 6 FOR \$99 PER PERSON, LODGING OF UP TO \$200, AND REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

ECONOMIC DEVELOPMENT: No report.

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

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study/Preliminary Economic Assessment and the work will continue into 2025. Sandri reported NSM is planning some winter related environmental activities associated with the removal of drilling pipe from the previous drilling program. Sandri reported this work is being done in conjunction with the DNR and is expected to be conducted in the next month or two. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

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

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

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

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

The Council thanked City Attorney Pearson for attending the meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Council discussed the Sourcewell Board of Directors election.

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

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

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

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the
Economic Development Authority
of the City of Emily in the
County of Crow Wing, State of Minnesota

January 14, 2025

The Emily Economic Development Authority (EDA) met for a regular meeting on Tuesday, January 14, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 8:11 p.m. Councilmembers Dan Brennan, Gerhart Hanson, Andrew Hemphill, Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The EDA discussed economic development options and priorities. The EDA discussed possible outreach to local businesses to determine if there is interest in one to two EDA members holding meetings every 4 months to receive input. Possible topics for the meetings include how the City could help local businesses, workforce housing, and City issues. The meetings could provide a business-based citizens input group and provide City transparency. The EDA will make personal invitations to local businesses to begin, including businesses without an Emily storefront, to determine if there is interest. Meetings should be posted and published. The EDA will research EDA meeting topics to discuss with local businesses at the next regular Council Meeting.

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

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

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

July 18, 2024
Special Meeting

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

The Emily City Council met for a Special Meeting on Thursday, July 18, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 12:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

At the July 9, 2024 Council Meeting the Council made a motion to place a moratorium on cannabis businesses for five months, however an interim ordinance is required to place a moratorium. A Public Hearing must be held before adopting an interim ordinance, so a Public Hearing is proposed to be held on Monday, August 12 at 6 p.m. to discuss a proposed 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 proposed moratorium does not apply to the sale, testing, manufacturing, or distribution of edible cannabinoids/THC products. The proposed moratorium would authorize and direct the Planning Commission to consider the proper regulations to be put in place regarding reasonable restrictions on the time, place, and manner of operation of Cannabis Businesses (cultivation, processing, and distribution) within the City. The Planning Commission would then make a recommendation to the 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. Minnesota Legislature requires the Office of Cannabis Management to begin accepting applications for social equity applicants on July 24, 2024 with applications closing on August 12, 2024. A successful social equity applicant would gain preapproval to operate a cannabis business. Submitted business license applications would go through a review and vetting process, and, if qualified, be entered into a lottery. The first license lottery is planned for this fall. The proposed moratorium would be through December 31, 2024 or until the Council repeals the interim ordinance. Lorie Wosmek reported on the social equity application process. Wosmek reported after cultivation licenses are approved during the lottery process licensees could begin cultivating in October in order for dispensaries and manufacturers to have product next year. Wosmek stated a concern that the moratorium would limit local cultivation businesses. Wosmek stated businesses chosen in the lottery would have to comply with local zoning ordinances, state and fire building codes, and Minnesota rules and, if compliant, the applicant would be issued a temporary license. Wosmek reported before receiving a final license, security, ventilation, waste disposal, etc. requirements would have to be implemented. Wosmek reported the social equity process would give applicants a head start on business operations. The Council is allowed to review the cannabis business regulations before allowing cannabis businesses in the City and will request the Planning Commission to consider possible amendment of zoning provisions regarding cannabis businesses as quickly as possible. **MAYOR JONES MADE THE MOTION TO APPROVE THE PUBLIC HEARING NOTICE FOR THE INTERIM ORDINANCE IMPOSING A MORATORIUM ON CANNABIS BUSINESSES (CULTIVATION, PROCESSING, OR DISTRIBUTION). COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed using Public Safety Aid funds to purchase a Flock Security System(s), which is a license plate reader. The license plate data would be used by the Sheriff's Office to help fight crime. The City does not have a Police Department and the Sheriff's Office has requested the City purchase two systems. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE PURCHASE OF ONE FLOCK SECURITY SYSTEM IN 2024. MAYOR JONES SECONDED THE MOTION.** Discussion included this would be the first Flock Security System in the County, the system is not used for traffic control, and the benefit of the system would be for federal, state, and county law enforcement use in solving major crimes. There was a concern that the City would not receive any data from the system, but would be paying for it. There was an additional concern that there are ongoing annual charges of an estimated \$3,000 for each system. Further discussion included the data is also used for finding lost people, a cost sharing option would be preferred, and after one year the Council may opt out of the system. **ROLL CALL VOTE – JONES, BUTCHER, AND HEMPHILL VOTED AYE. HANSON AND KOCH VOTED NAY. THE MOTION PASSED. COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT RESOLUTION 24-25, AMENDED, REGARDING PUBLIC SAFETY AID USE FOR FLOCK SECURITY SYSTEM(S). MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-31 AUTHORIZING GRANT ACCEPTANCE FOR SOURCEWELL COMMUNITY IMPACT FUNDS OF \$48,573.98. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE THE FOLLOWING QUOTES AND USE SOURCEWELL COMMUNITY IMPACT FUNDS FOR THE PURCHASES:

- **TREMOLO FOR AUDIO EQUIPMENT, MICROPHONES, VIDEO EQUIPMENT, CAMERAS, CABLE MATERIALS, INSTALLATION, TRAINING, AND MAINTENANCE AND SUPPORT OF A/V SYSTEM FOR \$20,845**
- **TENNANT SALES AND SERVICE COMPANY FOR S10 ELECTRIC SWEEPER FOR \$13,778.80**
- **TSS AUTOMOTIVE EQUIPMENT SERVICE FOR CL 12A-2 12K TWO POST HYDRAULIC LIFT WITH 2 FOOT EXTENSIONS AND 3 STAGE ARMS FOR \$12,760.18**
- **UP NORTH ELECTRIC FOR WIRING OF HOIST, PIPING, AND PULLING WIRE IN MAINTENANCE SHOP FOR \$1,190**

COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included two quotes were received for the sweeper and two post hydraulic lift, the A/V equipment is specialized, and Up North Electric will provide a service. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE SHERIFF'S OFFICE NORTHERN OUTPOST COMPUTER PURCHASES AS FOLLOWS:

- **STATE CONTRACT PURCHASE OF DELL NASPO COMPUTER, MONITOR, AND STAND FOR \$1,368.22**
- **CIT FOR CHECK POINT 1530 SOFTWARE FOR \$1,477.52**

COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included the computer would be the property of the County, CWC IT looks at the Northern Outpost as an extension of the Sheriff's Office squad room, and the City needs to pay for the computer for CJIS compliance reasons. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed a preliminary Fire and Rescue Department Ordinance and preliminary Fire and Rescue Department Personnel Policy. The preliminary Fire and Rescue Department Personnel Policy was developed with input from the Fire and First Response Chiefs and included a combined overall department with the firefighters and first responders remaining as separate sub-departments with separate meetings and no cross-training requirements. Discussion included the Fire Department and First Response Unit need to be combined into one department and have accountability to the Council. Discussion included an Executive Review Board would be responsible for recommending hiring, resignations/firing, and disciplinary actions, including regarding alcohol use. The Executive Review Board should include at least one firefighter and first responder for balanced representation. A Council Workshop will be held on Tuesday, July 23 at 4:30 p.m. with the Council, Fire Chief, First Responder Chief, and Assistant Chiefs. The goal of the workshop is to allow the departments to provide input on the development of a combined Fire and Rescue Department. The Council plans to work on the successful merger of the Fire and Rescue Department and guide the department into the future with a fully integrated department, including holding one combined meeting per month and having combined trainings.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 1:12 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 1/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	764,645.25	53,977.34	0.00	0.00	117,820.86	2,282.56	0.00	698,519.17	126,223.72	824,742.89
Road and Bridge	132,835.14	18.07	0.00	0.00	0.00	0.00	0.00	132,853.21	0.00	132,853.21
Small Cities Revolving Loan Fund	23,933.46	7,568.68	0.00	0.00	0.00	0.00	0.00	31,502.14	0.00	31,502.14
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library	2,030.21	100.37	0.00	0.00	0.00	0.00	0.00	2,130.58	0.00	2,130.58
Firemens equip fund 225	88,613.01	4,669.77	0.00	0.00	25,775.00	357.05	0.00	67,150.73	20,525.08	87,675.81
1st Resp. equip fund 226	62,679.74	1,072.39	0.00	0.00	0.00	763.72	0.00	62,988.41	43,903.88	106,892.29
Emily Area Recycling 227	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Fund 228	12,146.32	1.66	0.00	0.00	0.00	0.00	0.00	12,147.98	0.00	12,147.98
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	46,469.17	1,848.42	0.00	0.00	42,912.50	0.00	0.00	5,405.09	0.00	5,405.09
Debt Service PRI 2014 304	40,856.36	1,399.32	0.00	0.00	38,591.25	0.00	0.00	3,664.43	0.00	3,664.43
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	53.80	0.00	0.00	0.00	0.00	0.00	53.80	0.00	53.80
Park Acquisition and Development (Optional)	3,434.27	1,146.16	0.00	0.00	0.00	1,145.61	0.00	3,434.82	65,855.85	69,290.67
CITY HALL CD 406	8,289.93	1.11	0.00	0.00	0.00	0.00	0.00	8,291.04	0.00	8,291.04
CEMETERY CD 407	1,328.35	668.47	0.00	0.00	0.00	668.29	0.00	1,328.53	38,415.94	39,744.47
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,318.21	477.71	0.00	0.00	0.00	477.34	0.00	3,318.58	27,439.94	30,758.52
SEWER EQUIP. 410	0.00	0.00	0.00	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	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,091.76	1.29	0.00	0.00	0.00	0.00	0.00	10,093.05	0.00	10,093.05
CAP. PROJ. FIRE CD 414	5,023.17	0.74	0.00	0.00	0.00	0.00	0.00	5,023.91	0.00	5,023.91
CAP PROJ. RD CD 415	181,405.75	979.38	0.00	0.00	0.00	954.67	0.00	181,430.46	54,879.88	236,310.34
FUT. CITY DEV. CD 416	(758.43)	502.16	0.00	0.00	0.00	502.16	0.00	(758.43)	28,866.82	28,108.39

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal	106,750.61	19,481.90	0.00	0.00	81,997.69	190.93	0.00	44,043.89	10,975.98	55,019.87
SEWER 617	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	1,493,096.69	93,968.74	0.00	0.00	307,097.30	7,342.33	0.00	1,272,625.80	417,087.09	1,689,712.89

For the Period: 1/1/2025 To 1/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$764,645.25	\$53,977.34	\$120,103.42	\$698,519.17	\$0.00	\$56,748.26	\$755,267.43
Road and Bridge	\$132,835.14	\$18.07	\$0.00	\$132,853.21	\$0.00	\$0.00	\$132,853.21
Small Cities Revolving Loan Fund	\$23,933.46	\$7,568.68	\$0.00	\$31,502.14	\$0.00	\$0.00	\$31,502.14
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,030.21	\$100.37	\$0.00	\$2,130.58	\$0.00	\$0.00	\$2,130.58
Firemens equip fund 225	\$88,613.01	\$4,669.77	\$26,132.05	\$67,150.73	\$0.00	\$25,775.00	\$92,925.73
1st Resp. equip fund 226	\$62,679.74	\$1,072.39	\$763.72	\$62,988.41	\$0.00	\$0.00	\$62,988.41
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,146.32	\$1.66	\$0.00	\$12,147.98	\$0.00	\$0.00	\$12,147.98
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	\$46,469.17	\$1,848.42	\$42,912.50	\$5,405.09	\$0.00	\$0.00	\$5,405.09
Debt Service PRI 2014 304	\$40,856.36	\$1,399.32	\$38,591.25	\$3,664.43	\$0.00	\$0.00	\$3,664.43
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$53.80	\$0.00	\$53.80	\$0.00	\$0.00	\$53.80
Park Acquisition and Development (Optional)	\$3,434.27	\$1,146.16	\$1,145.61	\$3,434.82	\$0.00	\$0.00	\$3,434.82
CITY HALL CD 406	\$8,289.93	\$1.11	\$0.00	\$8,291.04	\$0.00	\$0.00	\$8,291.04
CEMETERY CD 407	\$1,328.35	\$668.47	\$668.29	\$1,328.53	\$0.00	\$0.00	\$1,328.53
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,318.21	\$477.71	\$477.34	\$3,318.58	\$0.00	\$0.00	\$3,318.58
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	\$10,091.76	\$1.29	\$0.00	\$10,093.05	\$0.00	\$0.00	\$10,093.05
CAP. PROJ. FIRE CD 414	\$5,023.17	\$0.74	\$0.00	\$5,023.91	\$0.00	\$0.00	\$5,023.91
CAP PROJ. RD CD 415	\$181,405.75	\$979.38	\$954.67	\$181,430.46	\$0.00	\$0.00	\$181,430.46
FUT. CITY DEV. CD 416	(\$758.43)	\$502.16	\$502.16	(\$758.43)	\$0.00	\$0.00	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$106,750.61	\$19,481.90	\$82,188.62	\$44,043.89	\$0.00	\$195.00	\$44,238.89
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total
 Per Bank Statement
 \$0.00
 \$1,355,344.06
Balance 2-7-25
cy

Plus
 Outstanding Checks
 \$0.00
 \$82,718.26

Less
 Deposits In Transit
 \$0.00
 \$0.00

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

Total Disbursed
 \$0.00
 \$314,439.63

Total Receipts
 \$0.00
 \$93,968.74

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

Name of Fund
 Donor pass thru 851
Total

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

As of 2/7/2025

Fiscal Year : 2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$764,645.25	\$53,977.34	\$120,103.42	\$698,519.17
Road and Bridge	\$132,835.14	\$18.07	\$0.00	\$132,853.21
Small Cities Revolving Loan Fund	\$23,933.46	\$7,568.68	\$0.00	\$31,502.14
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,030.21	\$100.37	\$0.00	\$2,130.58
Firemens equip fund 225	\$88,613.01	\$4,669.77	\$26,132.05	\$67,150.73
1st Resp. equip fund 226	\$62,679.74	\$1,072.39	\$763.72	\$62,988.41
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,146.32	\$1.66	\$0.00	\$12,147.98
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$46,469.17	\$1,848.42	\$42,912.50	\$5,405.09
Debt Service PRI 2014 304	\$40,856.36	\$1,399.32	\$38,591.25	\$3,664.43
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$53.80	\$0.00	\$53.80
Public Acquisition and Development (Optional)	\$3,434.27	\$1,146.16	\$1,145.61	\$3,434.82
CITY HALL CD 406	\$8,289.93	\$1.11	\$0.00	\$8,291.04
CEMETERY CD 407	\$1,328.35	\$668.47	\$668.29	\$1,328.53
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,318.21	\$477.71	\$477.34	\$3,318.58
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,091.76	\$1.29	\$0.00	\$10,093.05
CAP. PROJ. FIRE CD 414	\$5,023.17	\$0.74	\$0.00	\$5,023.91
CAP PROJ. RD CD 415	\$181,405.75	\$979.38	\$954.67	\$181,430.46
FUT. CITY DEV. CD 416	(\$758.43)	\$502.16	\$502.16	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$106,750.61	\$19,481.90	\$82,188.62	\$44,043.89
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,493,096.69	\$93,968.74	\$314,439.63	\$1,272,625.80

Date of Report : 2/7/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
12/04/2024	61976	Tri-County Septic Inspection	\$670.00
12/04/2024	61957	Payroll Period Ending 12/04/2024	\$956.86
12/04/2024	61964	Payroll Period Ending 12/04/2024	\$591.04
12/04/2024	61968	Payroll Period Ending 12/04/2024	\$434.04
12/26/2024	62026	Amy Prokott	\$5.96
01/14/2025	62058	Payroll Period Ending 01/14/2025	\$34.34
01/14/2025	62067	R & R Landscape & Construction	\$980.00
01/15/2025	62082	Emily Fire Relief Association	\$49,004.00
01/22/2025	62093	WM Corporate Services, Inc.	\$357.16
01/29/2025	62104	Canon Financial Services, Inc.	\$148.93
01/29/2025	62106	Colonial Life	\$56.92
01/29/2025	62105	GREAT PLAINS FIRE	\$25,775.00
01/29/2025	62107	Pioneer Research Corporation	\$572.69
01/29/2025	62108	GAMMELLO - PEARSON, PLLC	\$2,364.65
01/29/2025	62109	Blair Mileski	\$54.60
01/29/2025	62111	Wex Bank	\$693.28
01/29/2025	62098	Payroll Period Ending 01/29/2025	\$18.79
		Total	\$82,718.26

Bond Earned Interest Deposited in MMDA12

	Balance	Re-Investments	Interest	Gain/Loss	Ebalance
Cash/Dreyfus Tr Money Market/Deposit Account	\$ 3,225.01	\$ (2,960.30)	\$ 1.61	\$ 394.94	\$ 661.26
Money Market Total	\$ 3,225.01	\$ (2,960.30)	\$ 1.61	\$ 394.94	\$ 661.26
Muni Bonds/CDS/Treasury Bill					
77357DAJ7 Rockland Fed Cr Un Rockland Mass	\$ 54,899.35	\$	\$ 210.21	\$ (247.06)	\$ 54,862.50
910286LZ9 United FID BK FSB Evansville Ind	\$ 50,149.00	\$	\$ 184.73	\$ (284.73)	\$ 50,049.00
509262FD8 Lake City ILL Cmty Unit Sch Bds	\$ 20,000.00	\$ (20,425.00)	\$ 425.00	\$	\$
82569GGH1 Signature BK New York NY CD	\$ 144,933.30	\$ (148,252.77)	\$ 3,252.77	\$ 66.70	\$ (0.00)
939828DC1 Washington Fed Bk Seattle CD	\$ 34,005.44	\$ (35,615.00)	\$ 1,615.00	\$ (5.44)	\$ 0.00
60416TJ41 MN St Hsg Fin Agr Taxable Residential	\$ 40,000.00	\$ (40,943.40)	\$ 943.40	\$	\$ (0.00)
91282CEU1 US Treasury NTS	\$ 62,619.48	\$	\$ 44.10	\$ 44.10	\$ 62,663.58
912797NJ2 US Treasury Bills	\$ -	\$ 35,859.75	\$ 46.65	\$ 46.65	\$ 35,906.40
912797MV6 US Treasury Bills	\$ -	\$ 64,309.51	\$	\$ 241.34	\$ 64,550.85
912797PC5 US Treasury Bills	\$ -	\$ 148,027.21	\$	\$ 366.29	\$ 148,393.50
Municipal Bonds/CDS/Treas. Bill Total	\$ 406,606.57	\$ 2,960.30	\$ 6,631.11	\$ 227.85	\$ 416,425.83
TOTAL INVESTMENTS	\$ 409,831.58	\$ 0.00	\$ 6,632.72	\$ 622.79	\$ 417,087.09

*Balanced.
2-7-25 ax*

	Original Investment	Reinvestment	Updated Investment Balance	Beginning Market Value	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 124,027.98	\$ 119.52	\$ 895.88	\$ 2,006.78	\$ 68.95	\$ 126,223.72	\$ 126,223.72
225 Firemen's Equipment Fund	\$ -	\$ 18,700.00	\$ 18,700.00	\$ 20,168.03	\$ 0.08	\$ 145.68	\$ 325.32	\$ 11.21	\$ 20,525.08	\$ 20,525.08
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 43,140.16	\$ 0.17	\$ 311.61	\$ 698.00	\$ 23.98	\$ 43,903.89	\$ 43,903.89
404 Park Acquisition and Dev't	\$ 70,000.00	\$ (10,000.00)	\$ 60,000.00	\$ 64,710.24	\$ 62.36	\$ 467.42	\$ 1,047.02	\$ 35.98	\$ 65,855.85	\$ 65,855.85
407 Cemetery	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 37,747.65	\$ 36.38	\$ 272.66	\$ 610.77	\$ 20.99	\$ 38,415.93	\$ 38,415.93
409 Police Department	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 26,962.60	\$ 25.98	\$ 184.76	\$ 436.26	\$ 14.99	\$ 27,439.94	\$ 27,439.94
415 Capital Project Roads	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 53,925.21	\$ 51.97	\$ 389.51	\$ 872.51	\$ 29.98	\$ 54,879.88	\$ 54,879.88
416 Future City Development	\$ 35,000.00	\$ -	\$ 26,300.00	\$ 28,364.66	\$ 27.33	\$ 204.88	\$ 458.95	\$ 15.77	\$ 28,866.82	\$ 28,866.82
602 Sewage Collection and Disp.	\$ 10,000.00	\$ (8,700.00)	\$ 10,000.00	\$ 10,785.05	\$ 10.39	\$ 77.80	\$ 174.50	\$ 6.00	\$ 10,975.98	\$ 10,975.98
Total	\$ 380,000.00	\$ -	\$ 380,000.00	\$ 409,831.58	\$ 394.94	\$ 2,960.30	\$ 6,631.11	\$ 227.85	\$ 417,087.09	\$ 417,087.09

11/12/2024

Schedule 8 - Investment Activity

For the period: 1/1/2025 To 1/31/2025

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	409,831.58	01/01/2025			
			01/31/2025	0.49		409,832.07
			01/31/2025	0.08		409,832.15
			01/31/2025	0.17		409,832.32
			01/31/2025	0.25		409,832.57
			01/31/2025	0.15		409,832.72
			01/31/2025	0.11		409,832.83
			01/31/2025	0.21		409,833.04
			01/31/2025	0.11		409,833.15
			01/31/2025	0.04		409,833.19
			01/31/2025	119.52		409,952.71
			01/31/2025	19.44		409,972.15
			01/31/2025	41.57		410,013.72
			01/31/2025	62.36		410,076.08
			01/31/2025	36.38		410,112.46
			01/31/2025	25.98		410,138.44
			01/31/2025	51.97		410,190.41
			01/31/2025	27.33		410,217.74
			01/31/2025	10.39		410,228.13
			01/31/2025	2,006.78		412,234.91
			01/31/2025	326.32		412,561.23
			01/31/2025	698.00		413,259.23
			01/31/2025	1,047.02		414,306.25
			01/31/2025	610.77		414,917.02
			01/31/2025	436.26		415,353.28
			01/31/2025	872.51		416,225.79
			01/31/2025	458.95		416,684.74
			01/31/2025	174.50		416,859.24
			01/31/2025	68.95		416,928.19
			01/31/2025	11.21		416,939.40
			01/31/2025	23.98		416,963.38
			01/31/2025	35.98		416,999.36
			01/31/2025	20.99		417,020.35
			01/31/2025	14.99		417,035.34

For the period: 1/1/2025 To 1/31/2025

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
		29.98	01/31/2025	29.98		417,065.32
		15.77	01/31/2025	15.77		417,081.09
		6.00	01/31/2025	6.00		417,087.09

Total 7,255.51 0.00 417,087.09

Total All Investments 7,255.51 0.00 417,087.09

<u>Fund Name:</u>	<u>All Funds</u>									<u>Total</u>
<u>Date Range:</u>	<u>01/01/2025 To 01/31/2025</u>									
<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>				
01/02/2025	Joseph Atkinson	13738	Short Term Rental Dwelling License	(01/07/2025) -	N Rental Dwelling License	100-32111-	\$	100.00	\$	100.00
01/02/2025	Brian Ronayne	13739	SSTS Permit	(01/07/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$	260.00	\$	260.00
01/02/2025	Dan Johnson and Heather Mitlyng	13740*	Small Cities Revolving Loan	(01/07/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$	362.03	\$	362.03
01/03/2025	KOOP FUNERAL HOME	13741	Cremation Burial - Ronald Dick	(01/07/2025) -	N Cemetery -Grave openings	100-34941-	\$	450.00	\$	450.00
01/03/2025	Jade Cottrell	13742	12 Copies and 1 Fax	(01/03/2025) -	N Copies/Faxes	100-34112-	\$	4.00	\$	4.00
01/06/2025	Verizon Wireless	13743	Monthly Cell Tower Lease Payment	(01/07/2025) -	N Verizon Rental	100-34951-	\$	1,100.00	\$	1,100.00
01/07/2025	Jon Stern	13744*	Small Cities Revolving Loan	(01/07/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$	167.51	\$	167.51
01/07/2025	Kira Floisand	13745	Inv. 24-63 and 24-66 - 1st Response Unit Training Reimbursement - ACH	(01/08/2025) -	N Refunds	100-36240-	\$	100.00	\$	100.00
01/07/2025	Dan and Fran Barrett	13746*	Small Cities Revolving Loan	(01/08/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$	167.71	\$	167.71
01/07/2025	UTILITY BILLING	13747	Sewer Charges	(01/08/2025) -	N Rate Class I	602-37210-	\$	2,066.71	\$	2,066.71

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
01/08/2025	UTILITY BILLING	13748	Sewer Charges	(01/09/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,120.02 \$ 17.12 \$ 1,137.14
01/09/2025	MN Fire Training	13749	Fire Training Reimbursements - F.I.R.E. training and Blair Mileski training	(01/09/2025) -	N Fire Training Reimbursement	100-33431-	\$ 900.00
01/10/2025	Crow Wing County	13750	Court Fees	(01/10/2025) -	N Court Fines	100-35101-	\$ 900.00 \$ 106.66 \$ 106.66
01/13/2025	Wes Hanson Builders	13751	Land Use and SSTS Permits	(01/14/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 810.00
01/13/2025	UTILITY BILLING	13752	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 704.91 \$ 704.91
01/13/2025	TJ Metkowski	13753	1 Fax and 6 Copies	(01/14/2025) -	N Copies/Faxes	100-34112-	\$ 1.50 \$ 1.50
01/13/2025	Ernie Rose Golf III	13754	Inv. 24-57 - 2025 Liquor License	(01/14/2025) -	N Alcoholic Beverages	100-32110-	\$ 44.00
01/13/2025	UTILITY BILLING	13755*	Sewer Charges - ACH	(01/09/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 352.44 \$ 17.62 \$ 370.06
01/13/2025	UTILITY BILLING	13756	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 1,982.48 \$ 1,982.48
01/13/2025	UTILITY BILLING	13757	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 1,850.32 \$ 1,850.32
01/13/2025	UTILITY BILLING	13758*	Sewer Charges - ACH	(01/14/2025) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/13/2025	Fred Frodesen	13759	Camper Permit - Annual	(01/14/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
01/14/2025	Suzanne Bernards	13760	New Animal License - Rocky	(01/21/2025) -	N Animal Licenses	100-32240-	\$ 5.00
01/14/2025	Emily Emergency Food Shelf	13761	Inv. 25-02 - 2025 Annual Lease Payment	(01/21/2025) -	N Misc. Rents	100-34950-	\$ 5.00
01/15/2025	Jane Davis	13762	12 Copies	(01/21/2025) -	N Copies/Faxes	100-34112-	\$ 1.00
01/16/2025	Zachary Kaizer	13763	33 Copies - ACH	(01/21/2025) -	N Copies/Faxes	100-34112-	\$ 7.25
01/17/2025	Dan and Fran Barrett	13764	Small Cities Revolving Loan Payoff	(01/21/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 6,867.19
01/21/2025	Emily Fire Relief Association	13765	Res. 25-02 Fire Equipment Fund	(01/23/2025) -	N Contributions and Donations from Private Sources	225-36230-	\$ 4,000.00
01/21/2025	Beatrice Rhode	13766	Res. 25-03 Fire Equipment Fund	(01/23/2025) -	N Contributions and Donations from Private Sources	225-36230-	\$ 300.00
01/21/2025	Beatrice Rhode	13767	Res. 25-04 Donation - 1st Response	(01/23/2025) -	N Contributions and Donations from Private Sources	226-36230-	\$ 300.00
01/21/2025	Patricia Evans	13768	Res. 25-06 Donation - Library	(01/23/2025) -	N Contributions and Donations from Private Sources	211-36230-	\$ 100.00
01/23/2025	CITY BILLING	13769	Sewer Charges	(01/23/2025) -	N Rate Class I	602-37210-	\$ 2,067.59

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
01/23/2025	UTILITY BILLING	13770	Sewer Charges	(01/27/2025) -	N Rate Class I	602-37210-	\$ 2,067.59
01/27/2025	UTILITY BILLING	13771	Sewer Charges	(01/28/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,842.98 \$ 1,842.98
01/27/2025	UTILITY BILLING	13772*	Sewer Charges - ACH	(01/17/2025) -	N Rate Class I	602-37210-	\$ 1,627.62 \$ 1.60 \$ 1,629.22
01/27/2025	UTILITY BILLING	13773*	Sewer Charges - ACH	(01/21/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.40 \$ 0.02 \$ 176.42
01/27/2025	UTILITY BILLING	13774*	Sewer Charges - ACH	(01/22/2025) -	N Rate Class I	602-37210-	\$ 352.44 \$ 352.44
01/27/2025	UTILITY BILLING	13775*	Sewer Charges - ACH	(01/23/2025) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22
01/27/2025	Crow Wing County	13776	Curr and Del Gen Prop Tax, Fiscal Disparities, P&I, Spec Assmts, P&I Spec Assmt	(01/27/2025) -	N Current Ad Valorem Taxes	100-31010-	\$ 45,458.02
					Delinquent Ad Valorem Taxes	100-31020-	\$ 1,416.61
					Fiscal Disparities	100-31040-	\$ 518.69
					Penalties and Interest on Ad valorem Taxes	100-31910-	\$ 369.55
					Current Ad Valorem Taxes	303-31010-	\$ 1,758.35
					Delinquent Ad Valorem Taxes	303-31020-	\$ 69.27
					Fiscal Disparities	303-31040-	\$ 20.06
					Current Ad Valorem Taxes	304-31010-	\$ 1,122.59
					Delinquent Ad Valorem Taxes	304-31020-	\$ 39.34
					Fiscal Disparities	304-31040-	\$ 12.81
					Principal on Special Assessments	304-31951-	\$ 210.92
					Penalties and Interest on Special Assessments	304-31952-	\$ 13.11
					Delinquent Ad Valorem Taxes	306-31020-	\$ 1.57

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt.#</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/30/2025	UTILITY BILLING	13777	Sewer Charges	(01/30/2025) -	N Rate Class I	602-37210-	\$ 701.10
01/31/2025	UTILITY BILLING	13778	Sewer Charges	(01/31/2025) -	N Rate Class I	602-37210-	\$ 176.22
01/31/2025	UTILITY BILLING	13779	Sewer Charges	(01/31/2025) -	N Rate Class I	602-37210-	\$ 176.22
01/31/2025	PINE RIVER STATE BANK	13784	Int CR Checking	(01/31/2025) -	N Interest Earning	100-36210-	\$ 102.32
					N Interest Earning	201-36210-	\$ 18.07
					N Interest Earning	204-36210-	\$ 4.24
					N Interest Earning	211-36210-	\$ 0.37
					N Interest Earning	225-36210-	\$ 12.72
					N Interest Earning	226-36210-	\$ 8.67
					N Interest Earning	228-36210-	\$ 1.66
					N Interest Earning	303-36210-	\$ 0.74
					N Interest Earning	304-36210-	\$ 0.55
					N Interest Earning	404-36210-	\$ 0.55
					N Interest Earning	406-36210-	\$ 1.11
					N Interest Earning	407-36210-	\$ 0.18
					N Interest Earning	409-36210-	\$ 0.37
					N Interest Earning	413-36210-	\$ 1.29
					N Interest Earning	414-36210-	\$ 0.74
					N Interest Earning	415-36210-	\$ 24.71
					N Interest Earning	602-36210-	\$ 6.08
							\$ 184.37
01/31/2025	Pershing	13786	Int CR MIMMF and Muni Bonds/Treasury Bills	(01/31/2025) -	N Interest Earning	100-36210-	\$ 0.49
					N Interest Earning	100-36210-	\$ 2,006.78
					N Interest Earning	225-36210-	\$ 326.32

Fund Name: All Funds

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
					Interest Earning	225-36210-	\$ 0.08
					Interest Earning	226-36210-	\$ 0.17
					Interest Earning	226-36210-	\$ 698.00
					Interest Earning	404-36210-	\$ 1,047.02
					Interest Earning	404-36210-	\$ 0.25
					Interest Earning	407-36210-	\$ 0.15
					Interest Earning	407-36210-	\$ 610.77
					Interest Earning	409-36210-	\$ 436.26
					Interest Earning	409-36210-	\$ 0.11
					Interest Earning	415-36210-	\$ 0.21
					Interest Earning	415-36210-	\$ 872.51
					Interest Earning	416-36210-	\$ 458.95
					Interest Earning	416-36210-	\$ 0.11
					Interest Earning	602-36210-	\$ 0.04
					Interest Earning	602-36210-	\$ 174.50
							\$ 6,632.72
01/31/2025	Pershing	13787	MMMF and Muni Bonds/Treasury Bills Gains	(01/31/2025) -	N Unrealized Investment Gain	100-39103-	\$ 119.52
					Unrealized Investment Gain	100-39103-	\$ 68.95
					Unrealized Investment Gain	225-39103-	\$ 11.21
					Unrealized Investment Gain	225-39103-	\$ 19.44
					Unrealized Investment Gain	226-39103-	\$ 41.57
					Unrealized Investment Gain	226-39103-	\$ 23.98
					Unrealized Investment Gain	404-39103-	\$ 35.98
					Unrealized Investment Gain	404-39103-	\$ 62.36
					Unrealized Investment Gain	407-39103-	\$ 36.38
					Unrealized Investment Gain	407-39103-	\$ 20.99
					Unrealized Investment Gain	409-39103-	\$ 14.99
					Unrealized Investment Gain	409-39103-	\$ 25.98
					Unrealized Investment Gain	415-39103-	\$ 51.97
					Unrealized Investment Gain	415-39103-	\$ 29.98
					Unrealized Investment Gain	416-39103-	\$ 15.77
					Unrealized Investment Gain	416-39103-	\$ 27.33
					Unrealized Investment Gain	602-39103-	\$ 10.39
					Unrealized Investment Gain	602-39103-	\$ 6.00
							\$ 622.79
							\$ 93,968.74

Total for Selected Receipts

Date Range : 2/6/2025 To 2/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/11/2025	Tremolo Communications	City phone service - 2/1/2025 invoices	71709	\$941.83	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321- 100-42110-321- 100-41941-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop Police Administration City Hall	\$39.22 \$46.73 \$40.87 \$463.89 \$148.01 \$111.11 \$90.00 \$2.00
02/11/2025	Elan Financial Services	Jan25:PZPostage,ClerkPostage,Software,Admin,ShopTesting,FireOfficeSupplies	71710	\$308.32	100-41910-322- 100-41425-322- 100-43110-306- 100-41425-309- 100-42210-201- 100-41425-311-	Planning and Zoning Clerk Maintenance-Shop Clerk Fire Administration Clerk	\$1.77 \$32.00 \$2.50 \$129.53 \$95.52 \$47.00
02/11/2025	Cuyuna Range Fire Chief's Assoc.	2025 Cuyuna Range Fire Chiefs and Firefighters Dues	71711	\$150.00	100-42210-433-	Fire Administration	\$150.00
02/11/2025	FERRELLGAS	Statement 5009096514: Fire Hall and Broadway Shop Propane	71712	\$1,757.01	100-43110-383- 100-42280-383-	Maintenance-Shop Fire Stations and Buildings	\$831.42 \$925.59
02/11/2025	AFLAC	Monthly employee insurance coverage Inv. #994898	71713	\$396.36	100-43110-101- 100-41425-101-	Maintenance-Shop Clerk	\$114.56 \$281.80
02/11/2025	LEAGUE OF MINNESOTA CITIES	Inv. 418774 - Annual Membership Dues	71714	\$1,257.00	100-41425-433-	Clerk	\$1,257.00

Date Range : 2/6/2025 To 2/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/11/2025	The Office Shop, Inc.	Invs.1150755-0,1150755-1,1150755-2,1151169-0 Clerk Office Supplies	71715	\$193.25	100-41425-201-	Clerk	\$193.25
02/11/2025	MENARDS-BAXTER	Invs. 37789 - Shop Cabinet	71716	\$329.99	100-43110-240-	Maintenance-Shop	\$329.99
02/11/2025	Department of Employment and	EMPLOYER #07987886, Qtr 4 2024 Unemployment Benefits	71717	\$690.52	100-43110-142-	Maintenance-Shop	\$690.52
02/11/2025	EMILY ACE HARDWARE	Acct10240,Inv.1/31:Shop Materials,ClerkCleaning\$ upp, SewerShopMaterials/Sm allTools	71718	\$201.18	100-43110-215- 100-41425-211- 602-49450-215- 602-49450-240-	Maintenance-Shop Clerk Sewer Utilities - Sanitary Sewer Maintenance Sewer Utilities - Sanitary Sewer Maintenance	\$84.36 \$8.92 \$72.81 \$35.09
02/11/2025	Momentum Truck Group	Invs: X500016474:01 - Freightliner Plow Truck	71719	\$132.49	100-43126-221-	Road and Bridge Equipment	\$132.49
02/11/2025	Crow Wing County	Inv. 7897 - 2024 Audit Confirmation	71720	\$100.00	100-41540-311-	Internal Auditing	\$100.00
02/11/2025	PIKE PLUMBING & HEATING OF BRAINERD	Invs. 89684 - City Hall Boiler Repair/Maintenance	71721	\$230.00	100-41941-404-	City Hall	\$230.00
02/11/2025	Central Lakes Drug Testing	1/31/25 Inv. - Random Drug/Alcohol Testing	71722*	\$102.00	100-43110-306-	Maintenance-Shop	\$102.00

Date Range : 2/6/2025 To 2/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/11/2025	INTERNATIONAL UNION OF	Union dues - 2-5-25 Invoice	71723	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
02/11/2025	WM Corporate Services, Inc.	garbage - inv. 6859892-1767-2	71724	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
Total For Selected Claims				\$7,287.11			\$7,287.11

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

Date Range : 1/30/2025 To 2/5/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/05/2025	Tri-County Septic Inspection	2-6 Inv: DesReview S Shore Dr	71699	\$35.00	100-41910-310-	Planning and Zoning	\$35.00
02/05/2025	EAST SIDE OIL COMPANIES, INC.	Filters - Inv. R115693	71700	\$50.00	227-43230-384-	Waste (Refuse) Collection	\$50.00
02/05/2025	CULLIGAN	Inv:150X02008001,150X 02038503 -Hall/Softener EquipRental,ShopWaterRental	71701	\$61.11	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$45.00 \$16.11
02/05/2025	GOPHER STATE ONE-CALL	Inv. 5010384 - Locates and 2025 Annual Facility Operator Fee	71702	\$52.70	602-49490-385-	Sewer Utilities - Administration and General	\$52.70
02/05/2025	LEAGUE OF MINNESOTA CITIES	Inv. 422402 - 2025 City Day on the Hill - Dan Brennan	71703	\$99.00	100-41110-308-	Council/Town Board	\$99.00
02/05/2025	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance March 2025	71704	\$6,260.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$357.52 \$2,772.48 \$357.52 \$2,772.48
02/05/2025	Pioneer Research Corporation	Inv. 266059 - Degreaser/Cleaner - Shop	71705	\$572.69	100-43110-211-	Maintenance-Shop	\$572.69
02/05/2025	NORTHLAND FIRE PROTECTION	Inv. 61759 - Hall Emergency Exit Lights Troubleshoot	71706	\$270.00	100-41941-404-	City Hall	\$270.00

Date Range : 1/30/2025 To 2/5/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/05/2025	AUTO VALUE	1/25/25 Statement:ShopSmTIs/Materials/Cleaning Supp.1stRespRepr/Maint ,RdEquipRepr/Maint	71707	\$873.03			
					100-43110-240-	Maintenance-Shop	\$299.95
					100-42270-221-	Medical Services	\$33.99
					100-43110-215-	Maintenance-Shop	\$171.98
					100-43110-211-	Maintenance-Shop	\$56.97
					100-43126-221-	Road and Bridge Equipment	\$310.14

02/05/2025	Time Music Agency	Non-refundable earnest money deposit for Time Machine Band for 125th Anniversary Celeb	71708	\$3,375.00			
					100-45012-404-26	Historic Celebration 125 Years	\$3,375.00

Total For Selected Claims \$11,648.53

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

TR ALLEN JONES City Council/Town Board, Mayor

For the payroll period ending: 02/06/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
5202-115	926	Hughes, Faye A	32.32
	931	Murnane, Wesley J	32.32
	924	Rheaume, Patrick T	32.32
	937	Trenn, Karen M	32.32
Account Total			129.28
100-43110-101	Unallocated (Due to rounding)		\$0.00
Total For Period			\$129.28

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

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date Vendor

01/15/2025 PERA

Check #	Description	Void	Account Name	F-A-O-P	Total
330860	Retirement contributions - 1/2/25 Payroll	N	Clerk	100-41425-101-	\$ 233.18
330860				100-41425-103-	\$ 15.33
330860				100-41425-121-	\$ 17.69
330860			Planning and Zoning	100-41425-121-	\$ 269.05
330860				100-41910-103-	\$ 55.65
330860			City Hall	100-41910-121-	\$ 64.21
330860				100-41941-101-	\$ 26.56
330860			Maintenance-Shop	100-41941-121-	\$ 30.65
330860				100-43110-101-	\$ 155.47
330860			Paved Streets	100-43110-121-	\$ 179.37
330860				100-43121-101-	\$ 111.36
330860			Waste (Refuse) Disposal	100-43121-121-	\$ 128.49
330860				100-43240-101-	\$ 13.44
330860			Park Areas	100-43240-121-	\$ 15.51
330860				100-45202-101-	\$ 3.87
330860			Cemetery	100-45202-121-	\$ 4.47
330860				100-49010-101-	\$ 10.02
330860			Sewer Utilities - Sanitary Sewer Maintenance	100-49010-121-	\$ 11.56
330860				602-49450-101-	\$ 2.05
330860				602-49450-121-	\$ 2.37
330860			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.68
330860				602-49490-121-	\$ 16.94
330860					\$ 1,381.92
62077	Regular Payroll - 1-1 to 1-14	N	Clerk	100-41425-103-	\$ 423.42
62077			Planning and Zoning	100-41910-103-	\$ 485.20
62077					\$ 908.62
62078	Regular Payroll - 1-1 to 1-14	N	City Hall	100-41941-101-	\$ 340.93
62078			Maintenance-Shop	100-43110-101-	\$ 681.86
62078				100-43110-101-	\$ 0.01
62078			Paved Streets	100-43121-101-	\$ 763.94
62078			Waste (Refuse) Disposal	100-43240-101-	\$ 23.15
62078			Park Areas	100-45202-101-	\$ 90.49
62078			Cemetery	100-49010-101-	\$ 204.14
62078					\$ 2,104.52

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/15/2025	Payroll Period Ending 01/15/2025	62079	Regular Payroll - 1-1 to 1-14	N	Clerk	100-41425-101-	\$ 1,942.77
	Total For Check	62079					\$ 1,942.77
01/15/2025	Payroll Period Ending 01/15/2025	62080	Regular Payroll - 1-1 to 1-14	N	Clerk	100-41425-101-	\$ 997.52
		62080			Sewer Utilities - Administration and General	602-49490-101-	\$ 154.35
	Total For Check	62080					\$ 1,151.87
01/15/2025	Payroll Period Ending 01/15/2025	62081	Regular Payroll - 1-1 to 1-14	N	City Hall	100-41941-101-	\$ 197.58
		62081			Maintenance-Shop	100-43110-101-	\$ 815.45
		62081				100-43110-101-	\$ (0.02)
		62081			Paved Streets	100-43121-101-	\$ 506.51
		62081			Waste (Refuse) Disposal	100-43240-101-	\$ 39.52
		62081			Park Areas	100-45202-101-	\$ 98.79
		62081			Cemetery	100-49010-101-	\$ 118.55
		62081			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.76
	Total For Check	62081					\$ 1,796.14
01/15/2025	Emily Fire Relief Association	62082	2025 Annual Municipal Contribution to the Fire Relief Pension	N	Fire Administration	100-42210-124-	\$ 49,004.00
	Total For Check	62082					\$ 49,004.00
01/15/2025	Bond Trust Services Corporation	62083	Statements 91772,92879 - 2012 Cap Improvement (City Hall) Bond Prin, Int, and Agent Fees	N	Bond Principal	303-47110-601-	\$ 40,000.00
		62083			Interest - Bonds	303-47210-611-	\$ 2,337.50
		62083			Fiscal Agent's Fees	303-47501-620-	\$ 575.00
	Total For Check	62083					\$ 42,912.50
01/15/2025	Bond Trust Services Corporation	62084	Statements 91774,92881 - 2014 Road Improvement Bond Principal, Interest and Agent Fees	N	Bond Principal	304-47110-601-	\$ 35,000.00
		62084			Interest - Bonds	304-47210-611-	\$ 3,491.25
		62084			Fiscal Agent's Fees	304-47501-620-	\$ 100.00
	Total For Check	62084					\$ 38,591.25

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date Vendor Check #
01/15/2025 Bond Trust Services Corporation 62085

<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Statements 91773,92880 -Sewer Revenue Refunding Bond Principal, Interest and Agent Fees	N	Bond Principal	602-47110-601-	\$ 65,000.00
Interest - Bonds			602-47210-611-	\$ 12,446.25
Fiscal Agent's Fees			602-47501-620-	\$ 100.00
				\$ 77,546.25
Annual cost of Prosecution for 2025 - 1/7/25 Invoice	N	Police Administration	100-42110-304-	\$ 2,500.00
Union dues - 1-7-25 Invoice	N	Clerk Maintenance-Shop	100-41425-101- 100-43110-101-	\$ 70.00 \$ 70.00
Monthly employee ins coverage Inv. #665922	N	Clerk Maintenance-Shop	100-41425-101- 100-43110-101-	\$ 281.80 \$ 114.56
Monthly - 1-8-25 Invoices	N	City Hall	100-41941-381- 100-41941-381-	\$ 33.05 \$ 2,401.50
Fire Stations and Buildings Maintenance-Shop			100-42280-381- 100-43110-381- 100-43110-381- 100-43110-381- 100-43110-381- 100-43160-381- 100-45202-381- 100-45202-381- 100-49010-381- 602-49470-381- 602-49470-381- 602-49470-381-	\$ 137.47 \$ 127.40 \$ 80.57 \$ 30.99 \$ 267.00 \$ 29.96 \$ 29.50 \$ 42.44 \$ 37.98 \$ 37.63 \$ 55.49
Refund of 2025 Liquor License Fees Due to Sale of Business (The Log Cabin Bar)	N	Liquor Licensing	100-49040-810-	\$ 1,600.00
2024 Sales and Use Tax	N	Fire Fighting	100-42220-493-	\$ 118.77
				\$ 3,310.98
				\$ 1,600.00

Total For Check 62085

Total For Check 62086

Total For Check 62087

Total For Check 62088

Total For Check 62089

Total For Check 62090

Total For Check 62090

01/15/2025 DAN BARRETT 62090

01/16/2025 SOTA REVENUE 330862

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date Vendor

Check #

330862

Total For Check

330862

Description

01/17/2025 FEDERAL WITHHOLDING/ON LINE

Federal Withholding - 1/15/25

100-41110-103-

Payroll

100-41110-103-

330856

100-41110-122-

330856

100-41110-135-

330856

100-41310-103-

330856

100-41310-122-

330856

100-41310-135-

330856

100-41425-101-

330856

100-41425-103-

330856

100-41425-122-

330856

100-41425-122-

330856

100-41425-135-

330856

100-41425-135-

330856

100-41425-171-

330856

100-41425-171-

330856

100-41910-103-

330856

100-41910-122-

330856

100-41910-135-

330856

100-41910-135-

330856

100-41910-171-

330856

100-41941-101-

330856

100-41941-122-

330856

100-41941-135-

330856

100-41941-171-

330856

100-42501-103-

330856

100-42501-122-

330856

100-42501-135-

330856

100-43110-101-

330856

100-43110-122-

330856

100-43110-135-

330856

100-43110-171-

330856

100-43121-101-

330856

100-43121-122-

330856

100-43121-135-

330856

100-43121-171-

330856

100-43240-101-

330856

100-43240-122-

330856

100-43240-135-

330856

100-43240-171-

330856

100-45187-103-

330856

100-45187-122-

F-A-O-P
100-45187-493-

Account Name
Library

Void

100-41110-103-

Council/Town Board

N

100-41110-122-

100-41110-135-

100-41310-103-

100-41310-122-

100-41310-135-

100-41425-101-

100-41425-103-

100-41425-122-

100-41425-122-

100-41425-135-

100-41425-135-

100-41425-171-

100-41425-171-

100-41910-103-

100-41910-122-

100-41910-135-

100-41910-135-

100-41910-171-

100-41910-171-

100-41941-101-

100-41941-122-

100-41941-135-

100-41941-171-

100-42501-103-

100-42501-122-

100-42501-135-

100-43110-101-

100-43110-122-

100-43110-135-

100-43110-171-

100-43121-101-

100-43121-122-

100-43121-135-

100-43121-171-

100-43240-101-

100-43240-122-

100-43240-135-

100-43240-171-

100-45187-103-

100-45187-122-

Total
1.23

\$
\$ 120.00

\$ 114.76

\$ 93.00

\$ 21.76

\$ 42.08

\$ 34.10

\$ 7.98

\$ 308.76

\$ 39.09

\$ 31.68

\$ 250.23

\$ 58.53

\$ 7.41

\$ 11.65

\$ 258.81

\$ 44.79

\$ 36.30

\$ 8.49

\$ 13.35

\$ 56.79

\$ 46.03

\$ 10.76

\$ 57.44

\$ 3.06

\$ 2.48

\$ 0.58

\$ 155.48

\$ 126.03

\$ 29.45

\$ 136.64

\$ 133.63

\$ 108.30

\$ 25.33

\$ 132.01

\$ 6.46

\$ 5.23

\$ 1.23

\$ 5.25

\$ 19.13

\$ 15.50

Planning and Zoning

City Hall

Civil Defense Expenditures

Maintenance-Shop

Paved Streets

Waste (Refuse) Disposal

Library

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330856				100-45187-135-	3.63
330856				100-45187-171-	20.00
330856			Park Areas	100-45202-101-	19.70
330856				100-45202-122-	15.96
330856				100-45202-135-	3.74
330856			Cemetery	100-45202-171-	17.64
330856				100-49010-101-	34.04
330856				100-49010-122-	27.59
330856				100-49010-135-	6.45
330856			Sewer Utilities - Sanitary Sewer Maintenance	100-49010-171-	34.40
330856				602-49450-101-	1.97
330856				602-49450-122-	1.60
330856				602-49450-135-	0.37
330856				602-49450-171-	1.02
330856			Sewer Utilities - Administration and General	602-49490-101-	15.95
330856				602-49490-122-	12.93
330856				602-49490-135-	3.02
330856				602-49490-171-	8.61
330856					2,688.20
62091	Inv. 42288720 - Clerk's Office Supplies	N	Clerk	100-41425-201-	57.79
62091					57.79
62092	Inv. PS-INV106462 - February 2025 Wastewater Op Services, Hite Lane Sewer Alarm Hours	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,290.00
62092					2,290.00
62093	garbage - inv. 6856440-1767-3	N	Waste (Refuse) Disposal	100-43240-384-	357.16
62093					357.16
62094	Shop - Inv. #6103519529	N	Maintenance-Shop	100-43110-321-	104.34
62094					104.34
62095	February 2025 Life Ins - Billing Date 1-16-25 - Policy #0023198	N	Clerk	100-41425-101-	28.50
62095				100-41425-133-	11.90
62095			Maintenance-Shop	100-43110-133-	11.90
62095					52.30

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/22/2025	PIKE PLUMBING & HEATING OF BRAINERD	62096*	Invs. 89163 - City Hall Boiler Repair/Maintenance	N	City Hall	100-41941-404-	\$ 747.50
Total For Check 62096							\$ 747.50
01/22/2025	Vestis	62097	Invs.2530362598:City Hall Rugs and Towels	N	City Hall	100-41941-418-	\$ 179.18
Total For Check 62097							\$ 179.18
01/24/2025	MINNESOTA REVENUE	330859	State Withholding - 1/15/25 Payroll	N	Clerk	100-41425-172-	\$ 151.43
		330859			Planning and Zoning	100-41910-172-	\$ 4.13
		330859			City Hall	100-41941-172-	\$ 34.59
		330859			Maintenance-Shop	100-43110-172-	\$ 91.60
		330859			Paved Streets	100-43121-172-	\$ 80.91
		330859			Waste (Refuse) Disposal	100-43240-172-	\$ 3.74
		330859			Park Areas	100-45202-172-	\$ 11.65
		330859			Cemetery	100-49010-172-	\$ 20.72
		330859			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.05
Total For Check 330859							\$ 6.42
01/27/2025	PERA	330861	Retirement contributions - 1/15/25 Payroll	N	Clerk	100-41425-101-	\$ 279.83
		330861				100-41425-103-	\$ 33.21
		330861				100-41425-121-	\$ 38.32
		330861				100-41425-121-	\$ 322.88
		330861			Planning and Zoning	100-41910-103-	\$ 38.06
		330861				100-41910-121-	\$ 43.92
		330861			City Hall	100-41941-101-	\$ 50.38
		330861				100-41941-121-	\$ 58.13
		330861			Civil Defense Expenditures	100-42501-103-	\$ 2.60
		330861				100-42501-121-	\$ 3.00
		330861			Maintenance-Shop	100-43110-101-	\$ 138.02
		330861				100-43110-121-	\$ 159.25
		330861			Paved Streets	100-43121-101-	\$ 118.54
		330861				100-43121-121-	\$ 136.78
		330861			Waste (Refuse) Disposal	100-43240-101-	\$ 5.73
		330861				100-43240-121-	\$ 6.61
		330861			Park Areas	100-45202-101-	\$ 17.47
		330861				100-45202-121-	\$ 20.16
Total For Check 330859							\$ 406.24

Fund Name: All Funds
 Date Range: 01/15/2025 To 01/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330861			Cemetery	100-49010-101-	\$ 30.19
		330861				100-49010-121-	\$ 34.84
		330861			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 1.75
		330861				602-49450-121-	\$ 2.02
		330861			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.81
		330861				602-49490-121-	\$ 17.09
		330861					\$ 1,573.59
01/29/2025	Payroll Period Ending 01/29/2025	62098	Regular Payroll - 1-15 to 1-28	N	Clerk	100-41425-103-	\$ 18.79
		62098					\$ 18.79
01/29/2025	Payroll Period Ending 01/29/2025	62099	Regular Payroll - 1-15 to 1-28	N	Clerk	100-41425-103-	\$ 319.94
		62099			Planning and Zoning	100-41910-103-	\$ 640.83
		62099					\$ 960.77
01/29/2025	Payroll Period Ending 01/29/2025	62100	Regular Payroll - 1-15 to 1-28	N	City Hall	100-41941-101-	\$ 231.02
		62100			Fire Stations and Buildings	100-42280-101-	\$ 93.18
		62100			Maintenance-Shop	100-43110-101-	\$ 809.53
		62100				100-43110-101-	\$ (0.01)
		62100			Paved Streets	100-43121-101-	\$ 716.35
		62100			Park Areas	100-45202-101-	\$ 23.30
		62100			Cemetery	100-49010-101-	\$ 23.30
		62100			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 44.65
		62100					\$ 1,941.32
01/29/2025	Payroll Period Ending 01/29/2025	62101	Regular Payroll - 1-15 to 1-28	N	Clerk	100-41425-101-	\$ 1,943.57
		62101					\$ 1,943.57
01/29/2025	Payroll Period Ending 01/29/2025	62102	Regular Payroll - 1-15 to 1-28	N	Clerk	100-41425-101-	\$ 1,073.18
		62102			Sewer Utilities - Administration and General	602-49490-101-	\$ 93.32
		62102					\$ 1,166.50
01/29/2025	Payroll Period Ending 01/29/2025	62103	Regular Payroll - 1-15 to 1-28	N	City Hall	100-41941-101-	\$ 153.93
		62103			Fire Stations and Buildings	100-42280-101-	\$ 87.46
		62103			Maintenance-Shop	100-43110-101-	\$ 1,116.03
		62103				100-43110-101-	\$ 0.01
		62103			Paved Streets	100-43121-101-	\$ 372.59

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		62103			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.24
	Total For Check	62103					\$ 1,749.26
01/29/2025	Canon Financial Services, Inc.	62104	COPIER LEASE- 1/21/25 Inv. #37988621	N	Clerk	100-41425-413-	\$ 148.93
	Total For Check	62104					\$ 148.93
01/29/2025	GREAT PLAINS FIRE	62105*	Inv. 8687: Genesis Eforce push/pull ram and accessories	N	Fire Fighting	225-42220-580-	\$ 12,420.00
	Total For Check	62105					\$ 13,355.00
01/29/2025	Colonial Life	62106	Employee paid insurance - Inv # 47086730105056	N	Clerk	100-41425-101-	\$ 56.92
	Total For Check	62106					\$ 56.92
01/29/2025	Pioneer Research Corporation	62107	Inv. 266058 - Degreaser/Cleaner - Shop	N	Maintenance-Shop	100-43110-211-	\$ 572.69
	Total For Check	62107					\$ 572.69
01/29/2025	GAMMELLO - PEARSON, PLLC	62108	Invs:103443,103445,103446,103449,103450,103453,103454,103455	N	Ordinances and Proceedings	100-41130-304-	\$ 806.00
	Total For Check	62108					\$ 806.00
01/29/2025	Blair Mileski	62109	Mileage - Crow Wing Emergency Services Meeting	N	Fire Training	100-42240-331-	\$ 54.60
	Total For Check	62109					\$ 54.60
01/29/2025	Sue Fahrenдорff	62110	Mileage Reimbursement - Crosby Reg. Safety Meeting and Postage Reimbursement	N	Clerk	100-41425-810-	\$ 1.77
	Total For Check	62110					\$ 25.20
	Total For Check	62110			Planning and Zoning	100-41910-331-	\$ 26.97

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date: 01/29/2025 Vendor: Wex Bank

Check #	Description	Void	Account Name	F-A-O-P	Total
62111	Inv. 102153810 - Fuel - Road Equip & Fire	N	Fire Fighting	100-42220-212-	\$ 13.87
62111			Road and Bridge Equipment	100-43126-212-	\$ 679.41
62111					\$ 693.28
330857	Federal Withholding - 1/29/25 Payroll	N	Clerk	100-41425-101-	\$ 307.42
330857				100-41425-103-	\$ 32.78
330857				100-41425-122-	\$ 26.57
330857				100-41425-122-	\$ 249.15
330857				100-41425-135-	\$ 58.27
330857				100-41425-135-	\$ 6.21
330857				100-41425-171-	\$ 28.33
330857				100-41425-171-	\$ 252.67
330857			Planning and Zoning	100-41910-103-	\$ 59.24
330857				100-41910-122-	\$ 48.01
330857				100-41910-135-	\$ 11.23
330857				100-41910-171-	\$ 16.68
330857			City Hall	100-41941-101-	\$ 39.47
330857				100-41941-122-	\$ 31.99
330857				100-41941-135-	\$ 7.48
330857			Fire Stations and Buildings	100-41941-171-	\$ 34.40
330857				100-42280-101-	\$ 18.41
330857				100-42280-122-	\$ 14.92
330857				100-42280-135-	\$ 3.49
330857				100-42280-171-	\$ 15.07
330857			Maintenance-Shop	100-43110-101-	\$ 194.81
330857				100-43110-122-	\$ 157.89
330857				100-43110-135-	\$ 36.92
330857				100-43110-171-	\$ 147.66
330857			Paved Streets	100-43121-101-	\$ 112.15
330857				100-43121-122-	\$ 90.89
330857				100-43121-135-	\$ 21.26
330857				100-43121-171-	\$ 101.74
330857			Park Areas	100-45202-101-	\$ 2.46
330857				100-45202-122-	\$ 1.99
330857				100-45202-135-	\$ 0.47
330857				100-45202-171-	\$ 2.74
330857			Cemetery	100-49010-101-	\$ 2.46
330857				100-49010-122-	\$ 1.99
330857				100-49010-135-	\$ 0.47
330857				100-49010-171-	\$ 2.74

Fund Name: All Funds

Date Range: 1/15/2025 To 01/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330857			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 6.60
		330857				602-49450-122-	\$ 5.35
		330857				602-49450-135-	\$ 1.25
		330857				602-49450-171-	\$ 6.15
		330857			Sewer Utilities - Administration and General	602-49490-101-	\$ 9.34
		330857				602-49490-122-	\$ 7.57
		330857				602-49490-135-	\$ 1.77
		330857				602-49490-171-	\$ 4.95
		330857					\$ 2,183.41
01/31/2025	Money Market/Bonds	IAD3121	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 0.49
		IAD3121					\$ 0.49
01/31/2025	Money Market/Bonds	IAD3122	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 0.08
		IAD3122					\$ 0.08
01/31/2025	Money Market/Bonds	IAD3123	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 0.17
		IAD3123					\$ 0.17
01/31/2025	Money Market/Bonds	IAD3124	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 0.25
		IAD3124					\$ 0.25
01/31/2025	Money Market/Bonds	IAD3125	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 0.15
		IAD3125					\$ 0.15
01/31/2025	Money Market/Bonds	IAD3126	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 0.11
		IAD3126					\$ 0.11
01/31/2025	Money Market/Bonds	IAD3127	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 0.21
		IAD3127					\$ 0.21
01/31/2025	Money Market/Bonds	IAD3128	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 0.11
		IAD3128					\$ 0.11

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date Vendor Total For Check Check #

01/31/2025 Money Market/Bonds IAD3129

Total For Check IAD3129

01/31/2025 Money Market/Bonds IAD3130

Total For Check IAD3130

01/31/2025 Money Market/Bonds IAD3131

Total For Check IAD3131

01/31/2025 Money Market/Bonds IAD3132

Total For Check IAD3132

01/31/2025 Money Market/Bonds IAD3133

Total For Check IAD3133

01/31/2025 Money Market/Bonds IAD3134

Total For Check IAD3134

01/31/2025 Money Market/Bonds IAD3135

Total For Check IAD3135

01/31/2025 Money Market/Bonds IAD3136

Total For Check IAD3136

01/31/2025 Money Market/Bonds IAD3137

Total For Check IAD3137

01/31/2025 Money Market/Bonds IAD3138

Total For Check IAD3138

Description	Void	Account Name	F-A-O-P	Total
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.11
Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 0.04
Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 119.52
Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 19.44
Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 41.57
Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 62.36
Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 36.38
Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 25.98
Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 25.98
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 51.97
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 27.33
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 27.33
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.39
Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.39

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/31/2025	Money Market/Bonds	IAD3139	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 2,006.78
	Total For Check	IAD3139					\$ 2,006.78
01/31/2025	Money Market/Bonds	IAD3140	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 326.32
	Total For Check	IAD3140					\$ 326.32
01/31/2025	Money Market/Bonds	IAD3141	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 698.00
	Total For Check	IAD3141					\$ 698.00
01/31/2025	Money Market/Bonds	IAD3142	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 1,047.02
	Total For Check	IAD3142					\$ 1,047.02
01/31/2025	Money Market/Bonds	IAD3143	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 610.77
	Total For Check	IAD3143					\$ 610.77
01/31/2025	Money Market/Bonds	IAD3144	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 436.26
	Total For Check	IAD3144					\$ 436.26
01/31/2025	Money Market/Bonds	IAD3145	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 872.51
	Total For Check	IAD3145					\$ 872.51
01/31/2025	Money Market/Bonds	IAD3146	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 458.95
	Total For Check	IAD3146					\$ 458.95
01/31/2025	Money Market/Bonds	IAD3147	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 174.50
	Total For Check	IAD3147					\$ 174.50
01/31/2025	Money Market/Bonds	IAD3148	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 68.95
	Total For Check	IAD3148					\$ 68.95
01/31/2025	Money Market/Bonds	IAD3149	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 11.21

Fund Name: All Funds

Date Range: 01/15/2025 To 01/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/31/2025	Money Market/Bonds		IAD3149	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 23.98
		Total For Check	IAD3150					\$ 23.98
01/31/2025	Money Market/Bonds		IAD3151	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 35.98
		Total For Check	IAD3151					\$ 35.98
01/31/2025	Money Market/Bonds		IAD3152	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 20.99
		Total For Check	IAD3152					\$ 20.99
01/31/2025	Money Market/Bonds		IAD3153	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 14.99
		Total For Check	IAD3153					\$ 14.99
01/31/2025	Money Market/Bonds		IAD3154	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 29.98
		Total For Check	IAD3154					\$ 29.98
01/31/2025	Money Market/Bonds		IAD3155	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 15.77
		Total For Check	IAD3155					\$ 15.77
01/31/2025	Money Market/Bonds		IAD3156	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 6.00
		Total For Check	IAD3156					\$ 6.00
		Total For Selected Checks						\$ 280,775.65

1/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	120,470.41	45,458.02	(75,012.39)
Delinquent Ad Valorem Taxes	1,216.66	1,416.61	199.95
Mobile Home Tax	1.50	0.00	(1.50)
Fiscal Disparities	141.67	518.69	377.02
Total Acct 310	121,830.24	47,393.32	(74,436.92)
Franchise Taxes	70.00	0.00	(70.00)
Severed Mineral Tax	19.08	0.00	(19.08)
Total Acct 318	89.08	0.00	(89.08)
Penalties and Interest on Ad valorem Taxes	57.08	369.55	312.47
Forfeited Tax Sale Apportionments	250.00	0.00	(250.00)
Principal on Special Assessments	41.67	0.00	(41.67)
Penalties and Interest on Special Assessments	0.42	0.00	(0.42)
Total Acct 319	349.17	369.55	20.38
Licenses & Permits	8.33	0.00	(8.33)
Alcoholic Beverages	497.50	44.00	(453.50)
Rental Dwelling License	250.00	100.00	(150.00)
Total Acct 321	755.83	144.00	(611.83)
Building Permits (Excludes surcharge)	1,916.66	1,095.00	(821.66)
Animal Licenses	0.00	5.00	5.00
Total Acct 322	1,916.66	1,100.00	(816.66)
Federal Grant - Hazard Mitigation	5,416.65	0.00	(5,416.65)
Federal Payments in Lieu of Taxes	0.21	0.00	(0.21)
Total Acct 331	5,416.86	0.00	(5,416.86)
Homestead and Agricultural Credit Aid (HACA)	1,916.66	0.00	(1,916.66)
State Emergency Management Aid	0.00	0.00	0.00
Agricultural Market Value Credit	54.17	0.00	(54.17)
Fire Training Reimbursement	208.33	900.00	691.67
State Fire Aid	1,444.99	0.00	(1,444.99)
Supp. Fire State Aid	251.25	0.00	(251.25)
Total Acct 334	3,875.40	900.00	(2,975.40)
Other County Grants and Aids	83.33	0.00	(83.33)
Grants & Aids from Other LGUs	7,633.30	0.00	(7,633.30)
Total Acct 336	7,716.63	0.00	(7,716.63)
City/Town Hall Rent	91.67	0.00	(91.67)
Zoning and Subdivision Fees	166.67	0.00	(166.67)
Assessment Searches	95.00	0.00	(95.00)
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	5.42	14.75	9.33
Total Acct 341	358.76	14.75	(344.01)
Special Fire Protection Services	3,541.65	0.00	(3,541.65)
First Responder Charges	383.33	0.00	(383.33)
Total Acct 342	3,924.98	0.00	(3,924.98)
Sale of Culverts	52.50	0.00	(52.50)
Contractor Water Use	8.33	0.00	(8.33)
Total Acct 343	60.83	0.00	(60.83)
Refuse Collection Charges	208.33	0.00	(208.33)
Total Acct 344	208.33	0.00	(208.33)
Cemetery Revenues	41.67	0.00	(41.67)
Cemetery -Grave openings	335.42	450.00	114.58
Cemetery -Sale of lots	416.67	0.00	(416.67)
Misc. Rents	0.08	1.00	0.92
Verizon Rental	833.33	1,100.00	266.67

1/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Acct 349	1,627.17	1,551.00	(76.17)
Court Fines	45.83	106.66	60.83
Administrative Fines (Penalties)	41.67	0.00	(41.67)
Total Acct 351	87.50	106.66	19.16
Interest Earning	516.66	2,109.59	1,592.93
Refunds	833.33	100.00	(733.33)
Total Acct 362	1,349.99	2,209.59	859.60
Total Revenues	149,567.43	53,788.87	(95,778.56)
Other Financing Sources:			
Unrealized Investment Gain	112.50	188.47	75.97
Total Acct 391	112.50	188.47	75.97
Sale of Investment	104.17	0.00	(104.17)
Total Acct 399	104.17	0.00	(104.17)
Total Other Financing Sources	216.67	188.47	(28.20)

1/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	1,824.15	1,978.35	(154.20)
Ordinances and Proceedings	633.33	1,306.00	(672.67)
Total Acct 411	2,457.48	3,284.35	(826.87)
Mayor	743.75	592.08	151.67
Total Acct 413	743.75	592.08	151.67
Elections	0.00	0.00	0.00
Clerk	18,108.67	18,936.88	(828.21)
Total Acct 414	18,108.67	18,936.88	(828.21)
Internal Auditing	1,383.74	0.00	1,383.74
Total Acct 415	1,383.74	0.00	1,383.74
Planning and Zoning	5,040.00	4,020.30	1,019.70
General Government Buildings and Plant	199.17	45.00	154.17
City Hall	13,080.77	6,214.69	6,866.08
Total Acct 419	18,319.94	10,279.99	8,039.95
Police Administration	496.67	2,600.00	(2,103.33)
Patrol	0.00	0.00	0.00
Total Acct 421	496.67	2,600.00	(2,103.33)
Fire Administration	8,403.05	49,691.01	(41,287.96)
Fire Fighting	10,891.45	211.85	10,679.60
Fire Training	1,139.57	54.60	1,084.97
Medical Services	3,062.10	67.67	2,994.43
Fire Stations and Buildings	1,514.32	457.35	1,056.97
Total Acct 422	25,010.49	50,482.48	(25,471.99)
Building Inspections Administration	250.00	0.00	250.00
Rental Inspections	250.00	0.00	250.00
Total Acct 424	500.00	0.00	500.00
Civil Defense Expenditures	95.82	46.06	49.76
Total Acct 425	95.82	46.06	49.76
Traffic Engineering Expenditures	1,225.00	0.00	1,225.00
Total Acct 426	1,225.00	0.00	1,225.00
Maintenance-Shop	13,901.23	13,478.19	423.04
Paved Streets	18,638.17	10,024.28	8,613.89
Unpaved Streets	1,354.16	0.00	1,354.16
Ice and Snow Removal	416.67	980.00	(563.33)
Road and Bridge Equipment	8,311.64	1,342.86	6,968.78
Bridges, Viaducts and Grade Separations	6,107.97	499.94	5,608.03
Street Lighting	300.00	267.00	33.00
Total Acct 431	49,029.84	26,592.27	22,437.57
Waste (Refuse) Disposal	1,581.67	680.20	901.47
Total Acct 432	1,581.67	680.20	901.47
Historical Society	8.33	0.00	8.33
Historic Celebration 125 Years	4,166.65	0.00	4,166.65
Total Acct 450	4,174.98	0.00	4,174.98
Library	545.84	270.36	275.48
Total Acct 451	545.84	270.36	275.48
Park Areas	4,070.93	650.09	3,420.84
Total Acct 452	4,070.93	650.09	3,420.84
Water Resources	83.33	1,000.00	(916.67)
Emily Waters	1,758.83	0.00	1,758.83
Total Acct 461	1,842.16	1,000.00	842.16

1/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Economic Development and Assistance	106.18	0.00	106.18
Total Acct 465	106.18	0.00	106.18
Food Shelf	20.83	0.00	20.83
Cemetery	1,694.59	806.10	888.49
Liquor Licensing	0.00	1,600.00	(1,600.00)
Total Acct 490	1,715.42	2,406.10	(690.68)
Total Disbursements	131,408.58	117,820.86	13,587.72
Other Financing Uses:			
Unrealized Investment Loss	166.67	0.00	166.67
Purchase of Investments	2,166.66	2,282.56	(115.90)
Total Acct 493	2,333.33	2,282.56	50.77
Total Other Financing Uses	2,333.33	2,282.56	50.77
Beginning Cash Balance		764,645.25	
Total Receipts and Other Financing Sources		53,977.34	
Total Disbursements and Other Financing Uses		120,103.42	
Cash Balance as of 01/31/2025		698,519.17	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/07/2025	UTILITY BILLING	13747	Sewer Charges	(01/08/2025) -	N Rate Class I	602-37210-	\$ 2,066.71
							\$ 2,066.71
01/08/2025	UTILITY BILLING	13748	Sewer Charges	(01/09/2025) -	N Rate Class I	602-37210-	\$ 1,120.02
					Penalties and Forfeited Discounts	602-37260-	\$ 17.12
							\$ 1,137.14
01/13/2025	UTILITY BILLING	13752	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 704.91
							\$ 704.91
01/13/2025	UTILITY BILLING	13755*	Sewer Charges - ACH	(01/09/2025) -	N Rate Class I	602-37210-	\$ 352.44
					Penalties and Forfeited Discounts	602-37260-	\$ 17.62
							\$ 370.06
01/13/2025	UTILITY BILLING	13756	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 1,982.48
							\$ 1,982.48
01/13/2025	UTILITY BILLING	13757	Sewer Charges	(01/14/2025) -	N Rate Class I	602-37210-	\$ 1,850.32
							\$ 1,850.32
01/13/2025	UTILITY BILLING	13758*	Sewer Charges - ACH	(01/14/2025) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22
01/23/2025	UTILITY BILLING	13769	Sewer Charges	(01/27/2025) -	N Rate Class I	602-37210-	\$ 2,067.59
							\$ 2,067.59
01/23/2025	UTILITY BILLING	13770	Sewer Charges	(01/27/2025) -	N Rate Class I	602-37210-	\$ 1,842.98
							\$ 1,842.98
01/27/2025	UTILITY BILLING	13771	Sewer Charges	(01/28/2025) -	N Rate Class I	602-37210-	\$ 1,627.62
					Penalties and Forfeited Discounts	602-37260-	\$ 1.60
							\$ 1,629.22
01/27/2025	UTILITY BILLING	13772*	Sewer Charges - ACH	(01/17/2025) -	N Rate Class I	602-37210-	\$ 176.22
							\$ 176.22

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/27/2025	UTILITY BILLING	13773*	Sewer Charges - ACH	(01/21/2025) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 176.40 \$ 0.02 \$ 176.42
01/27/2025	UTILITY BILLING	13774*	Sewer Charges - ACH	(01/22/2025) -	N Rate Class I	602-37210-	\$ 352.44 \$ 352.44
01/27/2025	UTILITY BILLING	13775*	Sewer Charges - ACH	(01/23/2025) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22
01/27/2025	Crow Wing County	13776	Curr and Del Gen Prop Tax, Fiscal Disparities, P&I, Spec Assmts, P&I Spec Assmt S	(01/27/2025) -	N Current Ad Valorem Taxes	602-31010-	\$ 3,237.07
01/30/2025	UTILITY BILLING	13777	Sewer Charges	(01/30/2025) -	N Rate Class I	602-37210-	\$ 701.10 \$ 701.10
01/31/2025	UTILITY BILLING	13778	Sewer Charges	(01/31/2025) -	N Rate Class I	602-37210-	\$ 176.22 \$ 176.22
01/31/2025	UTILITY BILLING	13779	Sewer Charges	(01/31/2025) -	N Rate Class I	602-37210-	\$ 352.44 \$ 352.44
01/31/2025	PINE RIVER STATE BANK	13784	Int CR Checking	(01/31/2025) -	N Interest Earning	602-36210-	\$ 6.08 \$ 6.08
01/31/2025	Pershing	13786	Int CR MMMF and Muni Bonds/Treasury Bills	(01/31/2025) -	N Interest Earning Interest Earning	602-36210- 602-36210-	\$ 0.04 \$ 174.50 \$ 174.54
01/31/2025	Pershing	13787	MMMF and Muni Bonds/Treasury Bills Gains	(01/31/2025) -	N Unrealized Investment Gain	602-39103-	\$ 10.39

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/01/2025 To 01/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
					Unrealized Investment Gain	602-39103-	6.00
							16.39
							19,481.90

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/15/2025 To 01/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/15/2025	PERA	330860	Retirement contributions - 1/2/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.05
		330860				602-49450-121-	\$ 2.37
		330860			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.68
		330860				602-49490-121-	\$ 16.94
		330860	Total For Check				\$ 36.04
01/15/2025	Payroll Period Ending 01/15/2025	62080	Regular Payroll - 1-1 to 1-14	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 154.35
		62080	Total For Check				\$ 154.35
01/15/2025	Payroll Period Ending 01/15/2025	62081	Regular Payroll - 1-1 to 1-14	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.76
		62081	Total For Check				\$ 19.76
01/15/2025	Bond Trust Services Corporation	62085	Statements 91773,92880 -Sewer Revenue Refunding Bond Principal, Interest and Agent Fees	N	Bond Principal	602-47110-601-	\$ 65,000.00
		62085			Interest - Bonds	602-47210-611-	\$ 12,446.25
		62085			Fiscal Agent's Fees	602-47501-620-	\$ 100.00
		62085	Total For Check				\$ 77,546.25
01/15/2025	CROW WING POWER	62089	Monthly - 1-8-25 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.98
		62089				602-49470-381-	\$ 37.63
		62089				602-49470-381-	\$ 55.49
		62089	Total For Check				\$ 131.10
01/17/2025	FEDERAL WITHHOLDING/ON LINE	330856	Federal Withholding - 1/15/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 1.97
		330856				602-49450-122-	\$ 1.60
		330856				602-49450-135-	\$ 0.37
		330856				602-49450-171-	\$ 1.02
		330856			Sewer Utilities - Administration and General	602-49490-101-	\$ 15.95
		330856				602-49490-122-	\$ 12.93
		330856				602-49490-135-	\$ 3.02
		330856				602-49490-171-	\$ 8.61

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/15/2025 To 01/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check					45.47
01/22/2025	PEOPLESERVICE, INC.	62092	Inv. PS-INV106462 - February 2025 Wastewater Op Services, Hite Lane Sewer Alarm Hours	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,290.00
		Total For Check					2,290.00
01/24/2025	MINNESOTA REVENUE	330859	State Withholding - 1/15/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	1.05
		330859			Sewer Utilities - Administration and General	602-49490-172-	6.42
		Total For Check					7.47
01/27/2025	PERA	330861	Retirement contributions - 1/15/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	1.75
		330861				602-49450-121-	2.02
		330861			Sewer Utilities - Administration and General	602-49490-101-	14.81
		Total For Check					17.09
		Total For Check					35.67
01/29/2025	Payroll Period Ending 01/29/2025	62100	Regular Payroll - 1-15 to 1-28	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	44.65
		Total For Check					44.65
01/29/2025	Payroll Period Ending 01/29/2025	62102	Regular Payroll - 1-15 to 1-28	N	Sewer Utilities - Administration and General	602-49490-101-	93.32
		Total For Check					93.32
01/29/2025	Payroll Period Ending 01/29/2025	62103	Regular Payroll - 1-15 to 1-28	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	19.24
		Total For Check					19.24
01/29/2025	GAMMELLO - PEARSON, PLLC	62108	Invs:103443,103445,103446,103 449,103450,103453, 103454,103455	N	Ordinances and Proceedings	602-41130-304-	195.00
		Total For Check					195.00
01/31/2025	FEDERAL WITHHOLDING/ON LINE	330857	Federal Withholding - 1/29/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	6.60
		330857				602-49450-122-	5.35
		330857				602-49450-135-	1.25

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/15/2025 To 01/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330857					\$ 6.15
		330857			Sewer Utilities - Administration and General	602-49450-171-602-49490-101-	\$ 9.34
		330857				602-49490-122-	\$ 7.57
		330857				602-49490-135-	\$ 1.77
		330857				602-49490-171-	\$ 4.95
		330857	Total For Check				\$ 42.98
01/31/2025	Money Market/Bonds	IAD3129	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.04
		IAD3129	Total For Check				\$ 0.04
01/31/2025	Money Market/Bonds	IAD3138	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.39
		IAD3138	Total For Check				\$ 10.39
01/31/2025	Money Market/Bonds	IAD3147	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 174.50
		IAD3147	Total For Check				\$ 174.50
01/31/2025	Money Market/Bonds	IAD3156	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 6.00
		IAD3156	Total For Check				\$ 6.00
			Total For Selected Checks				\$ 80,852.23

1/31/2025

Sewage Collection and Disposal

	Budget	Actual	Variance
Receipts:			
Current Ad Valorem Taxes	10,042.02	3,237.07	(6,804.95)
Delinquent Ad Valorem Taxes	70.83	72.20	1.37
Mobile Home Tax	0.08	0.00	(0.08)
Fiscal Disparities	7.92	36.93	29.01
Total Acct 310	10,120.85	3,346.20	(6,774.65)
Severed Mineral Tax	1.25	0.00	(1.25)
Total Acct 318	1.25	0.00	(1.25)
Principal on Special Assessments	325.00	0.00	(325.00)
Penalties and Interest on Special Assessments	6.25	0.00	(6.25)
Total Acct 319	331.25	0.00	(331.25)
Licenses & Permits	10.42	0.00	(10.42)
Public Utilities	10.42	0.00	(10.42)
Total Acct 321	20.84	0.00	(20.84)
Homestead and Agricultural Credit Aid (HACA)	133.33	0.00	(133.33)
Total Acct 334	133.33	0.00	(133.33)
Interest Earning	49.58	180.62	131.04
Total Acct 362	49.58	180.62	131.04
Rate Class I	6,916.64	15,902.33	8,985.69
Connection/Reconnection Fees	166.67	0.00	(166.67)
Penalties and Forfeited Discounts	100.00	36.36	(63.64)
Hauled Wastewater Fees	20.83	0.00	(20.83)
Total Acct 372	7,204.14	15,938.69	8,734.55
Total Revenues	17,861.24	19,465.51	1,604.27
Other Financing Sources:			
Unrealized Investment Gain	10.42	16.39	5.97
Total Acct 391	10.42	16.39	5.97
Sale of Investment	10.42	0.00	(10.42)
Total Acct 399	10.42	0.00	(10.42)
Total Other Financing Sources	20.84	16.39	(4.45)
Disbursements:			
Ordinances and Proceedings	0.00	195.00	(195.00)
Total Acct 411	0.00	195.00	(195.00)
Bond Principal	5,416.65	65,000.00	(59,583.35)
Total Acct 471	5,416.65	65,000.00	(59,583.35)
Interest - Bonds	2,016.14	12,446.25	(10,430.11)
Total Acct 472	2,016.14	12,446.25	(10,430.11)
Fiscal Agent's Fees	47.92	100.00	(52.08)
Total Acct 475	47.92	100.00	(52.08)
Sewer Utilities - Sanitary Sewer Maintenance	6,009.72	2,509.85	3,499.87
Sewer Utilities - Sanitary Sewer Cleaning	1,083.33	0.00	1,083.33
Sewer Utilities - Sewer Lift Stations	2,444.16	1,001.10	1,443.06
Sewer Utilities - Administration and General	802.49	745.49	57.00
Total Acct 494	10,339.70	4,256.44	6,083.26
Total Disbursements	17,820.41	81,997.69	(64,177.28)

1/31/2025

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	10.42	0.00	10.42
Purchase of Investments	51.25	190.93	(139.68)
Total Acct 493	<u>61.67</u>	<u>190.93</u>	<u>(129.26)</u>
Total Other Financing Uses	<u>61.67</u>	<u>190.93</u>	<u>(129.26)</u>
Beginning Cash Balance		106,750.61	
Total Receipts and Other Financing Sources		19,481.90	
Total Disbursements and Other Financing Uses		<u>82,188.62</u>	
Cash Balance as of 01/31/2025		44,043.89	

Emily Fire and Rescue

City Council Report 2/11/2025

- 10 calls in January
 - 8 EMS Calls
 - 2 Fire Calls
 - Mutual Aid to Fifty Lakes for a sauna fire.
 - Mutual Aid to Crooked Lake for a structure fire.
- Next Training, Relief Association, and Fire and Rescue Meeting 2/18/25. We will be training on SCBA
- Recommendation to approve the appointments of Fire Captains Andy Moritz, Brian Foster, and Josh Rooker
- Recommendation to approve the appointment of Bryce Butcher as Training Officer.
- Recommendation to approve the resignation of Jon Chmielecki.
- 1/7/25 First Responders Meeting. Members in attendance:

Cary L.	Sarah J.	Connie P.
Krista K.	Kaiser J.	Tabby F.
Fawn J.	LeAnn W.	Mark W.
Tracy J.	Cindy T.	
Nick D.	Blair M.	

- 1/28/25 Training

Crow Wing County Sheriff's Office put on their Armer radio training for the entire department. Checked all trucks, equipment, and SCBA. Members in attendance:

Chad G.	Kaiser J.	Phil Y.
Brian F.	Calen S.	Kale J.
Tracy J.	Bryce B.	Fawn J.
Pat R.	Tyson K.	Cary L.
Mike A.	Blair M.	Tabby F.
Josh R.	Jon C.	
Jon F.	Andy M.	
Nick D.		

- 1/28/25 Relief & Fire Meeting. Members in attendance:

Chad G.	Tracy J.	Mike A.
Brian F.	Pat R.	Josh R.

Jon F.
Kaiser J.
Calen S.
Bryce B.
Tyson K.
Blair M.

Jon C.
Andy M.
Phil Y.
Kale J.
Fawn J.
Cary L.

Tabby F.
Nick D.
Krista K.
Cindy T.
LeAnn W.

RECEIVED
JAN 21 2025

2025 Quote



BY:

Mobile Health Services, LLC

7841 Wayzata Blvd, Suite 214
Minneapolis, MN 55426
952-542-9333
www.medcompass.net

Bill To

Emily Fire Department

Accounts Payable
PO Box 68
Emily, MN 56447

Quote Date : January 21, 2025

Sales person : Keegan O'Neill

#	Item & Description	Qty	Rate	Amount
1	Basic Physical <ul style="list-style-type: none">• Respiratory Medical Questionnaire• Pulmonary Function Test (Spirometry)• 12-Lead EKG (Electrocardiogram)• Resting Blood Pressure• Urinalysis (Check for Blood and Sugar) (Non-Drug Test)	25	90.00	2,250.00
2	Medical Processing Fee	1	20.00	20.00
			Total	\$2,270.00

Billing Notes

Terms: Net 10 unless otherwise agreed



EMT FULL COURSE

The **EMT** course is designed to prepare individuals to be part of a career-based, emergency care team. EMTs typically partner with other EMTs or Paramedics on an ambulance crew but can also assist in caring for patients in hospital emergency departments, including the ED at CRMC. CRMC ambulance and ED are both great places to build a career in healthcare.

CRMC offer's the EMT course as a hybrid education model. With this model the class will meet onsite one night weekly for 18 weeks with additional required course work being completed independently at a structured pace. While this allows flexibility, all students are required to actively participate in course work and assignments.



**STARTING
FEBRUARY
26TH, 2025**

**REGISTRATION DEADLINE IS
MONDAY, FEBRUARY 10TH, 2025.**

***Contact us to learn
more or to register!***

218-546-4367

jodi.bedard@cuyunamed.org

Subject: Upcoming EMT Course Information | EMR Interest Request

Good Morning,

Please share with anyone that may be interested! And see note below about an EMR class.

CRMC Education is once again excited to be offering the EMT (Emergency Medical Technician) course starting **Wednesday, February 26th, 2025 at 5:30 PM**. The EMT course is designed to prepare individuals to be part of a career-based, emergency care team. EMTs typically partner with other EMTs or Paramedics on an ambulance crew but can also assist in caring for patients in hospital emergency departments, including the ED at CRMC. CRMC ambulance and ED are both great places to build a career in healthcare.

CRMC offer's the EMT course as a hybrid education model. With this model the class will meet onsite one night weekly with additional required coursework being completed independently at a structured pace. This will allow some flexibility for students, however all students are required to actively participate in all course work/assignments without exception. You will not be successful if you do not come prepared to class sessions and put the necessary time and study into coursework.

The classes will be held in-person Wednesday evenings from 5:30 PM – 9:30 PM at CRMC in Crosby.

All students will be required (with no exceptions) to attend two additional onsite days for skills review, the written test, and the psychomotor skills test.

The cost of the course is \$1,500.00 which includes your course ebook, full access to the online learning platform, the course practice materials, and your CRMC final assessment. Print books, while not necessary, may be purchased for an additional fee. If you would like a print book, you will need to let us know two weeks prior to the course start date, **February 14th, 2025**. Please note, at the end of the course, to certify as an EMT you will need to take the National Registry of Emergency Medical Technicians (NREMT) test. This test is not included in the CRMC course cost. Additionally, there is a uniform requirement for the clinical experience which is black slacks or tactical pants and a white polo shirt which is not included in the course cost.

Please note, we have limited seat availability so to secure a spot participants will need to register with me with a non-refundable 50% down payment by February 12th, 2025. Seats will not be confirmed until we have received this initial payment. The remainder of the course cost will be collected halfway through the course. Students will not be authorized to test without the final course payment.

****We do not currently have an EMR (First Responder) course scheduled. However, if we receive a sufficient number of interested participants we can add one. If you or someone you know is interested please follow this [link](#) to complete a brief informational form. We will then reach out about future EMR plans.****

Thank you,

Jodi Bedard

Education Specialist

AHA Training Center Coordinator

Office: (218) 546-4367

Email: jodi.bedard@cuyunamed.org

Cuyuna Regional Medical Center

320 East Main Street, Crosby, MN 56441

RESOLUTION NO. 25-10, AMENDED

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

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

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

1. All Fire and Rescue Department personnel are appointed by the Emily City Council.
2. The minimum number of Fire and Rescue Department members shall be fifteen and the maximum number of members shall be forty.
3. At least 50% of the members shall have passed a Firefighter I course and at least 50% of the members shall have passed First Responder training.
4. There shall be a Fire and Rescue Chief.
5. The Fire and Rescue Department shall include the following officer positions:
 - a. Assistant Chief for Fire Suppression Operations
 - b. Assistant Chief for Emergency Medical Services
 - c. Safety Officer
 - d. Captain(s)
 - e. Training Officer(s)
 - f. Secretary

No person shall hold more than one of these positions.

6. A five-member Executive Review Board shall include the following members:
 - a. One City Council liaison
 - b. Three members of the Fire and Rescue Department **with representation from a minimum of one member from fire suppression operations and one member from emergency medical services.**
 - c. One member-at-large who is a citizen of the City not holding elected office and not a member of the Fire and Rescuc Department.
7. Fire and Rescue Department members must reside within a 15-minute response time from the Emily Fire Hall.
8. Additional specifications are included in the Emily Fire and Rescue Department Personnel Policies, General Fire and Rescue Information and Duties, and Standard Operating Procedures.

Passed by a majority vote of the City Council of Emily, Minnesota this **11th day of February, 2025.**

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

← JON CHMIELECKI
40460 SANDHILL DRIVE
FIFTY LAKES, MN 56448
218-851-7408

RECEIVED
FEB 3 - 2025

BY:

DEAR Emily F. D + CITY OF Emily

I AM WRITING TO INFORM YOU OF MY DECISION TO RETIRE FROM MY POSITION AS A FIREFIGHTER FOR THE CITY OF Emily F. D.

MY LAST DAY WILL BE: 02/03/25

ALTHOUGH I GAVE THIS DECISION A LOT OF THOUGHT A CONSIDERATION AT THIS TIME, I CANNOT COMMIT TO CHANGING THE MEETINGS/ TRAINING FROM 1 MEETING A MONTH TO 2 MEETINGS PER MONTH OUTLINED BY CHIEF BLAIR AT THE JANUARY MEETING.

I WANT TO EXPRESS MY DEEP GRATITUDE FOR THE OPPORTUNITIES AND EXPERIENCES THAT I'VE HAD DURING MY TIME ON THE Emily F. D. ALONG WITH WORKING ALONG SIDE MY FELLOW FIREFIGHTERS TO SERVE THE CITY OF Emily AND SURROUNDING COMMUNITY.

I WISH THE DEPARTMENT CONTINUED SUCCESS + GROWTH IN THE FUTURE.

Sincerely,

Chmielecki

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-12**

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>
Outing Chamber of Commerce	\$ 4,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-12	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: \$ 4,000.00 to the First Response Unit equipment fund for equipment, supplies, training, or fuel for the rig.
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 11th day of February 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)


Organization Name: OUTING CHAMBER OF COMMERCE		License Number: 02769
Address: PO BOX 33	City/State/Zip: OUTING MN 56662	

- Amount of proposed lawful purpose expenditure: \$ 4,000.00
- 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:

Emily First Responders for equipment, supplies, training or fuel for the rig

- **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


 Chief Executive Officer's Signature June 30 2022
Date
 Larson Haynes 218-821-9770
 Print Name Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

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

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

Unit of Government: City of Emily	Phone: 218-763-2480
Address: 39811 State Hwy 6	City/State/Zip: Emily, MN 56447

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

Signature _____ Date _____
 Print Name _____ Title _____

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

flock safety

Let's defeat crime together

Help your city reduce crime with cameras that see like a detective

"Flock Safety made my job easy. The system was up and running in just a few weeks, and has proven to help our police department find the evidence to solve more crime."

City Manager in Ohio

Flock Safety provides an affordable, infrastructure-free automatic license plate reading (ALPR) camera system for cities who want to reduce crime within a principled framework. Unlike traditional ALPR, Flock uses Vehicle Fingerprint™ technology to transform hours of footage into a searchable database to find the single piece of evidence needed, even when a license plate isn't visible.

Not your average security cameras

Infrastructure-Free and Discreet Design

With solar power and LTE connectivity, we can install the devices almost anywhere. And the beautiful design means it will blend in with your city's aesthetic.

Safety-as-a-Service

We install and maintain the devices, so you can focus on running the city. That means we will support you from procurement, through permitting, and even preparing you to present this project to the city council.

Vehicle Fingerprint Technology

Your officers can find vehicle evidence by vehicle type, make, color, license plate state, missing and covered plates, and other unique features like bumper stickers, decals, and roof racks.



Join 2500+ cities using Flock Safety to eliminate crime



Detect

objective evidence your
police need to solve crime



Decode

footage with machine
learning so your police can
investigate



Deliver

real-time alerts to police
if a wanted or stolen
vehicle drives by

Public Safety Technology Built with Principles

You own the footage

We won't share it or sell it. It's 100% yours for your law enforcement to use to solve crime.

Protect resident privacy

All data automatically deletes by default every 30 days on a rolling basis and is encrypted with AES-256 encryption.

Promote transparency and accountability

Flock provides a transparency portal to share data with your community about how the devices work on an ongoing basis. Flock requires an investigative reason to search and proactively provides an audit report to city leadership.

Clear pricing and infrastructure free

\$2500 per camera / year. All the footage is stored in the cloud at no additional fee and there are no hidden costs.

Protect the Whole Community

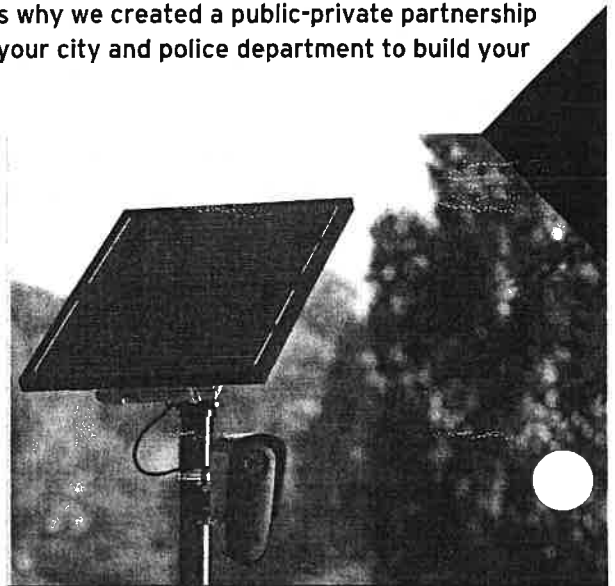
It takes all community members working together to eliminate crime, which is why we created a public-private partnership that enables businesses, neighborhoods, schools, and others to partner with your city and police department to build your network.

Learn More:



"Flock Safety continues to enhance and help our police department capture these vehicles and return the assets to their owners."

-Council member Josh McCurn of Lexington, KY



About Flock Safety ALPR Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR Privacy and Ethics Factsheet

How long does Flock Safety keep data?

- **Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.**

What features do Flock Safety devices have that enable audits and oversight?

- **While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.**
- **Authorized users go through training to properly use our system and communicate with their dispatch teams.**
- **Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.**
- **Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.**

About Automatic License Plate Readers (ALPR)

The Problem: Violent Crime Is Not Going Away

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase recorded.

Over two-thirds of the country's most populous cities saw even more homicides in 2021.

One Solution: Technology that Detects Objective Evidence to Clear More Cases

Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC.

ALPR devices assist law enforcement in solving crime in two ways:

- Proactive - ALPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected.
- Investigative - ALPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

Is ALPR effective ?

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. In 2011, a study by the Police Executive Research Forum concluded that ALPRs used by the Mesa, Ariz., Police Department resulted in "nearly 3 times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR Provides Objective Evidence While Protecting Privacy

ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

ALPR Use Cases Include:

- **AMBER Alerts:** License plate readers in metro Atlanta were able to find a vehicle containing a kidnapped one-year-old, who had been taken from his mother at random off the street. The child was recovered unharmed. Some ALPR systems integrate directly with the National Center for Missing and Exploited Children's AMBER Alert system, sending real-time alerts to officers in seconds. [[New information released about 1-year-old's kidnapping](#)]
- **Silver Alerts:** Knoxville Police were able to locate a missing elderly man who suffers from dementia after he drove away in a family vehicle. ALPR technology has helped solve hundreds of Silver Alerts across the country. [[Missing man with dementia found using Flock camera](#)]
- **Firearm violence:** The Las Vegas Trail, a high-crime area in Fort Worth, TX, saw violent crime decrease by 22% in 2021 compared with the first nine months of 2019. Fort Worth Police attributed this drop partially to the license plate reader system implemented in the neighborhood during the same period of time. [[Crime is down 22% in Fort Worth's Las Vegas Trail. How neighbors and police made it safer](#)]
- **Organized theft:** Grafton, a growing village with a bustling retail district, is dealing with increased organized retail theft – Two-thirds of all the crimes reported to Grafton police in 2020 were retail thefts. Grafton Police have implemented a license plate reader system to identify vehicles that have been involved in thefts or have been stolen themselves. In one week alone, they recovered three stolen vehicles with drivers planning to engage in retail theft. [[Losses mount as retailers fight theft rings, accuse online storefronts of doing little to stop resale of stolen goods](#)]

Flock's response to common concerns

1. **Short data retention & No sharing with 3rd parties**
 - a. Data is by default stored for 30 days and then permanently deleted, unless connected to an active investigation.
 - b. You own your data, and we never sell your data.
2. **Public input and approval**
 - a. City Council approval
 - b. Community town-halls
3. **Transparent communication**
 - a. [Transparency portal](#)
 - b. Annual updates to City Council
4. **Slippery slope arguments**
 - a. Democratic authorization, good ALPR policies, and community engagement protects us and our customers from becoming what we want to avoid.
5. **Audits and accountability**
 - a. Our system automatically requires a law enforcement reason to search. These can be reported through the transparency portal.
6. **Over-policing**
 - a. Violent crime disproportionately affects the BIPOC community (8X more likely to be a victim than white counterparts), and violent crime has increased by more than 30% in the last 2 years.
 - b. Indiscriminate evidence. Unbiased, actionable leads

clerk@emily.net

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Sent: Thursday, January 23, 2025 12:17 PM
To: clerk@emily.net
Subject: Flock

Hi Cari!

I have been working with Flock Security to get the program started now that we have money available.

I know that Emily had budgeted for 1 Flock camera last year and potentially another one this year.

Should I plan on there being 1 or 2 cameras for Emily?

Thank you!

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



Leadership • Visibility • Preparation

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

clerk@emily.net

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
nt: Thursday, January 30, 2025 3:01 PM
To: clerk@emily.net
Subject: RE: Flock

Flag Status: Flagged

Hi Cari,

The cost would be about \$3650. We were looking at putting the Flock camera near the Emily boat access to get cars coming into town on State Hwy 6.

Is this a good location? This was the recommended location by Flock.

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, January 24, 2025 2:32 PM
To: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Subject: RE: Flock

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

Craig,

Thank you. The Council would need to approve the purchase again for 2025 with the updated amount. The next meeting is on February 11 at 6 pm. Please keep me updated and I will add it to the agenda.

Have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer



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

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

ffecting Positive Change

clerk@emily.net

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

Hi Cari,

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

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

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

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

Craig,

How many systems are you looking at installing? Would Emily be the only one?

Cari Johnson, MCMC
City Clerk/Treasurer



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

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

Effecting Positive Change

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Sent: Thursday, January 30, 2025 3:01 PM

PUBLIC SAFETY AID FUNDS

Added to Fund 225 Firemens Equip Fund

Total Received 12/26/2023			\$37,678.00
Date	Use	Purpose	Total Amount Remaining
2/28/2024	Great Plains Fire	Turnout Gear	\$587.11 \$37,090.89
5/8/2024	Great Plains Fire	Turnout Gear	\$14,837.89 \$22,253.00
8/7/2024	TrafficLogix	Electronic Speed Signs	\$6,022.00 \$16,231.00
	Great Plains Fire	Push/Pull Ram	\$12,420.00 \$3,811.00
	Tent.	Turnout Gear	\$3,811.00
\$15,425.00 Turnout gear approved 2/13/24 \$12,420.00 Fire - Push/Pull Ram - CIP \$6,022.00 Two electronic speed signs \$33,867.00 Total of planned purchases			
\$3,811.00 Amount remaining after planned purchases			



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

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

RESOLUTION 25-11

RESOLUTION REGARDING AMENDED PUBLIC SAFETY AID USE

WHEREAS the City of Emily received Public Safety Aid funds of \$37,678 from the State of Minnesota on December 26, 2023 to provide public safety.

WHEREAS the City of Emily is required to spend Public Safety Aid funds on eligible uses as defined by the State of Minnesota.

WHEREAS the purchases of turnout gear for firefighters, a push/pull ram for the Fire Department, electronic speed signs for State Highway 6, and Flock Security System have been determined to be eligible uses of the Public Safety Aid funds.

BE IT RESOLVED the City Council of the City of Emily, Minnesota hereby approves the following eligible uses of Public Safety Aid funds:

Firefighter Turnout Gear	\$15,425
Fire Department Push/Pull Ram	\$12,420
Electronic Speed Signs	\$ 6,022
Flock Security System	<u>\$ 3,811</u>
Total	\$37,678

Adopted by the Emily City Council on February 11, 2025.

Tracy Jones
Mayor

Attest: _____
Cari Johnson, MCMC
City Clerk/Treasurer



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

February 5, 2025

Mayor and City Council
City of Emily

RE: City of Emily Planning and Zoning Report February 2025

Mayor and City Council:

Even though we are in the midst of Winter, staff continues to field questions as property owners begin to make plans for the 2025 construction season. We have met with a number of applicants, fielded phone calls, answered emails and recently approved a new \$500,000 house, and are in the midst of reviewing two potential variance requests. We have also assisted the City Attorney on the update to the Northern Lights CUP.

You will see on this month's City Council agenda the Planning Commission tabled the Northern Lights CUP until the March 4, 2025 meeting. The City Attorney has been working to get this updated, and the Planning Commission held a Public Hearing on the issue. The Planning Commission wants to review the final draft of the CUP at the March meeting.

In addition, at our February 4th Planning Commission meeting, the Commission discussed an after-the-fact permit fee with a recommendation to waive the After-the-Fact permit fee, set meeting dates for 2025, elected officers for 2025 (Chair is Patrick Rheaume and Vice Chair is Dave Johnson), reviewed a possible variance with an applicant, discussed options for protecting roads during construction projects, and gave staff direction on how to interpret the number of guest houses allowed.

The Land Use Ordinance Subcommittee Committee also met on Tuesday February 4th and discussed possible changes to the variance application questions and possible ordinance changes related to variance verbiage.

I do invite you to take part, if you wish, in a series of Educational or Training opportunities at Sourcewell. On Thursday, March 27th, from 10 AM to 3 PM, in Staples, we will be putting on a seminar on Land Use Essentials, and on April 3, from 9 AM to NOON, will be having training on the Open Meeting Law and Data Practices, at the Crosslake Fire Hall. If you are interested in either one of these classes, please let us know.

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

Sincerely,

Steve Jones
Senior Community Development Administrator, Sourcewell

clerk@emily.net

From: Mike Steuernagel <msteuernagel@sehinc.com>
Date: Wednesday, January 15, 2025 1:56 PM
To: Mark.Reineke@widseth.com
Cc: Alex Voit; Jeff Ledin; clerk@emily.net; zoning@emily.net; Steve.Jones@sourcewell-mn.gov
Subject: RE: City of Emily Zoning GIS data
Attachments: SEH_2017_Zoning.zip

Good afternoon - Attached is a ZIP file containing the Zoning shapefile and Shoreland Buffer shapefile. The data is from the 2017 Zoning update we did for the city. I included a LYR file to help with the symbology of the Zoning. If there's any revisions or updates to the Zoning, if it's possible we'd like to get a copy of the updated data to be able to keep our Zoning map current.

If there's any questions or issues with the data, feel free to reach out to me. Thanks!

Mike Steuernagel
GIS Analyst
Short Elliott Hendrickson Inc. (SEH®)
952.238.6556 direct | 651.490.2000 main

Building a Better World for All of Us®
100% Employee Owned

P & Z Permit Summary

	2023	2024	2025
Total Permits Issued	92	94	
SSTS	18	22	
Land Use-Accessory Structure	40	31	
Land Use New Dwelling Construction	15	11	
Land Use-Commerical Accessory	0	2	
Land Use Solar Panels	1	0	
Land Use-Patio/Retaining wall/Pavers	0	4	
Land Use-Deck	1	6	
Land Use-Stairs	1	1	
Camper/RV/Trailer	7	7	
Riprap/Ice Ridge	3	4	
Fence Permit	2	3	
Sign Permit	1	1	
After-the Fact Permit	2	0	
Outdoor Market Permit	1	1	
Conditional Use Permit	0	1	
Variances	5 (4 approved; 1 denied)	0	
Metes & Bounds/Lot Split/Rezoning	2	2	
Ordinance Change/Addition	4	3	

2024 Permits-Emily Planning and Zoning

NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-01	1/3/2024	2/13/2023	21090613	Red's Storage LLC		42823 State HWY 6	CUP	Six Total Storage Buildings	\$500.00	HMU	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- Various 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	NA
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	Yes-8/15/2025 GK
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 Commercial Storage Building	\$600.00	HMU	Yes-10/15/2025 SF
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N

24-10	3/4/2024	3/6/2024	21090551	St. Martin	Mike & Amy	20152 Cleanwater Dr.	Land Use Permit	Construct a 36'X36' (1,296 SqFt) Dwelling with 36'X36'(1,296 SqFt) attached garage.	\$550.00	SR	
24-11	3/12/2024	3/19/2024	21340895	Bemis	Richard	39892 Lake St	Land Use Permit	Paver Patio with Firepit 452 SqFt	\$150.00	SR	
24-12	3/13/2024	3/19/2024	21170537	Rief	Mike & Bridget	19289 Blue Lane E	Land Use Permit	Construct a 40'X60' (2,400 SqFt) Accessory Structure	\$400.00	NR	
24-13	3/13/2024	3/19/2024	21170585	Slye	Brad & Sharon	42887 Blue Lane W	Land Use Permit	Construct a 60'X104' (6,240 SqFt) Accessory Structure	\$400.00	NR	
24-14	3/18/2024	3/19/2024	21250526	Adamsheck	Jeff	23252 South Shore Drive	Land Use Permit	Construct a 14'X24' (336 SqFt) Patio	\$150.00	SR	
24-15	3/15/2024	3/19/2024	21150522	Bute	Jeffrey	42144 State HWY 6	SSTS Permit	Install a Pressure Bed/Trench Septic System: Type 1, 600 GPD, 1500 Gallon Tank	\$260.00	HMU	Yes-10-31-2024 GK
24-16	4/4/2024	4/9/2024	21080563	Rief	Mike	19632-Blue-Lake-Road	Land Use Permit	Ice-Ridge-Repair	\$60.00	SR	Denied-over-the-50-limit.
NUMBER	Recd	Apprvd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
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	

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	Yes-7/15/2025
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	Barlo	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	Mattisen	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	Yes-10/9/2024 SF

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	Yes-12/13/2024 GK
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	YES 7-22-2024 GK
24-42	6/21/2024	6/24/2024	21260548	Billmeyer	Brian	21549 Cty Rd 1	Camper Permit	Annual Camper Permit	\$25.00	NR	NAYes
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 Chpruch	Bruce Hite	40141 State Hwy 6	Land Use Permit	Construct a 15'X28' (420 SqFt) Accessory Structure	\$150.00	HMU	Yes-11/12/2024
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	Beaman	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	Tawriya 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 I Trench/Pressure Bed System UPGRADE, 300 GPD, 1,000 Gallons tank (existing tank 1,350 gallon) 2 compartment	\$260.00	SR	YES-7/17/2024 GK
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	Yes-12/5/2024 GK
24-52	7/11/2024	7/16/2024	21260522	Jorgensen	Mike & Laurie	22257 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	Yes-8/5/2024 GK
24-54	7/17/2024	7/30/2024	21090537	Langefels	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	NA
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	YES 7/24/2024 GK

24-57	7/30/2024	8/6/2024	21340888	Merrell		Kevin	39949 White Pine St	Land Use Permit	Construct a 24'X16' (384 SqFt) Accessory Structure	\$150.00	DTMU	
24-58	8/5/2024	8/5/2024	21250539	Quilling		Jason	22910 S Shore Dr	SSTS Permit	Install a Type III Mound Septic System; GPD 300; 1,500 NEW gallon tank	\$260.00	SR	YES-8/5/24 Greg Kossan
24-59	8/6/2024	8/12/2024	21030540	Pestello		William	XXXX Twilight Ct	SSTS Permit	Install a Type 1 Mound Septic System; GPD 450; 1000 Gallon tank	\$260.00	RP	Yes-11/27/2024 GK
24-60	8/6/2024	8/6/2024	21030540	Pestello		William	XXXX Twilight Ct	Land Use Permit	Construct a new dwelling 1,700 total SqFt (1.5 Story Home)	\$450.00	RP	
24-61	8/7/2024	8/7/2024	21300511	McMahon		Natasha	40470 Sandhill Dr	Land Use Permit	Construct a 8'X8' (64 SqFt) Deck	\$75.00	SR	
24-62	8/7/2024	8/7/2024	21330583	Messerli		Milan	XXXX Dahler Ave	Land Use Permit	Construct a 10'X15' (150 SqFt) Accessory Structure	\$75.00	SR	
24-63	8/12/2024	8/27/2024	21270519	Bodin		Chet	40249 Eagle Ct	Land Use Permit	Construct a 24'X30' (720 SqFt) Accessory Structure with living quarters	\$250.00	SR	
24-64	8/12/2024	8/12/2024	21260550	Frodesen		Fred	21843 Whitetail Dr	Camper Permit	Annual Camper Permit for 2 campers/RV on lot	\$50.00	NR	NA
24-65	8/19/2024	8/20/2024	21100501	Moe		David	43818 State HWY 6	Land Use Permit	Construct a 4'X6' (24 SqFt) Porch	\$75.00	SR	
24-66	8/19/2024	8/26/2024	21240509	Steward		David	23187 County Rd 1	Land Use Permit	construct a 36'X32'(1,152 SqFt)Accessory Structure with a 9'X32 (288 SqFt) Lean-to	\$400.00	RP	
24-67	8/27/2024	8/27/2024	21230562	Nelson		Samantha	22342 County Rd 1	Land Use Permit	Construct a 5' Chain link fence	\$60.00	NR	
24-68	8/27/2024	9/3/2024	21250578	Linn		Jay & Teresa	23054 N Shore Drive	Land Use Permit	Construct a dwelling addition	\$400.00	NR	
24-69	8/28/2024	8/28/2024	21260598	Burroughs		Curtis	40350 Little Pine River Road	SSTS Permit	SSTS Upgrade Mound Design; Type I, 600 GPD; 1,500 Gallons with 500 gallon lift added	\$260.00	SR	Will be installed by Andy Moritz spring 2025

24-70	8/29/2024	8/29/2024	21030583	Coleman Construction	Ryder Loon Properties, LLC	44488 State HWY 6	SSTS Permit	Install a new Pressure Bed/Trench with pump design, Type 1, 450 GPD, 1,500 gallon system	\$260.00	NR	Yes-9/19/2024 GK
24-71	8/29/2024	9/3/2024	21030583	Coleman Construction	Ryder Loon Properties, LLC	44488 State HWY 6	Land Use Permit	Construct a 30'X44' (1,320 SqFt) New Dwelling with 6'X44' (264 SqFt) deck, 10'X15' (150 SqFt) Patio	\$450.00	NR	
24-72	9/3/2024	9/3/2024	21340841-21340844	Emily Meats	Tracy Jones	39990 State HWY 6	Temporary Trailer Permit	Placement for up to 6 trailers for temporary storage	\$60.00	DMU	NA
24-73	9/3/2024	9/3/2024	21050514	Swedell	Gerold	44250 Roosevelt Dr	SSTS Permit	Install a Type 1 Mound Design system, 480 GPD, 2 compartment 2,250 gallon tank	\$260.00	SR	Yes-11/27/2024 GK
24-74	9/3/2024	9/3/2024	21050514	Swedell	Gerold	44250 Roosevelt Dr	Land Use Permit	Construct a 12'X24' (288 SqFt) Accessory Structure	\$150.00	SR	
24-75	9/3/2024	9/3/2024	21230529	Aanestad	Chris	41779 Birchwood Dr	Land Use Permit	Construct a 12'X30' (360 SqFt) Lean-to attached to existing garage	\$150.00	SR	
24-76	9/3/2024	9/3/2024	21260598	Burroughs	Curtis	40350 Little Pine River Road	Land Use Permit	Construct a 18'X28' (504 SqFt) Dwelling Addition	\$150.00	SR	Will be starting in Spring 2025
24-77	9/9/2024	9/10/2024	21340807 & 21340806	SJR Holdings	Emily Ace Hardware	39964 White Pine St	Land Use Permit	Construct a 12'X24' (288 SqFt) portable storage shed	\$150.00	DMU	
24-78	9/9/2024	9/9/2024	21220520	Fredrickson	Dale	41120 Loon Trail	SSTS Permit	Septic Upgrade-install a Trench/Pressure Bed, Type 1, 450 GPD 2 compartment tank 1,500 up to 2,250 Trembo	\$260.00	SR	Yes-12/18/2024 GK
24-79	9/10/2024	9/10/2024	21220552	Motzko	Michelle	41308 Poplar Dr	Land Use Permit	Construct a 10'X16' (160 SqFt) Accessory Structure	\$150.00	SR	
24-80	9/11/2024	10/8/2024	21090561	Graunke	John & Anne	20344 Cleanwater Dr	Land Use Permit	Tear down existing structure and replace with a new 3,235 SqFt) Construct new dwelling	\$550.00	SR	

NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-81	9/16/2024	9/24/2024	21270590	Pelphrey	Brandyn	21635 Norway Pine Ln	SSTS Permit	Install a new Pressure Bed/Trench with pump design, Type I, 300 GPD, 1,500 gallon system	\$260.00	NR	
24-82	9/16/2024	9/24/2024	21270590	Pelphrey	Brandyn	21635 Norway Pine Ln	Land Use Permit	Construct new dwelling 25'X40' (1,000 SqFt) and 2 Accessory Structures 40'X10'(400 SqFt) & 20'X10' (200 SqFt)	\$475.00	NR	
24-83	9/24/2024	9/24/2024	21340807 & 21340806	SJR Holdings	Emily Ace Hardware	39964 White Pine St	Land Use Permit	Construct a 60'X112' (6,720 SqFt) Commercial Accessory Structure	\$600.00	DMU	Yes-12-3-2024
24-Camper	10/7/2024	10/7/2024	21260522	Jorgensen	Mike & Laurie	22257 S Shore Dr	Camper Permit	Annual Camper Permit	\$25.00	NR	NA
24-84	10/3/2024	10/3/2024	21090561	Graunke	Anne & John	20344 Clearwater Dr	SSTS	Install a Type 1, Trench/Pressure Bed Septic Design	\$260.00	SR	Yes 12-3-2024 GK
24-85	10/16/2024	10/21/2024	21030594	Marshall	Todd	44689 Old Highway 6	Land Use Permit	Construct a 6' X 9' sauna	\$75.00	SR	
24-86	10/21/2024	10/21/2024	21260613	Peterson	Kyle	22562 South Shore Drive	SSTS Permit	Install a Type I, pressure bed/Trench pump design, 600 GPD, 1,500 gallon tank upgrade	\$260.00	SR	YES 11-7-2024 GK
24-87	10/22/2024	10/23/2024	21340977	Hanson	Tom	21030 Dahler Ave	Land Use Permit	Construct a 50' X 100' (5000 SqFt) Accessory Structure	\$400.00	Commerical Transition-Light Industrial	
24-88	10/28/2024	10/29/2024	21170588	LPS Construction	David & Patricia Kovalik	42779 Blue Lane West	Land Use Permit	Construct a new 32'X44'(1,408 SqFt) Dwelling	\$450.00	NR	
24-89	10/28/2024	10/28/2024	21170588	LPS Construction	David & Patricia Kovalik	42779 Blue Lane West	SSTS Permit	Install a Type 1 Trench/Pressure Bed design; 300 GPD; 1,500 gallon tank	\$260.00	NR	YES 11/29/2024 GK
24-90	11/4/2024	11/5/2024	21170605	O'Donnell	Thomas	XXXX Anna Drive	Land Use Permit	Construct a 36'X48' (1,728 SqFt) Accessory Structure	\$400.00	SR	

24-91	11/4/2024	11/5/2024	21170605	O'Donnell	Thomas	XXXX Anna Drive	SSTS Permit	Install a Holding Tank SSTS Design, Limited Use 1,500 Gallon Tank, <150 GPD	\$260.00	SR	Yes 11/13/2024 GK
24-91	11/6/2024	11/12/2024	21030588	Acorn Builders, LLC	Larry Oaks	44515 State HWY 6	Land Use Permit	Construct a 1,414 SqFt New Dwelling with a 12'X 22' (264 SqFt) & 4'X9'(36 SqFt) Deck	\$450.00	SR	
24-92	11/6/2024	11/18/2024	21030588	Acorn Builders, LLC	Larry Oaks	44515 State HWY 6	SSTS	Install a Type I Pressure Bed/Trench Pump Design Upgrade ; 450 GPD, 2250 Tank System	\$260.00	SR	
24-93	11/14/2024	11/19/2024	21030583	Ryder Loon Properties, LLC	Joe Pankratz	44488 State HWY 6	Land Use Permit	Sign	\$60.00	NR	
CU-01-24	12/10/2024			Northern Lights			CUP		\$500.00	RP	

SHARED SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT SERVICES

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

ARTICLE 1: PURPOSE

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

ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

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

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

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

a. General Zoning Administrative Duties.

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

b. Public Meetings.

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

c. Enforcement.

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

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

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

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

buildings or official places of business. The CDA or other Sourcewell staff may only be present in a community building or official place of business when another employee of community is present.

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

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

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

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

ARTICLE 3: TERM AND TERMINATION

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

ARTICLE 4: DATA AND MATERIALS

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

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

ARTICLE 5: GENERAL TERMS AND CONDITIONS

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

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

million dollars (\$1,000,000.00) per occurrence in general liability insurance with excess umbrella coverage of two million dollars (\$2,000,000.00) for Sourcewell staff assigned to provide services in conjunction with this Agreement. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury and contractually assumed liability. Community shall be endorsed as additional insured. The insurance shall also cover all claims for which Sourcewell may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Sourcewell's professional services required under this Agreement.

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

- 5.8 **Force Majeure.** The Parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform for any cause beyond its reasonable control. Such causes shall include, but not be restricted to, fire, storm, flood, earthquake, explosion, war, failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable to carry out its obligations under this Agreement, that party shall give written notice to the other including an explanation of the circumstances.
- 5.9 **Binding Effect.** This Agreement binds and inures to the benefit of the Parties and their respective successors and permitted assigns.
- 5.10 **Entire Agreement.** The individuals signing this Agreement hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and the Agreement contains the entire understanding between the Parties concerning the subject matter.
- 5.11 **Severability.** In the event that any terms of this Agreement are in conflict with or are otherwise unenforceable under any rule, law, or statutory provision, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any other terms of the Agreement unless the invalidity or unenforceability of such provisions substantially harms, compromises an integral part of, or are otherwise inseparable from the remainder of this Agreement.

- 5.12 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 5.13 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors, and assigns shall do all things to execute and deliver any documents necessary, at any time, to carry out and effectuate the terms and conditions of this Agreement.

Remainder of page intentionally left blank.

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

Sourcewell

By: _____
Justin Burslie

Title: Associate Director of
Community Development

Date: _____

City of Emily

By: _____
Tracy Jones

Title: Mayor

Date: _____

City of Emily

By: _____
Cari Johnson

Title: City Clerk/Treasurer

Date: _____

APPENDIX A: FEE SCHEDULE

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

clerk@emily.net

From: Justin Burslie <Justin.Burslie@sourcewell-mn.gov>
Sent: Thursday, February 6, 2025 11:15 AM
To: clerk@emily.net
Subject: RE: Updated Shared Services Agreement

Hi Cari,

Thanks for the proposed changes. I've sent to our legal team for review. I'm not if they will have them reviewed by the Feb meeting—will probably have to shoot for March.

Thanks,

Justin

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, February 6, 2025 10:34 AM
To: Justin Burslie <Justin.Burslie@sourcewell-mn.gov>
Cc: 'Tracy Jones' <mayor.tracyjones@cityofemily.com>; 'Gregory Koch' <gw_koch@yahoo.com>
Subject: RE: Updated Shared Services Agreement

EXTERNAL

Justin,

The Shared Services Agreement for zoning administration services was reviewed by LMC and the City's Attorney. Please see the attached agreement revision proposal for review by Sourcewell. The Council will be considering the attached proposed agreement at the February 11 Council Meeting.

Thank you for your consideration.

Cari Johnson, MCMC
City Clerk/Treasurer



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

City Hall Hours M-W 8am-4:30pm, Th-F 8am-noon

www.cityofemily.com

Fax 218.763.2481

Pop. 869

Effecting Positive Change



January 29, 2025

City of Emily
Cari Johnson, Clerk
City Hall, P.O. Box 68
Emily, Minnesota 56447

Re: Bridge Maintenance

Dear Cari Johnson,

Bridges represent a considerable investment and as such to get the maximum life out of a bridge they require periodic maintenance. The current funding levels are not adequate to replace all bridges in need of replacement, as a result there is a need to make existing bridges last longer. Often a little preventative maintenance can add 20 or more years of life to a bridge.

Deficiencies and Continuing Deterioration of Bridge Number L2877 (Roosevelt Drive over Crooked Creek).

- The wooden portion of the south wingwalls are shifting. The southwest wingwall has a large boulder exposed holding back fill. These wingwalls serve to protect the in-slopes of the bridge.
- The bituminous surfacing over the deck and approaches are deteriorating. Patch and seal the deck as needed.
- There is flaking rust present on the lower webs and top of the lower flanges of the bridge beams with measurable section loss on the interior beams.
- Pack rust was found on the exterior beams at the bridge rail connections.
- The NBI rating for the superstructure of the bridge is at 4, "Poor Condition".
- This bridge is load posted, is considered structurally deficient, and the Local Planning Index (LPI) remains at 33. Bridge L2877 is on the county's priority list for replacement. This office supports the advancement of planning and the replacement of this structure.
- Reminder, it is the city's responsibility to monitor this bridge at times of high water and to notify this office when the water level reaches a point above the mark on the monitoring sign so that the water level can be recorded and the bridge cleared of any potential damage inflicted by the high-water event.
- A new traffic count was completed last fall. AADT = 91 cars a day.
- This bridge is on a 12-month inspection frequency.



Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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

- With the city's decision to move ahead with plans to replace this bridge, any maintenance done should be limited to items effecting public safety.
- Please keep this office informed as to any project cost updates received from the designing engineer.

Deficiencies and potential repairs for Bridge Number L2878 (Dam Rd. over Little Pine River.).

- Keep the bridge seats clear of dirt and debris. Dirt holds moisture and will speed the rusting of the bridge beams.
- There is some flaking rust present in the bridge beams and is limited to about 2 feet of the ends of each beam over the abutments and pier. Cleaning and scraping the bridge beams of the flaking rust will slow the deterioration of the bridge beams but may again require permits and it would be up to the city and their engineer to obtain said permits. At a minimum, the scraping and cleaning would have to be done in such a way as to minimize material from entering the river.
- There is minor erosion around the SW and SE wingwalls.
- Keep trees and/or brush from growing around the abutments to prevent any potential damages from root growth later. For timber elements, trees and brush increase the presence of moisture and moisture increases the potential for rot and insect damage.
- Reminder, it is the city's responsibility to monitor this bridge at times of high water and to notify this office when the water level reaches a point above the mark on the monitoring sign so that the water level can be recorded and the bridge cleared of any potential damage inflicted by the high-water event. The sign needs to be kept clear of any brush or debris.
- This bridge is on a 2-year inspection cycle.



Routine Maintenance and potential repairs for Bridge Number 18515 (South Shore Drive over Little Pine River.).

- Continued deterioration delamination and spalling of the lower wingwall panels. The cracks could be sealed filled to decrease the amount of moisture penetrating the panels.
- The bituminous surfacing is showing its age. Rubber seal any cracks in the bituminous surface that are over and within 25' of the structure.
- Seal the shoulders (pave) directly over the culvert and shape the shoulders on both sides of the structure so that they shed as much runoff as possible before the runoff reaches the structure.
- During past inspections it has been noted that there is infiltration (sand leaking through the bebo joints) at the joint between the wingwall and spandrel wall connections.
- In past inspections small sink holes have been noted at the shoulder of the road over the culvert, but no sink holes were found during the 2024 inspection. City



maintenance forces need to be made aware of the potential of sink holes developing and impacting the driving surface. Please make this office aware of larger holes should any develop.

- This bridge is on a 2-year inspection cycle.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer; and Tim Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

By: Wayne Dosh
Wayne Dosh Senior Engineering Technician



January 22, 2025

City of Emily
Cari Johnson, Clerk
P.O. Box 68
Emily, Minnesota 56447

Re: Annual Bridge Inspections

Dear Cari Johnson,

The annual bridge inspections for 2024 have been completed in accordance with Minnesota Statutes, Chapter 165. A bridge is defined as a drainage structure with a span of 10-feet or more; therefore, large culverts are considered bridges for inspection purposes as well as the more conventional bridge structures. A copy of the inspection report for bridges inspected in 2024 under your jurisdiction is enclosed. Please note that all bridges are not necessarily inspected each year. Depending on the type and condition of a structure the inspection frequency may be as high as a 48-month interval.

An underwater inspection was completed fall 2024 for Bridge 18515. Due to its unique design, Bridge 18515 has an underwater inspection every 4 to 5 years, in addition to regularly scheduled route inspections.

The key information to look at on the inspection report may be the comments made by the Inspector and any change in an element condition from years prior printed in red. The "Sufficiency Rating" has moved to the first page of the "Minnesota Bridge Inspection Report", located on right, just above the first element in the report.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to seriously review each report as well as conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer and Timothy Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

By: Wayne Dosh
Wayne Dosh Senior Engineering Technician

Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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

**2024 ROUTINE
BRIDGE INSPECTION REPORT**



**BRIDGE # L2877
ROOSEVELT DR (MUN 45) over CROOKED CREEK**

DISTRICT: District 3 **COUNTY:** Crow Wing **CITY/TOWNSHIP:** Emily
STATE: Minnesota

Date of Inspection: 10/14/2024

Equipment Used: Life Jacket, Probing Rod, Other - waders & flashlight
Assisted by Jordan Larson

Owner: City or Municipal Highway Agency

Inspected By: Dosh, Wayne

Report Written By: Wayne Dosh
Report Reviewed By: Timothy Bray
Final Report Date: 12/31/2024



Inspector: Dosh,Wayne
 Inspection Date: 10/14/2024

Structure Number: L2877
 Facility Carried: M 45

Bridge Inspection Report Minnesota Structure Inventory Report

Bridge ID: L2877 ROOSEVELT DR (MUN 45) over CROOKED CREEK

+ GENERAL +	+ ROADWAY ON BRIDGE +	+ INSPECTION +																																																									
Agency Br. No. CITY37 Crew District 03 Maint. Area County 018 - Crow Wing City Emily Township Desc. Loc. 1.7 MI W OF JCT TH 6 Sect., Twp., Range 08 138N - 26W Latitude 46.781239 Longitude -93.998069 Custodian 04 - City or Municipal Highway Agency Owner 04 - City or Municipal Highway Agency Insp Responsibility Crow Wing County Year Built 1960 Date Opened to Traffic MN Year Remodeled 1992 FHWA Year Reconstructed Bridge Plan Location 3 - COUNTY Potential ABC 2 - N/A	Facility M 45 LRS Functional Class 7 - Local ADT 15 YEAR 1986 Urban Code 99999 HCADT ADTT % National Highway System 0 LRS Mile Point I/D 0.049 / 0.049 Speed Limit Detour Length 99 Lanes 1 Lanes ON Bridge Control Section (TH Only) Function 1 - MAINLINE Type 3 - One lane bridge for 2-way traffic Bridge Match ID 1 Roadway Key Route On Structure	Last Routine Insp Date 10/14/2024 Routine Insp Frequency 12 Inspector Name Dosh,Wayne Status P - Posted for Load																																																									
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Deck Width (Out-to-Out)		19.6 ft																																																									
Deck Material	8 - Wood or Timber																																																										
Wear Surf Type	6 - Bituminous																																																										
Wear Surf Install Year	2011																																																										
Wear Course/Fill Depth	0.21 ft																																																										
Deck Membrane	0 - None																																																										
Deck Rebars	N - Not Applicable (no deck)																																																										
MN Rebar Coating																																																											
Deck Install Year																																																											
Structure Area (Out-to-Out)	853	sq ft																																																									
Roadway Area (Curb-to-Curb)	840	sq ft																																																									
Sidewalk Width - L/R	0.00	0.00 ft																																																									
Curb Height - L/R	0.00	0.00 ft																																																									
Rail Codes - L/R	00	00																																																									
	+ MISC. BRIDGE DATA +																																																										
	Structure Flared 0 - No flare Parallel Structure N - No parallel structure Field Conn. ID Cantilever ID <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Foundations (Material/Type)</th> </tr> </thead> <tbody> <tr> <td>Abutment</td> <td>1 - CONC</td> <td>3 - FTG PILE</td> </tr> <tr> <td>Pier</td> <td>N - N/A</td> <td>N - N/A</td> </tr> <tr> <td>Historic Status</td> <td colspan="2">5 - Not eligible</td> </tr> <tr> <td>On - Off System</td> <td colspan="2">0 - OFF</td> </tr> </tbody> </table>	Foundations (Material/Type)			Abutment	1 - CONC	3 - FTG PILE	Pier	N - N/A	N - N/A	Historic Status	5 - Not eligible		On - Off System	0 - OFF																																												
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	+ PAINT +																																																										
	Year Painted Painted Area sq ft Primer Type Finish Type																																																										
	+ BRIDGE SIGNS +																																																										
	Posted Load 2 - Vehicle & Semi (Type R12-5) Traffic 0 - Not Required Horizontal 3 - Object Markers & Width Vertical N - Not Applicable																																																										

MINNESOTA BRIDGE INSPECTION REPORT

12/31/2024

BRIDGE L2877 M 45 OVER CROOKED CREEK

County: Crow Wing	Location: 1.7 MI W OF JCT TH 6	Length: 43.5 ft.
City: Emily	Route: 10 - MUN 45 Ref. Pt.: 000+00.045	Deck Width: 19.6 ft.
Township:	Control Section:	Rdwy. Area/ Pct. Unsnd: 840 sq. ft. / %
Section: 08 Township: 138N Range: 26W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / %
Span Type: 3 - Steel 2 - Stringer/Multi-beam or Girder	Local Agency Bridge Nbr.: CITY37	Culvert: N/A
List:		Postings: 24 40 40
NBI Deck: 5 Super: 4 Sub: 4 Chan: 5 Culv: N		
	Open, Posted, Closed: P - Posted for Load	
	MN Scour Code: P - STBL - PROT INPL	

Appraisal Ratings - Approach: 4	Waterway: 7	Unofficial Structurally Deficient Y
Required Bridge Signs - Load Posting: 2 - Vehicle & Semi (Type R12-5)	Traffic: 0 - Not Required	Unofficial Functionally Obsolete N
Horizontal: 3 - Object Markers & Width	Vertical: N - Not Applicable	Unofficial Sufficiency Rating 47.1

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
31	Timber Deck	Routine	10/14/2024	853 SF	683	170	0	0
		Routine	10/19/2023	853 SF	683	170	0	0
<p>Notes: 10/14/2024 - 10/15/2020: Estimate 20% of the underside of the deck has some staining from water leakage through the deck in random locations from above. 10/04/18 - 10/11/16: Deck board appear to be in good shape w/ minor weathering from below.</p>								
510	- Wearing Surfaces	Routine	10/14/2024	840 SF	0	0	840	0
		Routine	10/19/2023	840 SF	0	0	840	0
<p>Notes: 10/14/2024 - 10/19/2023: There are significant unsealed cracks in the bituminous surface throughout. the moisture membrane has failed, moisture is leaking through the deck to the beams. The interior beams are wet today. 10/25/2022: Minor to moderate traverse cracks are open/unsealed at this time. 1' x 6' pot hole has been repaired. 10/15/2020: There are minor to moderate sealed transverse cracks across the entire bituminous surface. Cracks are originating between the deck boards. There is a 1' X 6' pot hole in the SW quadrant of the deck. 10/04/18 - 10/29/14: Minor transverse cracking in the bituminous surface present between the deck boards. The cracks need to be sealed again. There are no potholes present in the bituminous surfacing. 10/15/12: Minor cracking in the bituminous surface present between the deck boards. Cracks have been sealed recently. 10/04/10: A bituminous leveling coarse, membrane, and overlay were placed over the deck. A new load rating was done summer 2010. 10/24/08: Estimate that there is a loose of 1/4" -1/2" of wood in isolated boards at the N end of the bridge in the wheel paths due to abrasion. 11/03/06: Minor abrasion is present in the wheel path. No decay.</p>								
107	Steel Open Girder/Beam	Routine	10/14/2024	387 LF	0	0	344	43
		Routine	10/19/2023	387 LF	0	0	344	43
<p>Notes: 10/14/2024 - 10/25/2022: Some pack rust present at the south end of the east outside beam where bridge railing attaches. There is flaking rust throughout the lower flanges, upper flanges, and lower 1/2 of the webs on all beams. Section loss approximated at 5% typical. The flaking rust is more advanced on the south half on beams 4 and 6. Section loss on the lower flange of beam 4 measured at 18% (15/32) and beam 6 at 23% (14/32") (43 ft in CS4). These beams are located below the wheel paths. 10/15/2020: The flaking rust is more advanced the 4th and 6th beams then the rest of the beams at the mid-point of the beam on the lower flanges. There is flaking rust throughout the lower flanges and lower webs beginning in critical areas in all of the beams. Any section loss at this time is minimal. 10/04/18 - 10/11/16: There is flaking rust throughout the lower flanges and lower webs in critical areas in all of the beams. Any section loss is minor at this time. 10/29/14: There is flaking rust throughout the lower flanges and webs in critical areas. Measured the webs and found them to be equal or greater than 3/8" thick. Any section loss is minor at this time. 10/15/12: There is flaking rust throughout the lower flanges and webs in critical areas. 10/24/08: The paint system has failed. There is flaking rust at the lower web and flange connections is isolated areas throughout about 25% of the flange/web connections. At this point the loss of section is minimal. 11/03/06: Paint continues to peel and flake off the beams. 10/28/2002: PAINT IS PEELING AND FLAKING OFF WEBS OF BEAMS.</p>								
515	- Steel Protective Coating	Routine	10/14/2024	1660 SF	0	0	0	1660
		Routine	10/19/2023	1660 SF	0	0	0	1660
<p>Notes: 10/14/2024 - 10/11/2016: Paint system on beams has failed.</p>								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
215	Reinforced Concrete Abutment	Routine	10/14/2024	54 LF	27	27	0	0
		Routine	10/19/2023	54 LF	27	27	0	0
<p>Notes: 10/14/2024: Condition state 2 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 9/16" at the west end and 1/2" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. The north abutment measured plumb on the west corner and tipping 1/8" toward the river on the east corner.</p> <p>10/19/2023 - 10/15/2020: Condition state 2 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no significant changes since the 2000 inspection. The north abutment measured plumb on the west corner and tipping 1/8" toward the river on the east corner.</p> <p>10/04/18 - 10/11/16: Condition state 2 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 1/2" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no significant changes since the 2000 inspection. The north abutment measured plumb on the west corner and tipping 1/8" toward the river on the east corner.</p> <p>10/29/14: Condition state 3 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no changes since the 2000 inspection.</p> <p>10/15/12: Condition state changed because of past observations that the south abutment is tipped.</p> <p>10/24/08: South abutment is tipped. No significant changes noted.</p> <p>11/03/06: South abutment is tipped.</p> <p>10/28/2002: SMART FLAG!! , SETTLEMENT, STATE #1 Structure L2877 -</p> <p>Wingwall notes: 10/29/14 - 10/15/12: South 2 are tipped with the abutment, the north 2 wingwalls have remained stable.</p> <p>10/24/08: South 2 are tipped with the abutment. Some washing has occurred around all of the wingwalls. no significant changes.</p> <p>11/03/06: South 2 are tipped with the abutment. Some washing has occurred around all of the wingwalls.</p>								
216	Timber Abutment	Routine	10/14/2024	32 LF	0	0	16	16
		Routine	10/19/2023	32 LF	0	0	16	16
<p>Notes: 10/14/2024 - 10/25/2022: SW timber wing wall has failed and repairs are needed. The SW wing-wall is undermined with a large bolder exposed holding back the back fill.</p> <p>10/15/2020: When the bridge was remodeled in 1992 the wing-walls where extended w/ timber elements. The timber elements have moved out of position because of earth pressure behind them. The timber element of the both south wing-wall is failing at the timber section only. The SW wing-wall is undermined with a large bolder exposed holding back the back fill.</p> <p>10/04/18 - 10/15/12: When the bridge was remodeled in 1992 the wing-walls where extended w/ timber elements. The timber elements have moved out of position because of earth pressure behind them. The timber element of the SE wing-wall is failing at the timber section only.</p>								
330	Metal Bridge Railing	Routine	10/14/2024	10 LF	0	8	2	0
		Routine	10/19/2023	10 LF	0	8	2	0
<p>Notes: 10/14/2024 - 10/19/2023: All of the rail posts have some corrosion at this time. The south 2 posts have flaking rust below the deck surface.</p> <p>10/25/2022 - 10/11/2016: The 10 rail posts have minor surface corrosion at this time.</p> <p>10/29/14 - 10/15/12: There is a loose connection on the NE corner. A missing bolt on the NW corner. The lower boards on the NE and SW approaches are broken.</p> <p>11/03/06: Does not meet NCHRP350 standards.</p>								
515	Steel Protective Coating	Routine	10/14/2024	40 SF	0	0	0	40
		Routine	10/19/2023	40 SF	0	0	0	40
<p>Notes: 10/14/2024 - 10/11/2016: Paint system has failed, surface rust present on more than 50% of the surface of all the posts.</p>								
332	Timber Bridge Railing	Routine	10/14/2024	88 LF	84	0	1	3
		Routine	10/19/2023	88 LF	84	0	1	3
<p>Notes: 10/14/2024 - 10/19/2023: Post #5 in the west rail is missing a bolt. Lower 3 feet of bridge rail is broken in the SW corner of the bridge.</p> <p>10/25/2022: Lower 3 feet of bridge rail is broken in the SW corner of the bridge.</p> <p>10/15/2020: Repairs have been made, missing or broken elements have been replaced.</p> <p>10/04/18 - 10/15/12: There is a loose connection on the NE corner. A missing bolt on the NW corner. The lower boards on the NE and SW approaches are broken.</p> <p>11/03/06: Does not meet NCHRP350 standards.</p>								
800	Critical Deficiencies or Safety Hazards	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/19/2023	1 EA	1	0	0	0
<p>Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.</p>								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
822	Bituminous Approach Roadway	Routine	10/14/2024	2 EA	0	2	0	0
		Routine	10/19/2023	2 EA	0	2	0	0
<p>Notes: 10/14/2024 - 10/19/2023: There is cracking and developing potholes in the bituminous surface in the bridge approaches. The south approach has a repair in the SE corner. 10/25/2022: South approach has been fixed. 10/15/2020: A hole was found on the day of the inspection measuring 3' by 3' on the east shoulder of the south approach. The bit had broken away and daylight could be seen through to the bottom of the abutment. We met the city on site the day of the inspection and the approach has since been repaired. The damage appears to have been caused by erosion from road run off. 10/04/18: Hole has developed at South approach on East side next to abutment at end of railing. Approximately 1' deep 10/11/16 - 10/04/10: The N & S approaches were paved w/ the deck, summer 2010. 11/03/06: S approach has been paved up to the bridge.</p>								
855	Secondary Members (Superstructure)	Routine	10/14/2024	1 EA	0	0	1	0
		Routine	10/19/2023	1 EA	0	0	1	0
<p>Notes: 10/14/2024 -10/19/2023 - 10/25/2022: Section loss approximated at 5% typical.</p>								
881	Steel Section Loss	Routine	10/14/2024	1 EA	0	0	1	0
		Routine	10/19/2023	1 EA	0	0	1	0
<p>Notes: 10/14/2024: Section loss approximated at 5 - 10% throughout beams. The south end of beams 4 and 6 have section loss in the lower flange of 18% and 23% respectfully. 10/19/2023 - 10/25/2022: Section loss approximated at 5% throughout beams. The south end of beams 4 and 6 have section loss in the lower flange of 18% and 23% respectfully. 10/15/2020 - 10/15/12: There is minor flaking rust on the lower flanges and webs of all the beams throughout.</p>								
884	Substructure Settlement & Movement	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/19/2023	1 EA	0	1	0	0
<p>Notes: 10/14/2024: The lean of the south abutment wall, towards the center of the stream is 9/16" at the west end and 1/2" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. 10/19/2023 - 10/29/14: No new settlement of the abutment has occurred since 2000. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no changes since the 2000 inspection. The settlement at the southeast timber wing-wall looks to have occurred as a result of the paving activities when the bridge deck was paved in 2010. There is bituminous behind the timber wing-wall that is pushed out of alignment. 10/15/12: Settlement has occurred at the southeast timber wing-wall. It could affect the south approach if left unchecked.</p>								
885	Scour	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/19/2023	1 EA	1	0	0	0
<p>Notes: 10/14/2024 - 10/19/2023: Counter measures are in place and functioning.</p>								
890	Load Posting or Vertical Clearance Signing	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/19/2023	1 EA	1	0	0	0
<p>Notes: 10/14/2024 - 10/02/2020 Load posted signage is in-place, readable and correct with the new load rating submitted. 10/04/18 - 10/11/16: Required signs are in place at the bridge. [2016] Structure requires a vertical clearance sign or load posting sign.</p>								
891	Other Bridge Signing	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/19/2023	1 EA	1	0	0	0
<p>Notes: 10/14/2024 - 10/19/2023: Required signing is in place and functioning.</p>								
892	Slopes & Slope Protection	Routine	10/14/2024	1 EA	0	0	1	0
		Routine	10/19/2023	1 EA	0	0	1	0
<p>Notes: 10/14/2024 - 10/25/2022: Erosion around south wing walls has been fixed and is currently minimal; however, the SW wing wall protects this slope and is in need of repairs. 10/15/2020: Erosion is occurring behind the south wing-walls and abutments. Temporary repairs were made this fall after this inspection to stabilize the approach shoulder. 10/04/18 - 10/04/10: The approaches were paved summer 2010 and changed were drainage occurs. Will continue to monitor. 10/24/08: Some erosion occurring around the wing-wall ends. 11/03/06: Some erosion occurring around the wing-wall ends.</p>								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
894	Deck & Approach Drainage	Routine	10/14/2024	1 EA	0	0	1	0
		Routine	10/19/2023	1 EA	0	0	1	0
<p>Notes: 10/14/2024 - 10/25/2022: Approach roadway drainage has caused the SW wing wall to fail. 10/15/2020: The south approach and roadway drainage is contributing to the erosion occurring behind the south wing-walls and approaches. 10/04/18 - 10/04/10: The approaches were paved summer 2010 and changed were drainage occurs. Will continue to monitor. 10/24/08: A swale was rip-raped NE of the bridge when the scour improvements were made. Still some erosion occurring behind the S wing-walls. 11/03/06: The drainage off the road is causing the erosion around the wing-walls.</p>								
899	Miscellaneous Items	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/19/2023	1 EA	0	1	0	0
<p>Notes: 10/14/2024: Tree has been cut up. 10/25/2022: Remove large tree that has fallen across NE wing wall and channel. Not affecting the bridge structure but should be removed.</p>								
900	Protected Species	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/19/2023	1 EA	0	1	0	0
<p>Notes: 10/14/2024: No birds or bats today. 10/15/2020 - 10/11/16: Birds have been seen today.</p>								

General Notes: 11/26/2024: New traffic count fall 2024. AADT = 90 cars a day.
 10/14/2024 - 10/25/2022: Was able to walk under the bridge. Water is 1.0' deep under the bridge today. SE wing wall boards are not functioning properly. The SW bridge rail has a broken lower member. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/15/2020: Water is 1.5' deep under the bridge today. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/02/2020: Was on site to verify load postage signage is current with the new load posting submitted.
 10/04/18 - 10/11/16: Water is 1.5' deep under the bridge today. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/29/14: Stream bed profile survey for scour monitoring was done on 10/24/14 w/ Steve. Water depth is 1 foot or less below the bridge today. Rusting continues in the lower webs and lower flange of the bridge beams with some minor section loss isolated locations.
 10/15/12: Was able to wad beneath the bridge today and see all elements. Water depth below the bridge is less than a 1'. The slope protection after the summers high water event remains in place. Rust and minor section loss continues in the lower 1/2 of the beams.
 10/04/10: The deck surface was paved and a membrane put down summer 2010. Was able to wade under the bridge and see all elements. Rusting of the bridge beams continues.
 10/24/08: Was able to wade under the bridge and see all elements. A 11/2" rock filter and large rock have been placed in the creek along in front of the slope paving. No slumping of the paving was observed. Rusting of the bridge beams is advancing. Has the city change the its usage of salt on this location since the S approach was paved? Beams could be sand blasted and repainted if lead paint is not an issue.
 11/03/06: Was able to wade under the bridge and see all elements. The north abutment at the mid point and going to the west the creek is under the slope paving 1 to 3 feet. It is minor at this point and would be easily fixed.
 10-08-2004: THE LEAN OF THE SOUTH ABUTMENT WALL, TOWARDS THE CENTER OF THE STREAM, IS 5/8" AT THE WEST END AND 9/16" AT THE EAST END. THESE MEASUREMENTS ARE THE LEAN OF THE SOUTH ABUTMENT WALL FROM THE VERTICAL IN 6 1/2" OF VERTICAL RISE.

58. Deck NBI: 10/14/2024 - 10/19/2023: Bituminous surface is moderately deteriorated with cracking, patches and potholes. The wood decking below the bituminous remains in satisfactory condition.
 10/04/18 - 10/29/14: Some minor cracking on the bituminous surface.

36A. Brdg Railings NBI:

36B. Transitions NBI:

36C. Appr Guardrail NBI:

36D. Appr Guardrail Terminal NBI:

59. Superstructure NBI: 10/14/2024 - 10/25/22: Section loss approximated at 5% throughout beams. The flaking rust is more advanced on the south half on beams 4 and 6. Section loss on the lower flange of beam 4 measured at 18% (15/32) and beam 6 at 23% (14/32"). These beams are located below the wheel paths.
 10/04/18 - 10/11/16: Section loss top of lower flange and lower web.
 10/29/14: Flaking rust is present in the lower 1/2 of the webs and on the lower flanges on all of the beams throughout.

60. Substructure NBI: 10/14/2024 - 10/19/2023: The wood wingwall extensions are undermined and misaligned. The abutments remain in fair

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
61.	Channel NBI:		10/14/2024 - 10/11/2016:	Trees tipping into upper creek.				
			10/29/14:	The channel is heavily armored to prevent any scour.				
62.	Culvert NBI:							
71.	Waterway Adeq NBI:							
72.	Appr Roadway Alignment NBI:			Poor horizontal and vertical alignments. Narrow bridge, requiring traffic to slow to avoid meeting on the bridge.				

Wayne Dosh
Inspector's Signature

Timothy Bray
Reviewer's Signature



36. 10-14-2024 (36).JPG



37. 10-14-2024 (37).JPG



38. 10-14-2024 (38).JPG



39. 10-14-2024 (39).JPG



40. 10-14-2024 (40).JPG



41. 10-14-2024 (41).JPG



42. 10-14-2024 (42).JPG



43. 10-14-2024 (43).JPG



44. 10-14-2024 (44).JPG



45. 10-14-2024 (45).JPG

Pictures



Photo 1 - 10-14-2024 (1)



Photo 2 - 10-14-2024 (2)

Pictures



Photo 3 - 10-14-2024 (3)

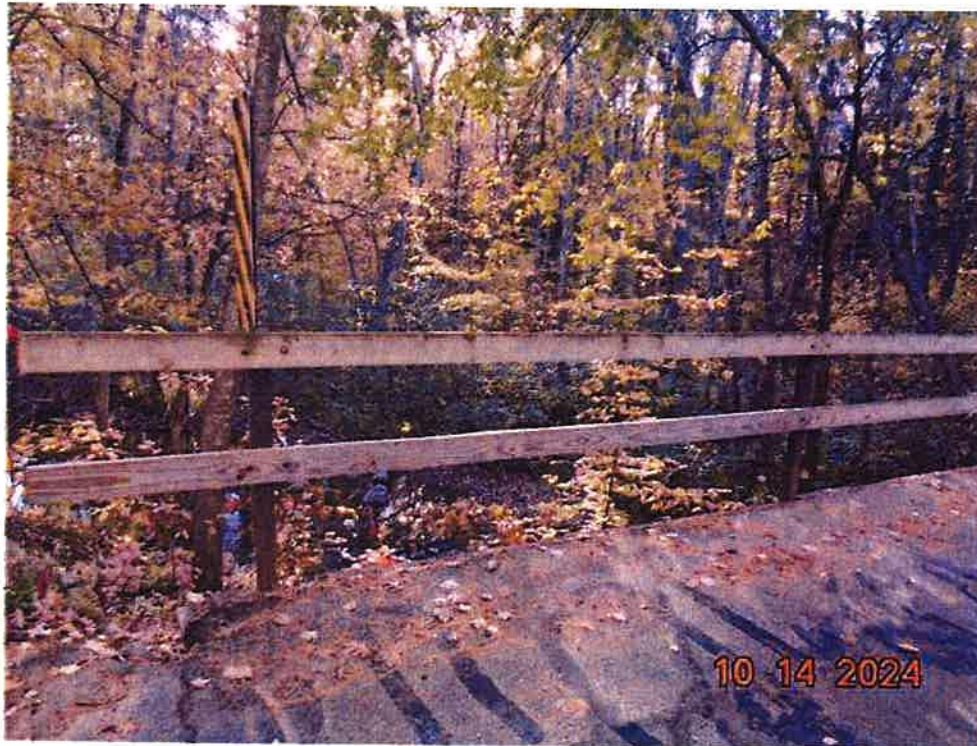


Photo 4 - 10-14-2024 (4)

Pictures



Photo 5 - 10-14-2024 (5)



Photo 6 - 10-14-2024 (6)

Pictures



Photo 7 - 10-14-2024 (7)



Photo 8 - 10-14-2024 (8)

Pictures



Photo 9 - 10-14-2024 (9)



Photo 10 - 10-14-2024 (10)

Pictures



Photo 11 - 10-14-2024 (11)



Photo 12 - 10-14-2024 (12)

Pictures



Photo 13 - 10-14-2024 (13)



Photo 14 - 10-14-2024 (14)

Pictures



Photo 15 - 10-14-2024 (15)



Photo 16 - 10-14-2024 (16)

Pictures



Photo 17 - 10-14-2024 (17)



Photo 18 - 10-14-2024 (18)

Pictures



Photo 19 - 10-14-2024 (19)



Photo 20 - 10-14-2024 (20)

Pictures



Photo 21 - 10-14-2024 (21)



Photo 22 - 10-14-2024 (22)

Pictures



Photo 23 - 10-14-2024 (23)



Photo 24 - 10-14-2024 (24)

Pictures



Photo 25 - 10-14-2024 (25)



Photo 26 - 10-14-2024 (26)

Pictures



Photo 27 - 10-14-2024 (27)



Photo 28 - 10-14-2024 (28)

Pictures



Photo 29 - 10-14-2024 (29)

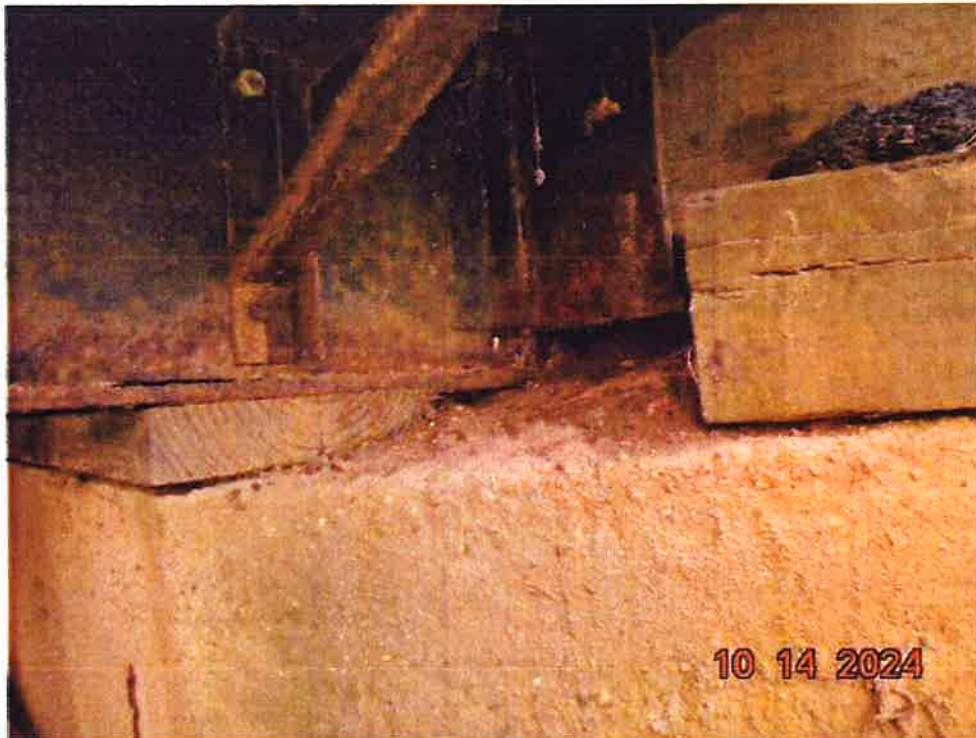


Photo 30 - 10-14-2024 (30)

Pictures



Photo 31 - 10-14-2024 (31)



Photo 32 - 10-14-2024 (32)

Pictures



Photo 33 - 10-14-2024 (33)



Photo 34 - 10-14-2024 (34)

Pictures



Photo 35 - 10-14-2024 (35)



Photo 36 - 10-14-2024 (36)

Pictures



Photo 37 - 10-14-2024 (37)



Photo 38 - 10-14-2024 (38)

Pictures



Photo 39 - 10-14-2024 (39)

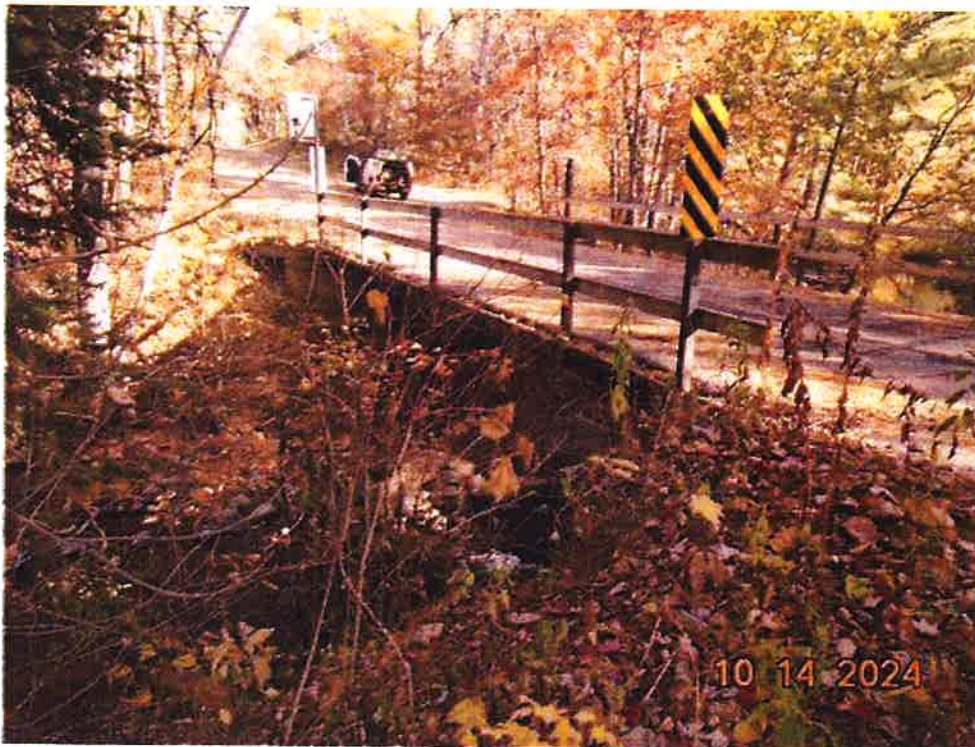


Photo 40 - 10-14-2024 (40)

Pictures



Photo 41 - 10-14-2024 (41)

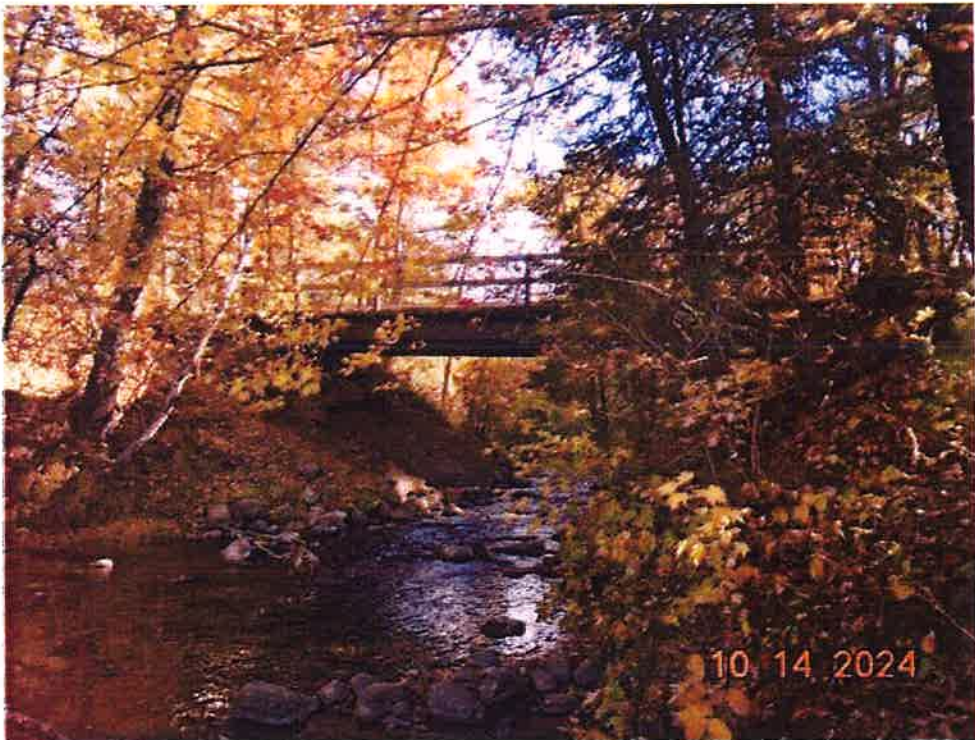


Photo 42 - 10-14-2024 (42)

Pictures



Photo 43 - 10-14-2024 (43)



Photo 44 - 10-14-2024 (44)

Pictures

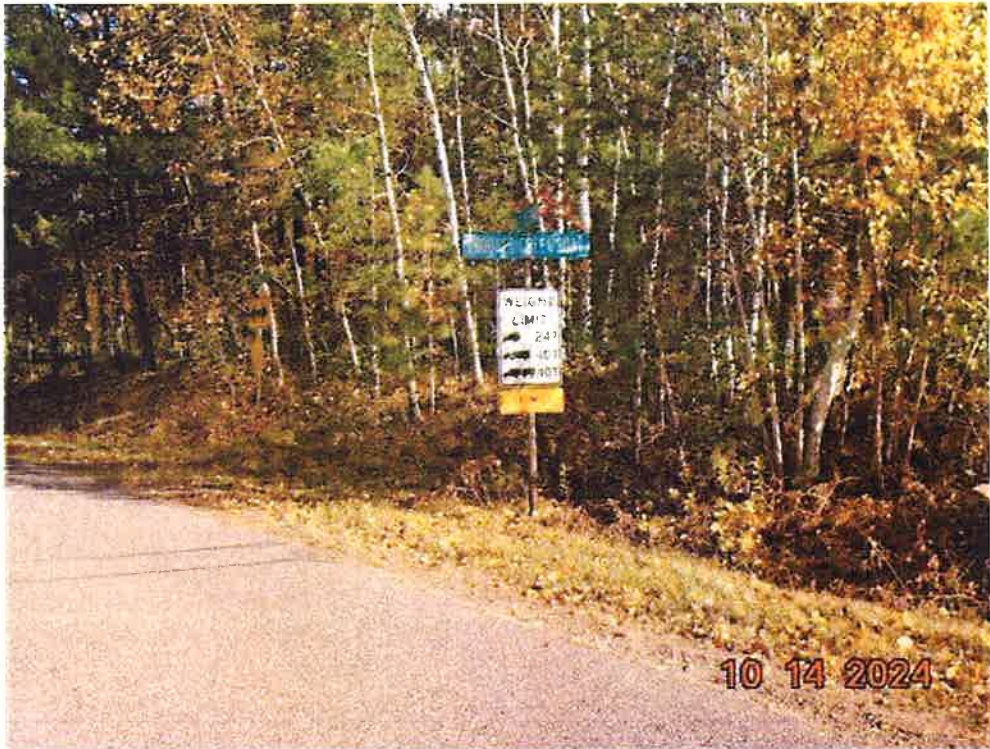
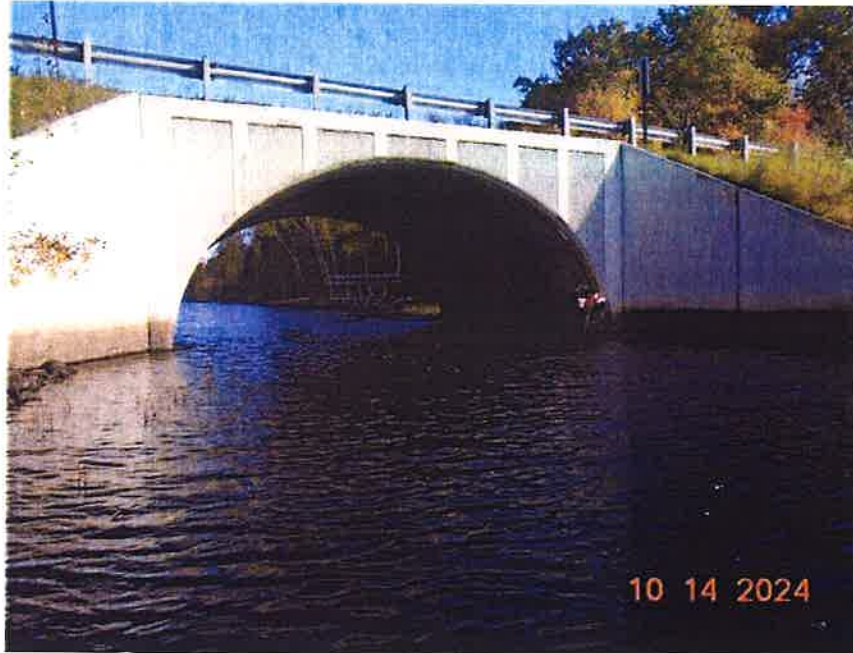


Photo 45 - 10-14-2024 (45)

**2024 ROUTINE
BRIDGE INSPECTION REPORT**



**BRIDGE # 18515
SOUTH SHORE DR over LITTLE PINE RIVER**

DISTRICT: District 3 **COUNTY:** Crow Wing **CITY/TOWNSHIP:** Emily
STATE: Minnesota

Date of Inspection: 10/14/2024

Equipment Used: Life Jacket, Boat, Probing Rod, Other - waders & flashlight
Assisted by Jordan Larson

Owner: City or Municipal Highway Agency

Inspected By: Dosh, Wayne

Report Written By: Wayne Dosh
Report Reviewed By: Timothy Bray
Final Report Date: 12/31/2024



Inspector: Dosh,Wayne
 Inspection Date: 10/14/2024

Structure Number: 18515
 Facility Carried: M 61

**Bridge Inspection Report
 Minnesota Structure Inventory Report**

Bridge ID: 18515 SOUTH SHORE DR over LITTLE PINE RIVER

+ GENERAL +			+ ROADWAY ON BRIDGE +			+ INSPECTION +				
Agency Br. No. CITY37	Crew		Facility M 61			Last Routine Insp Date	10/14/2024			
District 03	Maint. Area		LRS Functional Class 7 - Local			Routine Insp Frequency	24			
County 018 - Crow Wing			ADT 10	YEAR 1986	Urban Code 99999	Inspector Name	Dosh,Wayne			
City Emily			HCADT		ADTT %	Status	A - Open			
Township			National Highway System	0		+ NBI CONDITION RATINGS +				
Desc. Loc. 0.4 MI E OF JCT CSAH 1			LRS Mile Point I/D	0.081 / 0.081		Deck	N			
Sect., Twp., Range 26 138N - 26W			Speed Limit			Superstructure	N			
Latitude 46.739281			Detour Length	99		Substructure	N			
Longitude -93.935836			Lanes 2 Lanes ON Bridge			Channel	8			
Custodian 04 - City or Municipal Highway Agency			Control Section (TH Only)			Culvert	6			
Owner 04 - City or Municipal Highway Agency			Function 1 - MAINLINE			+ NBI APPRAISAL RATINGS +				
Insp Responsibility Crow Wing County			Type 2 - 2-way traffic			Structure Evaluation	6			
Year Built 1986			Bridge Match ID 1			Deck Geometry	N			
Date Opened to Traffic 7/1/1986			Roadway Key Route On Structure			Underclearances	N			
MN Year Remodeled			+ RDWY DIMENSIONS ON BRIDGE +			Waterway Adequacy	8			
FHWA Year Reconstructed			If Divided:	NB-EB	SB-WB	Approach Alignment	5			
Bridge Plan Location 3 - COUNTY			Roadway Width	25.00 ft	ft	+ SAFETY FEATURES +				
Potential ABC 2 - N/A			Vertical Clearance	ft	ft	Bridge Railing	1 - MEETS STANDARDS			
+ STRUCTURE +			Max. Vert. Clear.	ft	ft	GR Transition	1 - MEETS STANDARDS			
Service On 1 - Highway			Horizontal Clear.	ft	ft	Appr. Guardrail	1 - MEETS STANDARDS			
Service Under 5 - Waterway			Appr. Surface Width	20.0 ft		GR Termini	1 - MEETS STANDARDS			
Main Span Type 5 - Prestress or Precast			Bridge Roadway Width	0.0 ft		+ SPECIAL INSPECTIONS +				
12 - Arch			Median Width On Bridge	0.0 ft			Y/N	Freq	Date	
Main Span Detail			+ MISC. BRIDGE DATA +			NSTM	N			
Appr. Span Type No Approach Span			Structure Flared	0 - No flare		Underwater	Y	60	09/24/2024	
Appr. Span Detail			Parallel Structure	N - No parallel structure		Pinned Asbly.	N			
Skew 0			Field Conn. ID			+ WATERWAY +				
Culvert Type PCST 30X14			Cantilever ID			Drainage Area (sq mi)				
Barrel Length 29			Foundations (Material/Type)			Waterway Opening (sq ft)	180			
Number of Spans			Abutment	1 - CONC	1 - SPRD SOIL	Navigation Control	0 - No nav. control on waterway			
MAIN: 1 APPR: 0 TOTAL: 1			Pier	N - N/A	N - N/A	Pier Protection				
Main Span Length 30.0 ft			Historic Status	5 - Not eligible		Nav. Clr. (ft)	Vert.	0.0	Horiz.	0.0
Structure Length 32.0 ft			On - Off System	0 - OFF		Nav. Vert. Lift Bridge Clear. (ft)	0.0			
Deck Width (Out-to-Out) 0 ft			+ PAINT +			MN Scour Code	1 - LOW RISK			
Deck Material N - Not Applicable			Year Painted			Scour Evaluation Year	2002			
Wear Surf Type N - Not Applicable (applies only to structures with no deck)			Painted Area	sq ft		+ CAPACITY RATINGS +				
Wear Surf Install Year 2006			Primer Type			Design Load	5 - HS 20			
Wear Course/Fill Depth 2.00 ft			Finish Type			Operating Rating	2 - HS TRUCK 30.0			
Deck Membrane N - Not Applicable (applies only to structures with no deck)			+ BRIDGE SIGNS +			Inventory Rating	2 - HS TRUCK 20.0			
Deck Rebars N - Not Applicable (no deck)			Posted Load	0 - Not Required		Posting VEH:	SEMI:	DBL:		
MN Rebar Coating			Traffic	0 - Not Required		Rating Date	04/07/2017			
Deck Install Year			Horizontal	1 - Object Markers		Overweight Permit Codes				
Structure Area (Out-to-Out) 928 sq ft			Vertical	N - Not Applicable		A: N	B: N	C: N		
Roadway Area (Curb-to-Curb) sq ft										
Sidewalk Width - L/R 0.00 0.00 ft										
Curb Height - L/R 0.00 0.00 ft										
Rail Codes - L/R 37 37										

MINNESOTA BRIDGE INSPECTION REPORT

12/31/2024

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

County: Crow Wing	Location: 0.4 MI E OF JCT CSAH 1	Length: 32.0 ft.
City: Emily	Route: 10 - MUN 61 Ref. Pt.: 000+00.500	Deck Width: 0 ft.
Township:	Control Section:	Rdwy. Area/ Pct. Unsnd: sq. ft. / %
Section: 26 Township: 138N Range: 26W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / 0%
Span Type: 1 - Concrete 19 - Culvert (includes frame culverts)	Local Agency Bridge Nbr.: CITY37	Culvert: PCST 30X14
List:		Postings:
NBI Deck: N Super: N Sub: N Chan: 8 Culv: 6	Open, Posted, Closed: A - Open	
	MN Scour Code: I - LOW RISK	
Appraisal Ratings - Approach: 5 Waterway: 8		Unofficial Structurally Deficient N
Required Bridge Signs - Load Posting: 0 - Not Required	Traffic: 0 - Not Required	Unofficial Functionally Obsolete N
Horizontal: 1 - Object Markers	Vertical: N - Not Applicable	Unofficial Sufficiency Rating 93.9

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
220	Reinforced Concrete Pile Cap/Footing	Routine	10/14/2024	124 LF	124	0	0	0
		Underwater	09/24/2024	124 LF	124	0	0	0
<p>Notes: [2024] Underwater Inspection: The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical exposure (124 FT CS1).</p> <p>[2016, 2020] Underwater Inspection: The footings were exposed along the entire length of both culvert walls with up to 2 feet of maximum vertical exposure (CS1).</p> <p>10/08/2020 - 10/23/12: (Underwater Inspection) "The channel bottom around the substructure units consisted of riprap with sand and gravel infill with no evidence of significant scour observed. The footings were exposed along the entire length of both culvert walls with up to 1.5 feet of maximum vertical exposure."</p>								

41	Reinforced Concrete Culvert	Routine	10/14/2024	27 LF	0	21	6	0
		Underwater	09/24/2024	27 LF	0	21	6	0
<p>Notes: 10/14/2024 - 10/08/2020: There is a minor crack w/ efflorescence near the center of the span in the 1st section from the north and the 2nd segment from the south. On both ends of the culvert on the west side and at the northeast corner infiltration was found at the spandrel wall and precast arch connection with sand spilling out over the top of the footings. There is some staining at the joints overhead indicating water seepage from above. By design there was to be a 1/2-inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the lower portions of the culvert joints. No sink holes were found on the roadway surface above the culvert. (Culvert joints = CS 3)</p> <p>[2024] Underwater Inspection: Minor scaling from 1.5 feet above the waterline to the channel bottom (27 LF CS2, routine quantity controls).</p> <p>[2016, 2020] Underwater Inspection: Minor scaling from 1 foot above the waterline to the channel bottom (27LF CS2, routine quantity controls).</p> <p>10/03/18: On both ends of the culvert on the west side and at the northeast corner infiltration was found at the spandrel wall and precast arch connection with sand spilling out over the top of the footings. There is some staining at the joints overhead indicating water seepage from above. By design there was to be a 1/2-inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the lower portions of the culvert joints. No sink holes were found on the roadway surface above the culvert. (Culvert joints = CS 3)</p> <p>10/07/16: West side infiltration at the spandrel wall and precast arch connection. Sink holes in shoulders over west end. There is some staining at the joints overhead indicating water seepage from above. There is some minor infiltration occurring at the spandrel wall and precast arch connect. By design there was to be a 1/2 inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the joint.</p> <p>10/20/14 - 10/04/12: There is some staining at the joints over head indicating water seepage from above. There is some minor infiltration occurring at the spandrel wall and precast arch connect. By design there was to be a 1/2 inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the joint.</p> <p>10/04/10: There is some staining at the joints over head indicating water seepage from above.</p>								

330	Metal Bridge Railing	Routine	10/14/2024	68 LF	64	4	0	0
		Underwater	09/24/2024	68 LF	64	4	0	0
<p>Notes: 10/14/2024 - 10/17/2022: 5% of rail placed in CS2 because of surface corrosion.</p> <p>10/03/18: New-steel guardrail posts and salvaged rail was installed 2017.</p> <p>10/07/16 - 10/20/14: Rail over the bebo is too short. Today the railing measures only 12 inches to the center of the rail, it should measure 21 inches. Minor surface rust on top edge of rail.</p> <p>10/04/12: Block-out have been installed over the bridge.</p> <p>10/28/08: Encompasses just the guardrail over the bebo. The railing does not meet the current standards for bridge railing. At a minimum the railing over the bebo should be nested and have block-outs installed.</p>								
515	Steel Protective Coating	Routine	10/14/2024	136 SF	0	0	129	7
		Underwater	09/24/2024	136 SF	0	0	129	7

Notes: 10/14/2024 - 10/03/18: Moderate deterioration of the galvanized surface with isolated areas of failure (5%) and minor rusting occurring.

10/07/16: Moderate deterioration of the galvanized surface with some areas (10%) of failure and minor rusting occurring.

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
800	Critical Deficiencies or Safety Hazards	Routine	10/14/2024	1 EA	1	0	0	0
		Underwater	09/24/2024	1 EA	1	0	0	0
Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.								
870	Culvert End Treatment	Routine	10/14/2024	2 EA	0	1	1	0
		Underwater	09/24/2024	2 EA	1	0	1	0
Notes: 10/14/2024: There is cracking, delamination of the concrete in the top of the NE corner wingwall panel (CS2). There is extensive cracking, and delamination on the very end 4 feet of the southeast wing-wall (CS3). The top of the wing-walls has been painted. [2020, 2024] Underwater Inspection: No significant deficiencies below water (Routine Quantities Control). 10/17/2022 - 10/08/2020: The top of the wing-walls have been painted. There is extensive cracking, and delamination on the very end 4 feet of the southeast wing-wall. 10/03/18 - 10/07/16: Cracks in the top surface of all of the wingwalls 10/20/14: Surface has been painted/seal, cracks are still present. Some minor infiltration of material is occurring at the culvert/headwall joints. Top of the SE wingwall needs to be sealed, large section of concrete spalled loose. 10/04/12: Surface has been painted/seal, cracks are still present. Some minor infiltration of material is occurring at the culvert/headwall joints. 10/04/10: There is moderate surface cracking on the inside NW wingwall panel and some severe cracking and delamination in the SE outside wingwall panel. 10/28/08: Moderate surface cracking on the inside NW wingwall panel and on the outside SE wingwall panel.								
871	Roadway Over Culvert	Routine	10/14/2024	1 EA	0	1	0	0
		Underwater	09/24/2024	1 EA	0	1	0	0
Notes: 10/14/2024 - 10/17/2022: The bituminous surfacing has a uniform transverse cracking every 5 to 10 feet all along the roadway surface. There is a longitudinal crack at the roadway centerline, else the cracks appear random, typical of an aged bituminous surface. There are some pothole repairs on the shoulders. 10/08/2020: There are 4 cracks in the bituminous surface over the pipe today. 2 of the cracks have been sealed. 10/03/18: 3 cracks over the pipe today, 2 have not been sealed 10/07/16 - 10/04/10: There is a crack on the E side of the pipe and a shallow depression 1' in width and 2' long(pothole?) on the east bound shoulder of the rd. [2006] Bituminous surface.								
885	Scour	Routine	10/14/2024	1 EA	1	0	0	0
Notes: 10/14/2024: No scour evident.								
891	Other Bridge Signing	Routine	10/14/2024	1 EA	1	0	0	0
		Underwater	09/24/2024	1 EA	1	0	0	0
Notes: 10/14/2024: Required signing is in place and properly installed. 10/08/2020: New signing has been installed. 10/03/18: Signing has older reflectivity and crack in sheeting. Bullet holes in NE sign. 10/07/16: Appears to be in good shape. 10/20/14 - 10/04/10: Signing is in place and appears to be plumb. 10/28/08: SE clearance sign is out of plumb and the SE clearance sign is too high. 11/02/06: SE clearance sign is out of plumb.								
892	Slopes & Slope Protection	Routine	10/14/2024	1 EA	1	0	0	0
		Underwater	09/24/2024	1 EA	1	0	0	0
Notes: 10/14/2024: No voids found. Turtle nest at the NE corner of the curb behind the guardrail. measures 6" X 18". 10/17/2022: There is a void at the end of the SE wingwall between the fill and wingwall. There is a minor washout in the west approach under the guardrail before the culvert on the south side of the road. 10/08/2020 - 10/07/2016: Washouts stable at end of wingwalls. 10/20/14 - 10/04/10: Washouts have been fixed or are grown over at this time. 10/28/08: Wash out along the top of the SE wingwall and along the bottoms at all four corners.								

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
893	Guardrail	Routine	10/14/2024	1 EA	0	1	0	0
		Underwater	09/24/2024	1 EA	0	1	0	0
<p>Notes: 10/14/2024: Rust on the older rail sections, rail continues to function as intended. 10/17/2021: The head at the SE end treatment needs to be set back on the rail. Damaged guardrail has been repaired. 10/08/2020: The southeast end-treatment of the guardrail has been hit, breaking the shear bolts off, tipping the #1 post out and away from the guardrail and pulling the head off the end of the guardrail panel. 10/03/18: New steel guardrail posts and salvaged rail has installed in 2017. Rail was raised to design height. 10/07/16: 21 out of a total of 66 wood posts are rotten and/or hollow in the centers. There has been an impact on the NW approach endtreatment. The 25' damaged panel should be replaced. 10/20/14: Found 16 of the guardrail posts to be rotten or hollow in their centers. The guardrail outside of the end treatments measures only 12 inches to the center of the rail, it should measure 21 inches. 10/04/12: New end treatments and block-out added. 10/04/10: The end treatments do not meet today's standards. Block-outs should be installed the length of the guardrail and the existing rail is lapped against traffic. There is a broken post at the NE end. 10/28/08: The end treatments do not meet today's standards. Block-outs should be installed the length of the guardrail and the existing rail is lapped against traffic. There is a broken post at the NE end.</p>								
894	Deck & Approach Drainage	Routine	10/14/2024	1 EA	1	0	0	0
		Underwater	09/24/2024	1 EA	0	1	0	0
<p>Notes: 10/14/2024: Washouts have been stabilized, functioning as intended. 10/17/2022: Minor washout under the guardrail in the west culvert approach on the south side of the road. 10/08/2020: Today there are 2 small washout holes over the south headwall and under the guardrail near the center and to the west of center. 10/03/18 - 10/28/08: The washouts and erosion occurring over the pipe is due to roadway drainage.</p>								
899	Miscellaneous Items	Routine	10/14/2024	1 EA	1	0	0	0
		Underwater	09/24/2024	1 EA	1	0	0	0
<p>Notes: 10/08/2020: Top of the wall has been painted. 10/03/18: Paint top of walls and top of end treatment. 10/07/16 - 10/04/10: Remove trees and brush that are growing behind the wing-walls.</p>								
900	Protected Species	Routine	10/14/2024	1 EA	0	0	0	1
		Underwater	09/24/2024	1 EA	0	1	0	0
<p>Notes: 10/14/2024: Bat droppings found in the joints. 10/17/2022 - 10/07/2016: No evidence of protected species observed today.</p>								

General Notes: [2024] Underwater Inspectors: Rod Breen, P.E (Collins Engineers - Underwater Inspection)
 10/14/2024 - 10/08/2020: On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 1' to 1.5' of footing exposed above the river bottom.
 10/03/18: Small sink holes over the west side of the culvert at the shoulders have been filled. On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 1' to 1.5' of footing exposed above the river bottom.
 10/07/16: Small sink holes over the west side of the culvert at the shoulders, minor at this time. On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 2' of footing exposed above the river bottom.
 10/20/14 - 10/04/12: Was able to inspect with a boat & waded along the top of the bridge footing. Was able to see or probe all structural elements. Probed & found no undermining of the footings but about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connections.
 10/04/10: Was able to inspect with a boat & see or probe all structural elements. Probed & found no undermining of the footings. The silt fence has been removed. There is about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connection.
 10/28/08: Was able to inspect with a boat & see or probe all structural elements. Probed along the footings under the bebo. There is about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connection. The silt fence should be removed.
 11/02/06: Road has been paved over the bebo. If all construction is complete and turf is established then the silt fence needs to be removed. Was able to inspect with a boat and probe down along the footings. NO STRUCTURAL PROBLEMS APPARENT.
 10-08-2004: NO STRUCTURAL PROBLEMS APPARENT.

58. Deck NBI:

36A. Brdg Railings NBI:

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
36B.	Transitions NBI:							
36C.	Appr Guardrail NBI:	10/03/18: New posts installed and rail raised in 2017. Rail is too low, only measures 12 inches from the paved shoulder to the center of the rail. It should measure 21 inches.						
36D.	Appr Guardrail Terminal NBI:							
59.	Superstructure NBI:							
60.	Substructure NBI:							
61.	Channel NBI:	10/14/2024: Channel banks are well vegetated, there is little or no erosion. [2020] Underwater Inspection: No significant changes have occurred to the channel bottom configuration or condition since the 2016 underwater inspection. [2024] Underwater Inspection: Channel Condition Rating of 8 reviewed and confirmed. No significant changes have occurred to the channel bottom configuration or condition since the 2020 underwater inspection.						
62.	Culvert NBI:	[2024] Underwater Inspection: NBI Rating of 6, due to deterioration or initial disintegration. The concrete surfaces exhibited minor scaling from 1.5 feet above the waterline to the channel bottom, typically 1/8 inch deep and up to 1/4 inch deep. The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical face exposure. 10/14/2024 - 10/17/2022: There is infiltration occurring low in the fascia joints at the SW and NE corners and there is a minor separation of the joints. [2020] Underwater Inspection: Minor concrete scaling and footing exposure observed. 10/07/16: Separation of joints and infiltration occurring on west side. Minor infiltration occurring at the SW culvert-Headwall joint. Seals have failed at the headwall - culvert connection.						
71.	Waterway Adeq NBI:							
72.	Appr Roadway Alignment NBI:	10/07/16: High fills, poor horizontal and vertical alignments and narrow roadway.						

Wayne Dosh
Inspector's Signature

Timothy Bray
Reviewer's Signature



36. 10-14-2024 (82).JPG



37. 10-14-2024 (83).JPG



38. 10-14-2024 (84).JPG



39. 10-14-2024 (85).JPG



40. 10-14-2024 (86).JPG



41. 10-14-2024 (87).JPG



42. 10-14-2024 (88).JPG



43. 10-14-2024 (89).JPG



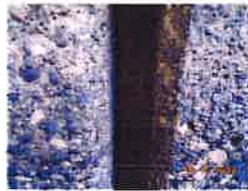
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45. 10-14-2024 (91).JPG



46. 10-14-2024 (92).JPG



47. 10-14-2024 (93).JPG



48. 10-14-2024 (94).JPG



49. 10-14-2024 (95).JPG



50. 10-14-2024 (96).JPG

Pictures



Photo 1 - 10-14-2024 (47)



Photo 2 - 10-14-2024 (48)

Pictures



Photo 3 - 10-14-2024 (49)



Photo 4 - 10-14-2024 (50)

Pictures



Photo 5 - 10-14-2024 (51)



Photo 6 - 10-14-2024 (52)

Pictures



Photo 7 - 10-14-2024 (53)



Photo 8 - 10-14-2024 (54)

Pictures



Photo 9 - 10-14-2024 (55)



Photo 10 - 10-14-2024 (56)

Pictures



Photo 11 - 10-14-2024 (57)



Photo 12 - 10-14-2024 (58)

Pictures



Photo 13 - 10-14-2024 (59)



Photo 14 - 10-14-2024 (60)

Pictures



Photo 15 - 10-14-2024 (61)



Photo 16 - 10-14-2024 (62)

Pictures



Photo 17 - 10-14-2024 (63)



Photo 18 - 10-14-2024 (64)

Pictures



Photo 19 - 10-14-2024 (65)



Photo 20 - 10-14-2024 (66)

Pictures



Photo 21 - 10-14-2024 (67)



Photo 22 - 10-14-2024 (68)

Pictures



Photo 23 - 10-14-2024 (69)



Photo 24 - 10-14-2024 (70)

Pictures

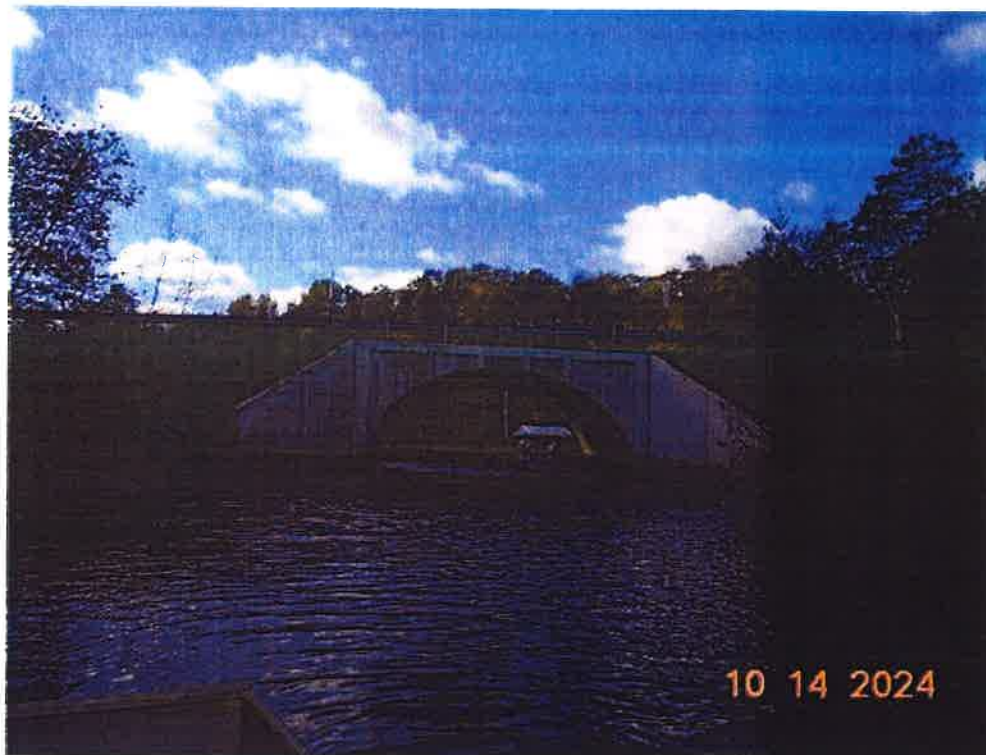


Photo 25 - 10-14-2024 (71)

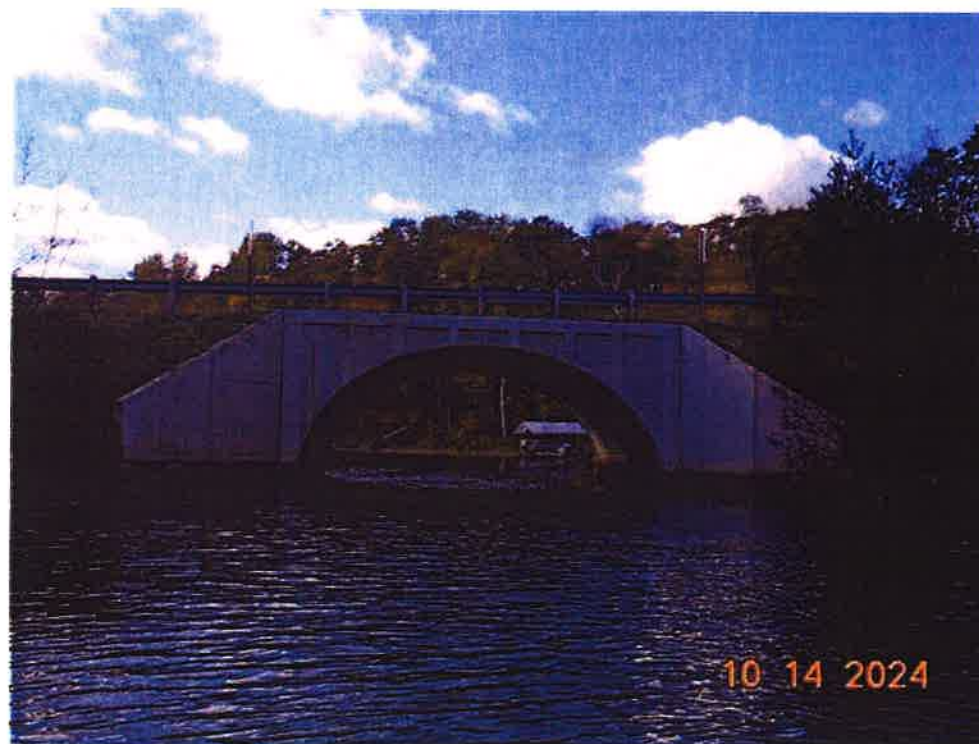


Photo 26 - 10-14-2024 (72)

Pictures

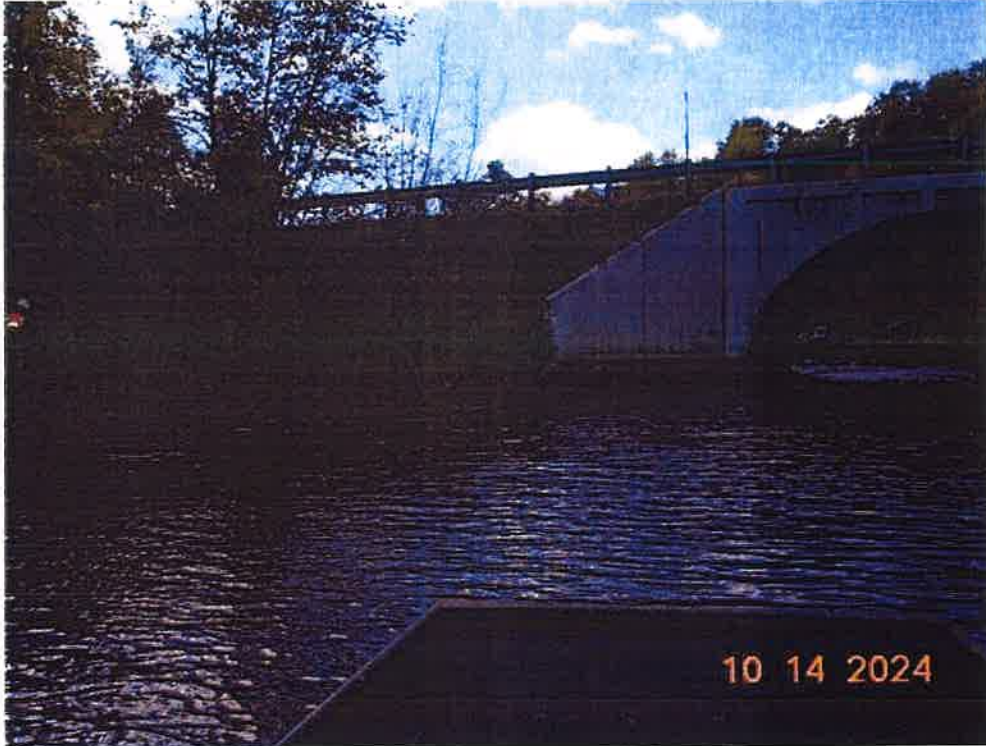


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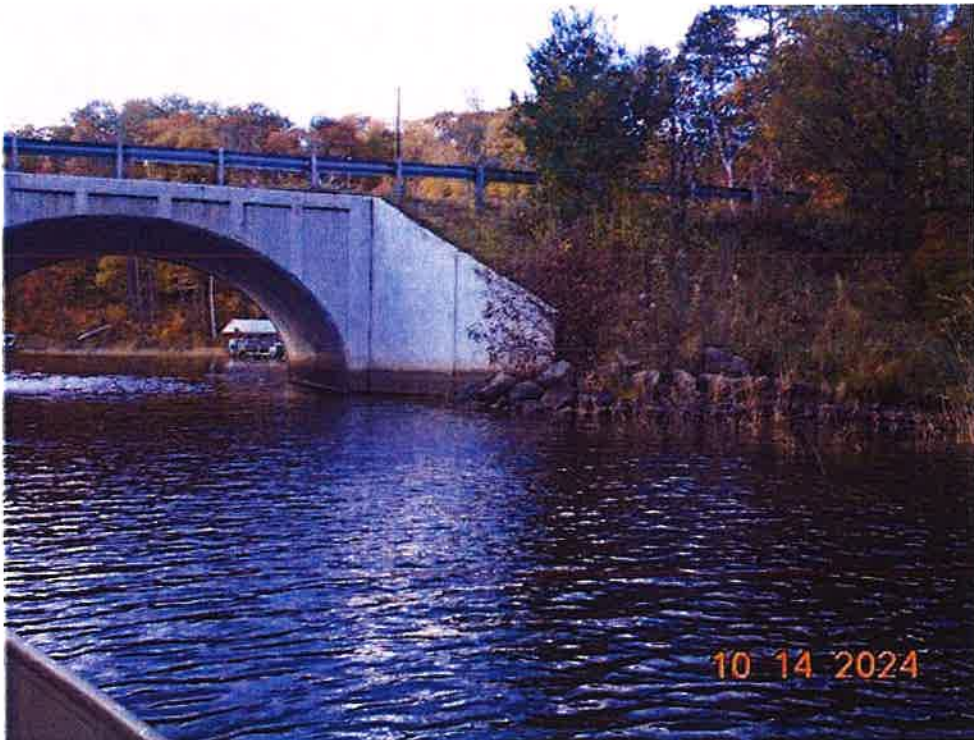


Photo 28 - 10-14-2024 (74)

Pictures

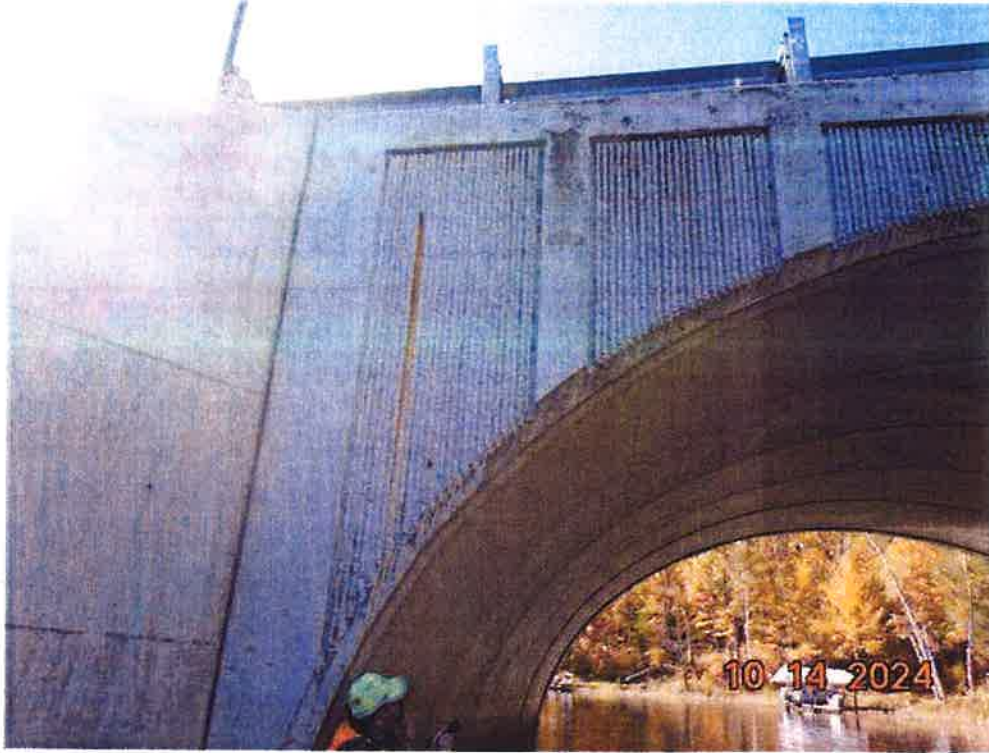


Photo 29 - 10-14-2024 (75)



Photo 30 - 10-14-2024 (76)

Pictures

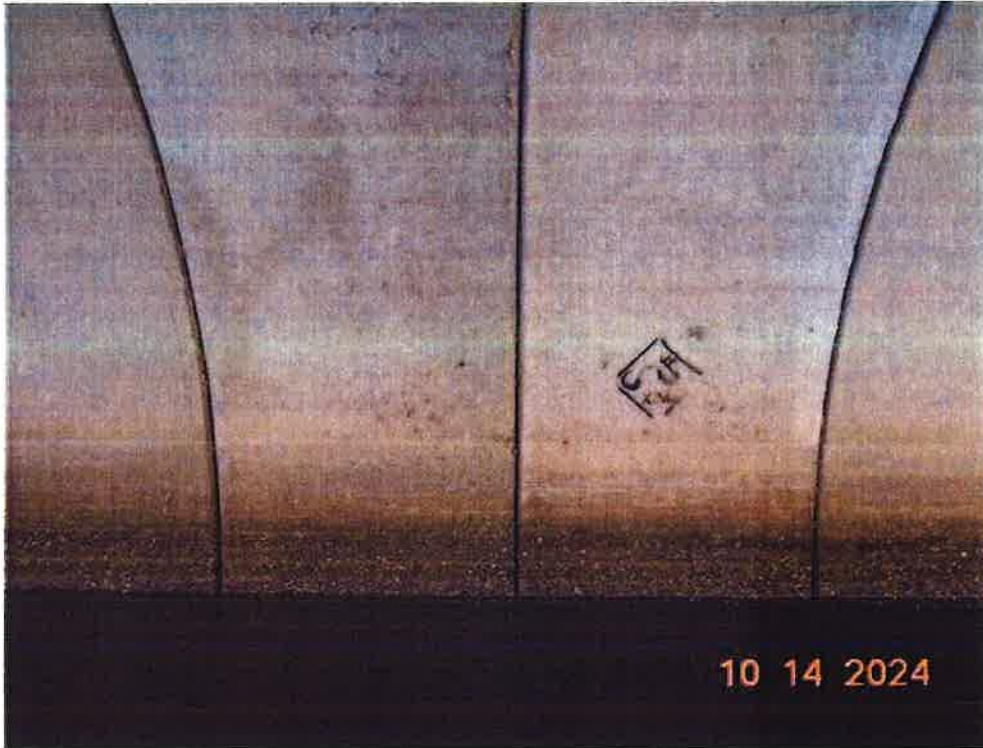


Photo 31 - 10-14-2024 (77)

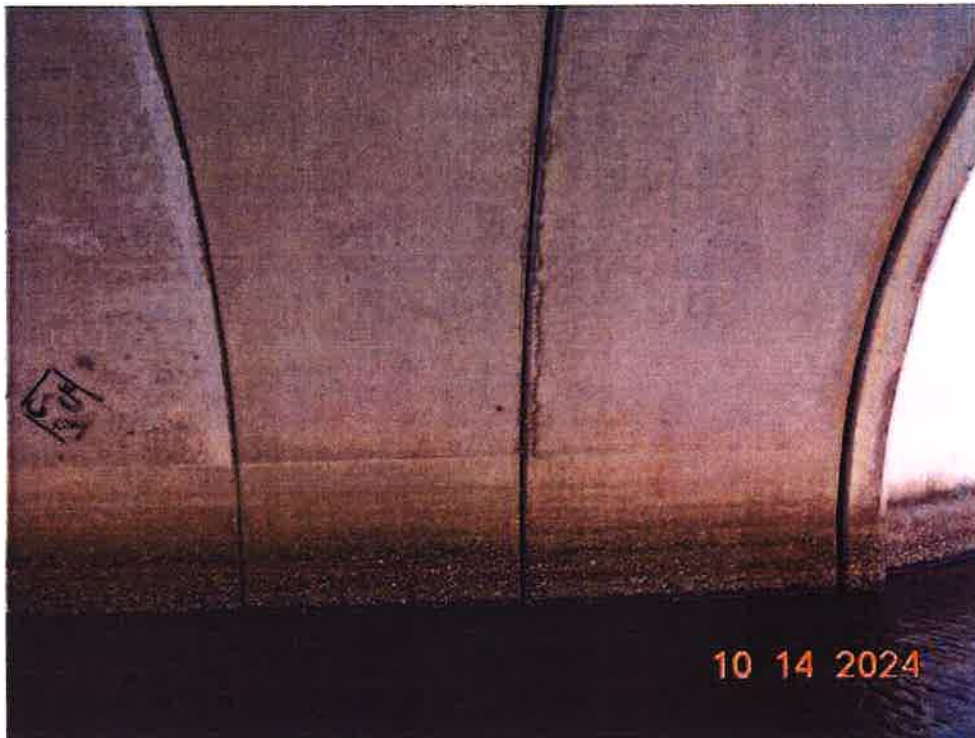


Photo 32 - 10-14-2024 (78)

Pictures



Photo 33 - 10-14-2024 (79)

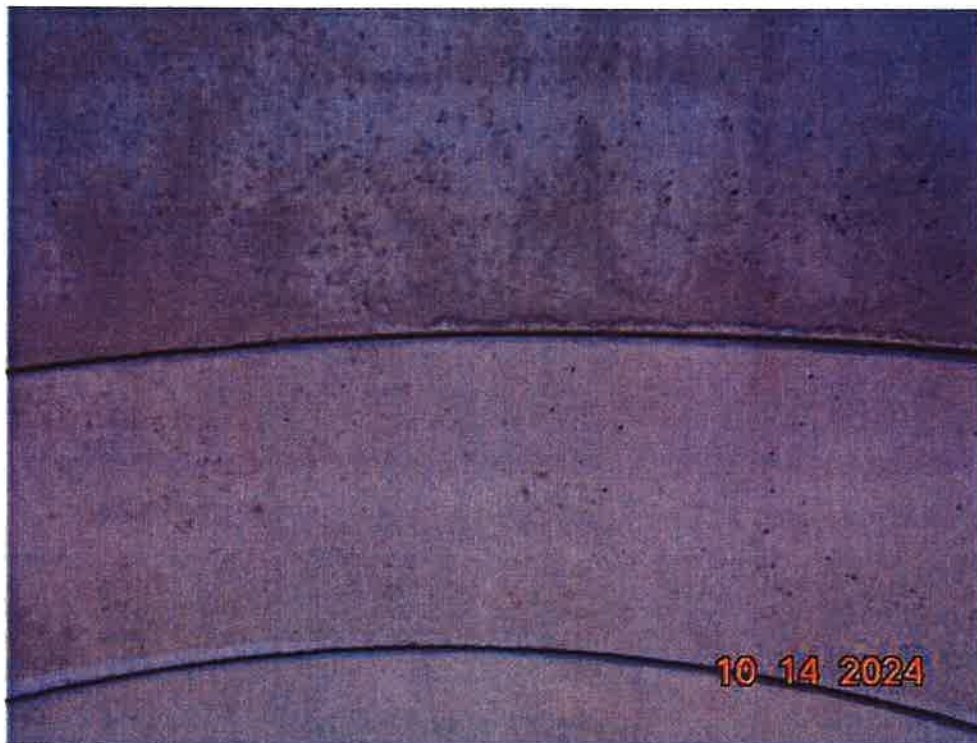


Photo 34 - 10-14-2024 (80)

Pictures

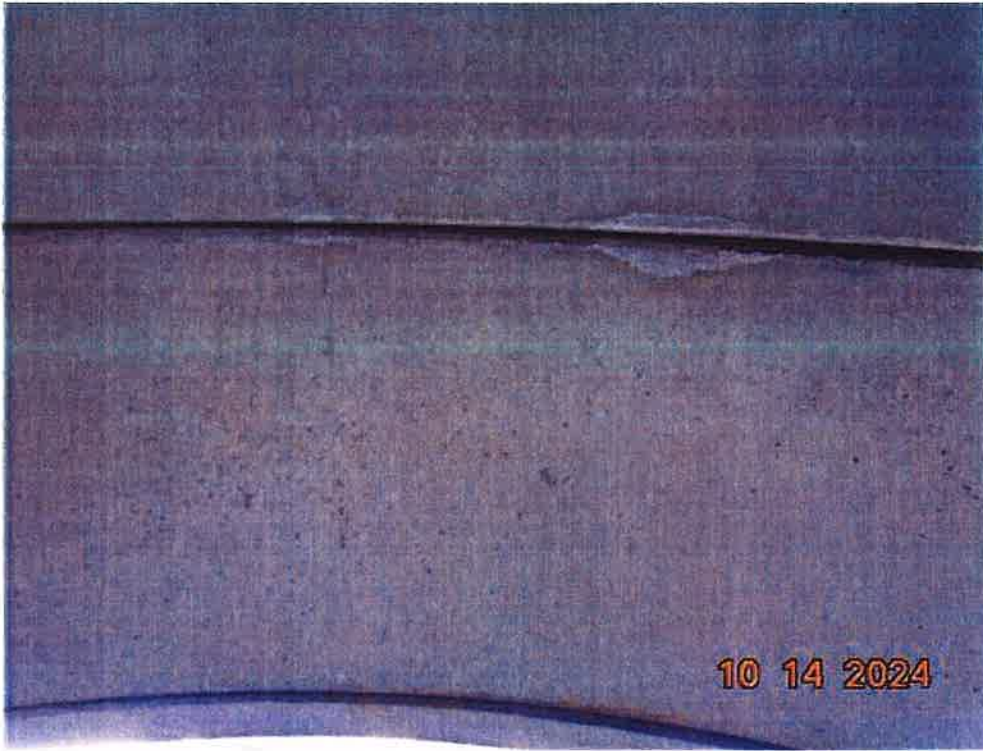


Photo 35 - 10-14-2024 (81)

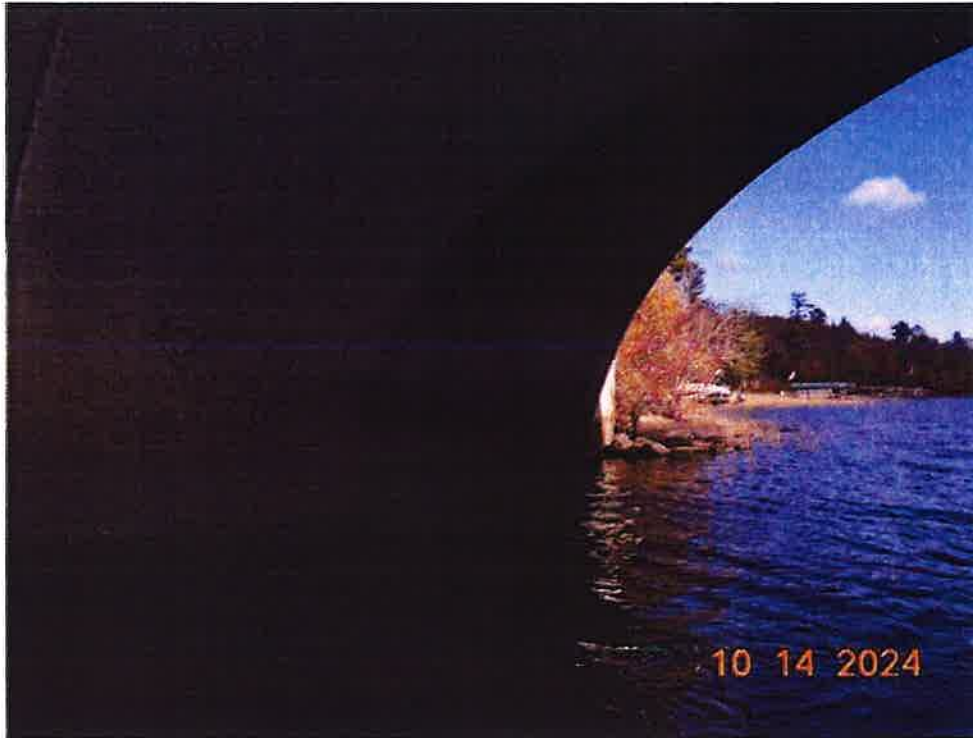


Photo 36 - 10-14-2024 (82)

Pictures



Photo 37 - 10-14-2024 (83)

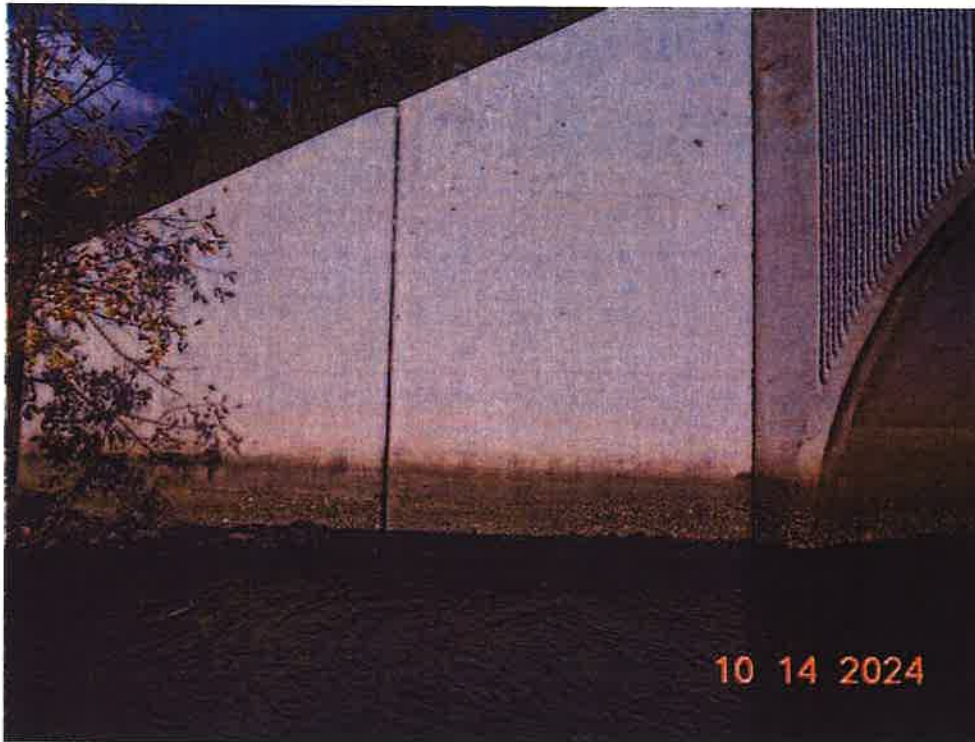


Photo 38 - 10-14-2024 (84)

Pictures

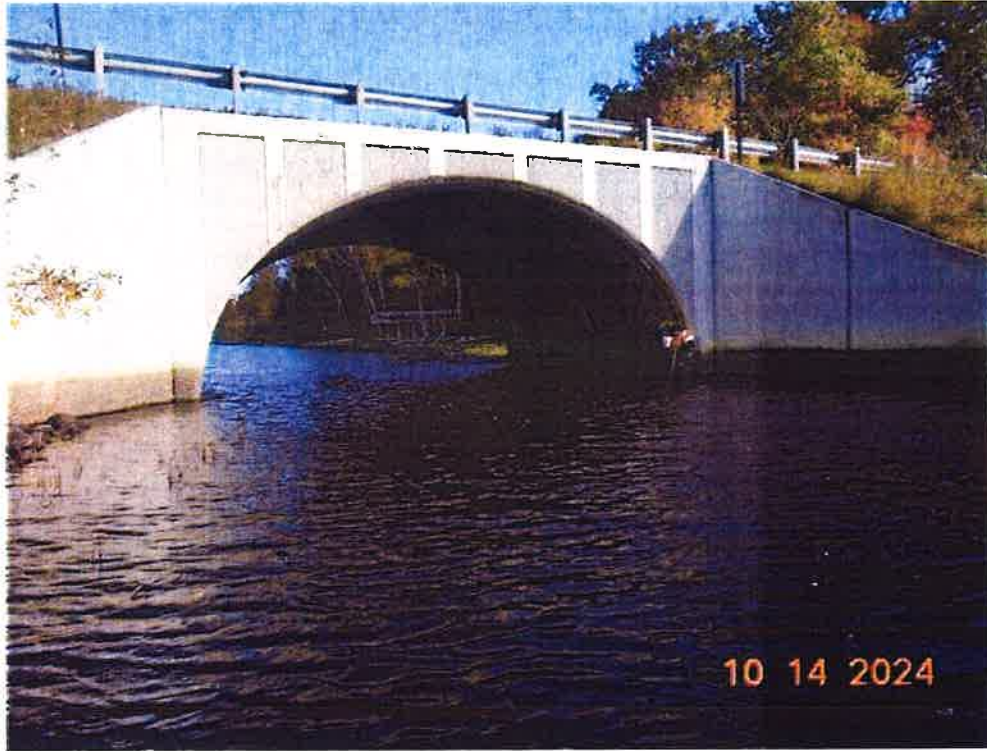


Photo 39 - 10-14-2024 (85)

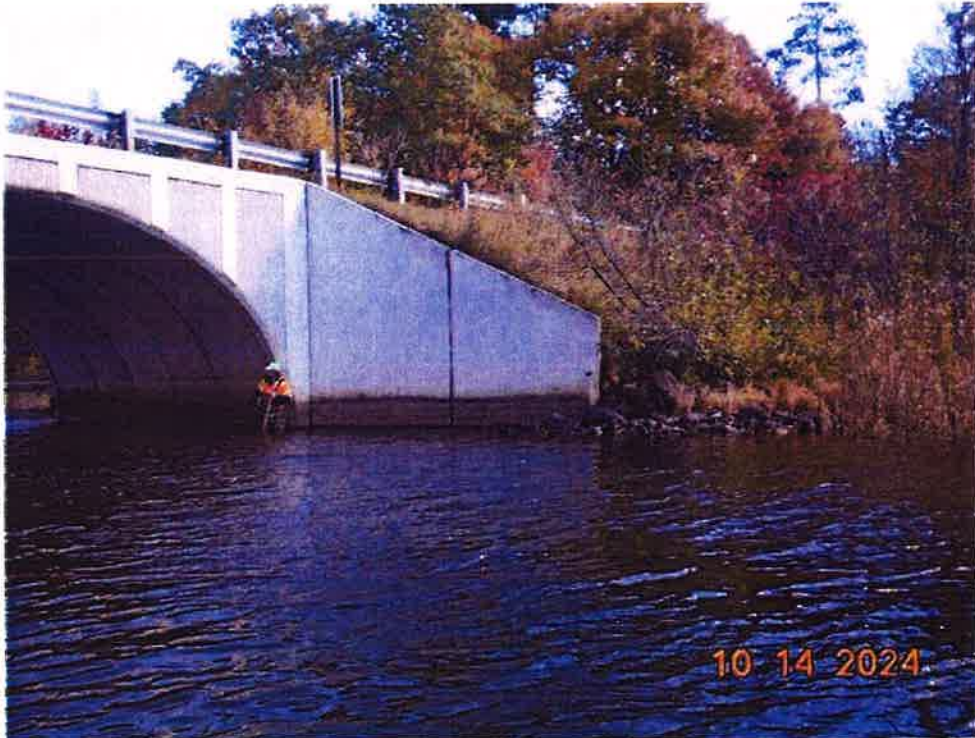


Photo 40 - 10-14-2024 (86)

Pictures

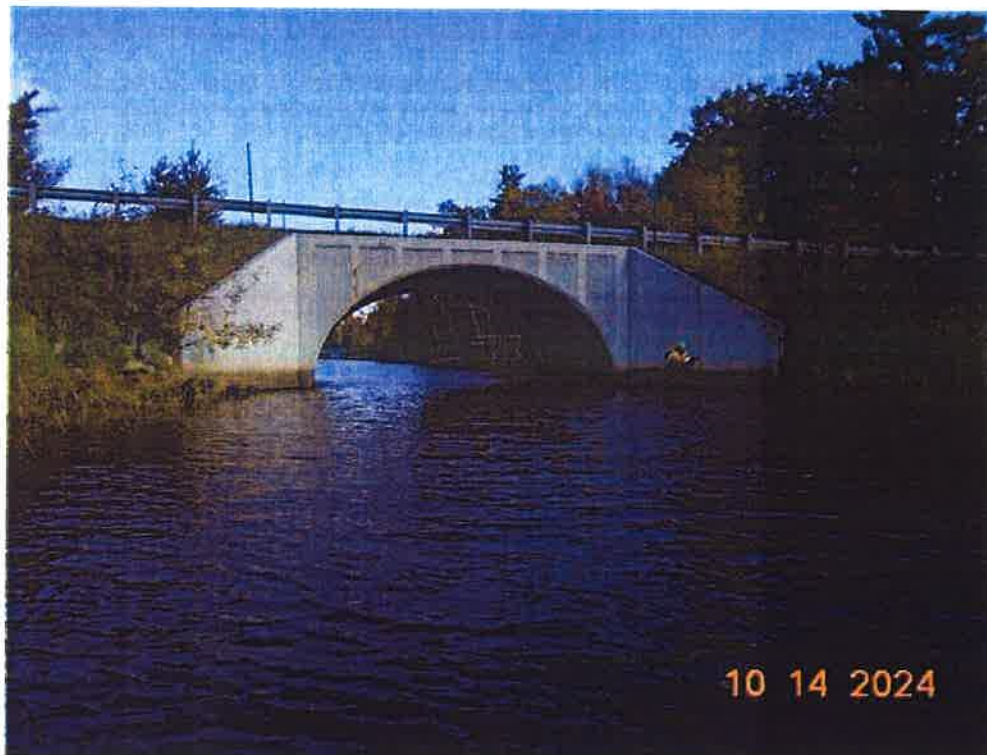


Photo 41 - 10-14-2024 (87)



Photo 42 - 10-14-2024 (88)

Pictures



Photo 43 - 10-14-2024 (89)



Photo 44 - 10-14-2024 (90)

Pictures



Photo 45 - 10-14-2024 (91)

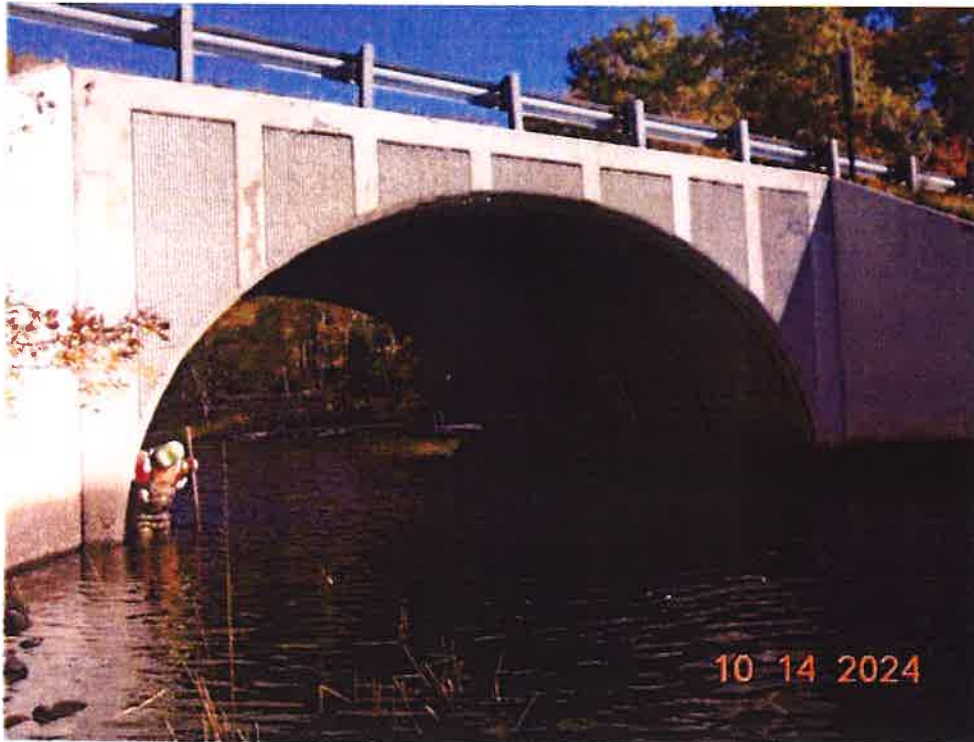


Photo 46 - 10-14-2024 (92)

Pictures

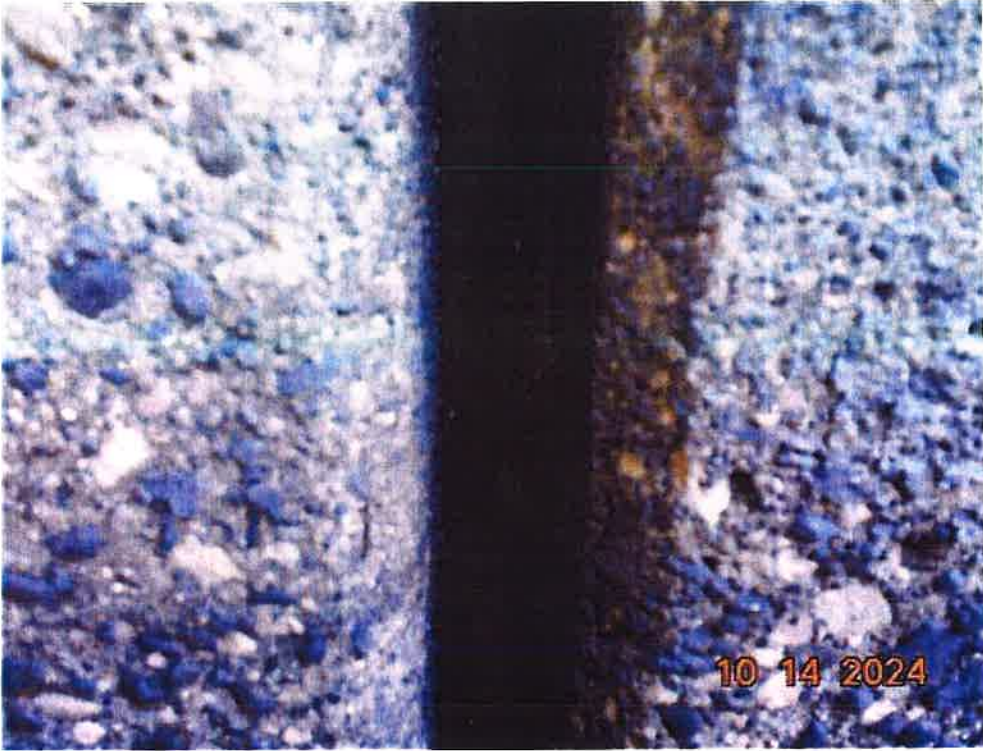


Photo 47 - 10-14-2024 (93)

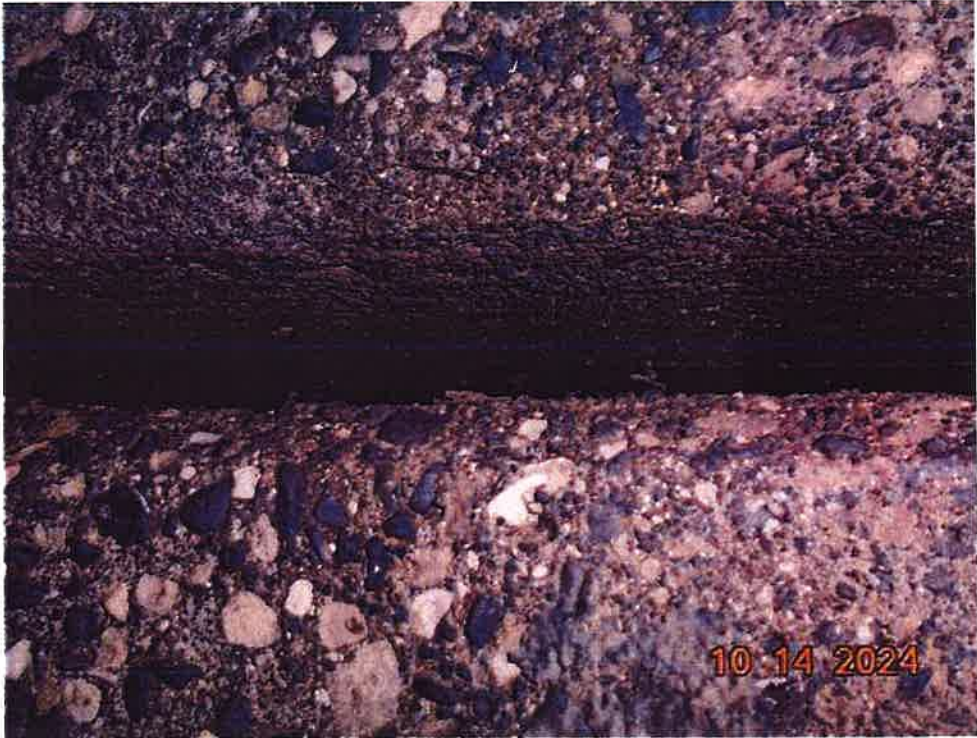


Photo 48 - 10-14-2024 (94)

Pictures



Photo 49 - 10-14-2024 (95)



Photo 50 - 10-14-2024 (96)

**2024 UNDERWATER
BRIDGE INSPECTION REPORT**



**BRIDGE # 18515
SOUTH SHORE DR over LITTLE PINE RIVER**

DISTRICT: District 3 **COUNTY:** Crow Wing **CITY/TOWNSHIP:** Emily
STATE: Minnesota

Date of Inspection: 09/24/2024

Equipment Used: Life Jacket, UAS, Probing Rod, Other - Commercial
SCUBA / SSA Equipment

Owner: City or Municipal Highway Agency

Inspected By: Breen,Rod

Report Written By: Rod Breen
Report Reviewed By: Timothy Bray
Final Report Date: 12/16/2024



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BRIDGE 18515 UNDERWATER INSPECTION DRAWINGS 2024	17

Inspector: Breen,Rod
Inspection Date: 09/24/2024

Structure Number: 18515
Facility Carried: M 61

Bridge Inspection Report

UNDERWATER INSPECTION

1. BRIDGE DATA

Bridge #: 18515
Feature Intersected: LITTLE PINE RIVER
Facility Carried: M 61
District: District 3
County: 018 - Crow Wing
Bridge Description:
The structure consisted of one precast concrete arch culvert.

2. INSPECTION DATA

Professional Engineer/Team Leader: Rod Breen, P.E.
Inspection Diver: Rod Breen, P.E.
Date of Underwater Inspection: 09/24/2024
Weather Conditions: Clear, 60°F
Underwater Visibility (feet): 0.5 feet
Waterway Velocity (ft/sec): Negligible

3. SUBSTRUCTURE INSPECTION DATA

Substructure(s) Inspected: East and West Culvert Walls.
General Shape:

The structure consists of a 30 foot precast arch culvert founded on concrete footings. The exact foundation configuration is unknown.

Maximum Water Depth at Substructure(s) Inspected (feet): 4.0 feet

4. WATERLINE DATUM

Water Level Reference: Below the midpoint of arch at the north fascia (Assumed El. 100.0).
Waterline Elevation (feet): 89.1
Description: The waterline was located approximately 10.9 feet below the assumed reference.

5. NBIS CODING INFORMATION *(Section 5 was intentionally removed September 2024)*

Inspector: Breen,Rod
 Inspection Date: 09/24/2024

Structure Number: 18515
 Facility Carried: M 61

Bridge Inspection Report

6. STRUCTURAL ELEMENT CONDITION RATING

This section details only elements or portions of elements inspected under the water surface. This does not affect the overall element condition states or quantities.

ELEM #	Element Description <i>(Inspected Under Water)</i>	Quantity	Unit	Conditions			
				CS1	CS2	CS3	CS4
241	Reinforced Concrete Culvert	27	LF		27		
220	Reinforced Concrete Footing	92	LF	92			
870	Culvert End Treatment	2	EA	2			

SNBI CONDITION RATINGS

B.C.09 Channel Condition (Old NBI 61): 8 - VERY GOOD - inherent defects only.

Notes: [2020] Underwater Inspection: No significant changes have occurred to the channel bottom configuration or condition since the 2016 underwater inspection.

[2024] Underwater Inspection: Channel Condition Rating of 8 reviewed and confirmed. No significant changes have occurred to the channel bottom configuration or condition since the 2020 underwater inspection.

B.C.10 Channel Protection Condition: 9 - INITIAL ENTRY - Channel Protection has not been assessed for condition.

Notes: [2024] Underwater Inspection: Channel Protection Condition Rating of 9, isolated inherent defects. Both shorelines consisted of medium vegetated natural embankments with no evidence of erosion. Both abutments were protected by up to 24 inch diameter riprap.

B.C.11 Scour Condition Rating: 9 - INITIAL ENTRY - Presence or extent of scour has not been determined.

Notes: 10/08/2020 - 10/23/2012: (Underwater Inspection) "The channel bottom around the substructure units consisted of riprap with sand and gravel infill with no evidence of significant scour observed. The footings were exposed along the entire length of both culvert walls with up to 1.5 feet of maximum vertical exposure."

Scour condition notes moved from the previous element 885 Scour. The previous Condition Rating was 1EA in CS1.

[2024] Underwater Inspection: Scour Condition Rating of 9, no scour observed.

B.C.15 Underwater Inspection Condition: 6 - SATISFACTORY - Widespread minor or isolated moderate defects.

Notes: [2024] Underwater Inspection: Underwater Inspection Condition Rating of 6, due to the footings being exposed along the entire length of both culvert walls.

Inspector: Breen,Rod
Inspection Date: 09/24/2024

Structure Number: 18515
Facility Carried: M 61

Bridge Inspection Report

UNDERWATER INSPECTION

INSPECTION PROCEDURES

The routine underwater inspection of Bridge 18515 (South Shore Drive over the Little Pine River) was completed on September 24, 2024. The underwater inspection was conducted from shore. The inspection was conducted by a team consisting of a PE-Diver with a valid MnDOT Team Leader certification, a backup diver and a dive tender. The certifications and experience of the inspection team satisfied requirements in Sections A.4.7.2 and A.4.7.3 of the MnDOT Bridge and Structure Inspection Program Manual (BSIPM). The inspection utilized commercial dive equipment and techniques (SSA and/or SCUBA) in accordance with OSHA regulations. Profiles were taken along the upstream and downstream faces of the bridge and around the periphery of substructure units to determine the presence, location and area of scour.

The bridge element inspected consisted of a precast concrete arch culvert. Inspection procedures followed FHWA guidance and the MnDOT Bridge and Structure Inspection Program Manual. The routine underwater inspection frequency is recommended to remain at a maximum of 60 months based on those findings and risk factors. Also, inspection procedures should continue to follow the above approach and standard guidance with 100% Level I and 10% Level II intensity efforts as defined in FHWA NHI-10-027 (Underwater Bridge Inspection - Reference Manual), section 1-2.1. The level of inspection as referenced above consists of the following:

Level I: Visual, tactile inspection

Level II: Detailed inspection with partial cleaning

A routine underwater bridge inspection normally includes a 100% Level I inspection and a 10% Level II inspection. It may also include additional Level II inspections and Level III inspections if necessary to determine the structural condition of the submerged substructure elements with certainty such as steel thickness readings, timber boring, magnetic particle testing, or similar non-destructive testing (NDT) or partially destructive testing (PDT) techniques.

Inspector: Breen,Rod
Inspection Date: 09/24/2024

Structure Number: 18515
Facility Carried: M 61

Bridge Inspection Report

UNDERWATER INSPECTION

REPORT SUMMARY

The substructure units inspected at Bridge No. 18515, the West and East Walls of the culvert, were found to be in satisfactory condition with no defects of structural significance below water. The concrete from the channel bottom to 1.5 feet above the waterline exhibited minor scaling. Both culvert walls exhibited exposed footings along the entire length of each wall with no significant changes since the previous inspection. The channel bottom around the substructure units consisted of riprap with firm sand and gravel infill allowing no appreciable probe rod penetration.

INSPECTION FINDINGS

- (A) The concrete surfaces exhibited minor scaling from 1.5 feet above the waterline to the channel bottom, typically 1/8 inch deep and up to 1/4 inch deep.
- (B) The channel bottom material consisted of riprap with firm sand and gravel infill allowing no appreciable probe rod penetration.
- (C) The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical face exposure at the midpoint of the East Culvert Wall.

RECOMMENDATIONS

- (A) Reinspect the submerged substructure units at the maximum recommended (NBIS) interval of sixty (60) months.

Contractor: Collins Engineers, Inc.

Contractor Job Number: 16000.00

Inspector: Breen,Rod
 Inspection Date: 09/24/2024

Structure Number: 18515
 Facility Carried: M 61

Bridge Inspection Report
 Minnesota Structure Inventory Report

Bridge ID: 18515 SOUTH SHORE DR over LITTLE PINE RIVER

+ GENERAL +	+ ROADWAY ON BRIDGE +	+ INSPECTION +																
Agency Br. No. CITY37 Crew District 03 Maint. Area County 018 - Crow Wing City Emily Township Desc. Loc. 0.4 MI E OF JCT CSAH 1 Sect., Twp., Range 26 138N - 26W Latitude 46.739281 Longitude -93.935836 Custodian 04 - City or Municipal Highway Agency Owner 04 - City or Municipal Highway Agency Insp Responsibility Crow Wing County Year Built 1986 Date Opened to Traffic 7/1/1986 MN Year Remodeled I/IWA Year Reconstructed Bridge Plan Location 3 - COUNTY Potential ABC 2 - N/A	Facility M 61 LRS Functional Class 7 - Local ADT 10 YEAR 1986 Urban Code 99999 HCADT ADTT % National Highway System 0 LRS Mile Point I/D 0.081 / 0.081 Speed Limit Detour Length 99 Lanes 2 Lanes ON Bridge Control Section (TH Only) Function 1 - MAINLINE Type 2 - 2-way traffic Bridge Match ID 1 Roadway Key Route On Structure	Last Routine Insp Date 10/17/2022 Routine Insp Frequency 24 Inspector Name Breen,Rod Status A - Open																
		+ NBI CONDITION RATINGS +																
		Deck N Superstructure N Substructure N Channel 8 Culvert 6																
		+ NBI APPRAISAL RATINGS +																
		Structure Evaluation 6 Deck Geometry N Underclearance N Waterway Adequacy 8 Approach Alignment 5																
		+ SAFETY FEATURES +																
		Bridge Railing 1 - MEETS STANDARDS GR Transition 1 - MEETS STANDARDS Appr. Guardrail 1 - MEETS STANDARDS GR Termini 1 - MEETS STANDARDS																
		+ SPECIAL INSPECTIONS +																
		<table border="1"> <thead> <tr> <th></th> <th>Y/N</th> <th>Freq</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>NSTM</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>Underwater</td> <td>Y</td> <td>60</td> <td>09/24/2024</td> </tr> <tr> <td>Pinned Asbly.</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table>		Y/N	Freq	Date	NSTM	N			Underwater	Y	60	09/24/2024	Pinned Asbly.	N		
	Y/N	Freq	Date															
NSTM	N																	
Underwater	Y	60	09/24/2024															
Pinned Asbly.	N																	
		+ WATERWAY +																
		Drainage Area (sq mi) Waterway Opening (sq ft) 180 Navigation Control 0 - No nav. control on waterway Pier Protection Nav. Ctr. (ft) Vert. 0.0 Horiz. 0.0 Nav. Vert. Lift Bridge Clear. (ft) 0.0 MN Scour Code 1 - LOW RISK Scour Evaluation Year 2002																
		+ CAPACITY RATINGS +																
		Design Load 5 - HS 20 Operating Rating 2 - HS TRUCK 30.0 Inventory Rating 2 - HS TRUCK 20.0 Posting VEH: SEMI: DBL: Rating Date 04/07/2017 Overweight Permit Codes A: N B: N C: N																
+ STRUCTURE +	+ RDWY DIMENSIONS ON BRIDGE +																	
Service On 1 - Highway Service Under 5 - Waterway Main Span Type 5 - Prestress or Precast 12 - Arch Main Span Detail Appr. Span Type No Approach Span Appr. Span Detail Skew 0 Culvert Type PCST 30X14 Barrel Length 29 Number of Spans MAIN: 1 APPR: 0 TOTAL: 1 Main Span Length 30.0 ft Structure Length 32.0 ft Deck Width (Out-to-Out) 0 ft Deck Material N - Not Applicable Wear Surf Type N - Not Applicable (applies only to structures with no deck) Wear Surf Install Year 2006 Wear Course/Fill Depth 2.00 ft Deck Membrane N - Not Applicable (applies only to structures with no deck) Deck Rebars N - Not Applicable (no deck) MN Rebar Coating Deck Install Year Structure Area (Out-to-Out) 928 sq ft Roadway Area (Curb-to-Curb) sq ft Sidewalk Width - L/R 0.00 0.00 ft Curb Height - L/R 0.00 0.00 ft Rail Codes - L/R 37 37	If Divided: NB-EB SB-WB Roadway Width 25.00 ft ft Vertical Clearance ft ft Max. Vert. Clear. ft ft Horizontal Clear. ft ft Appr. Surface Width 20.0 ft Bridge Roadway Width 0.0 ft Median Width On Bridge 0.0 ft																	
	+ MISC. BRIDGE DATA +																	
	Structure Flared 0 - No flare Parallel Structure N - No parallel structure Field Conn. ID Cantilever ID Foundations (Material/Type) Abutment 1 - CONC 1 - SPRD SOIL Pier N - N/A N - N/A Historic Status 5 - Not eligible On - Off System 0 - OFF																	
	+ PAINT +																	
	Year Painted Painted Area sq ft Primer Type Finish Type																	
	+ BRIDGE SIGNS +																	
	Posted Load 0 - Not Required Traffic 0 - Not Required Horizontal 1 - Object Markers Vertical N - Not Applicable																	

MINNESOTA BRIDGE INSPECTION REPORT

12/16/2024

RIDGE 18515 M 61 OVER LITTLE PINE RIVER

County: Crow Wing	Location: 0.4 MI E OF JCT CSAH 1	Length: 32.0 ft.
City: Emily	Route: 10 - MUN 61 Ref. Pt.: 000+00.500	Deck Width: 0 ft.
Township:	Control Section:	Rdwy. Area/ Pct. Unsnd: sq. ft. / %
Section: 26 Township: 138N Range: 26W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / 0%
Span Type: 1 - Concrete 19 - Culvert (includes frame culverts)	Local Agency Bridge Nbr.: CITY37	Culvert: PCST 30X14
List:		Postings:
NBI Deck: N Super: N Sub: N Chan: 8 Culv: 6	Open, Posted, Closed: A - Open	
	MN Scour Code: I - LOW RISK	
Appraisal Ratings - Approach: 5 Waterway: 8		Unofficial Structurally Deficient N
Required Bridge Signs - Load Posting: 0 - Not Required	Traffic: 0 - Not Required	Unofficial Functionally Obsolete N
Horizontal: 1 - Object Markers	Vertical: N - Not Applicable	Unofficial Sufficiency Rating 93.9

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
220	Reinforced Concrete Pile Cap/Footing	Underwater	09/24/2024	124 LF	124	0	0	0
		Routine	10/17/2022	124 LF	124	0	0	0
<p>Notes: [2024] Underwater Inspection: The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical exposure (124 FT CS1).</p> <p>[2016, 2020] Underwater Inspection: The footings were exposed along the entire length of both culvert walls with up to 2 feet of maximum vertical exposure (CS1).</p> <p>10/08/2020 - 10/23/12: (Underwater Inspection) "The channel bottom around the substructure units consisted of riprap with sand and gravel infill with no evidence of significant scour observed. The footings were exposed along the entire length of both culvert walls with up to 1.5 feet of maximum vertical exposure."</p>								

41	Reinforced Concrete Culvert	Underwater	09/24/2024	27 LF	0	21	6	0
		Routine	10/17/2022	27 LF	0	21	6	0
<p>Notes: [2024] Underwater Inspection: Minor scaling from 1.5 feet above the waterline to the channel bottom (27 LF CS2, routine quantity controls).</p> <p>[2016, 2020] Underwater Inspection: Minor scaling from 1 foot above the waterline to the channel bottom (27LF CS2, routine quantity controls). 10/17/2022 - 10/08/2020: There is a minor crack w/ efflorescence near the center of the span in the 1st section from the north and the 2nd segment from the south. On both ends of the culvert on the west side and at the northeast corner infiltration was found at the spandrel wall and precast arch connection with sand spilling out over the top of the footings. There is some staining at the joints overhead indicating water seepage from above. By design there was to be a 1/2-inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the lower portions of the culvert joints. No sink holes were found on the roadway surface above the culvert. (Culvert joints = CS 3)</p> <p>10/03/18: On both ends of the culvert on the west side and at the northeast corner infiltration was found at the spandrel wall and precast arch connection with sand spilling out over the top of the footings. There is some staining at the joints overhead indicating water seepage from above. By design there was to be a 1/2-inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the lower portions of the culvert joints. No sink holes were found on the roadway surface above the culvert. (Culvert joints = CS 3)</p> <p>10/07/16: West side infiltration at the spandrel wall and precast arch connection. Sink holes in shoulders over west end. There is some staining at the joints overhead indicating water seepage from above. There is some minor infiltration occurring at the spandrel wall and precast arch connect. By design there was to be a 1/2 inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the joint.</p> <p>10/20/14 - 10/04/12: There is some staining at the joints over head indicating water seepage from above. There is some minor infiltration occurring at the spandrel wall and precast arch connect. By design there was to be a 1/2 inch gap to be sealed w/ mastic. The mastic has failed in the lower portions (up to 6 feet) of the joint.</p> <p>10/04/10: There is some staining at the joints over head indicating water seepage from above.</p>								

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
330	Metal Bridge Railing	Underwater	09/24/2024	68 LF	64	4	0	0
		Routine	10/17/2022	68 LF	64	4	0	0
<p>Notes: 10/17/2022: 5% of rail placed in CS2 because of surface corrosion. 10/03/18: New steel guardrail posts and salvaged rail was installed 2017. 10/07/16 - 10/20/14: Rail over the bebo is too short. Today the railing measures only 12 inches to the center of the rail, it should measure 21 inches. Minor surface rust on top edge of rail. 10/04/12: Block-out have been installed over the bridge. 10/28/08: Encompasses just the guardrail over the bebo. The railing does not meet the current standards for bridge railing. At a minimum the railing over the bebo should be nested and have block-outs installed.</p>								
515	Steel Protective Coating	Underwater	09/24/2024	136 SF	0	0	129	7
		Routine	10/17/2022	136 SF	0	0	129	7
<p>Notes: 10/17/2022 - 10/03/18: Moderate deterioration of the galvanized surface with isolated areas of failure (5%) and minor rusting occurring. 10/07/16: Moderate deterioration of the galvanized surface with some areas (10%) of failure and minor rusting occurring.</p>								
800	Critical Deficiencies or Safety Hazards	Underwater	09/24/2024	1 EA	1	0	0	0
		Routine	10/17/2022	1 EA	1	0	0	0
<p>Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.</p>								
870	Culvert End Treatment	Underwater	09/24/2024	2 EA	1	0	1	0
		Routine	10/17/2022	2 EA	1	0	1	0
<p>Notes: [2020, 2024] Underwater Inspection: No significant deficiencies below water (Routine Quantities Control). 10/17/2022 - 10/08/2020: The top of the wing-walls have been painted. There is extensive cracking, and delamination on the very end 4 feet of the southeast wing-wall. 10/03/18 - 10/07/16: Cracks in the top surface of all of the wingwalls 10/20/14: Surface has been painted/seal, cracks are still present. Some minor infiltration of material is occurring at the culvert/headwall joints. Top of the SE wingwall needs to be sealed, large section of concrete spalled loose. 10/04/12: Surface has been painted/seal, cracks are still present. Some minor infiltration of material is occurring at the culvert/headwall joints. 10/04/10: There is moderate surface cracking on the inside NW wingwall panel and some severe cracking and delamination in the SE outside wingwall panel. 10/28/08: Moderate surface cracking on the inside NW wingwall panel and on the outside SE wingwall panel.</p>								
871	Roadway Over Culvert	Underwater	09/24/2024	1 EA	0	1	0	0
		Routine	10/17/2022	1 EA	0	1	0	0
<p>Notes: 10/17/2022: The bituminous surfacing has a uniform transverse cracking every 5 to 10 feet all along the roadway surface. There is a longitudinal crack at the roadway centerline, else the cracks appear random, typical of an aged bituminous surface. There are some pothole repairs on the shoulders. 10/08/2020: There are 4 cracks in the bituminous surface over the pipe today. 2 of the cracks have been sealed. 10/03/18: 3 cracks over the pipe today, 2 have not been sealed 10/07/16 - 10/04/10: There is a crack on the E side of the pipe and a shallow depression 1' in width and 2' long(pothole?) on the east bound shoulder of the rd. [2006] Bituminous surface.</p>								
891	Other Bridge Signing	Underwater	09/24/2024	1 EA	1	0	0	0
		Routine	10/17/2022	1 EA	1	0	0	0
<p>Notes: 10/08/2020: New signing has been installed. 10/03/18: Signing has older reflectivity and crack in sheeting. Bullet holes in NE sign. 10/07/16: Appears to be in good shape. 10/20/14 - 10/04/10: Signing is in place and appears to be plumb. 10/28/08: SE clearance sign is out of plumb and the SE clearance sign is too high. 11/02/06: SE clearance sign is out of plumb.</p>								
892	Slopes & Slope Protection	Underwater	09/24/2024	1 EA	1	0	0	0
		Routine	10/17/2022	1 EA	1	0	0	0
<p>Notes: 10/17/2022: There is a void at the end of the SE wingwall between the fill and wingwall. There is a minor washout in the west approach under the guardrail before the culvert on the south side of the road. 10/08/2020 - 10/07/2016: Washouts stable at end of wingwalls. 10/20/14 - 10/04/10: Washouts have been fixed or are grown over at this time. 10/28/08: Wash out along the top of the SE wingwall and along the bottoms at all four corners.</p>								

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
893	Guardrail	Underwater	09/24/2024	1 EA	0	1	0	0
		Routine	10/17/2022	1 EA	0	1	0	0
<p>Notes: 10/17/2021: The head at the SE end treatment needs to be set back on the rail. Damaged guardrail has been repaired. 10/08/2020: The southeast end-treatment of the guardrail has been hit, breaking the shear bolts off, tipping the #1 post out and away from the guardrail and pulling the head off the end of the guardrail panel. 10/03/18: New steel guardrail posts and salvaged rail has installed in 2017. Rail was raised to design height. 10/07/16: 21 out of a total of 66 wood posts are rotten and/or hollow in the centers. There has been an impact on the NW approach endtreatment. The 25' damaged panel should be replaced. 10/20/14: Found 16 of the guardrail posts to be rotten or hollow in their centers. The guardrail outside of the end treatments measures only 12 inches to the center of the rail, it should measure 21 inches. 10/04/12: New end treatments and block-out added. 10/04/10: The end treatments do not meet today's standards. Block-outs should be installed the length of the guardrail and the existing rail is lapped against traffic. There is a broken post at the NE end. 10/28/08: The end treatments do not meet today's standards. Block-outs should be installed the length of the guardrail and the existing rail is lapped against traffic. There is a broken post at the NE end.</p>								
894	Deck & Approach Drainage	Underwater	09/24/2024	1 EA	0	1	0	0
		Routine	10/17/2022	1 EA	0	1	0	0
<p>Notes: 10/17/2022: Minor washout under the guardrail in the west culvert approach on the south side of the road. 10/08/2020: Today there are 2 small washout holes over the south headwall and under the guardrail near the center and to the west of center. 10/03/18 - 10/28/08: The washouts and erosion occurring over the pipe is due to roadway drainage.</p>								
899	Miscellaneous Items	Underwater	09/24/2024	1 EA	1	0	0	0
		Routine	10/17/2022	1 EA	1	0	0	0
<p>Notes: 10/08/2020: Top of the wall has been painted. 10/03/18: Paint top of walls and top of end treatment. 10/07/16 - 10/04/10: Remove trees and brush that are growing behind the wing-walls.</p>								
900	Protected Species	Underwater	09/24/2024	1 EA	0	1	0	0
		Routine	10/17/2022	1 EA	0	1	0	0
<p>Notes: 10/17/2022 - 10/07/2016: No evidence of protected species observed today.</p>								
885	Seour	Underwater	09/24/2024	0 EA	0	0	0	0

General Notes: [2024] Underwater Inspectors: Rod Breen, P.E (Collins Engineers - Underwater Inspection)
 10/17/2022 - 10/08/2020: On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 1' to 1.5' of footing exposed above the river bottom.
 10/03/18: Small sink holes over the west side of the culvert at the shoulders have been filled. On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 1' to 1.5' of footing exposed above the river bottom.
 10/07/16: Small sink holes over the west side of the culvert at the shoulders, minor at this time. On the west side of the culvert the seals at joint between spandrel wall and culvert do not go all the way down to the top of the footing. Coarse aggregate visible at joint between spandrel wall and culvert and infiltration at this location. Was able to inspect with a boat & waded along the top of the bridge footing. Probed & found no undermining of the footings but about 2' of footing exposed above the river bottom.
 10/20/14 - 10/04/12: Was able to inspect with a boat & waded along the top of the bridge footing. Was able to see or probe all structural elements. Probed & found no undermining of the footings but about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connections.
 10/04/10: Was able to inspect with a boat & see or probe all structural elements. Probed & found no undermining of the footings. The silt fence has been removed. There is about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connection.
 10/28/08: Was able to inspect with a boat & see or probe all structural elements. Probed along the footings under the bebo. There is about 2' of footing exposed above the river bottom. There is some infiltration occurring at the wingwall/spandrel wall connection. The silt fence should be removed.
 11/02/06: Road has been paved over the bebo. If all construction is complete and turf is established then the silt fence needs to be removed. Was able to inspect with a boat and probe down along the footings. NO STRUCTURAL PROBLEMS APPARENT.

BRIDGE 18515 M 61 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
	10-08-2004: NO STRUCTURAL PROBLEMS APPARENT.							
	58. Deck NBI:							
	36A. Brdg Railings NBI:							
	36B. Transitions NBI:							
	36C. Appr Guardrail NBI: 10/03/18: New posts installed and rail raised in 2017. Rail is too low, only measures 12 inches from the paved shoulder to the center of the rail. It should measure 21 inches.							
	36D. Appr Guardrail Terminal NBI:							
	59. Superstructure NBI:							
	60. Substructure NBI:							
	61. Channel NBI: [2020] Underwater Inspection: No significant changes have occurred to the channel bottom configuration or condition since the 2016 underwater inspection. [2024] Underwater Inspection: Channel Condition Rating of 8 reviewed and confirmed. No significant changes have occurred to the channel bottom configuration or condition since the 2020 underwater inspection.							
	62. Culvert NBI: [2024] Underwater Inspection: NBI Rating of 6, due to deterioration or initial disintegration. The concrete surfaces exhibited minor scaling from 1.5 feet above the waterline to the channel bottom, typically 1/8 inch deep and up to 1/4 inch deep. The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical face exposure. 10/17/2022: There is infiltration occurring low in the fascia joints at the SW and NE corners and there is a minor separation of the joints. [2020] Underwater Inspection: Minor concrete scaling and footing exposure observed. 10/07/16: Separation of joints and infiltration occurring on west side. Minor infiltration occurring at the SW culvert-Headwall joint. Seals have failed at the headwall - culvert connection.							
	71. Waterway Adeq NBI:							
	72. Appr Roadway Alignment NBI: 10/07/16: High fills, poor horizontal and vertical alignments and narrow roadway.							

Rod Breen
Inspector's Signature

Timothy Bray
Reviewer's Signature

Pictures



Photo 1 - NORTH PROFILE LOOKING SOUTH



Photo 2 - SOUTH PROFILE LOOKING NORTH

Pictures



Photo 3 - NORTH CHANNEL LOOKING NORTH



Photo 4 - SOUTH CHANNEL LOOKING SOUTHEAST

Pictures



Photo 5 - PLAN TOP VIEW LOOKING EAST



Photo 6 - WEST CULVERT WALL LOOKING NORTHWEST

Pictures



Photo 7 - WEST CULVERT WALL LOOKING SOUTHWEST



Photo 8 - EAST CULVERT WALL LOOKING NORTHEAST

Pictures



Photo 9 - EAST CULVERT WALL LOOKING SOUTHEAST



Photo 10 - TYPICAL CONCRETE BELOW WATERLINE AT EAST CULVERT WALL LOOKING EAST

Pictures



Photo 11 - NORTHEAST SHORELINE LOOKING NORTHEAST



Photo 12 - NORTHWEST SHORELINE LOOKING NORTHWEST

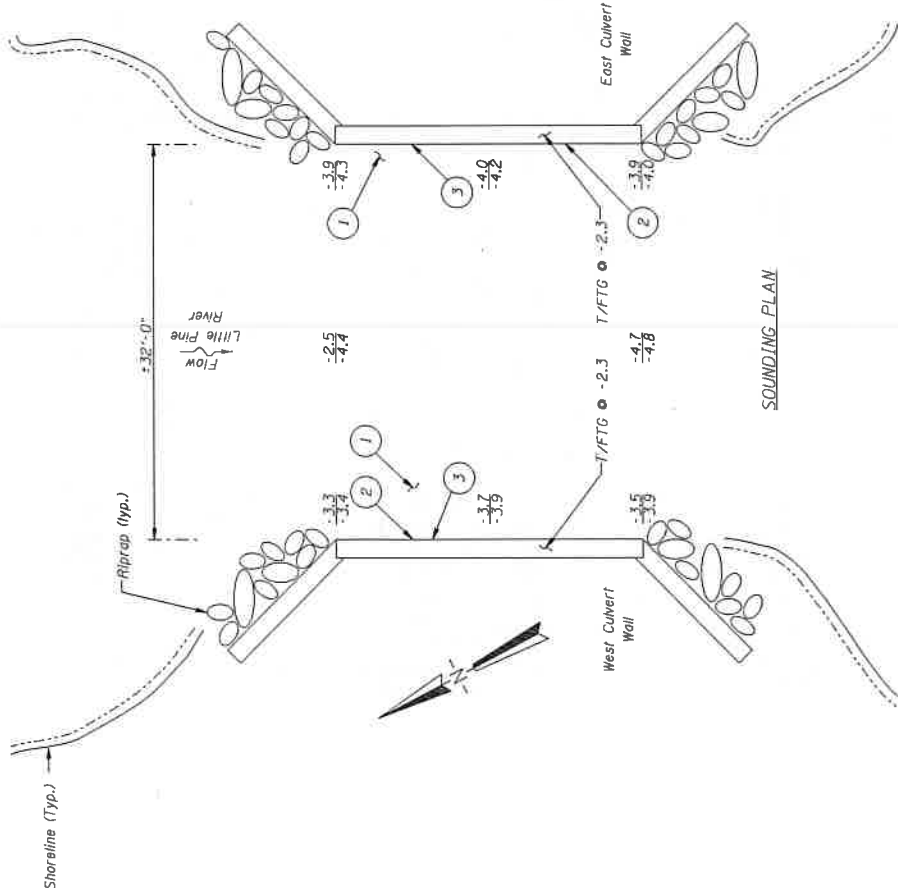
Pictures



Photo 13 - SOUTHEAST SHORELINE LOOKING SOUTHEAST



Photo 14 - SOUTHWEST SHORELINE LOOKING SOUTHWEST



SOUNDING PLAN

GENERAL NOTES:

1. The concrete arch culvert walls were inspected underwater.
2. At the time of inspection on September 24, 2024, the waterline was located approximately 10 feet below the top of the riprap. The sounding information was based on the assumed bridge elevation information available at the time of inspection. A reference elevation of 100.0 was assumed. Based on the assumed reference the waterline elevation was 89.1.
3. Soundings indicate the water depth at the time of inspection and are measured in feet.
4. Soundings were taken parallel to the bridge at the mid point intervals between the substructure units and along the substructure faces at the midpoint.

INSPECTION NOTES:

- 1 The channel bottom material consisted of riprap with firm sand and gravel in/fill allowing no appreciable probe rod penetration.
- 2 The concrete surfaces exhibited minor scaling from 1.5 feet above the waterline to the channel bottom, typically 1/8 inch deep and up to 1/4 inch deep.
- 3 The footings were exposed along the entire length of both culvert walls with up to 1.7 feet of vertical face exposure at the midpoint of the East Culvert Wall.

Legend

- 3.2 Sounding Depth (9/24/24)
- 3.5 Sounding Depth (10/15/20)
- Riprap

Notes:

All soundings based on 2024 waterline location.

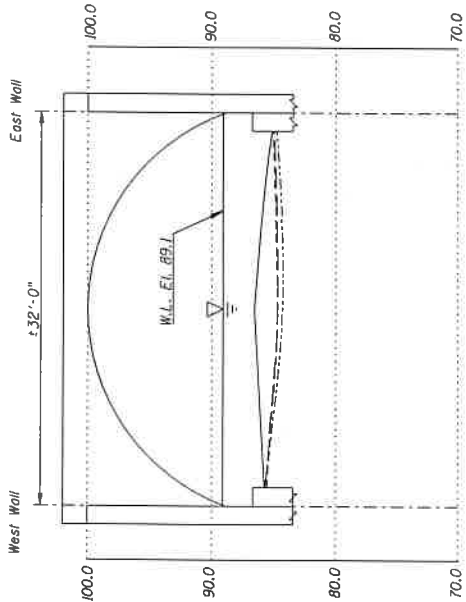
MINNESOTA
DEPARTMENT OF TRANSPORTATION
UNDERWATER BRIDGE INSPECTION

STRUCTURE NO. 18515
OVER LITTLE PINE RIVER
DISTRICT 3, CROW WING COUNTY

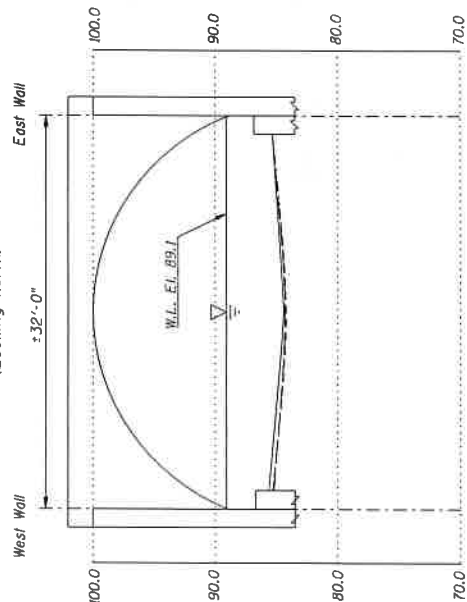
INSPECTION AND SOUNDING PLAN

DRAWN BY: JAH	DATE: SepL 2024
CHECKED BY: JPC	SCALE: NTS
CODE: 63-16000	FIGURE NO: 1

1000 Superior Avenue
St. Paul, MN 55101
COLLINS ENGINEERS
www.collinseng.com



UPSTREAM FASCIA PROFILE
(Looking North)



DOWNSTREAM FASCIA PROFILE
(Looking North)

- Legends:
- Channel Bottom on 9/24/2024
 - - - Channel Bottom on 10/15/2020
 - · - · - Channel Bottom on 6/16/2016
 - - - - Channel Bottom on 10/23/2012

Note:
Refer to Figure 1 for General Notes.

MINNESOTA
DEPARTMENT OF TRANSPORTATION
UNDERWATER BRIDGE INSPECTION

STRUCTURE NO. 18515
OVER LITTLE PINE RIVER
DISTRICT 3, CROW WING COUNTY
UPSTREAM AND DOWNSTREAM
FASCIA PROFILES

DRAWN BY: JAH	DATE: Sep. 2024
CHECKED BY: JFC	SCALE: 1"=10'
CODE: 63-16000	FIGURE NO. 1-2

COLLINS ENGINEERS
1995 S.W. Avenue
St. Paul, MN 55104
www.collins-engineers.com

**2024 ROUTINE
BRIDGE INSPECTION REPORT**



**BRIDGE # L2878
DAM RD over LITTLE PINE RIVER**

DISTRICT: District 3 **COUNTY:** Crow Wing **CITY/TOWNSHIP:** Emily
STATE: Minnesota

Date of Inspection: 10/14/2024

Equipment Used: Life Jacket, Probing Rod, Other - waders
Assisted by Jordan Larson

Owner: Town or Township Highway Agency

Inspected By: Dosh, Wayne

Report Written By: Wayne Dosh
Report Reviewed By: Timothy Bray
Final Report Date: 12/31/2024



Inspector: Dosh, Wayne
 Inspection Date: 10/14/2024

Structure Number: L2878
 Facility Carried: T 124

Bridge Inspection Report Minnesota Structure Inventory Report

Bridge ID: L2878

DAM RD over LITTLE PINE RIVER

+ GENERAL +	+ ROADWAY ON BRIDGE +	+ INSPECTION +																																																									
Agency Br. No. CITY37 Crew District 03 Maint. Area County 018 - Crow Wing City Emily Township Desc. Loc. 0.7 MI E OF JCT TH 6 Sect., Twp., Range 35 138N - 26W Latitude 46.716606 Longitude -93.941733 Custodian 03 - Town or Township Highway Agency Owner 03 - Town or Township Highway Agency Insp Responsibility Crow Wing County Year Built 1937 Date Opened to Traffic MN Year Remodeled FHWA Year Reconstructed 2019 Bridge Plan Location 0 - NO PLAN Potential ABC 2 - N/A	Facility T 124 LRS Functional Class 7 - Local ADT 10 YEAR 1986 Urban Code 99999 HCADT ADTT % National Highway System 0 LRS Mile Point I/D 0.664 / 0.664 Speed Limit Detour Length 99 Lanes 1 Lanes ON Bridge Control Section (TH Only) Function 1 - MAINLINE Type 3 - One lane bridge for 2-way traffic Bridge Match ID 1 Roadway Key Route On Structure	Last Routine Insp Date 10/14/2024 Routine Insp Frequency 24 Inspector Name Dosh, Wayne Status P - Posted for Load																																																									
		+ NBI CONDITION RATINGS +																																																									
		Deck 7 Superstructure 5 Substructure 6 Channel 7 Culvert N																																																									
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		Structure Evaluation 5 Deck Geometry 7 Underclearances N Waterway Adequacy 8 Approach Alignment 5																																																									
		+ SAFETY FEATURES +																																																									
		Bridge Railing 0 - SUBSTANDARD GR Transition N - NOT REQUIRED Appr. Guardrail N - NOT REQUIRED GR Termini N - NOT REQUIRED																																																									
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		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;">Y/N</th> <th style="width: 10%;">Freq</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td>NSTM</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>Underwater</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>Pinned Asbly.</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table>		Y/N	Freq	Date	NSTM	N			Underwater	N			Pinned Asbly.	N																																											
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		Drainage Area (sq mi) Waterway Opening (sq ft) 238 Navigation Control 0 - No nav. control on waterway Pier Protection Nav. Clr. (ft) Vert. 0.0 Horiz. 0.0 Nav. Vert. Lift Bridge Clear. (ft) 0.0 MN Scour Code K - LIMITED RISK Scour Evaluation Year 2016																																																									
		+ CAPACITY RATINGS +																																																									
		Design Load 0 - Other/Unknown Operating Rating 2 - HS TRUCK 18.2 Inventory Rating 2 - HS TRUCK 11.4 Posting VEH: 22 SEMI: 36 DBL: 36 Rating Date 02/20/2011 Overweight Permit Codes A: N B: N C: N																																																									
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Service On 1 - Highway Service Under 5 - Waterway Main Span Type 3 - Steel 01 - Beam Span Main Span Detail Appr. Span Type No Approach Span Appr. Span Detail Skew 0 Culvert Type Barrel Length <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Number of Spans</th> </tr> <tr> <th style="width: 33%;">MAIN:</th> <th style="width: 33%;">APPR:</th> <th style="width: 33%;">TOTAL:</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Main Span Length</td> <td></td> <td>16.0 ft</td> </tr> <tr> <td>Structure Length</td> <td></td> <td>39.0 ft</td> </tr> <tr> <td>Deck Width (Out-to-Out)</td> <td></td> <td>15.9 ft</td> </tr> <tr> <td>Deck Material</td> <td></td> <td>8 - Wood or Timber</td> </tr> <tr> <td>Wear Surf Type</td> <td></td> <td>7 - Wood or Timber</td> </tr> <tr> <td>Wear Surf Install Year</td> <td></td> <td>2019</td> </tr> <tr> <td>Wear Course/Fill Depth</td> <td></td> <td>0.00 ft</td> </tr> <tr> <td>Deck Membrane</td> <td></td> <td>0 - None</td> </tr> <tr> <td>Deck Rebars</td> <td></td> <td>N - Not Applicable (no deck)</td> </tr> <tr> <td>MN Rebar Coating</td> <td></td> <td></td> </tr> <tr> <td>Deck Install Year</td> <td></td> <td>2019</td> </tr> <tr> <td>Structure Area (Out-to-Out)</td> <td></td> <td>620 sq ft</td> </tr> <tr> <td>Roadway Area (Curb-to-Curb)</td> <td></td> <td>603 sq ft</td> </tr> <tr> <td>Sidewalk Width - L/R</td> <td>0.00</td> <td>0.00 ft</td> </tr> <tr> <td>Curb Height - L/R</td> <td>0.50</td> <td>0.50 ft</td> </tr> <tr> <td>Rail Codes - L/R</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	Number of Spans			MAIN:	APPR:	TOTAL:	2	0		Main Span Length		16.0 ft	Structure Length		39.0 ft	Deck Width (Out-to-Out)		15.9 ft	Deck Material		8 - Wood or Timber	Wear Surf Type		7 - Wood or Timber	Wear Surf Install Year		2019	Wear Course/Fill Depth		0.00 ft	Deck Membrane		0 - None	Deck Rebars		N - Not Applicable (no deck)	MN Rebar Coating			Deck Install Year		2019	Structure Area (Out-to-Out)		620 sq ft	Roadway Area (Curb-to-Curb)		603 sq ft	Sidewalk Width - L/R	0.00	0.00 ft	Curb Height - L/R	0.50	0.50 ft	Rail Codes - L/R	00	00	If Divided: NB-EB SB-WB Roadway Width 15.5 ft ft Vertical Clearance ft ft Max. Vert. Clear. ft ft Horizontal Clear. 15.5 ft ft Appr. Surface Width 22.0 ft Bridge Roadway Width 15.5 ft Median Width On Bridge 0.0 ft	
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		+ MISC. BRIDGE DATA +																																																									
		Structure Flared 0 - No flare Parallel Structure N - No parallel structure Field Conn. ID Cantilever ID Foundations (Material/Type) Abutment 1 - CONC 0 - UNKNOWN Pier 1 - CONC 0 - UNKNOWN Historic Status 5 - Not eligible On - Off System 0 - OFF																																																									
		+ PAINT +																																																									
		Year Painted Painted Area sq ft Primer Type Finish Type																																																									
		+ BRIDGE SIGNS +																																																									
		Posted Load 2 - Vehicle & Semi (Type R12-5) Traffic 0 - Not Required Horizontal 1 - Object Markers Vertical N - Not Applicable																																																									

MINNESOTA BRIDGE INSPECTION REPORT

12/31/2024

BRIDGE L2878 T 124 OVER LITTLE PINE RIVER

County: Crow Wing	Location: 0.7 MI E OF JCT TH 6	Length: 39.0 ft.
City: Emily	Route: 08 - TWNS 124 Ref. Pt.: 000+00.005	Deck Width: 15.9 ft.
Township:	Control Section:	Rdwy. Area/ Pct. Unsnd: 603 sq. ft. / %
Section: 35 Township: 138N Range: 26W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / %
Span Type: 3 - Steel 2 - Stringer/Multi-beam or Girder	Local Agency Bridge Nbr.: CITY37	Culvert: N/A
List:		Postings: 22 36 36
NBI Deck: 7 Super: 5 Sub: 6 Chan: 7 Culv: N		
	Open, Posted, Closed: P - Posted for Load	
	MN Scour Code: K - LIMITED RISK	
Appraisal Ratings - Approach: 5 Waterway: 8		Unofficial Structurally Deficient N
Required Bridge Signs - Load Posting: 2 - Vehicle & Semi (Type R12-5)	Traffic: 0 - Not Required	Unofficial Functionally Obsolete N
Horizontal: 1 - Object Markers	Vertical: N - Not Applicable	Unofficial Sufficiency Rating 51.2

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
31	Timber Deck	Routino	10/14/2024	620 SF	620	0	0	0
		Routine	10/25/2022	620 SF	620	0	0	0

Notes: 10/14/2024 - 10/25/2022 - 10/08/2020: Minor surface deterioration/abrasion due to traffic.
 10/14/2019: New deck components installed July 2019.
 2019 Replaced the deteriorating wood deck w/ a new wood outside beams and wood decking matching the original dimensions. INSPECTOR TO RE-RATE CONDITION STATES.
 10/03/18 - 10/11/16: No rotting timbers were noted. Abrasion is continuing is isolated places in the wheel paths. There is a loss of 1" to 1.25" of thickness to the planks of a 3" nominal size. The rest of the decking has weathering with a section loss of less then 10% of the timber thickness.
 10/28/14 - 10/15/12: No rotting timbers were noted. Abrasion is continuing is isolated places in the wheel paths. There is a loss of 1" to 1.25" of thickness to the planks of a 3" nominal size.
 10/28/10: No rotting timbers were noted. Abrasion is continuing is isolated places in the wheel paths. There is a loss of 3/4 - 1" of thickness to the planks of a 3" nominal size.
 10/29/08: No rotting timbers were noted. Abrasion is continuing is isolated places in the wheel paths. There is a loss of 3/4 - 1" of thickness to the planks of a 3" nominal size.
 11/08/06: No rotting timbers are visible. Some abrasion is occurring in the wheel path.
 10/28/2002:SOME ROTTING OF TIMBER DECK VISIBLE AT NW CORNER.
 10-19-2004 APPARENTLY ROTTING TIMBER HAS BEEN REPLACED SINCE NONE WAS FOUND.

107	Steel Open Girder/Beam	Routine	10/14/2024	217 LF	0	152	65	0
		Routine	10/25/2022	217 LF	0	152	65	0

Notes: 10/14/2024 - 10/11/2016: 1' to 2' feet of both ends of each beam (CS3) have flaking rust and initial section loss occurring. Over the east abutment beams 3,4,5,6 have flaking surface rust and section lose in the lower web and lower flange effecting about 5 feet of each beam. Beam 4 over the west abutment has a bent web and the top flange is twisted to the south again effecting 3 to 5 feet of the beam. I believe the web of beam 4 was this way when it was placed. The beams are salvaged with welded splices and have little or no paint left on them, if they were ever painted. Welds appear to remain solid with no visible cracking. There is surface rust throughout with some section loss occurring over the piers and abutments. From the plans the original beams were wood. Beam 5 in the east span over the pier is on the edge of the railway iron.
 10/29/14: Over the east abutment beams 3,4,5,6 have flaking surface rust and section lose in the lower web and lower flange effecting about 5 feet of each beam. Beam 4 over the west abutment has a bent web and the top flange is twisted to the south again effecting 3 to 5 feet of the beam. I believe the web of beam 4 was this way when it was placed. The beams are salvaged and have little or no paint left on them, if they were ever painted. There is surface rust throughout with some section loss occurring over the east abutment. From the plans the original beams were wood. Beam 5 in the east span over the pier is on the edge of the railway iron.
 10/29/08: Element change because it is not weathering steel. The beams are salvaged and have little or no paint left on them, if they were ever painted. There is surface rust throughout but little or no section loss. From the plans the original beams were wood.

515 - Steel Protective Coating	Routine	10/14/2024	529 SF	0	0	0	529
	Routine	10/25/2022	529 SF	0	0	0	529

Notes: 10/14/2024 - 10/11/2016: Paint has completely failed.

BRIDGE L2878 T 124 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
111	Timber Open Girder/Beam	Routine	10/14/2024	72 LF	0	72	0	0
		Routine	10/25/2022	72 LF	18	54	0	0
<p>Notes: 10/14/2024: All of the beams have horizontal surface checks the full length of the beams. Checks penetrate less than 50% of the beam thickness. 10/25/2022 - 10/08/2020: Minor checks the full length on 3 of the 4 beam. 10/14/2019: Replace with new timber July 2019. 2019 Replaced the deteriorating wood deck w/ a new wood outside beams and wood decking matching the original dimensions. INSPECTOR TO RE-RATE CONDITION STATES. 10/03/18: Deterioration of the west span outside south beam, found a void (ants) in the timber over the west abutment. Estimate the damage effects 2 to 3 lineal feet of the beam and is located in an area of maximum shear. The rest of the beams have minor to moderate weathering. Both south beams have surface checks in outside south exposures. 10/11/16: Both south beams have checks in outside south exposures. 10/28/14 - 10/15/12: SW beam has a check at the center of the span. 10/29/08: Minor weathering.</p>								
210	Reinforced Concrete Pier Wall	Routine	10/14/2024	20 LF	0	20	0	0
		Routine	10/25/2022	20 LF	0	20	0	0
<p>Notes: 10/14/2024 - 10/11/2016: Some minor scale and abrasion on the concrete surfaces at or below the waterline. Loss is less than 1/8". 10/28/14 - 10/29/08: Some minor surface abrasion and loss of mortar on the concrete surfaces at or below the waterline. Loss is less than 1/8".</p>								
215	Reinforced Concrete Abutment	Routine	10/14/2024	84 LF	0	84	0	0
		Routine	10/25/2022	84 LF	0	84	0	0
<p>Notes: 10/14/2024: Minor vertical crack near the center of the east abutment. Some minor surface abrasion and loss of mortar on the concrete surfaces at or below the waterline. Loss is less than 1/8". Through crack in the SW & SE wingwall. 10/25/2022 - 10/29/2008: Some minor surface abrasion and loss of mortar on the concrete surfaces at or below the waterline. Loss is less than 1/8". Through crack in the SW & SE wingwall. Wingwall notes: 10/28/14 - 10/29/08: Through crack in the SW & SE wingwall. No evidence of rotation or settlement. 11/08/06: Through crack in the SW wingwall. No evidence of rotation or settlement.</p>								
30	Metal Bridge Railing	Routine	10/14/2024	75 LF	75	0	0	0
		Routine	10/25/2022	75 LF	75	0	0	0
<p>Notes: 10/14/2024 - 10/11/2016: Metal railing in good shape, minor deterioration 10/28/14 - 10/29/08: The railing was repaired in the summer of 2007. Was replaced with plate beam guardrail (lower) and treated timbers (upper railing). 11/08/06: Not the original railing. The present railing has extensive weathering and cracking. Should consider replacing in the near future.</p>								
515	Steel Protective Coating	Routine	10/14/2024	150 SF	0	150	0	0
		Routine	10/25/2022	150 SF	0	150	0	0
<p>Notes: 10/14/2024 - 10/11/2016: Galvanized surface has minor fading.</p>								
331	Reinforced Concrete Bridge Railing	Routine	10/14/2024	6 LF	0	6	0	0
		Routine	10/25/2022	6 LF	0	6	0	0
<p>Notes: 10/14/2024 - 10/11/2016: End and pier posts only. Rail is showing light scaling and pop outs. 10/28/14 - 10/29/08: The railing was repaired in the summer of 2007. Was replaced with plate beam guardrail (lower) and treated timbers (upper railing). 11/08/06: Not the original railing. The present railing has extensive weathering and cracking. Should consider replacing in the near future.</p>								
332	Timber Bridge Railing	Routine	10/14/2024	75 LF	0	75	0	0
		Routine	10/25/2022	75 LF	0	75	0	0
<p>Notes: 10/214/2024 - 10/25/2022: Timber rails have been repaired or replaced recently. Existing repairs in sound condition. 10/08/2020: Weathering & fading. Minor twisting of members. All connections remain intact and are tight. 10/14/2019 - 2018: Minor weathering and fading.</p>								
800	Critical Deficiencies or Safety Hazards	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.</p>								

BRIDGE L2878 T 124 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
823	Gravel Approach Roadway	Routine	10/14/2024	2 EA	1	1	0	0
		Routine	10/25/2022	2 EA	2	0	0	0
<p>Notes: 10/14/2024: Minor drop on East end. 1/2" drop from back-wall. 10/25/2022: Both approaches in good condition. 10/08/2020 - 10/03/2018: Minor drop on East end. 1/2" drop from back-wall. 10/11/16: Good shape today. 10/28/14: The approaches have been graveled on both end of the bridge, there is no longer a drop on either end. Gravel has been added to behind the wing-walls. 10/28/10: The approaches have been graveled on both end of the bridge, there is no longer a drop on either end. 10/29/08: The W end has new gravel and the E end has a 1 to 2" drop off the abutment back-wall. 11/08/06: There are minor pot holes and rutting in the gavel surface at the bridge.</p>								
881	Steel Section Loss	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
<p>Notes: 10/14/2024 - 10/14/2019: Pitting and flaking rust on the upper face of the upper flange. Flaking rust and initial section loss occurring at the beam ends in the lower flange and web. 10/03/18 - 10/11/16: Initial section loss occurring in the beams at the beam ends.</p>								
885	Scour	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/14/2024: Counter measures are in good condition and functioning as intended.</p>								
890	Load Posting or Vertical Clearance Signing	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
<p>Notes: 10/14/2024 - 10/25/2022: NE and SW signs posts have been hit and bent. Loose connections on both. Still functioning as intended. 10/08/2020: Good condition. 02/05/19: Load posting sign at the southwest bridge corner has been straitened. 10/03/18: Sign is twisted on bridge, Southwest side. Not able to read on approach. 10/11/16: Good today. [2016] Structure requires a vertical clearance sign or load posting sign.</p>								
891	Other Bridge Signing	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/14/2024 - 10/25/2022 - 10/08/2020: Good Condition. 10/14/2019: New signing. 10/03/18 - 10/11/16: Replace in-place signing, minor deterioration. 10/28/14: The NW clearance sign has been hit and bent. 10/15/12: Sign has been replaced. All signing in place and in good shape. 10/28/10: Signing has been fixed. SE clearance sign has been shot w/ shotgun. 10/29/08: The clearance signs are wrong on the W end of the bridge. They need to be swapped.</p>								
892	Slopes & Slope Protection	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
<p>Notes: 10/14/2024 -10/25/2022: Minor erosion occurring around SE and SW wingwalls. 10/08/2020 - 10/28/2014: Iron tailings have been placed around all of the wingwalls. 10/15/12: Iron tailings have been places around the SE wing wall to fix erosion. 10/29/08: Washouts around the SW & SE wingwalls. 11/08/06: Washouts around the SW & SE wingwalls.</p>								
894	Deck & Approach Drainage	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/14/2024: Functioning as intended.</p>								
899	Miscellaneous Items	Routine	10/14/2024	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
<p>Notes: 10/14/2024: Brush has been removed, riprap added off the ends of the upstream wingwalls & around the scour/high water sign. 10/25/2022: Remove brush in NW corner of bridge above wing wall.</p>								

BRIDGE L2878 T 124 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
300	Protected Species	Routine	10/14/2024	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0

Notes: 10/14/2024 - 10/11/2016: None noticed today.

General Notes: 10/14/2024 - 10/25/2022: Water under the dam was 2 feet deep today. Was able to wade below the bridge and up to the dam. Dam was actively flowing today.

08/18/2021: Yesterday the City of Emily contacted me with concerns about the dam at the outlet to Lake Emily leaking. I looked at the Dam this morning and found that a cold joint at the west abutment was indeed leaking water. I pulled the build plans that I have in the office and it looks to me like the dam was not built with the concrete dam that is currently in place but instead with 20' stop logs under the 2 spans. At some point the dam was "remodeled" and a concrete weir 3-foot high was added across the opening and provisions added to allow another foot of wood stop logs to be added to the top of the then in place concrete dam. Then again later a 1-foot-high concrete weir was added in front of the dam matching the height of the wood stop logs. I was able to probe beneath the concrete weir at an isolated location about 2-3 feet east of the west bridge abutment and it appears that the 2nd concrete weir was only poured to a depth of 1 foot and part of the weir was poured on top of the existing concrete dam and a part of the weir was pour on top of the lake bottom. Currently the lake elevation is below the top of the concrete weir.

I believe the water is flowing under the concrete weir through the cold joint at the top of the dam and out through the cold joint at the west bridge abutment and west end of the dam below the west bridge span.

Danielle McNeil and Jason Boyle of the MNDR were contacted requesting assistance with any actions that may be needed to ensure the safety and function of the dam. The deterioration of the dam appears relatively minor and does not effect the function of the bridge at this time.

10/08/2020 - 10/14/2019: Water below the dam was 2' deep today. The wood decking and fascia beams were replaced in July 2019. Hold down clips were added to provide a deck connection between the decking and interior steel beams when the deck was replaced. We were able to wade below the bridge to see elements. Landowner on South side has fenced off up to the shoulder of road.

2019 Replaced the deteriorating wood deck w/ a new wood outside beams and wood decking matching the original dimensions.

10/03/18: Blue high-water sign has been brushed out and fixed. Landowner on South side has fenced off up to the shoulder of road. Today we were able to wade under the bridge. Water depth is approximately 1.0' on the gauge. Nails in the planking ends are working loose that hold down the metal weather-stripping at the plank ends.

10/11/16: Was able to wade below the bridge today. Need to brush around high water sign. Water depth on gauge was 0.8' today. Nails in the planking ends are working loose that hold down the metal weather-stripping at the plank ends. Cross sections of the river up stream and down stream of the bridge were done on 10-24-14 w/ Steve.

10/28/14: Was able to wade under the bridge. Gravel on the bridge seats could be removed to prevent rusting of the bridge beams. Gravel has been added to both approaches and behind the wingwalls. The approaches to the bridge has been brushed this summer. Nails in the planking ends are working loose that hold down the metal weather-stripping at the plank ends. Cross sections of the river up stream and down stream of the bridge were done on 10-24-14 w/ Steve.

10/15/12: Was able to wade under the bridge & see all elements. Gravel on the bridge seats could be removed to prevent rusting of the bridge beams. The E road and approach have been graveled repairing the drop off at the E approach. Nails in the planking ends are working loose that hold down the metal weather-stripping at the plank ends.

10/28/10: Was able to wade under the bridge & see all elements. Gravel on the bridge seats could be removed to prevent rusting of the bridge beams. The E road and approach have been graveled repairing the drop off at the E approach. Nails in the planking ends are working loose that hold down the metal weather-stripping at the plank ends.

10/29/08: Was able to wade under the bridge & see all elements. Some minor work could be done at the E approach to ease the load transfer from the approach to the bridge. There is some loss of backfill behind the abutments. Gravel on the bridge seats could be removed to prevent rusting of the bridge beams.

11/08/06: Waded under the bridge. Some boards have broken in the old dam under the west span. Not a concern, There is a concrete weir in front of them on the lake side. May need to look at replacing the oak bridge railing in the near future, but at this point it is still intact and functioning. I do not believe the railing would withstand a very large impact, ie. a large man stumbling against it at mid span.

10-19-2004: NO APPARENT STRUCTURAL PROBLEMS.

58. Deck NBI: 10/14/2024: Minor abrasion/surface deterioration occurring in the wheel paths.

10/14/2019: New wood deck installed July of 2019.

10/03/18: Deterioration of the deck boards in the wheel path from abrasion. Isolated deck boards have lost as much as 1.25". The nominal board thickness is 3".

36A. Brdg Railings NBI:

36B. Transitions NBI:

36C. Appr Guardrail NBI:

36D. Appr Guardrail Terminal NBI:

59. Superstructure NBI: 10/14/2024 - 10/14/2019: The timber beams on the outside fascia were replaced with new in July 2019. Initial section loss is starting in the interior steel beams at the abutments and piers with flaking rust is present on the lower webs and lower flanges of the beams for 1' to 2' in all of the beams. When the deck was removed flaking and pitting rust was observed on the top face of the upper flanges on all of the beams.

BRIDGE L2878 T 124 OVER LITTLE PINE RIVER

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
	<p>10/03/18: A large void was found of the south outside timber beam in the west span over the west abutment. The beam was found to be hollow from below, able to penetrate into the timber several inches, there is no crushing of the timber at this time. Initial section loss is starting in the beams at the abutments and piers. Flaking rust in the beam ends for 1' to 2' in all beams. Flaking rust is present on the lower webs and lower flanges of beams 3,4,5,6 at the end of the beams over the east abutment. 10/11/16: Initial section loss is starting in the beams at the abutments and piers. Flaking rust in the beam ends for 1' to 2' in all beams. Flaking rust is present on the lower webs and lower flanges of beams 3,4,5,6 at the end of the beams over the east abutment.</p>							
60.	Substructure NBI:	10/14/2024: Moderate scale of the concrete surface. One (old) moderate diagonal crack located in each of the downstream wingwalls angling from the base of the abutments up and out toward the center top of the wingwalls.						
61.	Channel NBI:	10/14/2024: No notable scour around the substructure, minor erosion on the banks and around the wingwalls.						
62.	Culvert NBI:							
71.	Waterway Adeq NBI:							
72.	Appr Roadway Alignment NBI:	Poor horizontal and vertical alignment. Narrow bridge.						

Wayne Dosh
Inspector's Signature

Timothy Bray
Reviewer's Signature



1. 10-14-2024 (46).JPG



2. 10-14-2024 (97).JPG



3. 10-14-2024 (98).JPG



4. 10-14-2024 (99).JPG



5. 10-14-2024 (100).JPG



6. 10-14-2024 (101).JPG



7. 10-14-2024 (102).JPG



8. 10-14-2024 (103).JPG



9. 10-14-2024 (104).JPG



10. 10-14-2024 (105).JPG



11. 10-14-2024 (106).JPG



12. 10-14-2024 (107).JPG



13. 10-14-2024 (108).JPG



14. 10-14-2024 (109).JPG



15. 10-14-2024 (110).JPG



16. 10-14-2024 (111).JPG



17. 10-14-2024 (112).JPG



18. 10-14-2024 (113).JPG



19. 10-14-2024 (114).JPG



20. 10-14-2024 (115).JPG



21. 10-14-2024 (116).JPG



22. 10-14-2024 (117).JPG



23. 10-14-2024 (118).JPG



24. 10-14-2024 (119).JPG



25. 10-14-2024 (120).JPG



26. 10-14-2024 (121).JPG



27. 10-14-2024 (122).JPG



28. 10-14-2024 (123).JPG



29. 10-14-2024 (124).JPG



30. 10-14-2024 (125).JPG



31. 10-14-2024 (126).JPG



32. 10-14-2024 (127).JPG



33. 10-14-2024 (128).JPG



34. 10-14-2024 (129).JPG



35. 10-14-2024 (130).JPG



36. 10-14-2024
(131).JPG



37. 10-14-2024
(132).JPG



38. 10-14-2024
(133).JPG



39. 10-14-2024
(134).JPG

Pictures



Photo 1 - 10-14-2024 (46)

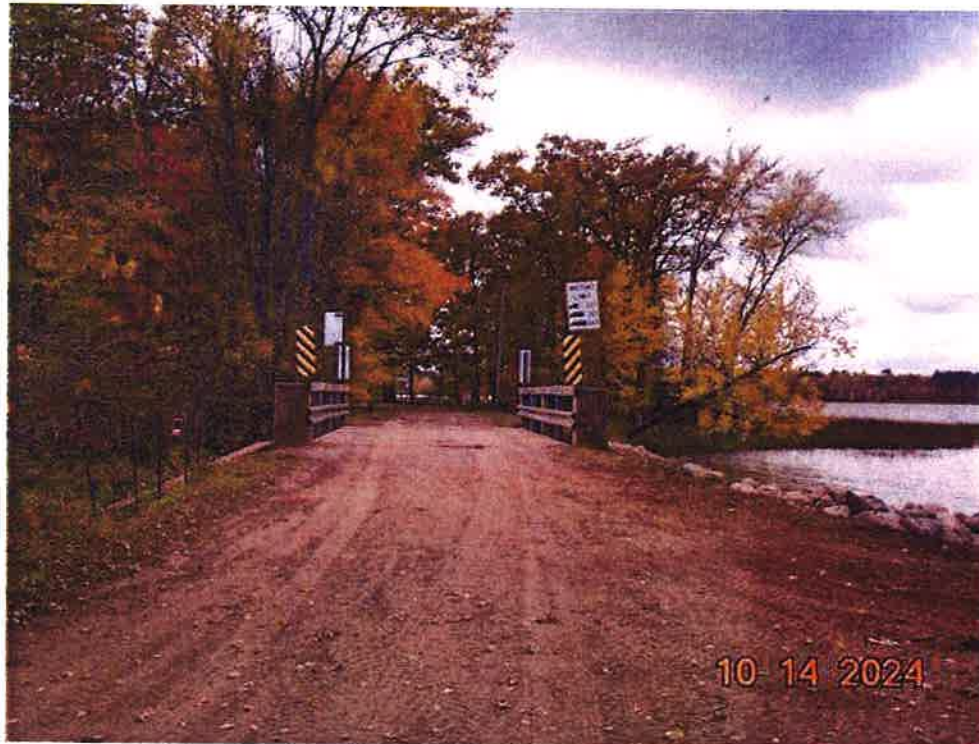


Photo 2 - 10-14-2024 (97)

Pictures



Photo 3 - 10-14-2024 (98)



Photo 4 - 10-14-2024 (99)

Pictures



Photo 5 - 10-14-2024 (100)



Photo 6 - 10-14-2024 (101)

Pictures



Photo 7 - 10-14-2024 (102)



Photo 8 - 10-14-2024 (103)

Pictures

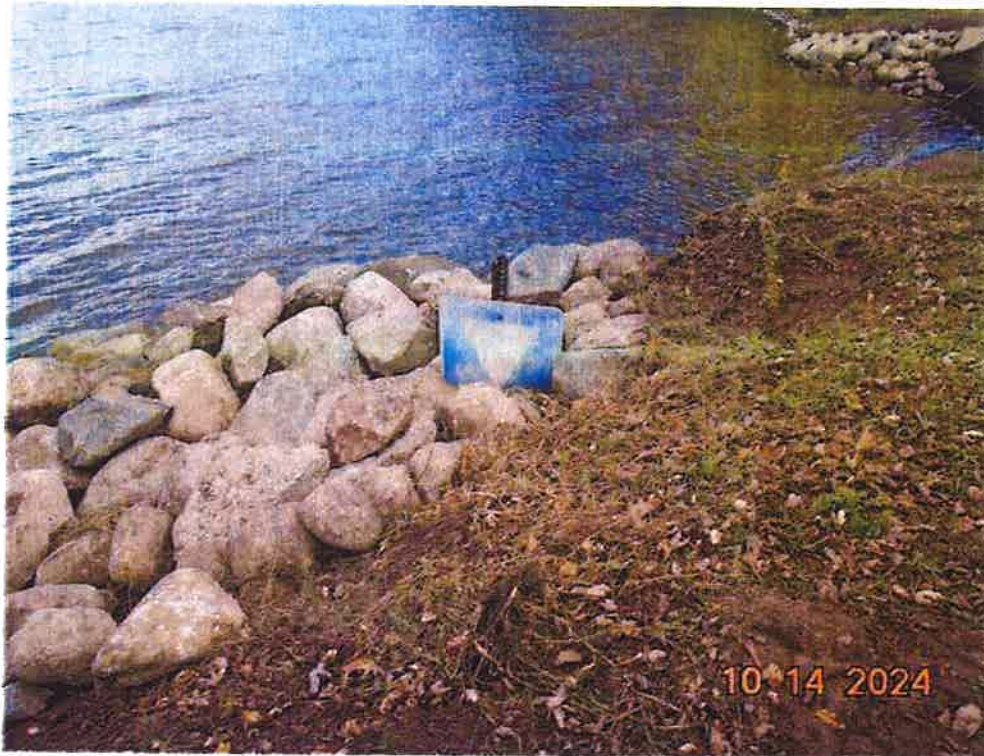


Photo 9 - 10-14-2024 (104)



Photo 10 - 10-14-2024 (105)

Pictures



Photo 11 - 10-14-2024 (106)



Photo 12 - 10-14-2024 (107)

Pictures



Photo 13 - 10-14-2024 (108)



Photo 14 - 10-14-2024 (109)

Pictures



Photo 15 - 10-14-2024 (110)



Photo 16 - 10-14-2024 (111)

Pictures



Photo 17 - 10-14-2024 (112)



Photo 18 - 10-14-2024 (113)

Pictures

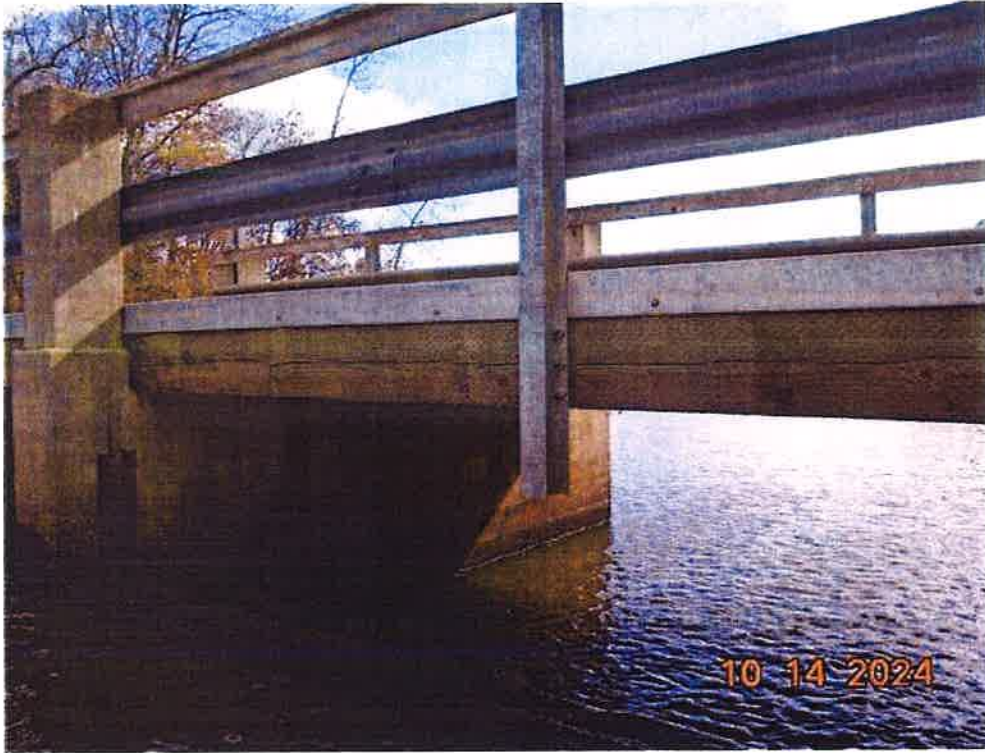


Photo 19 - 10-14-2024 (114)



Photo 20 - 10-14-2024 (115)

Pictures

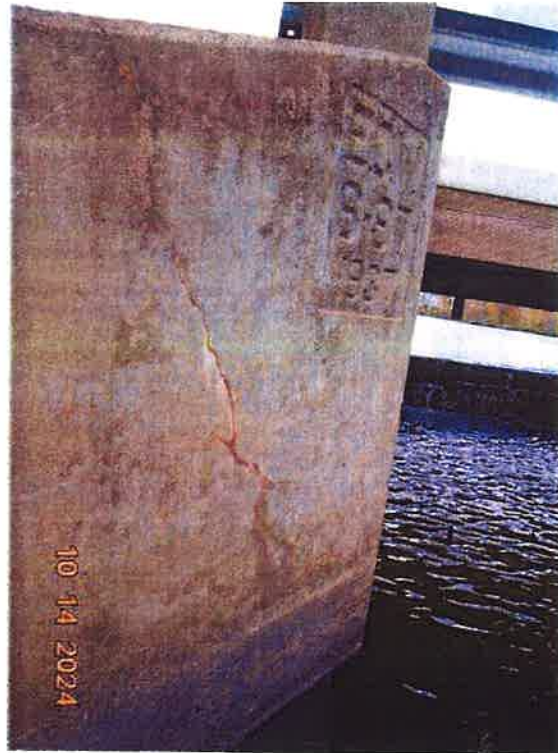


Photo 21 - 10-14-2024 (116)



Photo 22 - 10-14-2024 (117)

Pictures



Photo 23 - 10-14-2024 (118)



Photo 24 - 10-14-2024 (119)

Pictures



Photo 25 - 10-14-2024 (120)



Photo 26 - 10-14-2024 (121)

Pictures



Photo 27 - 10-14-2024 (122)



Photo 28 - 10-14-2024 (123)

Pictures



Photo 29 - 10-14-2024 (124)

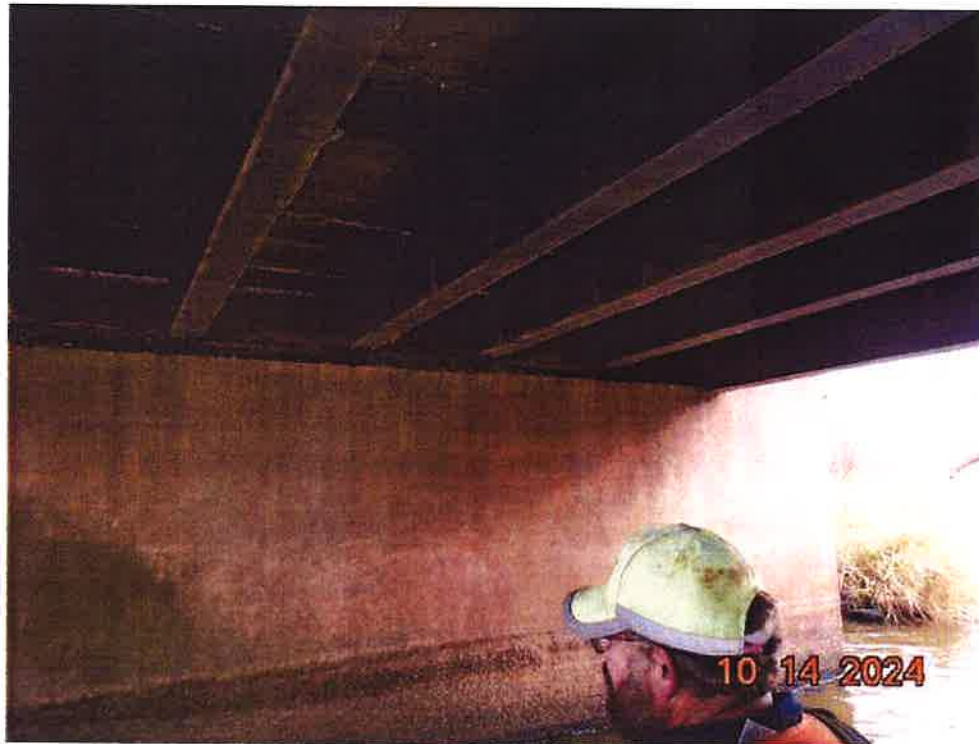


Photo 30 - 10-14-2024 (125)

Pictures



Photo 31 - 10-14-2024 (126)



Photo 32 - 10-14-2024 (127)

Pictures



Photo 33 - 10-14-2024 (128)



Photo 34 - 10-14-2024 (129)

Pictures



Photo 35 - 10-14-2024 (130)



Photo 36 - 10-14-2024 (131)

Pictures



Photo 37 - 10-14-2024 (132)



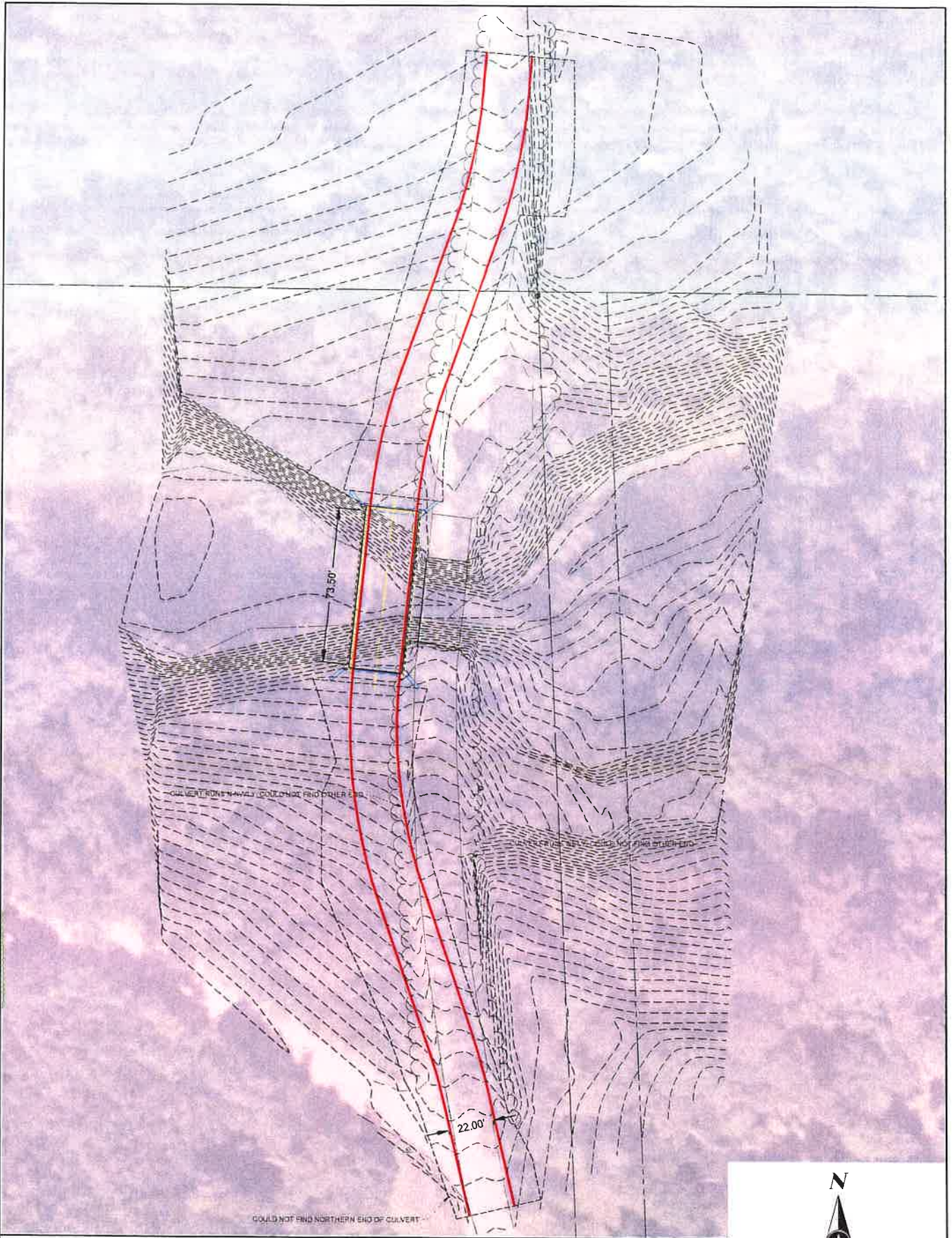
Photo 38 - 10-14-2024 (133)

Pictures



Photo 39 - 10-14-2024 (134)

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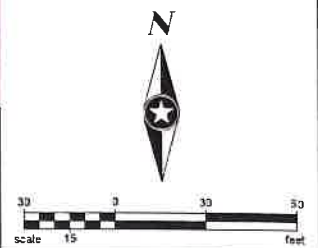
PROJECT NO.
EMILY 179240

DATE:
01/14/2025

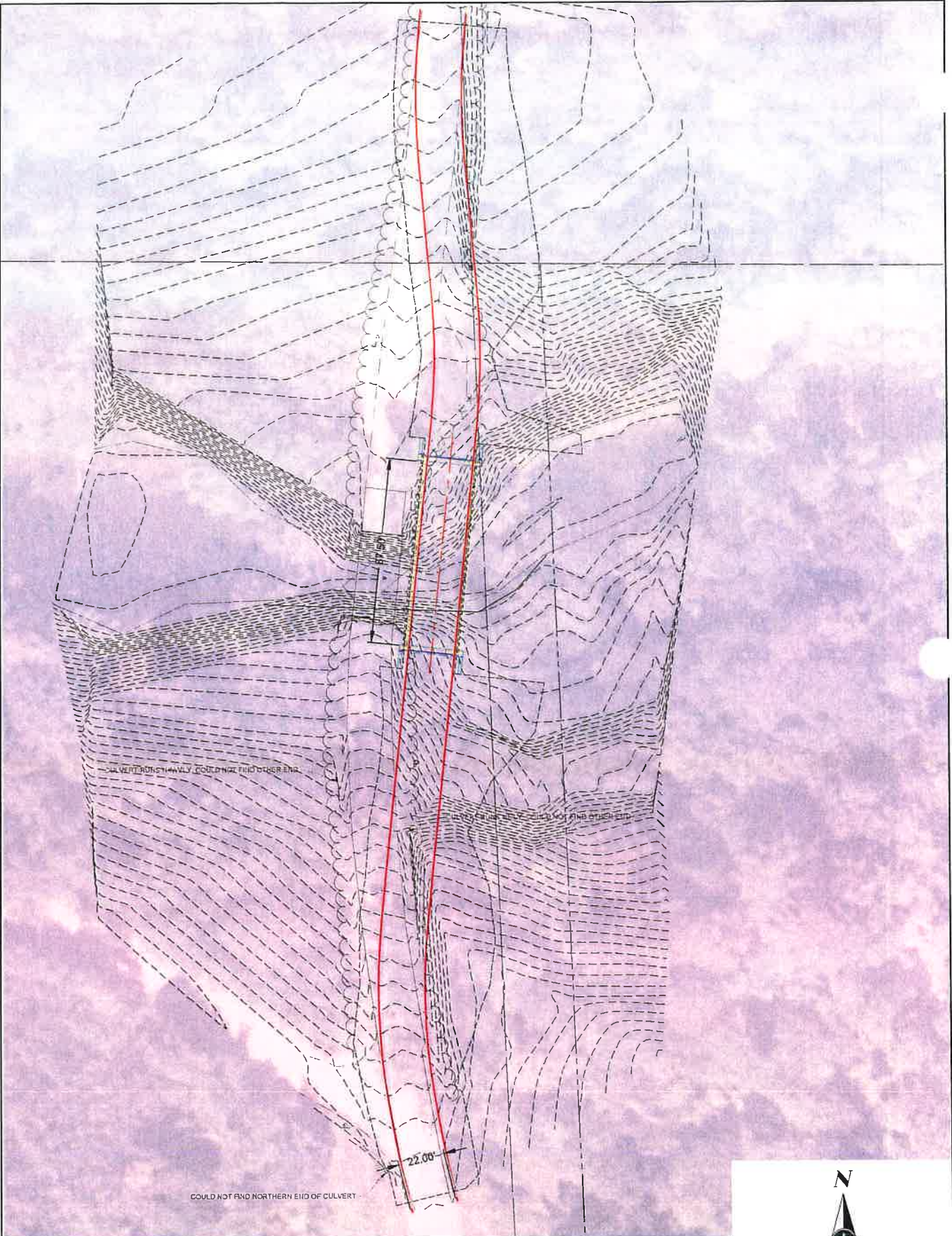
ROOSEVELT BRIDGE

OPTION 1

**FIGURE
NO. 1**



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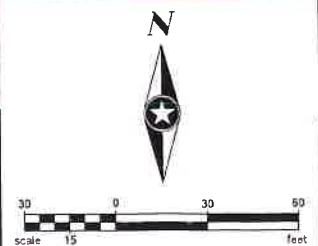


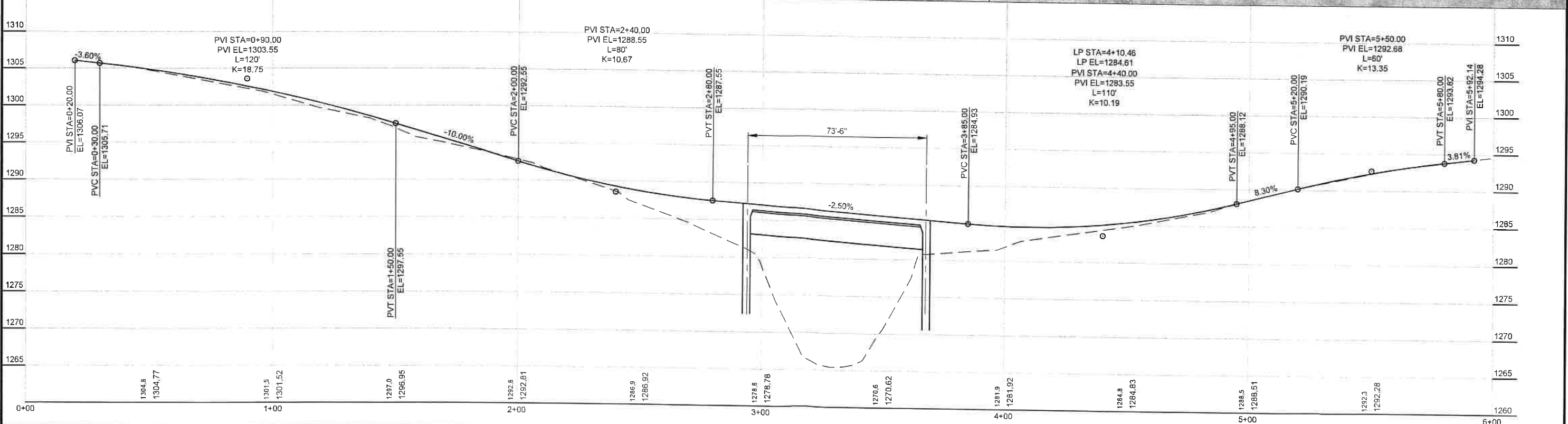
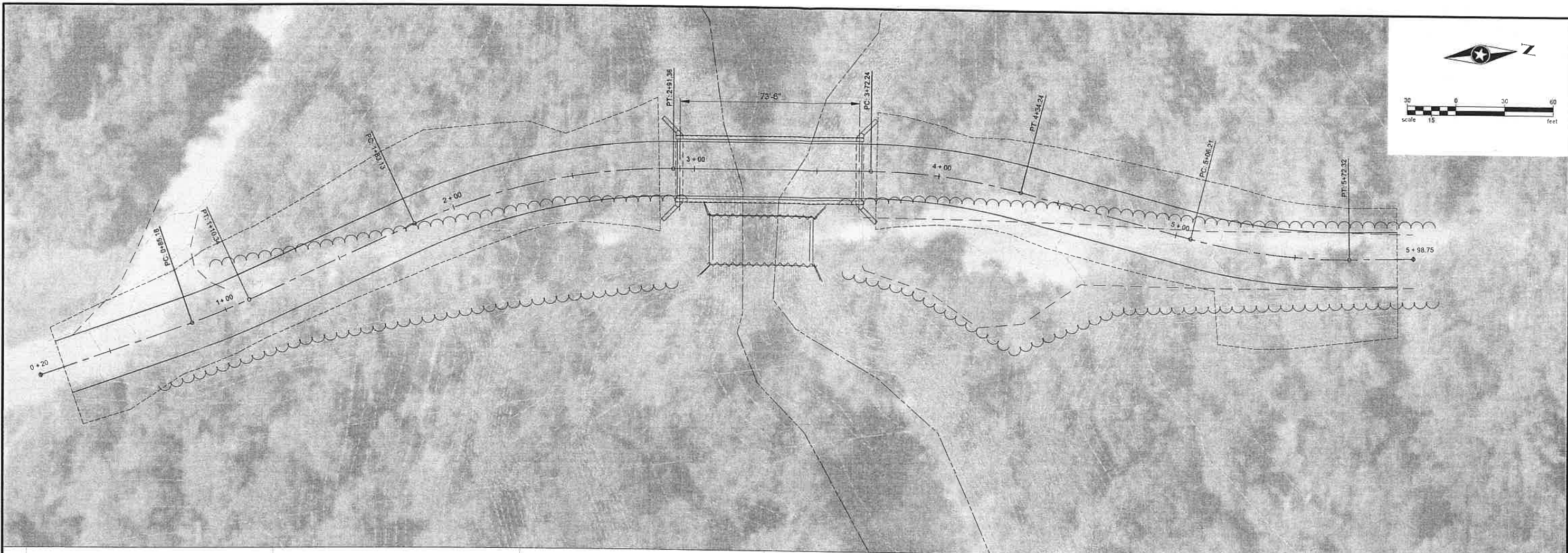
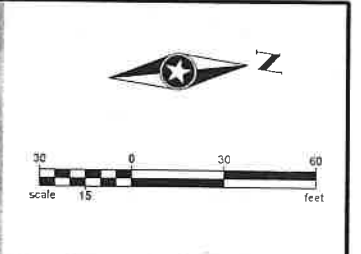
PROJECT NO.
EMILY 179240
DATE:
01/14/2025

ROOSEVELT BRIDGE

OPTION 2

FIGURE
NO. 2





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

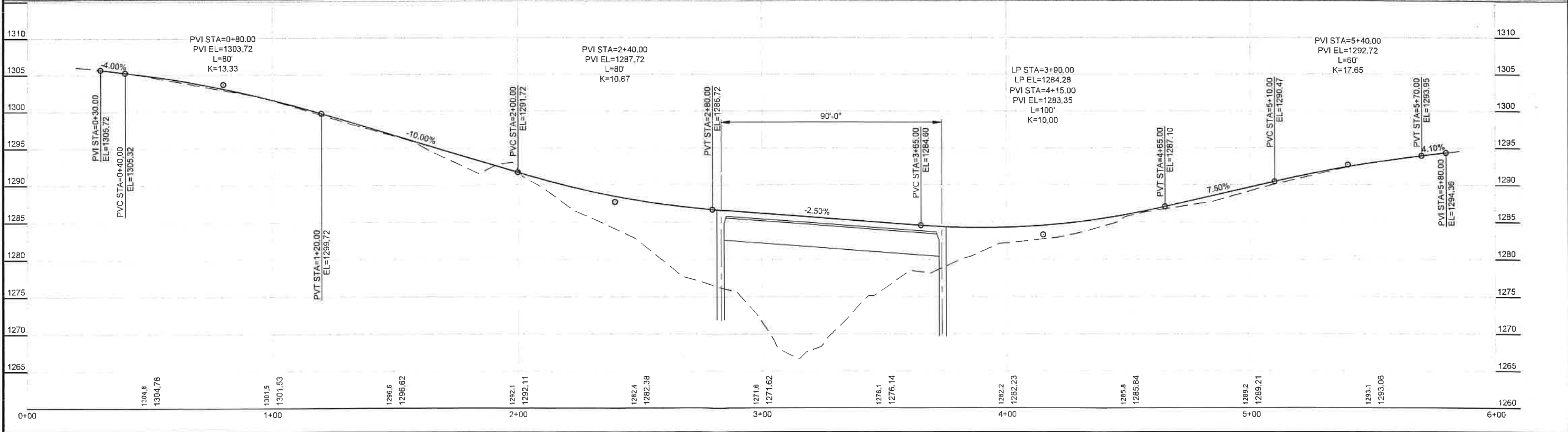
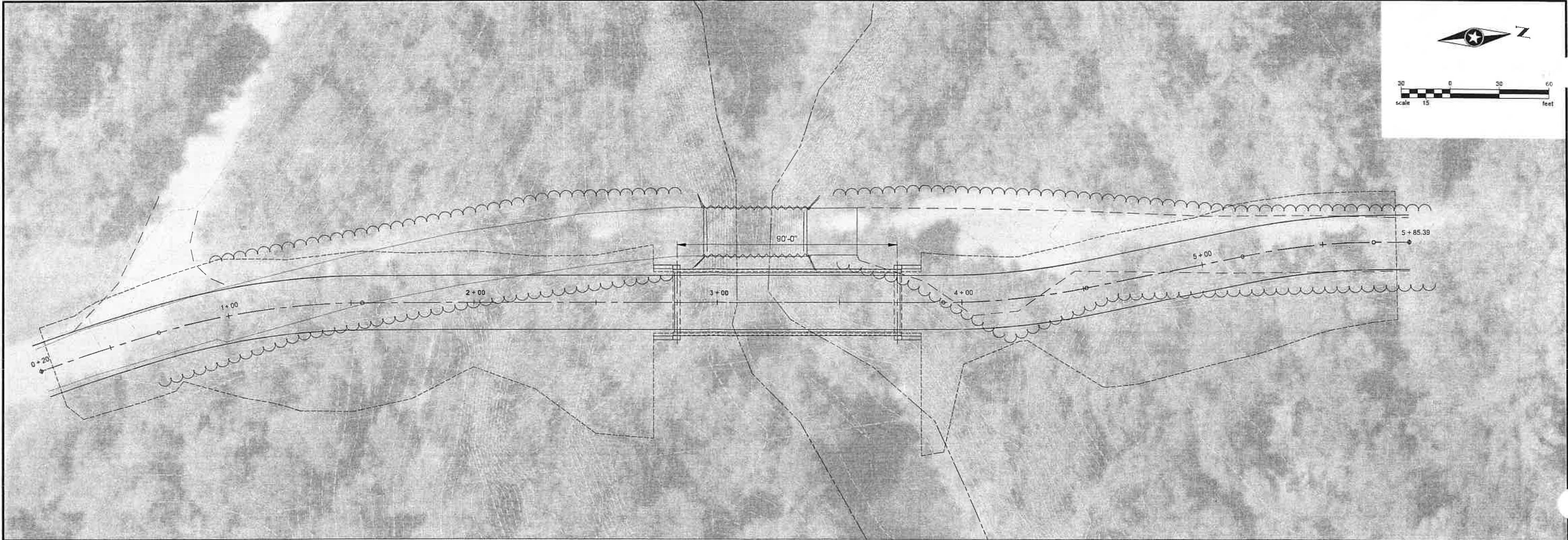
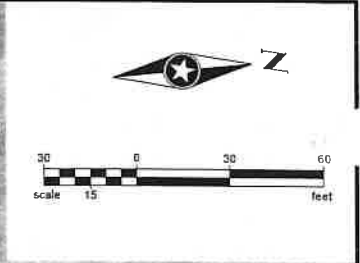
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

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

ROOSEVELT BRIDGE
 EMILY, MINNESOTA


PLAN AND PROFILE
OPTION 1

B2
 of XX



Save: 2/5/2025 11:18 AM mnelaughlin Plot: 2/5/2025 11:20 AM X:\AE\EMILY\1792405-final-dgn\51-drawings\20-Struct\Bridges\Sheets\GENERAL PLAN ELEVATION - OPTION 2.dwg

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


 I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.
 LICENSE NAME: XX
 DATE: XX-XX-XX
 LICENSE NO.: _____ LICENSE NO.: _____

ROOSEVELT BRIDGE
 EMILY, MINNESOTA

PLAN AND PROFILE
OPTION 2

B3
 of XX

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF EMILY (CP 18-300-31)
FOR THE BITUMINOUS SURFACING OF
ROADWAYS UNDER THE JURISDICTION OF
CROW WING COUNTY AND THE CITY OF EMILY
AND FOR COUNTY STATE AID HIGHWAY (CSAH 1)
COST SHARE ELEMENTS (SAP 018-601-022)**

This Agreement is made and entered into this _____ day of _____, 2025 by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Emily, 39811 State Highway 6, P.O. Box 68, Emily, MN 56447 hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that bituminous surfacing desired by the City to be applied to the roadways listed in Attachment A has the potential to result in overall costs savings when combined with the County Project to provide bituminous surfacing to County roadways, and,

WHEREAS, the City will have cost share responsibilities involved with the County reconditioning project on CSAH 1, shown in Attachment A, under project number SAP 018-601-022, and

WHEREAS, the County has budgeted funds to complete the projects; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled BITUMINOUS SURFACING, Project Number CP 18-300-31 and for the CSAH 1 Reconditioning, Project Number SAP 018-601-022, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing projects CP 18-300-25 and SAP 018-601-022. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A (estimate) is considered a part of this agreement.

II. Duties

A. Design and Construction

The County shall provide all design-engineering services for their portions of the Projects and the City shall provide design-engineering services for their roads unless otherwise stated in this agreement. The County shall provide all construction-engineering services for their portions of the Projects and the City shall provide all construction-engineering services for their portions of the Projects. Attachment A is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the projects.

B. Inspection and Approval

The County shall provide construction inspection for their portions of the Projects with the City responsible for inspection, staking, and approval for acceptance of the work as it is completed for their portions of the Projects. The County shall also be available to inspect said work and notify the City of any concerns that arise during or after the completion of the Project. Approval of the final construction work shall be completed by the County and the City.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachment A identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs for the project is shown in Attachment A and are summarized as follows:

Estimated City Construction Costs for Resurfacing of City Streets	\$150,100.40
Estimated City Administration Costs for Resurfacing of City Streets	\$4,503.01
<u>Estimated City Construction Costs for CSAH 1</u>	<u>\$3,600.00</u>
Total Estimated City Costs	\$158,203.41

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall reimburse the County within 30 days of receipt of invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on

behalf of the County, and the City of Emily, 39811 State Highway 6, P.O. Box 68, Emily, MN 56447 on behalf of the City.

X. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XI. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

CITY OF EMILY

By: _____
Robert Hall
Assistant County Engineer

By: _____
Tracy Jones
Mayor

Dated: _____

Dated: _____

WITNESS:

By: _____
Cari Johnson
Clerk

Dated: _____

CITY OF EMILY OVERLAY PROJECT ESTIMATE - PAR WEST DRIVE AND YELLOW BIRCH LANE

STATEMENT OF ESTIMATED QUANTITIES					CWC Contract 25001	
NOTE	ITEM NUMBER	ITEM	UNITS	QUANTITY	ESTIMATED PRICE	ESTIMATED AMOUNT
	2021.501	MOBILIZATION	LUMP SUM	1	\$ 6,000.00	\$ 6,000.00
	2118.509	AGGREGATE SURFACING CLASS 1	TON	15	\$ 30.00	\$ 450.00
	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	100	\$ 1.50	\$ 150.00
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1170	\$ 3.00	\$ 3,510.00
1	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	1800	\$ 65.00	\$ 117,000.00
	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 3,000.00	\$ 3,000.00
	2574.507	COMMON TOPSOIL BORROW	CY	178	\$ 55.00	\$ 9,790.00
2	2574.508	FERTILIZER TYPE 2	LB	264	\$ 1.00	\$ 264.00
	2575.505	SEEDING	ACRE	1.32	\$ 550.00	\$ 726.00
3	2575.508	SEED MIX (SANDY INSLOPE)	LB	172	\$ 5.20	\$ 894.40
4	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	4620	\$ 1.80	\$ 8,316.00
TOTAL ESTIMATED AMOUNT					\$	\$ 150,100.40

CSAH 1 SANITARY SEWER MANHOLE ADJUSTMENT ESTIMATE

STATEMENT OF ESTIMATED QUANTITIES					CWC Contract 25001	
NOTE	ITEM NUMBER	ITEM	UNITS	QUANTITY	ESTIMATED PRICE	ESTIMATED AMOUNT
	2506.602	RECONSTRUCT DRAINAGE STRUCTURE	EACH	2	\$ 1,800.00	\$ 3,600.00
TOTAL ESTIMATED AMOUNT					\$	\$ 3,600.00

CITY OF EMILY IS PAYING FOR THE TWO MANHOLE ADJUSTMENTS AT YOST ROAD AND THE COUNTY IS PAYING FOR THE RING CASTINGS FOR THE MANHOLE ADJUSTMENTS IN THE SHOULDER OF CSAH 1

Overlay Estimate	\$ 150,100.40
Overlay Contract Admin. (3%)	\$ 4,503.01
Sanitary Sewer Adjustment	\$ 3,600.00
Sanitary Sewer Contract Admin. (0%)	\$ -
Total City Estimated Costs	\$ 158,203.41

2025 Street Improvement Project

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

clerk@emily.net

From: Rob Hall <Rob.Hall@crowwing.gov>
Sent: Friday, February 7, 2025 7:18 AM
To: clerk@emily.net
Subject: RE: CWC Dust Control

Hello Cari. The two County Commissioners that have the majority of the gravel roads in their districts have decided they do not want to proceed with the dust control contract this year. We have very few other gravel roads, so we have decided not to bid out a project this year. We may look at soliciting quotes for a handful of roadways. I can certainly let you know if we do that. Also, we know some other townships and cities go out on their own to get quotes/bids, and I can try to find out who they are using. You could also directly contact the three bidders we had on our last contract. If you wish to do that, I will get you the contact info.

Robert Hall, PE
Assistant County Engineer

Office: (218)-824-1110
Direct: (218)-824-1113
www.crowwing.gov

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

Crow Wing County Highway Department
16589 CR 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.

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: Thursday, February 6, 2025 3:56 PM
To: Rob Hall <Rob.Hall@crowwing.gov>
Subject: CWC Dust Control

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

Rob,

Roads Planned for Dust Control

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

MAINTENANCE REPORT

2/11/2025

- Plowing & sanding roads
- General Maintenance

Brian Foster
Maintenance Supervisor



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

PART-TIME SEASONAL **MAINTENANCE WORKER**

The City of Emily is accepting applications for up to two position(s) for Part-Time Seasonal Maintenance Worker. This position will perform various types of semi-skilled and skilled work and operate equipment involved in the repair and maintenance to City grounds, facilities, parks, streets, and other municipal property. Minimum qualifications: high school diploma or GED, at least 18 years of age, valid, current Minnesota driver's license with acceptable driving record, experience in grounds maintenance, operation of trucks and light equipment, and operation of hand and power tools; such as lawnmowers, chainsaws, weed trimmers, and wood chippers. One year experience in grounds maintenance preferred. Weekly schedule of up to 32 hours per week, non-exempt. Wage of \$18.00 per hour. Application and job description are available at www.cityofemily.com or the City Clerk's Office at 39811 State Hwy 6, PO Box 68, Emily, MN 56447, 218-763-2480 or clerk@emily.net. A completed City employment application form is required for consideration. Applications will be accepted through Friday, March 28, 2025 at noon. EOE

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

2025

SAFETY AND LOSS CONTROL WORKSHOPS



Spring Safety and Loss Control Workshops are back!

Brought to you by the League of Minnesota Cities Insurance Trust, these workshops provide practical information to help cities reduce costs and avoid losses.



DATES & LOCATIONS:

**MARCH 25
BEMIDJI**

**MARCH 26
ALEXANDRIA**

**APRIL 2
SPRINGFIELD**

**APRIL 3
ST. CLOUD**

**APRIL 15
ROCHESTER**

**APRIL 17
ST. PAUL**

**APRIL 22
VIRGINIA**

**APRIL 23
PLYMOUTH**

REGISTER TODAY AT [LMC.ORG/LCW2025](https://lmc.org/lcw2025)

Questions? Call (651) 281-1249 or (800) 925-1122 or email registration@lmc.org.

WORKSHOP FEE:

ONLY
\$20 
Lunch
Included

ADMINISTRATIVE



Residential Zoning Basics

Zoning and building codes shape where and how people live in your city. Review land use basics with a focus on the history of single-family zoning, and recent critiques and reform efforts. We'll consider housing density, accessory dwellings, and various statutory protections.

EO

Data Practices: Wrangling Your Data

You have data — learn how to use it! We will discuss keeping a data inventory, good data hygiene, handling data practices requests, and technology tools for data management.

SC HR

Loss Control for Work Comp Experience Modifications (E-Mods)

Understanding your e-mod is an effective tool in distinguishing your city's workers' compensation profile, and this knowledge is essential when budgeting. This session will explore e-mods and provide tools to manage your city's workers' compensation modification rate.

SC EO HR

POLICE



Earning Team Buy-In

Gaining team support is essential for leaders to implement new initiatives successfully. True buy-in goes beyond compliance—it happens when the team is genuinely invested in the journey ahead. This session will explore proven strategies to foster commitment, build trust, and drive successful change.

EO

After-Action Reviews and Law Enforcement Officer Near-Miss Initiatives

Identify how Minnesota's top-performing public safety agencies practice after-action review processes and near-miss incident reporting to reduce incidents and claims.

Training Safety Officer (TSO2) Program

Learn about the League's award-winning TSO program, designed to reduce police training injuries. We have updated this program to include after-action reviews and officer wellness and safety.

HR

PUBLIC WORKS / PARKS & REC



Identifying and Addressing Workplace Hazards

Explore two key workplace safety components: hazard identification and analysis. In "Spot the Hazard," you will learn to quickly recognize risks using real-world scenarios and practical solutions. "Job Hazard Analysis" will focus on examining tasks, identifying risks, and implementing preventive measures.

SC

Minnesota Local Technical Assistance Program (MnLTAP) Training and Resources

Learn about statewide training and resources provided through MnLTAP. Receive an introduction to Work Zone Safety Training and learn about the tools available through the Local Roads Research Board.

Safe and Compliant Chemical Storage and Handling

Get essential information about chemical safety and OSHA compliance. From proper labeling to handling techniques to chemical hazards, we will discuss how to inventory, store, and use common chemicals safely.

ADMINISTRATIVE TRACK CONTINUES IN THE AFTERNOON!

JOIN US FOR THE PUBLIC SAFETY WELLNESS TRACK IN THE AFTERNOON!

JOIN US FOR THE DIGITAL ACCESSIBILITY SESSION IN THE AFTERNOON!

REGISTER TODAY!
LMC.ORG/LCW2025

Questions? Call (651) 281-1249 or (800) 925-1122 or email registration@lmc.org.

EO Suggested for elected officials
HR Suggested for human resources staff
SC Suggested for small cities

8:30 - 9:30

9:45 - 10:45

10:45 - 11:30

ADMINISTRATIVE



Digital Accessibility

Experts from WeCo, a Minnesota company that specializes in digital accessibility, will share tips and demonstrate the different ways individuals living with disabilities interact with electronic formats and the internet.

This session is an excellent introduction to digital accessibility for any member of city staff.

12:15 - 1:45

PUBLIC SAFETY WELLNESS



Benchmark Analytics: Research Findings in Public Safety Wellness

The League of Minnesota Cities Insurance Trust has completed the third year of its groundbreaking research study with Benchmark Analytics! This session will highlight key findings of the study, examine what high-performing law enforcement agencies are doing well, and share wellness practices that you can implement.

12:15 - 1:15

INSURANCE AGENTS



Tort Liability and Governmental Immunities: Balancing Accountability and Protection

Explore the dynamics of tort liability and governmental immunities, examining how the law balances holding public entities accountable while protecting their functions. This presentation covers key concepts, legal frameworks, and practical applications with insights to mitigate risk.

12:15 - 1:15

Transforming Wellness in Public Safety: Strategies for Personal and Organizational Health

Wellness is a journey that encompasses both personal and organizational growth, rooted in biological, environmental, and psychological systems. While various strategies can be employed to achieve desired outcomes, it's important to recognize that current wellness approaches may not be sufficient to reach your goals. This session will explore key mechanisms that promote healthy organizations and discuss how to adjust strategies to create a more holistic model for improving performance and well-being. We will also delve into the principles and mindsets that drive success, along with strategies organizations can use to cultivate a healthy culture.

1:15 - 3:30

LMCIT Updates

Learn about recent updates to LMCIT's property/casualty and workers' compensation programs, including coverage and rate changes and dividend returns.

1:15 - 2:30

Creating Safe Rental Communities

Learn how to foster relationships between tenants, local law enforcement and city staff to decrease crime and increase community partnerships while ensuring any ordinances do not run afoul of laws like the Americans with Disabilities Act.

SC HR

2 - 2:30

Fostering Inclusive Governance Through Roles and Responsibilities

This session teaches city leaders the basic duties of their roles and how to go beyond those basic duties to foster an inclusive environment where all city elected officials, city employees, and community members feel heard, valued, and represented.

EO

2:30 - 3:30

This session is for all individuals, at every level of the organization.

SC EO HR

What?! That's Really Not Covered?

LMCIT strives to extend coverage for losses whenever possible—but some claims are not covered. Learn more about a range of circumstances that are not covered and why. Discover helpful tips to recognize those that might not be covered and how scheduling member property can assist the city and claims staff in identifying and handling claims.

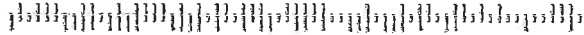
EO

2:30 - 3:30

ONLY \$20 Lunch Included

AT THESE WORKSHOPS YOU WILL:

- Hear the latest news that impacts the work you do for your city.
- Get tips and tricks for managing risk and common safety challenges.
- Learn about new regulations and laws that impact cities.
- Network with peers from neighboring cities.



5547 T24 P11 *****SCH 5-DIGIT 56434

Cari Johnson
 Clerk-Treasurer
 CITY OF Emily
 PO Box 68
 Emily MN 56447-0068

WHO SHOULD ATTEND?

- City Administrators/Managers
- Clerks
- Public Safety Personnel
- Police Officers
- Public Works
- Parks & Rec
- Human Resources
- City Insurance Agents
- City Engineers
- Risk Management
- Elected Officials
- Communications Specialists
- DEI Specialists

CONTINUING EDUCATION CREDITS/CONTACT HOURS SOUGHT FOR:

- Claims Adjusters
- Insurance Agents
- Police
- Water and Wastewater Operators

LEAGUE OF MINNESOTA CITIES
 INSURANCE TRUST

2025

SAFETY AND LOSS CONTROL WORKSHOPS

REGISTER TODAY AT LMC.ORG/LCW2025

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ORDINANCE NO. 2024-03-2025-01
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2024-03 adopted on ~~March 13, 2024~~ **December 10, 2024** is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

TABLE OF CONTENTS		
Description	Ordinance	Page(s)
Rules of Construction; General Penalty	10	2
City Council Wages	30.07	3
Sewer	50	3, 4
Cemetery	90.01	4
Road Vacation	90.33	5
Animals	92	5
Right-of-Way Management	94	5, 6
Pawnbroker	110	6
Liquor Licenses	111	6, 7
Gambling	131	7
Rental Properties	150	7
Land Use and Subdivisions	152	8, 9, 10, 11
Miscellaneous	90.03	11, 12, 13

Ordinance and Description	Fee	per ___ unit	Reference
30 CITY COUNCIL WAGES			
Mayor	\$500	per month	30.07
Council Member	\$325	per month	30.07
Additional Council Meetings - Mayor and Council Member	\$50	per meeting	30.07
Additional Meetings - Mayor	\$50	per meeting; up to 4 per month	30.07
50 SEWER			
Residential Rate	176.22-181.51	2024 2025 rate. Billed quarterly	50.08, 50.25
Commercial Flat Rate	198.25-204.20	2024 2025 flat rate for all commercial accounts unless set individually based on prior metered usage or calculated based on similar business sewer rates and hours of operation.	50.08, 50.26
St. Emily Church Flat Rate	199.72-205.71	2024 2025 rate. Billed quarterly	50.08, 50.26
Log Cabin Flat Rate	277.63-285.96	2024 2025 rate. Billed quarterly	50.08, 50.26
Emily Meats Flat Rate	233.51-240.51	2024 2025 rate. Billed quarterly	50.08, 50.26
JMKS Properties Flat Rate	437.55-450.68	2024 2025 rate. Billed quarterly	50.08, 50.26
Sweets N Such Flat Rate	248.48 255.93	2024 2025 rate. Billed quarterly	50.08, 50.26
Diner's Chicken Shack Flat Rate	271.52-279.66	2024 2025 rate. Billed quarterly	50.08, 50.26
Dollar General Flat Rate	211.47-217.82	2024 2025 rate. Billed quarterly	50.08, 50.26
Holiday Stationstores Flat Rate	277.56-285.89	2024 2025 rate. Billed quarterly	50.08, 50.26
Paul Huynh (Red Pine Cookhouse)	270.00-278.10	2024 2025 rate. Billed quarterly, effective 1/1/2025	50.08, 50.26
Penalty/Late Fee	10%	Calculated 30 days after each quarterly billing using entire balance due.	50.08, 50.26
Annual Increase on January 1	3%	Sewer rates and charges	50.26
Laundromat Evaporation Credit	7%	per gallon	50.26
Residential/Commercial Building Sewer Permit Fee	\$50		50.05
Sewer Permit Fee for Establishments Producing Industrial Wastes	\$250		50.05
Residential Sewer Service Connection	\$2,000	per equivalent residential connection (ERC)	50.03, 50.26
Commercial or Industrial Sewer Service Connection		Determined by City Engineer or Wastewater Operator by determining the appropriate equivalent number of ERCs by which to multiply the connection charge.	50.26

Ordinance and Description	Fee	per unit	Reference
50 SEWER (Continued)			
Availability Charge if Deferred Connection or Vacant but served by a lateral sewer	25%	of the connection charge	50.26
Sewer Contractor License Fee	\$125		50.05
Contractor Sewer License and Permit Bond to the City	\$2,000		50.05
Hauled Wastewater Discharge Disposal Rate	\$30	per 1,000 gallons	50.06, 50.10
Agricultural Hauled Wastewater Discharge Disposal Rate	\$50	per 1,000 gallons	50.06, 50.10
Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10
Agricultural Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10
90.01 CEMETERY			
One Plot for Resident/Property Owner (Including Little Pine Township)	\$300		90.01
One Plot for Non-Resident/Non-Property Owner	\$750		90.01
Summer Casket Burial (Monday, Tuesday, Wednesday, or Thursday)	\$300		90.01
Summer Casket Burial (Friday, Saturday, Sunday, and Holidays)	\$500		90.01
Winter Casket Burial (Every Day)	\$600		90.01
Summer Cremation Burial (Monday, Tuesday, Wednesday, or Thursday)	\$150	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$200	per burial if container/urn size is 16" X 16" or larger	90.01
Summer Cremation Burial (Friday, Saturday, Sunday, and Holidays)	\$300	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$350	per burial if container/urn size is 16" X 16" or larger	90.01
Winter Cremation Burial (Every Day)	\$450	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$500	per burial if container/urn size is 16" X 16" or larger	90.01
Columbarium Cremation Burial	\$50	per burial	90.01

Ordinance and Description	Fee	per ___ unit	Reference
MISCELLANEOUS (Continued)			
Police Supervision	\$250	Up to six hours of Emily Police Department supervision when liquor and/or beer are served during rental of the Hall.	
Open Gym	Free	No Damage Deposit	90.03
Tables	\$5	per table per day	90.03
Chairs	\$1	per chair per day	90.03
	\$100	Damage Deposit	90.03
Park Rental	\$0	Pavilions, Tennis Courts, and Ball fields are reservable.	
Request for Special Council Meeting or Planning Commission Meeting/Public Hearing	\$300	per meeting	152.018
<u>Copies</u>		Per side, over 100 - cost and labor	
Letter size (8.5X11)	\$0.25	first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 11th day of February, 2025. ~~10th day of December, 2024.~~

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

Date of Publication: _____

**ORDINANCE NO. 2025-01
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2025-01, approved by the City Council of the City of Emily, on the 11th day of February, 2025.

The purpose of this Ordinance is to revise the Fee Schedule Ordinance establishing a schedule of fees and charges for permits, licenses, and services as follows:

Section 50 Sewer Update of 2025 Sewer Rates for annual 3% increase

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 11th day of February, 2025, by a ___/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

COUNCIL 125TH ANNIVERSARY COMMITTEE GUIDELINES

Celebration Theme:

The purpose of this event is to celebrate the historic 125th Anniversary of the City of Emily and to promote the City as a travel destination for northern adventure and outdoor recreation.

Emily History:

Emily came into existence due to the lumber business boom in the late 1890's. During this time, lumbermen came into the area and set up communities in the surrounding areas, adding a post office in 1900.

Emily Now:

Emily is located in Crow Wing County and is part of Minnesota's "lake country". In the colder months, Emily is a small community of 800+ residents. However, once the lakes thaw, this small town is bustling with activity. Residents and visitors can enjoy a variety of activities, such as boating, golfing, fishing, hunting, hiking, ATV & snowmobile trail riding, and more. Emily is a full service town with businesses ranging from convenience and grocery stores to restaurants, sporting goods and local craft shops.

Council 125th Anniversary Committee:

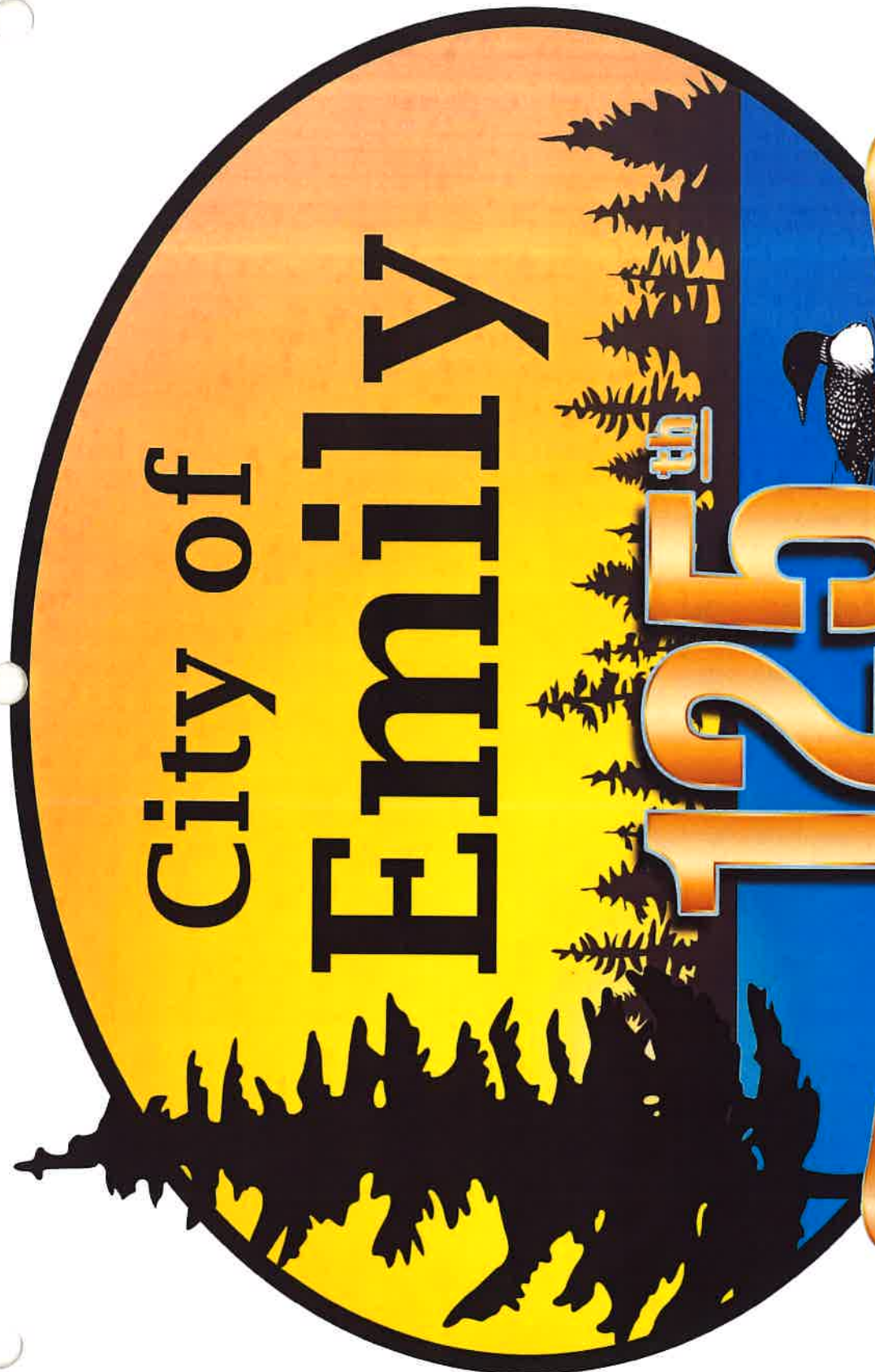
The Council 125th Anniversary Committee will take the lead with planning, organizing and coordinating activities for the City of Emily's 125th anniversary celebration, including, but not limited to, event planning/coordination, budget planning/oversight, and marketing/promotions. The Council 125th Anniversary Committee has responsibility for City budgeted funds allocated for the event.

The primary goal for this committee will be to assist with the creation of a central 125th Anniversary celebration event, while looking for smaller opportunities to highlight and promote Emily throughout the year with small promotional events and activities. The City Council budgeted funds for a celebratory event and these monies are to be directed towards this event and promotional activities rather than capital improvements. While it is understood that some of the funds may be directed towards dressing up our City parks and signs, the majority of these budgeted dollars are for event related shows, performances, activities, promotions, and safety.

City of
Emilly

125

ANNIVERSARY



Emily Quasquicentennial Ideas

(A Celebration Marking the 125th Anniversary) July 2025

Friday, 18, 2025:

Host a Night to Unite with a program commemorating the 125 years at Emily City Hall or Emily City Park. (5 to 8 p.m.)

- Open house style program kicking-off the celebration. Tell about the town's history—who founded it, historic events, founding fathers, etc. Print
 - Welcome from the mayor, key community members, 5th District County Commissioner Jamie Lee, etc. Ask community to bring camping chairs
 - Celebratory cake or cup cakes
 - Time Capsule
 - Cook pork on a large grill for pulled pork sandwiches, chips, beans, etc. or hot dogs or walking tacos. Ask Dahlheimer Beverage to donate small cans of 1919 root beer? Perhaps invite neighboring communities to assist? Maybe Giovanni's Pizza (ask Dan Barrett if possibility?)
 - Popcorn (maybe Ace Hardware or church group)
 - Have a musician (from the Emily area) play with guitar and sing or DJ for background music during the event. Similar to Music in the Park
 - Activities for youth: invite local youth groups, boy/girl scouts, 4-H clubs, etc to run/operate backyard games. (In the past I have asked AutoSmith Services of Ironton to "use" the games they have. Our committees usually provide the prizes for the games.) Touch a Truck event? Face painting, race car derby, tug-of-war, trivia challenge, scavenger hunt, etc. Sno cones, cotton candy, etc.
 - Plant a tree and/or have a garden club or business offer a make-it and take-it class with paper cup, soil, and flower seed pack. Add an etched stone or plaque at the base.
 - Photos/exhibits
 - Pickleball tournament at city hall courts (ask players to organize)
 - Lighting ceremony (a candle or lantern),
 - Gift bags for first 200 or 500 with extra distributed at the parade or the ticket booth in the park Saturday (ask fire dept for color books/crayon,

Tremolo for bags and 125th labeled bottles of water (Lambert Water Wells?)
Paint sticks with 125th logo (Ace Hardware?), 125th Celebration, Bobbers with 125th logo (Reddings?), flyers/coupons from area businesses for the weekend or through July to generate sales, keychains, etc.

- T-shirts, sweatshirts, hat
- Provide a map for self-guided tours around Emily
- ATV safety booth for youth/adults
- Announce Emily's oldest living resident (take nominations prior)

Saturday, 19, 2025:

Events coinciding with Celebrate Emily Day schedule

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

Sunday, 20, 2025:

Events coinciding with Celebrate Emily Day schedule

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

Other Events to consider

- Farmers' Market?
- Softball Tournament? Fire department challenge?
- Special Meat Raffle?
- Photo Booth
- Petting zoo
- Live Radio Broadcast
- Clowns to hand out balloons
- A wishing well—has a slot for pennies to be donated to a local charity
- Recognize Pioneer Families
- Beautification Award: Best Kept Yard
- Commemorative Coins
- Mobile Rock Wall
- Invite Wild n Free for demonstration
- 5K or Anniversary Fun Run/Walk
- Pet Pageant
- Pet Adoption
- Tractor Pull
- Hula-Hoop Contest
- Traveling Art Pub
- Pig Races (from Leader)
- Yoga class
- Car Show (Sunday?)
- Trampoline Show
- Commemorative Cook Book
- Poker Run Friday Night?
- Postcard commemorating the 125th
- Wine Tasting Event
- Coloring Contest
- Outdoor movie
- Afternoon Tea Party
- Book Sale at Library or fund-raiser



Google



spring water bottles persc



All

Shopping

Images

Short videos

For



Nearby



Plastic



Kids' Water

Sponsored



SALE



Personalized Water Bottle...

\$10.49 \$15

Personalization ...

SALE



Personalized Water Bottle...

\$10.49 \$15

Personalization ...

SALE



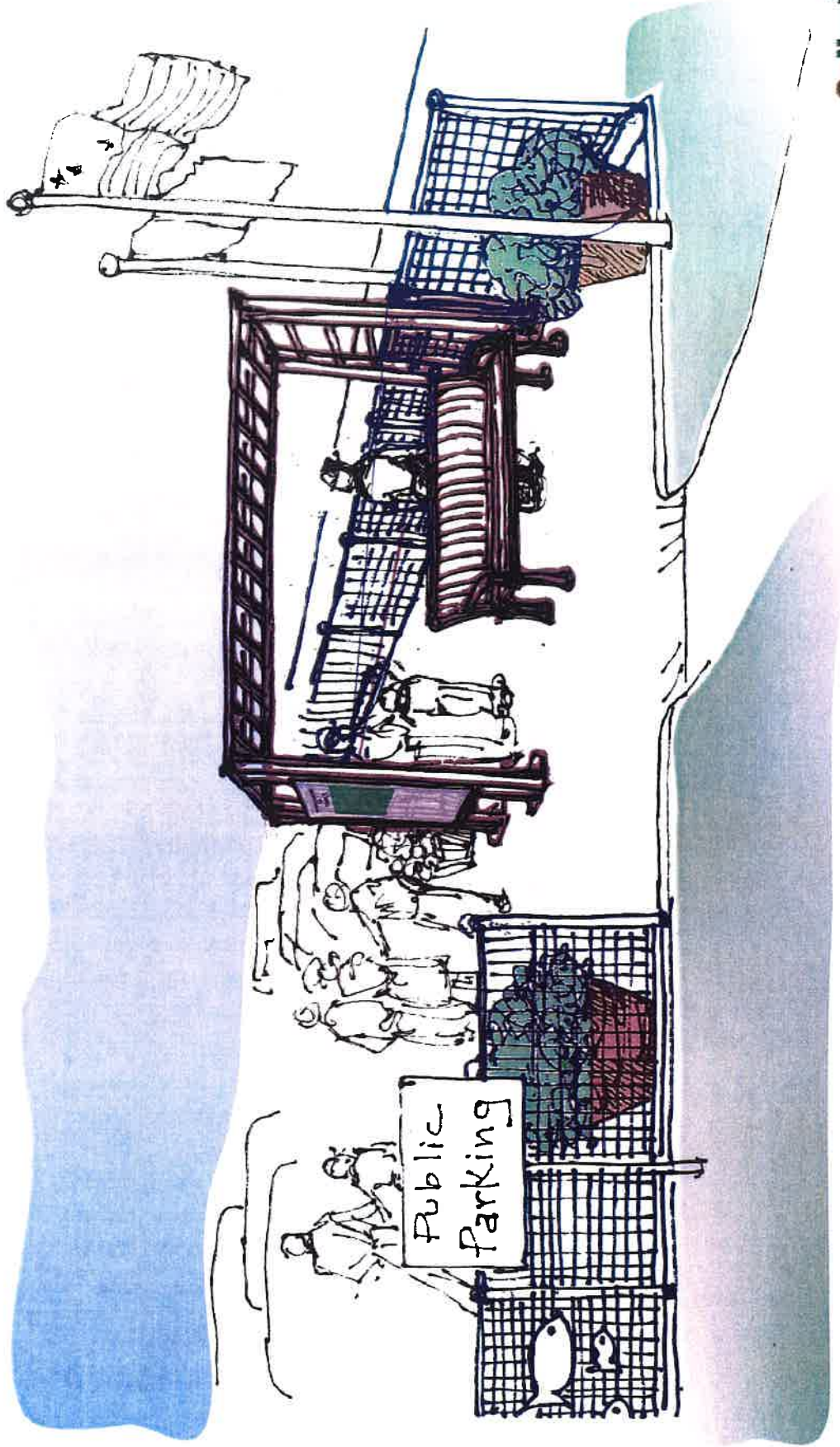
Party Personalized Photo Wa

\$10.49 \$15

Personalization ...

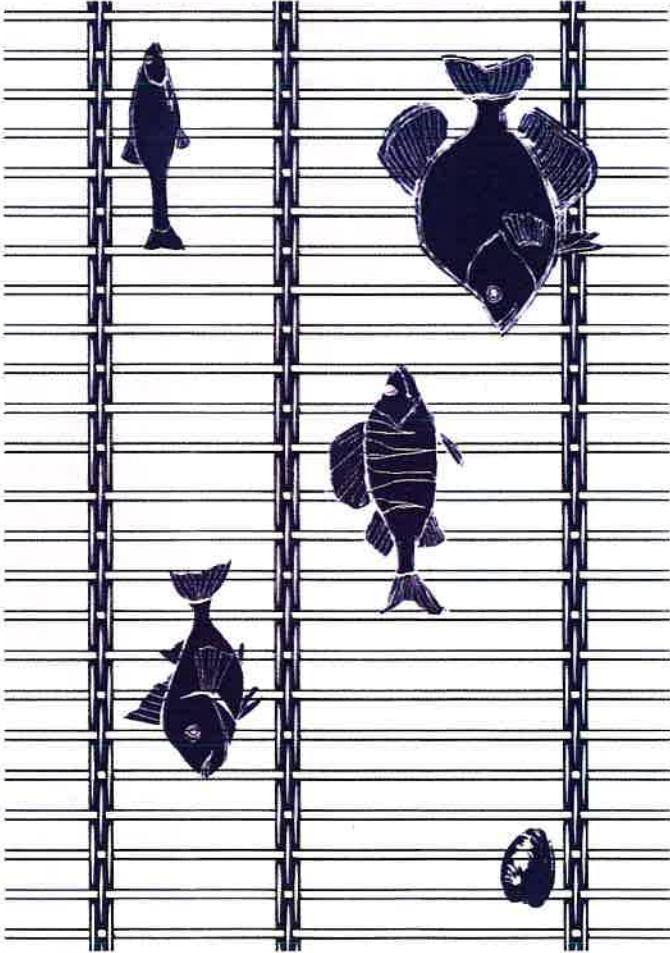
125th Emily Celebration Proposal - GoNorthMn – February 11, 2025 - Jan Mosman, Kathy Hachey

In the guideline passed by the city council, the purpose of the funds is to "promote the City as a travel destination for northern adventure and outdoor recreation." The funds "may be directed towards dressing up our City parks and signs... and safety." To that end, we propose a collection of projects that will make the center of downtown more welcoming and more pleasing to look at. It will celebrate our history, our veterans, as well as our parks and other amenities. It will aim to increase safety in the busy summer months, orienting visitors and guiding them safely to the appropriate sidewalks and crosswalks. (A & B)



VISUALLY PLEASING

This proposal includes several key elements beginning with a temporary fence wall around the public parking in the center of downtown. Currently the main visual visitors arriving in Emily see is the eyesore of the public parking area. The fence will be temporary, and can be removed for the winter months. This feature will make our investment last longer, and it will not get in the way of snow plowing in the winter. The fence will be lake blue and celebrate Emily's greatest asset, our clean lakes and aquatic wildlife.

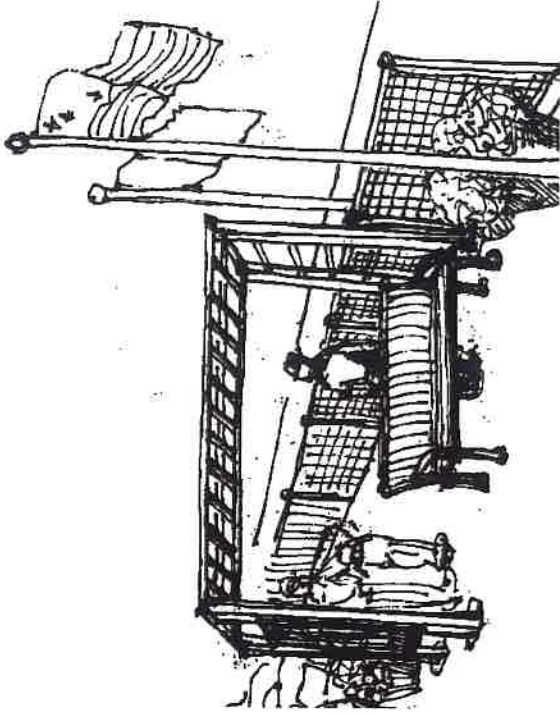


SAFETY

The fencing will serve an important purpose of directing pedestrians from the public parking lot to use the appropriate cross walks to move around town. The intersection at the heart of town can be quite dangerous, and many people jaywalk from the parking lot to the businesses across the roads. Creating a visual element around the parking lot also creates a strong sense of place in Emily, telling visitors that we are a proud city, willing to invest in itself, more than just a drive through town to someplace nicer. Emily is a destination, and this project will help it look like one.

VETERANS BENCH AND PERGOLA

Beneath the Flags at the heart of town, we propose installing a bench to honor the veterans in town. A bench will be donated by XXXX and be made of wood. To give the bench shade, and to allow for informational opportunities for visitors, there will be a cedar pergola with a metal roof that matches the blue for the fence. The very center of our town will proudly support our veterans, and give a shady bench to rest or sit in contemplation of their sacrifice.



WAYFINDING ELEMENTS

The pergola offers an opportunity to orient visitors that come to town and park in the public parking. The wayfinding exterior of the southern pergola wall will have maps showing Emily's city parks and other amenities. It will highlight trails, boat landings, and projects like the Little Emily Lake park. A broader map will connect Emily to the surrounding communities and recreation opportunities in the wider area.

HISTORICAL ELEMENTS

The inside of the south wall of the pergola will showcase 125 years of Emily History. There will be a brief history of the town, historic photos, and photos relating to our veterans. Visitors will be able to stand in the shade, or sit at the bench and learn about our town's history and our veterans.



NATURAL ELEMENTS

Two barrels with flower plantings will flank the entrance of the parking lot from the intersection. Volunteers will plant and maintain these floral arrangements to show pride in our town and honor our veterans.



125th Emily Celebration Proposal

GoNorthMn – February 11, 2025

Jan Mosman, Kathy Hachey

Emily Day events:

Blacksmith demonstrations w/ traditional forge	\$450
History tent and generator rental	\$225
Rental of video set-up, screen, table and stools	\$150
Hatchet throwing vendor (not worthwhile in our opinion)	< \$1,300 >
(20) 16x20" B&W photo panels on 1/8" metal	\$1,200
Total recommended	<u>\$ 2,000</u>

A). Shuttle recommendation to improve safety during presentation

125th Emily Celebration permanent upgrades :

Historic downtown post office and log cabin

Electricity hookup to historic downtown buildings, which will House some of the photo panels, plus interactive displays already Donated, plus light on building sign and on flag <i>(Notes on how to reduce this expense with a grant during presentation)</i>	\$4,500
Photo panels in both historic log cabin and historic original post office, and seasonally changing at City Hall (covered above)	0

Main downtown intersection public parking lot

B). Current downtown public parking lot corner and proposed

C). Proposed fence and focal feature locations

D). Proposed amenity details

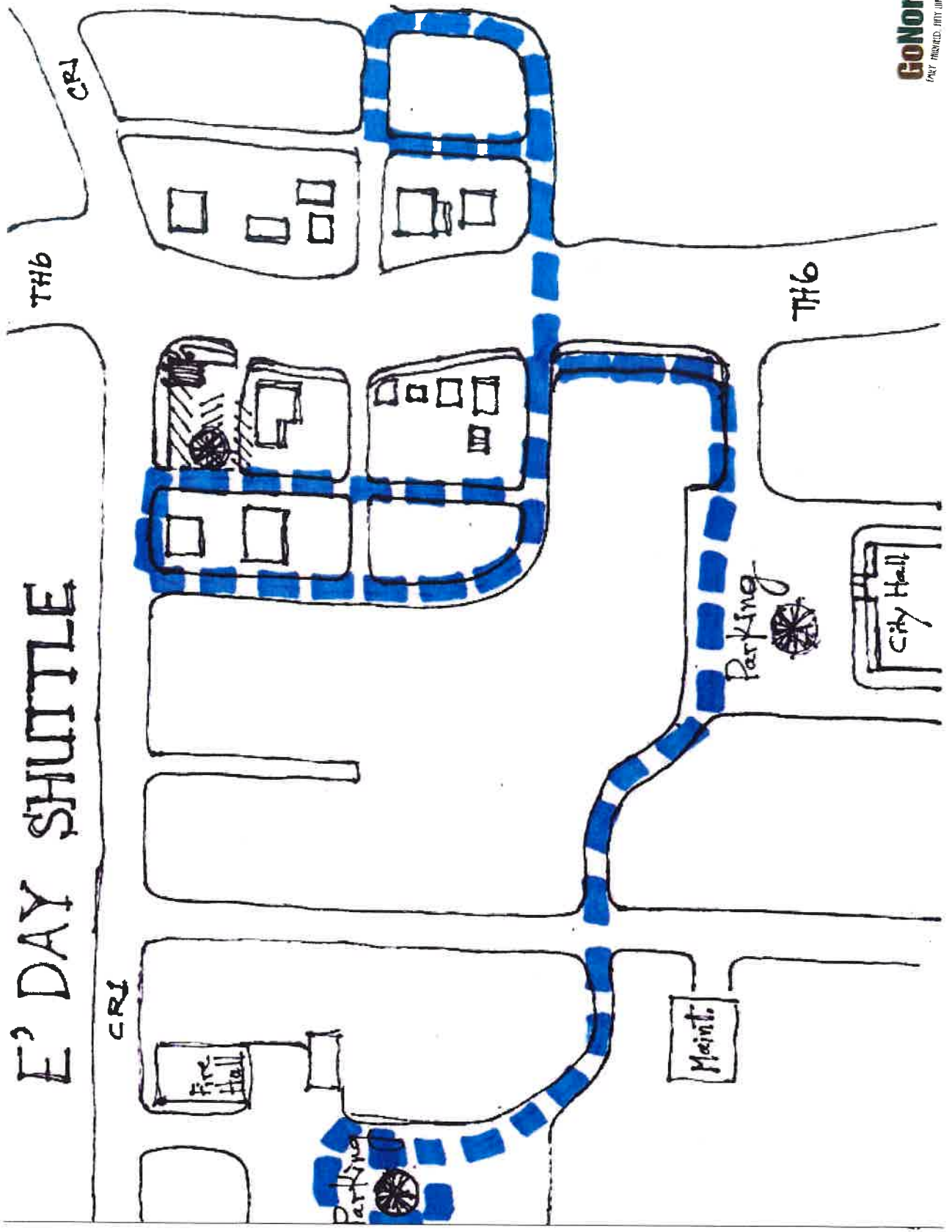
E). Proposed cost estimates

Elements:

Removable metal fence panels and posts -	\$2,000
Fish on fence, community project, painted, wood -	400
Pergola, cedar, 12x6'	1,500
Visitor map, 36x42" on metal, on pergola	140
Veterans bench with names, 8', wood (Eagles Healing Nest)	0
(3) large planters, dirt and plantings	500
Contingency - replanting and dirt for five additional years	200
Reconfiguring north side parking stalls so the city loses no spaces -	by City
Total recommended	<u>\$9,240</u>

(Notes on how to reduce these expenses with a grant during presentation)

E' DAY SHUTTLE



From: **Venne, Jeri (IRR)** <jeri.venne@state.mn.us>
Date: Wed, Jan 8, 2025 at 4:43 PM
Subject: Culture and Tourism Notice of Grant Opportunity
To:
Cc: Beaudette, Danae (IRR) <danae.beaudette@state.mn.us>

Grant opportunities to strengthen northeastern Minnesota

Iron Range Resources & Rehabilitation invests resources to foster vibrant growth and economic prosperity in northeastern Minnesota.

OPEN JANUARY 15

Culture & Tourism grants assist projects that support arts, culture, history, tourism and recreational activities, enhance the quality of life in the region and attract visitors.

Applications open January 15, 2025 through May 1, 2025 or until program funds are substantially committed for the fiscal year, whichever occurs sooner.

Eligible Applicants

Cities, townships, nonprofits, Tribal governments and governmental entities created pursuant to Minnesota Statutes within the agency's service area.

- Applicant may receive one Culture & Tourism grant per fiscal year for a maximum of three consecutive fiscal years.
- At the time of application, the applicant must not have any outstanding or open Culture & Tourism grants with the exception of a phased project.

Program Contact Information

Danae Beaudette, danae.beaudette@state.mn.us or 218-735-3022.

Click [here](#) to view the Culture & Tourism guidelines.

FLUXX Contact Information

Jeri Venne, jeri.venne@state.mn.us or 218-735-3012

Click [here](#) to access the grant application portal (FLUXX).

Iron Range Resources & Rehabilitation funds its grants through taxes paid by Minnesota's mining industry.



Jeri Venne | Grants Management Coordinator | Department of Iron Range Resources & Rehabilitation

4261 Hwy 53 S, PO Box 441 | Eveleth MN, 55734-0441 | Jeri.Venne@state.mn.us

OFFICE: (218) 735-3012 or 800-765-5043 ext. 3012 | FAX: 218-735-3053

Investing resources to foster vibrant growth and economic prosperity in northeastern Minnesota.



Emily 125th Anniversary

Activity / Event

Activity / Event name:

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

Description:

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

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

Funding requirements:

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

Funding total: \$590

Resources & Staffing:

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

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

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

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

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



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

February 10, 2024

RE: Emily Manganese Project Update – January 2025

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

In mid-January, professors and graduate students from the University of Minnesota visited the site and took samples from the recent and historic drilling for mineralogical characterization of the Emily iron formation in conjunction with a doctoral thesis in geology. The site was also visited by staff members from Minnesota Geological Survey who took samples for age dating and analysis.

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

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

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

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

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, stylized graphic of a five-pointed star in the bottom left corner. It has a purple outer ring and a pink inner star, with a textured, stippled appearance.

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



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

2024 ANNUAL CLERK/TREASURER FINANCIAL REPORT

I, Cari Johnson, City Clerk/Treasurer of the City of Emily, hereby submit the 2024 Annual Clerk/Treasurer Financial Report to the Emily City Council as required by Minnesota Statute 471.698. The Annual Clerk/Treasurer Financial Report includes the following:

- Schedule 1: Statement of Receipts, Disbursements and Balances
- Schedule 2: Statements of Receipts and Disbursements
- Schedule 4: Statement of Revenues and Expenses for the Sewer Fund
- Schedule 5: Statement of Cash Flows for the Sewer Fund
- Schedule 6: Statement of Indebtedness
- Schedule 7: Accounts Receivable and Accounts Payable
- Schedule 8: Investment Activity
- Schedule 9: Statement of Orders Issued

Respectfully,

A handwritten signature in black ink that reads "Cari Johnson".

Cari Johnson, MCMC
City Clerk/Treasurer

As on 12/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	677,672.47	1,421,123.26	1,263.10	0.00	1,160,153.78	7,990.71	167,269.09	764,645.25	124,027.98	888,673.23
Road and Bridge	106,569.71	41,457.63	0.00	0.00	15,192.20	0.00	0.00	132,835.14	0.00	132,835.14
Small Cities Revolving Loan Fund	15,705.14	8,228.32	0.00	0.00	0.00	0.00	0.00	23,933.46	0.00	23,933.46
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,963.75	41.58	0.00	0.00	46,005.33	0.00	0.00	0.00	0.00	0.00
Library	1,581.22	448.99	0.00	0.00	0.00	0.00	0.00	2,030.21	0.00	2,030.21
Firemens equip fund 225	86,287.79	50,239.84	20,070.69	4,350.00	32,096.59	40,238.72	0.00	88,613.01	20,168.03	108,781.04
1st Resp. equip fund 226	53,715.54	11,395.94	439.33	0.00	439.34	2,431.73	0.00	62,679.74	43,140.16	105,819.90
Emily Area Recycling 227	0.00	275.88	0.00	164.18	440.06	0.00	0.00	0.00	0.00	0.00
Police Fund 228	12,127.16	10,023.74	0.00	0.00	10,004.58	0.00	0.00	12,146.32	0.00	12,146.32
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	45,643.78	46,425.39	0.00	0.00	45,600.00	0.00	0.00	46,469.17	0.00	46,469.17
Debt Service PRI 2014 304	38,166.14	45,437.72	0.00	265.00	43,012.50	0.00	0.00	40,856.36	0.00	40,856.36
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	265.00	0.00	0.00	0.00	0.00	265.00	0.00	0.00	0.00
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	14,043.28	767.72	0.00	66,301.53	(6,530.65)	0.00	3,434.27	64,710.24	68,144.51
CEMETERY CD 407	30,003.82	34.97	0.00	0.00	21,748.86	0.00	0.00	8,289.93	0.00	8,289.93
SMALL CITIES CD 408	1,326.47	2,129.65	384.41	0.00	384.41	2,127.77	0.00	1,328.35	37,747.65	39,076.00
POLICE DEPART. 409	3,313.16	1,524.89	274.59	0.00	274.59	1,519.84	0.00	3,318.21	26,962.60	30,280.81
SEWER EQUIP. 410	0.00	0.00	0.00	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	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,076.19	15.57	0.00	0.00	0.00	0.00	0.00	10,091.76	0.00	10,091.76
CAP. PROJ. FIRE CD 414	5,015.54	7.63	0.00	0.00	0.00	0.00	0.00	5,023.17	0.00	5,023.17
CAP PROJ. RD CD 415	18,601.28	3,089.21	549.17	162,754.91	549.16	3,039.66	0.00	181,405.75	53,925.21	235,330.96
FUT. CITY DEV. CD 416	(2,204.61)	2,080.51	383.43	0.00	8,273.96	(7,256.20)	0.00	(758.43)	28,364.66	27,606.23

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Reburssements	Purchase of Investments	Transfers Out	Ending Balance	Investr B:	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal	102,531.58	170,532.87	109.84	0.00	165,815.74	607.94	0.00	106,750.61	10,785.05	117,535.66
SEWER 617	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Total:	1,300,494.69	1,838,821.87	24,242.28	167,534.09	1,626,292.63	44,169.52	167,534.09	1,493,096.69	409,831.58	1,902,928.27

SCHEDULE 2

As Of: 12/31/2024

100: General Fund

Receipts:

Taxes

Current Ad Valorem Taxes	1,155,577.98	
Delinquent Ad Valorem Taxes	16,819.62	
Mobile Home Tax	7.82	
Fiscal Disparities	1,924.18	
Franchise Taxes	844.11	
Severed Mineral Tax	231.11	
Penalties and Interest on Ad valorem Taxes	444.20	
Forfeited Tax Sale Apportionments	3,325.70	
Principal on Special Assessments	687.50	
Total		1,179,862.22

Licenses and Permits

Alcoholic Beverages	8,050.00	
Rental Dwelling License	3,700.00	
Building Permits (Excludes surcharge)	21,955.00	
Animal Licenses	5.00	
Total		33,710.00

Intergovernmental Revenues (IGR)

State Emergency Management Aid	21,114.82	
Agricultural Market Value Credit	845.86	
Fire Training Reimbursement	2,400.00	
PNP Election Reimbursement	1,023.83	
State Fire Aid	19,111.99	
Supp. Fire State Aid	5,014.33	
State Police Aid	4,203.94	
Other County Grants and Aids	1,229.31	
Grants & Aids from Other LGUs	50,473.98	
Total		105,418.06

Charges for Services

City/Town Hall Rent	1,415.00	
Zoning and Subdivision Fees	2,000.00	
Assessment Searches	1,000.00	
Candidate Filing Fee	12.00	
Copies/Faxes	50.75	
Special Fire Protection Services	44,720.53	
First Responder Charges	4,599.45	
Street, Sidewalk and Curb Repair Fees	478.18	
Sale of Culverts	620.80	
Road Vacation/Cartway Fees	4,108.00	
Sale of Lockers	150.00	
Cemetery Revenues	500.00	
Cemetery -Grave openings	4,200.00	
Cemetery -Sale of lots	2,775.00	

SCHEDULE 2

As of: 12/31/2024

100: General Fund (Continued)

Receipts: (Continued)

Charges for Services (Continued)

Misc. Rents

1.00

Verizon Rental

13,200.00

Total

79,830.71

Fines and Forfeits

Court Fines

583.41

Total

583.41

Miscellaneous

Interest Earning

6,942.25

Contributions and Donations from Private Sources

856.12

Refunds

12,816.36

Total

20,614.73

Total Receipts

1,420,019.13

Other Financing Sources:

Sale of Assets

1,104.13

Sale of Investments

1,263.10

Disbursements:

General Government

Council/Town Board- Current

19,448.42

Ordinances and Proceedings- Current

4,002.21

Mayor- Current

7,286.18

Elections- Current

7,387.41

Clerk- Current

185,757.35

Internal Auditing- Current

13,852.12

Planning and Zoning- Current

60,082.19

General Government Buildings and Plant- Current

4,675.00

City Hall- Current

78,426.45

City Hall- Capital Outlay

4,000.00

Total

384,917.33

SCHEDULE 2

As Of: 12/31/2024

100: General Fund (Continued)

Disbursements: (Continued)

Public Safety

Police Administration- Current	9,435.00	
Patrol- Current	1,128.95	
Fire Administration- Current	96,148.80	
Fire Fighting- Current	114,201.80	
Fire Training- Current	9,641.87	
Fire Stations and Buildings- Current	19,291.40	
Building Inspections Administration- Current	2,776.00	
Rental Inspections- Current	4,400.00	
Civil Defense Expenditures- Current	571.77	
Traffic Engineering Expenditures- Current	2,160.32	
Other Protection-1st Response- Current	24,008.56	
Total		283,764.47

Public Works

Maintenance-Shop- Current	117,498.65	
Maintenance-Shop- Capital Outlay	27,728.98	
Paved Streets- Current	60,560.57	
Unpaved Streets- Current	19,791.85	
Road and Bridge Equipment- Current	34,475.65	
Road and Bridge Equipment- Capital Outlay	140,000.00	
Bridges, Viaducts and Grade Separations- Current	15,998.08	
Street Lighting- Current	3,412.00	
Waste (Refuse) Disposal- Current	9,906.49	
Total		429,372.27

Culture and Recreation

Historical Society- Current	100.00	
Library- Current	3,891.21	
Park Areas- Current	23,460.22	
Total		27,451.43

Conservation of Natural Resources

Water Resources- Current	1,000.00	
Emily Waters- Current	17,214.00	
Economic Development and Assistance- Current	450.00	
Total		18,664.00

Miscellaneous Expenditures

Food Shelf- Current	250.00	
Cemetery- Current	14,471.18	
Total		14,721.18

Total Disbursements**1,158,890.68**

Other Financing Uses:

Other Financing Uses	1,263.10
Purchase of Investments	7,990.71

SCHEDULE 2

As of 12/31/2024

100: General Fund (Continued)

Other Financing Uses: (Continued)

Transfers to other Funds

167,269.09

SCHEDULE 2

As Of: 12/31/2024

201: Road and Bridge

Receipts:

Intergovernmental Revenues (IGR)

Municipal State Aid for Streets - Maintenance (Gas Tax, Road Allotment)

41,276.00

Total

41,276.00

Miscellaneous

Interest Earning

181.63

Total

181.63

Total Receipts

41,457.63

Other Financing Sources:

Disbursements:

Public Works

Paved Streets- Current

3,840.00

Unpaved Streets- Current

4,700.00

Road and Bridge Equipment- Capital Outlay

6,652.20

Total

15,192.20

Total Disbursements

15,192.20

Other Financing Uses:

SCHEDULE 2

As of 12/31/2024

204: Small Cities Revolving Loan Fund

Receipts:

Miscellaneous

State MIF Business Loans COVID-19

8,197.29

Interest Earning

31.03

Total

8,228.32

Total Receipts

8,228.32

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

205: Small Cities Housing Rehabilitation Fund

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

12/31/2024

206: American Rescue Plan Fund

Receipts:

Miscellaneous

Interest Earning

41.58

Total

41.58

Total Receipts

41.58

Other Financing Sources:

Disbursements:

Public Safety

Police Stations and Buildings- Current

2,750.23

Police Stations and Buildings- Capital Outlay

6,072.10

Total

8,822.33

Public Works

Road and Bridge Equipment- Capital Outlay

37,183.00

Total

37,183.00

Total Disbursements

46,005.33

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

211: Library

Receipts:

Miscellaneous

Interest Earning

2.74

Contributions and Donations from Private Sources

446.25

Total

448.99

Total Receipts

448.99

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

A- 12/31/2024

225: Firemens equip fund 225

Receipts:

Charges for Services

Sale of Public Safety Equipment/Vehicle

15,000.00

Total

15,000.00

Miscellaneous

Interest Earning

221.76

Contributions and Donations from Private Sources

35,000.00

Total

35,221.76**Total Receipts****50,221.76**

Other Financing Sources:

Sale of Assets

18.08

Transfers from other Funds

4,350.00

Sale of Investments

20,070.69

Disbursements:

Public Safety

Fire Administration- Current

759.49

Fire Fighting- Current

24,757.69

Fire Fighting- Capital Outlay

555.30

Total

26,072.48

Public Works

Paved Streets- Current

6,022.00

Total

6,022.00**Total Disbursements****32,094.48**

Other Financing Uses:

Other Financing Uses

2.11

Purchase of Investments

40,238.72

SCHEDULE 2

As Of: 12/31/2024

226: 1st Resp. equip fund 226

Receipts:

Miscellaneous

Interest Earning 2,140.24

Contributions and Donations from Private Sources 8,871.65

Total 11,011.89

Total Receipts 11,011.89

Other Financing Sources:

Sale of Assets 384.05

Sale of Investments 439.33

Disbursements:

Total Disbursements 0.00

Other Financing Uses:

Other Financing Uses 439.34

Purchase of Investments 2,431.73

SCHEDULE 2

As of 12/31/2024

227: Emily Area Recycling 227

Receipts:

Proprietary Fund Revenues

Oil Recycling

275.88

Total

275.88

Total Receipts

275.88

Other Financing Sources:

Transfers from other Funds

164.18

Disbursements:

Public Works

Waste (Refuse) Collection- Current

440.06

Total

440.06

Total Disbursements

440.06

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

228: Police Fund 228

Receipts:

Charges for Services

Sale of Public Safety Equipment/Vehicle

10,000.00

Total

10,000.00

Miscellaneous

Interest Earning

23.74

Total

23.74

Total Receipts

10,023.74

Other Financing Sources:

Disbursements:

Public Safety

Police Stations and Buildings- Current

5,760.00

Police Stations and Buildings- Capital Outlay

4,244.58

Total

10,004.58

Total Disbursements

10,004.58

Other Financing Uses:

SCHEDULE 2

Period: 12/31/2024

229: FORFEITURE FUND 229

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

301: General Debt Service (Identify)

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of: 12/31/2024

302: Debt Service PRI 2007 302

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

303: Debt Service GOCIP 2012 303 and 305

Receipts:

Taxes

Current Ad Valorem Taxes	45,371.15	
Delinquent Ad Valorem Taxes	916.84	
Mobile Home Tax	0.30	
Fiscal Disparities	99.40	
Severed Mineral Tax	8.93	
Total		<u>46,396.62</u>

Miscellaneous

Interest Earning	28.77	
Total		<u>28.77</u>

Total Receipts 46,425.39

Other Financing Sources:

Disbursements:

Debt Service

Bond Principal- Current	40,000.00	
Interest - Bonds- Current	5,125.00	
Fiscal Agent's Fees- Current	475.00	
Total		<u>45,600.00</u>

Total Disbursements 45,600.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2024

304: Debt Service PRI 2014 304

Receipts:

Taxes

Current Ad Valorem Taxes	28,704.84	
Delinquent Ad Valorem Taxes	480.44	
Mobile Home Tax	0.20	
Fiscal Disparities	55.08	
Severed Mineral Tax	5.73	
Principal on Special Assessments	16,091.93	
Penalties and Interest on Special Assessments	79.31	
Total		<u>45,417.53</u>

Miscellaneous

Interest Earning	20.19	
Total		<u>20.19</u>

Total Receipts 45,437.72

Other Financing Sources:

Transfers from other Funds	265.00
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Disbursements:

Debt Service

Bond Principal- Current	35,000.00	
Interest - Bonds- Current	7,437.50	
Fiscal Agent's Fees- Current	575.00	
Total		<u>43,012.50</u>

Total Disbursements 43,012.50

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

305: Debt Service PRI 2004 305

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2024

306: Debt Service PRI 2005 306

Receipts:

Taxes

Delinquent Ad Valorem Taxes	30.99	
Principal on Special Assessments	189.58	
Penalties and Interest on Special Assessments	44.43	
Total		<u>265.00</u>
Total Receipts		<u>265.00</u>

Other Financing Sources:

Disbursements:

Total Disbursements		<u>0.00</u>
----------------------------	--	-------------

Other Financing Uses:

Transfers to other Funds	265.00	
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SCHEDULE 2

As Of: 12/31/2024

404: Park Acquisition and Development (Optional)

Receipts:

Miscellaneous

Interest Earning	3,580.86	
Contributions and Donations from Private Sources	9,800.00	
Total		<u>13,380.86</u>
Total Receipts		<u>13,380.86</u>

Other Financing Sources:

Sale of Assets	662.42
Sale of Investments	767.72

Disbursements:

Culture and Recreation

Park Areas- Current	22,158.00	
Park Areas- Capital Outlay	43,375.81	
Total		<u>65,533.81</u>
Total Disbursements		<u>65,533.81</u>

Other Financing Uses:

Other Financing Uses	767.72
Purchase of Investments	(6,530.65)

SCHEDULE 2

As of 12/31/2024

406: CITY HALL CD 406

Receipts:

Miscellaneous

Interest Earning

34.97

Total

34.97

Total Receipts

34.97

Other Financing Sources:

Disbursements:

General Government

City Hall- Current

9,708.26

City Hall- Capital Outlay

10,010.12

Total

19,718.38

Public Safety

Police Stations and Buildings- Current

2,030.48

Total

2,030.48

Total Disbursements

21,748.86

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

407: CEMETERY CD 407

Receipts:

Miscellaneous

Interest Earning

1,793.60

Total

1,793.60

Total Receipts

1,793.60

Other Financing Sources:

Sale of Assets

336.05

Sale of Investments

384.41

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

384.41

Purchase of Investments

2,127.77

SCHEDULE 2

A 12/31/2024

408: SMALL CITIES CD 408

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

409: POLICE DEPART. 409

Receipts:

Miscellaneous

Interest Earning

1,284.86

Total

1,284.86

Total Receipts

1,284.86

Other Financing Sources:

Sale of Assets

240.03

Sale of Investments

274.59

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

274.59

Purchase of Investments

1,519.84

SCHEDULE 2

12/31/2024

410: SEWER EQUIP. 410

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

412: EDA CD 412

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2024

413: REHAB. PROJ. CD 413

Receipts:

Miscellaneous

Interest Earning

15.57

Total

15.57

Total Receipts

15.57

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

414: CAP. PROJ. FIRE CD 414

Receipts:

Miscellaneous

Interest Earning

7.63

Total

7.63

Total Receipts

7.63

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

A: 12/31/2024

415: CAP PROJ. RD CD 415

Receipts:

Miscellaneous

Interest Earning

2,609.16

Total

2,609.16

Total Receipts

2,609.16

Other Financing Sources:

Sale of Assets

480.05

Transfers from other Funds

162,754.91

Sale of Investments

549.17

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

549.16

Purchase of Investments

3,039.66

SCHEDULE 2

As Of: 12/31/2024

416: FUT. CITY DEV. CD 416

Receipts:

Miscellaneous

Interest Earning

1,752.87

Total

1,752.87**Total Receipts****1,752.87**

Other Financing Sources:

Sale of Assets

327.64

Sale of Investments

383.43

Disbursements:

Conservation of Natural Resources

Urban Redevelopment- Current

1,456.00

Urban Redevelopment- Capital Outlay

6,434.53

Total

7,890.53**Total Disbursements****7,890.53**

Other Financing Uses:


Other Financing Uses

383.43

Purchase of Investments

(7,256.20)

SCHEDULE 2

 12/31/2024

417: SHOP BLDG CD 417

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

602: Sewage Collection and Disposal

Receipts:

Taxes

Current Ad Valorem Taxes	81,532.47	
Delinquent Ad Valorem Taxes	938.56	
Mobile Home Tax	0.56	
Fiscal Disparities	111.93	
Severed Mineral Tax	16.45	
Principal on Special Assessments	4,389.53	
Penalties and Interest on Special Assessments	48.01	
Total		87,037.51

Licenses and Permits

Licenses & Permits	125.00	
Total		125.00

Miscellaneous

Interest Earning	615.19	
Total		615.19

Proprietary Fund Revenues

Rate Class I	81,153.26	
Connection/Reconnection Fees	50.00	
Penalties and Forfeited Discounts	1,205.89	
Hauled Wastewater Fees	250.00	
Total		82,659.15

Total Receipts**170,436.85**

Other Financing Sources:

Sale of Assets	96.02	
Sale of Investments	109.84	

Disbursements:

General Government

Ordinances and Proceedings- Current	91.00	
Total		91.00

Debt Service

Bond Principal- Current	60,000.00	
Interest - Bonds- Current	25,537.50	
Fiscal Agent's Fees- Current	575.00	
Total		86,112.50

Miscellaneous Expenditures

Sewer Utilities - Sanitary Sewer Maintenance- Current	48,873.41	
Sewer Utilities - Sewer Lift Stations- Current	3,922.24	
Sewer Utilities - Sewer Lift Stations- Capital Outlay	16,442.00	
Sewer Utilities - Administration and General- Current	10,264.75	
Total		79,502.40

SCHEDULE 2

12/31/2024

602: Sewage Collection and Disposal (Continued)

Total Disbursements

165,705.90

Other Financing Uses:

Other Financing Uses

109.84

Purchase of Investments

607.94

SCHEDULE 2

As Of: 12/31/2024

617: SEWER 617

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

12/31/2024

801: Small Cities Grant 801

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2024

851: Donor pass thru 851

Receipts:

Miscellaneous

Contributions and Donations from Private Sources

10,000.00

Total

10,000.00

Total Receipts

10,000.00

Other Financing Sources:

Disbursements:

Miscellaneous Expenditures

Emily Day (pass through)- Current

10,000.00

Total

10,000.00

Total Disbursements

10,000.00

Other Financing Uses:

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2024

Operating Revenues

Licenses & Permits	125.00
Rate Class I	81,153.26
Connection/Reconnection Fees	50.00
Penalties and Forfeited Discounts	1,205.89
Hauled Wastewater Fees	250.00
Total Operating Revenues	<u>82,784.15</u>

Operating Expenses

Ordinances and Proceedings	91.00
Sewer Utilities - Sanitary Sewer Maintenance	48,873.41
Sewer Utilities - Sewer Lift Stations	3,922.24
Sewer Utilities - Administration and General	10,264.75
Total Operating Expenses	<u>63,151.40</u>

Operating Income (Loss)

19,632.75

Nonoperating Revenue (Expenses)

Current Ad Valorem Taxes	81,532.47
Delinquent Ad Valorem Taxes	938.56
Mobile Home Tax	0.56
Fiscal Disparities	111.93
Severed Mineral Tax	16.45
Principal on Special Assessments	4,389.53
Penalties and Interest on Special Assessments	48.01
Interest Earning	615.19
Unrealized Investment Gain	96.02
Interest - Bonds	(25,537.50)
Fiscal Agent's Fees	(575.00)

Total Nonoperating Revenues (Expenses)

61,636.22

Net Income (Loss) Before Operating Transfers

81,268.97

Transfers From Other Funds

0.00

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2024

Transfers To Other Funds

0.00

Net Income

81,268.97

CITY OF EMILY

Sewage Collection and Disposal

Statement of Cash Flows

For the Year Ended December 31, 2024

Cash Flows From Operating Activities

Licenses & Permits	125.00
Rate Class I	81,153.26
Connection/Reconnection Fees	50.00
Penalties and Forfeited Discounts	1,205.89
Hauled Wastewater Fees	250.00
Ordinances and Proceedings	(91.00)
Sewer Utilities - Sanitary Sewer Maintenance	(48,873.41)
Sewer Utilities - Sewer Lift Stations	(3,922.24)
Sewer Utilities - Administration and General	(10,264.75)
Net Cash Provided (Used) for Operating Activities	<u>19,632.75</u>

Cash Flows From Noncapital Financing Activities

Current Ad Valorem Taxes	81,532.47
Delinquent Ad Valorem Taxes	938.56
Mobile Home Tax	0.56
Fiscal Disparities	111.93
Severed Mineral Tax	16.45
Principal on Special Assessments	4,389.53
Penalties and Interest on Special Assessments	48.01
Net Cash Provided (Used) for Noncapital Financing Activities	<u>87,037.51</u>

Cash Flows From Capital and Related Financing Activities

Unrealized Investment Gain	96.02
Bond Principal	(60,000.00)
Interest - Bonds	(25,537.50)
Fiscal Agent's Fees	(575.00)
Unrealized Investment Loss	(109.84)
Capital Outlay	(16,442.00)
Net Cash Provided (Used) for Capital and Related Financing Activities	<u>(102,568.32)</u>

Cash Flows From Investing Activities

Interest Earning	615.19
Sale of Investment	109.84
Purchase of Investments	(607.94)
Net Cash Provided (Used) for Investing Activities	<u>117.09</u>

Net Increase (Decrease) in Cash and Cash Equivalents 4,219.03

Cash and Cash Equivalents, January 1 102,531.58

Cash and Cash Equivalents, December 31 106,750.61

CITY OF EMILY
STATEMENT OF INDEBTEDNESS
 For The Year Ended December 31, 2024

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2024	Issued in 2024	Paid in 2024	Outstanding Dec 31, 2024
General Obligation*							
303 - GO Capital Improvement Plan(\$930,000 Total)	2.25-2.25	03/08/2012	02/01/2028	\$210,000.00	\$0.00	\$40,000.00	170,000.00
304 - GO PRI FUND BONDS	2.20	12/03/2014	02/01/2030	\$275,000.00	\$0.00	\$35,000.00	240,000.00
Total General Obligation*				\$485,000.00	\$0.00	\$75,000.00	410,000.00
General Obligation Revenue Bonds							
602 - GO Sewer Revenue Refunding Bond	2.00	01/09/2013	02/01/2036	\$945,000.00	\$0.00	\$60,000.00	885,000.00
Total General Obligation Revenue Bonds				\$945,000.00	\$0.00	\$60,000.00	885,000.00
Total Bonded Indebtedness				\$1,430,000.00	\$0.00	\$135,000.00	1,295,000.00
Other Long Term Debt							
100 - Custom Fire Pumper Truck	4.88	11/01/2022	10/01/2032	\$503,891.59	\$0.00	\$20,287.41	483,604.18
100 - Fire Truck Lease to Purchase	3.29	12/28/2015	10/01/2025	\$66,052.62	\$0.00	\$32,491.83	33,560.79
100 - SCBA's Lease to Purchase	2.98	08/10/2021	08/10/2026	\$45,116.83	\$0.00	\$14,599.55	30,517.28
Total Other Long Term Debt				\$615,061.04	\$0.00	\$67,378.79	547,682.25
Total City Indebtedness				\$2,045,061.04	\$0.00	\$202,378.79	1,842,682.25

[c]

[b]

[a]

Note:
 [*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds.
 [a] The Jan. 1 balance should agree with the Dec. 31 balance of the prior year.
 [b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.
 [c] Bonds Maturity January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31

Schedule T - Accounts Receivable (thru 2-10-25)

2/10/2025 14:38

id in 2025 for 2024

Payor	Receipt Date	Receipt #	Total	2024 Amount	2024 Account Allocation	Notes
Brian Ronayne	1/2/2025	13739	\$ 260.00	\$ 260.00	100-32210	2024 SSTS Permit
Kira Floisand	1/7/2025	13745	\$ 100.00	\$ 100.00	100-36240	Invs. 24-63 and 24-66
MN Fire Training	1/9/2025	13749	\$ 900.00	\$ 900.00	100-33431	Fire Training Reimbursement
Crow Wing County	1/10/2025	13750	\$ 106.66	\$ 106.66	100-35101	Court Fees
Ernie Rose Golf Ill	1/13/2025	13754	\$ 44.00	\$ 44.00	100-32110	Inv. 24-57 2025 Liquor License
Crow Wing County	1/27/2025	13776	\$ 54,409.32	\$ 54,409.32	100-31010	General and Delinquent Prop. Taxes, Fiscal Disparities, P & I, Special Assessments, and Spec. Assessments P & I
					602-31020	3.81
					306-31020	1.57
					303-31010	1,758.35
					303-31020	69.27
					602-31010	3,237.07
					602-31020	68.39
					304-31010	1,122.59
					304-31020	39.34
					100-31040	518.69
					303-31040	20.06
					602-31040	36.93
					304-31040	12.81
					100-31910	369.55
					306-31951	37.40
					304-31951	210.92
					306-31952	14.83
					304-31952	13.11
2024 TOTALS				\$ 55,819.98		\$ 55,819.98

Utility Billing	Receipt Date	Receipt #	Total	2024 Amount	2024 Account Allocation
2024 Quarter 4 Billing	1/7/2025	13747	\$ 2,066.71	\$ 2,066.71	602-37210
	1/8/2025	13748	\$ 1,137.14	\$ 1,137.14	602-37210
	1/13/2025	13752	\$ 704.91	\$ 704.91	602-37260
	1/13/2025	13755	\$ 370.06	\$ 370.06	602-37210
	1/13/2025	13756	\$ 1,982.48	\$ 1,982.48	602-37260
	1/13/2025	13757	\$ 1,850.32	\$ 1,850.32	602-37210
	1/13/2025	13758	\$ 176.22	\$ 176.22	602-37210
	1/23/2025	13769	\$ 2,067.59	\$ 2,067.59	602-37210
	1/23/2025	13770	\$ 1,842.98	\$ 1,842.98	602-37210
	1/27/2025	13771	\$ 1,629.22	\$ 1,629.22	602-37210
	1/27/2025	13772	\$ 176.22	\$ 176.22	602-37260
	1/27/2025	13773	\$ 176.42	\$ 176.42	602-37210
	1/27/2025	13774	\$ 352.44	\$ 352.44	602-37260
	1/27/2025	13775	\$ 176.22	\$ 176.22	602-37210
	1/30/2025	13777	\$ 701.10	\$ 701.10	602-37210
	1/31/2025	13778	\$ 176.22	\$ 176.22	602-37210
	1/31/2025	13779	\$ 352.44	\$ 352.44	602-37210
	2/7/2025	13782	\$ 352.45	\$ 352.45	602-37210
	2/7/2025	13783	\$ 176.22	\$ 176.22	602-37260
	2/7/2025	13785	\$ 176.22	\$ 176.22	602-37210
2024 TOTALS				\$ 16,643.58	\$ 16,643.58
2024 TOTAL				\$ 72,463.56	

SCHEDULE 7 - ACCOUNTS PAYABLE

(paid in 2025 for 2024)

DESCRIPTION	\$ AMOUNT	DATE PAID	CHECK #	ACCOUNT	\$ AMOUNT	2025	Description
Canon Financial Services	\$ 148.93	1/2/2025	62044	100 41425	413	\$ 148.93	Copier lease
Mobile Tire	\$ 120.00	1/2/2025	62045	100 43126	222	\$ 120.00	Truck Tires
Auto Value	\$ 583.78	1/2/2025	62046	100 42220	215	\$ 59.96	Fire Shop Materials, Shop Materials, Road Equipment Parts, Road Equipment Small Tools and Minor Equipment
				100 43110	215	\$ 55.87	
				100 43126	221	\$ 428.96	
				100 43126	240	\$ 38.99	
Emily Ace Hardware	\$ 81.03	1/2/2025	62047	100 43110	215	\$ 29.63	Shop Materials, Park Shop Materials, Cemetery Equipment Parts
				100 45202	215	\$ 10.52	
Federal Withholding (12/19/24-1/1/25)	\$ 2,031.64	1/3/2025	330855	100 49010	221	\$ 40.88	Federal withholding
				100 41425	122	\$ 205.87	
				100 41425	135	\$ 48.14	
				100 41425	171	\$ 183.39	
				100 41425	103	\$ 18.04	
				100 41425	122	\$ 14.62	
				100 41425	135	\$ 3.42	
				100 41425	171	\$ 5.40	
				100 41910	103	\$ 65.49	
				100 41910	122	\$ 53.08	
				100 41910	135	\$ 12.41	
				100 41910	171	\$ 19.60	
				100 41910	114	\$ 39.00	
				100 41910	122	\$ 31.62	
				100 41910	135	\$ 7.38	
				100 41941	101	\$ 29.78	
				100 41941	122	\$ 24.14	
				100 41941	135	\$ 5.64	
				100 41941	171	\$ 21.92	
				100 43110	101	\$ 174.27	
				100 43110	122	\$ 141.24	
				100 43110	135	\$ 33.03	
				100 43110	171	\$ 135.01	
				100 43121	101	\$ 124.83	
				100 43121	122	\$ 101.17	
				100 43121	135	\$ 23.66	
				100 43121	171	\$ 97.14	
				100 43240	101	\$ 15.07	
				100 43240	122	\$ 12.21	
				100 43240	135	\$ 2.86	
				100 43240	171	\$ 11.10	
				100 45202	101	\$ 4.35	
				100 45202	122	\$ 3.52	
				100 45202	135	\$ 0.83	
				100 45202	171	\$ 3.37	
				100 45202	115	\$ 13.43	
				100 45202	122	\$ 10.85	
				100 45202	135	\$ 2.55	
				100 49010	101	\$ 11.23	
				100 49010	122	\$ 9.13	
				100 49010	135	\$ 2.13	
				100 49010	171	\$ 10.62	
				602 49450	101	\$ 2.30	
				602 49450	122	\$ 1.85	
				602 49450	135	\$ 0.44	

DESCRIPTION	\$ AMOUNT	DATE PAID	CHECK #	A	JNT	\$ AMOUNT
				602	49450	171
				602	49490	101
				602	49490	122
				602	49490	135
				602	49490	171
Culligan	\$ 163.26	1/8/2025	62049	100	41941	416
Dahlheimer Beverage	\$ 262.05	1/8/2025	62050	100	43110	416
				100	41941	211
				100	42280	211
				100	43110	211
Ferrelgas	\$ 703.12	1/8/2025	62051	100	43110	383
Tri-County Septic Inspection	\$ 600.00	1/8/2025	62052	100	41910	310
A W Research	\$ 72.60	1/14/2025	62063	602	49450	315
S.E.H.	\$ 4,730.38	1/14/2025	62064	100	43121	303
S.E.H.	\$ 499.94	1/14/2025	62065	100	43130	303
Thelen Heating & Roofing	\$ 832.00	1/14/2025	62066	100	41941	404
Quill	\$ 13.59	1/14/2025	62068	100	41110	201
Ehlers Investment Partners	\$ 86.82	1/14/2025	62071	100	49350	307
Allegra	\$ 197.00	1/14/2025	62073	100	41425	201
				100	41910	201
				100	43110	201
Elan Financial Services	\$ 1,566.98	1/14/2025	62076	100	41425	201
				100	41425	322
				100	41910	322
				100	42270	201
				100	43110	240
				100	49010	322
				602	49490	322
Minnesota Revenue (12/19/24-1/1/25)	\$ 329.77	1/14/2025	330858	100	41425	172
				100	41910	172
				100	41941	172
				100	43110	172
				100	43121	172
				100	43240	172
				100	45202	172
				100	49010	172
				602	49450	172
AFLAC	\$ 396.36	1/15/2025	62088	602	49490	172
				100	41425	101
Crow Wing Power	\$ 3,310.98	1/15/2025	62089	100	43110	101
				100	41941	381
				100	42280	381
				100	43110	381
				100	43160	381
				100	45202	381
				100	49010	381
				602	49470	381
PERA (12/19/24 - 1/1/25)	\$ 1,381.92	1/15/2025	330860	100	41425	101
				100	41425	121
				100	41425	103
				100	41425	121
				100	41910	103
				100	41910	121
				100	41941	101
				100	41941	121
				100	43110	101
				100	43110	121
				100	43121	101

2025 Description

45.00 Hall Water Softener/Salt \$

15.00 Shop Water \$

Hall/Fire/Shop Cleaning Supplies

Shop Propane

Septic Inspections

Sewer Pond Labs

2025 Street Project Engineering

Preliminary Roosevelt Dr. Bridge Engineering

Hall Gym HVAC System Repair

Council Nameplate

Investment Management Fee

Copies of Maps

Credit Cards:Clerk Office Supplies, Clerk Postage

PZ Postage, 1st Resp Office Supplies, Shop

Small Tools, Cemetery Postage, Sewer Postage

State Withholding

Employee paid insurance

Electrical service

PERA

\$ 2.41

\$ 15.62

\$ 12.66

\$ 2.96

\$ 6.90

\$ 97.15

\$ 66.11

\$ 87.35

\$ 87.35

\$ 703.12

\$ 600.00

\$ 72.60

\$ 4,730.38

\$ 499.94

\$ 832.00

\$ 13.59

\$ 86.82

\$ 35.00

\$ 35.00

\$ 127.00

\$ 9.95

\$ 255.55

\$ 224.31

\$ 67.67

\$ 829.11

\$ 12.39

\$ 168.00

\$ 112.36

\$ 5.88

\$ 16.74

\$ 99.02

\$ 71.00

\$ 8.48

\$ 2.47

\$ 6.68

\$ 1.41

\$ 5.73

\$ 281.80

\$ 114.56

\$ 2,434.55

\$ 137.47

\$ 238.96

\$ 267.00

\$ 59.46

\$ 42.44

\$ 131.10

\$ 233.18

\$ 269.05

\$ 15.33

\$ 17.69

\$ 55.65

\$ 64.21

\$ 26.56

\$ 30.65

\$ 155.47

\$ 179.37

\$ 111.36

DESCRIPTION	\$ AMOUNT	DATE PAID	CHECK #	ACCOUNT	\$ AMOUNT	2025	Description
				100 43121	121		
				100 43240	101	\$	128.49
				100 43240	121	\$	13.44
				100 45202	101	\$	15.51
				100 45202	121	\$	3.87
				100 49010	101	\$	4.47
				100 49010	121	\$	10.02
				602 49450	101	\$	11.56
				602 49450	121	\$	2.05
				602 49490	101	\$	2.37
				602 49490	121	\$	14.68
				100 49040	810	\$	16.94
Dan Barrett	\$ 1,600.00	1/15/2025	62090	100 45187	493	\$	1,600.00
Minnesota Revenue	\$ 120.00	1/16/2025	330862	100 42220	493	\$	1.23
				100 43240	384	\$	118.77
WM Corporate Services, Inc.	\$ 357.16	1/22/2025	62093	100 43110	321	\$	357.16
Verizon	\$ 104.34	1/22/2025	62094	100 41941	404	\$	104.34
Pike Plumbing & Heating of Brainerd	\$ 747.50	1/22/2025	62096	100 43110	211	\$	747.50
Pioneer Research Corporation	\$ 572.69	1/29/2025	62107	100 41130	304	\$	572.69
Gammello-Pearson, PLLC	\$ 2,364.65	1/29/2025	62108	100 41425	304	\$	806.00
				100 41910	304	\$	895.65
				100 42210	304	\$	104.00
				602 41130	304	\$	364.00
Wex Bank	\$ 693.28	1/29/2025		100 42220	212	\$	195.00
				100 43126	212	\$	13.87
Pioneer Research Corporation	\$ 572.69	2/5/2025	62122	100 43110	211	\$	679.41
Elan Financial Services	\$ 308.32	2/11/2025	62127	100 41425	309	\$	572.69
				100 41425	311	\$	129.53
				100 41910	322	\$	47.00
				100 42210	201	\$	32.00
				100 43110	306	\$	1.77
Ferrelgas	\$ 1,757.01	2/11/2025	62129	100 42280	383	\$	95.52
				100 43110	383	\$	2.50
Dept. of Employment and Econ. Dev.	\$ 690.52	2/11/2025	62134	100 43110	142	\$	831.42
Grow Wing County	\$ 100.00	2/11/2025	62137	100 41540	311	\$	690.52
Total Payables	\$ 28,100.31					\$	100.00
Total 2025 Balances						\$	28,100.31
TOTAL 2024 PAYABLES						\$	1,071.66
						\$	27,028.65

Refund of 2025 Liquor License Fees
2024 Sales & Use Tax

Refuse Disposal
Shop - Cell Phones
Hall Boiler System Inspection
Degreaser
Legal Fees-Ordinance,Clerk,PZ,Fire

Fuel - Fire and Road Vehicles

Degreaser
Credit Cards: Clerk Software, Clerk
Admin, Clerk Postage, PZ Postage,
Fire Office Supplies, Shop Personnel
Testing

Fire Hall and Shop Propane

Qtr. 4 2024 Unemployment Bill
2024 Audit Confirmation

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	390,903.82	01/01/2024			
			01/31/2024	172.83		391,076.65
			01/31/2024	60.12		391,136.77
			01/31/2024	105.20		391,241.97
			01/31/2024	52.60		391,294.57
			01/31/2024	37.57		391,332.14
			01/31/2024	75.15		391,407.29
			01/31/2024	52.60		391,459.89
			01/31/2024	15.03		391,474.92
			01/31/2024	301.83		391,776.75
			01/31/2024	104.98		391,881.73
			01/31/2024	183.72		392,065.45
			01/31/2024	91.86		392,157.31
			01/31/2024	65.62		392,222.93
			01/31/2024	131.23		392,354.16
			01/31/2024	91.86		392,446.02
			01/31/2024	26.25		392,472.27
			02/29/2024	825.75		393,298.02
			02/29/2024	287.22		393,585.24
			02/29/2024	502.63		394,087.87
			02/29/2024	251.31		394,339.18
			02/29/2024	179.51		394,518.69
			02/29/2024	359.02		394,877.71
			02/29/2024	251.31		395,129.02
			02/29/2024	71.80		395,200.82
			02/29/2024	254.77		395,455.59
			02/29/2024	88.62		395,544.21
			02/29/2024	155.08		395,699.29
			02/29/2024	77.54		395,776.83
			02/29/2024	55.38		395,832.21
			02/29/2024	110.77		395,942.98
			02/29/2024	77.54		396,020.52
			02/29/2024	22.15		396,042.67
			03/31/2024	501.68		396,544.35

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			03/31/2024	174.50		396,718.85
			03/31/2024	305.37		397,024.22
			03/31/2024	152.69		397,176.91
			03/31/2024	109.06		397,285.97
			03/31/2024	218.12		397,504.09
			03/31/2024	152.68		397,656.77
			03/31/2024	43.62		397,700.39
			03/31/2024	721.69		398,422.08
			03/31/2024	251.02		398,673.10
			03/31/2024	439.29		399,112.39
			03/31/2024	219.64		399,332.03
			03/31/2024	156.89		399,488.92
			03/31/2024	313.78		399,802.70
			03/31/2024	219.64		400,022.34
			03/31/2024	62.76	303.95	400,085.10
			03/31/2024		105.72	399,781.15
			03/31/2024		185.01	399,675.43
			03/31/2024		92.51	399,490.42
			03/31/2024		66.08	399,397.91
			03/31/2024		132.15	399,331.83
			03/31/2024		92.49	399,199.68
			03/31/2024		26.43	399,107.19
			03/31/2024		723.02	399,080.76
			03/31/2024		251.49	398,357.74
			03/31/2024		440.10	398,106.25
			03/31/2024		220.04	397,666.15
			03/31/2024		157.18	397,446.11
			03/31/2024		314.36	397,288.93
			03/31/2024		220.05	396,974.57
			03/31/2024		62.87	396,754.52
			03/31/2024	4.62		396,691.65
			04/30/2024	1.61		396,696.27
			04/30/2024	2.81		396,697.88
			04/30/2024			396,700.69

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			04/30/2024	1.40		396,702.09
			04/30/2024	1.00		396,703.09
			04/30/2024	2.01		396,705.10
			04/30/2024	1.40		396,706.50
			04/30/2024	0.40		396,706.90
			04/30/2024		23.08	396,683.82
			04/30/2024		8.03	396,675.79
			04/30/2024		14.05	396,661.74
			04/30/2024		7.02	396,654.72
			04/30/2024		5.02	396,649.70
			04/30/2024		10.03	396,639.67
			04/30/2024		7.02	396,632.65
			04/30/2024		2.01	396,630.64
			05/31/2024	4.79		396,635.43
			05/31/2024	1.66		396,637.09
			05/31/2024	2.91		396,640.00
			05/31/2024	1.46		396,641.46
			05/31/2024	1.04		396,642.50
			05/31/2024	2.08		396,644.58
			05/31/2024	1.46		396,646.04
			05/31/2024	0.42		396,646.46
			05/31/2024	21.47		396,667.93
			05/31/2024	7.47		396,675.40
			05/31/2024	13.07		396,688.47
			05/31/2024	6.53		396,695.00
			05/31/2024	4.67		396,699.67
			05/31/2024	9.33		396,709.00
			05/31/2024	6.53		396,715.53
			05/31/2024	1.87		396,717.40
			06/30/2024	4.65		396,722.05
			06/30/2024	1.62		396,723.67
			06/30/2024	2.83		396,726.50
			06/30/2024	1.41		396,727.91
			06/30/2024	1.02		396,728.93

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			06/30/2024	2.02		396,730.95
			06/30/2024	1.41		396,732.36
			06/30/2024	0.40		396,732.76
			06/30/2024	21.44		396,754.20
			06/30/2024	7.46		396,761.66
			06/30/2024	13.05		396,774.71
			06/30/2024	6.53		396,781.24
			06/30/2024	4.66		396,785.90
			06/30/2024	9.32		396,795.22
			06/30/2024	6.53		396,801.75
			06/30/2024	1.86		396,803.61
			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
			08/31/2024	1.25		401,942.38
			08/31/2024	0.44		401,942.82
			08/31/2024	0.77		401,943.59
			08/31/2024	0.39		401,943.98
			08/31/2024	0.28		401,944.26
			08/31/2024	0.55		401,944.81
			08/31/2024	0.39		401,945.20

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
		0.11	08/31/2024			401,945.31
		833.31	08/31/2024	833.31		402,778.62
		289.84	08/31/2024	289.84		403,068.46
		507.22	08/31/2024	507.22		403,575.68
		253.61	08/31/2024	253.61		403,829.29
		181.15	08/31/2024	181.15		404,010.44
		362.30	08/31/2024	362.30		404,372.74
		253.61	08/31/2024	253.61		404,626.35
		72.46	08/31/2024	72.46		404,698.81
		273.87	08/31/2024	273.87		404,972.68
		95.26	08/31/2024	95.26		405,067.94
		166.71	08/31/2024	166.71		405,234.65
		83.36	08/31/2024	83.36		405,318.01
		59.54	08/31/2024	59.54		405,377.55
		119.08	08/31/2024	119.08		405,496.63
		83.36	08/31/2024	83.36		405,579.99
		23.82	08/31/2024	23.82		405,603.81
		87.29	09/30/2024	87.29		405,691.10
		30.36	09/30/2024	30.36		405,721.46
		53.13	09/30/2024	53.13		405,774.59
		26.57	09/30/2024	26.57		405,801.16
		18.98	09/30/2024	18.98		405,820.14
		37.95	09/30/2024	37.95		405,858.09
		26.57	09/30/2024	26.57		405,884.66
		7.59	09/30/2024	7.59		405,892.25
		663.67	09/30/2024	663.67		406,555.92
		230.84	09/30/2024	230.84		406,786.76
		403.98	09/30/2024	403.98		407,190.74
		201.99	09/30/2024	201.99		407,392.73
		144.28	09/30/2024	144.28		407,537.01
		288.55	09/30/2024	288.55		407,825.56
		201.99	09/30/2024	201.99		408,027.55
		57.71	09/30/2024	57.71		408,085.26
			09/30/2024		129.88	407,955.38

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			09/30/2024		45.18	407,910.20
			09/30/2024		79.06	407,831.14
			09/30/2024		39.53	407,791.61
			09/30/2024		28.24	407,763.37
			09/30/2024		56.47	407,706.90
			09/30/2024		39.53	407,667.37
			09/30/2024		11.29	407,656.08
		116.99	10/31/2024			407,773.07
		40.69	10/31/2024			407,813.76
		71.21	10/31/2024			407,884.97
		35.61	10/31/2024			407,920.58
		25.43	10/31/2024			407,946.01
		50.86	10/31/2024			407,996.87
		35.61	10/31/2024			408,032.48
		10.17	10/31/2024		70.21	408,042.65
			10/31/2024		24.42	407,972.44
			10/31/2024		42.74	407,948.02
			10/31/2024		21.37	407,905.28
			10/31/2024		15.26	407,883.91
			10/31/2024		30.53	407,868.65
			10/31/2024		21.37	407,838.12
			10/31/2024		6.11	407,816.75
		20,068.58	11/12/2024			407,810.64
			11/12/2024		10,731.87	427,879.22
			11/12/2024		9,336.71	417,147.35
		121.15	11/30/2024			407,810.64
		19.70	11/30/2024			407,931.79
		42.14	11/30/2024			407,951.49
		63.21	11/30/2024			407,993.63
		36.87	11/30/2024			408,056.84
		26.34	11/30/2024			408,093.71
		52.68	11/30/2024			408,120.05
		27.70	11/30/2024			408,172.73
			11/30/2024			408,200.43

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

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			11/30/2024	10.54		408,210.97
			11/30/2024		12.96	408,198.01
			11/30/2024		2.11	408,195.90
			11/30/2024		4.49	408,191.41
			11/30/2024		6.76	408,184.65
			11/30/2024		3.94	408,180.71
			11/30/2024		2.81	408,177.90
			11/30/2024		5.63	408,172.27
			11/30/2024		2.97	408,169.30
			11/30/2024		1.13	408,168.17
			12/31/2024	392.21		408,560.38
			12/31/2024	63.78		408,624.16
			12/31/2024	136.42		408,760.58
			12/31/2024	204.63		408,965.21
			12/31/2024	119.37		409,084.58
			12/31/2024	85.26		409,169.84
			12/31/2024	170.53		409,340.37
			12/31/2024	89.70		409,430.07
			12/31/2024	34.11		409,464.18
			12/31/2024	111.19		409,575.37
			12/31/2024	18.08		409,593.45
			12/31/2024	38.67		409,632.12
			12/31/2024	58.01		409,690.13
			12/31/2024	33.84		409,723.97
			12/31/2024	24.17		409,748.14
			12/31/2024	48.34		409,796.48
			12/31/2024	25.43		409,821.91
			12/31/2024	9.67		409,831.58
Total				43,170.04	24,242.28	409,831.58
Total All Investments				43,170.04	24,242.28	409,831.58

As of 12/31/2024

Personal Services	
AFLAC	3,924.12
Colonial Life	841.44
Department of Employment and	145.63
Emily Fire Relief Association	85,022.32
FEDERAL WITHHOLDING/ON LINE	64,967.99
I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	70,580.00
INTERNATIONAL UNION OF	1,680.00
LEAGUE MN CITIES INS. TRUST WC	23,012.00
League of MN Cities Insurance Trust	500.00
Minnesota Life Insurance Company	700.70
MINNESOTA REVENUE	9,207.12
Payroll Period Ending 01/03/2024	6,689.91
Payroll Period Ending 01/09/2024	2,369.08
Payroll Period Ending 01/17/2024	7,712.67
Payroll Period Ending 01/31/2024	7,650.47
Payroll Period Ending 02/07/2024	121.90
Payroll Period Ending 02/13/2024	1,910.12
Payroll Period Ending 02/14/2024	8,300.12
Payroll Period Ending 02/28/2024	6,957.60
Payroll Period Ending 03/13/2024	10,258.29
Payroll Period Ending 03/27/2024	7,566.19
Payroll Period Ending 04/03/2024	646.45
Payroll Period Ending 04/09/2024	2,140.86
Payroll Period Ending 04/10/2024	7,300.22
Payroll Period Ending 04/24/2024	7,362.52

As of 12/31/2024

Personal Services (Continued)

Payroll Period Ending 05/01/2024	129.28
Payroll Period Ending 05/08/2024	7,218.35
Payroll Period Ending 05/14/2024	1,910.12
Payroll Period Ending 05/22/2024	8,673.03
Payroll Period Ending 06/05/2024	8,863.52
Payroll Period Ending 06/11/2024	1,907.52
Payroll Period Ending 06/20/2024	9,115.44
Payroll Period Ending 07/03/2024	8,979.34
Payroll Period Ending 07/08/2024	1,907.52
Payroll Period Ending 07/17/2024	8,946.82
Payroll Period Ending 07/31/2024	8,944.37
Payroll Period Ending 08/07/2024	314.00
Payroll Period Ending 08/09/2024	2,366.48
Payroll Period Ending 08/14/2024	9,229.85
Payroll Period Ending 08/28/2024	7,800.41
Payroll Period Ending 09/04/2024	567.96
Payroll Period Ending 09/10/2024	1,907.52
Payroll Period Ending 09/11/2024	8,095.41
Payroll Period Ending 09/25/2024	7,998.08
Payroll Period Ending 10/02/2024	314.00
Payroll Period Ending 10/08/2024	2,138.26
Payroll Period Ending 10/09/2024	7,678.64
Payroll Period Ending 10/23/2024	7,525.83
Payroll Period Ending 11/06/2024	8,730.68
Payroll Period Ending 11/12/2024	1,907.52

As of 12/31/2024

Personal Services (Continued)

Payroll Period Ending 11/20/2024	7,152.13
Payroll Period Ending 12/04/2024	35,020.97
Payroll Period Ending 12/09/2024	1,907.52
Payroll Period Ending 12/18/2024	7,271.00
PERA	37,331.52

559,420.81

Supplies

Aitkin Motor Company	52.02
AUTO VALUE	2,457.59
Bobcat of Brainerd	2,256.12
BOUND TREE MEDICAL LLC	1,172.81
Creative Threads Inc	1,224.00
Crow Wing County	1,272.71
Dahlheimer Beverage	496.70
Demco Inc.	127.15
Dollar General - Regions 410526	150.93
DSC Communications	166.67
Econo Signs, LLC.	2,303.14
Elan Financial Services	11,371.30
EMILY ACE HARDWARE	4,259.85
EMILY SAND & GRAVEL	11,200.00
Equipment Management Company	919.00
Farm-Rite Equipment Inc.	340.25
GREAT PLAINS FIRE	23,098.02
Highway 18 Collision Center, Inc.	907.52

As of 12/31/2024

Supplies (Continued)

JTH Garage Door	180.00
JTH Garage Door LLC	2,069.49
K&M SIGNS INC.	334.00
LAKE COUNTRY FOODS	310.00
LAKERS LIONS	34.00
MacQueen Emergency	1,222.00
Meyer Midwest	52.82
Midwest Machinery Co.	2,237.05
Minnesota Pump Works	537.60
Mobile Tire	1,100.00
Momentum Truck Group	4,152.24
NORTHLAND FIRE PROTECTION	1,934.70
PEOPLESERVICE, INC.	381.96
PIKE PLUMBING & HEATING OF BRAINERD	4,309.15
Pioneer Research Corporation	1,195.68
Pomp's Tire Service Inc	72.16
POWERPLAN	788.06
Quality Fabricating	1,551.70
QUILL	669.99
Rasinski Total Door Service LLC	715.30
RDO Equipment Co.	229.10
Riteway Business Forms	143.53
Security & Fire Partners, Inc.	1,384.12
Team Laboratory Chemical, LLC	1,542.50
The Office Shop, Inc.	486.86

As of 12/31/2024

Supplies (Continued)		
TrafficLogix	6,022.00	
Tremolo Communications	874.94	
Uline	1,987.84	
Up North Electric Inc	140.00	
Up North Electric, Inc.	135.00	
VICTOR LUNDEEN COMPANY	548.33	
W. W. GOETSCH ASSOCIATES, INC.	330.13	
Wex Bank	12,037.77	
		113,485.80
Other Services and Charges		
A W Research Laboratories	1,996.40	
Active911, Inc.	163.71	
Aitkin Motor Company	280.00	
AL'S SEWER SERVICE	2,215.00	
American Legal Publishing Corp.	1,213.77	
Amy Prokott	790.80	
Aramark	851.64	
Banyon Data Systems	1,135.00	
Birchdale Fire and Security	173.04	
Blair Mileski	966.58	
Bobcat of Brainerd	1,993.50	
Canon Financial Services, Inc.	1,787.16	
CARI JOHNSON	681.39	
CELEBRATE EMILY DAY COMMITTEE	10,000.00	
Cindy Thompson	170.00	

As of 12/31/2024

Other Services and Charges (Continued)

CITY OF CROSBY	201.00
CITY OF FIFTY LAKES	750.00
Clasen & Schiessel CPAs Ltd	11,950.00
Connect Interiors	4,135.00
Corbin Excavating, Inc.	12,501.25
Craig Prokott	78.99
CROSBY-IRONTON COURIER	2,575.44
Crow Wing County	1,632.52
Crow Wing County Attorney's Office	2,500.00
Crow Wing County Community Services	1,000.00
Crow Wing County Historical Society	100.00
CROW WING COUNTY RECORDER	114.00
CROW WING POWER	25,030.31
CULLIGAN	1,407.07
Cuyuna Range Fire Chief's Assoc.	300.00
CUYUNA REGIONAL MEDICAL CENTER	2,636.00
Dave Johnson	37.52
Diane Gooley	37.52
DSC Communications	900.00
EAST SIDE OIL COMPANIES, INC.	440.00
Ehlers Investment Partners, LLC	1,849.48
Elan Financial Services	4,045.72
EMILY ACE HARDWARE	25.00
Emily Food Shelf	250.00
Equipment Management Company	378.00

As of 12/31/2024

Other Services and Charges (Continued)

F.I.R.E.	2,800.00
FERRELLGAS	5,960.30
Forum Communications Company	293.94
Fox Glen Painting	1,625.00
Freshwater Scientific Services, LLC	550.00
GAMMELLO - PEARSON, PLLC	16,496.25
GOPHER STATE ONE-CALL	126.95
Gregory Koch	107.20
Highway 18 Collision Center, Inc.	765.00
IIMC	310.00
Initiative Foundation	450.00
Jane Davis	49.98
Jeff and Karen Silker	410.00
JTH Garage Door	60.00
JTH Garage Door LLC	435.00
K&M SIGNS INC.	85.00
Krista Kommer	391.91
LAKES AREA RENTAL	955.63
LEAGUE MN CITIES INS. TRUST P&C	68,950.00
LEAGUE OF MINNESOTA CITIES	519.00
MacQueen Emergency	1,495.00
MCFOA	100.00
Meyer Midwest	260.00
MFSCB	78.75
Midwest Machinery Co.	155.00

As of 12/31/2024

Other Services and Charges (Continued)

Minnesota Association of Cemeteries	75.00
Minnesota Fire Service Cert. Board	378.00
Minnesota Petroleum Service, Inc.	726.50
MINNESOTA REVENUE	42.00
MINNESOTA STATE FIRE DEPT. ASSOC.	175.00
Mobile Tire	220.00
Momentum Truck Group	2,905.00
MPCA	505.00
NORTHLAND FIRE PROTECTION	1,042.00
OmniSite	870.00
Outdoor Specialties, LLC	20,480.00
PEOPLESERVICE, INC.	32,268.32
PIKE PLUMBING & HEATING OF BRAINERD	4,830.00
PINE RIVER STATE BANK	45.00
PLM Lake and Land Management Corp.	16,664.00
Pomp's Tire Service Inc	432.00
POSTMASTER	154.00
Priority Transport LLC	300.00
Professional Engineering Consultant	450.00
Quality Fabricating	1,678.00
Rasinski Total Door Service LLC	1,104.91
RDO Equipment Co.	1,442.00
S.E.H.	22,938.28
Sadusky Renovations, Inc.	7,150.00
Security & Fire Partners Inc.	2,821.10

As of 12/31/2024

Other Services and Charges (Continued)

Security & Fire Partners, Inc.	7,219.41
Short Elliott Hendrickson, Inc.	3,840.00
Sourcewell	13,488.75
St. Cloud State University	225.00
Sue Fahrendorff	436.84
The Office Shop, Inc.	2,582.12
THELEN HEATING & ROOFING, INC.	576.00
Tom Block Tree Service	1,300.00
Tremolo Communications	10,083.45
Tri-County Septic Inspection	4,900.00
University of Minnesota	83.00
Up North Electric Inc	550.00
Up North Electric, Inc.	490.00
Verizon	1,278.76
Vestis	1,933.04
W. W. GOETSCH ASSOCIATES, INC.	1,200.00
WM Corporate Services, Inc.	4,285.92

376,891.12

Capital Outlay

Anderson Brothers Construction Co.	26,096.78
Econo Signs, LLC.	201.60
Elan Financial Services	662.09
EMILY ACE HARDWARE	25.04
GREAT PLAINS FIRE	324.76
Lawyers Title Services, LLC	5,934.53

As of 12/31/2024

Capital Outlay (Continued)

LTS Escrow	500.00
McCoy Construction & Forestry	132,200.00
Midway Ford Company	51,635.20
NORTHERN LAKES ELECTRIC INC.	1,325.00
OBERG FENCE CO	10,694.00
Quality Fabricating	230.54
Tennant Sales & Service Company	13,778.80
The Office Shop, Inc.	10,050.40
TSS Automotive Equipment Service, I	12,760.18
Up North Electric, Inc.	1,190.00
Varsity Scoreboards	4,645.00
W. W. GOETSCH ASSOCIATES, INC.	16,442.00
Wes Hanson Builders	6,639.32
Wes Hanson Builders Inc.	7,363.38

302,698.62

Debt Service

Bond Trust Services Corporation	174,725.00
Community First National Bank	44,900.00
Santander Leasing, LLC	34,664.96
Tax-Exempt Leasing Corp.	15,944.03

270,233.99

Other Financing Uses

Amy Prokott	16.35
BRIAN FOSTER	34.99
Bryce Butcher	15.00
Calen Spindler	37.57

As of 12/31/2024

Other Financing Uses (Continued)

CARI JOHNSON	7.50	
Funds 225 and 415	167,104.91	
Funds 227 and 304	429.18	
LeAnn Werner	38.66	
Mike Armbrust	10.00	
Money Market/Bonds	43,170.04	
Pershing	4,173.70	
PINE RIVER STATE BANK	0.00	
Sandra Wgeishofski	100.00	
Sue Fahrendorff	128.00	
		215,265.90
Total	1,837,996.24	

CITY OF EMILY Summary Budget Statement

The purpose of this report is to provide 2025 summary budget information concerning the City of Emily to interested citizens. The budget is published in accordance with MN Statute 471.6965. This is not a complete city budget. The complete city budget may be examined at the City Clerk's Office, 39811 State Hwy. 6, Emily. The City Council approved the preliminary levy at the special meeting on September 17, 2024 and adopted the final levy at the Council meeting on December 18, 2024.

GENERAL FUND BUDGET	2024	2025
REVENUES		
Property Taxes	1,213,489	1,253,142
All Other Taxes	23,103	21,072
Special Assessments	505	505
Licenses and Permits	32,790	32,070
Federal Grants	4	65,003
State General Purpose Aid	33,275	23,650
State Categorical Aid	42,900	22,855
Grants from County and Other Local Governments	50,074	92,600
Charges for Services	76,629	74,161
Fines and Forfeits	2,150	1,050
Interest on Investments	27,100	8,800
Miscellaneous Revenues	14,500	10,000
TOTAL REVENUES	1,516,519	1,604,908
EXPENDITURES		
General Government	403,632	427,165
Public Safety	195,328	226,028
Streets and Highways	375,645	405,841
Sanitation	13,525	18,980
Culture and Recreation	32,790	84,501
Conservation of Natural Resources	18,465	22,106
Economic Development	1,274	1,274
Miscellaneous Current Expenditures	20,150	20,585
Debt Service - Principal	67,379	69,874
Interest and Fiscal Charges	28,130	25,635
Streets and Highways Construction	94,690	157,519
Capital Outlay	241,993	117,400
Other Financing Uses	23,518	28,000
TOTAL	1,516,519	1,604,908
Transfers to Other Funds	-	-
TOTAL EXPENDITURES	1,516,519	1,604,908
PROPERTY TAX LEVY REQUIRED TO FUND THIS BUDGET (ALL FUNDS)		
	1,376,810	1,445,651
Net Unrealized Gain (or Loss) from Investments	(159)	
General Fund Ending Cash Balance	774,956	

Cari Johnson, City Clerk/Treasurer

RECEIVED
FEB 5 2025

CITY OF EMILY
LAND USE PERMIT APPLICATION

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

Name of Applicant Emily Emergency Food Shelf, Inc

Phone 218-763-3663

Property Address 20948 County Rd. 1, Emily MN 56447

Mailing Address (if different) P.O. Box 93 " " "

Email: emilyfs001@gmail.com

Applicant is:

- Legal Owner
- Contract Buyer
- Option Holder
- Agent
- Other Tenant

Title Holder of Property: (if not applicant)

The City of Emily
 (Name)
P.O. Box 68
 (Address)
Emily MN 56447
 (City, State, Zip)

Property Parcel ID (8 Digit # on Tax Statement) 21270501

Zoning District Omuc Commercial Business or Future Commercial Business _____

Estimated Cost of Structure (only needed for buildings) \$ _____

All structures, buildings and Camper/RV's need an E911 address, assigned by Crow Wing County.

Do you have an E911 address? _____ If not, contact Crow Wing County Land Services 218-824-1010 to apply for an address.

State nature of request in detail: (What are you proposing for the property? **If a new structure indicate, dimensions, height, foundation type, usage, and number of bedrooms (if applicable). If a Commercial Business, indicate the nature of business or possible future business. If a Camper/RV, indicate annual or long-term.**

- ① To enclose the drive through awning for dry/cold storage.
- ② Replace food shelf sign with a new 4x6 sign in the same location as existing sign.
- ③ Request City to waive fees.

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

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

Approved by the Zoning Administrator: _____ Date: _____

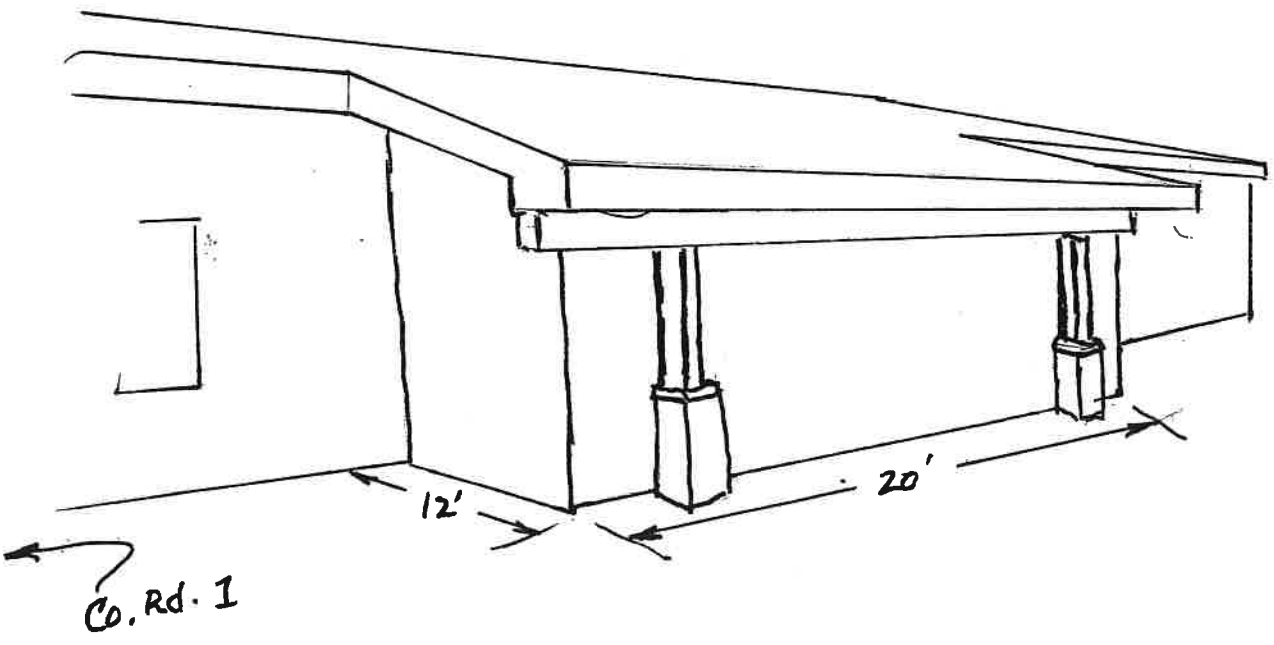
Site Plan



Include: Property lines, water features,
existing and proposed structures, septic
systems, wells and roads.

①

see attached



Site Plan



Include: Property lines, water features,
existing and proposed structures, septic
systems, wells and roads.

②

see attached



EMILLY

FOOD SHELF

& Resource Center

218-763-3663



LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is entered into by and between THE CITY OF EMILY ("Landlord") and the EMILY EMERGENCY FOOD SHELF, INC., a Minnesota Non-Profit Corporation ("Tenant");

WITNESSETH:

1. **Leased Premises.** Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the tract of land in the city of Emily, Minnesota, more particularly described on Exhibit "A" attached hereto ("Land") and any improvements situated thereon ("Improvements"). The leased Premises is located in the city of Emily and also known as the Unity Bank Building property located at 20948 County Road 1, Emily, MN 56447. Tenant shall use the leased premises for a food shelf only and for no other purposes. Tenant shall not sublease the leased premises to any other entity without the express written approval of Landlord.
2. **Term.** The lease shall be for a term of Twenty-Five (25) years commencing on the date upon which this agreement is executed by both parties. Upon completion of the twenty-five (25) year term, or successive twenty-five (25) year terms if this Lease Agreement is renewed, Tenant shall have the first option to renew this Lease Agreement for an additional term of 25 years under the same terms and conditions. If at any time during the lease, or during any successive renewals of the Lease Agreement, the Tenant finds it economically unfeasible to remain in operation or wishes to terminate the lease, Tenant shall offer a 60 day notice of intent to terminate lease, with no penalty.
3. **Rent.** The terms of the lease, (rent) will be as follows: Tenant shall pay \$1.00 rent per year to landlord.
4. **Utilities and Services.** During the Term all Utility billings will be in the Tenant's name, and Tenant agrees to fully and promptly pay for all Utility charges billed for each month during the term of the lease. As used herein, the term "Utilities" shall include, but not be limited to, all sources of energy, power, or materials necessary or useful in the operation of the Leased Premises, including electricity, gas, telephone, cable or any other types of utilities and used on the Leased Premises. Landlord agrees not to bill Tenant for sewer charges. Tenant shall be responsible for arranging and paying for all garbage and snow removal, janitorial services and building security services, if any.
5. **Signage Use.** Tenant shall have the right to place signs on the Leased Premises; provided, however, that such signage shall first be approved by Landlord, such approval not to be unreasonably withheld or delayed, and shall comply with all applicable governmental ordinances, rules and regulations. Tenant may use the Leased Premises for a community food shelf. Tenant will comply with all applicable laws, ordinances, rule and regulations of any duly constituted public authority relating to the Leased Premises.
6. **Maintenance and Repair.**
 - (a) Tenant will be responsible for maintenance of the building, and Tenant shall keep the building clean and in operable condition. Upon termination of the lease, Tenant shall return the premises to Landlord in a condition as close to the condition the building was in upon commencement of this lease. It shall not be necessary for Tenant to remove any additions or improvements to the building

that have been approved by the City when returning the premises upon termination of this Lease. Tenant shall be responsible for maintaining and keeping the property clean and is also responsible for snow and ice removal on the sidewalks and parking areas.

- (b) Tenant shall not make any alterations, changes, improvements, or additions to the Leased Premises without the prior consent of Landlord, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, Tenant shall have the right to make such alterations to the Leased Premises as are or may be necessary or required for Tenant's contemplated use of the Leased Premises, so long as Tenant does not alter or compromise the structural integrity of the Leased Premises. In conjunction with the execution of this Lease Agreement, Landlord has approved Tenant's plan to add an addition on to the existing building structure solely at Tenant's expense, more particularly described on Exhibit B attached hereto.
 - (c) In the event the existing furnace at the Leased Premises should fail or need to be replaced, Landlord will cooperate to allow Tenant to replace the furnace with the furnace (if still available) from the former Emily City Hall building at no cost to Landlord.
7. **Condition of the Leased Premises.** Tenant accepts the Leased Premises as is, where is, and without any warranties of any nature, expressed or implied, except for Landlord's warranty that Landlord has good and marketable title to the Leased Premises. Landlord covenants that Tenant shall quietly have and enjoy the Leased Premises during the Term without hindrance or molestation by anyone claiming by or through the Landlord. Landlord expressly agrees not to remove any fixtures or Improvements from the Leased Premises.
 8. **Indemnity.** Tenant shall indemnify and hold harmless Landlord from all claims, suits, actions, and proceedings whatsoever which may be brought or instituted on account of; or resulting from, directly or indirectly, any and all losses, costs, or damages to persons or property, arising out of the use and occupation of the Leased Premises or in connection with or growing out of this Lease or the performance by Tenant of its obligations hereunder (hereinafter referred to as "Claims"), and all losses, costs, damages and expenses, including reasonable attorneys' fees and other costs, of defending against and investigating the Claims, except for those Claims attributable to Landlord's negligence or misconduct.
 9. **Insurance.** Tenant shall, at its sole expense, maintain in effect at all times during the Lease, liability and other appropriate insurance coverage, from a carrier acceptable to Landlord. Tenant shall provide proof of its insurance coverage upon request by Landlord.
 10. **Superior Rights.** Landlord shall have access to and the right to enter upon the Leased Premises at reasonable times to examine the conditions thereof. After the execution of this Lease, Landlord agrees not to create or allow the creation of any interest or lien encumbering the Leased Premises which would alter the current status of title to the Leased Premises, whether or not such interest or lien is subordinate to Tenant's interest in the Leased Premises.
 11. **Damage or Destruction.** In case of damage to the Leased Premises by fire or other casualty, if such damage is so extensive as to amount to practically the total destruction of Leased Premises, this Lease shall terminate. The Landlord shall have no duty to provide other premises to the Tenant, nor shall the Landlord be under any duty to repair the premises if the Landlord determines, in its sole discretion that the damage to the premises is too extensive. If the Landlord determines that the Lease Premises can be repaired to its original condition, the Landlord shall repair the damages using

available insurance proceeds. In determining what constitutes reasonable dispatch consideration shall be given to delays caused by strikes, adjustments of insurance, and other causes beyond the Tenant's control. In all cases where the Leased Premises can be repaired to its original condition, the Landlord shall have no duty to provide other premises to the Tenant during the period in which the Leased Premises are untenable.

12. **Notices.** Any notice which may or shall be given under the Term of Lease shall be in writing and shall either be delivered by hand or sent by United States mail, registered or certified, postage prepaid, addressed to the parties hereto at the respective addresses set off opposite the names below. Such addresses may be changed from time to time by either party giving notice as provided above. Notice shall be deemed delivered when received by the addressee (if delivered by hand) or when postmarked (if sent by mail).

TENANT:

Emily Emergency Food Shelf, Inc.
c/o Nancy Moritz
42145 Birchwood Drive
Emily, MN 56447

LANDLORD:

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

13. **Amendments and Survival.** This Lease shall not be amended, changed, or extended except by written instrument signed by both parties hereto. The provisions of this Lease shall inure to the benefit of and be binding upon the parties hereto and their respective legal representatives, successors, heirs and assigns.
14. **Default.** In the event of any default by Landlord or Tenant in their respective obligations hereunder, the other party shall not have the right to bring any action or make any claim under this Lease or otherwise because of such default until (a) in the event of a monetary default, the defaulting party fails to cure such default within ten (10) days after their receipt of written notice of such default from the non-defaulting party, and (b) in the event of a nonmonetary default, the defaulting party fails to cure such default within thirty (30) day period, in which event the default shall not be deemed to have occurred so long as the defaulting party commences to cure such default within such thirty (30) day period and diligently pursues such cure continuously thereafter, in the event either party defaults under any of the terms or provisions of this Lease, the non-defaulting party shall have a duty to mitigate its damages.
15. **Entire Agreement.** This Lease and any contemporaneous addenda or exhibits signed by the parties constitute the entire agreement between Landlord and Tenant and supersede all previous agreements for this stated Lease duration between Landlord and Tenant.
16. **Severability.** In case any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Lease shall be construed as if such invalid illegal, or unenforceable provision had never been contained herein.
17. **Construction.** The parties acknowledge that each party has reviewed and revised this Lease and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Lease or any amendments or exhibits hereto.
18. **Damages and Clean-up.** Tenant assumes the responsibility and liability for damages

to the property, other than insured damages, and ordinary wear and tear excepted, as such might occur during their use of said property. Tenant assumes responsibility for clean-up of said building.

19. **Injuries.** It is further understood that Tenant shall hold harmless the City of Emily, Emily City Council, and all agents of the CITY OF EMILY for any injuries sustained to persons or property as a result of the use of the City premises under this agreement. Further the lessee/user shall indemnify the CITY OF EMILY, the Emily City Council or its agents for any damage or amounts paid the City on behalf of the user for damages which the City as a result become liable due to use of said premises by the tenant. Tenant shall indemnify the CITY OF EMILY, the Emily City Council and all its agents, against all liability arising during the lease term from injury to person or property, occasioned wholly or in part by any act or omission of user, or of its agents, employees, assigns, or sublessees. The CITY OF EMILY, the Emily City Council, and all its agents, shall not be held responsible for any property of Tenant or its agents, employees, guests, assigns, or sublessees if left over night, or forgotten on premises, become lost or damaged.

EXECUTED on this 8th day of October, 2013.

LESSOR / LANDLORD:

By George J. Pepek
George Pepek
Its Mayor

By Patricia Kestner
Patricia Kestner
Its Clerk

LESSEE / TENANT:

By Nancy Moritz
Nancy Moritz
Its President

From: Heather Bandeen <heather.bandeen@sourcewell-mn.gov>
Sent: Thursday, January 16, 2025 3:08 PM
To: clerk@emily.net
Subject: Funding Update: Application Timeline to be Changed

Sourcewell funding update

[View online](#)



Happy New Year!

There's a lot of good work happening across the region, thanks to you!

To better align with other Sourcewell funding programs, the 2025-26 Impact Funding application timeline will be changed to open in late summer instead of this winter.

Even with our budget increasing from \$2 million to \$8 million, many programs were exhausted faster than ever before. That's great news for the region: It means many more local governments are getting involved and using these funds for their intended purpose! It also means our funding programs could use some continuous improvement to meet your evolving needs. Sourcewell will be taking the next six months to work on funding processes and service improvements, in partnership with our Advisory Councils.

We're excited about all the good things happening:

- **New staff:** Be on the lookout for two new staff members, who are joining the team to support local government members.
- **Full training lineup:** Visit our website to see what is available over the next six months.

- **Advisory council applications:** Help us guide “what’s next” and share your ideas on how we might best impact the region (Coming soon!).
- **Network meetings:** Connect and collaborate with regional peers.
- **Impact stories:** Watch for stories on the incredible work happening across our region over the next six months.

We look forward to seeing you in the new year! Please don’t hesitate to reach out with questions.

Best,

Amanda, Amy, Tammy, Kalsey, & Heather
Resource Development Team



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950 W. Bethany Dr. #700
Allen, TX 75013

February 6, 2025



City of Emily
39811 State Highway 6
Emily, Minnesota, 56447

BY:

RE: **VB Site ID:** **US-MN-5344**
 Verizon Site ID: **5000227397**
 Site Address: **39775 Broadway, Emily, MN, 56447 (the "Site")**

Dear City of Emily:

Since our letter in November, we are pleased to inform you that Vertical Bridge and Verizon have closed on the previously announced tower transaction, giving us the exclusive rights to lease, operate, and manage your site.

Although Verizon will continue to make payments under the lease until the transition is finalized and Vertical Bridge takes over the payments directly, we wanted to provide you with information regarding additional opportunities available to our landlord partners.

At Vertical Bridge, we understand the importance of building strong, collaborative relationships and are committed to creating mutually beneficial opportunities, such as our Ground Lease Buyout (GLBO) program. Our GLBO program is designed to provide you with financial flexibility, immediate benefits, and confidence in working with a trusted partner. If you participate in the GLBO program, you may be eligible to receive an immediate lump sum or structured cash payment for your cell tower lease. Many of our valued landlords have leveraged these funds to achieve significant financial milestones, such as paying off debt, funding education, expanding their businesses, or pursuing other investment opportunities.

Visit our website at www.verticalbridge.com/glbo or scan the QR code below to complete the form and submit your information. We'll help you evaluate the program's advantages and determine the optimal solution tailored to your specific needs.

Thank you, and we look forward to working with you.



