

AGENDA

**CITY OF EMILY
Emily, MN 56447**

July 18, 2024

SPECIAL COUNCIL MEETING

12:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- Public Hearing notice for Interim Ordinance Imposing a Moratorium on Cannabis Businesses (cultivation, processing, or distribution)
- Resolution 24-25, Amended, Regarding Public Safety Aid Use for Flock Security System(s)
- Resolution 24-31 Authorizing Grant Acceptance for Sourcewell Community Impact Funds
- Purchases using Sourcewell Community Impact Funds:
 - 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
- Sheriff's Office northern outpost computer purchases:
 - State contract purchase of Dell NASPO computer, monitor, and stand for \$1,368.22
 - CIT for Check Point 1530 software for \$1,477.52
- Preliminary discussion regarding Fire & Rescue Department Ordinance and Personnel Policy

ADJOURN

PUBLIC HEARING NOTICE-CITY OF EMILY, MINNESOTA

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

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

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

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

I. Findings of Fact.

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

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

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

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

II. Scope.

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

III. Moratorium.

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

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

D. The moratorium established by this Ordinance shall be in effect from and after its passage and shall remain effective until December 31, 2024, unless further amended by order of this City Council.

IV. Enforcement.

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

V. Validity.

The validity of any word, sentence, section, clause, paragraph, part or provision of this Interim Ordinance shall not affect the validity of any other part of this Interim Ordinance which can be given effect without such invalid part or parts.

VI. Summary.

That the following summary clearly informs the public of the intent and effect of the Ordinance and is approved for publication: "The purpose of this Ordinance is to authorize a study related to the manner of the operation of Cannabis Businesses (cultivation, processing, and distribution). The Planning Commission will then make a recommendation to the City Council about whether the City should amend its zoning, business-licensing, or other general Code provisions related to the manner of the operation of Cannabis Businesses to better protect the residents of Emily. During the term of this Ordinance, no business, person, or entity may operate a Cannabis Business (cultivate, process, or distribute cannabis) as established by Conference Committee Report on HF 4757 Section 151."

VII. Effective Date.

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

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

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

Early Cannabis Cultivation May Require City Action

May 28, 2024

As a result of recent legislative changes, cities should review their zoning ordinances and determine if changes need to be made to properly regulate cannabis cultivation.

The Minnesota Legislature has adopted the [Conference Committee Report on HF 4757](#) related to cannabis regulations within the state. The legislation requires the Office of Cannabis Management (OCM) to [begin accepting applications for social equity applicants on July 24, 2024, with applications closing on Aug. 12, 2024](#). A successful social equity applicant will gain preapproval to operate a cannabis business.

The [legislation's language regarding early cultivation](#) allows businesses that have received preapproval to immediately begin cultivating cannabis if the business:

- Complies with local zoning ordinances.
- Complies with state fire and building codes.
- Complies with [Minnesota rules related to medical cannabis](#).

No other cannabis-related operations may commence until OCM had adopted final rules, which are expected early next year.

Impact on cities

This new exception for early cultivation is a change from the original legislation, which prohibited all cannabis operations, including cultivation, until rules were adopted.

As a result of this legislation, cities should review their zoning ordinances and determine if changes need to be made to properly regulate cannabis cultivation. In the alternative, [cities still have the ability to adopt a moratorium](#) on cannabis businesses. A moratorium may be a proper action if a city cannot effectively amend their zoning ordinances in time to deal with early cultivation.

Many cities have already adopted moratoriums related to cannabis businesses. In those cities, an approved social equity applicant would be prohibited from operating under the early cultivation exception because they would not meet local zoning ordinances.

OCM is currently working on model zoning ordinances as required by statute. It is unclear, however, whether the model ordinances and guidelines will be available in time for cities to adopt prior to early cultivation.

The League encourages cities to work with their city attorney to determine the proper course to deal with early cultivation of cannabis.

fingerprint-based national criminal history records check. Any third-party background check must:

(1) be conducted by a third-party consumer reporting agency or background screening company that is in compliance with the federal Fair Credit Reporting Act and accredited by the Professional Background Screening Association;

(2) include a multistate and multijurisdiction criminal record locator or other similar commercial nationwide database with validation; and

(3) include other background screening as the director may require.

(b) The applicant must request a background check not more than 60 days before submitting the application.

(c) Notwithstanding Minnesota Statutes, section 342.15, until approved by the Federal Bureau of Investigation, a license holder may use a third-party local and national criminal background check submitted by a cannabis worker in lieu of a fingerprint-based national criminal history records check. Any third-party background check must:

(1) be conducted by a third-party consumer reporting agency or background screening company that is in compliance with the federal Fair Credit Reporting Act and accredited by the Professional Background Screening Association;

(2) include a multistate and multijurisdiction criminal record locator or other similar commercial nationwide database with validation; and

(3) include other background screening as the director may require.

(d) The cannabis worker must request a background check not more than 60 days before submitting the application.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 150. EMPLOYEE TRANSFER.

(a) The powers, duties, rights, obligations, and other authority imposed by law on the Department of Health with respect to the sale of certain cannabinoid products under Minnesota Statutes, section 151.72, are transferred to the Office of Cannabis Management under Minnesota Statutes, section 15.039.

(b) The following protections shall apply to employees who are transferred from the Department of Health to the Office of Cannabis Management:

(1) the employment status and job classification of a transferred employee shall not be altered as a result of the transfer;

(2) transferred employees who were represented by an exclusive representative prior to the transfer shall continue to be represented by the same exclusive representative after the transfer;

(3) the applicable collective bargaining agreements with exclusive representatives shall continue in full force and effect for such transferred employees after the transfer;

(4) the state must meet and negotiate with the exclusive representatives of the transferred employees about any proposed changes affecting or relating to the transferred employees' terms and conditions of employment to the extent such changes are not addressed in the applicable collective bargaining agreement; and

(5) for an employee in a temporary unclassified position transferred to the Office of Cannabis Management, the total length of time that the employee has served in the appointment shall include all time served in the appointment at the transferring agency and the time served in the appointment at the Office of Cannabis Management. An employee in a temporary unclassified position who was hired by a transferring agency through an open competitive selection process in accordance with a policy enacted by Minnesota Management and Budget shall be considered to have been hired through such process after the transfer.

EFFECTIVE DATE. This section is effective July 1, 2024.

Sec. 151. EARLY CULTIVATION.

(a) A social equity applicant with a license preapproval for a cannabis microbusiness license, cannabis mezzobusiness license, or cannabis cultivator license, may grow cannabis plants from seeds or immature plants if the social equity applicant:

(1) has provided documentation in a form and manner prescribed by the Office of Cannabis Management from the applicable local unit of government that states the social equity applicant is in compliance with local zoning ordinances and state fire and building codes; and

(2) complies with Minnesota Rules, parts 4770.0100 to 4770.4030.

(b) According to Minnesota Statutes, section 342.19, the Office of Cannabis Management may enforce Minnesota Rules, parts 4770.0100 to 4770.4030 against a social equity applicant who cultivates cannabis under paragraph (a).

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 152. TRANSFER OF ACTIVE AND INACTIVE COMPLAINTS.

342.13 LOCAL CONTROL.

(a) A local unit of government may not prohibit the possession, transportation, or use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products authorized under this chapter.

(b) Except as provided in section 342.22, a local unit of government may not prohibit the establishment or operation of a cannabis business licensed under this chapter.

(c) A local unit of government may adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses. A local unit of government may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(d) The office shall work with local units of government to:

(1) develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of a cannabis business;

(2) develop standardized forms and procedures for the issuance of a retail registration pursuant to section 342.22; and

(3) develop model policies and procedures for the performance of compliance checks required under section 342.22.

(e) If a local unit of government is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business, the governing body of the local unit of government may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. Before adopting the interim ordinance, the governing body must hold a public hearing. The interim ordinance may regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction or a portion thereof until January 1, 2025.

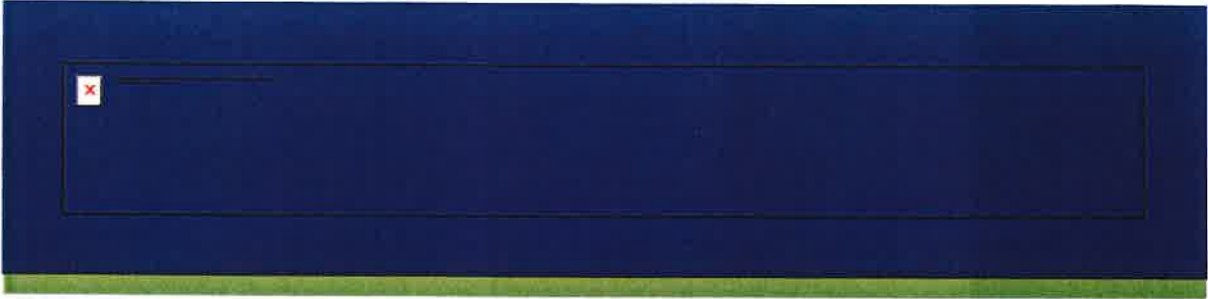
(f) Within 30 days of receiving a copy of an application from the office, a local unit of government shall certify on a form provided by the office whether a proposed cannabis business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. The office may not issue a license if a cannabis business does not meet local zoning and land use laws.

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

(h) The office by rule shall establish an expedited complaint process to receive, review, and respond to complaints made by a local unit of government about a cannabis business. Complaints may include alleged violations of local ordinances or other alleged violations. At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Nothing in this paragraph prohibits a local unit of government from

clerk@emily.net

From: Minnesota Office of Cannabis Management <MNOCM@public.govdelivery.com>
Sent: Friday, July 12, 2024 11:57 AM
To: clerk@emily.net
Subject: Office of Cannabis Management to open business license preapproval window on July 24



Having trouble viewing this email? [View it as a Web page.](#)

July 12, 2024

Office of Cannabis Management to open business license preapproval window on July 24

On Wednesday, the Minnesota Office of Cannabis Management (OCM) announced that the cannabis business license preapproval window will open on July 24 for applicants who have been verified that they meet social equity eligibility requirements.

Informational and technical resource materials needed to complete an application are already available on [OCM's website](#).

This is the next step applicants need to take to be considered in the launch of Minnesota's new cannabis industry.

The application window for social equity business license preapproval will be open from July 24 through Aug. 12. Business license applications and all required documentation are submitted through OCM's website.

Submitted business license applications will go through a review and vetting process, and if qualified, be entered into a lottery which will award licenses in nine different categories. The first license lottery will be held this fall.

Completing social equity verification

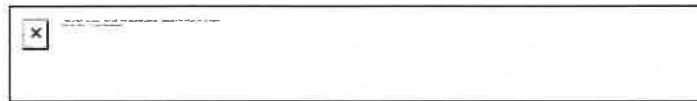
Anyone who intends to apply for license preapproval in this round must have received social equity verification in order to proceed with the license application. The initial opportunity for applicants to have their social equity status verified closed on Wednesday, July 10, at 11:59 p.m. For those who submitted their application for verification by the July

10 deadline, the third-party vendor will work with you to complete the process to determine verification status.

Those who did not participate in or fully complete the verification process this initial round will have opportunities to participate in SEA verification and licensing application rounds at a later date.

Information relevant to future social equity verification, including the timing, will be shared via the OCM website. General licensing is anticipated in 2025.

For more information, visit mn.gov/ocm.



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

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

RESOLUTION 24-25, AMENDED

RESOLUTION REGARDING 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 Systems 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	\$12,000 (estimate)
Electronic Speed Signs	\$ 6,022
Flock Security Systems	<u>\$ 4,231</u>
Total	\$37,678

Adopted by the Emily City Council on July 18, 2024.

Tracy Jones
Mayor

Attest: _____
Cari Johnson, MCMC
City Clerk/Treasurer

PUBLIC SAFETY AID FUNDS

Total Received 12/26/2023	\$37,678.00
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Date	Use	Purpose	Amount	Total 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
	TrafficLogix	Electronic Speed Signs	\$6,022.00	\$16,231.00
	(Planned)	Push/Pull Ram	\$12,000.00	\$4,231.00
	(Possible - per system)	Flock Security System	\$3,600.00	\$631.00

\$15,425.00 Turnout gear approved 2/13/24

\$12,000.00 Fire - Push/Pull Ram - CIP

\$6,022.00 Two electronic speed signs

\$33,447.00 Total of planned purchases

**\$4,231.00 Amount remaining
after planned purchases**



flock safety

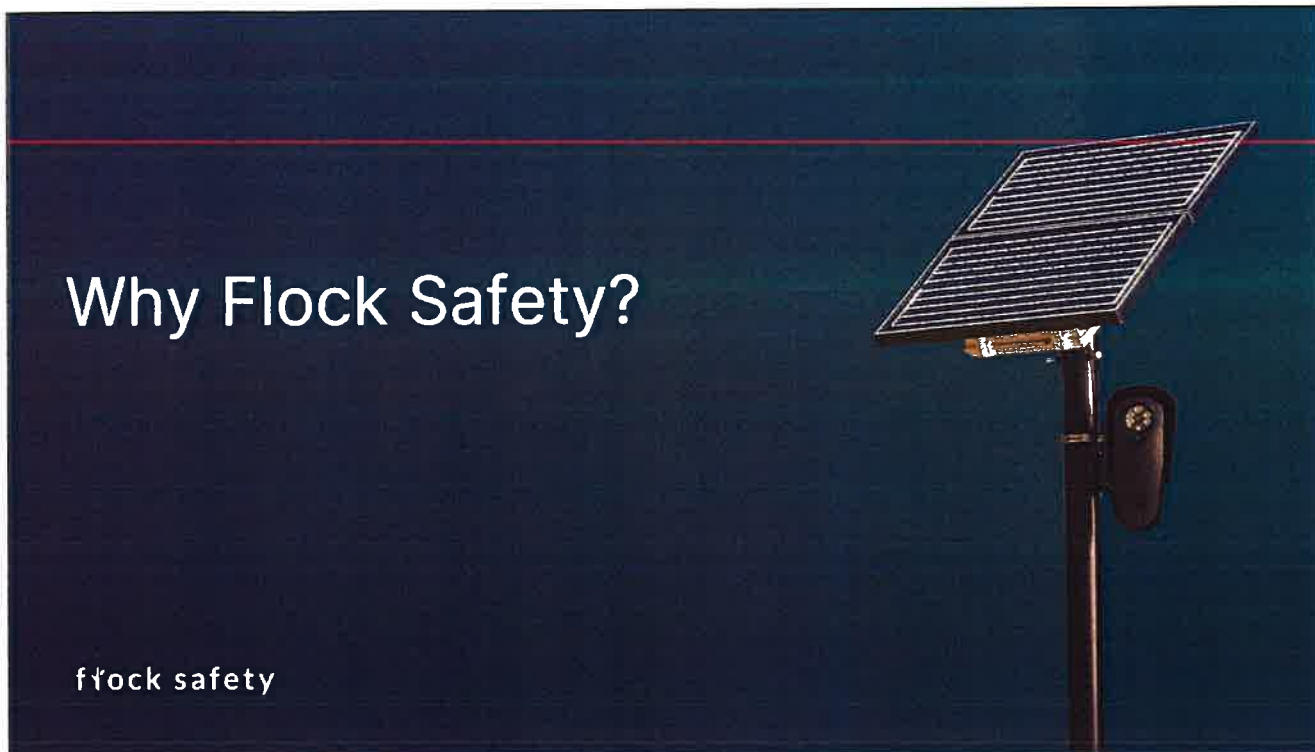
+ Crow Wing County,
MN

1

**Eliminate crime and shape
a safer future, together.**

flock safety

2



3

<p>flock safety</p> <p>What we observe: the current reality</p> <ul style="list-style-type: none">● Limited Police Resources● Crime is on the rise● Trust is needed more than ever	<p>What we believe: the opportunity</p> <ul style="list-style-type: none">● Technology multiplies the force● Capture and distribute objective evidence to the right user● Engage community to support and grow
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4

How does the technology work?

flock safety

5

flock safety

When you get Flock you get:

Flock Safety provides your police department with indiscriminate evidence from fixed locations. We provide all of the maintenance so that your police department and city staff can focus on keeping your city safe and prosperous.



INFRASTRUCTURE-FREE

Reduce time to value and utility costs with full-service deployment.



24/7 COVERAGE

Capture objective vehicle data around the clock to multiply your force.



REAL-TIME ALERTS

- NCIC
- NCMEC (Amber Alert)
- Custom Hot Lists



Ethically Made

- No people
- No facial recognition
- No traffic enforcement
- Indiscriminate evidence

6

flock safety

What this IS

- License plate recognition
- Gathers objective evidence and facts about vehicles, not people
- Alerts police of wanted vehicles
- Used to solve crime
- Adheres to all state laws

What this is NOT

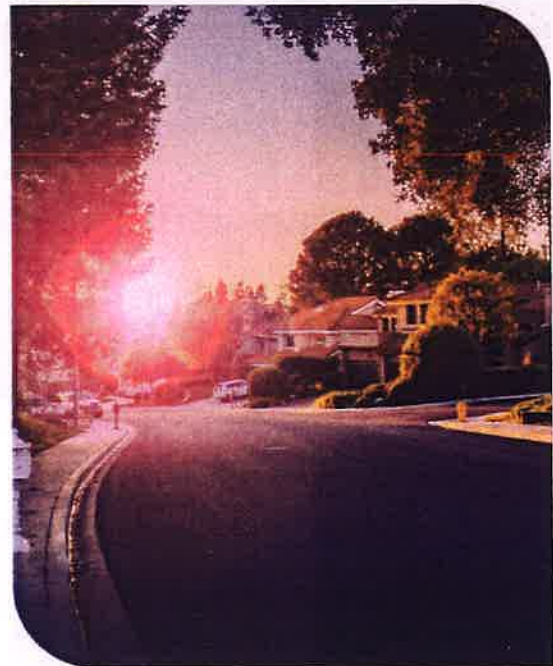
- Not facial recognition
- Not tied to Personal Identifiable Information
- Not used for traffic enforcement
- Data not stored beyond 30 days → *automatically deletes every 30 days*

7

How does this technology prevent and eliminate crime?

- **Proactive:** Real time Alerts when stolen or wanted vehicles enter your city
- **Investigative:** As clearance Rates increase, crime rates decrease
- Flock cameras serve as a **deterrent**

flock safety



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Mitigating Risk

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9

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Protecting Privacy

- **Footage owned by Agency/City and will never be sold or shared by Flock**
- 30 day data retention, then deleted
- Short retention period ensures that all data not associated with a crime is automatically deleted & unrecoverable
- **Takes human bias out of crime-solving by detecting objective data, and detecting events that are objectively illegal (ex. Stolen vehicles)**

- **All data is stored securely in the AWS Cloud, and end to end encryption of all data**
- **Search reason is required for audit trail**
- NOT facial recognition software
- NOT predictive policing
- NO PII is contained in Flock
- **NOT used for traffic enforcement**
- Not connected to registration data or 3rd party databases (Carfax, DMV)
- Transparency Portal (optional)

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Transparency + Insights

Measure ROI and promote the ethical use of public safety technology

Transparency Portal

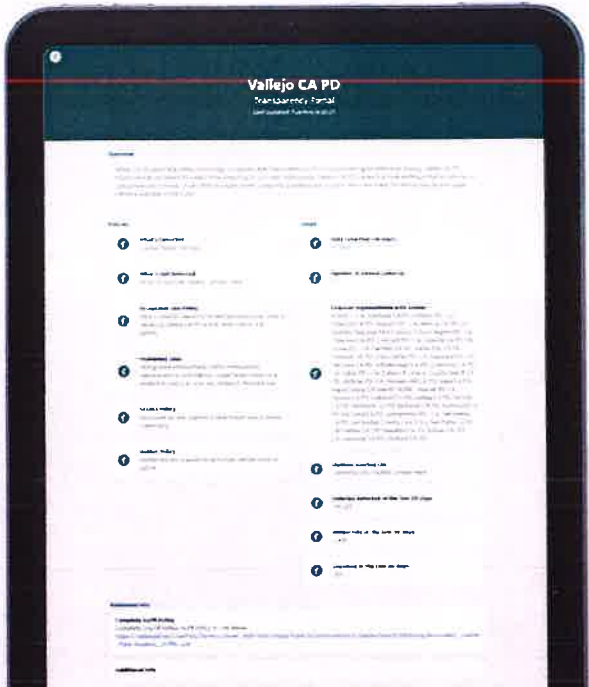
- Customizable for each agency
- Display technology policies
- Publish usage metrics
- Share downloadable Search audits

Insights Dashboard

- Measure crime patterns and ROI
- Audit Search history

Examples

- [Click here for Morgan Hill PD](#)
- [Click here for Vallejo PD](#)



11

Already solving and preventing crime

flock safety

12

Flock Safety In Minnesota

Plus, many more commercial and private customers

- Belle Plaine PD
- Woodbury PD
- Eagan PD
- Anoka County SO
- Hopkins PD
- Three Rivers Parks Dist. Public Safety
- Minnetrista Public Safety Dept.
- Mounds View PD
- Anoka PD
- Champlin PD
- Fridley PD
- Willmar PD
- Brooklyn Center PD
- Orono PD
- Robbinsdale PD
- Minnetonka PD
- St. Louis Co. SO
- Hennepin Co. SO
- Blaine PD
- St. Cloud PD
- Saint Louis Park PD
- Edina PD
- Sartell PD
- Faribault PD
- Richfield PD
- New Hope PD
- Wayzata PD
- University of MN Campus PD
- Plymouth PD
- South Lake Minnetonka PD
- Roseville PD
- Long Lake PD
- Minnetonka Independent School Dist. 276
- West Hennepin Public Safety Dept.
- Centennial School Dist. 12
- Maple Grove PD
- Beltrami Co. SO
- Corcoran PD

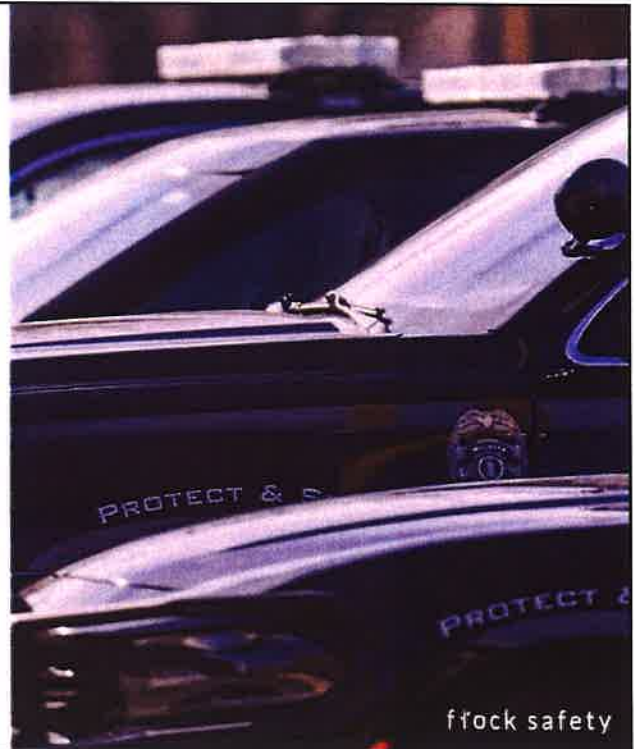
13

Solving Violent Crimes in Wisconsin

 West Allis PD - West Allis, WI

→ **Armed robbery:** West Allis officers received an alert that a Kia SUV wanted in connection with an armed robbery in Milwaukee was in the area. Officers initiated a traffic stop but the suspects fled, kicking off a high-speed pursuit that ended in a crash. The three suspects, two of whom had several felony warrants, were arrested.

→ **Homicide:** Another alert on a stolen Hyundai sedan came in connection to a Milwaukee homicide. Officers quickly responded but the suspects fled. The chase concluded in Milwaukee where the suspects were arrested.



14

Case Study - Kidnapping Solved in 25 Minutes

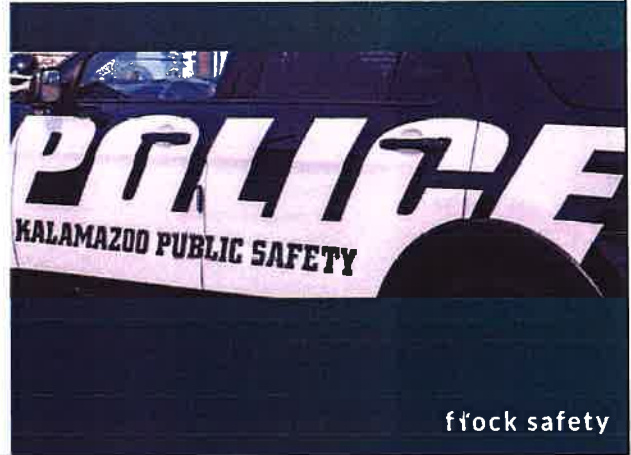
 Kalamazoo PD - Kalamazoo, MI

- Officers responded to reports of a kidnapping of a 3-month-old.
- After further investigation officers developed a suspect and entered his vehicle's information into their Flock Safety LPRs.
- Nearby LPRs quickly alerted officers to the location of the suspect vehicle.
- With the assistance of the Portage Department of Public Safety the suspect was located and arrested, and the child was safely returned **25 minutes after the kidnapping was reported.**


[source](#)

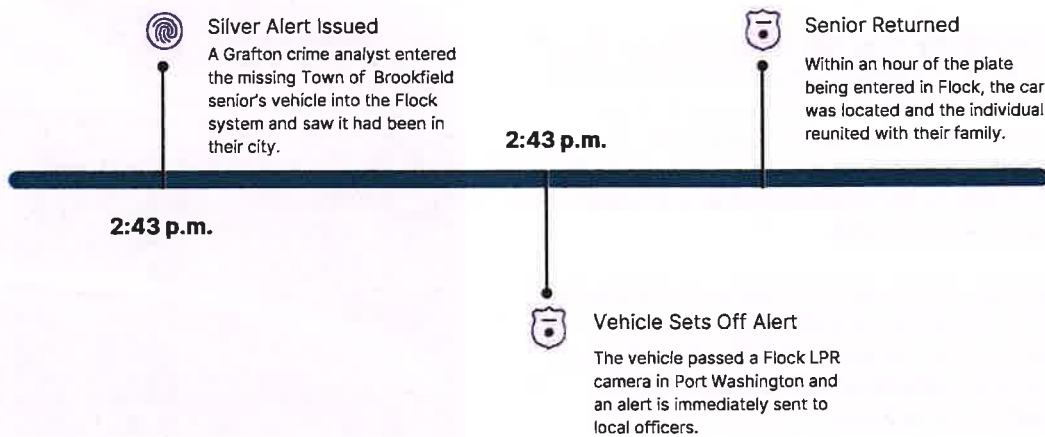
License plate reader key to finding abducted Kalamazoo 3-month-old, officials say

Report by Kalamazoo Public Safety on 7/12/2024



Missing, Endangered Senior Found in 15 Minutes

 Port Washington PD - Port Washington, WI



f'lock safety

Immediate Crime-Solving ROI

 Morgan Hill PD - Morgan Hill, CA

→ **2.5 Month Update:** 51 Stolen Vehicles Recovered and 66 Arrests Made

- ◆ In the first two weeks, Morgan Hill PD recovered 9 stolen vehicles
- ◆ Occupants of different stolen vehicles were found with shaved ignition keys, burglary tools, stolen catalytic converters, and outstanding warrants. All suspects were from outside of Morgan Hill.
- ◆ Morgan PD stated that **"without Flock it would take 8 months to achieve similar results"**

[Morgan Hill license plate readers lead to dozens of arrests in first few months of deployment - ABC 7 News - Bay Area](#)



flock safety

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

RESOLUTION NO. 24-31

A RESOLUTION AUTHORIZING GRANT ACCEPTANCE

WHEREAS, Sourcewell provides grant funding to political subdivisions for the purposes of Community Impact (“Grant”);

WHEREAS, the City of Emily (“City”) submitted an application for the Grant, a copy of which is attached hereto as Exhibit A (“Application”);

WHEREAS, the City has been notified that it has been awarded \$48,573.98 from the Grant (“Funding”) to complete the projects expressed in the Application (“Project”);

WHEREAS, the City has the legal authority to apply for the Grant; and

WHEREAS, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with the Project subject to the terms and conditions of the Grant.

NOW, THEREFORE, BE IT RESOLVED, the City accepts the Funding in order to complete the Project subject to the following:

1. The City agrees to abide by all terms and conditions required to receive the Grant to complete the Project.
2. Mayor Tracy Jones is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
3. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
4. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
5. The Authorizing Agent is granted the authority to direct City staff in matters related to accepting the Grant and completing the Project.
6. The City Clerk shall serve as the City’s official liaison with the entity issuing the Grant.

Adopted this 18th day of July, 2024.

BY THE CITY COUNCIL

Mayor

Attest: _____
City Clerk

EXHIBIT A

Instructions

Thank you for your interest in Community Impact Funds. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Adobe Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Local Government – Community Impact Funds

A city, county, township, or other government unit as defined in Minn. Stat. § 471.59 Subd. 1(B) may apply for one (1) Community Impact Funds award per fiscal year. Please read carefully; we recently updated the funding requirements and process according to feedback from our local government entities.

Eligibility requirements

- The applicant entity must be:
 - A Sourcewell participating local government entity. Register at sourcewell-mn.gov/register.
 - Located within the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena.
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Request funding for no more than one (1) year.
 - Not have received Sourcewell funding for the proposed project for the previous two (2) years.
 - Request between \$20,000 and \$50,000.
 - Be impactful within your community, including through improvements to existing local government facilities, equipment needs, or providing technology upgrades required for performing the applicant's government function.
 - Because of the basic needs of our communities, such as building repairs/remodels, maintenance equipment, and office technology, we will not be accepting applications for projects such as pickleball courts, splashpads, baseball fields, park improvements, etc.
 - Not involve:
 - Lobbying activities
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., building roads and/or bridges)
 - Expenses incurred prior to receipt of the award
- Public Safety entities (law enforcement, fire departments, municipal ambulance services, first response teams) or public safety projects are not eligible for this funding opportunity due to upcoming funding opportunities specific to their needs.
- To be considered for funding, a complete Community Impact Funds application must be submitted by **May 29, 2024**, and include:
 - Application information (attached).
 - A signed resolution in support of the project from the governing body of the applicant entity.

Step 1: Sourcewell staff and the Community Solutions Advisory Council will review each application at their June meeting to ensure the criteria outlined above have been met. Applications that do not meet the criteria will be eliminated from the review process.

Step 2: Applicant organizations that pass the initial review will be entered into a lottery drawing, and projects will be awarded at random until funding is exhausted. We will notify award recipients by June 28, 2024, but no funds will be awarded until the new fiscal year begins for Sourcewell on July 1, 2024. All entities will be notified by email whether funding was awarded or not.

Step 3: A Community Impact Funds agreement and further instructions will be provided to each award recipient. The funding agreement must be fully executed before funds are issued.

Contact information

For more information about Sourcewell, Community Impact Funds, or this application, please contact community@sourcewell-mn.gov.

To ensure your application is considered complete by our Advisory Council, submit all application documents in one email to: community@sourcewell-mn.gov or one large envelope via mail to:

Sourcewell Community Solutions
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Local government – Community Impact Funds application

2024

Entity information

Entity name: City of Emily

Physical address: 39811 State Highway 6, Emily, MN 56447

Mailing address: PO Box 68, Emily, MN 56447

Project point of contact name: Cari Johnson

Email: clerk@emily.net

Telephone: 218-763-2480

Name of authorized signatory: Mayor Tracy Jones

Email of authorized signatory: mayor.tracyjones@cityofemily.com

Project information

Please provide the following information specific to the proposed project:

1. Amount of Community Impact Funds being requested. **\$48,573.98**
2. Provide a description of the proposed project, including why and how it will be impactful within your community. Include how the improvements to existing local government facilities, equipment needs, or providing technology upgrades are required for performing your government function. **(400 word maximum)**

The City of Emily is applying for Community Impact Funds to upgrade the audio/visual (A/V) system in the Emily City Hall Council Chambers, purchase and install a two post hydraulic lift in the maintenance shop and purchase an electric sweeper for floor maintenance within the City Maintenance shop.

The current A/V system is outdated which makes it difficult to hear elected and appointed officials during meetings and does not provide the ability to create quality recordings. New microphones and speakers would be installed though out the Council Chambers to provide better sound quality for in person and recordings. The city receives ongoing negative feedback from our community regarding the poor audio and visual quality of the recorded meeting. According to the Comprehensive Plan, 51% of the city's population are over 65 years of age and the City has a large number of seasonal residents that are unable to attend in person meetings or are senior residents that may be unable to physically attend meetings. The proposed upgrade would include a new system with capabilities to broadcast meetings live over the local public service television station. Quality meeting recordings and the capability to broadcast meetings live would be a critical resource for our small community.

The purchase of a S10 Electric Walk-Behind Floor Sweeper would allow City Maintenance staff to easily sweep congested spaces within the maintenance shop and create a cleaner, safer environment with dust control and elimination of potentially harmful fumes. The sweeper supports OSHA silica dust exposure control planning with dust suppression controls and HEPA filtration. Currently, our maintenance staff manually dry sweeps the shop floor creating dust, which is not only breathed in, but also settles on other shop equipment. The sweeper also has a wet sweeping option that provides deeper cleanliness of fluid spills.

The purchase of a two post lift with 2 foot extension stage arms would allow City Maintenance staff to safely perform routine maintenance and repairs on city vehicles, lawn care equipment and off road emergency service vehicles. Currently the maintenance staff uses jack stands to gain access to the vehicles, which could potentially create a dangerous work situation. Our City Maintenance staff is responsible for all city vehicles, lawn care equipment and all Fire & Rescue off road emergency service vehicles.

3. If your project is awarded funding, please provide up to a three-sentence summary of your project you would like our marketing team to use in their press release.

The City of Emily has been awarded funds through Sourcewell's Local Government-Community Impact Funding program. The awarded funds will go towards an upgraded A/V system for the City Council Chambers and the purchase of an electric sweeper and purchase and installation of a two post hydraulic lift for the City Maintenance Shop. The awarded funding will allow the city to improve communications with the public and also provide added safety for maintenance staff.

4. Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

The proposed upgraded A/V system will be easier for staff to operate and will also provide better quality for telecommunication services. With the enhanced A/V system, the city will have the capability to offer residents live broadcast of meetings, public forums, informational news and emergency public service announcements.

The purchase of an electric sweeper will improve the air quality of the maintenance shop by eliminating dust that is caused by regular floor sweeping. The purchase of a two post hydraulic lift will provide safety for the maintenance staff when servicing city vehicles.

5. The proposed project must relate to Sourcewell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.

- | | |
|---|--|
| <input type="checkbox"/> administrative services | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input type="checkbox"/> data processing | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input checked="" type="checkbox"/> distance learning and other telecommunication services | <input checked="" type="checkbox"/> community services |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> staff development | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input checked="" type="checkbox"/> media and technology centers | <input checked="" type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> publication and dissemination of materials | <input checked="" type="checkbox"/> health and safety services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> planning | <input type="checkbox"/> cooperative purchasing service |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |
| <input type="checkbox"/> employee personnel services | |

6. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 5.

The proposed upgraded A/V system will be easier for staff to operate and will also provide better quality for telecommunication services. Many city property owners are either seasonal or cabin owners, therefore providing access to quality recordings of meetings and other community information is essential. The purchase of an electric sweeper and two post hydraulic lift will enable the City Maintenance staff to provide routine maintenance and repairs and provide a safer work environment.

7. Provide a timeline of your proposed project. The timeline should start in July 2024 when funding is available and be completed by July 31, 2025, with the final report due August 31, 2025.

The timeline for this project to start will depend on when in July the Community Impact funding is awarded to our city. Once our City Council approves the Community Impact Funds to be used, we will purchase the electric sweeper and contact the installers for the A/V upgrade and two post hydraulic lift.

Purchase Electric Sweeper-August 2024

A/V Installation- October 2024 (estimated). 1 week of installation and staff training

Installation of Two Post Hydraulic Lift-December 2024 (estimated)- 2-4 days of installation and training.

8. Complete the table below to identify the source(s) of funds for your project.

Revenue sources (not including in-kind)	Amount
1. Sourcewell	\$ 48,573.98
2.	
3.	
Total	\$

9. Complete the table below to explain, in detail, the itemized costs related to the project. Sourcewell staff may contact you for additional information regarding your budget if more detail is required.

Expenditures/ direct costs	Sourcewell Dollars	Other Sources
1. Tremolo communications	20,845.00	
2. Tennant company	13,778.80	
3. TSS Automotive Equipment Services, Inc.	12,760.18	
4. Up North Electric	1,190.00	
Total	\$ 48,573.98	\$ 0
Total Project Budget		\$ 48,573.98

10. Is the project expected to continue beyond one year?

No

Yes: describe how it will be funded.

N/A

11. For **non-equipment** purchases, describe specifically how awarded funds would be used to support the project.

Electrical services provided by Up North Electric, Inc. for the amount of \$1,190.00 will be used for the labor, material costs, and permit for installation of the two post hydraulic lift.

12. If your application is only partially funded, will you still move forward with this initiative?

No

Yes: please explain how.

N/A

I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief, and that I have the authority to apply for Community Impact Funds in the amount requested.

I further certify that if funding is awarded pursuant to this application, my entity will execute the Community Impact Funds Agreement prior to receiving or expending any funds.

Finally, I certify that no funds awarded as a result of this application will be used to pay costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses.

[Signature]
Signature

Signature

Tony Jones Mayor
Printed Name

Printed Name

Mayor
Title

Title

City of Emily
Entity

Entity

5-15-2024
Date

Date



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

**CITY OF EMILY
RESOLUTION NO. 24-20**

**RESOLUTION FOR SUBMISSION OF COMMUNITY IMPACT FUNDS GRANT
APPLICATION TO SOURCEWELL**

At the meeting of the Emily City Council on May 14, 2024, the following resolution was proposed and approved:

WHEREAS, the City Council of the City of Emily has determined the audio-visual equipment in the Emily Council Chambers needs to be upgraded to improve the audio and video quality during meetings for in person and remote attendees and for meeting recordings for better public understanding of meeting content.

WHEREAS, the City Council of the City of Emily has also determined that purchase of a walk-behind floor sweeper is needed to provide a cleaner, safer work environment with dust control and elimination of potentially harmful fumes in the Maintenance Shop.

WHEREAS, the City Council of the City of Emily has also determined that purchase and installation of a two post hydraulic lift would allow City Maintenance personnel to safely perform routine maintenance on City vehicles, lawn care equipment, and off road emergency service vehicles to provide a safer work environment in the Maintenance Shop.

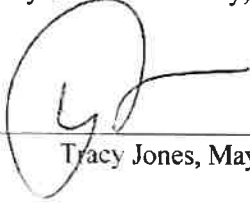
WHEREAS, neither the City's 2024 Budget nor the Capital Improvement Plan include funds for the purchase of audio-visual equipment for the Council Chambers or purchase of a sweeper vacuum or two post hydraulic lift for the Maintenance Shop in 2024.

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

- A. The City Council of the City of Emily fully supports the project to purchase and install audio and video equipment in the Emily City Hall Council Chambers. The project would enhance the video conferencing equipment installed in 2020 with the assistance of Sourcewell COVID-19 Relief Partnership Emergency Funding and the microphone installed in 2023 using Sourcewell Community Boost Funds. The project would also allow live streaming of meetings for public viewing on the local television channel.
- B. The City Council of the City of Emily also fully supports the project to purchase an electric walk-behind floor sweeper for the Maintenance Shop. The project would reduce silica dust exposure to provide a safer work environment for Maintenance personnel.
- C. The City Council of the City of Emily also fully supports the project to purchase and install a two post hydraulic lift for the Maintenance Shop. The project would allow Maintenance personnel to safely lift City vehicles, lawn care equipment, and off road emergency service vehicles to perform routine maintenance and make repairs.

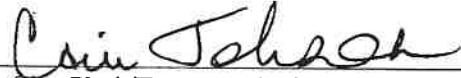
D. The City Council of the City of Emily further supports submitting a Community Impact Funds Grant application to Sourcewell to request financial support of \$48,573.98 for the purchase and installation of audio-visual equipment in the Emily City Hall Council Chambers and purchase of a sweeper vacuum and two post hydraulic lift for the Maintenance Shop.

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



Tracy Jones, Mayor

ATTEST:



City Clerk/Treasurer Cari Johnson, MCMC



40040 State Hwy 6 35910 Co Rd 66
 Emily, MN 56447 Crosslake, MN 56442
 Phone: (218) 763-3000 Email: info@tremolo.net

Date: 4/19/2024
 Invoice: 20240419.4

Project Customer and Address:

City of Emily
 39811 State Hwy 6
 Emily, MN 56447
 (218) 763-2480
 Council Chambers

Quantity	Description	Occurance	Amount
	Audio Equipment & Microphones		\$10,500.00
	Video Equipment & Cameras		\$5,700.00
	Cable Materials, Installation & Training		\$4,500.00
	Maintenance & Support of A/V System	Monthly	\$145.00
Subtotal			\$20,845.00

AV System Upgrade for City of Emily Council Chambers. Upgrade to be completed for streaming capability, meeting audio and video recordings. Maintenance and/or support by Tremolo with replacements and upgrades as needed.

Tax Rate	State Exempt
Tax	
Project Total	\$20,845.00

Sign Here: _____
 Date: 4/15/24 _____



Tennant Sales and Service Company
 10400 Clean Street
 Eden Prairie, MN 55344-2850 USA
 Tel: 1-800-553-8033
 Fax: 1-763-513-2142

Quotation

Ship-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Customer Number 4979912
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Quotation Number 24882258
Quotation Date 04/18/2024
Valid Until 06/18/2024
PO Number S10 QUOTE
Buyer CALEN SPINDLER
Tel 218-838-3632
Delivery Terms FOB SHIPPING PT FRT PPD & ADD
Payment Terms Net 30 Days
Currency US Dollars

Bill-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Qty	Unit	Material	Description	Unit Price	Extended Value
Notes MN STATE CONTRACT # 186080					
1	PC	M-S10	S10 SWEEPER, ELECTRIC		
			Machine Warranty: Parts 36m / Labor & Trip 6m / 2000 hr		
			Reference Number: S10-B		
			Wet 155AH C/20		
			Machine as equipped		
			Power Source	Battery	
			Battery	Wet 155AH C/20	
			Charger Power Cord	US Plug End	
			Cleaning Tool	Polypropylene Brush	
			Side Cleaning Tool	Polypropylene Brush	
			Warranty	Standard Warranty	
			Operator Manual	English	
			Packaging	Pad Wrap	
			Gov Price Adjustment	-5.00 %	-725.20
			Price	13,778.80	13,778.80
			Net Value	13,778.80	13,778.80
			Subtotal		13,778.80
			Total		13,778.80

Prepared By: Matthew Leneau, Customer Service Representative

TSS Automotive Equipment Service, Inc
 16817 172nd St SE
 Big Lake, MN 55309

Proposal

Proposal Date: 4/22/2024
Proposal #: 552955
Project:

Bill To:

CITY OF EMILY
 39811 STATE HWY 6
 EMILY, MN 56447
 CALEN SPINDLER
 218-838-3632

Description	Est. Hours/Qty.	Rate	Total
CL12A-2 12K TWO POST LIFT WITH 2' EXTENSIONS 3 STAGE ARMS	1	11,100.18	11,100.18T
SHIPPING & HANDLING	1	0.00	0.00T
INSTALL LIFTS	1	1,600.00	1,600.00T
HYD OIL	1	60.00	60.00T
ESTIMATE TO DELIVER AND INSTALL ONE CL12A-2 12K TWO-POST LIFT. INCLUDES OIL BUT DOES NOT INCLUDE ELECTRICAL RUN TO POWER POST. WE WILL USE CAMERA AND DIGITAL THERMOMETER TO AVOID HITTING IN FLOOR HEATING LINES BUT THERE IS NO GUARANTEE WE WONT HIT A LINE HOWEVER WE SPEND ALOT OF TIME TRYING TO AVOID. . PRICES ARE SUBJECT TO CHANGE. LEAD TIME DEPENDS ON STOCK AT TIME OF ORDER. CURRENT LEAD TIME IS 75 DAYS.			
Sales Tax		0.00%	0.00

ESTIMATE ONLY

G 2/15/24

Total

\$12,760.18

City of Emily

Maintenance@cityofemily.com

Tasks: Wiring of a new hoist in shop. Piping, pulling wire and terminating existing hoist.
Using existing welder receptacle in corner to install new hoist.

Labor Cost- \$740.00

Material Cost- \$350.00

State of MN Electrical permit- \$100.00

Total for Project- \$1,190.00

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

Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

UR 5/15/23

Community Solutions- funding invoice

FY 24-25

RECEIVED
JUL 15 2024

Approval for payment date: 7/8/2024

Name of entity: City of Emily

COPY

BY:

Program:

- Boost Funds
- Match Funds
- Impact Funds
- Internship Reimbursement
- Third-Party Services
- EMS Training Reimbursement
- Other: _____

Entity type:

- city
- county
- nonprofit
- other:

Project: AV system upgrades, purchase a floor sweeper and two post lift

Contact person: Cari Johnson

Mailing address: PO Box 68, Emily MN 56447

Dollar amount approved: \$48,573.98

Staff reviewer: AP

- W9 included
- W9 on file

clerk@emily.net

From: zoning@emily.net
Sent: Wednesday, July 10, 2024 1:30 PM
To: clerk@emily.net
Subject: FW: Impact Funding Award-City of Emily

FYI

Sue Fahrendorff

Zoning Clerk

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



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

www.cityofemily.com

Effecting Positive Change

From: Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>
Sent: Wednesday, July 10, 2024 12:56 PM
To: zoning@emily.net
Subject: RE: Impact Funding Award-City of Emily

Sue-

The funding agreement has been executed, and I have submitted a request for finance for them to release the funding. You should receive payment in the next 1-2 weeks.

Since the agreement is signed, you can begin ordering equipment and scheduling the installation. You have one year from the agreement execution date to complete the project. Once you have completed the project, you will need to submit a final report.

Let me know if you have any questions!
Amy

From: zoning@emily.net <zoning@emily.net>
Sent: Wednesday, July 10, 2024 10:32 AM
To: Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>
Cc: clerk@emily.net
Subject: Impact Funding Award-City of Emily

You don't often get email from zoning@emily.net. [Learn why this is important](#)

EXTERNAL



40040 State Hwy 6 35910 Co Rd 66
 Emily, MN 56447 Crosslake, MN 56442
 Phone: (218) 763-3000 Email: info@tremolo.net

Date: 4/19/2024
 Invoice: 20240419.4

Project Customer and Address:

City of Emily
 39811 State Hwy 6
 Emily, MN 56447
 (218) 763-2480
 Council Chambers

Quantity	Description	Occurance	Amount
	Audio Equipment & Microphones		\$10,500.00
	Video Equipment & Cameras		\$5,700.00
	Cable Materials, Installation & Training		\$4,500.00
	Maintenance & Support of A/V System	Monthly	\$145.00
Subtotal			\$20,845.00

AV System Upgrade for City of Emily Council Chambers. Upgrade to be completed for streaming capability, meeting audio and video recordings. Maintenance and/or support by Tremolo with replacements and upgrades as needed.

Tax Rate	State Exempt
Tax	
Project Total	\$20,845.00

Sign Here: _____
 Date: 4/17/24 _____

TENNANT COMPANY

Tennant Sales and Service Company
 10400 Clean Street
 Eden Prairie, MN 55344-2650 USA
 Tel: 1-800-553-8033
 Fax: 1-763-513-2142

Quotation

Ship-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Customer Number 4979912
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447


Quotation Number 24882258
Quotation Date 04/18/2024
Valid Until 06/18/2024
PO Number S10 QUOTE

Buyer CALEN SPINDLER
Tel 218-838-3632
Delivery Terms
 FOB SHIPPING PT FRT PPD & ADD
Payment Terms
 Net 30 Days
Currency US Dollars

Bill-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Qty	Unit	Material	Description	Unit Price	Extended Value
Notes MN STATE CONTRACT # 186080					
1	PC	M-S10	S10 SWEEPER, ELECTRIC Machine Warranty: Parts 36m / Labor & Trip 6m / 2000 hr Reference Number: S10-B Wet 155AH C/20 Machine as equipped Power Source Battery Battery Wet 155AH C/20 Charger Power Cord US Plug End Cleaning Tool Polypropylene Brush Side Cleaning Tool Polypropylene Brush Warranty Standard Warranty Operator Manual English Packaging Pad Wrap Gov Price Adjustment -5.00 % -725.20 Price 13,778.80 13,778.80 Net Value 13,778.80 13,778.80 Subtotal 13,778.80 Total 13,778.80		

Prepared By: Matthew Leneau, Customer Service Representative





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 10400 Clean Street
 Eden Prairie, MN 55344-2650 USA
 Tel: 1-800-553-8033
 Fax: 1-763-513-2142

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Currency US Dollars

Bill-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Qty	Unit	Material	Description	Unit Price	Extended Value
Notes MN STATE CONTRACT # 186080					
1	PC	M-3640	SWEEPER, WLKBH [3640] Machine Warranty: Parts36m/ Lab36m/ Trip3m/2500hr/Roto10yr Reference Number: 3640-E Wet 130AH C/20 Machine as equipped Power Source Battery Battery Wet 130AH C/20 Charger Location Off-Board Charger 11A 100-240V AC 50/60Hz 1Ph Charger Power Cord US Plug End UL/ETL Rating UL Type E Side Brush Location Right Hand Dust Control Filter Panel Filter Power Wand/Vacuum Wand Live Wand Tires Black Solid Rubber Cleaning Tool Polypropylene Brush Side Cleaning Tool Polypropylene Brush Warranty Standard Warranty Operator Manual English		

Prepared By: Matthew Leneau, Customer Service Representative



Tennant Sales and Service Company
 10400 Clean Street
 Eden Prairie, MN 55344-2650 USA
 Tel: 1-800-553-8033
 Fax: 1-763-513-2142

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Currency US Dollars

Customer Number 4979912
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Bill-To
 CITY OF EMILY
 39811 STATE HIGHWAY 6
 EMILY MN 56447

Qty	Unit	Material	Description	Unit Price	Extended Value
		Packaging	Pad Wrap		
			Gov Price Adjustment	-5.00 %	-814.40
			Price	15,473.60	15,473.60
			Net Value	15,473.60	15,473.60
		Subtotal			15,473.60
		Total			15,473.60

TSS Automotive Equipment Service, Inc
 16817 172nd St SE
 Big Lake, MN 55309

Proposal

Proposal Date: 4/22/2024
Proposal #: 552955
Project:

Bill To:

CITY OF EMILY
 39811 STATE HWY 6
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 CALEN SPINDLER
 218-838-3632

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Sales Tax		0.00%	0.00
Total			\$12,760.18

ESTIMATE ONLY

G 2/15/24

CL Challenger Lifts



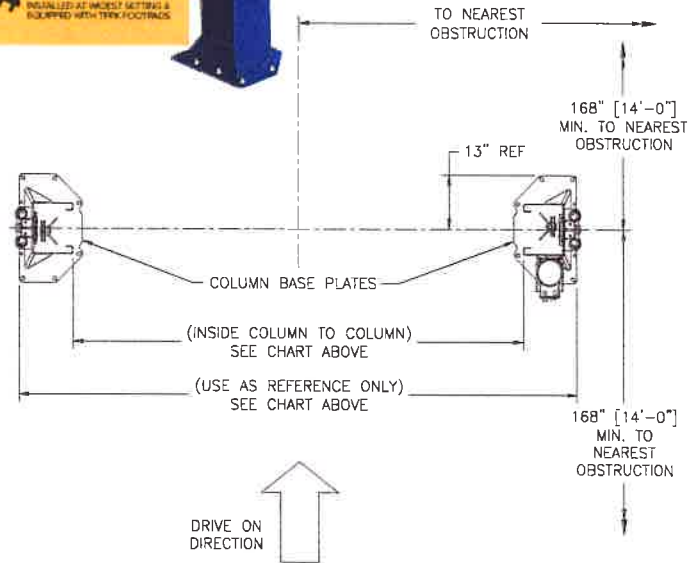
12K ADJUSTABLE HD CL12A

Our 12,000 lbs. capacity 2-Post lift can accommodate a wide range of standard cars, trucks, vans, and SUVs within the same service bay with +6" & +12" width adjustment and optional +1' & +2' height extensions. Standard features include 3-Stage front and rear arms.

Our CL12A-LC can be installed in shops with 12' ceilings due to a shortened column height of 11' 11."



- 13' 3" MINIMUM**
- 14' RECOMMENDED**
- 24' RECOMMENDED**
- 208-230V, 1PH, 30A**



MODEL NUMBER	CL12A-LC	CL12A-LC-DPC-QC	CL12A	CL12A-1	CL12A-2	CL12A-DPC-QC
Description	Low-Ceiling	Low-Ceiling w/ DPC & QC™	Standard	+ 1' Height Extensions	+ 2' Height Extensions	Standard w/ DPC & QC™
Lifting Capacity	12,000 lbs.					
Lift Configuration	Symmetric					
Arm Configuration	3-Stage Front & Rear					
Rise Height	80¾"		84¾"			
Overall Height	11' 11"	13' 8" or 13' 2"		14' 8" or 14' 2"	15' 8" or 15' 2"	13' 8" or 13' 2"
Overall Width	Standard - 11' 10" +6" - 12' 4" +12" - 12' 10"					
Drive Thru Clearance	Standard - 8' 7½" +6" - 9' 1½" +12" - 9' 7½"					
Floor to Overhead Switch	11' 4½"	13' 2" or 12' 8"		14' 2" or 13' 8"	15' 2" or 14' 8"	13' 2" or 12' 8"
Arm Reach	Min. 27½" Max. 59"					
Screw Pad Height	Min. 5" Max. 12½" (includes 6" stack adapter)					
Standard Motor/Voltage	2HP, 208v-230v, 60Hz, 1Ph	3HP, 208v-230v, 60Hz, 1Ph	2HP, 208v-230v, 60Hz, 1Ph			3HP, 208v-230v, 60Hz, 1Ph
Rise Time	60s	38s	63s			40s
Min. Ceiling Height	12'	13' 9" or 13' 3"		14' 9" or 14' 3"	15' 9" or 15' 3"	13' 9" or 13' 3"



BENQ6081
Apr 22, 2024

Prepared By:
Jared Von Wahlde

Benco Equipment Quote

121 29th Ave S
St Cloud, MN 56301



Automotive & Industrial
Service Equipment
www.bencoequipment.com

jvonwahlde@bencoequipment.com

(320) 290-8218

Quoted To:

City of Emily
Galan
39811 MN-6
Emily, MN 56447

Cust#:
Phone: 218-838-3632
Cell:
EMail: maintenance@cityofemily.com

			Unit Price	Qty	Ext. Price
ROT	SPO12N10T5	Rotary 12k 2 post with 3 stage arms Roughly 60 day lead time	\$11,100.00	1	\$11,100.00
ROT	FJ6225	Rotary round adapters	\$550.00	1	\$550.00
LE7	32	Lift install	\$800.00	1	\$800.00
VOI	Mag00322	Hosit oil	\$80.00	1	\$80.00
LE7	36	Mileage	\$240.00	1	\$240.00
SH6	Shop supplies	Supplies	\$25.00	1	\$25.00

Totals

Subtotal	\$12,795.00
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$12,795.00
Deposit Required	\$6,397.50

City of Emily

Maintenance@cityofemily.com

Tasks: Wiring of a new hoist in shop. Piping, pulling wire and terminating existing hoist.
Using existing welder receptacle in corner to install new hoist.

Labor Cost- \$740.00

Material Cost- \$350.00

State of MN Electrical permit- \$100.00

Total for Project- \$1,190.00

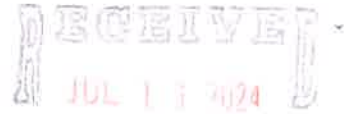
Up North Electric^{INC}
Emily, MN
Residential - Commercial - Industrial
218-820-2728

Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

YZ 5/15/23



BY:

Your eQuote has been sent to:

Emailed to: jim.stafford@crowwing.us
jim.stafford@crowwing.us

To retrieve this eQuote

Login to [Premier](#)

Sign in to Crow Wing County, Minnesota

Click on "Quotes" in the top menu bar and search for eQuote number 3000178475395

eQuote Name	2024-06-25 SH Emily Station
Saved By	jim.stafford@crowwing.us
eQuote Description	
Authorized Buyer	
Notes/Comments	
Account Name	Crow Wing County, Minnesota
Contract Code	C000001145017
Contract Name	Dell NASPO Computer Equipment PA - Minnesota
Customer Agreement #	23026 / 236465

Billing Info

ACCOUNTS PAYABLE
202 LAUREL ST
BRAINERD, MN 56401-3876

eQuote Summary

Description	Quantity	Unit Price	Subtotal
MFF i7 16Gb 512SSD WiFi 3yrPS	1	\$974.55	\$974.55
Standard 24in Monitor	2	\$148.74	\$297.48
Dell Micro AIO Stand - MFS22	1	\$96.19	\$96.19
		eQuote Subtotal	\$1,368.22
		Shipping*	\$0.00
		Shipping Discount*	\$0.00
		eQuote Total*	\$1,368.22

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Note: Your order may contain one or more items which are billed on a recurring basis. See Important Notes for details on your specific offering and, for customers with auto-renewing subscriptions, how to turn off automatic renewal.



Check Point 1530 for Sheriff's Office **Quote # 030975**

Date Issued: 06.19.2024

Date Expires: 09.17.2024

BY:.....

Prepared For

Crow Wing County
Jason Walkowiak
202 Laurel Street
Brainerd, MN 56401
(218) 824-1174
jason.walkowiak@crowwing.gov

Prepared By

CIT
Kurt Ostrowski
2375 Ventura Drive
Woodbury, MN 55125-3930

(651) 255-5792
Kurt.Ostrowski@cit-net.com

Hardware/Software

Description	Qty	Price	Ext. Price
1530 BASE APPL WITH SNBT SUB PREM SUP 3YR	1	\$1,452.52	\$1,452.52
		Subtotal:	\$1,452.52

Shipping & Handling

Description	Qty	Price	Ext. Price
Shipping & Handling	1	\$25.00	\$25.00
		Subtotal:	\$25.00

Quote Summary

Description	Amount
Hardware/Software	\$1,452.52
Subtotal:	\$1,452.52
Shipping:	\$25.00
Total:	\$1,477.52

By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

Beyond the standard configuration and deployment of the tool/service, additional configuration, tuning will be billed T&M.

Quotes are subject to customer credit terms and conditions.

Each of the parties hereto has caused this Schedule to be duly executed by their authorized representatives on the date expressed below. The terms of this project proposal ("Schedule") by and between Computer Integration Technologies, Inc., ("CIT") and Customer are part of, and are hereby incorporated into, the Master Service Agreement executed by CIT and Customer.

Please do not pay from quote; taxes, shipping, handling, and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.

CIT requires 50% down payment upon acceptance on all orders over \$10,000 unless prior approval has been given. Additional down payment may be required if customer credit line is insufficient. Due to changing market conditions, partial invoices may be created as the hardware is shipped

CIT

Crow Wing County

Signature: _____

Signature: _____

Name: Kurt Ostrowski

Name: Jason Walkowiak

Title: Account Executive

Date: _____

Date: 06/19/2024

clerk@emily.net

From: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Sent: Monday, July 15, 2024 2:45 PM
To: clerk@emily.net
Subject: RE: Emily quote

Hi Cari,

The computer would be a desktop computer and it would have all the Microsoft software on it through the County's account. The computer would be property of the County, the way it was explained to me is that IT looks at the Emily PD Office as an extension of our squad room at the Sheriff's Office....this all needs to be done for CJIS compliance reasons.

As far as the computer goes, I am sure if the City of Emily decides to go back to their own PD someday that we could figure out potentially leaving the computer up there...basically even though it would technically belong to the County, I do not foresee us ever taking it out of there.

The other item, the checkpoint, is necessary so that computer at the Emily PD acts as an extension on the County network.

Hope that helps.

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.

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, July 15, 2024 11:56 AM
To: Craig Katzenberger <Craig.Katzenberger@crowwing.gov>
Subject: RE: Emily quote

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

DELL ORDERING INSTRUCTIONS

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Dell Marketing L.P. One Dell Way, Mailstop RR1-33 Legal, Round Rock, TX 78682	236465 23004	NET 30	30 DAYS

EQUIPMENT BANDS AWARDED:

- Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets
- Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets
- Band 3: Servers and Storage

CONTRACT PERIOD: APRIL 3, 2024 TO JUNE 30, 2025

EXTENSION OPTIONS: THIRTY-SIX (36) MONTHS

SUPPLIER ID: 0000212415

SALES CONTACT: Ashley Salinas
PHONE: 512-720-6034
EMAIL: A.Salinas@Dell.com

SALES CONTACT: Ken Pascutoi
PHONE: 612-963-3927
EMAIL: Ken_Pascutoi@Dell.com

SALES CONTACT: Josh Bemis
PHONE: 512-513-0634
EMAIL: Josh_Bemis@Dell.com

MN STANDARDIZATION OF COMPUTER TECHNOLOGY. Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates: http://mn.gov/buyit/hardware/standards/itproduct_standards.html

WEBSITE. <http://www.dell.com/en-us/lp/dt/naspo-computer?hve=learn+more>

PRODUCT & SERVICES SCHEDULE: https://www.delltechnologies.com/asset/en-us/solutions/oem-solutions/legal-pricing/naspo-hw-23026-pss.xlsx?ref=cpcl_naspo-computer-document-links--item-11_cta_link_productsandservicesschedulespsdellbrandedand3rdpartyproducts (PLEASE NOTE THIS IS A LARGE FILE)

PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST): https://s3-us-west-2.amazonaws.com/naspo-valuepoint/1689690475_Dell_ExD.pdf

MASTER AGREEMENT: https://s3-us-west-2.amazonaws.com/naspo-valuepoint/1694610644_91598838_23004_Dell_AA.pdf

PARTICIPATING ADDENDUM: https://osp.admin.mn.gov/sites/osp/files/2024-04/c-8715dell_pa_236465.pdf

DELL PREMIER SHOPPING AND ORDERING GUIDE: https://www.delltechnologies.com/asset/en-us/solutions/premier-solutions/educational-training/dell_new_premier_shopping_and_ordering_guide.pdf?ref=cpcl_us-en-bsd-fcca82af-9bb0-4ca0-a440-2bbb2a2cf418-video-library-user-guides-video1_cta_link_learnmore

Contract Release: C-871(5)

ORDERING INSTRUCTIONS. Order online through Dell Premier Page using Premier login and Dell Quote # at www.Dell.com/Premier

DELL AUTHORIZED RESELLERS FOR ALL DELL PRODUCT LINES. DELL ORDERS MAY BE PLACED WITH EITHER DELL DIRECTLY OR WITH THE FOLLOWING RESELLERS.

Name	CDW-G
Street Address	75 Tri State International
City/State/Zip	Lincolnshire, IL 60069
Swift Vendor No.	0000227265
Contact Name	James Heenan
Contact Phone No.	203-851-7271
Contact Email Address	jimheen@cdw.com
Name	Davenport Group, Inc.
Street Address	104 Belfast St.
City/State/Zip	Lewisburg, TN 37091
Swift Vendor No.	0000288798
Contact Name	Kristy Wilke
Contact Phone No.	651-765-0279
Contact Email Address	kristy.wilke@davenportgroup.com
Name	Insight Public Sector, Inc.
Street Address	2701 E Insight Way
City/State/Zip	Chandler, AZ 85286
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	StofMinnesota@insight.com
Name	Now Micro
Street Address	1420 Perron Rd. E., Suite 300
City/State/Zip	Mendota Heights, MN 55120
Swift Vendor No.	0000225654
Contact Name	Marty Linden
Contact Phone No.	651-393-2132
Contact Email Address	martyl@nowmicro.com
Name	Paragon Development Systems (PDS)
Street Address	171 Cheshire Lane North, Suite 600
City/State/Zip	Plymouth, MN 55441
Swift Vendor No.	0000242144
Contact Name	Jason Ligday & Tom Hall
Contact Phone No.	(651) 491-8928, (651) 756-9122, (800) 966-6090
Contact Email Address	MNStateContracts@pdsit.net
Name	Presidio Networked Solutions LLC
Street Address	8161 Maple Lawn Blvd., Suite 150
City/State/Zip	Fulton, MD 20759
Swift Vendor No.	0001005702
Contact Name	Jackie Arnett
Contact Phone No.	812-350-0808
Contact Email Address	jarnett@presidio.com

Contract Release: C-871(5)

Name	Sanity Solutions, Inc.
Street Address	1720 S Bellaire St. Suite #550
City/State/Zip	Denver, CO 80210
Swift Vendor No.	0000823259
Contact Name	Sheila Gentile
Contact Phone No.	720-570-1668 x2
Contact Email Address	accounting@sanityslutions.com
Name	Sterling Computers Corporation
Street Address	303 Centennial Drive
City/State/Zip	North Sioux City, IA
Swift Vendor No.	0000231263
Contact Name	Lynette Lambing
Contact Phone No.	605-242-4000
Contact Email Address	Lynette.lambing@sterling.com

228 POLICE FUNDS

2023 Budgeted Transfers (Resolution 23-52)

Emily Sheriff's Office - paint/carpet/furniture	\$10,000.00
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Date	Contractor	Purpose	Amount	Total Remaining
5/1/2024	Fox Glen Painting	Painting of PD and conference room	\$1,625.00	\$8,375.00
7/9/2024	Connect Interiors	Carpet, wall base, install for PD and conference room	\$4,135.00	\$4,240.00
7/9/2024	Elan Financial Services	PD TV	\$266.28	\$3,973.72
	The Office Shop	PD Furniture	\$9,949.20	-\$5,975.48
	State Contract	PD Computer, Monitor, and Stand	\$1,368.22	-\$7,343.70
	CIT	PD Check Point 1530 Software	\$1,477.52	-\$8,821.22
		ARPA Funds planned for remainder	-\$8,821.22	\$0.00

206 ARPA FUNDS

Fund Total	\$45,998.44
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Council plan to use \$40,000 for Maintenance 3/4 ton Pickup Truck (Total of \$51,577.45)	(\$40,000.00)
Total Remaining ARPA Funds after truck	\$5,998.44

Shortfall

-\$2,822.78

PERSONNEL POLICY ADDITION:

FIRE & RESCUE DEPARTMENT PERSONNEL

1. All Emily Fire & Rescue Department personnel are appointed by the Council.
2. The Emily Fire & Rescue Department shall consist of the following subdepartments: Fire and First Response. The Fire subdepartment shall provide fire suppression operations and the First Response subdepartment shall provide emergency medical services.
3. The minimum number of members on the department shall be fifteen and the maximum number of members shall be thirty. At least 67% of the members shall have passed a Firefighter I course and at least 33% of the members shall have passed First Responder training.
4. The following are special positions within the Emily Fire & Rescue Department; Chief, Fire Assistant Chief, First Response Assistant Chief, First Response Deputy Chief, Safety Officer, one or more Captains, one or more Training Officers, and a Secretary for each subdepartment. No person shall hold more than one of these positions. This does not include Relief Association positions.
5. The City's Personnel Policy, as approved and amended from time to time by the City Council, shall apply to all Emily Fire & Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Personnel Policy and Standard Operating Procedures (SOPs), the City Personnel Policy shall control.
6. For the Fire subdepartment the Executive Review Board shall consist of the Fire & Rescue Chief, Fire Assistant Chief, and Secretary. For the First Response subdepartment the Executive Review Board shall consist of the Fire & Rescue Chief, First Response Assistant Chief, and Secretary. The relevant subdepartment Secretary shall keep records and forward Board decisions to the City Clerk to forward to the Council for action.
7. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Emily Fire & Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance, City policy, or SOP violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
8. All firefighters and first responders shall be required to attend their regular subdepartment monthly meetings. If the subdepartment member misses two regular monthly meetings in a row, or a total of three monthly meetings during any 12 month period, without an acceptable excuse, that subdepartment member shall be subject to disciplinary action by the Executive Review Board and considered for forfeiture of membership in the department. An acceptable excuse shall include: work, illness and/or death in the family, or extended vacation outside of the area.

9. Firefighters and first responders absent from more than 50% of their scheduled subdepartment trainings or 50% of their subdepartment calls for a calendar year shall automatically have their membership in the department reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.

10. Appointment of Emily Fire & Rescue Department Personnel.

All firefighters and first responders shall perform such duties and functions as are prescribed in their relevant subdepartment job descriptions which shall be prepared for each position by the Fire & Rescue Chief and/or First Response Assistant Chief in coordination with and approved by the City Council.

(1) An applicant for an Emily Fire & Rescue Department personnel position must first submit an employment application to the City Clerk. The employment application must designate one or both subdepartments the applicant is applying for. The applicant must meet the following threshold criteria:

- a) Must be 18 years of age or older.
- b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
- c) Must have a valid Minnesota Driver's License.

If the applicant meets the threshold criteria, the application shall be forwarded to the Fire & Rescue Chief, First Response Assistant Chief, or both to be reviewed by the applicable subdepartment at their next meeting. If the application is recommended to the City Council for employment, the Fire & Rescue Chief and/or First Response Assistant Chief shall include the recommendation in their subsequent monthly report to the Council.

After a conditional appointment by the City Council, the City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.

(2) After successfully completing preemployment screenings applicants must successfully complete a timed physical agility test, witnessed by two officers of the Emily Fire & Rescue Department. This test may differ for each subdepartment, as determined from time to time.

(3) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Fire & Rescue Hall. A firefighter applicant will be issued gear and a pager and must successfully pass a Department approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. A first responder applicant must successfully pass a First Responder Course before being issued gear and a pager.

(4) An Emily Fire & Rescue Department member's date of hire is defined as the date the applicant's preemployment screenings and physical agility test are complete.

(5) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the

discretion of the Executive Review Board, may be extended for an additional six months.

11. Emily Fire & Rescue Department personnel may take part in public relations activities in the City of Emily and surrounding communities.
12. All Emily Fire & Rescue Department personnel shall be entitled to benefits as set forth in the Emily Firemen's Relief Association By-Laws.
13. Any member wishing to resign must submit their resignation in writing to the Secretary of the applicable subdepartment. The Secretary will bring the resignation to the applicable subdepartment members for further recommendation to the City Council.
14. Any member entering military service shall leave on a leave of absence until their return with no loss of membership.
15. Department member Oath of Membership – I do solemnly swear that I will faithfully execute my duties as a (firefighter or first responder) of the Emily Fire & Rescue Department to the best of my ability. I will preserve, maintain, and defend the department ordinances and policies, and will uphold the following motto: “unselfish public service; courage; and duty”, so help me God.
16. Children (minors under the age of 18) shall not be allowed in the Fire & Rescue Hall due to safety and liability issues. Members shall not bring children to fire or first responder calls due to safety and liability issues. Upon approval of the Fire & Rescue Chief children may be allowed in the Fire & Rescue Hall when accompanied by a member for special events. Members allowing children in the Fire & Rescue Hall or bringing children to fire or first responder calls will be reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
17. All new members will have a twelve (12) month probationary period. After the 12 month period, the new member will be accepted or rejected as a full-time firefighter by a majority vote of the Fire Department, pending approval of the City Council. Requirements may be waived if the applicant is a prior active member in good standing of the Department, or fulfills all other requirements for active membership.
18. Any individual, who resigns from the Emily Fire & Rescue Department, within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the Emily Fire & Rescue Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.
19. The business and activities of each subdepartment shall be managed by the following officers: Fire & Rescue Chief, Fire Assistant Chief, First Responder Assistant Chief, First Responder Deputy Chief, Secretary, and Treasurer, each of whom shall be elected at the annual meeting. All officers elected at the annual meeting shall be submitted to the City Council for approval.

20. All of the officers shall be elected by the active firefighters eligible to vote. All officers shall not be required to serve more than one year in the same office.
21. All regular meetings of the Emily Fire & Rescue Department subdepartments shall be held in the Fire & Rescue Hall, unless otherwise determined at a regular meeting.
22. Regular meetings of the Fire subdepartment shall be held on the 4th Tuesday of each month. The annual meeting shall be held on the 4th Tuesday of December. The presence at any meeting of at least 10 members shall constitute a quorum for the transaction of business, unless otherwise specified in these policies. Each active member present shall be entitled to one vote on any matter before the subdepartment for consideration.

undue hardship on the City. In certain circumstances, the applicant or employee may need to provide documentation of the disability or religious belief or practice.

Employees or applicants who seek an accommodation as referenced herein should notify the City Clerk. Retaliation against an applicant or employee who seeks an accommodation is prohibited.

1. Disability

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. An individual who can be reasonably accommodated for a job, without undue hardship on the City, will be given the same consideration for that position as any other applicant.

2. Religious Practices and Beliefs

Similarly, the City will accommodate the sincerely held religious beliefs and practices of applicants and employees, unless to do so would cause a hardship on the City.

3. Pregnancy

For employees who have worked for the City for at least twelve months, and who averaged at least 20 hours per week in the twelve months prior to any request, the City will provide reasonable accommodation to the employee for health conditions related to pregnancy or childbirth unless the accommodation would impose an undue hardship on the City.

Any accommodation requested would need to be based on the advice of the employee's licensed health care provider or certified doula (labor coach). The employee will be expected to engage in interactive dialogue with the City to review the request for a reasonable accommodation. Reasonable accommodations may include, but are not limited to: temporary transfer to a less strenuous or hazardous position, seating, ability to use a restroom more frequently, and limits on heavy lifting. The City is not required to create a new or additional position, nor is it required to discharge any other employee, transfer any employee with lesser or greater seniority, or promote any employee solely for the purpose of opening a position that might accommodate the pregnant employee.

It will not be considered an undue hardship where an employee seeks the following accommodations: more frequent restroom, food and water breaks; the ability to work while seated; and the placement of limits on lifting over 20 pounds.

FIRE & RESCUE DEPARTMENT PERSONNEL

1. All Fire & Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be twenty-five. At least 75% of the members shall have passed a Firefighter I course, and at least 50% of the members shall have passed First Responder training.

3. The following are special positions within the Fire & Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. The City's Employee Handbook, as approved and amended from time to time by the City Council, shall apply to all Fire & Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Employee Handbook and the Fire & Rescue Department Personnel Policies and Standard Operating Procedures (SOPs), the City Employee Handbook shall control.
5. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire & Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance or bylaw policy violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
6. Fire & Rescue Department personnel absent from more than 50% of the business meetings, 50% of the drill meetings, or 50% of the calls for a calendar year shall automatically have their membership in the organization reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
7. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire & Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire & Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for screening new applicants and for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in Section 1.08. The City Clerk shall attend meetings of the Board for the purpose of keeping records and acting on decisions of the Board. The City Clerk shall not be a member of the Board.
8. Appointment of Fire & Rescue Department Personnel. All employees of the Fire & Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position must first submit an employment by the Fire & Rescue Chief in coordination with and approved by the City Council.
 - (1) An applicant for a Fire & Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:
 - a) Must be 18 years of age or older.
 - b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
 - c) Must have a valid Minnesota Driver's License.

If the threshold criteria are met, the City Clerk will conduct a background check on the applicant. The background check will include but will not necessarily be limited to a review of the applicant's driving record, criminal record (if any), work history, and business and personal references. If the results of the background check are satisfactory, the application will be submitted to the Executive Review Board.

- (2) After a conditional appointment by the City Council, firefighters and first responders must successfully complete a timed physical agility test, witnessed by two officers of the Fire & Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.
- (3) After successful completion of an agility test, a physical may be required by an appropriate physician designated by the City. Said physical examination shall include relevant criteria specified by the city. Said physical will be paid for by the City.
- (4) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Station. An applicant for firefighter will be issued gear and a pager and must successfully pass a Department-approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager.
- (5) A Fire & Rescue member's date of hire is defined as the date the City Council approves the applicant.
- (6) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

BY-LAWS OF THE EMILY VOLUNTEER FIRE DEPARTMENT

ARTICLE I

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

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

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

ARTICLE II

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III

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

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

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

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

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

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

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

ARTICLE IV

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

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

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

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

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

ARTICLE V

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

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

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

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

ARTICLE VI

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

Mayor _____

Chief _____

Clerk _____

Assistant Chief _____

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

**AN ORDINANCE TO REVISE THE
CODE OF ORDINANCES FOR THE CITY OF EMILY**

1. Repeal: Emily City Code, Chapter 33 Public Safety, Section Fire Department, Subsections 33.20 through 33.31, and Section Volunteer First Response Unit, Subsections 33.45 through 33.53, adopted on January 9, 2019 are hereby repealed.
2. Fire & Rescue Department. There is hereby established in the City a Volunteer Fire & Rescue Department for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community.
 - a. The Fire & Rescue Department shall be administered by a Fire & Rescue Chief.
 - b. The Fire & Rescue Chief shall have subordinate officers to assist in management of Fire & Rescue Department duties and functions. The Fire & Rescue Department chain of command shall be defined in the Fire & Rescue Department Standard Operating Procedures (SOPs). The Fire & Rescue Chief and City Council shall develop administrative policies for determining qualified personnel. The City Council shall take into consideration the recommendation of the members of the department when selecting qualified personnel for annual appointment to Fire & Rescue Department officer positions.
 - c. The Fire & Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. The Fire & Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire & Rescue Department. The size and composition shall be established by resolution of the City Council and may be changed from time to time by subsequent resolution and as specified in the City's Personnel Policy. The compensation shall be included in the Wage Schedule Policy.
3. Fire & Rescue Chief. The Fire & Rescue Chief shall be appointed by the City Council taking into consideration the recommendation of the members of the department. The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire & Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire & Rescue Department. Specific duties of the Fire & Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.
 - a. For periods of absence from the City of up to sixty (60) days, the Fire & Rescue Chief shall appoint an Acting Chief. For periods of absence longer than sixty (60) days, the City Council shall approve the appointment of an Acting Chief.

4. Fire & Rescue Department SOPs. The Fire & Rescue Chief shall recommend to the City Council a set of Standard Operating Procedures (SOPs) for operation and administration of the Fire & Rescue Department for consideration and approval by the City Council. The SOPs detail the organization and administration of the Fire Department and establish procedures for efficiently and effectively handling operations while maintaining sufficient flexibility to allow for deviation from the procedures when necessary.
5. Authority at Emergency Scenes.
 - a. An emergency scene is under the authority of the first arriving emergency personnel, which includes Emergency Medical Services personnel/First Responders, until the arrival of the fire or law enforcement officials having jurisdiction.
 - b. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of a fire or other emergency involving the protection of life or property, shall have the authority to direct such operation as may be necessary to limit or mitigate the threat of injury to persons, or damage to property or the environment, extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of duty. In exercise of such power, the Fire & Rescue Chief or any other Fire & Rescue officer or personnel is authorized to prohibit any person, vehicle, vessel, aircraft, or thing from approaching the scene and is authorized to remove or cause to be removed, towed, or kept away from the scene any person, vehicle, vessel, aircraft, or thing which may impede or interfere with the operations of the Fire & Rescue Department. Any person violating this Section shall be guilty of an offense punishable as a misdemeanor.
 - c. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of an emergency, is authorized to place ropes, guards, barricades, or other obstructions across any street, highway, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the Fire & Rescue Department to manage and/or control the situation.
6. Investigation of Emergency Incidents. The Fire & Rescue Chief shall investigate or cause to be investigated the cause, origin, and circumstances of fires occurring within the City pursuant to Minnesota Statutes Chapter 299F.
7. Mutual Aid. The Fire & Rescue Chief or his/her designee is authorized to respond to requests for mutual aid assistance in the form of Fire & Rescue Department resources from any political subdivision, agencies of the State of Minnesota, and Federal agencies, pursuant to Minnesota Statutes Chapter 12, provided the emergency response needs of the City are not compromised, and the City Council or its designee is notified when Fire & Rescue Department personnel and/or resources shall be committed to the mutual aid response in excess of twelve (12) hours.
8. Emily Firemen's Relief Association. There is an Emily Firemen's Relief Association, whose function is to manage service pension benefits for Fire & Rescue personnel, authorized under Minnesota Statutes, and to provide other services to Fire & Rescue personnel of the Fire & Rescue Department as deemed appropriate by members of the Association.
 - a. The affairs of the Relief Association are governed by its Bylaws. The Bylaws provide rules for matters such as membership, meetings, election and duties of officers and trustees, investments, eligibility for benefits, and benefit amounts.

- b. Any proposed change to the Association's Bylaws or Articles of Incorporation which will affect the benefits paid from the Association's Fund shall not be effective until ratified by the City Council.

9. Fire & Rescue Service Definitions.

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

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

- a. Chemical/Hazardous Materials Spills. Fees incurred by the City for response to chemical spills on roadways, and at fixed private facilities within the City, or in other cities that personnel and equipment from the City may be requested to respond, will be charged to the owner of the chemical, the owner of the vehicle in which the chemical is being shipped, and/or to the owner of the facility where the spill occurred.
 - (1) Fees shall include, but shall not be limited to, actual costs for all personnel who respond to the incident for a minimum of one hour and the cost on a per hour basis for each piece of City apparatus and equipment that responds to the incident for a minimum of one hour. Vehicle and equipment costs shall conform to the most recent cost schedules published by the Federal Emergency Management Agency for disaster recovery, or in the event a piece of equipment is not listed on the schedule, it shall be billed at a reasonable rate to be determined by the City using industry standards.
 - (2) In addition, the bill for service shall include any cost of clean-up of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment, and administrative costs to be established at ten percent (10%) of the total bill.
 - (3) Liens Upon Nonpayment. Each owner of the premises receiving Fire & Rescue Department service for a hazardous materials spill shall be deemed to have agreed to pay for said services and any delinquencies in the payment for the Fire & Rescue Department service to said premises shall be a lien and

charged against the premises so served regardless of whether the same be a homestead or not.

- b. Wildland Fires. At the discretion of the Fire & Rescue Chief, fees may be charged to the Minnesota Department of Natural Resources for services provided for incidents under the jurisdiction of the Minnesota Department of Natural Resources.
- c. Arson, Accidents Due to Gross Negligence. Fees for services provided for incidents caused by arson or by gross negligence will be charged to the perpetrator(s) of the incident.
- d. Any party who receives fire service involving a motor vehicle accident or motor vehicle fire will pay for such fire service according to the schedule referenced above. Fire and rescue calls resulting from vehicular accidents on state and county highways to the extent services are provided to non-resident individuals or businesses of the City Fire & Rescue Department's area of service will be charged to the non-resident individual or business.
- e. Impounding Vehicles/Property. The Fire & Rescue Chief or his/her designate is authorized to impound vehicles or property related to a fire and/or hazardous materials release and to be held in a secure location until such time as payment is received for Fire & Rescue Department response to the incident and/or the vehicle or property may be transported without further risk of injury to the public or damage to the environment.

11. Billing and Collection.

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

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

13. Service Charge on Public Entity Property.

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

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

Adopted by the City Council of Emily, Minnesota this 9th day of July, 2024.

Attested:

Tracy Jones
Mayor

Cari Johnson
City Clerk/Treasurer

Fire & Rescue Department Ordinance

City of Fifty Lakes

- 1.01 Fire & Rescue Department. The City shall provide a Fire & Rescue Department for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community.
- (1) The Fire & Rescue Department shall be administered by a Fire & Rescue Chief.
 - (2) The Fire & Rescue Chief shall have subordinate officers to assist in management of Fire & Rescue Department duties and functions. The Fire & Rescue Department chain of command shall be defined in the Fire & Rescue Department Standard Operating Procedures (SOPs). The Fire & Rescue Chief and the City Council shall develop administrative policies for determining qualified personnel which shall be submitted to the City Council for approval, and recommend to the City Council appointment to Fire & Rescue Department officer positions.
 - (3) The Fire & Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. The Fire & Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire & Rescue Department. The size, composition and compensation shall all be established by resolution of the City Council and may be changed from time to time by subsequent resolution and specified in the City's Personnel Policy.
- 1.02 Fire & Rescue Chief. The Fire & Rescue Chief shall be appointed by the City Council taking into consideration recommendation of the members of the department. The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire & Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire & Rescue Department. Specific duties of the Fire & Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.
- For Periods of absence from the City of up to sixty (60) days, the Fire & Rescue Chief shall appoint an Acting Chief. For periods of absence longer than sixty (60) days, the City Council shall approve the appointment of an Acting Chief.
- 1.03 Fire & Rescue Department SOPs. The Fire & Rescue Chief shall recommend to the City Council a set of Standard Operating Procedures (SOPs) for operation and administration of the Fire & Rescue Department for consideration and approval by the City Council. The SOPs detail the organization and administration of the Fire Department and establish procedures for efficiently and effectively handling operations while maintaining sufficient flexibility to allow for deviation from the procedures when necessary.
- 1.04 Authority at Emergency Scenes.
- An emergency scene is under the authority of the first arriving emergency personnel, which includes Emergency Medical Services personnel/First Responders, until the arrival of the fire or law enforcement officials having jurisdiction.

The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of a fire or other emergency involving the protection of life or property, shall have the authority to direct such operation as may be necessary to limit or mitigate the threat of injury to persons, or damage to property or the environment, extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of duty. In exercise of such power, the Fire & Rescue Chief or any other Fire & Rescue officer or personnel is authorized to prohibit any person, vehicle, vessel, aircraft, or thing from approaching the scene and is authorized to remove or cause to be removed, towed, or kept away from the scene any person, vehicle, vessel, aircraft, or thing which may impede or interfere with the operations of the Fire & Rescue Department. Any person violating this Section shall be guilty of an offense punishable as a misdemeanor.

The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of an emergency, is authorized to place ropes, guards, barricades, or other obstructions across any street, highway, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the Fire & Rescue Department to manage and/or control the situation.

- 1.05 Investigation of Emergency Incidents. The Fire & Rescue Chief shall investigate or cause to be investigated the cause, origin, and circumstances of fires occurring within the City pursuant to Minnesota Statutes Chapter 299F.
- 1.06 Mutual Aid. The Fire & Rescue Chief or his/her designee is authorized to respond to requests for mutual aid assistance in the form of Fire & Rescue Department resources from any political subdivision, agencies of the State of Minnesota, and Federal agencies, pursuant to Minnesota Statutes Chapter 12, provided the emergency response needs of the City are not compromised, and the City Council or its designee is notified when Fire & Rescue Department personnel and/or resources shall be committed to the mutual aid response in excess of twelve (12) hours.
- 1.07 Fire & Rescue Department Relief Association. There is a Fifty Lakes Firefighters' Relief Association, whose function is to manage service pension benefits for Fire & Rescue personnel, authorized under Minnesota Statutes, and to provide other services to Fire & Rescue personnel of the Fifty Lakes Fire & Rescue Department as deemed appropriate by members of the Association.
- (1) The affairs of the Relief Association are governed by its Bylaws. The Bylaws provide rules for matters such as membership, meetings, election and duties of officers and trustees, investments, eligibility for benefits, and benefit amounts.
 - (2) Any proposed change to the Association's Bylaws or Articles of Incorporation which will affect the benefits paid from the Association's Fund shall not be effective until ratified by the City Council.
- 1.08 Fire & Rescue Service Definitions.
- (1) "Service" means any deployment of Fire & Rescue personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area of or threatened by fire. It also includes the deployment of Fire & Rescue personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occur.

- (2) "Service fee" means the charge imposed by the City for receiving Fire & Rescue service.
- (3) "Motor vehicle" means any self-propelled vehicle designed and manufactured to operate primarily upon public roads and highways, including semi trailers.

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

- (1) Chemical/Hazardous Materials Spills. Fees incurred by the City for response to chemical spills on roadways, and at fixed private facilities within the City, or in other cities that personnel and equipment from the City may be requested to respond, will be charged to the owner of the chemical, the owner of the vehicle in which the chemical is being shipped, and/or to the owner of the facility where the spill occurred.
 - (a) Fees shall include, but shall not be limited to, actual costs for all personnel who respond to the incident for a minimum of one hour and the cost on a per hour basis for each piece of City apparatus and equipment that responds to the incident for a minimum of one hour. Vehicle and equipment costs shall conform to the most recent cost schedules published by the Federal Emergency Management Agency for disaster recovery, or in the event a piece of equipment is not listed on the schedule, it shall be billed at a reasonable rate to be determined by the City using industry standards.
 - (b) In addition, the bill for service shall include any cost of clean-up of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment, and administrative costs to be established at ten percent (10%) of the total bill.
 - (c) Liens Upon Nonpayment. Each owner of the premises receiving Fire & Rescue Department service for a hazardous materials spill shall be deemed to have agreed to pay for said services and any delinquencies in the payment for the Fire & Rescue Department service to said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not.
- (2) Wildland Fires. At the discretion of the Fire & Rescue Chief, fees may be charged to the Minnesota Department of Natural Resources for services provided for incidents under the jurisdiction of the Minnesota Department of Natural Resources.
- (3) Arson, Accidents Due to Gross Negligence. Fees for services provided for incidents caused by arson or by gross negligence will be charged to the perpetrator(s) of the incident.
- (4) Any party who receives fire service involving a motor vehicle accident or motor vehicle fire will pay for such fire service according to the schedule referenced above. Fire and rescue calls resulting from vehicular accidents on state and county highways to the extent services are provided to non-resident individuals or businesses of the City Fire & Rescue Department's area of service will be charged to the non-resident individual or business.

- (4) Impounding Vehicles/Property. The Fire & Rescue Chief or his/her designate is authorized to impound vehicles or property related to a fire and/or hazardous materials release and to be held in a secure location until such time as payment is received for Fire & Rescue Department response to the incident and/or the vehicle or property may be transported without further risk of injury to the public or damage to the environment.

1.10 Billing and Collection.

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

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

1.12 Service Charge on Public Entity Property.

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

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

Passed by council this 10th day of November, 2009.

Richard Schiller, Mayor

Attest:

Karen L. Stern, Clerk-Treasurer

Pub. Northland Press Nov.10, 2009.

