

## City of Emily

**AGENDA**

Tuesday, December 20, 2022

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

**PUBLIC HEARING – Truth in Taxation Meeting**APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- MINUTES: September 13, 2022 Council Meeting
- FINANCIAL REPORT: October Checking Beginning Balance \$837,867.23, Ending Balance \$746,324.22
- RECEIPTS: General \$53,472.17, Sewer \$4,668.86, Total \$58,141.03
- CLAIMS FOR APPROVAL: \$208,551.46 for Pine River State Bank Checks #59975 to #60115 and automatic withdrawals #330647 to #330657
- INVESTMENTS (Market Value): \$370,756.94
- TOTAL CHECKING/INVESTMENTS: \$1,117,081.16

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

**SPEAKERS:** 6:15 p.m. Jeff Ledin, City Engineer, S.E.H., regarding proposed 2023 Road Overlay Project  
 6:30 p.m. Rebecca Kurtz, Financial Municipal Advisor, Ehlers, regarding bond options for a 2023 Road Overlay Project

**FIRE DEPARTMENT**

- Quotes for refrigerator, stove, and microwave for the Fire Hall meeting room for up to \$3,000 from Fire Equipment Fund. *(Council action – motion)*
  - Appliances Connection for a total of \$2,986.10 with free shipping.
  - Home Depot for a total of \$2,938.66 with free delivery.
- Quotes for Fire Hall cabinets for up to \$6,500 from Fire Equipment Fund: *(Council action – motion)*
  - Progressive Forest Products for custom cabinets with no install or countertops for \$5929.00 plus tax.
  - Home Depot for semi-custom cabinets with no install or countertops for \$7,440 plus tax.
- GFC Industrial quote for Fire Hall meeting room tile and glue removal, diamond grind, and gold system 2 step process epoxy application, with 50% down payment of \$2793.10 and total of \$5,586.20 (Budgeted \$6,000). *(Council action – motion)*
- Resolution 22-45 Accepting Donation to the City of \$5,000 from the Emily Firemen's Relief Association for the firemen's equipment fund. *(Council action – motion)*
- Resolution 22-46 Approving Additional Activity for a Lawful Gambling Premises Permit for Emily Firemen's Relief Association with additional activity of electronic linked bingo at Red Pine Cookhouse. *(Council action – motion)*

**FIRST RESPONSE UNIT**

- First Response Unit recommendation to hire Kira Floisand as a first responder pending preemployment screenings and background check. *(Council approval – motion)*

## **POLICE DEPARTMENT**

- Law Enforcement Services Agreement for 2023 renewal of Little Pine Police protection for 4 hours per month at \$50/hour. *(Council action – motion)*

## **WASTEWATER**

### **PLANNING & ZONING**

- Gregory Koch resignation from Planning Commission effective December 31, 2022. *(Council action – motion)*
- Todd Proctor payment of reduced after the fact permit fee of \$500 and \$250 sewage treatment system permit fee (\$750 total). *(Council action – motion)*
- **Sourcewell Planning and Zoning Administrator services contract.** *(Council action – motion)*

### **ATTORNEY**

- Update on North Star Manganese's plan to conduct exploratory drilling activities within City limits for manganese deposit exploration. *(Information)*
- Update on collection process for unpaid sewer bill of \$1,212.55 and Invoice 2020-06 for \$1,118. *(Information)*
- Update on enforcement actions against Jason Quilling regarding an unpermitted septic system. *(Information)*

### **ROADS**

- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

## **MAINTENANCE**

### **CITY HALL**

### **CEMETERY**

### **PARKS**

### **LIBRARY**

### **PERSONNEL**

- 2023 Elected Leaders Institute Foundational Program with a combination of online, on demand courses and a 2 day in person program in Mankato, Plymouth, or Alexandria for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*
- 2023 Elected Leaders Institute: Advanced Program for in person training in Plymouth or Alexandria for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*
- Department of Public Safety and Division of Homeland Security & Emergency Management emergency management courses for senior and elected officials, department heads, and management staff in Brainerd on January 11, 2023 and February 8, 2023 **for no cost.** *(Council action – motion)*

## **EMILY WATERS**

### **ECONOMIC DEV. (EDA)**

### **CODIFICATION**

### **UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*
- Updates on FEMA reimbursement of May 30, 2022 storm damages and State reimbursement of June 20, 2022 storm damages. *(Information)*

### **NEW BUSINESS:**

- Resolution 22-44 Establishing Polling Place in Emily, including alternate polling location, for 2023. *(Council action – motion)*
- Clasen & Schiessl CPAs Audit Engagement Letter for 2023 for audit services not to exceed \$11,250. *(Council action – motion)*
- **Proposed 2023 Property Tax Rates for Emily.** *(Information)*
- **2022 Bonds and Other Long Term Debt.** *(Information)*
- **Proposed 2023 Final Budget.** *(Council action – motion)*
- **Resolution 22-48 Adopting 2023 Final City Tax Levy.** *(Council action – motion)*
- **Resolution 22-47 To Make Year End Transfers.** *(Council action – motion)*

- Resolution 22-49 2022 Budgeted Year End Transfers and Creation of Emily Waters Fund 207. *(Council action – motion)*
- Resolution 22-50 Revising the 2022 Adopted Budget. *(Council action – motion)*

**CORRESPONDENCE:**

- ✓ Ehlers re: status of potential refundings.
- ✓ League of MN Cities Insurance Trust re: 2022-23 coverages, rates, and dividend amount.
- ✓ ELRA re: thank you for support of management and preservation of Emily lakes and rivers.

**Scheduled Upcoming Meetings:**

- Schedule Special Council Meeting for Proposed 2023 Final Budget and 2023 Final City Tax Levy.

**ADJOURN**