

City of Emily

AGENDA

Tuesday, June 13, 2023

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVE AGENDA *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- MINUTES: May 9, 2023 Council Meeting
- FINANCIAL REPORT: May Checking Beginning Balance \$732,605.88, Ending Balance \$674,171.73
- RECEIPTS: General \$16,522.54, Sewer \$2,507.05, Total \$19,029.59
- CLAIMS FOR APPROVAL: \$91,681.62 for Pine River State Bank Checks #60474 to #60564 and automatic withdrawals #330698 to #330704
- INVESTMENTS (Market Value): \$375,811.46
- TOTAL CHECKING/INVESTMENTS: \$1,049,983.19

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

SPEAKERS: 6:10 p.m. Joe Henderson, Director, Heather Arends, Mineral Potential Manager, and Vicki Sellner, Lands and Minerals Attorney, Lands and Minerals Division, DNR, regarding recent North Star Manganese (NSM) drilling on private lands and DNR's oversight, background information on mineral leasing and exploration, current status of NSM negotiated leases and authorizations, and potential next steps

6:30 p.m. Nick Usherwood re: Conditional Use Permit

FIRE DEPARTMENT

- Resolution 23-20 Accepting Donation to the City of \$5,000 from the Emily Firemen's Relief Association to the Celebrate Emily Day Committee for Emily Day Fireworks. *(Council action – motion)*

FIRST RESPONSE UNIT**POLICE DEPARTMENT**

- Police Chief Job Description review. *(Information/Council action – motion)*
- Ad for publication for full-time Police Chief position for minimum of 40 hours per week, minimum of one year Police Chief experience preferred, must be POST licensed, have Associate's degree, and have three to five years of full-time work experience as a licensed police officer. Provides supervision for one or more part-time patrol officers. The annual salary is \$61,131.20 (100% of current wage) and benefits are Police and Fire PERA retirement benefits and \$400 annual uniform allowance with no health insurance, life insurance, or overtime. One year probation period. Ad to be published in Northland Press, Courier, and Brainerd Dispatch for 2 weeks and posted on the MN POST Board and League of MN Cities websites. Position open until filled. *(Council action – motion)*
- Emily Police Department regarding clarification of prior soft quote for police coverage from Cuyuna Police Department and reactivation. *(Council action – motion)*
- **Crow Wing County Sheriff's Office invoice for Emily Police Department's annual share of LETG Base and Mobile fees for \$1,965. *(Council action – motion)***

WASTEWATER

- Wastewater Committee recommendation to waive \$2,000 residential sewer service connection fee as requested by Jon and Karen Stern for new home build on Bloomquist Drive and requirement for connection to the main City sewer line on Bloomquist Drive, not the lateral line of the business that crosses the property. Property owners applied for a residential building sewer permit. *(Council approval – motion)*
- Wastewater Committee recommendation to waive \$2,000 residential sewer service connection fee for uncharged account at 21216 County Road 1 for unknown City sewer connection (connected since the fall of 2019) and to start billing for the second quarter of 2023 (April 1, 2023). Property owner did not apply for a residential building sewer permit. *(Council approval – motion)*
- Wastewater Committee recommendation for Creative Threads to remain on commercial flat rate billing with waiver of current late fee, but any future delinquency will incur late fees. Business owner paid residential rate for last quarter, so the difference of \$24.23 would be owed. *(Council approval – motion)*

PLANNING & ZONING

- Planning Commission recommendation to waive Nick Usherwood's Conditional Use Permit after-the-fact fine due to loss of prior Conditional Use Permit when business ceased operation for longer than one year and then Usherwood startup of a different business. *(Council approval – motion)*
- Planning Commission recommendation to approve Crow Wing County request for classification to non-conservation and future sale of tax forfeited land, Parcel ID 21230574. *(Council approval – motion)*
- Beachcombers Landscaping request for refund of land use permit fee of \$150 for denied permit. *(Council approval – motion)*

ATTORNEY ROADS

- Sealed quotes for 3,000 yards of Class 5, including optional costs for loading, storage on site, and delivery and possible resolution to contract with a city official. *(Council approval – motion)*
- S.E.H. Agreement for Professional Services for 2023 Emily Dam Repair including preparation of quote package for \$5,800, contract administration for \$5,800, and construction observation for an estimated fee of \$1,600, for a total of \$13,200. Possibly apply for Sourcewell consultant services reimbursement of 50% of the cost after invoice received. *(Council action - motion)*
- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

MAINTENANCE

- Brush dump closure due to misuse and plan for the future, possibly including open hours and monitoring. *(Council action – motion)*

CITY HALL

CEMETERY

PARKS

- Landsburg Landscape Nursery quote for replacement of two trees damaged in the June 2022 storm in the Downtown City Park with one White pine and one Norway pine tree for \$2,998.00 with 25% down. Insurance claim for park pavilion damage and replacement of trees paid. *(Council action – motion)*

LIBRARY

PERSONNEL

- Payout of Damien Stalker's unused and accrued vacation and sick leave per Police Chief Employment Agreement and Personnel Policy for a total of \$6,925.46 on July 5, 2023 including required withholdings. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Sourcewell Impact Funding grant application for purchase of audio system equipment for the Council Chambers denied. *(Information)*

NEW BUSINESS:

- Proclamation 2023-01 Recognizing National Pregnancy and Infant Loss Remembrance Day. *(Council action – motion)*

- Resolution 23-01, Amended, Stating Annual Designations. (Council action – motion)
- Resolution 23-21 Accepting Donation to the City of a bench from the Bags to Benches Program for the City's Baseball Field Park from the Lakers Lions. (Council action – motion)
- Resolution 23-22 Accepting Donation to the City of \$5,000 from the Outing Chamber of Commerce to the Celebrate Emily Day Committee for Emily Day Fireworks. (Council action – motion)
- Resolution 23-23 for Submission of Community Boost Funds Grant Application to Sourcewell to apply for a grant to purchase one microphone for the Council Chambers for \$535 and dual computer monitors with stand and installation for Clerk's Office computer used by intern for \$427 for a total of \$962. (Council action – motion)
- Sourcewell Programs for Local Government. (information)
- League of Minnesota legislative recap update. (information)

CORRESPONDENCE:

- ✓ Ehlers re: potential refunding of existing bonds.
- ✓ LMC re: preliminary maximum dues schedule increase of 4.5% for fiscal year 2023-2024.
- ✓ Office of the State Auditor re: Performance Measurement Program participation.
- ✓ Crow Wing County Community Services re: invitation to June Brainerd Lakes Area Drug Education (BLADE)/Opioid Settlement Group Meeting.
- ✓ Pine River Watershed Alliance re: annual meeting.

Scheduled Upcoming Meetings:

ADJOURN



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

PUBLIC MEETING PRESENTATION BY DNR ON NORTH STAR MANGANESE ACTIVITIES

Minnesota Department of Natural Resources (DNR) representatives will be attending the Tuesday, June 13 Emily City Council Meeting at 6 p.m. to discuss the following:

- Recent North Star Manganese (NSM) drilling on private lands and DNR's oversight
- Background information on mineral leasing and exploration
- Current status of NSM negotiated leases and authorizations
- Potential next steps

The Emily City Council had formally requested the DNR provide a briefing at a Council Meeting to discuss the NSM state mineral lease applications on 800 acres in Crow Wing County and to address concerns of local property owners.

The meeting location is the Emily City Hall, 39811 State Hwy 6, Emily, MN. The meeting is open to the public.

Request Placement on Agenda
City of Emily
Emily, MN 56447



BY:

Deadline: This form and all supporting material MUST be received in the Clerk's office by noon the Thursday before a Regular Council Meeting.

Name of person making request Nick Usherwood

Subject for consideration & COP

Regular Council Meeting Date June 13th

Or other meeting date _____

Will you attend the meeting? YES or NO

If NO, will you have representation & who? _____

Are you making a monetary request? YES or NO

If YES, please explain (include all bids with City of Emily on bid) _____

Will you have presentation material or other information for distribution? YES or NO

If yes, the Clerk's office must receive 7 copies for meeting packets.

I understand that my time is limited to 5 minutes:

I further understand that City Council Meetings are public; therefore, all presentation materials distributed are public information:

 5-17-23
Signature Date

Nick Usherwood 218-838-8795
Print name Phone (in case of meeting cancellation)



DNR Status Update on NorthStar Manganese (NSM) Activities

Joe Henderson – Director Lands and Minerals Division
Heather Arends – Manager Mineral Potential

City of Emily Community Meeting – June 13, 2023

Overview of DNR presentation

- Recent NSM drilling on private lands and DNR's oversight - *Heather*
- Background information on mineral leasing and exploration - *Heather*
- Current status of NSM negotiated leases and authorizations - *Joe*
- Potential next steps - *Joe*
- Questions - *All*



Final inspection of reclaimed drill site

DNR regulatory oversight of recent NSM drilling activity on private lands

- NorthStar Manganese is currently drilling on private lands
- This activity triggers state registrations and regulations for “exploratory borings”
- DNR inspects all exploratory drilling regardless of land/mineral ownership, multiple times until closed:
 - 19 borings have been drilled by NSM – starting in Feb 2023
 - DNR has conducted 36 site inspections
- DNR inspections monitor that all applicable state and federal laws and rules are followed



Recent DNR authorizations

- NSM sought DNR approval to drill on lands with private and state ownership:
 - Request was made for 120 acres
 - State mineral ownership is coal and iron; all remaining surface and mineral interests are held under private lease to NSM
 - DNR granted drilling authorization to explore in our mineral interests with conditions
 - Data must be granted to DNR upon receipt
 - This authorization was granted to NSM on May 25, 2023
 - It expires in one year

Required registrations, certifications, and licenses

- Secretary of State
 - Business in Minnesota Registration
- Department of Health (MDH)
 - Explorer's license [[MS 103I.601 Subd. 2](#)] [[MR 4727.0500](#)]
 - Responsible Individual Certification [[MS 103I.601 Subd. 2](#)] [[MR 4727.0600](#)]
 - Drilling Machine Registration [[MS 103I.545 Subd. 1](#)][[MR 4727.0850](#)]
 - Drilling Company Registration [[MS 103I.501](#)]
- Department of Natural Resources (DNR)
 - Explorer Engaged in Exploratory Boring Registration [[MS 103I.601 Subd. 3](#)] [[MR 4727.0400](#)]

Minnesota wells and borings completed 2000-2020

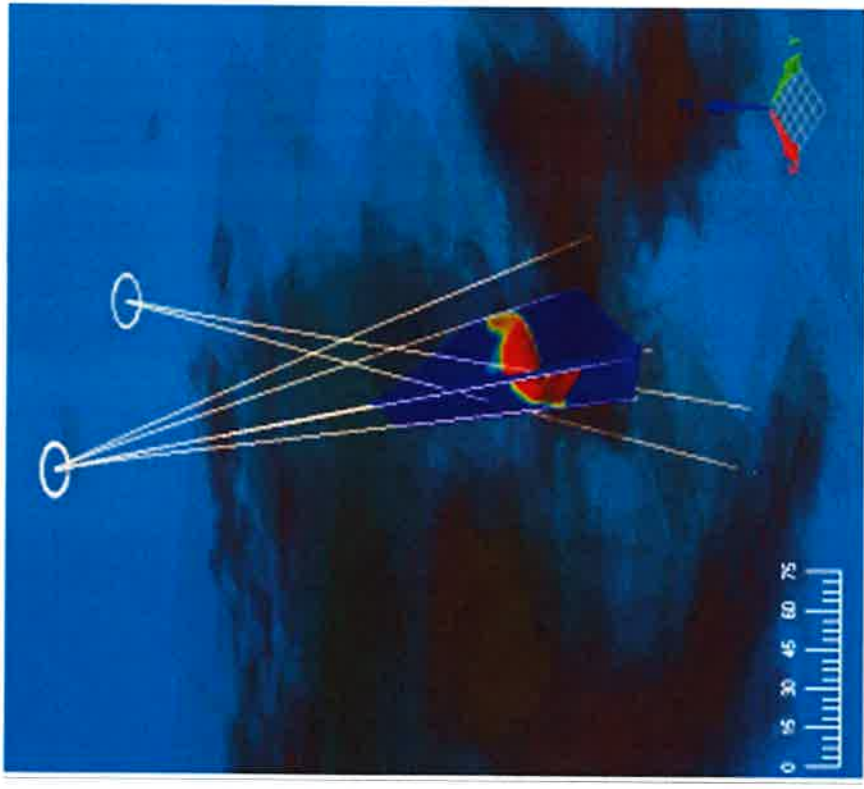


- 162,067 Domestic water supply wells
- 2,085 Mineral exploration borings
- 34,590 Wells and borings for scientific, engineering, monitoring, and all other purposes

Data sources: Minnesota Department of Health and DNR Drill Core Library database, March 2022



Why does the footprint change during exploration?



Typical mineral exploration program in Minnesota

Exploration can be a two steps forward – one step back process



Foundational Work

Table 1: State Nonferrous Metallic Mineral Leases (1966-2021)

Lease Status	Number of Leases	Percentage of Total
Active	194	5%
Terminated	3,641	95%
Total	3,835	100%

Table 2: Length of State Nonferrous Metallic Mineral Leases (1966-2021)

Terminated Leases (3,641 Leases)	Percentage of Total Terminated Leases
Terminated within 5 years	84%
Terminated within 6-10 years	14%
Terminated after 10 years	1.2%

Active Leases (194 Leases)	Percentage of Total Active Leases
Less than 5 years old	13%
Lease is between 5 and 10 years old	17%
Lease is greater than 10 years old	69%

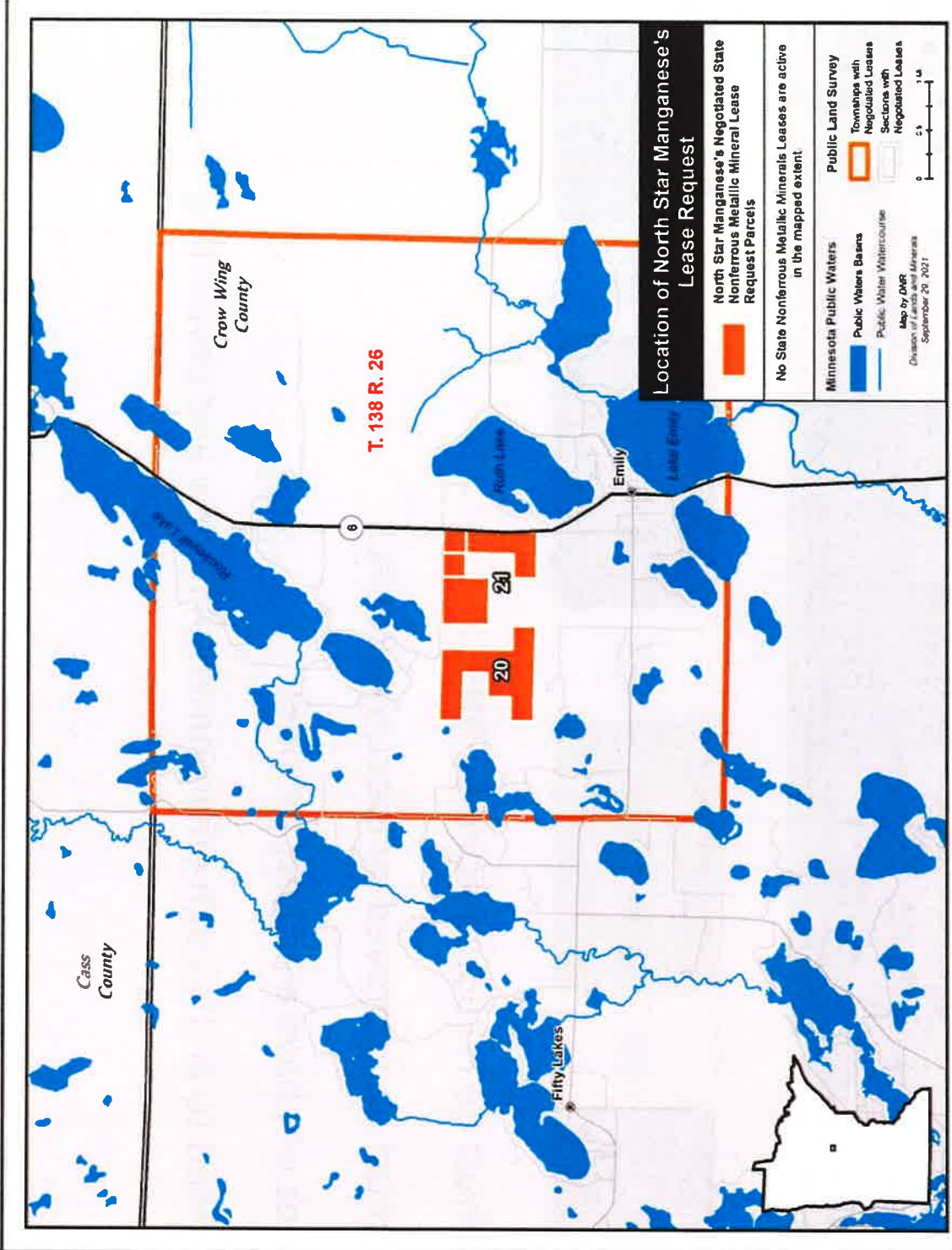
Leasing history



Acquire a land package – Negotiated leases / authorizations



- NSM requested to lease 800 acres of state land in Crow Wing County in May 2021
- September/October 2021 – public outreach, tribal notification/meeting, press release, GovDelivery, DNR regional review, landowner notification
- ~230 people provided input from October 1-30, 2021



Location of North Star Manganese's Lease Request

North Star Manganese's Negotiated State Nonferrous Metallic Mineral Lease Request Parcels

No State Nonferrous Metallic Minerals Leases are active in the mapped extent

Minnesota Public Waters

- Public Waters Basins
- Public Water Watercourse

Public Land Survey

- Townships with Negotiated Leases
- Sections with Negotiated Leases

Map by DWR
 Division of Lands and Minerals
 September 29, 2007

Cass County

Crow Wing County

T. 138 R. 26

6

20
21

20

21

Fifty Lakes

Rough Lake

Emily

Lake Emily



Acquire a land package – Negotiated leases / authorizations



- Leases must be recommended by DNR
- Leases must be approved by Executive Council
- DNR does not have a project proposal
- Would need to go through environmental review and permitting

Formal and informal opportunities for public input

- Opportunities to provide input or have dialog with the DNR
- If exploration leads to mine development (if they propose a project), then:
 - Environmental Scoping
 - Environmental Review
 - Permit to Mine
 - Other State Agency permitting processes (Air, Water, Dam Safety, Wetlands, etc.)
- DNR is considering whether to recommend an NSM lease package to the Executive Council (which meets quarterly)



Thank you!

Contact: heather.arends@state.mn.us

Contact: joseph.henderson@state.mn.us

mn DEPARTMENT OF
NATURAL RESOURCES

6/13/2023

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

May 9, 2023

The Emily City Council met for a regular meeting on Tuesday, May 9, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:02 p.m. Councilmembers Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Jeff Ledin, City Engineer, S.E.H., and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones presented a certificate to Nancy Moritz in appreciation of over 10 years of service to the City as a Park Commission Member. The Council thanked Nancy Moritz for her service.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the April 11, 2023 Council Meeting and April 18, 2023 Emergency Council Meeting and the Treasurer's Report from April 2023: Checking Beginning Balance \$775,425.73 and Ending Balance \$732,605.88; Receipts to General fund \$11,165.04, Sewer fund \$14,783.45, Total \$25,948.49; and Claims for Approval: \$75,112.48 including Pine River State Bank checks #60371 to #60473 and automatic withdrawals #330691 to #330697; Investments \$376,212.75; Total Checking/Investments \$1,108,818.63. **COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: Anna Battistini attended on behalf of the Emily Mine Information Group. Battistini reported on the following information reportedly published in an article in the Star Tribune: the Minnesota Attorney General's Office is making inquiries into the deals Crow Wing Power and its subsidiaries have made regarding the mining project; no compensation or profit has ever been guaranteed to cooperative members; the cooperative's subsidiaries are for profit companies; North Star Manganese (NSM) plans an underground mine and a plant to process manganese in a form that battery makers can use, the founders of NSM had a previous company that filed for bankruptcy; and NSM does not mine ore, but would partner with larger nonlocal companies to do the mining.

Kirk Soldner, 42702 State Highway 6, attended the meeting regarding Crow Wing County Board proposed development of a County Park. Soldner reported a good turnout at the Crow Wing County Board meeting on site at Little Emily Lake. Soldner reported the lake water level was almost up to the tree line. Soldner reported opposition to a trailered boat landing at this location and no opposition to a carry in access. Soldner reported public concerns regarding the site being impractical for development, environmental impact, trash, enforcement, and keeping the unspoiled nature of the area. Soldner had developed a Little Emily Papoose Natural Area Proposal in consultation with neighbors.

Jan Mosman, 44483 State Highway 6, reported the Department of Natural Resources (DNR) reports outdoor recreation contributes \$17 billion a year to Minnesota's economy. Mosman reported Crow Wing County has historically received 10% of the total, so outdoor recreation is a large part of the local economy. Mosman, Chair, Emily Waters Committee, thanked the City for continuing to have the Emily Lakes and River Protection Fund and reported the funds are doing good for the City's lakes.

SPEAKERS: Jeff Ledin, City Engineer, and Alex Voit, Project Engineer, S.E.H., attended the meeting regarding the planned 2024 Road Improvements Project, maintenance of bridges/Emily Dam, and the meeting with the Minnesota Department of Transportation (MnDOT) for a presentation by a local resident on proposed public safety

improvements for the State Highway 6/County Road 1 intersection. Ledin reported a road review meeting is needed to begin development of a Feasibility Study for the planned 2024 Road Improvement Project. Voit will coordinate a road review meeting with the Road Committee. Voit attended the MnDOT meeting.

Ledin reported Crow Wing County submitted bridge inspection reports for the City's three bridges. The County's bridge inspector had recommended the City start planning for replacement of the Roosevelt Drive Bridge over Crooked Creek. A design needs to be developed for Crow Wing County to use to assist the City with searching for funding to replace the Roosevelt Drive Bridge. Ledin reported construction costs are continually increasing, so the project will cost more the longer the City waits. Ledin roughly estimated the preliminary cost for S.E.H. to design a replacement bridge would be between \$100,000 to \$200,000. The cost to replace the bridge is currently estimated at around \$750,000. S.E.H. will submit a design proposal this fall. Ledin recommended the City add the cost to design replacement of the Roosevelt Drive Bridge to the 2024 Budget.

Nicholas Davis attended the meeting to express interest and desire in keeping a City Police Department and local officer. Davis reported that response times would increase if contracting with the County, which is a large geographic area, or with another entity. Davis reported response times would decrease with a local and dedicated officer with a take home squad. Davis reported other police agencies are short staffed and have had difficulty assisting the City during the deactivation of the Police Department. Davis reported a local Police Department could provide specialization and customization for the City's needs and would provide better local interaction and presence. David reported a local Police Department would allow for preventative patrol and action instead of reactive.

Jason Herfel, 22512 South Shore Drive and Emily Lakes and River Association (ELRA) board member, attended the meeting regarding the water levels of Emily Lake, Little Pine River, and Mary Lake and concerns with Emily Dam. Herfel thanked the City for continued annual support through the Emily Lakes and River Protection Fund. Herfel reported collective concerns with water quality in the immediate water shed. Herfel reported over the past couple of years low water levels have created issues with docks and lifts, increased aquatic vegetation growth, increased algae growth, decreased water quality, and hindered boat navigation. Herfel reported these issues have been further exacerbated by the small hole in the Emily Dam. Herfel reported that per the County's bridge inspector an estimated 10 gallons of water per minute pass through the hole, which would be 14,000 gallons of water per day. Herfel reported the water loss is significant and such a loss during times of low precipitation must contribute to water quality issues in the water shed. Herfel reported on the history of the water shed, Emily Dam, and the Lake Emily Outlet Modification and Lake Plan Analysis report. Herfel reported lake property owners are requesting the Council find a solution to address the water shed management issues and requested involvement in future discussions.

Jeff Ledin reported the need to wait for the Emily Lake water level to be lower to inspect the Emily Dam. Herfel reported there is a vertical crack on the west end abutment of the Emily Dam. Ledin reported S.E.H. will submit a proposal to the Council to prepare a design and solicit a contractor to repair the Emily Dam. Ledin reported the result of the Lake Emily study with the DNR was a requirement for a fixed crest weir with no human intervention.

FIRE DEPARTMENT: Chief Chad Genz reported the April Fire Department meeting was held with 16 members present and reported 2 fire calls. Equipment and SCBAs were checked. Fire Hall meeting room renovation continued. The design stage has begun for the new Engine #2.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND TOWNSHIP OF LITTLE PINE WITH FIRE PROTECTION CONTRACT RATE OF 3.14174% AND FIRST RESPONSE COVERAGE CONTRACT RATE OF .67776%. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND FAIRFIELD TOWNSHIP WITH FIRE PROTECTION CONTRACT RATE OF 3.14174% AND FIRST RESPONSE COVERAGE CONTRACT RATE OF .67776%. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PUBLIC SAFETY CONTRACT BETWEEN THE CITY AND ROSS LAKE TOWNSHIP WITH FIRE PROTECTION CONTRACT RATE OF 3.14174%.

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

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE EMILY FIREMEN'S RELIEF ASSOCIATION APPLICATION FOR 1 DAY TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE FOR SATURDAY, JUNE 17, 2023 IN THE EMILY BASEBALL FIELD PARK FOR A SOFTBALL TOURNAMENT, SUBJECT TO PUBLIC SAFETY COMMISSIONER APPROVAL. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE EMILY FIREMEN'S RELIEF ASSOCIATION APPLICATION FOR 1 DAY TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE FOR SATURDAY, JULY 15, 2023 IN THE EMILY DOWNTOWN CITY PARK FOR EMILY DAY, SUBJECT TO PUBLIC SAFETY COMMISSIONER APPROVAL. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-19 ACCEPTING DONATION TO THE CITY OF \$2,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION FOR THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE PAYMENT OF CAT'S MINNESOTA T'S INVOICES FOR PURCHASE OF SAFETY JACKETS FOR ALL FIREFIGHTERS FOR A TOTAL OF \$1,937.95. COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included the purchase is from the turnout gear budget of \$4,000. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ACCEPT THE RESIGNATION/RETIREMENT OF WILLIAM PHILSTROM FROM THE EMILY VOLUNTEER FIRE DEPARTMENT, EFFECTIVE MARCH 7, 2023, WITH NO REQUIRED TRAINING REIMBURSEMENT, UPON THE RECOMMENDATION OF THE FIRE DEPARTMENT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the First Response Unit April meeting was held with 10 members present and reported 7 medical calls and 1 fire standby in April. First Response Unit election results were Cary LeBlanc as Chief and Krista Kommer as Assistant Chief. The unit reviewed the need to attend calls, documentation, reviewed calls, and trained on immobilization. The unit approved Kale Jones as a First Responder. On April 17, 2023 Mary Eppen submitted a letter of resignation, effective immediately, and turned in all equipment, uniforms, and keys. The unit received one new AED and two new fully stocked first responder bags from the Good Neighbors EMS fund. The unit will hold another Hands Only CPR class on August 17. The unit will sell hot dogs and hamburgers for the softball tournament and the Fire Relief Association will donate all the proceeds to the First Responders. Training was held on ATV traumas, drownings, and airways.

MAYOR JONES MADE THE MOTION TO CONFIRM FIRST RESPONSE UNIT ELECTION RESULTS OF CARY LEBLANC AS CHIEF AND KRISTA KOMMER AS ASSISTANT CHIEF. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF MARY EPPEN FROM THE EMILY FIRST RESPONSE UNIT, EFFECTIVE APRIL 17, 2023, WITH NO REQUIRED TRAINING REIMBURSEMENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council tabled hiring Kale Jones as a First Responder until October per Jones' request.

COUNCILMEMBER KOCH MADE THE MOTION TO CONTINUE THE FIRST RESPONDER PERSONNEL MATTER AGENDA ITEM TO TUESDAY, MAY 23 AT 4 P.M. IN THE EMILY CITY HALL COUNCIL CHAMBERS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

POLICE: Crow Wing County Sheriff's Office and Cuyuna Police Department submitted preliminary soft quotes for 60 hours of police service coverage per week for one year in the City. The preliminary soft quote from the Sheriff's Office was for a total of \$263,130 and from Cuyuna Police Department was \$181,704.12. The City would need to work with Cuyuna Police Department to lease Emily's current police vehicles for their use. The City's current Police Department budget is \$195,000. Sheriff Chief Deputy Andy Bradley reported the Sheriff's Department is obligated to cover calls or emergency response to the City per Minnesota Statute. Bradley reported typically the Sheriff's Department responds to any serious calls or requests for assistance from the Emily Police Department, which the Sheriff's Department will continue to do. Bradley reported all 911 calls are directed to the Sheriff's Dispatch Department. Dispatch personnel would dispatch one of the City's officers, if available, or contact a Sheriff's Department officer to respond. Bradley reported non emergency calls are also currently forwarded to Dispatch. Bradley reported the Sheriff's Department will continue to service the City of Emily as best they can while the City's Police Department is deactivated or until a solution is reached. **COUNCILMEMBER HANSON MADE THE MOTION TO CONTINUE THE EMILY POLICE DEPARTMENT AGENDA ITEM TO TUESDAY, MAY 23 AT 4 P.M. IN THE EMILY CITY HALL COUNCIL CHAMBERS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Council thanked Chief Deputy Bradley for attending the meeting.

WASTEWATER: No report.

PLANNING & ZONING: Planning Commission Chair Dave Johnson reported Planning Commission and Land Use Ordinance Review Committee meetings were held. The Land Use Ordinance Review Committee members reviewed the highway mixed use zone and short term rentals. The proposed campground sketch plan was withdrawn before the Planning Commission meeting.

ATTORNEY: No report.

ROADS: **MAYOR JONES MADE THE MOTION FOR S.E.H. TO SUBMIT A PROPOSAL TO PREPARE A DESIGN AND SOLICIT A CONTRACTOR TO INSPECT AND REPAIR THE EMILY DAM. COUNCILMEMBER HEMPHILL SECONDED THE MOTION.** Discussion included S.E.H. would prepare a proposal to develop a design and collaborate with the County to provide a cost estimate. If the proposal is approved S.E.H. would solicit specialty contractors to complete the work. **ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Quotes for dust control for unpaved City streets were received from Crow Wing County approved contractor Corbin Excavating for 9,523 gallons of magnesium chloride at \$1.20 per gallon for a total of \$11,427.60 and from Envirotech for 9,523 gallons of 38% calcium chloride at \$1.50 per gallon for a total of \$14,284.50 or for 9,523 gallons of DuraBlend CEP at \$1.63 per gallon for a total of \$16,667.27. **MAYOR JONES MADE THE MOTION TO HIRE CORBIN EXCAVATING TO APPLY 9,523 GALLONS OF MAGNESIUM CHLORIDE AT \$1.20 PER GALLON FOR A TOTAL OF \$11,427.60 FOR 7.44 MILES OF UNPAVED CITY STREETS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Quotes for striping of public parking lots and basketball court, painting of an estimated 3,110' of State Highway 6 curbs, and painting of 27 crosswalk blocks on State Highway 6 were received from Pavestripe for striping City Hall parking lot and basketball court for \$470 and painting of curbs for \$1,215 for a combined total of \$1,685 and from Linescape Linestriping for painting of crosswalks for \$33 each for a total of \$891, striping of Public Parking Lot for \$630, striping of City Hall parking lot for \$500, striping of basketball court for \$400, and painting of curbs for \$.62 per foot for a total of \$1,928, for a combined total of \$4,349. Linescape Linestriping does quality work on curb painting. **MAYOR JONES MADE THE MOTION TO HIRE PAVESTRIPE FOR STRIPING THE CITY HALL PARKING LOT AND BASKETBALL COURT FOR \$470. MAYOR JONES RESCINDED THE MOTION. MAYOR JONES MADE THE MOTION TO HIRE PAVESTRIPE FOR STRIPING THE CITY HALL PARKING LOT AND, IF NEEDED, THE BASKETBALL COURT FOR \$470. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. COUNCILMEMBER KOCH MADE THE MOTION TO HIRE LINESCAPE LINESTRIPING TO PAINT THE 27 CROSSWALK BLOCKS FOR \$891, PAINT AN ESTIMATED 3,110' OF STATE HIGHWAY 6 CURBS FOR \$.62 PER FOOT FOR A TOTAL OF \$1,928, AND STRIPE THE PUBLIC PARKING LOT FOR \$630. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO REQUEST QUOTES TO MAKE 3,000 YARDS OF CLASS 5, INCLUDING OPTIONAL COSTS FOR LOADING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE PURCHASE OF MINE TAILINGS FOR UP TO \$500. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

A meeting was held with MnDOT for a local resident to present proposed public safety improvements for the State Highway 6/County Road 1 intersection. Councilmember Hanson reported MnDOT's plan is to remediate the storm water drainage area issue at the outlet to Emily Lake this spring.

MAINTENANCE: Maintenance Supervisor Brian Foster reported washing and removing snow equipment, clean up of City parks, working on tree cleanup of roads, sweeping roads, cemetery cleanup, and brush dump work. Seasonal Maintenance Workers have started.

CITY HALL: Crow Wing Power has a dual fuel program with the City for reduced electricity costs for the City Hall boiler. Crow Wing Power found the wiring from the City Hall boiler to the dual fuel panel is broken. Crow Wing Power requires the wiring to be repaired or, if the wiring break is under the City Hall parking lot pavement, for installation of a remote control panel in order for the City to continue with the load management/dual fuel program. The cost for electricity for the boiler could be up to ten times more than the current costs unless the wiring is repaired. **COUNCILMEMBER KOCH MADE THE MOTION TO REPAIR THE WIRING FROM THE DUAL FUEL PANEL TO THE CITY HALL BOILER OR INSTALL A REMOTE CONTROL PANEL. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CEMETERY: Mayor Jones reported 3 lots sold and 1 burial.

PARKS: MAYOR JONES MADE THE MOTION TO APPOINT PAM RODEN TO THE PARK COMMISSION FOR A 3 YEAR TERM OF MAY 10, 2023 TO DECEMBER 31, 2025 AS RECOMMENDED BY THE PARK COMMISSION. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LIBRARY: No report.

PERSONNEL: COUNCILMEMBER HANSON MADE THE MOTION TO APPOINT DAVE JOHNSON TO THE VACANT SEAT FOR PRIOR COUNCILMEMBER MARY EPPEN'S REMAINING TERM THROUGH DECEMBER 31, 2024, EFFECTIVE MAY 10, 2023. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – HANSON AND KOCH VOTED AYE. JONES AND HEMPHILL VOTED NAY. THE MOTION FAILED. COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPOINT BRYCE BUTCHER TO THE VACANT SEAT FOR PRIOR COUNCILMEMBER MARY EPPEN'S REMAINING TERM THROUGH DECEMBER 31, 2024, EFFECTIVE MAY 10, 2023. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES AND HEMPHILL VOTED AYE. HANSON AND KOCH VOTED NAY. THE MOTION FAILED. To fill a Councilmember vacancy, the Mayor can participate in the voting on a candidate for appointment and, in the event of a tie, may make the appointment. With two votes to appoint Dave Johnson and two votes to appoint Bryce Butcher the Council's votes were tied. **MAYOR JONES APPOINTED BRYCE BUTCHER TO THE VACANT SEAT FOR PRIOR COUNCILMEMBER MARY EPPEN'S REMAINING TERM THROUGH DECEMBER 31, 2024, EFFECTIVE MAY 10, 2023.**

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued exploration drilling of historic areas within the leased lands with the intent to expand knowledge of the Emily Manganese Deposit generated from prior exploration programs. Sandri reported as of the end of April fifteen diamond drill holes had been drilled and completed to date. A number of the targets for drilling are located near to,

in between, or as step-outs from previously drilled areas. Sandri reported target zones of geology and mineralization continue to be intercepted at anticipated depths. By the end of April four batches of samples from eleven of the holes had been shipped for assaying. Results from assaying typically take 10 to 12 weeks. NSM's environmental consultants visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The DNR and Minnesota Health Department have also visited the site and will be doing so periodically during the drilling program. Work is being undertaken to contain snow melt and runoff in the designed containment areas. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023. Additional information on the Emily project is reported periodically by NSM's parent company, Nevada Silver Corporation. Nevada Silver Corporation is planning to change their name to Electric Metals (USA) Limited in May 2023.

The City of Fifty Lakes confirmed they are willing to partner with the City on Clean Up Day. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO MOVE FORWARD WITH CLEAN UP DAY. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Clean Up Day is planned for Saturday, September 16, 2023.

Commissioner Doug Houge attended the meeting and discussed the proposed County Park. Houge reported a large group, both supportive and unsupportive, attended the on site Crow Wing County Board meeting. The County was approved for one of the three grants they have applied for and are waiting for decisions on the other two grants applications. Houge reported the possible timeline for the proposed project is 2024. Houge reported the County Board is planning to use the feedback from the on site meeting for development of the proposed site plan, such as changing the plan to include a carry in access, making the least amount of impact to the surrounding forest, making upgrades to the access road, and providing gated access. The DNR had planned to put in a boat landing. Houge assured the Council the County would be responsible for maintenance of the County Park, including garbage removal, and would be on site two to three times per week to maintain the park to County standards. Houge reported there would be a designated park and outside of the designated park area would be recreational walking trails. Hunting would be allowed outside the designated area. Houge reported the County Board has no intentions of closing ATV or snowmobile trails and the trails would be outside of the park. The Council decided County staff may move forward with development of a proposed site plan. The County Board plans to hold a public meeting at an accessible location for public input after development of the proposed site plan. The Council thanked Commissioner Houge for attending the meeting.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-17 APPROVING PINE RIVER STATE BANK AND PERSHING WEALTH SOLUTIONS BNY MELLON ACCOUNT(S) SIGNERS WITH REMOVAL OF MARY EPPEN AND ADDITION OF GREGORY KOCH AS SIGNER FOR THE PINE RIVER STATE BANK ACCOUNT. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-18 APPROVING A LAWFUL GAMBLING PERMIT FOR THE LAKERS LIONS OF EMILY, OUTING & FIFTY LAKES TO HOLD A RAFFLE DRAWING AT THE PICKLED LOON SALOON OF EMILY ON SATURDAY, AUGUST 19, 2023 WITH NO WAITING PERIOD. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed Crow Wing County's request for classification to non-conservation and future sale of tax forfeited land, Parcel ID 21230574. The property is on Van Sickle Road, which is classified as a cart path and not a City maintained road. **MAYOR JONES MADE THE MOTION TO SEND CROW WING COUNTY'S REQUEST FOR CLASSIFICATION TO NON-CONSERVATION AND FUTURE SALE OF TAX FORFEITED LAND, PARCEL ID 21230574, TO THE PLANNING COMMISSION FOR REVIEW. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CORRESPONDENCE: Discussion included Ruth Lake Improvement District thanked the City for awarding Emily Waters funds, Initiative Foundation provided options for support of economic and community growth, Emily Emergency Food Shelf thanked the City for the donation, the State Auditor approved an audit extension to June 30, 2023, and IRRRB regarding an electric vehicle charging infrastructure informational meeting.

SCHEDULED UPCOMING MEETINGS: Council Meeting continuation will be held on Tuesday, May 23 at 4 p.m. at Emily City Hall.

**COUNCILMEMBER KOCH MADE THE MOTION TO ADJOURN THE MEETING AT 7:46 P.M.
COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

As on 5/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,174.01	114,781.13	58,937.13	0.00	384,429.56	60,578.87	0.00	319,883.84	98,897.75	418,781.59
Road and Bridge	51,342.08	17.50	0.00	0.00	960.00	0.00	0.00	50,399.58	0.00	50,399.58
Small Cities Revolving Loan Fund	7,687.12	3,126.61	0.00	0.00	0.00	0.00	0.00	10,813.73	0.00	10,813.73
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,908.01	15.72	0.00	0.00	0.00	0.00	0.00	45,923.73	0.00	45,923.73
Library	1,154.84	16.11	0.00	0.00	0.00	0.00	0.00	1,170.95	0.00	1,170.95
Firemens equip fund 225	105,662.55	2,705.63	8,840.56	0.00	24,563.35	9,021.56	0.00	83,623.83	14,834.66	98,458.49
1st Resp. equip fund 226	33,667.26	3,012.54	23,574.84	0.00	751.76	24,057.51	0.00	35,445.37	39,559.10	75,004.47
Emily Area Recycling 227	(0.12)	21.50	0.00	0.00	100.14	0.00	0.00	(78.76)	0.00	(78.76)
Police Fund 228	2,123.37	0.71	0.00	0.00	0.00	0.00	0.00	2,124.08	0.00	2,124.08
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	28,486.60	2,209.19	0.00	0.00	43,812.50	0.00	0.00	(13,116.71)	0.00	(13,116.71)
Debt Service PRI 2014 304	33,200.99	2,094.31	0.00	0.00	39,331.25	0.00	0.00	(4,035.95)	0.00	(4,035.95)
Debt Service PRI 2004 305	0.00	6.70	0.00	0.00	0.00	0.00	0.00	6.70	0.00	6.70
Debt Service PRI 2005 306	0.00	577.23	0.00	0.00	0.00	0.00	0.00	577.23	0.00	577.23
Park Acquisition and Development (Optional)	48,335.33	1,767.32	41,255.97	0.00	906.08	42,100.64	0.00	48,351.90	69,228.43	117,580.33
CITY HALL CD 406	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CEMETERY CD 407	1,324.98	875.85	20,627.99	0.00	453.02	21,050.35	0.00	1,325.45	34,614.23	35,939.68
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,309.20	626.36	14,734.28	0.00	323.60	15,035.95	0.00	3,310.29	24,724.44	28,034.73
SEWER EQUIP. 410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,063.89	3.49	0.00	0.00	0.00	0.00	0.00	10,067.38	0.00	10,067.38
CAP. PROJ. FIRE CD 414	5,009.20	1.71	0.00	0.00	0.00	0.00	0.00	5,010.91	0.00	5,010.91
CAP PROJ. RD CD 415	18,578.55	1,256.91	29,468.55	0.00	647.21	30,071.88	0.00	18,584.92	49,448.87	68,033.79
FUT. CITY DEV. CD 416	(2,204.61)	875.37	20,628.01	0.00	453.04	21,050.34	0.00	(2,204.61)	34,614.21	32,409.60

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal SEWER 617	97,682.76	39,375.58	5,893.71	0.00	90,418.20	6,014.37	0.00	46,519.48	9,889.77	56,409.25
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	1,082,510.42	173,367.47	223,961.04	0.00	587,149.71	228,981.47	0.00	663,707.75	375,811.46	1,039,519.21

For the Period : 5/1/2023 To 5/31/2023

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$372,690.21	\$11,766.67	\$64,573.04	\$319,883.84	\$0.00	\$9,507.98	\$329,391.82
Road and Bridge	\$50,873.12	\$6.46	\$480.00	\$50,399.58	\$0.00	\$480.00	\$50,879.58
Small Cities Revolving Loan Fund	\$10,115.27	\$698.46	\$0.00	\$10,813.73	\$0.00	\$0.00	\$10,813.73
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,917.89	\$5.84	\$0.00	\$45,923.73	\$0.00	\$0.00	\$45,923.73
Library	\$1,170.78	\$0.17	\$0.00	\$1,170.95	\$0.00	\$0.00	\$1,170.95
Firemens equip fund 225	\$83,617.19	\$2,122.83	\$2,116.19	\$83,623.83	\$0.00	\$0.00	\$83,623.83
1st Resp. equip fund 226	\$35,440.86	\$303.51	\$299.00	\$35,445.37	\$0.00	\$0.00	\$35,445.37
Emily Area Recycling 227	(\$3.75)	\$0.00	\$75.01	(\$78.76)	\$0.00	\$0.00	(\$78.76)
Police Fund 228	\$2,123.82	\$0.26	\$0.00	\$2,124.08	\$0.00	\$0.00	\$2,124.08
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	(\$13,116.71)	\$0.00	\$0.00	(\$13,116.71)	\$0.00	\$0.00	(\$13,116.71)
Debt Service PRI 2014 304	(\$4,035.95)	\$0.00	\$0.00	(\$4,035.95)	\$0.00	\$0.00	(\$4,035.95)
Debt Service PRI 2004 305	\$6.70	\$0.00	\$0.00	\$6.70	\$0.00	\$0.00	\$6.70
Debt Service PRI 2005 306	\$577.15	\$0.08	\$0.00	\$577.23	\$0.00	\$0.00	\$577.23
Park Acquisition and Development (Optional)	\$48,345.71	\$529.45	\$523.26	\$48,351.90	\$0.00	\$0.00	\$48,351.90
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,325.28	\$261.78	\$261.61	\$1,325.45	\$0.00	\$0.00	\$1,325.45
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.85	\$187.32	\$186.88	\$3,310.29	\$0.00	\$0.00	\$3,310.29
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,066.06	\$1.32	\$0.00	\$10,067.38	\$0.00	\$0.00	\$10,067.38
CAP. PROJ. FIRE CD 414	\$5,010.29	\$0.62	\$0.00	\$5,010.91	\$0.00	\$0.00	\$5,010.91
CAP PROJ. RD CD 415	\$18,582.53	\$376.15	\$373.76	\$18,584.92	\$0.00	\$0.00	\$18,584.92
FUT. CITY DEV. CD 416	(\$2,204.61)	\$261.62	\$261.62	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$47,189.18	\$2,507.05	\$3,176.75	\$46,519.48	\$0.00	\$476.00	\$46,995.48
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$717,005.28	\$19,029.59	\$72,327.12	\$663,707.75	\$0.00	\$10,463.98	\$674,171.73

6/13/23


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

As of 6/13/2023

Fiscal Year : 2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$591,174.01	\$173,718.26	\$445,008.43	\$319,883.84
Road and Bridge	\$51,342.08	\$17.50	\$960.00	\$50,399.58
Small Cities Revolving Loan Fund	\$7,687.12	\$3,126.61	\$0.00	\$10,813.73
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$15.72	\$0.00	\$45,923.73
Library	\$1,154.84	\$16.11	\$0.00	\$1,170.95
Firemens equip fund 225	\$105,662.55	\$11,546.19	\$33,584.91	\$83,623.83
1st Resp. equip fund 226	\$33,667.26	\$26,587.38	\$24,809.27	\$35,445.37
Emily Area Recycling 227	(\$0.12)	\$21.50	\$100.14	(\$78.76)
Police Fund 228	\$2,123.37	\$0.71	\$0.00	\$2,124.08
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$28,486.60	\$2,209.19	\$43,812.50	(\$13,116.71)
Debt Service PRI 2014 304	\$33,200.99	\$2,094.31	\$39,331.25	(\$4,035.95)
Debt Service PRI 2004 305	\$0.00	\$6.70	\$0.00	\$6.70
Debt Service PRI 2005 306	\$0.00	\$577.23	\$0.00	\$577.23
Parish Acquisition and Development (Optional)	\$48,335.33	\$43,023.29	\$43,006.72	\$48,351.90
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,324.98	\$21,503.84	\$21,503.37	\$1,325.45
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$15,360.64	\$15,359.55	\$3,310.29
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,063.89	\$3.49	\$0.00	\$10,067.38
CAP. PROJ. FIRE CD 414	\$5,009.20	\$1.71	\$0.00	\$5,010.91
CAP PROJ. RD CD 415	\$18,578.55	\$30,725.46	\$30,719.09	\$18,584.92
FUT. CITY DEV. CD 416	(\$2,204.61)	\$21,503.38	\$21,503.38	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,682.76	\$45,269.29	\$96,432.57	\$46,519.48
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,082,510.42	\$397,328.51	\$816,131.18	\$663,707.75

Date of Report : 6/13/2023

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
05/09/2023	60453	IIMC	\$310.00
05/09/2023	60460	Ehlers Investment Partners, LLC	\$64.06
05/09/2023	60464	Brainerd Pipe Supply	\$1,017.82
05/09/2023	60469	Payroll Period Ending 05/09/2023	\$36.94
05/24/2023	60489	Payroll Period Ending 05/24/2023	\$13.25
05/24/2023	60500	Sourcwell	\$770.00
05/24/2023	60501	CUYUNA REGIONAL MEDICAL CENTER	\$112.00
05/24/2023	60503	Verizon	\$183.78
05/24/2023	60505	GAMMELLO - PEARSON, PLLC	\$1,196.00
05/24/2023	60506	A W RESEARCH LABORATORIES	\$476.00
05/24/2023	60508	Ehlers Investment Partners, LLC	\$61.97
05/24/2023	60509	Short Elliott Hendrickson, Inc.	\$480.00
05/24/2023	60511	Quality Fabricating	\$60.00
05/24/2023	60513	Brainerd Pipe Supply	\$1,017.82
05/31/2023	60514	RDO Equipment Co.	\$1,442.00
05/31/2023	60515	SHANNON'S AUTO BODY	\$2,248.13
05/31/2023	60516	Pavestripe LLC	\$450.00
05/31/2023	60517	Canon Financial Services, Inc.	\$148.93
05/31/2023	60518	AFLAC	\$31.68
05/31/2023	60519	Colonial Life	\$76.72
05/31/2023	60520	AUTO VALUE	\$20.00
Total			\$10,463.98

For the period: 5/1/2023 To 5/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMMF/Municipal Bonds:Varying Maturities,	376,212.75	05/01/2023			
			05/31/2023	320.95		376,533.70
			05/31/2023	48.14		376,581.84
			05/31/2023	128.38		376,710.22
			05/31/2023	224.67		376,934.89
			05/31/2023	112.33		377,047.22
			05/31/2023	80.24		377,127.46
			05/31/2023	160.48		377,287.94
			05/31/2023	112.32		377,400.26
			05/31/2023	32.10		377,432.36
			05/31/2023		426.55	377,005.81
			05/31/2023		63.98	376,941.83
			05/31/2023		170.62	376,771.21
			05/31/2023		298.59	376,472.62
			05/31/2023		149.28	376,323.34
			05/31/2023		106.64	376,216.70
			05/31/2023		213.28	376,003.42
			05/31/2023		149.30	375,854.12
			05/31/2023		42.66	375,811.46
				1,219.61	1,620.90	375,811.46
				1,219.61	1,620.90	375,811.46

Fund Name: All Funds

Date Range: 05/01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/01/2023	MIN Fire Training	12832	Fire Training Reimbursement	(05/01/2023) -	N Fire Training Reimbursement	100-33431-	\$ 650.00 650.00
05/01/2023	Lakes Area Title	12833	Assessment Search Inv #23-04	(05/05/2023) -	N Assessment Searches	100-34107-	\$ 25.00 25.00
05/01/2023	UTILITY BILLING	12834	Sewer Charges	(05/02/2023) -	N Rate Class I	602-37210-	\$ 513.20 513.20
05/01/2023	UTILITY BILLING	12835*	Sewer Charges - ACH	(05/03/2023) -	N Rate Class I	602-37210-	\$ 171.10 171.10
05/01/2023	UTILITY BILLING	12836*	Sewer Charges - ACH	(05/04/2023) -	N Rate Class I	602-37210-	\$ 200.00 200.00
05/01/2023	Verizon	12837	Monthly Lease Payment	(05/05/2023) -	N Verizon Rental	100-34951-	\$ 1,100.00 1,100.00
05/02/2023	Kenneth Mix	12838	Copies	(05/05/2023) -	N Copies/Faxes	100-34112-	\$ 1.00 1.00
05/04/2023	Shane and Amy Mattfield	12841	New Rental Dwelling License	(05/08/2023) -	N Rental Dwelling License	100-32111-	\$ 125.00 125.00
05/05/2023	Gerald Thompson	12846	Monument Staking - Betty Lou Carlson - Bik 22 Lot 27 N 1/4 of S 1/2	(05/19/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00 50.00
05/05/2023	Michael J. Andrews	12896*	Monument Staking - John Albert Andrews	(05/05/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00 50.00
05/08/2023	Dan and Fran Barrett	12842*	Small Cities Revolving Loan Fund	(05/19/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51

Fund Name: All Funds

Date Range: 05/01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/09/2023	Judy Huff	12843	Land Use Permit #23-17	(05/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
05/10/2023	Dennis Eggert	12844	Monument Staking - Blk 18 Lot 2 S 1/4 of S 1/2	(05/19/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
05/11/2023	KOOP FUNERAL HOME	12845	Burial - Alvin Jensen - Blk 6 Lot 1 S 1/4 of N 1/2	(05/19/2023) -	N Cemetery -Grave openings	100-34941-	\$ 300.00
05/12/2023	Zachary Patterson	12847*	New Rental Dwelling License	(05/19/2023) -	N Rental Dwelling License	100-32111-	\$ 125.00
05/12/2023	Emily Firemen's Relief Association	12848	Temp. Liquor Licenses - Softball Tournament and Emily Day	(05/19/2023) -	N Alcoholic Beverages	100-32110-	\$ 125.00
05/16/2023	Scott and Paula Worley	12849	Land Use Permit #23-18	(05/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
05/17/2023	Jessica Istvanovich	12850	Land Use Permit #23-19	(05/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
05/18/2023	Diners Chicken Shack	12851*	Small Cities Revolving Loan	(05/30/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
05/18/2023	Crow Wing County	12852	Court Fees	(05/12/2023) -	N Court Fines	100-35101-	\$ 362.03
05/18/2023	Cindy Nordvall	12853	Copies X4	(05/30/2023) -	N Copies/Faxes	100-34112-	\$ 98.32
							\$ 98.32
							\$ 1.00
							\$ 1.00

Fund Name: All Funds

Date Range: 01/2023 To 05/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
05/18/2023	RG Title LLC	12854	Assessment Search Inv 23-09	(05/30/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
05/18/2023	UTILITY BILLING	12879*	Sewer Charges - ACH	(05/18/2023) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 171.10 \$ 17.11
								<u>\$ 188.21</u>
05/19/2023	Luanne Bodle	12855	Chair Rental X 40	(05/30/2023) -	N	City/Town Hall Rent	100-34101-	\$ 40.00
								<u>\$ 40.00</u>
05/22/2023	Dean and Barb Keller	12856	Land Use Permit #23-23	(05/30/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
								<u>\$ 250.00</u>
05/22/2023	Karen Stern	12857	Land Use Permit #23-20	(05/30/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 450.00
								<u>\$ 450.00</u>
05/22/2023	Ardith J. Buchite	12858	Transfer of Cemetery Deed - Blk 21 Lot 23 N 1/4 of N 1/2	(05/30/2023) -	N	Cemetery -Sale of lots	100-34942-	\$ 15.00
								<u>\$ 15.00</u>
05/23/2023	Virginia Rexine	12859	City Hall Rental - RLID Annual Meeting	(05/30/2023) -	N	City/Town Hall Rent	100-34101-	\$ 10.00
								<u>\$ 10.00</u>
05/23/2023	James and Olive Slye	12860	Staking Fee for James and Olive Slye - Blk 19 Lot 25 N 1/4 of N 1/2	(05/30/2023) -	N	Cemetery -Grave openings	100-34941-	\$ 50.00
								<u>\$ 50.00</u>
05/23/2023	Blue Lake Association	12861	City Hall Rental - Annual Meeting	(05/30/2023) -	N	City/Town Hall Rent	100-34101-	\$ 10.00
								<u>\$ 10.00</u>
05/23/2023	Emily Firemen's Relief Association	12862	Donation - Resolution 23-19	(05/30/2023) -	N	Contributions and Donations from Private Sources	225-36230-	\$ 2,000.00
								<u>\$ 2,000.00</u>

Fund Name: All Funds

Date Range: 05/01/2023 To 05/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
05/23/2023	Anita Patel/Enrique Aguirre	12863	Data Request/Assessment Inv. #23-20	(05/15/2023) -	N	Assessment Searches	100-34107-	\$ 11.00
05/23/2023	Beachcombers LLC	12864	Land Use Permit	(05/25/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
05/23/2023	Tim Blackwell/Robin Hille	12865	RV Permit	(05/25/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 200.00
05/23/2023	Robert Sorg	12866	Land Use and Septic Permits	(05/30/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 700.00
05/23/2023	Lakes Area Title	12867	Assessment Search Inv. 23-08	(05/30/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
05/23/2023	ECTC	12868	Capital Credits	(05/30/2023) -	N	Refunds	100-36240-	\$ 3,027.91
05/25/2023	James Edmonds	12869	Land Use Permit #23-26	(05/30/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
05/25/2023	Cari Johnson	12870*	Reimbursement of IIMC Annual Conference Fee	(05/30/2023) -	N	Refunds	100-36240-	\$ 485.00
05/25/2023	Ryan Gerlach	12871	Land Use and Septic Permits	(05/30/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 800.00
05/26/2023	Susie Ball	12872	Assessment Search Inv. #23-16 and 23-19	(05/30/2023) -	N	Assessment Searches	100-34107-	\$ 50.00
05/30/2023	Anthonious	12873	Copies X 12	(05/30/2023) -	N	Copies/Faxes	100-34112-	\$ 3.00

Fund Name: All Funds

Date Range: 01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/30/2023	Tom Henderson	12874	Lot Adjustment	(05/30/2023) -	N Zoning and Subdivision Fees	100-34103-	\$ 3.00
05/30/2023	KOOP FUNERAL HOME	12875*	Cremation Burials - Robert A. Bodle and Margarette E. Bodle	(05/31/2023) -	N Cemetary -Grave openings	100-34941-	\$ 500.00
05/30/2023	Jon Stern	12876*	Small Cities Revolving Loan	(05/31/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
05/30/2023	Cuyuna Range Monument	12877*	Staking Fees - Loren/Joan Miller and John/ Linda VanStraaten	(05/31/2023) -	N Cemetary -Grave openings	100-34941-	\$ 167.51
05/31/2023	UTILITY BILLING	12878	Sewer Charges	(05/31/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 1,230.71
05/31/2023	Pershing	12900	Int CR Investments - MMMF and Muni Bonds	(05/31/2023) -	N Interest Earning	100-36210-	\$ 123.06
							\$ 1,353.77
							\$ 320.95
							\$ 48.14
							\$ 128.38
							\$ 224.67
							\$ 112.33
							\$ 80.24
							\$ 160.48
							\$ 112.32
							\$ 32.10
							\$ 1,219.61
05/31/2023	PINE RIVER STATE BANK	12902	Int CR Checking	(05/31/2023) -	N Interest Earning	100-36210-	\$ 41.94
							\$ 6.46
							\$ 1.41
							\$ 5.84
							\$ 0.17
							\$ 10.71
							\$ 4.51

Fund Name: All Funds
 Date Range: 05/01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/31/2023	Money Market/Bonds	IAW10754	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	100-39990-	\$ 426.55
05/31/2023	Money Market/Bonds	IAW10755	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	225-39990-	\$ 63.98
05/31/2023	Money Market/Bonds	IAW10756	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	226-39990-	\$ 170.62
05/31/2023	Money Market/Bonds	IAW10757	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	404-39990-	\$ 298.59
05/31/2023	Money Market/Bonds	IAW10758	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	407-39990-	\$ 149.28
05/31/2023	Money Market/Bonds	IAW10759	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	409-39990-	\$ 106.64
05/31/2023	Money Market/Bonds	IAW10760	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	415-39990-	\$ 213.28
							\$ 88.52
							\$ 426.55
							\$ 63.98
							\$ 170.62
							\$ 298.59
							\$ 149.28
							\$ 106.64
							\$ 213.28

Fund Name: All Funds

Date Range: 01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/31/2023	Money Market/Bonds	IAW10761	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	416-39990-	\$ 149.30
05/31/2023	Money Market/Bonds	IAW10762	Deposit from Money Market/Bonds	(05/31/2023)-	N Sale of Investment	602-39990-	\$ 42.66
Total for Selected Receipts							\$ 149.30
							\$ 42.66
							\$ 19,029.59

Date Range : 6/13/2023 To 6/13/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/13/2023	Dahlheimer Beverage	Hall,Shop,FireHall Cleaning Supplies - 6-5-23 Statement - Inv #1910625	70755	\$348.95	100-41941-211- 100-43110-211- 100-42280-211-	City Hall Maintenance-Shop Fire Stations and Buildings	\$116.32 \$116.32 \$116.31
06/13/2023	LINESCAPE LINESTRIPING	Inv.4552: Public Parking Lot Striping, Curb Painting, 18 Crosswalk Blocks	70756	\$2,987.00	100-42601-404-	Traffic Engineering Expenditures	\$2,987.00
06/13/2023	GAMMELLO - PEARSON, PLLC	93036,93037:Retainer and Police	70757	\$1,027.00	100-41425-304- 100-42110-304-	Clerk Police Administration	\$533.00 \$494.00
06/13/2023	Tri-County Septic Inspection	6-9:SeptInsp4444Roose veltDr	70758	\$175.00	100-41910-310-	Planning and Zoning	\$175.00
06/13/2023	INTERNATIONAL UNION OF	Union dues - 6-5-23 Invoice	70759	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
06/13/2023	Birchdale Fire and Security	Inv. 143869 - Hall Fire Monitoring	70760	\$60.00	100-41941-404-	City Hall	\$60.00
06/13/2023	A W RESEARCH LABORATORIES	SEWER SAMPLE TESTING - Inv. #55411	70761	\$208.00	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$208.00
06/13/2023	Ehlers Investment Partners, LLC	May 2023 Investment Account Management Fee	70762	\$63.80	100-49350-307-	Purchase of Investments	\$63.80

Date Range : 6/13/2023 To 6/13/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/13/2023	VICTOR LUNDEEN COMPANY	Invs. 455508 - Checks	70763	\$425.77	100-41425-201-	Clerk	\$425.77
06/13/2023	F.I.R.E.	Inv. 6256 - Fire Dept - Training - Wildland Search and Rescue	70764	\$650.00	100-42240-308-	Fire Training	\$650.00
06/13/2023	WM Corporate Services, Inc.	garbage - inv. 6787762-1767-4	70765	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
06/13/2023	Minnesota Association of Cemeteries	Annual Membership Dues	70766	\$75.00	100-49010-433-	Cemetery	\$75.00
Total For Selected Claims				\$6,517.68			

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

For the payroll period ending: 06/13/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	
	428	HANSON, JR, GERHART L.	345.08
	922	Hemphill, Andrew D	346.31
	724	Koch, Gregory A	346.31
Account Total			1,287.97
100-41310-103	643	JONES, TRACY ALLEN	507.92
	Account Total		
100-42501-103	11	FRANK, KENNETH R.	36.94
	Account Total		
100-45187-103	623	Davis, Jane M	210.87
	Account Total		
100-43110-101	Unallocated (Due to rounding)		\$0.00
Total For Period			\$2,043.70

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

For the payroll period ending: 06/07/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1910-114	916	Bartel, Lynda C	36.94
	926	Hughes, Faye A	36.94
	722	JOHNSON, DAVID P	36.94
	924	Rheaume, Patrick T	36.94
	718	SPIESS, WILLIAM F	36.94
	87	Vukelich, Denise L	36.94
Account Total			221.64
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
Total For Period			\$221.64

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

For the payroll period ending: 06/07/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-101	451	Foster, Brian D	
Account Total			152.37
100-43110-101		Unallocated (Due to rounding)	\$0.00
Total For Period			\$152.37

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

Date Range : 6/1/2023 To 6/7/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/07/2023	GOPHER STATE ONE-CALL	Inv. 3050380 - Locates	70744	\$6.75	602-49490-385-	Sewer Utilities - Administration and General	\$6.75
06/07/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance July 2023	70745	\$5,680.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$590.00 \$2,250.00 \$590.00 \$2,250.00
06/07/2023	Amy Prokott	Mileage: PO,kiosk,bank	70746	\$10.09	100-41425-331-	Clerk	\$10.09
06/07/2023	Elan Financial Services	May23;ClerkPost/Trng/Travel,PZPost,CemLands,StreetsMaint,FireHallReno,NewTruckSmTIs	70747	\$2,410.21	100-41425-322- 100-41910-322- 100-43126-240- 100-43121-226- 100-49010-225- 225-42280-221- 100-41425-331- 100-41425-331-	Clerk Planning and Zoning Road and Bridge Equipment Paved Streets Cemetery Fire Stations and Buildings Clerk Clerk	\$5.22 \$1.26 \$860.39 \$70.12 \$63.77 \$226.33 \$1,176.12 \$7.00
06/07/2023	Verizon	Police - Inv. #9935642165	70748	\$29.13	100-42110-321-	Police Administration	\$29.13
06/07/2023	Tremolo Communications	City Phone Service - 6/1/2023 Invoices	70749	\$981.85	100-42210-321- 100-41425-321- 100-41941-321- 100-42110-321- 100-41910-321- 100-43110-321- 100-41425-321-	Fire Administration Clerk City Hall Police Administration Planning and Zoning Maintenance-Shop Clerk	\$144.30 \$39.59 \$38.20 \$173.22 \$49.08 \$106.11 \$431.35

Date Range : 6/1/2023 To 6/7/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/07/2023	Tri-County Septic Inspection	6-6:SepticDesRevMarshv iewDr,SandhillDr,William Pendzimas/SeptInsp4049 8SandhillDr	70750	\$250.00	100-41910-310-	Planning and Zoning	\$250.00
06/07/2023	Wex Bank	Inv. 89135203 - Fuel - Road Equip	70751	\$1,400.15	100-43126-212-	Road and Bridge Equipment	\$1,400.15
06/07/2023	The Office Shop, Inc.	6/1/23 Statement for Inv. 326728-0 - Canon Contract Charges	70752	\$388.19	100-41425-413-	Clerk	\$388.19
06/07/2023	Northern Lakes Building & Renovatio	Remaining 50% for salt shed roof and Park Pavilion roof plus addl materials for salt shed	70753	\$12,750.00	100-43110-520- 100-45202-404-	Maintenance-Shop Park Areas	\$10,750.00 \$2,000.00
06/07/2023	EMILY ACE HARDWARE	Inv.5-31:FireHallReno,Du mp,CemLndscp,HallMain t, Clean,ShopMaterials, SmITIs,MaintSupp	70754	\$400.17	225-42280-221- 100-43240-221- 100-49010-225- 100-41941-221- 100-41941-211- 100-43110-221- 100-43110-240- 100-43110-215-	Fire Stations and Buildings Waste (Refuse) Disposal Cemetery City Hall City Hall Maintenance-Shop Maintenance-Shop Maintenance-Shop	\$114.17 \$5.00 \$60.44 \$4.64 \$8.92 \$30.99 \$80.72 \$95.29
Total For Selected Claims				\$24,306.54			\$24,306.54

For the payroll period ending: 06/07/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,698.79
	914	Prokott, Amy J	894.65
		Account Total	2,593.44
100-41425-103	909	Fahrendorff, Susan E	76.68
		Account Total	76.68
100-41910-103	909	Fahrendorff, Susan E	881.85
		Account Total	881.85
100-41941-101	451	Foster, Brian D	161.02
	502	Spindler, Calen Chris	98.55
		Account Total	259.57
100-43110-101	451	Foster, Brian D	503.98
	502	Spindler, Calen Chris	512.11
		Account Total	1,016.09
100-43110-103	915	Beattie, Richard F	40.71
	925	Soukup, Richard C	27.14
		Account Total	67.85
100-43121-101	451	Foster, Brian D	383.22
	502	Spindler, Calen Chris	552.50
		Account Total	935.72
100-43121-103	915	Beattie, Richard F	264.31
	925	Soukup, Richard C	250.74
		Account Total	515.05
100-43240-101	451	Foster, Brian D	141.69
	502	Spindler, Calen Chris	137.32
		Account Total	279.01
100-45202-101	451	Foster, Brian D	141.69
	502	Spindler, Calen Chris	177.71
		Account Total	319.40
100-45202-103	915	Beattie, Richard F	176.40
	925	Soukup, Richard C	203.54
		Account Total	379.94
100-49010-101	451	Foster, Brian D	262.45
	502	Spindler, Calen Chris	117.93
		Account Total	380.38
100-49010-103	915	Beattie, Richard F	108.56
	925	Soukup, Richard C	108.56
		Account Total	217.12
602-49450-101	451	Foster, Brian D	16.10
	502	Spindler, Calen Chris	19.39
		Account Total	35.49
602-49490-101	914	Prokott, Amy J	134.87
		Account Total	134.87

For the payroll period ending: 06/07/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-101			
		Unallocated (Due to rounding)	(\$0.01)
Total For Period			\$8,092.45

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

Fund Name: All Funds

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/10/2023	Payroll Period Ending 05/10/2023	60474	Regular Payroll - 4-26 to 5-9	N	Park Areas	100-45202-103-	\$ 14.33
		60474			Cemetery	100-49010-103-	\$ 78.71
	Total For Check	60474					\$ 93.04
05/10/2023	Payroll Period Ending 05/10/2023	60475	Regular Payroll - 4-26 to 5-9	N	Clerk	100-41425-103-	\$ 186.29
		60475			Planning and Zoning	100-41910-103-	\$ 764.17
	Total For Check	60475					\$ 950.46
05/10/2023	Payroll Period Ending 05/10/2023	60476	Regular Payroll - 4-26 to 5-9	N	City Hall	100-41941-101-	\$ 310.86
		60476			Fire Stations and Buildings	100-42280-101-	\$ 19.65
		60476			Maintenance-Shop	100-43110-101-	\$ 457.36
		60476			Paved Streets	100-43121-101-	\$ 187.59
		60476			Waste (Refuse) Disposal	100-43240-101-	\$ 394.83
		60476			Park Areas	100-45202-101-	\$ 125.06
		60476			Cemetery	100-49010-101-	\$ 291.21
	Total For Check	60476					\$ 1,786.56
05/10/2023	Payroll Period Ending 05/10/2023	60477	Regular Payroll - 4-26 to 5-9	N	Clerk	100-41425-101-	\$ 1,958.38
	Total For Check	60477					\$ 1,958.38
05/10/2023	Payroll Period Ending 05/10/2023	60478	Regular Payroll - 4-26 to 5-9	N	Clerk	100-41425-101-	\$ 1,241.81
		60478			Sewer Utilities - Administration and General	602-49490-101-	\$ 151.92
	Total For Check	60478					\$ 1,393.73
05/10/2023	Payroll Period Ending 05/10/2023	60479	Regular Payroll - 4-26 to 5-9	N	Paved Streets	100-43121-103-	\$ 71.57
		60479			Cemetery	100-49010-103-	\$ 42.94
	Total For Check	60479					\$ 114.51
05/10/2023	Payroll Period Ending 05/10/2023	60480	Regular Payroll - 4-26 to 5-9	N	City Hall	100-41941-101-	\$ 137.99
		60480			Fire Stations and Buildings	100-42280-101-	\$ 19.71
		60480			Maintenance-Shop	100-43110-101-	\$ 474.74
		60480			Paved Streets	100-43121-101-	\$ 594.66
		60480			Waste (Refuse) Disposal	100-43240-101-	\$ 218.48
		60480			Park Areas	100-45202-101-	\$ 39.43
		60480			Cemetery	100-49010-101-	\$ 137.99
		60480			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.71
	Total For Check	60480					\$ 1,642.71

Fund Name: All Funds

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/10/2023	Payroll Period Ending 05/10/2023	60481	Regular Payroll - 4-26 to 5-9	N	Police Administration	100-42110-101-	\$ 148.03
		60481			Patrol	100-42123-101-	\$ 1,332.31
	Total For Check	60481					\$ 1,480.34
05/10/2023	Minnesota Child Support Payment Ctr	60483	Garnishment: ID 0014019010 Locator Code 27 Pay Date 5/10/2023	N	Patrol	100-42123-101-	\$ 287.03
	Total For Check	60483					\$ 287.03
05/10/2023	LAKE COUNTRY FOODS	60484	Statement dated 5-1-23 account #2480	N	Maintenance-Shop	100-43110-212-	\$ 48.00
	Total For Check	60484					\$ 48.00
05/10/2023	FERRELLGAS	60485	Statement 5007748409: Broadway and County Shops Propane	N	Maintenance-Shop	100-43110-383-	\$ 2,706.42
	Total For Check	60485					\$ 2,706.42
05/10/2023	WM Corporate Services, Inc.	60486	garbage - inv. 6784535-1767-7	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
	Total For Check	60486					\$ 357.16
05/10/2023	Cat's Minnesota T's	60487	Invs.H51902,H53726: Hi-Vis Jackets for responding to scenes	N	Fire Fighting	100-42220-217-	\$ 1,937.95
	Total For Check	60487					\$ 1,937.95
05/11/2023	MINNESOTA REVENUE	330699	State Withholding - 5/10/23 Payroll	N	Council/Town Board	100-41110-172-	\$ 33.73
		330699			Clerk	100-41425-172-	\$ 172.42
		330699			Planning and Zoning	100-41910-172-	\$ 8.89
		330699			City Hall	100-41941-172-	\$ 27.70
		330699			Police Administration	100-42110-172-	\$ 8.37
		330699			Patrol	100-42123-172-	\$ 75.31
		330699			Fire Stations and Buildings	100-42280-172-	\$ 2.30
		330699			Maintenance-Shop	100-43110-172-	\$ 54.37
		330699			Paved Streets	100-43121-172-	\$ 42.38
		330699			Waste (Refuse) Disposal	100-43240-172-	\$ 37.35
		330699			Park Areas	100-45202-172-	\$ 10.34
		330699			Cemetery	100-49010-172-	\$ 26.39
		330699			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 0.99
		330699			Sewer Utilities - Administration and General	602-49490-172-	\$ 6.87

Fund Name: All Funds

Date Range: '10/2023 To 05/31/2023

Date Vendor

Total For Check

Check #

330699

Description

05/11/2023 FEDERAL WITHHOLDING/ON LINE

330700

Federal Withholding - 5/10/23
Payroll

N

Council/Town Board

Void Account Name

F-A-O-P

Total

\$ 507.41

\$ 104.00

\$ 84.28

\$ 19.72

\$ 15.00

\$ 42.08

\$ 34.10

\$ 7.98

\$ 333.02

\$ 16.79

\$ 13.61

\$ 269.90

\$ 63.12

\$ 3.18

\$ 275.95

\$ 68.89

\$ 12.24

\$ 9.92

\$ 55.83

\$ 13.06

\$ 2.32

\$ 46.80

\$ 37.93

\$ 8.87

\$ 41.53

\$ 3.41

\$ 3.41

\$ 18.86

\$ 30.68

\$ 30.68

\$ 169.76

\$ 4.04

\$ 3.27

\$ 0.77

\$ 2.95

\$ 3.06

\$ 2.48

\$ 0.58

\$ 95.41

\$ 77.33

\$ 18.03

Mayor

Clerk

Planning and Zoning

City Hall

Police Administration

Patrol

Fire Stations and Buildings

Civil Defense Expenditures

Maintenance-Shop

Fund Name: All Funds

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
			330700			100-43110-171-	\$ 69.20
			330700		Paved Streets	100-43121-101-	\$ 78.22
			330700			100-43121-103-	\$ 5.94
			330700			100-43121-122-	\$ 4.81
			330700			100-43121-122-	\$ 63.39
			330700			100-43121-135-	\$ 14.83
			330700			100-43121-135-	\$ 1.13
			330700			100-43121-171-	\$ 40.41
			330700		Waste (Refuse) Disposal	100-43240-101-	\$ 63.67
			330700			100-43240-122-	\$ 51.60
			330700			100-43240-135-	\$ 12.07
			330700			100-43240-171-	\$ 54.05
			330700		Library	100-45187-103-	\$ 19.13
			330700			100-45187-122-	\$ 15.50
			330700			100-45187-135-	\$ 3.63
			330700			100-45187-171-	\$ 20.00
			330700		Park Areas	100-45202-101-	\$ 17.25
			330700			100-45202-103-	\$ 1.18
			330700			100-45202-115-	\$ 16.08
			330700			100-45202-122-	\$ 13.02
			330700			100-45202-122-	\$ 13.98
			330700			100-45202-122-	\$ 0.96
			330700			100-45202-135-	\$ 0.22
			330700			100-45202-135-	\$ 3.27
			330700			100-45202-135-	\$ 3.06
			330700			100-45202-171-	\$ 16.22
			330700		Cemetery	100-49010-101-	\$ 44.71
			330700			100-49010-103-	\$ 10.09
			330700			100-49010-122-	\$ 8.17
			330700			100-49010-122-	\$ 36.23
			330700			100-49010-135-	\$ 8.48
			330700			100-49010-135-	\$ 1.92
			330700			100-49010-171-	\$ 39.17
			330700		Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 1.93
			330700			602-49450-122-	\$ 1.56
			330700			602-49450-135-	\$ 0.37
			330700			602-49450-171-	\$ 0.59
			330700		Sewer Utilities - Administration and General	602-49490-101-	\$ 15.13
			330700			602-49490-122-	\$ 12.26
			330700			602-49490-135-	\$ 2.87
			330700			602-49490-171-	\$ 6.78

Fund Name: All Funds

Date Range: 10/2023 To 05/31/2023

Date Vendor

Total For Check

Check #

330700

Description

Void Account Name

F-A-O-P

Total

\$ 2,837.92

05/15/2023 PERA

330702

Retirement contributions -
5/10/23 Payroll

N Clerk

100-41425-101-

\$ 301.73

330702

100-41425-103-

\$ 14.27

330702

100-41425-121-

\$ 16.47

330702

100-41425-121-

\$ 348.15

330702

100-41910-103-

\$ 58.53

330702

100-41910-121-

\$ 67.53

330702

100-41941-101-

\$ 42.42

330702

100-41941-121-

\$ 48.95

330702

100-42110-101-

\$ 27.74

330702

100-42110-121-

\$ 41.62

330702

100-42123-101-

\$ 249.70

330702

100-42123-121-

\$ 374.54

330702

100-42280-101-

\$ 3.66

330702

100-42280-121-

\$ 4.22

330702

100-43110-101-

\$ 86.57

330702

100-43110-121-

\$ 99.87

330702

100-43121-101-

\$ 71.05

330702

100-43121-121-

\$ 81.98

330702

100-43240-101-

\$ 57.72

330702

100-43240-121-

\$ 66.60

330702

100-45202-101-

\$ 15.63

330702

100-45202-121-

\$ 18.04

330702

100-49010-101-

\$ 40.51

330702

100-49010-121-

\$ 46.75

330702

602-49450-101-

\$ 1.75

330702

602-49450-121-

\$ 2.02

330702

602-49490-101-

\$ 13.90

330702

602-49490-121-

\$ 16.04

Total For Check 330702

\$ 2,217.96

05/24/2023 Payroll Period Ending 05/24/2023

60488

Regular Payroll - 5-10 to 5-23

N

Maintenance-Shop

100-43110-103-

\$ 70.05

60488

Paved Streets

100-43121-103-

\$ 27.84

60488

Park Areas

100-45202-103-

\$ 266.75

60488

Cemetery

100-49010-103-

\$ 84.43

Total For Check 60488

\$ 449.07

05/24/2023 Payroll Period Ending 05/24/2023

60489

Regular Payroll - 5-10 to 5-23

N

Clerk

100-41425-103-

\$ 13.25

Fund Name: All Funds
Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/24/2023	Payroll Period Ending 05/24/2023	60489	60489	Regular Payroll - 5-10 to 5-23	N	Clerk Planning and Zoning	100-41425-103- 100-41910-103-	\$ 13.25
		Total For Check	60490					\$ 213.05
		Total For Check	60490					\$ 656.56
		Total For Check	60490					\$ 869.61
05/24/2023	Payroll Period Ending 05/24/2023	60491	60491	Regular Payroll - 5-10 to 5-23	N	City Hall	100-41941-101-	\$ 208.99
		60491	60491	Regular Payroll - 5-10 to 5-23	N	Fire Stations and Buildings Maintenance-Shop	100-42280-101- 100-43110-101- 100-43110-101- 100-43110-101- 100-43110-101- 100-43121-101- 100-43240-101- 100-45202-101- 100-49010-101-	\$ 20.53 \$ (0.01) \$ 304.16 \$ 272.44 \$ 587.79 \$ 167.94 \$ 304.16
		Total For Check	60491			Paved Streets Waste (Refuse) Disposal Park Areas Cemetery		\$ 1,866.00
05/24/2023	Payroll Period Ending 05/24/2023	60492	60492	Regular Payroll - 5-10 to 5-23	N	Clerk	100-41425-101-	\$ 1,599.58
		Total For Check	60492					\$ 1,599.58
05/24/2023	Payroll Period Ending 05/24/2023	60493	60493	Regular Payroll - 5-10 to 5-23	N	Clerk	100-41425-101-	\$ 1,543.85
		Total For Check	60493					\$ 1,543.85
05/24/2023	Payroll Period Ending 05/24/2023	60494	60494	Regular Payroll - 5-10 to 5-23	N	Maintenance-Shop Paved Streets Park Areas Cemetery	100-43110-103- 100-43121-103- 100-45202-103- 100-49010-103-	\$ 93.98 \$ 26.39 \$ 482.77 \$ 40.55
		Total For Check	60494					\$ 643.69
05/24/2023	Payroll Period Ending 05/24/2023	60496	60496	Regular Payroll - 5-10 to 5-23	N	Police Administration Patrol	100-42110-101- 100-42123-101-	\$ 148.03 \$ 1,332.31
		Total For Check	60496					\$ 1,480.34
05/24/2023	Minnesota Child Support Payment Ctr	60497	60497	Garnishment: ID 0014019010 Locator Code 27 Pay Date 5/24/2023	N	Patrol	100-42123-101-	\$ 287.03
		Total For Check	60497					\$ 287.03
05/24/2023	Amy Prokott	60498	60498	Mileage: Clerk's Institute, St. Cloud, and IIMC Conference, Minneapolis	N	Clerk	100-41425-331-	\$ 328.81
		Total For Check	60498					\$ 328.81

Fund Name: All Funds

Date Range: 10/2023 To 05/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/24/2023	Minnesota Life Insurance Company	60499	June 2023 Life Ins - Billing Date 5-18-23 - Policy #0023198	N	Clerk	100-41425-101-	\$ 23.50
		60499			Maintenance-Shop	100-41425-133-	\$ 11.90
		60499				100-43110-133-	\$ 11.90
		Total For Check					\$ 47.30
05/24/2023	Sourcewell	60500	Planning and Zoning Services for April - Inv. 00001781	N	Planning and Zoning	100-41910-311-	\$ 770.00
		60500					\$ 770.00
05/24/2023	CUYUNA REGIONAL MEDICAL CENTER	60501	Guarantor # 80002493 - Preemployment Drug Tests - Beattie and Soukup	N	Maintenance-Shop	100-43110-306-	\$ 112.00
		60501					\$ 112.00
05/24/2023	PEOPLESERVICE, INC.	60502	Inv. 0042952 - June 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		60502					\$ 2,090.00
05/24/2023	Verizon	60503	Police and Shop - Inv. #9934844762	N	Police Administration	100-42110-321-	\$ 80.04
		60503			Maintenance-Shop	100-43110-321-	\$ 103.74
		60503					\$ 183.78
05/24/2023	CROW WING POWER	60504*	Monthly - 4-7-23 Invoices	N	City Hall	100-41941-381-	\$ 956.20
		60504*				100-41941-381-	\$ 27.16
		60504*			Fire Stations and Buildings	100-42280-381-	\$ 103.78
		60504*			Maintenance-Shop	100-43110-381-	\$ 132.57
		60504*				100-43110-381-	\$ 25.42
		60504*			Street Lighting	100-43110-381-	\$ 105.10
		60504*			Park Areas	100-43160-381-	\$ 288.50
		60504*				100-45202-381-	\$ 24.54
		60504*				100-45202-381-	\$ 24.00
		60504*			Cemetery	100-49010-381-	\$ 35.77
		60504*			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.63
		60504*				602-49470-381-	\$ 31.63
		60504*				602-49470-381-	\$ 43.73
		60504					\$ 1,830.03
05/24/2023	GAMMELLO - PEARSON, PLLC	60505	92560,92562:Retainer and Police	N	Clerk	100-41425-304-	\$ 494.00
		60505			Police Administration	100-42110-304-	\$ 702.00

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/24/2023	A W RESEARCH LABORATORIES	60506	SEWER SAMPLE TESTING - Invs. #54773 and 54974	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 476.00
	Total For Check	60506					\$ 476.00
05/24/2023	Tri-County Septic Inspection	60507	5-22:SepticDesignRev-42865Min nieLake,21321MillRd, 18526WoodLakeBlvd	N	Planning and Zoning	100-41910-310-	\$ 75.00
	Total For Check	60507					\$ 75.00
05/24/2023	Ehlers Investment Partners, LLC	60508	April 2023 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 61.97
05/24/2023	Short Elliott Hendrickson, Inc.	60509	Inv. 446235 - Emily 2024 Road Improvements Feasibility Study Progress Payment	N	Paved Streets	201-43121-303-	\$ 480.00
	Total For Check	60509					\$ 480.00
05/24/2023	Creative Threads Inc	60510	Inv. 20424 - 16 Maint Dept safety tshirts w/screen printing	N	Maintenance-Shop	100-43110-217-	\$ 368.00
	Total For Check	60510					\$ 368.00
05/24/2023	Quality Fabricating	60511	Inv. 304048 - First Responders Oxygen Tank Rack	N	Other Protection-1st Response	100-42860-240-	\$ 60.00
	Total For Check	60511					\$ 60.00
05/24/2023	Aramark	60512	Rugs and Towels - Invs.2530141147,2530141146- CityHall/FireHall	N	City Hall	100-41941-418-	\$ 129.89
	Total For Check	60512					\$ 129.89
05/24/2023	Brainerd Pipe Supply	60513*	Invoice # 130876 - Culverts	N	Paved Streets	100-43121-224-	\$ 1,017.82
	Total For Check	60513					\$ 1,017.82
05/24/2023	Payroll Period Ending 05/24/2023	90495	Regular Payroll - 5-10 to 5-23	N	City Hall	100-41941-101-	\$ 184.19
		90495			Maintenance-Shop	100-43110-101-	\$ 0.01
		90495				100-43110-101-	\$ 357.21
		90495			Paved Streets	100-43121-101-	\$ 306.98
		90495			Waste (Refuse) Disposal	100-43240-101-	\$ 623.26

Fund Name: All Funds

Date Range: 10/2023 To 05/31/2023

Date Vendor

Check #

Description

Void

Account Name

F-A-O-P

Total

90495

Park Areas

100-45202-101-

\$ 122.79

90495

Cemetery

100-49010-101-

\$ 266.05

Total For Check

90495

\$ 1,860.49

05/26/2023 FEDERAL WITHHOLDING/ON LINE

330703

Federal Withholding - 5/24/23
Payroll

N Clerk

\$ 324.22

330703

\$ 21.86

330703

\$ 17.72

330703

\$ 262.77

330703

\$ 61.45

330703

\$ 4.14

330703

\$ 20.00

330703

\$ 243.73

330703

\$ 58.92

330703

\$ 47.75

330703

\$ 11.17

330703

\$ 40.91

330703

\$ 33.16

330703

\$ 7.75

330703

\$ 35.59

330703

\$ 3.41

330703

\$ 3.41

330703

\$ 18.86

330703

\$ 30.68

330703

\$ 30.68

330703

\$ 169.76

330703

\$ 2.22

330703

\$ 1.80

330703

\$ 0.42

330703

\$ 2.67

330703

\$ 68.43

330703

\$ 14.23

330703

\$ 11.53

330703

\$ 55.43

330703

\$ 12.99

330703

\$ 2.70

330703

\$ 3.08

330703

\$ 55.89

330703

\$ 59.97

330703

\$ 4.69

330703

\$ 3.80

330703

\$ 48.61

330703

\$ 11.36

330703

\$

330703

\$

330703

\$

330703

\$

330703

\$

330703

\$

Fund Name: All Funds

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330703				100-43121-135-	\$ 0.89
		330703				100-43121-171-	\$ 0.87
		330703				100-43121-171-	\$ 49.46
		330703	Waste (Refuse) Disposal			100-43240-101-	\$ 125.52
		330703				100-43240-122-	\$ 101.73
		330703				100-43240-135-	\$ 23.79
		330703			Park Areas	100-43240-171-	\$ 104.93
		330703				100-45202-101-	\$ 30.36
		330703				100-45202-103-	\$ 65.23
		330703				100-45202-122-	\$ 52.87
		330703				100-45202-122-	\$ 24.61
		330703				100-45202-135-	\$ 5.75
		330703				100-45202-135-	\$ 12.36
		330703				100-45202-171-	\$ 15.85
		330703				100-45202-171-	\$ 27.45
		330703			Cemetery	100-49010-101-	\$ 59.33
		330703				100-49010-103-	\$ 10.72
		330703				100-49010-122-	\$ 8.69
		330703				100-49010-122-	\$ 48.09
		330703				100-49010-135-	\$ 11.24
		330703				100-49010-135-	\$ 2.03
		330703				100-49010-171-	\$ 51.72
		330703				100-49010-171-	\$ 1.33
		330703					\$ 2,642.58
05/31/2023	Pershing	330704	Muni Bonds Loss	N	Unrealized Investment Loss	100-49301-800-	\$ 426.55
		330704				225-49301-800-	\$ 63.98
		330704				226-49301-800-	\$ 170.62
		330704				404-49301-800-	\$ 298.59
		330704				407-49301-800-	\$ 149.28
		330704				409-49301-800-	\$ 106.64
		330704				415-49301-800-	\$ 213.28
		330704				416-49301-800-	\$ 149.30
		330704				602-49301-800-	\$ 42.66
		330704					\$ 1,620.90
05/31/2023	RDO Equipment Co.	60514	Inv. R0507503- Street Sweeper Rental	N	Paved Streets	100-43121-416-	\$ 1,442.00
		60514					\$ 1,442.00
05/31/2023	SHANNON'S AUTO BODY	60515	Inv.12629-2000 Chev 1 Ton Truck Repair and Sander	N	Road and Bridge Equipment	100-43126-221-	\$ 1,313.13
		60515				100-43126-404-	\$ 935.00

Fund Name: All Funds

Date Range: 10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/31/2023	Pavestripe LLC	60516	60516	5-22-23 Invoice - City Hall Parking Lot striping	N	City Hall	100-41941-404-	\$ 450.00
		Total For Check	60516					\$ 450.00
05/31/2023	Canon Financial Services, Inc.	60517	60517	COPIER LEASE- 5/21/23 Inv. #30556254	N	Clerk	100-41425-413-	\$ 148.93
		Total For Check	60517					\$ 148.93
05/31/2023	AFLAC	60518	60518	Monthly employee ins coverage Inv. #877048	N	Maintenance-Shop	100-43110-101-	\$ 31.68
		Total For Check	60518					\$ 31.68
05/31/2023	Colonial Life	60519	60519	Employee paid insurance - Inv # 47086730505387	N	Clerk	100-41425-101-	\$ 76.72
		Total For Check	60519					\$ 76.72
05/31/2023	AUTO VALUE	60520	60520	5/25/23 Statement: Road/Bridge Repair Supp and Shop Materials	N	Maintenance-Shop	100-43110-215-	\$ 218.10
		Total For Check	60520					\$ 218.10
05/31/2023	Money Market/Bonds	IAD2757	IAD2757	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 320.95
		Total For Check	IAD2757					\$ 320.95
05/31/2023	Money Market/Bonds	IAD2758	IAD2758	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 48.14
		Total For Check	IAD2758					\$ 48.14
05/31/2023	Money Market/Bonds	IAD2759	IAD2759	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 128.38
		Total For Check	IAD2759					\$ 128.38
05/31/2023	Money Market/Bonds	IAD2760	IAD2760	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 224.67
		Total For Check	IAD2760					\$ 224.67
05/31/2023	Money Market/Bonds	IAD2761	IAD2761	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 112.33
		Total For Check	IAD2761					\$ 112.33

Fund Name: All Funds

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/31/2023	Money Market/Bonds		IAD2761	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 112.33
		Total For Check	IAD2762					\$ 80.24
05/31/2023	Money Market/Bonds		IAD2763	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 160.48
		Total For Check	IAD2763					\$ 160.48
05/31/2023	Money Market/Bonds		IAD2764	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 112.32
		Total For Check	IAD2764					\$ 112.32
05/31/2023	Money Market/Bonds		IAD2765	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 32.10
		Total For Check	IAD2765					\$ 32.10
		Total For Selected Checks						\$ 50,347.24

5/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	546,352.39	19,451.35	(526,901.04)
Delinquent Ad Valorem Taxes	6,624.99	1,496.86	(5,128.13)
Mobile Home Tax	4.17	19.68	15.51
Fiscal Disparities	833.33	80.11	(753.22)
Total Acct 310	553,814.88	21,048.00	(532,766.88)
Franchise Taxes	1,562.50	0.00	(1,562.50)
Severed Mineral Tax	89.58	0.00	(89.58)
Total Acct 318	1,652.08	0.00	(1,652.08)
Penalties and Interest on Ad valorem Taxes	1,068.75	481.02	(587.73)
Forfeited Tax Sale Apportionments	2,250.00	4,763.55	2,513.55
Principal on Special Assessments	0.00	0.00	0.00
Penalties and Interest on Special Assessments	14.58	0.00	(14.58)
Total Acct 319	3,333.33	5,244.57	1,911.24
Licenses & Permits	41.67	0.00	(41.67)
Alcoholic Beverages	3,022.91	50.00	(2,972.91)
Rental Dwelling License	1,458.33	1,100.00	(358.33)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	4,522.91	1,150.00	(3,372.91)
Building Permits (Excludes surcharge)	9,479.15	10,510.00	1,030.85
Animal Licenses	16.67	10.00	(6.67)
Total Acct 322	9,495.82	10,520.00	1,024.18
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	23,496.63	23,496.63
Federal Payments in Lieu of Taxes	0.83	0.00	(0.83)
Total Acct 331	0.83	23,496.63	23,495.80
Homestead and Agricultural Credit Aid (HACA)	17,604.14	23,203.64	5,599.50
Police Training Reimbursement	208.33	0.00	(208.33)
Agricultural Market Value Credit	220.83	0.00	(220.83)
Fire Training Reimbursement	1,666.66	650.00	(1,016.66)
State Fire Aid	5,106.24	0.00	(5,106.24)
Supp. Fire State Aid	1,041.67	0.00	(1,041.67)
State Police Aid	5,624.99	0.00	(5,624.99)
Total Acct 334	31,472.86	23,853.64	(7,619.22)
Grants & Aids from Other LGUs	1,800.00	0.00	(1,800.00)
Total Acct 336	1,800.00	0.00	(1,800.00)
City/Town Hall Rent	208.33	370.00	161.67
Zoning and Subdivision Fees	1,541.66	650.00	(891.66)
Assessment Searches	416.67	261.00	(155.67)
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	29.17	35.90	6.73
Total Acct 341	2,195.83	1,316.90	(878.93)
Special Police Services	1,000.00	600.00	(400.00)
Special Fire Protection Services	10,749.98	0.00	(10,749.98)
First Responder Charges	3,191.66	0.00	(3,191.66)
Total Acct 342	14,941.64	600.00	(14,341.64)
Sale of Culverts	466.67	0.00	(466.67)
Contractor Water Use	0.00	0.00	0.00
Total Acct 343	466.67	0.00	(466.67)
Refuse Collection Charges	1,250.00	0.00	(1,250.00)
Total Acct 344	1,250.00	0.00	(1,250.00)
Cemetery Revenues	208.33	500.00	291.67
Cemetery -Grave openings	2,302.08	1,700.00	(602.08)

5/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Receipts:			
Cemetery -Sale of lots	5,416.66	3,015.00	(2,401.66)
Misc. Rents	8.33	1.00	(7.33)
Verizon Rental	5,499.99	5,500.00	0.01
Total Acct 349	13,435.39	10,716.00	(2,719.39)
Court Fines	341.67	196.62	(145.05)
Administrative Fines (Penalties)	208.33	2,917.50	2,709.17
Total Acct 351	550.00	3,114.12	2,564.12
Interest Earning	1,666.66	2,185.46	518.80
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	2,500.00	11,080.03	8,580.03
Total Acct 362	4,166.66	13,265.49	9,098.83
Total Revenues	643,098.90	114,325.35	(528,773.55)
Other Financing Sources:			
Unrealized Investment Gain	0.00	455.78	455.78
Total Acct 391	0.00	455.78	455.78
Capital Contributions	41.67	0.00	(41.67)
Total Acct 397	41.67	0.00	(41.67)
Sale of Investment	104,166.50	58,937.13	(45,229.37)
Total Acct 399	104,166.50	58,937.13	(45,229.37)
Total Other Financing Sources	104,208.17	59,392.91	(44,815.26)

5/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	9,514.57	8,616.48	898.09
Ordinances and Proceedings	2,229.17	900.75	1,328.42
Total Acct 411	11,743.74	9,517.23	2,226.51
Mayor	3,306.25	2,960.61	345.64
Total Acct 413	3,306.25	2,960.61	345.64
Elections	41.67	0.52	41.15
Clerk	84,193.63	74,768.64	9,424.99
Total Acct 414	84,235.30	74,769.16	9,466.14
Internal Auditing	5,070.83	700.00	4,370.83
Total Acct 415	5,070.83	700.00	4,370.83
Planning and Zoning	25,964.56	18,476.92	7,487.64
General Government Buildings and Plant	1,425.00	2,416.00	(991.00)
City Hall	24,647.90	29,568.76	(4,920.86)
Total Acct 419	52,037.46	50,461.68	1,575.78
Police Administration	15,923.74	22,944.00	(7,020.26)
Patrol	64,336.58	43,165.59	21,170.99
Police Training	974.59	20.86	953.73
Total Acct 421	81,234.91	66,130.45	15,104.46
Fire Administration	21,717.04	31,338.47	(9,621.43)
Fire Fighting	62,160.32	3,422.46	58,737.86
Fire Training	4,625.00	650.15	3,974.85
Fire Stations and Buildings	5,933.33	8,462.19	(2,528.86)
Total Acct 422	94,435.69	43,873.27	50,562.42
Building Inspections Administration	1,458.33	512.50	945.83
Rental Inspections	916.67	537.50	379.17
Total Acct 424	2,375.00	1,050.00	1,325.00
Civil Defense Expenditures	476.66	215.32	261.34
Total Acct 425	476.66	215.32	261.34
Traffic Engineering Expenditures	1,895.83	0.00	1,895.83
Total Acct 426	1,895.83	0.00	1,895.83
Other Protection-1st Response	17,831.23	2,057.32	15,773.91
Total Acct 428	17,831.23	2,057.32	15,773.91
Maintenance-Shop	57,816.58	62,180.95	(4,364.37)
Paved Streets	33,114.52	32,315.97	798.55
Unpaved Streets	21,020.80	0.00	21,020.80
Ice and Snow Removal	1,875.00	0.00	1,875.00
Road and Bridge Equipment	69,195.82	17,666.43	51,529.39
Bridges, Viaducts and Grade Separations	125.00	0.00	125.00
Street Lighting	1,458.33	1,512.50	(54.17)
Total Acct 431	184,606.05	113,675.85	70,930.20
Waste (Refuse) Disposal	6,993.74	5,175.52	1,818.22
Total Acct 432	6,993.74	5,175.52	1,818.22
Historical Society	41.67	100.00	(58.33)
Total Acct 450	41.67	100.00	(58.33)
Library	2,364.59	1,290.06	1,074.53
Total Acct 451	2,364.59	1,290.06	1,074.53
Park Areas	10,154.15	6,499.65	3,654.50
Total Acct 452	10,154.15	6,499.65	3,654.50
Water Resources	416.67	1,000.00	(583.33)
Emily Waters	6,145.83	0.00	6,145.83

5/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari.</u>
Disbursements:			
Total Acct 461	6,562.50	1,000.00	5,562.50
Economic Development and Assistance	532.90	0.00	532.90
Total Acct 465	532.90	0.00	532.90
Food Shelf	104.17	250.00	(145.83)
Cemetery	8,037.50	3,409.04	4,628.46
Total Acct 490	8,141.67	3,659.04	4,482.63
Total Disbursements	574,040.17	383,135.16	190,905.01
Other Financing Uses:			
Unrealized Investment Loss	2,708.33	1,294.40	1,413.93
Purchase of Investments	104,833.17	60,578.87	44,254.30
Total Acct 493	107,541.50	61,873.27	45,668.23
Total Other Financing Uses	107,541.50	61,873.27	45,668.23
Beginning Cash Balance		591,174.01	
Total Receipts and Other Financing Sources		173,718.26	
Total Disbursements and Other Financing Uses		445,008.43	
Cash Balance as of 05/31/2023		319,883.84	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/01/2023 To 05/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/01/2023	UTILITY BILLING	12834	Sewer Charges	(05/02/2023) -	N Rate Class I	602-37210-	\$ 513.20
							\$ 513.20
05/01/2023	UTILITY BILLING	12835*	Sewer Charges - ACH	(05/03/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
05/01/2023	UTILITY BILLING	12836*	Sewer Charges - ACH	(05/04/2023) -	N Rate Class I	602-37210-	\$ 200.00
							\$ 200.00
05/18/2023	UTILITY BILLING	12879*	Sewer Charges - ACH	(05/18/2023) -	N Rate Class I	602-37210-	\$ 171.10
					Penalties and Forfeited Discounts	602-37260-	\$ 17.11
							\$ 188.21
05/31/2023	UTILITY BILLING	12878	Sewer Charges	(05/31/2023) -	N Rate Class I	602-37210-	\$ 1,230.71
					Penalties and Forfeited Discounts	602-37260-	\$ 123.06
							\$ 1,353.77
05/31/2023	Pershing	12900	Int CR Investments - MMMF and Muni Bonds	(05/31/2023) -	N Interest Earning	602-36210-	\$ 32.10
							\$ 32.10
05/31/2023	PINE RIVER STATE BANK	12902	Int CR Checking	(05/31/2023) -	N Interest Earning	602-36210-	\$ 6.01
							\$ 6.01
05/31/2023	Money Market/Bonds	IAW10762	Deposit from Money Market/Bonds	(05/31/2023) -	N Sale of Investment	602-39990-	\$ 42.66
							\$ 42.66
							\$ 2,507.05

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/10/2023	Payroll Period Ending 05/10/2023	60478	Regular Payroll - 4-26 to 5-9	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 151.92
	Total For Check	60478					\$ 151.92
05/10/2023	Payroll Period Ending 05/10/2023	60480	Regular Payroll - 4-26 to 5-9	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.71
	Total For Check	60480					\$ 19.71
05/11/2023	MINNESOTA REVENUE	330699	State Withholding - 5/10/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 0.99
		330699			Sewer Utilities - Administration and General	602-49490-172-	\$ 6.87
	Total For Check	330699					\$ 7.86
05/11/2023	FEDERAL WITHHOLDING/ON LINE	330700	Federal Withholding - 5/10/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 1.93
		330700				602-49450-122-	\$ 1.56
		330700				602-49450-135-	\$ 0.37
		330700				602-49450-171-	\$ 0.59
		330700				602-49490-101-	\$ 15.13
	Total For Check	330700					
		330700				602-49490-122-	\$ 12.26
		330700				602-49490-135-	\$ 2.87
		330700				602-49490-171-	\$ 6.78
	Total For Check	330700					\$ 41.49
05/15/2023	PERA	330702	Retirement contributions - 5/10/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 1.75
		330702				602-49450-121-	\$ 2.02
		330702				602-49490-101-	\$ 13.90
	Total For Check	330702					
		330702				602-49490-121-	\$ 16.04
		330702					\$ 33.71
05/24/2023	PEOPLESERVICE, INC.	60502	Inv. 0042952 - June 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
	Total For Check	60502					\$ 2,090.00
05/24/2023	CR WING POWER	60504*	Monthly - 4-7-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.63

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/2023 To 05/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		60504*					\$ 31.63
		60504*					\$ 43.73
		60504					\$ 106.99
05/24/2023	A W RESEARCH LABORATORIES	60506	SEWER SAMPLE TESTING - Invs. #54773 and 54974	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 476.00
		60506					\$ 476.00
05/31/2023	Pershing	330704	Muni Bonds Loss	N	Unrealized Investment Loss	602-49301-800-	\$ 42.66
		330704					\$ 42.66
05/31/2023	Money Market/Bonds	IAD2765	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 32.10
		IAD2765					\$ 32.10
		Total For Selected Checks					\$ 3,002.44

5/31/2023

Sewage Collection and Disposal

	Budget	Actual	Vari:
Receipts:			
Current Ad Valorem Taxes	25,204.81	1,326.69	(23,878.12)
Delinquent Ad Valorem Taxes	625.00	47.12	(577.88)
Mobile Home Tax	0.21	1.36	1.15
Fiscal Disparities	83.33	5.46	(77.87)
Total Acct 310	25,913.35	1,380.63	(24,532.72)
Severed Mineral Tax	6.25	0.00	(6.25)
Total Acct 318	6.25	0.00	(6.25)
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	1,191.66	930.40	(261.26)
Penalties and Interest on Special Assessments	145.83	60.48	(85.35)
Total Acct 319	1,337.49	990.88	(346.61)
Public Utilities	52.08	0.00	(52.08)
Total Acct 321	52.08	0.00	(52.08)
Homestead and Agricultural Credit Aid (HACA)	645.83	1,582.22	936.39
Total Acct 334	645.83	1,582.22	936.39
Interest Earning	187.50	219.32	31.82
Refunds	0.00	4.00	4.00
Total Acct 362	187.50	223.32	35.82
Rate Class I	32,916.61	34,741.48	1,824.87
Penalties and Forfeited Discounts	375.00	411.48	36.48
Hauled Wastewater Fees	187.50	0.00	(187.50)
Total Acct 372	33,479.11	35,152.96	1,673.85
Total Revenues	61,621.61	39,330.01	(22,291.60)
Other Financing Sources:			
Unrealized Investment Gain	83.33	45.57	(37.76)
Total Acct 391	83.33	45.57	(37.76)
Sale of Investment	10,416.65	5,893.71	(4,522.94)
Total Acct 399	10,416.65	5,893.71	(4,522.94)
Total Other Financing Sources	10,499.98	5,939.28	(4,560.70)
Disbursements:			
Bond Principal	24,999.96	60,000.00	(35,000.04)
Total Acct 471	24,999.96	60,000.00	(35,000.04)
Interest - Bonds	11,159.36	13,691.25	(2,531.89)
Total Acct 472	11,159.36	13,691.25	(2,531.89)
Fiscal Agent's Fees	197.92	0.00	197.92
Total Acct 475	197.92	0.00	197.92
Sewer Utilities - Sanitary Sewer Maintenance	16,031.23	11,567.59	4,463.64
Sewer Utilities - Sanitary Sewer Cleaning	2,500.00	0.00	2,500.00
Sewer Utilities - Sewer Lift Stations	3,545.83	1,407.29	2,138.54
Sewer Utilities - Administration and General	2,852.07	3,622.62	(770.55)
Total Acct 494	24,929.13	16,597.50	8,331.63
Total Disbursements	61,286.37	90,288.75	(29,002.38)

5/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	260.42	129.45	130.97
Purchase of Investments	10,574.83	6,014.37	4,560.46
Total Acct 493	10,835.25	6,143.82	4,691.43
Total Other Financing Uses	10,835.25	6,143.82	4,691.43
Beginning Cash Balance		97,682.76	
Total Receipts and Other Financing Sources		45,269.29	
Total Disbursements and Other Financing Uses		96,432.57	
Cash Balance as of 05/31/2023		46,519.48	

REPORT FOR EMILY CITY COUNCIL MEETING
JUNE 13TH 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 17 members at our meeting
- 6 Calls since the last meeting
- Checked equipment / SCBA'S
- We had a drill on search and rescue

Respectfully submitted,



Chad Genz
Chief - Emily Fire Dept.

**CITY OF EMILY
RESOLUTION NO. 23-20**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

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

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-20	Celebrate Emily Day Committee for Emily Day Fireworks

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

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

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

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

Adopted by the City Council of Emily, Minnesota this 13th day of June 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Firemens Relief Association	License Number: 02215
Address: PO Box 163	City/State/Zip: Emily MN 56447

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

3. Describe the proposed expenditure, including vendors:

Emily Day Fireworks.

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

	5/26/2023
Chief Executive Officer's Signature	Date
Jon Chmielecki	218 851-7408
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

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

Unit of Government: City of Emily	Phone: 218 763-2480
Address: PO Box 68	City/State/Zip: Emily MN 56447

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

Signature	Date
Tracy Jones	Mayor
Print Name	Title

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



Monthly Report

May		Cary	Mary	Mark	LeAnn	Krista	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	9	6	n/a	1	3	7	5	5	6	3	2
Meeting	1	1	n/a	1	1	1	1	1	1	1	1
Trainings	2	2	n/a	1 EFR 1 OQR	1 EFR 1 OQR	1 EFR 1 OQR	1 EFR 2 OQR	1 EFR 1 OQR	2	1 EFR 1 OQR	2
Quarterly	1	1		0	1	1	1	1	0	1	1
Year call	50	36	22	22	21	14	22	8	26	30	7
Total											

Date 06/08/2023

In the month of May we had 9 calls. We had our monthly meeting on June 6th. In our meeting we talked about some people's pagers are all static and hard to understand. We had 1 pager booster so that will be tried this month and if it helps, we can look into getting a couple more. We talked about the upcoming softball tournament, and everyone signed up for working it. We planned a trail training ride to scout and learn the Emily trail on June 21st. We talked about supplies and what was needed and will do a supply order from CRMC this month. We decided to change our July meeting to July 3rd instead of July 4th. We lastly talked about possibly doing Blood pressure and blood sugar checks at Emily Day for a few hours before the parade. The meeting was adjourned at 18:00. After the meeting we did 1 hour training on trauma Scenarios, and 1 hour training on medical scenarios.2



Police Chief Job Description

Position Title: Police Chief
Department: City of Emily Police Department
Reports To: City Council
FLSA Status: Full-Time-Exempt [No overtime authorized per FLSA U.S.C 213(b)(20)]

Primary Objective of Position

Under direct supervision of the City Council. The Police Chief is responsible for the supervision and administration of the Police Department. The Police Chief also serves in a supervisory or support role over specific emergency management situations and other public safety functions per the Emergency Management Plan.

The Police Chief is charged with the protection of all persons and property in the City through the prevention of crimes, accidents, and civil disorders, including activities designed to suppress criminal activities, control traffic, educate the public, and enforce all local ordinances and laws within the City.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.

- Oversee, and is ultimately responsible for, the training and management of all personnel who report directly to the Police Chief. Provides for the development and improvement of personnel through counseling and performance evaluations and recommends discipline and termination procedures.
- Oversee and participate in the development of the Police Department budget. Forecasts funds needed for staffing, equipment, materials, training, technology needs and supplies.
- Establish departmental rules and regulations in accordance with City personnel policies, State Statues, POST Board regulations, and OSHA guidelines.
- Promote positive working relationships within the City as well as other city, county, state, and federal agencies; answer questions from the public concerning local and state laws, procedures and activities.
- Provide strong leadership in a non-political manner that encourages participation in city-wide decisions as a supportive team member.
- Maintain regular office hours as directed by City Council.

- Schedule shifts and assign duties to provide maximum law enforcement coverage and for special events as necessary.
- Maintain a complete record system including personnel and case files and implements procedures for their processing and keeping as required by law
- Report informational data and monthly statistics in writing and verbally to the City Council on police related issues during regular City Council meetings or upon request by City Council.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Knowledge of federal, state and local laws, codes and regulations including laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Patrol
 - This is by means of foot patrol or squad patrol and includes proactive policing for the prevention of crimes, enforcement of traffic and other laws including local ordinances. Perform security checks of public and private establishments including residences when requested.
- Conduct investigations
 - Perform specialized investigative duties involving the interpretation, explanation, and application of laws and proper investigative techniques.
 - Gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.
 - Secure information from witnesses, victims, and suspects.
- Work in partnership with other departments:
 - County Attorney's Office
 - Sheriff's Office
 - Other Police Departments as needed
 - Fire department
 - First Responders
- Participate and attend all required education and training and maintain a passing score on all courses.
- Perform a variety of administrative and other types of duties in completion of law enforcement services.
- Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other City functions.
- Enforce parking regulations; issue citations; tow vehicles that are in violation of codes.

- Judge situations/people accurately.
- Conduct a variety of criminal and special investigations.
 - Gather, assemble, analyze, evaluate, and use facts and evidence.
 - Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Prepare and make presentations related to law enforcement efforts in the community.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain required peace officer employment standards.
- Meet and maintain the departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Meet department's psychological and background requirements.

Examples of Performance Criteria

- Perform a wide range of law enforcement assignments
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.

Minimum Qualification

- Possession of a Minnesota Post License.
- Possession of a valid Minnesota Class D driver's license or better.

Desirable Qualifications

- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms, chemical agents, baton, and other related paraphernalia.

- Use of firearms and other modern police equipment.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- First aid and CPR techniques.
- Investigative techniques, procedures, and sources of information.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Recent court decisions on arrest procedures and the preservation and presentation of evidence.
- Methods and techniques used in interviewing witnesses, victims, or suspects including effective methods of obtaining information from reluctant witnesses.

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes.

Conditions of Employment

- Must comply with organizational and department policies
- Must possess a valid Class D driver's license

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Emily is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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

Police Chief Position

The City of Emily is accepting applications for the position of full-time Police Chief. Emily is part of Minnesota's Central Lakes Region and home to a diversity of lakes, rivers, wetlands, and heavily forested areas. Emily's rural charm entices visitors and residents with great ATV and snowmobile trails, hunting, fishing, and other outdoor activities. Emily contracts with Little Pine Township for police services for a total population served of 971 full-time residents. We are looking for someone to effectively and professionally perform the police protection/enforcement tasks defined by city ordinances, state statutes, and/or federal laws and to engage in community policing and build good relationships with residents, business owners, visitors, and city staff. The Police Chief position manages, provides leadership, and patrols the city for a department with one to two part-time Patrol Officers. Applicant must be MN POST licensed or eligible to be licensed by the date of hire, maintain 48 hours minimum training within last three years, have an Associate's degree in law enforcement or closely related field, and have three to five years of full-time work experience as a licensed police officer with some supervisory experience or demonstrated leadership abilities. A minimum of one year Police Chief experience is preferred. The annual salary is \$61,131.20 and benefits are Police and Fire PERA retirement. Weekly schedule of a minimum of 40 hours per week, exempt. Applicant will be required to undergo a thorough background investigation and psychological examination, physical, and drug test. One year probation period. Application and job description are available at www.cityofemily.com or the City Clerk's Office at 39811 State Hwy 6, PO Box 68, Emily, MN 56447, 218-763-2480 or clerk@emily.net. A completed City employment application form is required for consideration. Applications will be accepted until the position is filled. EOE

clerk@emily.net

From: Jesse Smith <jesse.smith@CUYUNAPD.ORG>
Sent: Wednesday, June 7, 2023 10:13 PM
To: clerk@emily.net
Cc: 'Tracy Jones'; 'Bill Bedard'
Subject: Re: Emily Request for Police Coverage Estimate

Greetings Mayor Jones and Clerk Johnson,

I just read the Crosby Courier and maybe it's the newspaper error but either way the quote in the paper states "The Cuyuna Police Department bid did not supply squad cars. The city of Emily would need to provide squad cars and perform all the maintenance required on those cars". The quote I sent you is in this email chain. Our quote doesn't say anything about squad cars. Our quote only gave a dollar number along with coverage hours of 61 per week with no other break down. I want you to know that statement is false and not apart of our quote. Our quote reflects one squad car we have for our department. I made mention in general conversation with the City Clerk Cari Johnson that if this contract were to happen I wonder what the City of Emily would do with the couple of squad cars you have and maybe selling or leasing them to Cuyuna for this contract would be a option but we would need to check into the legal issues first. We would definitely need a second squad car at some point for the hours both cities would demand. I just wanted you all to know that quote in the news paper is false and wasn't a part of our quote and I believe the newspaper made a mistake or somebody interpreted something wrong. As my original email stated it's a "soft quote" and we would need to sit down to talk about the totality of the circumstances and get a better idea what Emily wanted and the legal issues that would be involved such as buying, renting or leasing a Emily owned squad car to add to our fleet. That quote in the paper makes it sound like our "soft quote" will be way bigger because we are not supplying any squad cars and that's just not true.

Anyway, I see you all have decided to pursue your own police department and I think that's a great idea and I wish you all the best and if there is anything I can do to help or answer questions just give a shout.

Jesse Smith

Chief of Police
Cuyuna Police Department
PO Box 536
Deerwood, MN 56444
218-546-2692 Office
218-546-5400 Fax
www.ci.cuyuna.mn.us

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Sheriff's Office
 326 Laurel Street, Suite 22
 Brainerd, MN 56401
 (218) 829-4749

6/17/23

Invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
EMILY POLICE DEPARTMENT	05/18/2023	6051	\$0.00	06/17/2023	\$1,965.00

LAST PAYMENT DATE	LAST PAYMENT AMOUNT
11/28/2022	\$1,965.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
LETG Base Fee (Level 3)	1.00	\$1565.000000	EACH	\$1,565.00	\$0.00	\$0.00	\$1,565.00
LETG Base Fee							
LETG Mobile Fee	1.00	\$400.000000	EACH	\$400.00	\$0.00	\$0.00	\$400.00
Invoice Total:							\$1,965.00

RECEIVED
 JUN 01 2023

42123-309

BY:

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Sheriff's Office
 326 Laurel Street, Suite 22
 Brainerd, MN 56401
 (218) 829-4749

Invoice
 Remit Portion

Invoice Date	05/18/2023
Invoice Number	6051
Customer Number	108
Amount Paid	
Due Date	06/17/2023
Invoice Total Due	\$1,965.00

EMILY POLICE DEPARTMENT
 PO BOX 98
 EMILY, MN 56447

Make checks payable to: Crow Wing County
 Please include the invoice number on your check.

Date: May 15, 2023

To: City of Emily

From: Leland Bundy, Operator

O & M Report: April 2023

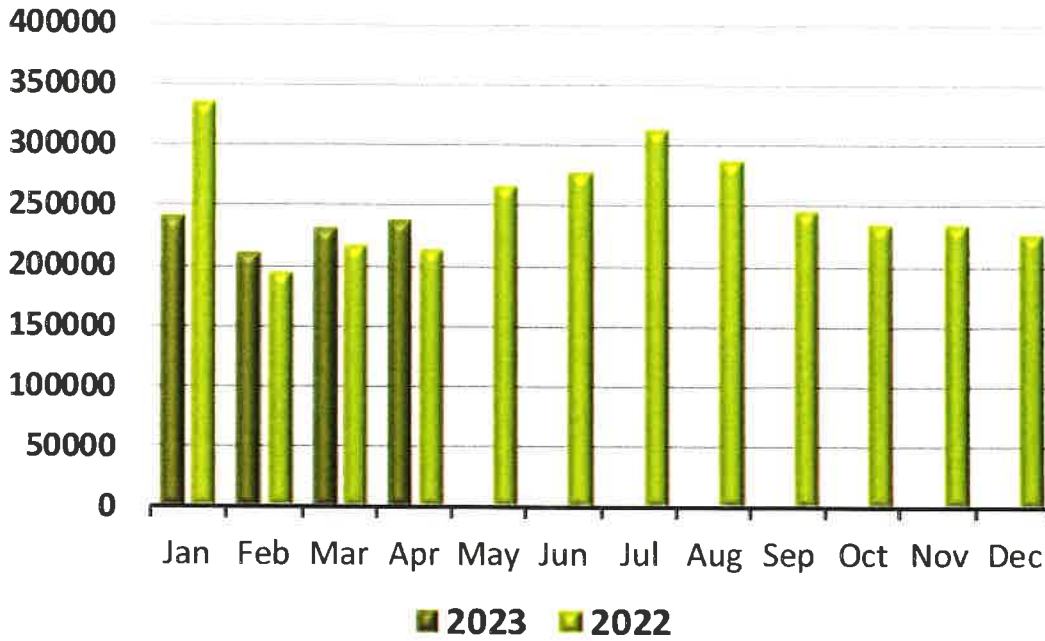
Wastewater Operation & Maintenance

- There were no Wastewater Alarms this Month.
- All weekly checks were completed on the three lift stations and the pond system.
- Checked on customer who is not sure if they are hooked to the collection system. They have not been billed by the city.
- Transferred Water from the primary ponds to the secondary pond.
- Collected the well samples from the ponds as required by permit. Delivered samples to AW Research for analysis.
- Pond #3 or the secondary pond should have rip rap added to the dikes. This would allow the full use of the pond's height.
- There are several Rapid Infiltration Basins with the distribution pipes showing above the sand. This should be remedied with the replacement of the pipes that have been cut off and the ones still there should have the sand removed from underneath and then replaced back under the sand. Lastly, the RIBs should be evaluated for missing sand and have the RIBs brought back to design.

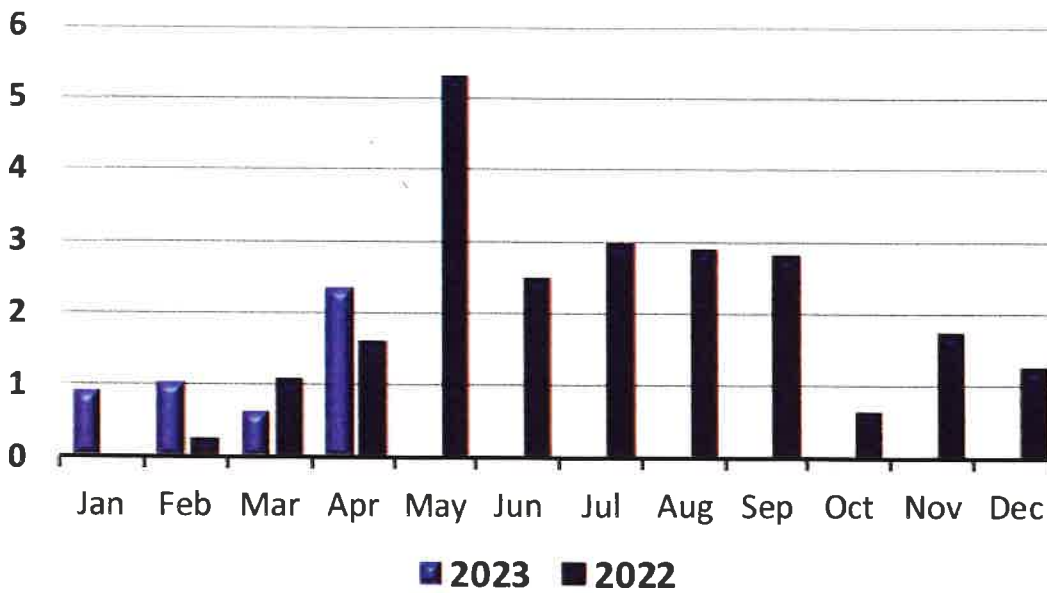
		April-23	March-23	April-22
Wastewater				
CBOD				
CBOD Influent	mg/L	310	0	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	83	0	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	7	0	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	7,960	7,483	7,200
Influent Flow Monthly Maximum	gallons	13,044	10,893	8,900
Influent Flow Monthly Total	gallons	238,800	232,000	214,600
Precipitation Monthly Total	invches	2	1	2
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



§ 50.05 BUILDING SEWERS AND CONNECTIONS.

(A) Any new connection(s) to the sanitary sewer system shall be prohibited unless sufficient capacity is available, as determined by the Superintendent.

(B) No unauthorized person(s) shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the city.

(C) Applications for permits shall be made by the owner, authorized agent or the party employed to do the work, and shall state the location, name of owner, street number of the building to be connected and how occupied. No person shall extend any private building drain beyond the limits of the building or property for which the service connection permit has been given.

(D) (1) There shall be two classes of building sewer permits:

(a) For residential and commercial service; and

(b) For service to establishments producing industrial wastes.

(2) In either case, the application shall be supplemented by any plans, specifications or any other information considered pertinent in the judgment of the city.

(3) The industry, as a condition of permit authorization, must provide information describing its wastewater constituents, characteristics and type of activity.

(4) The permit fee for a building sewer permit is as set forth in the Fee Schedule Ordinance on file in the city offices for division (D)(1)(a) above (residential and commercial service) and as set forth in the Fee Schedule Ordinance on file in the city offices for division (D)(1)(b) above (industrial wastes)

(E) All costs and expenses incidental to the installation and connection of the building sewer shall be borne by the owner(s). The owner(s) shall indemnify the city from any loss or damage that may be directly or indirectly occasioned by the installation of the building sewer.

(F) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. The building sewer from the front building may be extended to the rear building and the whole considered one building sewer. The city does not and will not assume any obligation or responsibility for damage caused by or resulting from any such connection aforementioned.

(G) Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Superintendent or his or her representative, to meet all requirements of this chapter.

(H) The size, slopes, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling of the trench, shall all conform to the requirements of the state's Plumbing Code or other applicable rules and regulations of the city. Any necessary electrical work is to be performed by a licensed electrician.

(I) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by a city-approved means and discharged to the building sewer.

(J) No person(s) shall make connection of roof downspouts, foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or indirectly to the wastewater disposal system. No person(s) shall discharge or cause to be discharged any unpolluted water such

as storm water, ground water, roof runoff, surface drainage or non-contact cooling water to any sanitary sewer.

(K) The connection of the building sewer into the public sewer shall conform to the requirements of the state's Plumbing Code or other applicable rules and regulations of the city. All such connections shall be made gas-tight and water-tight, and verified by proper testing to prevent the inclusion of infiltration/inflow. Any deviation from the prescribed procedures and materials must be approved by the city prior to installation.

(L) The applicant for the building sewer permit shall notify the city when the building sewer is ready for inspection and connection to the public sewer. The connection and inspection shall be made under the supervision of the Superintendent or authorized representative thereof.

(M) All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, alleys and other public property disturbed in the course of the work, shall be restored in a manner satisfactory to the city.

(N) No person shall make a service connection with any public sewer unless regularly licensed as a contractor under this chapter to perform such work, and no permit shall be granted to any person except such regularly licensed contractor.

(O) Any person desiring a contractor's license to make a service connection with public sewers, shall apply in writing to the City Clerk with satisfactory evidence that the applicant or employer is trained or skilled in the business and qualified to receive a license. All applications shall be referred to the Superintendent. If approved by the Superintendent, the license shall be issued by the City Clerk upon the filing of a bond as hereinafter provided.

(P) No contractor's license shall be issued to any person until a \$2,000 bond to the city is filed with City Clerk, conditioned that the licensee will carry liability insurance, and provide proof of such insurance, and will indemnify and save harmless the city from all suits, accidents, and damage that may arise by reason of any opening in any street, alley, or public ground, made by the licensee or by those in the licensee's employment for any purpose whatever, and that the licensee will replace and restore the street, sidewalks, parkways, alleys and other public property over such opening to the condition existing prior to installation, adequately guard with barricades and lights, and will keep and maintain the same to the satisfaction of the Superintendent, and shall conform in all respects to the rules and regulations of the Council relative thereto, and pay all fines that may be imposed on the licensee by law.

(Q) The contractor's license fee for making service connections is as set forth in the Fee Schedule Ordinance. All licenses shall expire on December 31 of the license year, unless the license is suspended or revoked by the Council for cause.

(R) The Council may suspend or revoke any contractor's license issued under this chapter for any of the following causes:

- (1) Giving false information in connection with the application for the license;
- (2) Incompetence of the licensee;
- (3) Willful violation of any provisions of this chapter or any rule or regulation pertaining to the making of service connections.

(Ord. 401, 1st Series, passed - -2010; Ord. passed - -2013) Penalty, see § 50.99



3481 E. State Highway
 P.O. Box 68
 Emily, MN 56447
 218-753-2499

218-753-2499
 BY

OFFICE USE ONLY	
Amount paid \$	500.00
Date paid	6-2-2023
Approved	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Application for Permit to Connect to Public Sewer

\$50 Residential and Commercial Building Sewer Permit Fee

\$2,000 Residential Sewer Service Connection

Name of Property Owner	Robert J. Steen	Property identification number	21270416
------------------------	-----------------	--------------------------------	----------

Physical Property Address or Legal Description	T80 PAPERBUSH DR
--	------------------

Mailing Address (if different from above)	Emily	State	MN	Zip	56447
---	-------	-------	----	-----	-------

Home Phone #	Cell Phone #	Business Phone #
--------------	--------------	------------------

<input checked="" type="radio"/> Residential	or	<input type="radio"/> Commercial	or	<input type="radio"/> Industrial	# of Units
					1

Installing Contractor (Must obtain City Contractor License)	MURPHY EXCAVATING	Business Phone #	218-763-7000
---	-------------------	------------------	--------------

Mailing Address	Emily	State	MN	Zip	56447
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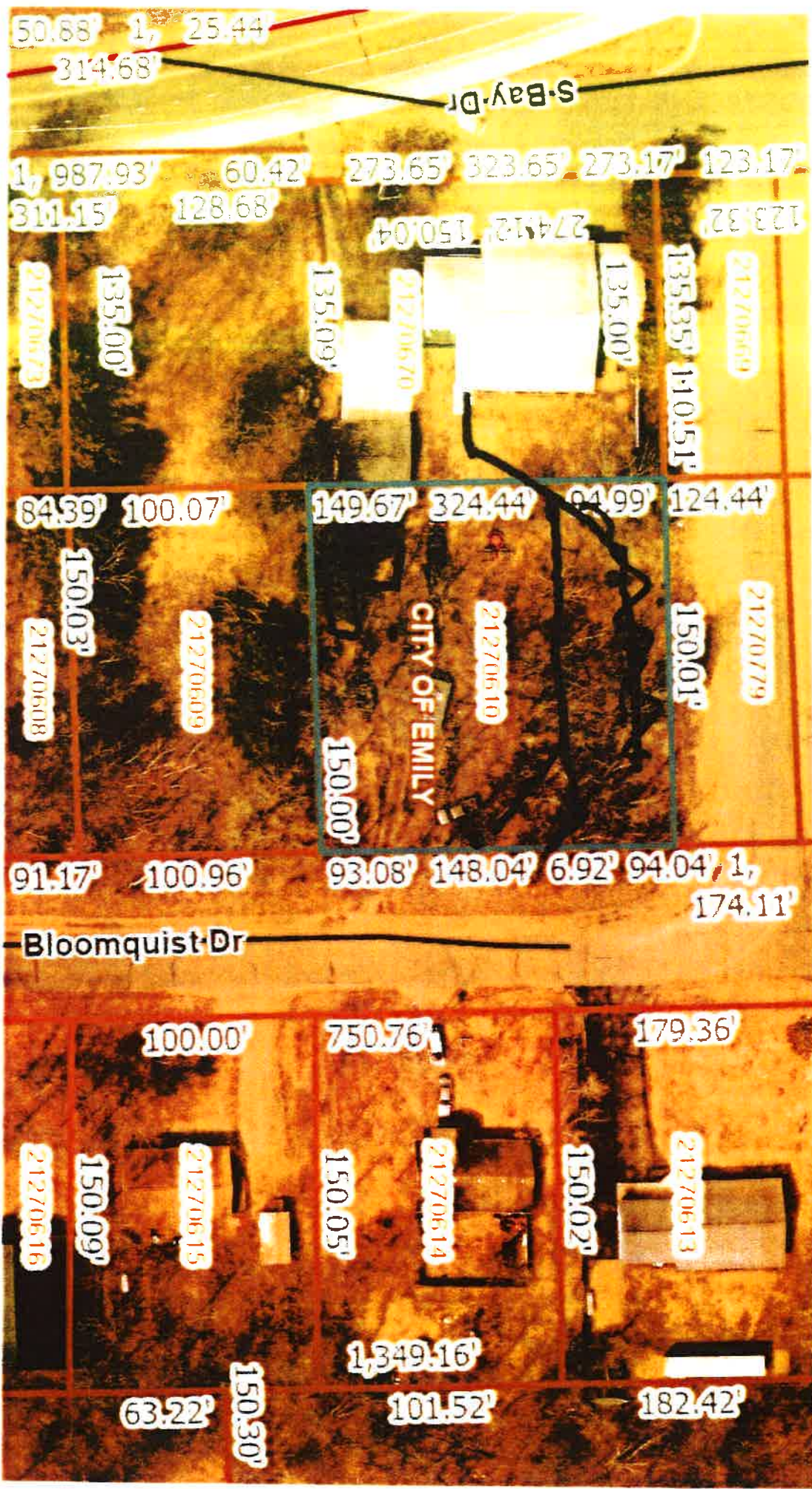
Type of License	State License #
-----------------	-----------------

- * A permit must be granted and plainly visible at the time of installation.
- * The City's Wastewater Operator must be present to verify proper pressure testing.
- * Only City Licensed Contractors shall make a service connection to the public sewer.
- * The City must be contacted to schedule an inspection 48 hours prior to connection to public sewer for each project. 218-763-
- * The City must be notified of identification of E-One grinder station installed.
- * Commercial establishments must install a grease trap as indicated by City Code 50.
- * Billing will begin as of the inspection date.

The above information is true and correct to the best of my knowledge and I understand that falsification of the information contained herewith may result in a violation of provisions of City Code 50. I understand violations will be penalized in accordance with City Code 50.

Signature	Robert J. Steen	Date	6-2-2023
-----------	-----------------	------	----------

The City of Emily is an equal opportunity provider and employer.



50.88' 1, 25.44'
314.68'

S-Bay-Dr

1, 987.93' 60.42' 273.65' 323.65' 273.17' 123.17'
311.15' 128.68' 274.12' 150.04'

123.32' 21270609
135.35' 110.51'
135.00' 21270610
135.09' 21270607

84.39' 100.07' 149.67' 324.44' 94.99' 124.44'

150.03' 21270608
150.00' 21270609
150.00' 21270610
150.00' 21270611

91.17' 100.96' 93.08' 148.04' 6.92' 94.04' 1, 174.11'

Bloomquist-Dr

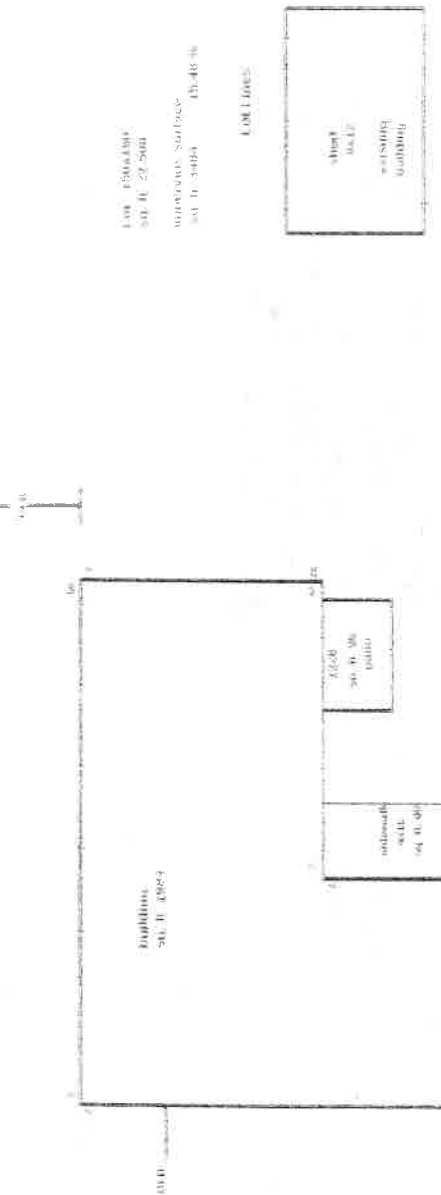
100.00' 750.76' 179.36'

150.09' 21270615
150.05' 21270614
150.02' 21270613

1,349.16' 101.52' 182.42'
63.22' 150.30'

Sweet's to Smith

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Blumenthal

RECEIVED

APP #	19-01
Date	4-1-19
Fee	450
Check #	5390
(for office use only)	

CITY OF EMILY
LAND USE PERMIT APPLICATION

BY [Signature]

Name of Applicant Michael Allan Wille Phc _____

Property Address 21216 County Road 1 Emily MN 56447

Mailing Address (if different) _____

Email: [Redacted]

Applicant is:	Title Holder of Property: (if not applicant)
Legal Owner <input checked="" type="checkbox"/>	<u>Pine River State Bank</u>
Contract Buyer <input type="checkbox"/>	(Name)
Option Holder <input type="checkbox"/>	<u>Box 64</u>
Agent <input type="checkbox"/>	(Address)
Other _____	<u>Pine River MN 56474</u>
	(City, State, Zip)

Property Parcel ID (15 Digit # on Tax Statement) 210274306CB0009

Zoning District NR-OW
~~210274306CB0009~~

Estimated Cost of Structure (only needed for buildings) \$75,000 for Mod House
Don't know about the rest yet

Will an address assignment (E911#) be needed? yes (all structure/buildings need addresses)

State nature of request in detail: (What are you proposing for the property? **If a new structure indicate, dimensions, height, foundation type, usage, and number of bedrooms** (if applicable))

The house is 26'4" x 36' 2 brm + Bath Basement will have 3 brm + Bath will have an attach garage off the back 28' x 30'

Signature of Owner, authorizing application (required): Michael A Wille
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Approved by the Zoning Administrator: [Signature] Date: 4-2-19

* Must be 10' off S.R. property line
- City Sewer

Impervious Surface Calculation for Your Lot

Name: _____ Address: _____

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 <u>Existing</u> ^{Pool shed} or Proposed Dwelling	30' x 50'	1500
2 Proposed Dwelling Addition	26' 4" x 36'	946.8
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure ^{garage}	28 x 30	840
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas		
11		
12		
13		

Total Impervious Surface (A) 3,286.8

143,560 sq ft/acre

Existing Lot Dimensions:

143,560 x 2.85 acres = 124,146 sq. ft. (B)

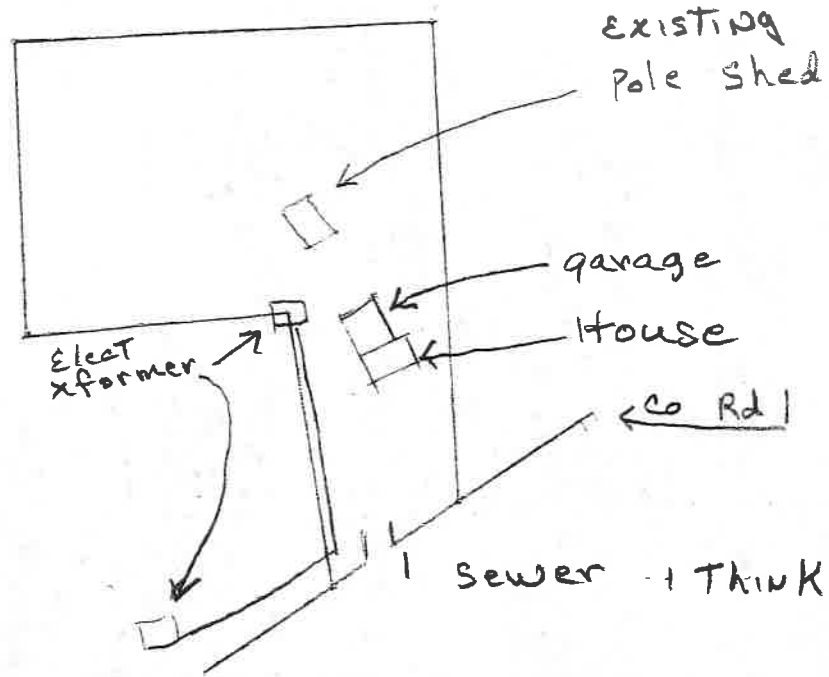
Impervious coverage (A divided by B times 100)

(A) 3,286.8 ÷ (B) 124,146 x 100 = 2.647 percent

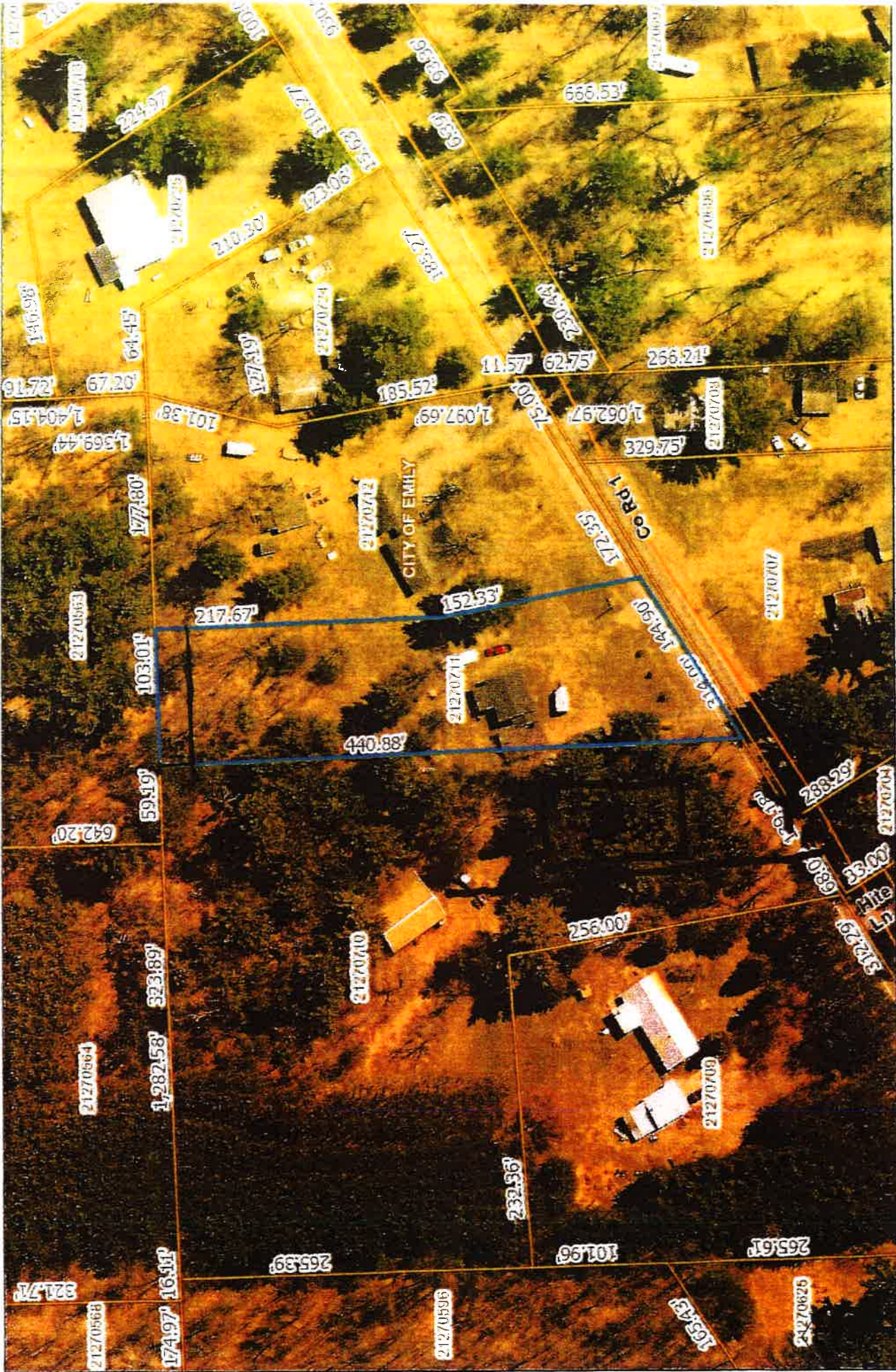
Site Plan



Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads.



No well yet



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

Date: 6/22/2021 9:47:59 PM



Michael Wille - 21216 CR 1

DATE	TRANSACTION TYPE	CHARGES	CREDITS	BALANCE
12/31/2019	pro rated 9/1-9/30/2019	\$ 50.67		\$ 50.67
12/31/2019	current charges (10/1-12/31/2019)	\$ 152.01		\$ 202.68
4/2/2020	current charges (1/1-3/31/2020)	\$ 156.57		\$ 359.25
6/30/2020	current charges (4/1-6/30/2020)	\$ 156.57		\$ 515.82
9/30/2020	current charges (7/1-9/30/2020)	\$ 156.57		\$ 672.39
12/31/2020	current charges (10/1-12/31/2020)	\$ 156.57		\$ 828.96
3/31/2021	current charges (1/1-3/31/2021)	\$ 161.27		\$ 990.23
6/30/2021	current charges (4/1-6/30/2021)	\$ 161.27		\$ 1,151.50
9/30/2021	current charges (7/1-9/30/2021)	\$ 161.27		\$ 1,312.77
12/31/2021	current charges (10/1-12/31/2021)	\$ 161.27		\$ 1,474.04
3/31/2022	current charges (1/1-3/31/2022)	\$ 166.11		\$ 1,640.15
6/30/2022	current charges (4/1-6/30/2022)	\$ 166.11		\$ 1,806.26
9/30/2022	current charges (7/1-9/30/2022)	\$ 166.11		\$ 1,972.37
12/31/2022	current charges (10/1-12/31/2022)	\$ 166.11		\$ 2,138.48
3/31/2023	current charges (1/1-3/31/2023)	\$ 171.10		\$ 2,309.58

unpaid \$2,000.00 connection fee
unpaid \$50 Residential sewer permit fee

Estimate



218-838-7602

Job: personal home

Address: _____

City: Emily Mn _____

Estimate Submitted To: Mike Wille _____

Clear and grub for house and widen driveway for new home and sewer install
Haul out brush and stumps
Strip top soil for house and garage and stockpile
Excavate for new house and garage foundation
Water proof foundation
Install exterior draitile with rock to sump
Cut and place 2 in foam on foundation walls
Backfill foundation to set house
Backfill and compact garage
Install 2 floor drains in garage
final grade and spread black dirt

City sewer: Install 210 feet of sch 40 4" pipe wiyh tracer wire
Install clean outs every 60 feet
pressure test and backfill

Haul in and spread 60 yds C-5 on drive way

We here by propose to furnish material and labor,(complete in accordance with above

Specifications), for the sum of _____ Dollars () _____

With payment to be made as follows: _____

All material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized

Signature: _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal-The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outline above.

Date of Acceptance: _____

Signature _____

Signature _____

May 19, 2023

Request from property owner at 39948 State Highway 6

I don't think I should have to pay commercial flat rate. I don't have a commercial bathroom or kitchen.

FYI my line didn't freeze up this winter but the last 2 years it has. It freezes on Second Street.



City of Emily

Planning and Zoning

39811 State Hwy 6, P.O. Box 68

Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893

Email: zoning@emily.net

June 6, 2023

Mayor and City Council
City of Emily

**Re: June Council Report
City of Emily**

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled June meeting on June 6th, 2023, at which there were no scheduled public hearings. They are forwarding you 2 recommendations this month.

Nick Usherwood has requested a waiver of the after-the-fact fine on his Conditional Use Permit application. The Planning Commission is forwarding you a recommendation of approval for that request. This situation is unique to the point that we may never see this again. The grandfathered in status of his grandfather's business was lost when the business ceased operation for longer than 1 year. I see no increased cost to the city with this request that the fine would be used for. The CUP application has been received and will be considered at the July 5th meeting.

The City Council sent the Planning Commission Crow Wing County's request for comment on PID 21230574. The Planning Commission is forwarding a recommendation to approve the classification change Crow Wing County is proposing. There is an easement to the property that could provide access to the lot. No additional concerns were expressed.

The Planning Commission consider a permit extension request for Kelly Hodges at the subject property located at 21140 Mill Rd. The request pertains to an issue with siding being placed on the building. The Planning Commission granted an extension to September 1, 2023, with no opportunity to receive an additional extension. Failure to complete the project would result in the need for a new permit to be applied for.

There was discussion about considering a fee be placed on permit extension requests that go before the Planning Commission. We will be discussing further at the July meeting and likely will be forwarding a recommendation the City Council at that time.

I do not plan to attend your upcoming meeting. If you have any questions or concerns, please feel free to contact me at (218) 866-0904 or by email at brittney.cotner@sourcewell-mn.gov.

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

April 14, 2023

Christa Andrews
City of Emily
PO Box 68
Emily, MN 56447

RECEIVED
APR 14 2023
BY:

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear Ms. Andrews:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited parcels, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these parcels for sale, the city or township wherein these parcels lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

Please review the list of tax forfeited parcels, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,

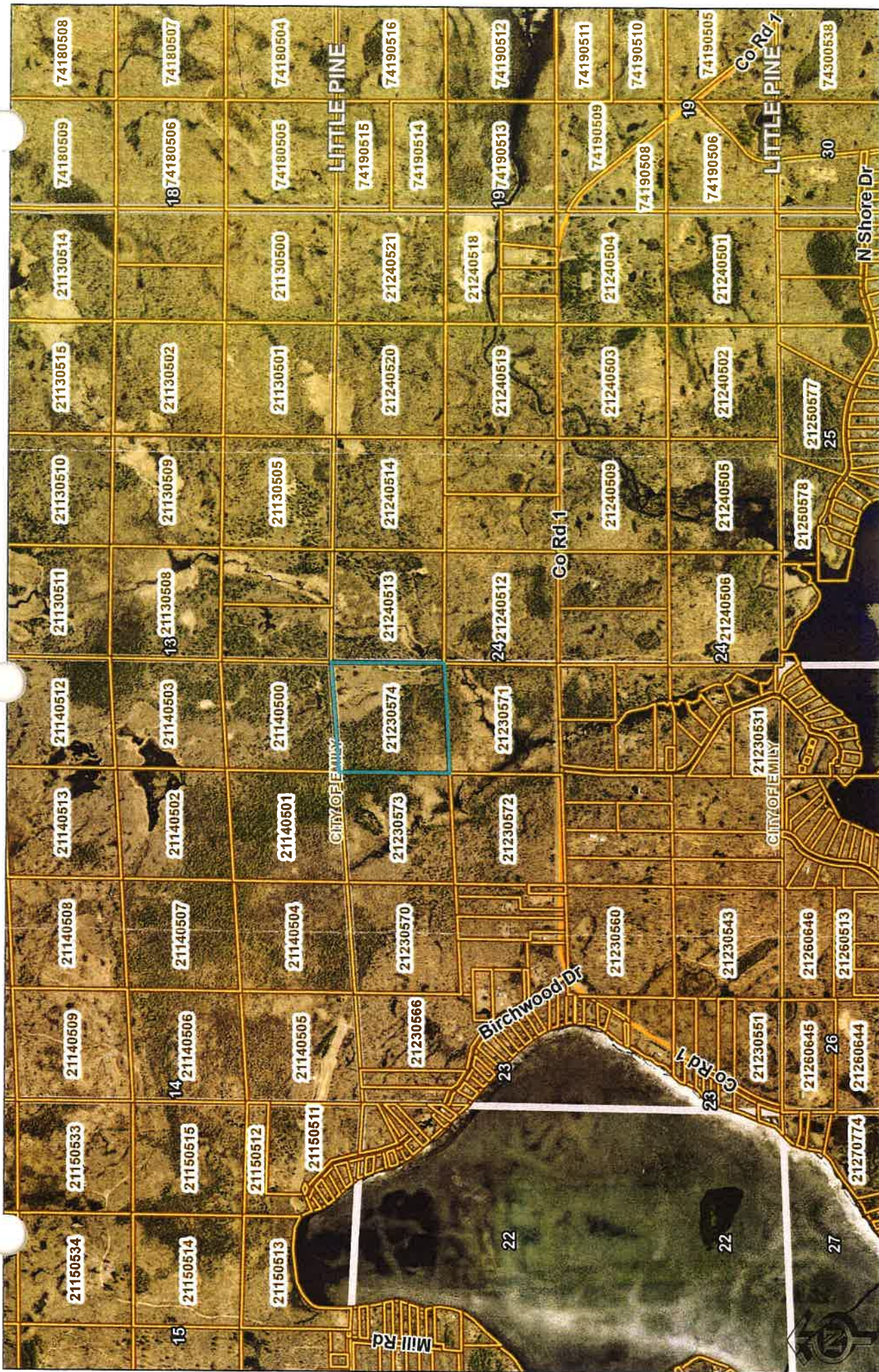
Steven Timblin & Janele Waterman
Environmental Services Coordinators

Enclosures

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

CITY OF EMILY

Tract	Description	Sec.-Twp.-Rge.	Approx. Lot Size (acres)	RE Code(s)	Remarks	Specials	Judgement Year	Forfeited	Zoning
	NE1/4 OF NE1/4 23 138 26	23-138-26	40.09	21230574				1/25/1937	



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

21230574



zoning@emily.net

From: Nick Buckentin <nick.beachcombers@gmail.com>
Sent: Thursday, June 8, 2023 11:44 AM
To: zoning@emily.net
Subject: Permit refund

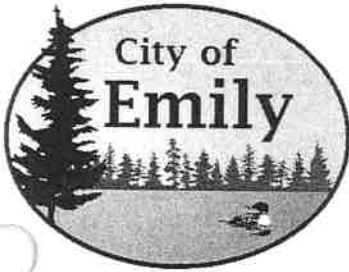
Hello this is Nick from Beachcombers Landscaping, we applied for a permit at 40498 Poplar dr, the permit got denied , could I get a refund for the permit, I paid for it and did not collect any money from the homeowner, you can send the check to 31956 co rd 3, Crosslake,mn 56442, thanks

From: zoning@emily.net
nt: Tuesday, June 6, 2023 1:21 PM
To: 'dylanbeachcombers@gmail.com'
Cc: 'Brittney Cotner'
Subject: RE: 40948 Poplar

Good afternoon,

We have not received an updated site plan in regards to your denied application. Please let me know if you plan to resubmit or if a refund needs to be processed.

Thanks,
Brittney Cotner
Community Development Administrator-Sourcewell
Phone: 218-541-5294
Cell: 218-866-0904



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

From: zoning@emily.net <zoning@emily.net>
Sent: Tuesday, May 23, 2023 11:03 AM
To: 'dylanbeachcombers@gmail.com' <dylanbeachcombers@gmail.com>
Subject: 40948 Poplar

Good morning,

I have reviewed your patio permit application. Unfortunately, your application is denied due to not being within the Emily City Code requirements. I have included the patio requirements below. If you have any questions, or would like your application returned, please let me know.

§ 152.083 PATIOS.

Patios placed within the structure OHW setback shall require a permit.

(A) Patios within the OHW structure setback shall comply with the following standards:

- (1) Not be located within 50 feet of the OWH.
- (2) Be free standing.
- (3) Have no railings.
- (4) Be a maximum of 200 square feet in size.
- (5) Not be more than one foot below or above natural ground level
- (6) The maximum impervious surface limits for the lot shall not be exceeded

(B) Patios are allowed behind the structure setback without a permit provided that all setbacks are met and the property does not exceed the maximum allowable impervious surface standards.

Septic OK

Call & email Permit #
218-821-3463

CITY OF EMILY
LAND USE PERMIT APPLICATION

APP # 23-20
Date 5-22-2023
Fee 150.00
Check # ACH.
(for office use only)

Name of Applicant Dylan Burge Phone 218-821-3463

Property Address 40948 Poplar Emily MN

Mailing Address (if different) 31956 City Rd 3 Casslake 56442

Email: _____

Applicant is: _____ Title Holder of Property: (if not applicant) _____
Legal Owner _____ (Name) Dawn Korner
Contract Buyer _____ (Address) 40948 Poplar
Option Holder _____ (City, State, Zip) Emily, MN
Agent _____
Other landscaper

Property Parcel ID (8 Digit # on Tax Statement) 21220529

Zoning District EMILY SR

Estimated Cost of Structure (only needed for buildings) \$ _____

All structures, buildings and RV's need an E911 address, assigned by Crow Wing County.

Do you have an E911 address? YES If not, contact Crow Wing County Land Services 218-824-1010 to apply for an address.

State nature of request in detail: (What are you proposing for the property? If a new structure indicate, dimensions, height, foundation type, usage, and number of bedrooms (if applicable))

254 paver patio retained with 20 FF Boulder edging

Signature of Owner, authorizing application (required): [Signature]
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): [Signature]
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Approved by the Zoning Administrator: _____ Date: _____

2023 Permits--Emily Planning and Zoning

<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
23-01	1/3/2023	1/3/2023	21040581	Wes Hanson Builders/Kosiak	Rhonda Kosiak	20048 Roosevelt Ridge	Land Use	42'X28' (1,176 SqFt) Addition to existing accessory structure pole shed	\$250.00	RP	
23-02	1/30/2023	1/31/2022	21030519	Proctor	Todd	21438 Evening Star Lane	After-The-Fact Land Use	Construct 10'X16' (160 SqFt) Accessory Structure shed 36" wide stairs from existing deck to ground level for access	\$750.00	RP	1/31/2022
23-03	2/2/2023	2/7/2022	21260620	Rheaume	Patrick & Jacqueline	40900 Yellow Birch Lane	Land Use	Installing a new holding tank in existing septic system	\$60.00	SR	NA
23-04	2/22/2023	5/23/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	SSTS	Construct New 28'X64' (1,792 SqFt) Modular home and 24'X30' (720 sqft) Accessory Structure garage	\$250.00	NR	
23-05	2/22/2023	3/7/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	Land Use	Install 14.85 KW DC solar system on flush mount roof racking	\$700.00	NR	Yes- SF 4/24/2023 per email notification
23-06	2/27/2023	3/7/2023	21080521	Real Solar		19573 Blue Lake Rd	Land Use-Solar Panels	Construct a 60'X104' (6,240 SqFt) pole shed	\$75.00	SR	
23-07	2/27/2023	2/28/2023	21080517	Angell	Stacey	43876 Roosevelt Dr	Land Use	Construct a 11'X24' (264 SqFt) shed	\$400.00	SR	
23-08	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use	Annual Camper Permit	\$150.00	RP	
23-09	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use-Camper		\$25.00	RP	

23-10	3/13/2023	4/4/2023	21270656	Emily Wesleyan Church	Kris Balvin	40141 State HWY 6	Outdoor Market Permit	Outdoor Market Permit	\$75.00	DM
23-11	3/15/2023	3/22/2023	21090670	Gorsuch	Beverly	20529 Clearwater Dr	Land Use	Construct a 10'X16' (160 SqFt) deck to existing home	\$75.00	NR
23-12	3/20/2023	3/22/2023	21250526	Adamsheck	Jeff	23252 South Shore Dr	Land Use	Construct a 45'X48' (2,160 SqFt) Accessory Structure	\$400.00	SR
23-13	4/3/2023	4/11/2023	21060502	Sundstrom	Kari & Eeva	44865 Preserve Pt	Land Use	Construct a 20X29 (580 SqFt) 3 season dwelling with 20X6(120 SqFt) Porch	\$250.00	SR
23-14	4/11/2023		21080576	Solar Permits-Trevor Southards	Timothy Gillespie	18774 Crooked Creek Rd	Land Use-Solar Panels	Install roof mounted solar system 44 panesl, 2 inverters, 16.28 KW	75-Need to Pay	SR
23-15	4/24/2023		21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use	?	400-Need to Pay	SR
23-16	4/26/2023	5/2/2023	21030558	Mallery	leonard	44924 S Smokey Hollow Rd	Land Use	Construct a 16'X24' (384 SqFt) Accessory Structure	\$150.00	SR
23-17	5/9/2023	5/9/2023	21220582	Huff	Crystal	21343 Mill Rd	Land Use	Construct a 24X35 (840 SqFt) Accessory structure (garage) AND 24X25 (600 SqFt) secondary dwelling with deck	\$400.00	NR
23-18	5/16/2023	5/16/2023	21040541	Worley	Scott & Paula	20741 Levitt Ln	Land Use	Construct a 16'X12' (192 SqFt) addition to home and 16'X16' (256 SqFt) patio	\$150.00	SR
23-19	5/16/2023	5/16/2023	21330616	Istvanovich	John & Jessica	20125 Cty Rd 1	Land Use	Construct a 8'X32' (256 SqFt) accessory structure(chicken coopw/run) and 14'X16' (224 SqFt) free standing deck	\$150.00	RP
23-20	5/16/2023	5/16/2023	21270610	Stern	Jon & Karen	XXXX Bloomquist Dr	Land Use	New Dwelling 25'X56' (1,400 SqFt) with 23'X24' (552 SqFt) attached garage.	\$450.00	DMU

23-21	5/17/2023			21150526	Usherwood Dylan Burge- Beachcombers LLC	Nicolas	42524 St HWY 6	Conditional Use Permit	Small business use; Machine shop & repair shop	500-Need to pay	HMU	
23-22	5/22/2023			21220529		Dawn Korinek	40948 Poplar	Land Use Permit	Install a 254 SqFt Paver Patio with 20 FT boulder edgin	\$150.00	SR	
23-23	5/22/2023			21190569	Keller	Dean & Barb	17875 Emerald Dr	Land Use Permit	Construct a 30'X40' (1,200 SqFt) garage	\$250.00	SR	
23-24	5/23/2023			21060533	Sorg	Robert	18526 Woodlake Blvd	Land Use Permit	New Dwelling Construction 40'X30' (1,200 SqFt)	\$450.00	SR	
23-25	5/23/2023			21060533	Sorg	Robert	18526 Woodlake Blvd	SSTS Permit	Install a Type 1 Mound Design SSTS System. 300 GPD, 1,500 gallons 2 compartment tank	\$250.00	SR	
23-26	5/23/2023			21220504	Edmonds	James	41122 Poplar Dr	Land Use Permit	Construct a 36'X56' (2,016 SqFt) Accessory Structure	\$400.00	SR	
23-27	5/30/2023			21170528	Gerlach	Ryan	43251 Minnie Lake Dr	Land Use Permit	construct a 76'X32' (2,432 SqFt) Dwelling	\$550.00	SR	
23-28	5/30/2023			21170528	Gerlach	Ryan	43251 Minnie Lake Dr	SSTS	Install a Type 1 Trench/Pressure Bed design, 750 GPD, 2250 Gallons 1 tank	\$250.00	SR	
23-29	5/30/2023	NA-Cass-Cty		21060584	Wilhelmi	Billy	17960-Weed Lake Blvd	Annual Camper Permit	Place a RV Fishhouse on lot. Porta Potty on site	\$25-00	SR	Cass County

2023 PERMIT EXTENSIONS

DATE REQUESTED	NAME	ADDRESS	REASON FOR EXTENSION	EXTENDED TO DATE	Decision	Completed
6/28/2022	Brian Steele	20705 Cty Rd 1	Finish installing doors & siding on accessory structure	7/1/2023	6 MO extension was administratively approved by zoning administrator 10/28/2022 - Brian Steele requested an additional extension on his permit due to injuries and is unable to complete the work until he heals 12/6/2022 Planning Commission granted an additional extension to 7/1/2023	
7/1/2022	Kelly Hodges/Property owner Gary & Judith Stiner	21140 Mill Rd	Installation of exterior siding, windows and doors	9/3/2022	Permit was reinstated 09/02/2020 by Justin Burslie 10/25/2022-Per Bill, work has not been completed Certified Letter was sent to property owner Gary & Judith Stiner requesting status update 11/12/2022-Certified letter returned by by Post Office as unclaimed	
8/22/2022	Brian Ehalt	23253 N Shore Dr	Relocate accessory structure that was built in a wetland *****34'X56' (2,016 SqFt) Accessory Structure	12/29/2023	Permit was extended to 12/29/2023 by Justin Burslie-See email note in file	1/27/2023
8/31/2022	Charles Winkler	23145 N Shore Dr	Construction of dwelling	7/31/2023	8/30/2022-Bill did a driveby inspection and noted that material is NOT within the ROW, however construction is not near finished. Original permit expiration 10-20-2022 8/31/2022 Certified letter sent requesting status update- signed and delivered on 9/2/2022 10/18/2022 Driveby inspection by Britney shows construction has started. Email was sent to property owner letting her him know the permit will expire in 2 days if an extension is needed he needs to apply before 10-20-2022 October 24, 2022-Received email request to extend permit. Britney extended permit for 6 mo (4-18-2023) 4/18/2023-Received email request to extend permit through July 2023. Britney will add to May 2nd PZ agenda 5/2/2023 Planning commission granted the 2nd and final extension to July 31, 2023.	
9/27/2022	Scott & Karen Tassler	40840 Yellow Birch Lane	Pending	Pending	9/14/2022-Bill did a driveby inspection and noted the siding has not been completed. Original permit expiration 7/28/2022. Letter sent by regular mail requesting status update. No response from homeowner	
3/8/2023	Michael Heiberg	40552 S Bay Dr	Relocate or remove accessory structure that was built in ROW	6/9/2023 proposed new location map submitted 9/9/2023	3/9/2023-Received an email from Michael Heiberg (3/8/2023)requesting an extension. Britney administratively approved the 6 mo extension with an expiration date of 9/9/2023 with condition proposed new location of the accessory structure be submitted to zoning by 6/9/2023	

Emily Sand & Gravel
 P.O. BOX 300
 EMILY, MN 56447 US
 218-763-3048
 emilysandandgravel@gmail.com
 www.emilysandandgravel.com

RECEIVED
 JUN 13 2023

Estimate

BY:

ADDRESS

City of Emily

ESTIMATE #	DATE
1004	06/13/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/13/2023	Class 5 3000 YARDS OF Class 5	3,000	11.00	33,000.00

3000 yards of class 5 stored at Emily Sand and gravels pit at 30796 Yost road.
 Price of loading is included

SUBTOTAL	33,000.00
TAX	0.00
TOTAL	\$33,000.00

Accepted By

Accepted Date

Class #5 Quote

Moritz Excavating & Septic

37018 State Hwy 6

Emily, MN 56447

218-763-7000

RECEIVED
JUN 13 2023

BY:

Date 6-13-2023

Client: City of Emily

Description of Quote: Provide 3000 Yds. Of Class #5 road Base Gravel.

3000 Yds. @ \$10 yd = \$30,000

Loader availability \$1.50 per yard with a \$30 minimum per use.

Hauling \$120 per Hour.

Thank You for the opportunity to bid your project !

Andy Moritz

RELEVANT LINKS:

Minn. Stat. § 471.88, subd. 3
Minn. Stat. § 331A.04

LMC information memo,
Newspaper Publication

Minn. Stat. § 471.88, subd. 4

Minn. Stat. § 471.88, subd. 5
Minn. Stat. § 471.345
Minn. Stat. § 412.311

Minn. Stat. § 471.88, subd. 5
LMC information memo,
*Competitive Bidding
Requirements in Cities*

Minn. Stat. § 471.89, subd. 2
See *Contracting with a City
Official, LMC Model
Resolution*

b. Official newspaper

The city council may designate as the official newspaper (or publish official matters in) a newspaper in which a city officer has an interest.

However, this exception only applies if the interested officer's newspaper is the only qualified newspaper available per statutory or charter requirements.

Procedure:

- The interested officer abstains from voting on the matter.
- The council approves the designation by unanimous vote.

c. Cooperative association

A city may enter into a contract with a cooperative association of which the city officer serves as a shareholder or stockholder. This exception does not apply if the interested city officer is an officer or manager of the association.

Procedure:

- The interested officer abstains from voting on the matter.
- The council approves the designation by unanimous vote.

d. Competitive bidding not required

A city may contract with a city officer when competitive bidding is not required by law. The municipal contracting act generally requires cities to go out for bid on the following types of contracts if they are estimated to exceed \$175,000:

- Sale, purchase, or rental of supplies, materials, or equipment.
- Construction, alteration, repair, or maintenance of property.

This exception appears to apply to contracts that do not have to be competitively bid, such as contracts for professional services or employment. A city may need to seek a legal opinion if unsure whether this exception applies to a particular situation.

Procedure:

- The interested officer abstains from voting on the matter.
- The council approves the contract by unanimous vote.
- The council passes a resolution setting out the essential facts, such as the nature of the officer's interest and the item or service to be provided and stating that the contract price is as low as (or lower than) could be found elsewhere.

RELEVANT LINKS:

Minn. Stat. § 471.89, subd. 3
See *Affidavit of Official Interest in Claim*, LMC Model Form

Minn. Stat. § 471.89, subd. 2
Minn. Stat. § 365.37, subd. 4
Minn. Stat. § 415.01, subd. 2
See *Ranking an Emergency Contract*, LMC Model Resolution Handbook, *Expenditures, Purchasing and Contracts*

Minn. Stat. § 471.88, subd. 6

A.G. Op. 358-E-4 (Jan. 19, 1965)
A.G. Op. 90-E (Apr. 17, 1978)

See, Section V below, *Compatibility of offices*

Minn. Stat. § 471.88, subd. 6a

- Before a claim is paid, the interested officer must file an affidavit with the clerk that contains:
 - The name and office of the interested officer.
 - An itemization of the commodity or services furnished.
 - The contract price.
 - The reasonable value.
 - The interest of the officer in the contract.
 - A declaration that the contract price is as low as or lower than could be obtained from other sources.
- In an emergency where the contract cannot be authorized in advance, payment must be authorized by resolution describing the emergency.

e. Volunteer fire department

Cities may contract with a volunteer fire department for the payment of compensation or retirement benefits to its members.

Confusion has arisen as to whether this exception applies to both municipal and independently operated fire departments. A literal reading of the statute suggests it applies only to actual contracts. Since cities do not usually contract with a municipal fire department, there is a possibility this exception may only apply to contracts with independent fire departments. However, the attorney general has issued opinions that imply that the exception can apply to both kinds of fire departments.

A councilmember interested in serving the city in multiple positions (for example, plowing streets or serving on the volunteer fire department) should also consider the compatibility of the functions and responsibilities of those positions.

Procedure:

- The interested officer abstains from voting on the matter.
- The council approves the contract by unanimous vote.

f. Volunteer ambulance service

Cities may contract with a volunteer ambulance service for the payment of compensation or retirement benefits to its members. This provision is similar to the volunteer fire department exception.

Procedure:

- The interested officer abstains from voting on the matter.
- The council approves the contract by unanimous vote.

471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.

Except as authorized in section 123B.195 or 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

History: 1951 c 379 s 1; 1955 c 41 s 1; 1986 c 444; 2015 c 21 art 1 s 77

471.88 MS 1957 [Repealed, 1961 c 651 s 2]

471.88 EXCEPTIONS.

Subdivision 1. **Coverage.** The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.

Subd. 2. **Bank or savings association.** In the designation of a bank or savings association in which the officer is interested as an authorized depository for public funds and as a source of borrowing, no restriction shall apply to the deposit or borrowing of any funds or the designation of a depository by such authority or governmental unit in any bank or savings association in which a member of an authority or officer of a governmental unit shall have an interest if such deposited funds are protected in accordance with chapter 118A; provided, however, that any member or officer having such an interest shall disclose that the member is a director or employee of the bank or savings association, which disclosure shall be entered upon the minutes of the authority or governmental unit, such disclosure shall be made when such bank or savings association is first designated as a depository or as a source of borrowing, or when such member or officer is elected whichever is later, and such disclosure shall serve as notice of such interest and need not be made with each successive transaction.

Subd. 3. **Official newspaper.** The designation of an official newspaper, or publication of official matters therein, in which the officer is interested when it is the only newspaper complying with statutory or charter requirements relating to the designation or publication.

Subd. 4. **Cooperative association.** A contract with a cooperative association of which the officer is a shareholder or stockholder but not an officer or manager.

Subd. 5. **Contract with no bids required.** A contract for which competitive bids are not required by law.

Subd. 6. **Contract with volunteer fire department.** A contract with a volunteer fire department for the payment of compensation to its members or for the payment of retirement benefits to these members.

Subd. 6a. **Contract with volunteer ambulance service.** A contract with a volunteer ambulance service for the payment of compensation to its members or for the payment of retirement benefits to these members.

Subd. 7. **Contract with municipal band.** A contract with a municipal band for the payment of compensation to its members.

Subd. 8. [Repealed, 1992 c 380 s 8]

Subd. 9. **Import, export, trade; port commissioner.** When a port authority commissioner or economic development authority commissioner is engaged in or employed by a firm engaged in the business of importing or exporting or general trade, it shall be lawful for the authority to do business with the commissioner or the commissioner's employer provided that in the fixing of any rates affecting shippers or users of the terminal facility, said commissioner shall not vote thereon.

Subd. 10. **Import, export, trade; seaway port.** When a seaway port authority commissioner is engaged in or employed by a firm engaged in the business of importing or exporting or general trade, it shall be lawful for the authority to do business with the commissioner or the commissioner's employer provided that in the

fixing of any rates affecting shippers or users of the terminal facility, said commissioner shall not take part in the determination of, except to testify, nor vote thereon.

Subd. 11. **Bank loans or trust services.** When a commissioner of any public housing, port authority, or economic development authority is employed by a bank engaged in making loans or performing trust services involving real or personal property affected by any plan or such housing or port authority, no restriction shall apply to any such loans made or trust services performed by said bank if the commissioner shall disclose the nature of such loans or trust services of which the commissioner has personal knowledge, which disclosure shall be entered upon the minutes of such authority.

Subd. 12. **Population of 1,000 or less.** An officer of a government unit may contract with the unit to provide construction materials or services, or both, when the sealed bid process is used and the unit has a population of 1,000 or less according to the last federal census. The officer may not vote on the question of the contract when it comes before the governing body for consideration.

Subd. 13. **Rent.** A public officer may rent space in a public facility at a rate commensurate with that paid by other members of the public.

Subd. 14. **Local development organization.** (a) For the purposes of this subdivision:

(1) "local development organization" means a housing and redevelopment authority, economic development authority, community action program, port authority, or private consultant; and

(2) "government unit" has the meaning given in section 471.59, subdivision 1.

(b) When a local development organization administers a loan or grant program for individual property owners within the geographical boundaries of a government unit by an agreement entered into by the government unit and the local development organization, an officer of the government unit may apply for a loan or grant from the local development organization. If an officer applies for a loan or grant, the officer must disclose as part of the official minutes of a public meeting of the governmental unit that the officer has applied for a loan or grant.

Subd. 15. **Franchise agreement.** When a home rule charter or statutory city and a utility enter into a franchise agreement or a contract for the provision of utility services to the city, a city council member who is an employee of the utility is not precluded from continuing to serve as a city council member during the term of the franchise agreement or contract if the council member abstains from voting on any official action relating to the franchise agreement or contract and discloses the member's reason for the abstention in the official minutes of the council meeting.

Subd. 16. [Renumbered 123B.195]

Subd. 17. **Federal or state grant programs.** The governing body may apply for and accept a state or federal grant for housing, community, or economic development in which a public officer may benefit, if the public officer abstains from voting on measures related to the grant.

Subd. 18. **Small cities in St. Louis County; certain federal funding programs.** If a city with a population of 5,000 or less in St. Louis County administers a loan or grant program with community development block grant funds or federal economic development administration funds for property owners within the geographic boundaries of the city, the city may make a grant or loan from these funds to a public officer of the city who applies, if the public officer first discloses, as part of the official minutes of a meeting of the city, that the public officer has applied for the funds and the public officer abstains from voting on the public officer's application.

Subd. 19. **Loan for HRA officer, if disclosed.** If a city or county housing and redevelopment authority, or an agency having the powers of a city or county housing and redevelopment authority, administers a loan or grant program with state or federal funds, the authority may make a grant or loan from these funds to a public officer of the authority who applies, if the public officer first discloses, as part of the official minutes of a meeting of the authority, that the public officer has applied for the funds and the public officer abstains from voting on the public officer's application.

Subd. 20. **Township supervisor is employee of contractor.** A township may enter into a contract governed by section 471.345, even if a township supervisor is an employee of the contractor as long as the supervisor had no role in preparing the contractor's bid or negotiation for the contract with the township. The supervisor is not precluded from continuing to serve as a township official during the term of the contract if the township supervisor abstains from voting on any official action relating to the contract and discloses the supervisor's reason for the abstention in the official minutes of the township meeting.

Subd. 21. **Contract with no bids required.** Notwithstanding subdivision 1, a local school board may contract with a class of school district employees such as teachers or custodians where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. A school board invoking this exception must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

History: 1961 c 651 s 1; 1965 c 806 s 1-4; 1969 c 26 s 1; 1973 c 123 art 5 s 7; 1977 c 55 s 1-3; 1978 c 651 s 1; 1979 c 20 s 1; 1986 c 399 art 2 s 38-40; 1986 c 400 s 38-40; 1986 c 444; 1Sp1986 c 3 art 2 s 41; 1991 c 65 s 1,2; 1992 c 380 s 7; 1992 c 522 s 42,43; 1993 c 224 art 9 s 43; 1996 c 471 art 7 s 18; 1998 c 269 s 1; 2001 c 7 s 90; 2001 c 132 s 1,2; 2002 c 356 s 1; 2003 c 119 s 1; 1Sp2003 c 23 s 27; 2004 c 139 s 1; 2005 c 80 s 1; 2008 c 176 s 1

Contracting with a City Official, LMC Model Resolution

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the information memo ["Official Conflict of Interest."](#)



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

RESOLUTION NO. _____

A RESOLUTION TO CONTRACT WITH A CITY OFFICIAL.

Whereas, the city of _____ desires to purchase the following _____:



Insert either "goods" or "services", depending on your circumstance and describe it in detail following the colon.

And whereas, _____ is the _____ of the city and will be financially interested in the contract;



Insert the name of the interested official and the office held by the interested official.

And whereas, it is determined that the contract price of \$_____ is as low as, or lower than, the price at which the goods can be obtained elsewhere at this time;

In addition, whereas, the contract is not one that is required to be competitively bid.

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

That the city clerk is directed to make the above-mentioned purchase on behalf of the city from _____ for a price of \$_____.



Insert the name of the interested officer.

It is also resolved that the mayor and city clerk are directed to issue an order-check to pay the claim on the filing of an affidavit of official interest by the interested official as required under Minn. Stat. § 471.89.

This resolution is passed to comply with the provisions of Minn. Stat. §§ 471.87-.89.

Passed by the unanimous vote of the City Council of _____, Minnesota this _____ day of
Month, Year.

Mayor

Attested:

City Clerk

Affidavit of Official Interest in Claim, LMC Model Form

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the information memo "[Official Conflict of Interest](#)."



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

STATE OF MINNESOTA)

COUNTY OF _____)

I, _____ being duly sworn state the following:



Insert the name of the interested officer.

1) I am _____ of the city of _____, Minnesota.



Insert the office held by the interested official.

2) On _____, the following _____ were furnished by _____ to the city of _____:



*Insert the date in the first blank.
Insert "either "goods" or "services", depending on your circumstance, in the second blank.
Insert the name of the business or person with whom the contract was made in the third blank.
Following the colon specify the type of goods or services that were bought.*

3) The contract price for such _____ was \$ _____ and their reasonable value was \$ _____.



Insert "either "goods" or "services", depending on your circumstance.

4) At the time, such _____ were furnished to the city, I had the following personal financial interest in this contract:



Insert either "goods" or "services", depending on your circumstance. Following the colon specify the nature of the personal financial interest.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the _____ could be obtained from other sources.



Insert "either "goods" or "services", depending on your circumstance.

I further state that this affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part of the claim has been paid.



The affidavit must be signed by the interested official.

Subscribed and sworn to before me this _____ day of Month, Year.



The affidavit must be signed by a notary.

Agreement for Professional Services

This Agreement is effective as of June 13, 2023, between City of Emily (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2023 Dam Repair**.

Client's Authorized Representative: Cari Johnson
Address: PO Box 68, Emily, Minnesota 56447
Telephone: 218.763.2480 **email:** clerk@emily.net

Project Manager: Scott Hedlund
Address: 416 South 6th Street, Suite 101, Brainerd, Minnesota 56401
Telephone: 218.855.1700 **email:** shedlund@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

See attached SEH Proposal Letter, dated June 8, 2023.

Resident Project Representative Services:

RPR services will be provided in accordance with attached Exhibit B.

Schedule:

See attached SEH Proposal Letter, dated June 8, 2023.

Payment:

See attached SEH Proposal Letter, dated June 8, 2023.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1 and A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

City of Emily

By: 
Full Name: Scott Hedlund
Title: Project Manager

By: _____
Full Name: _____
Title: _____



June 8, 2023

RE: Emily, Minnesota
2023 Dam Repair
Proposal for Professional Services
SEH No. EMILY P-172983 14.00

Ms. Cari Johnson
City Clerk
City of Emily
PO Box 68
Emily, MN 56447

Dear Cari:

Short Elliott Hendrickson Inc. (SEH®) is pleased to provide this proposal for professional services relating to the 2023 Dam Repair project in Emily, MN. Please review our proposal letter and if acceptable we will provide an agreement for execution referencing this letter.

Project Understanding:

The City of Emily (Client) is considering making repairs to the dam located on Dam Road on the south side of Lake Emily. County inspections of the dam identified a hole between the concrete weir and the west abutment which allows drainage of Lake Emily below the dam's weir elevation. In their report county inspectors recommended repairing the leak during low water levels. All repairs required are assumed to be non-structural.

The Emily Lakes and River Association voiced concerns about maintaining lake levels at a council meeting on May 9, 2023.

Client is seeking professional services to assist in soliciting quotes from qualified marine contractors, providing oversight and construction administration, and a final report.

Scope: SEH will complete the following tasks:

Task 1 – Prepare Quote Package:

SEH perform the following tasks to solicit quotes from qualified marine contractors:

- Review annual bridge reports and supplementary documentation from MN DNR dam inspection, and concerns and information from the City and Emily Lakes and Rivers Association.
- Prepare a quote package that includes:
 - Scope memorandum.
 - Project location map.
 - Photographs.
 - Bid Form.
 - Performance based Specification.
- Prepare a budgetary cost estimate for repairs.
- Solicit quotes from qualified marine contractors.
- Review and tabulate results and provide a recommendation of award to the City.
- Present quotes at City Council.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 101, Brainerd, MN 56401-3540

218.855.1700 | 866.352.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Task 2 – Contract Administration:

SEH will perform the following tasks during and after construction:

- Assist Client in preparing construction agreement.
- Conduct pre-construction conference at City Hall.
- Review Contractor submittals.
- Site visits by Civil Engineer to observe the progress and quality of the executed work of the Contractor(s) and to determine, in general, if such work is proceeding in accordance with the Contract Documents (up to 1 site visits with up to 1 hour on site per visit estimated).
- Review Contractor applications for payment (one payment estimated).
- Prepare project completion punch list.
- Final Report
- Coordination with City and County.

Task 3 - Construction Observation

- Provide periodic construction observation by a Resident Project Representative (Technician, Graduate Engineer, and or Intern) – up to 2 site visits (up to 1 hour on site per visit).

Exclusions:

- Surveying – topographic, boundary.
- Structural Engineering.
- Detailed research of existing right of way limits.
- Geotechnical exploring, evaluation, testing, engineering.
- Environmental site assessments (ESA).
- Environmental Permitting.
- Meetings not listed above.

Deliverables:

- Task 1: Quote Package, Award Recommendation Letter – electronic PDF.
- Task 2: Meeting Minutes, Pay Application, Punch List, Final Report – electronic PDF.
- Task 3: Notes and Documentation.

Schedule:

We anticipate soliciting quotes in June 2023 and providing a recommendation of award to the City Council in July 2023. Construction would be in fall of 2023.

Payment:

For Task 1 the lump sum fee, including expenses and equipment, is \$5,800.

For Task 2 the lump sum fee, including expenses and equipment, is \$5,800.

For Task 3 the fee is hourly estimated to be \$1,600, including expenses and equipment.

Total fee is estimated at **\$13,200**.

Additional Services requested by Client not included in the scope above will be provided on an hourly basis including direct expenses. If requested, an estimate of the fee can be provided ahead of completing the work.

Ms. Cari Johnson
June 8, 2023
Page 3

Your budgetary limitations for construction of the Project should be provided to us in writing at an early date. We will endeavor to work within those limitations. Where appropriate, if the estimated cost exceeds the budget, we will either request an adjustment in the budget or suggest a revision in the extent or quality of the Project to assist in bringing construction cost back within the budget. We do not guarantee that our opinions of probable construction cost will not differ materially from negotiated prices or bids. If you wish greater assurance as to probable construction cost or if you wish formal estimates, an independent cost estimator should be employed.

Thank you for the opportunity to provide a proposal. Please contact me at avoit@sehinc.com or 218.821.0085 to discuss.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Alex Voit, PE
Project Engineer
(Lic. MN)

ajv/mrb

Attachment

c: Jeff Ledin, SEH
Scott Hedlund, SEH

Exhibit A-1
to Agreement for Professional Services
Between City of Emily (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 13, 2023

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit A-2
to Agreement for Professional Services
Between City of Emily (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 13, 2023

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Exhibit B
to Agreement for Professional Services
Between City of Emily (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 13, 2023

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
- (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
- (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
- (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services") Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to
2. interest permitted by law, if less) for invoices 30 days past due.
Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of

Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of

loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and

disbursements, including reasonable attorney's fees incurred in connection with collecting amounts owed by Client.

- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation
- Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

- The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise in connection with its Services.
- Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

- Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
- Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's

individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

- Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

- All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

- All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

Community Solutions – Consultant Services Reimbursement for Local Governments

2022-2023

Consultant Services Reimbursements are awarded on a first come, first-served basis while funds exist. Sourcewell will reimburse 50% of costs incurred up to \$10,000 per fiscal year per entity for hiring a third-party company to support local government operations. Reimbursable services include accounting and financial reporting, economic development, financial management, human resources, and cyber security audits. Your entity may apply for multiple reimbursements.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be a city, county, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county
 - Reimbursement requests must be received in the same fiscal year that the invoice for service is received (July 1-June 30)
 - Be willing and able to financially match the reimbursement amount (in-kind support does not constitute a financial match)

- The proposed project must:
 - Serve a public purpose as defined on the attached Public Purpose Checklist
 - Be completed in the fiscal year in which Consultant Services Reimbursement funds are given
 - Not involve:
 - Audit services
 - Political or religious activities
 - Discriminatory or illegal activities

- A reimbursement request must include:
 - A completed Reimbursement Request Form
 - Invoice for services provided
 - Completed Public Purpose Checklist

Reimbursement process

Step 1: Sourcewell staff will review each reimbursement request to ensure the criteria outlined above have been met. Requests that do not meet the criteria will not be eligible for reimbursement funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first-come, first-served basis while funds remain available.

MAINTENANCE REPORT

6/13/2023

- Fishing pier is out on Ruth Lake
- Cemetery work
- Park work
- Grading roads
- Cutting trees
- Brush dump work and shut down of Brush dump

Brian Foster
Maintenance Supervisor

2021 Actual	2021 Budget w/Revision	2022 Budget (As Revised 9-19-22)	2022 Spent to Date (8-24-22)	Estimated 2022 Year End (X1.356%)	2022 Spent to Date (12-13-22)	Estimated 2022 Year End (X1.049)	2023 Proposed Final Budget	Percent Change from 2022
100: General Fund								
SANITATION								
	\$4,662.89	\$4,700.00	\$5,095.01	\$6,908.83	\$7,007.70	\$7,351.08	\$5,000.00	4%
Waste (Refuse) Disposal (Dump)	\$188.55	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	35%
Wages and Salaries: Full-time Employees-Regular	\$442.22	\$450.00	\$461.29	\$625.51	\$627.66	\$658.42	\$450.00	-5%
Employer Contributions for Retirement: PERA Contributions	\$356.38	\$375.00	\$359.81	\$487.90	\$489.31	\$513.29	\$365.00	-4%
Employer Contributions for Retirement: FICA Contributions	\$83.35	\$90.00	\$84.16	\$114.12	\$114.45	\$120.06	\$85.00	-6%
Employer Paid Insurance: Medicare	\$292.40	\$230.00	\$5.60	\$7.59	\$478.21	\$501.64	\$500.00	94%
Worker's Compensation: Insurance Premiums	\$583.88	\$0.00	\$404.43	\$548.41	\$495.44	\$519.72	\$370.00	-40%
Employee Paid: Federal Income Tax	\$275.66	\$0.00	\$260.55	\$353.31	\$345.99	\$362.94	\$255.00	-15%
Employee Paid: State Income Tax	\$0.00	\$0.00	\$120.03	\$162.76	\$277.73	\$291.34	\$500.00	100%
Operating Supplies: Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	\$96.78	\$38.58	\$100.00	100%
Operating Supplies: Shop Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$26.23	\$100.00	100%
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$119.68	\$125.54	\$0.00	100%
Small Tool and Minor Equipment	\$0.00	\$0.00	\$119.68	\$162.29	\$119.68	\$77.63	\$75.00	100%
Prof. Serv.: Laboratory	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$74.00	\$15.00	100%
Communications: Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$9.65	\$10.12	\$15.00	100%
Insurance: Worker's Comp	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Utility Services: Refuse Disposal	\$7,884.21	\$7,650.00	\$2,570.88	\$3,486.11	\$3,285.20	\$3,446.17	\$6,700.00	142%
SANITATION TOTAL	\$14,769.54	\$13,745.00	\$9,481.44	\$12,856.83	\$13,386.80	\$14,042.75	\$16,785.00	56%

Union wage increase \$.60/hour

2 seasonal 4 days/week

Compost Testing
Postage for Compost Testing

2023 Clean Up Day \$4200, Waste/Want Higher monthly charges

clerk@emily.net

From: donotreply@form.govoffice.com
Sent: Tuesday, June 6, 2023 8:32 AM
To: clerk@emily.net
Subject: Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.
Form: Contact Us
Site URL: www.cityofemily.com

First and Last Name: Janice Parker
Email Address: jparkermi@yahoo.com
Phone Number: (734)644-0096

Comment or Question: I hope the compost center opens again. As a taxpaying resident, I use this center a lot, especially spring, early summer and fall. Too many people will start burning their debris on their property and that would create a huge fire risk for the area. Maybe limit the days open to Thur, Friday and Saturday. Or at least open Fri and Sat. Thank you.

Would you like to be contacted? (Check one box only.):
 Yes, email me.

Do Not Click Reply - This e-mail has been generated from a super form.

Proposal



TO: City of Emily
P.O. Box 68
Emily, MN 56447
clerk@emily.net
218-763-2480 Cari
218-838-3631 Brian

FROM: John Landsburg, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519 O, 218-829-1775 fax
218-232-3472 cell
john@landsburnursery.com

DATE: 5/14/23
SUBJECT: City Park Tree Planting

Provide and plant the following list of evergreen trees using blended planting soil (1.0 cu. yds.), slow release fertilizer and natural shredded bark mulch (1.0 cu. yds) around the base of each tree. Labor, machinery and tax included

- 1 - 8'-10' balled and burlapped White Pine
- 1 - 8'-10' balled and burlapped Norway Pine

Proposal



We **Propose** hereby to furnish material and labor-complete in accordance with the above specifications for the sum of: **\$2998.00**

25% down payment with the balance due upon completion.

Credit cards not accepted on landscape services.

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature : *John Landsburg 5/14/23*

Acceptance of Proposal

The above prices, specifications and conditions on pages 1 and 2 of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____

clerk@emily.net

From: Koepp, David <DKoepp@lmc.org>
Sent: Monday, May 22, 2023 9:00 AM
To: clerk@emily.net
Subject: RE: CP219597 & CP245134

Received, thank you.
Will get this processed ASAP.
Take care,

Dave Koepp | Claims Adjuster
Mobile: (612) 463-2715 | Fax: (651) 281-1297
dkoepp@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, May 22, 2023 8:51 AM
To: Koepp, David <DKoepp@lmc.org>
Subject: RE: CP219597 & CP245134

Dave,

Attached is the quote for replacement of two trees in the Downtown City Park as we discussed. I believe this is the last requirement for the claim.

Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Effecting Positive Change

From: Koepp, David <DKoepp@lmc.org>
Sent: Saturday, April 15, 2023 11:04 AM
clerk@emily.net
Koepp, David <DKoepp@lmc.org>
Subject: RE: CP219597 & CP245134

Stalker Vacation/Sick as of 5-23-23

Pay Rate	Max of 360 Hours		Unused sick leave to max of 240 hours
	Unused vacation leave hours	Accrued vacation leave hours	
\$29.39	86.3	33.34	116
	119.64		

Total Hours Vacation/Sick 235.64

Total Payout \$6,925.46

Per PERA - No PERA contributions

Per Auditor - Yes to Federal, State, Medicare withholdings

PALMER

ALKER

11/1/2018

Part-Time

1/1/2021

10/13/2021

6/22/2022

1/1/2023

Uniform allowance 2023 \$400.00

2/14/2023 Insignia/Pants \$ 205.18

Start Date 7/11/2020

1/1/2021

10/13/2021

6/22/2022

1/1/2023

29.39

39.68

44.09

Pay Rate \$18.01

\$20.00

\$23.00

\$34.50

26.45

39.68

44.09

Worked Holiday Pay 1.5X eff. 12-14-21

Patrol Officer

Min. 64 hrs every 2 weeks

Police Chief - Salaried eff. 6/22/22 - 80 every 2 weeks

80

80

80

80

80

80

total hours paid

880.00

80

80

80

80

80

80

Keplar Vest purchased 9/2022 \$601.64

Winter Parka purchased 12/2022 \$274.99

balance \$194.82

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PAYROLL DATE	Hours Worked	11 HOLIDAYS	VACATI ON		ACCRUED VACATION	SICK TIME	Balance	
			Earned	Used			Earned	Used
Carryover								96
1/4/2023	80.00	24	80					96
1/18/2023	80.00	8			6.67	4		100
2/1/2023	80.00							100
2/15/2023	80.00				6.67	4		104
3/1/2023	80.00	8						104
3/15/2023	80.00							104
3/29/2023	80.00				6.67	4		108
4/12/2023	80.00							108
4/26/2023	80.00				6.66	4		112
5/10/2023	80.00							112
5/24/2023	80.00				6.67	4		116
6/7/2023								116
6/21/2023					6.66	4		120
7/5/2023								120
7/19/2023					6.67	4		124
8/2/2023								124
8/16/2023					6.67	4		128
8/30/2023								128
9/13/2023								128
9/27/2023					6.67	4		132
10/11/2023								132
10/25/2023					6.66	4		136
11/8/2023								136
11/22/2023					6.67	4		140
12/6/2023								140
12/20/2023					6.66	4		144
	880.00				80	48		

Max Vacation time carryover is 2 weeks (80 hours) or else lost
 Max Sick Time is 60 days - max carry over 60 days (480 hrs) for full-time 40 hours per week

Police Chief Employment Agreement

them. Uniform purchases over the \$400 allowance must be preapproved by City Council or will need to be reimbursed by the Employee.

8. The Employee must obtain pre-approval from the Personnel Committee for use of earned vacation and sick time and notify the Clerk's Office. The Employee will earn and accrue vacation and sick time per the Personnel Policy. In the event of termination of employment, the Employee will receive a lump sum payment for all unused earned and accrued vacation time.
9. The Employee will receive full pay for all holidays that are observed by the City. The City shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions require. Work performed on the above-mentioned holidays shall be compensated at 1.5 times the Employee's straight hourly rate. When Employee is required to work on any above-mentioned holiday they shall be compensated up to the equivalent in hours to the Employee's regularly scheduled workday. (Example: Employee works 4 hours on a holiday on a day regularly scheduled to work 8 hours is paid 4 hours wage at 1.5 times the straight hourly rate and 4 hours at straight hourly rate.)
10. The Employee will be allowed to take an Emily Police Department squad home for City purposes only. This includes travel to the City of Emily, training, meetings and all other activities where the Employee is working as an agent of the Emily Police Department or the City of Emily. No personal use of the squad is allowed.
11. Required meeting attendance:
 - It will be necessary for the Employee to be present at City Council meetings, in person or via video conference, currently held on the second Tuesday of the month beginning at 6:00 p.m., OR
 - the Employee will find an alternate City police officer to give the monthly report., OR
 - the Employee will notify the Council Liaison prior to the meeting.
12. The Employee will submit a monthly report to the City Council prior to the meeting.
13. It will be necessary for the Employee to supply a written timesheet, for actual hours worked under this agreement, every two weeks. Employee will also provide computer time log for all hours worked with timesheet.
14. It will be necessary for the Employee to be available by phone or office during the course of the regular work week. Employee is expected to hold regularly scheduled Police Department office hours at a minimum of one day per week.

Personnel Policy

Employees must normally use sick leave prior to using paid vacation prior to an unpaid leave of absence during a medical leave.

In the event of termination of employment, every employee will receive a lump sum payment for all accrued sick time up to a prorated maximum: 240 hours for full-time employees. Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the Personnel Committee.

Sick leave cannot be transferred from one employee to another.

Vacation Leave

Vacation Leave Schedule

Full-time Employees

Years of Service	Annual Accrual on January 1*
One Year	40 Hours
Two Years	80 Hours
Five Years	120 Hours
Ten Years	120 Hours, plus 8 additional hours per year up to a maximum of 160 hours

* Earned vacation will be granted on January 1 of each year per the above schedule unless the employee is a new hire (see below).

**The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations, sick leave, or holidays (Federal or otherwise). These benefits are a matter of agreement between an employer and an employee (or the employee's representative).

New Hires

Employees hired during the preceding year will not be granted vacation leave until the one year anniversary of their hire date, but will accrue vacation leave according to the Vacation Leave Schedule. After a new hire's one year anniversary the employee would be granted the earned vacation leave from the prior year. On January 1 following the new hire anniversary, the employee would be granted the accrued vacation earned through the prior year, which would be a prorated amount.

Example:

Hire FT Employee November 15, 2021	
1 year Anniversary November, 15 2022	40 hours of vacation granted
January 1, 2023	Prorated amount of vacation granted for November 16, 2022 through December 31, 2022
January 1, 2024	80 hours of vacation granted

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule for the corresponding year of service.



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

June 12, 2023

RE: Emily Manganese Project Update – May 2023

During May, North Star continued exploration drilling the leased lands with the intent to expand the knowledge of the Emily Manganese Deposit generated from prior exploration programs. As of the end of May, twenty-one diamond drill holes had been drilled and completed to date.

North Star's environmental consultants are visiting the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The Minnesota State Department of Natural Resources and Health Department have also visited the site and will be doing so periodically during the drilling program.

In May, North Star continued its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on State mineral lands in the Emily area. This activity will be on-going through 2023.

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

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

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

Sincerely,

724 Bielenberg Drive, #18,
Woodbury, MN 55125 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com



Rick Sandri

Henry (Rick) Sandri, Ph.D.
Chief Executive Officer
North Star Manganese Inc



724 Bielenberg Drive, #18,
Woodbury, MN 55125 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com

From: Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>
Sent: Wednesday, May 17, 2023 8:17 AM
To: clerk@emily.net
Subject: Update: Community Impact Funding



Cari,

Thank you for applying for Community Impact Funding. Your project was not selected by lottery drawing to be awarded funding. If you haven't applied for Community Match Funding this fiscal year (July 1, 2022 – June 30, 2023), we encourage you to consider applying for it to move your project forward.

We appreciate your interest in Community Impact Funding and hope to be able to offer this opportunity again next fiscal year.

Amy Piekarski | Community Solutions Specialist

Office 218-895-4157 | Cell (218) 821-0813

Website mn.sourcewell.org





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

Proclamation 2023-01

Recognizing National Pregnancy and Infant Loss Remembrance Day

Whereas, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy and early childhood; and

Whereas, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

Whereas, Infants Remembered In Silence (IRIS), a 501(c)(3) nonprofit organization, was founded in 1987 to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents, and all other types of infant and early childhood death; and

Whereas, Bereaved parents around the world remember their children annually, in their homes or with small gatherings, on October 15 with candle lighting at 7 pm. Families remember their child/children around the state and across the nation. This would unify these parents in tribute to their children; and

Whereas, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

Whereas, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15, 2023 be recognized as Pregnancy and Infant Loss Remembrance Day.

NOW, THEREFORE, Tracy Jones, Mayor of Emily, Minnesota, does hereby proclaim October 15, 2023 to be recognized as Pregnancy and Infant Loss Remembrance Day.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the official seal of the City of Emily, Crow Wing County, of Minnesota this 13th day of June, 2023.

Tracy Jones, Mayor



IRIS INFANTS REMEMBERED IN SILENCE

218 Third Ave. NW Faribault MN 55021

Phone: (507) 334-4748 E-mail: support@irisRemembers.com Website: www.irisRemembers.com Founded in 1987

Infants Remembered In Silence, Inc. a 501(c)3 nonprofit organization (#41-1700704) would like to respectfully request that the city adopt a resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day in accordance with the requirements within the city.

1. If this proclamation is perpetual, please let us know.
2. If your community does not accept proclamation requests, please let us know.
3. If your city has requirements for who can make a request, please let us know those requirements.

Infants Remembered In Silence, Inc. (IRIS) works with thousands of people across Minnesota, and the USA, who have experienced the death of a child during pregnancy through early childhood. This includes death from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of early childhood death. These are parents who lose a child unexpectedly. Many of these parents live in, deliver in, and have a child die in, or bury a child in this community.

Bereaved parents remember these children annually with a 7 pm candle lighting on October 15th. Some will remember their child/children in their homes while others will remember them in small gatherings around the state and across the nation. This resolution/proclamation would unify these parents in tribute of their children.

United States Government Proclamations:

- 1988 President Ronald Reagan Proclaimed October as National Pregnancy and Infant Loss Awareness Month.
- 2001 House Resolution
107th Congress – 1st Session
H.RES.254 IH
- 2006 House Resolution
109th Congress – 1st Session
H.CON.RES.222

If you do choose to adopt this proclamation/resolution you may send us any certificates via e-mail to support@irisremembers.com or we can arrange for someone to pick it up.

Proclamation text below.

Katie Savoie

IRIS Admin Assistant

218 3rd Ave NW

Faribault, MN 55021

(507) 334-4748

Katie@irisRemembers.com

IRIS was founded in 1987

What is IRIS . . .



Infants Remembered In Silence, Inc. © (IRIS) is an 501(c)3 nonprofit organization designed to help parents, family, and friends cope with the devastating loss of a child in early pregnancy (miscarriage, blighted ovum, ectopic pregnancy, molar pregnancy, etc.) or death from stillbirth, neo-natal death, birth defects, sudden unexplained infant death (SUID/SIDS) and other related syndromes, overlay, illness, accidents, and all other types of infant and early childhood death. This assistance includes emotional support at the time of the death and the years that follow.

When a child dies, parents, family, and friends mourn the death and begin the process of coping. This process is known as grieving. Bereaved parents experience many different feelings including disbelief, sadness, loneliness, fear, anger, regret, guilt, despair, and a sense of great personal loss. Parents who experience an infant's death are usually unsure of what their feelings and emotions should be. Some parents keep their feelings inside while others are able to express their grief easily and openly, still others have feelings of grief that are so intense that they don't understand what is happening.

Guilt, real or imagined, is a normal part of grief. It surfaces in thoughts and feelings of "if only" or "I wish I would have." Each person's grief is individual. Mothers and fathers, grandparents, family, and friends all cope with grief differently. While there is no "right way" to grieve, it is helpful to know that grief has many ups and downs and lasts far longer than society, in general, recognizes. In fact, the grief process may take several years to work through.

It has often been said that with the death of our parents we lose a piece of our past. With the death of a sibling we lose a piece of our present (what is currently going on in our lives). But with the death of a child, parents lose their entire future. All of their hopes and dreams are gone.

Bereaved parents have the need for understanding, hope, knowledge, and comfort. Other bereaved parents who have experienced similar losses can provide this type of support. While there are no instant solutions, no fast easy answers, and no timeline for grieving there is a sense of direction, support, and understanding found through knowledge and talking with others about the grief experience. Bereaved parents can find help and hope for the future from Infants Remembered In Silence, Inc. © (IRIS).

How Do Volunteers Help?

Most of the services provided by IRIS are available due to the talents and generosity of others. Sewing, knitting, crocheting, and quilting of blankets, caps, and outfits are all done by volunteers. Volunteers also do gardening, office work, computer assistance, and compile clothing sets, bereavement packets, and newsletters. IRIS is always in need of your help. If you would like to help, please contact us.

How is IRIS Financed?

Infants Remembered In Silence, Inc. (IRIS) depends on the generosity of donors. Donations, memorials, grants, charitable gambling, fundraisers, and the United Way provide financial support to our 501(c)3 non-profit organization. We gratefully accept and acknowledge all donations and memorials, which are tax deductible.



Infants Remembered In Silence ©

218 Third Ave. NW Faribault, MN 55021
(507) 334-4748

www.irisremembers.org
support@irisremembers.org

Founded in 1987



Infants Remembered In Silence ©

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Founded in 1987



What Direct Services Can IRIS Provide?

- The IRIS Advocate Program can assist at the painful anticipation of the death/birth, at the time of hospitalization, and during the following weeks, months, and years of bereavement that follow. When a child dies, an IRIS Advocate can assist by presenting and explaining your options, providing suggestions, creating precious keepsakes including pictures, hand and footprints, sculptures/casting of hands and feet, bathing, dressing, and much more.
- Bereavement Support Packets contain printed materials and information on a wide variety of topics including how to plan a funeral, the grieving process, creating beautiful memories/keepsakes, the grief of parents/grandparents/friends, and more.
- Burial Clothing Sets include an outfit designed by IRIS that meet your child's needs, blanket and cap, and teddy bear, all sized to fit a child from 2 - 24 inches in length (6 - 42 gestational weeks).
- Assists with finding support groups across the nation and around the world.
- Support Group Meetings
- One on one support
- Newsletter
- Website: www.irisRemembers.org and www.irisRemembers.com
- Lending library
- Displays, special presentations, and Guest speakers are available.

IRIS Support Groups

IRIS Support Groups are made up of parents helping parents. Attending meetings is a helpful way to learn you are not alone, that others have experienced and share the same feelings of frustration, guilt, fear, and anxiety. Parents gain insight, understanding, and have an opportunity to vent their feelings in an understanding atmosphere.

IRIS Support Group meetings are open ended, meaning that parents can come to a meeting once, for months, or years.

IRIS Support Group meetings are open to anyone who has had a child die at any gestational age through early childhood. You are always welcome regardless of when or where your child died, the cause of death, or where you currently live.

Meetings are held at the IRIS office (pictured below).



IRIS
218 Third Ave NW - Faribault, MN 55021

Midday Meetings
The 2nd Wednesday of each month from
11 AM - 1 PM

Evening Meetings
The 4th Tuesday of the month from
7 - 8:30 PM

How Do We Get IRIS Involved?



It's easy, you can contact IRIS directly or ask the hospital or funeral home staff to contact us.

If we have an IRIS Advocate in your area, they will be happy to assist you however you would like. This includes answering your questions to the best of their ability, helping you to create memories and keepsakes of your child, and offering suggestions and options that you may not know exist.

If we do not have an IRIS Advocate in your area, we will do our best to provide you with suggestions on creating memories/keepsakes, and we will try to help you find a support organization or group in your area.

Infants Remembered In Silence, Inc. ©
218 Third Ave NW
Faribault, MN 55021
(507) 334-4748

www.irisRemembers.org
www.irisRemembers.com

IRIS Mission Statement

Infants Remembered In Silence, Inc. © (IRIS), a nonprofit organization, supplements the care given by the medical, mental health, and religious communities by providing resources and referral information, support and education to parents, family, friends, and professionals after a child dies in early pregnancy (ectopic pregnancy, molar pregnancy, miscarriage, etc.) or from stillbirth, neo-natal death, birth defects, illness, accident, sudden infant death syndrome (SIDS), sudden unexplained death of a child, and all other types of infant and early childhood death.

What Events Does IRIS Offer?

IRIS offers many wonderful opportunities to remember and honor your child. You are always welcome to attend regardless of where you live, where the child died, when the child died, or the cause of death.



IRIS Events Include:

- Mother's Day Brunch
- Water Lantern Release
- International Pregnancy and Infant Loss Remembrance Day Service on October 15th
- IRIS Holiday Service of Remembrance has been held annually since 1994 on the first Sunday in December, at the Chapel of the Good Shepherd - Shattuck Campus



Fundraisers Include:

- IRIS Pancake Breakfast Bingo Bash is held the weekend after the Super Bowl.
- The IRIS Turkey Trot - 5K Run and Walk, 10K Run is held on Thanksgiving morning. While considered a fundraiser, is an event that offers breathtaking, inspiring, and unique opportunities for you, your family and friends. You will be able to create many amazing memories and find overwhelming support.
- Many other events and special services are held throughout the year. For more information visit www.irisRemembers.org and follow IRIS on social media.

RESOLUTION 23-01, AMENDED

A RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting, certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2023:

1. The place, date and time of regular City Council meetings shall be the second Tuesday of the month at 6:00 p.m. in Emily City Hall. Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to the Open Meeting Law and agendas will be posted at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.
2. The official newspaper of the City of Emily Council shall be the Northland Press.
3. The City Attorney for legal advising, litigation and prosecutions shall be Tom Pearson of Gammello-Pearson.
4. The City Engineer shall be S.E.H.
5. The Emergency Management Director shall be Ken Frank from April 1 to November 30 and the Assistant Emergency Management Director shall be Kenny Roden from December 1 to March 31.
6. The appointed Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.
7. The Acting Mayor who shall preside and perform duties in absence of the Mayor shall be Gerhart Hanson, Jr.
8. The Council shall be liaisons to City committees and commissions. Committee meetings shall also comply with the Open Meeting Law. Liaisons of the listed committees and commissions for 2023 shall be as follows:
 - Planning and Zoning: Greg Koch
 - Park: Tracy Jones
 - Cemetery: _____
 - City Hall/Clerk's Office: Tracy Jones
 - Fire Department: Andy Hemphill
 - First Response: Andy Hemphill
 - Police Department: Tracy Jones
 - Wastewater: Tracy Jones
 - Library/Library Board Member: Greg Koch
 - Emily Waters: _____
 - Maintenance/Safety: Gerhart Hanson, Jr.
 - Emily Mine: Tracy Jones and Andy Hemphill

- ATV Trails: Gerhart Hanson, Jr. and _____
 - Ordinance Review: Full Council
 - Land Use Ordinance Review: Gerhart Hanson, Jr. and Greg Koch with Planning Commission members David Johnson and representative
9. The Council shall be members of the following authorities and committees and comply with Open Meeting Law:
- Economic Development Authority (EDA): Full Council and City Clerk
 - Budget Committee: Full Council and City Clerk
 - Personnel Committee: Tracy Jones and Gerhart Hanson, Jr. with alternate Andy Hemphill
 - Road Committee: Tracy Jones and Gerhart Hanson, Jr. with Brian Foster, Maintenance
10. Members of the Wastewater Committee are the Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk Amy Prokott.
11. The two Municipal Trustees of the Emily Firemen's Relief Association are designated as Councilmember Andy Hemphill and City Clerk/Treasurer Cari Johnson.
12. The City Housing Official shall be Sadusky Renovations.
13. The SSTS Inspector shall be Greg Kossan.

Passed by a majority vote of the City of Emily Council this 13th day of June, 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, MCMC
City Clerk/Treasurer

**CITY OF EMILY
RESOLUTION NO. 23-21**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

WHEREAS, the following persons and entities have offered to contribute a gift as set forth below to the city:

<u>Name of Donor</u>	<u>Gift</u>
Lakers Lions	Bench from Bags to Benches Program

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-21	Lakers Lions approved to install a recycled plastic bench at the City’s Baseball Field Park.

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

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

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

1. The donations described above are accepted for the benefit of public recreational services, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city’s receipt of the donor’s donation.

Passed by the City Council of Emily, Minnesota this 13th day of June, 2023.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

clerk@emily.net

From: Jill Hannah Anderson <jilla27@gmail.com>
Sent: Tuesday, May 30, 2023 11:40 AM
To: clerk@emily.net
Subject: Lakers Lions bench for ball park's park

Hi,

The Lakers Lions would like to donate our next bench (we're collecting plastic for it now) to the City of Emily for the ball park park, the same type of bench that was delivered for the City park.

Since May 2022, the Lakers Lions have been involved with a "bags to benches" program through NexTrex. We have collection boxes at various locations in Emily, Outing, and Fifty Lakes. For every five-hundred pounds of acceptable plastic that we collect and drop off, we are given a bench made from recycled plastic - at no charge!

Please let me know if this is approved, and what color bench you'd like. I think the one for the City Park is green. You can contact me via email, or my cell is 218-820-0086. I'm guessing the bench would be delivered around August (just guessing.)

Thanks so much.

Jill

Jill Hannah Anderson
Lakers Lions

**CITY OF EMILY
RESOLUTION NO. 23-22**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

<u>Name of Donor</u>	<u>Amount</u>
Outing Chamber of Commerce	\$ 5,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-22	Celebrate Emily Day Committee for Partial payment to Flashing Thunder for Emily Day Fireworks

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

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

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

1. The following donations are accepted and shall be used as follows: \$5,000.00 to the Celebrate Emily Day Committee for partial payment to Flashing Thunder for Emily Day Fireworks.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 13th day of June 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)


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

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

3. Describe the proposed expenditure, including vendors:

Partial payment to Flashing Thunder for the Emily Day Fireworks

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

 Chief Executive Officer's Signature	5-23-23 Date
Larson Haynes Print Name	218-821-9770 Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: **\$5,000.00**. Government use of contribution (check one):

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

Unit of Government: City of Emily	Phone: 218-763-2480
--	----------------------------

Address: 39811 State Hwy 6	City/State/Zip: Emily, MN 56447
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature _____	Date _____
Print Name _____	Title _____

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



Curt Serbus - MN Pyro-Technician

Curt Serbus: 763-227-3941 11646 272nd Ave NW, Zimmerman, MN 55398

700 East Van Buren Street, Mitchell Iowa, 50461

Emily Days Celebration - 2023 Invoice

SOLD TO:
 City of Emily, MN

 POC: Meri Lysne (ph) 218-831-3096

DISPLAY LOCATION:
 Emily MN 56477
 **Ballfields located at this address

 **Make check out to: Flashing Thunder Fireworks
 **Mail check to: Curt Serbus, 11646 272nd Ave NW,
 Zimmerman, MN 55398

Order #:
 Order Date:
 Customer #:
 Sales Person: Curt Serbus

Show Type	Show Date	Terms
Electronic Fired	see below	

Item Description	Shell Count	Amount
------------------	-------------	--------

Fireworks Display for Emily Days - July 15, 2023

Alternate "rain day": July 16, 2023

- 20-25 minute display

Aerial Shells:

- 2.5" Finale Chains w/ Titanium Salute and Color shells	200	\$1,040.00
- 2.5" Asst'd color shells - doubles	40	\$245.00
- 3" Asst'd color shells - doubles and special effects	72	\$585.00
- 3" Asst'd color shells - Japanese style shells	36	\$285.00
- 3" Asst'd color shells - Italian style shells	36	\$380.00
- 3" Finale Chains w/ color shells and Brocade	60	\$548.00
- 3" Finale Chains w/ Red/Blue&Titanium salute w/tail	30	\$365.00
- 3" Finale Chains Titanium salute w/tail	30	\$380.00
- 4" Asst'd color shells	100	\$1,693.00
- 4" Finale Chains w/ color shells	12	\$260.00
- 4" Asst'd color & doubles -special effect	48	\$1,368.00

Aerial Shells: 664

Cakes:

3 - 8 shot Candles & 2 - Slice Cakes	48	\$275.00
8 - 25 shot cake	200	\$406.00
8 - 36 shot cake	288	\$630.00
2 - 100 shot finale cake	200	\$275.00
5 - 100 shot Z & fan cake	500	\$1,150.00
1 - 150 shot fan cake	150	\$385.00
1 - 200 shot fan cake	200	\$240.00

Cakes and Mines (shots): 1338

Grand Total # of Shots in Display: 2002

Equipment and Other:

Electric Matches and supplies \$500.00

Custom and Other Display Items:

Insurance Fee: \$1,125.00
 Shooter Fee: \$700.00
 HAZMAT Shipping Fee: \$275.00
 Rental Truck and Equipment \$300.00
 Permit Fee: \$50.00

Net Order: \$13,460.00

Sales Tax: (If applicable) \$0.00

TOTAL: \$13,460.00

Flashing Thunder Fireworks

SELLER: Curt Serbus DATE:

By: Curtis J. Serbus 5/22/2023

City of Emily, MN BUYER: DATE:

By: _____



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

**CITY OF EMILY
RESOLUTION NO. 23-23**

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

At the meeting of the Emily City Council on June 13, 2023, 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 and plans to update the equipment incrementally as funds allow to improve the audio and video quality during meetings for in person and remote attendees and for meeting recordings.

WHEREAS, the City Council of the City of Emily has also determined the computer used by the summer intern, zoning clerk, and property/rental inspector in the Clerk's Office needs to be upgraded from a single to dual computer monitors to increase work production.

WHEREAS, neither the City's 2023 Budget nor the Capital Improvement Plan include funds for the purchase of audio-visual equipment for the Council Chambers or dual computer monitors for the Clerk's Office.

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 replace one microphone in the Emily City Hall Council Chambers and replace the single computer monitor in the Clerk's Office with dual monitors.
- B. The City Council of the City of Emily further supports submitting a Community Boost Funds application to Sourcewell to request financial support of **\$962** for the purchase and installation of a microphone in the Emily City Hall Council Chambers and dual computer monitors for one computer in the Clerk's Office.

Adopted by the City Council of Emily, Minnesota this 13th day of June, 2023.

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC

Community Boost Funds for Local Governments

2022-2023

Community Boost Funds are awarded on a first come, first-served basis while funds exist and are intended to support small projects. A city, county, or other government association may apply for one (1) Boost award up to \$1,000 per fiscal year. Award recipients may pool their awards with one other entity to fund joint projects¹. Entities are only eligible for either one Community Boost Funds award or one Community Match Funds award per fiscal year.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register. Participation is free and offers many benefits and opportunities.
 - Be a city, county, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county
 - Apply for no more than one (1) Community Match Fund or (1) Community Boost Fund award per entity per fiscal year (July 1-June 30); entities cannot apply for additional Community Match or Boost Funding until their previous project has been completed and the final report has been submitted

- The proposed project must:
 - Serve a public purpose as defined on the attached Public Purpose Checklist
 - Be completed in the fiscal year in which Community Boost Funds are awarded

- The proposed project must not involve:
 - Payment for land acquisition or building purchases
 - Expenses incurred prior to receipt of the award
 - Mandated work
 - Loans or reimbursement to individuals or businesses
 - Political or religious activities
 - Discriminatory or illegal activities

- A Community Boost Fund application must:
 - Include all required information and attachments:
 - A completed Public Purpose Checklist (attached)
 - Counties must also include a signed resolution in support of the project from the county board
 - Request no more than \$1,000

Step 1: Sourcewell staff will review each application to ensure the criteria outlined above have been met. Applications that do not meet the criteria will not be eligible for Community Boost Funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first come, first served basis while funds remain available.

Step 3: Sourcewell staff will notify award recipients and provide further instructions.

Contact information

Completed applications can be submitted by email to: community@sourcewell-mn.gov or by U.S. Mail to:

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

¹ Each organization must submit a separate application; comply with the organization, project, and application requirements; and notify Sourcewell of their intent to pool fund

Sourcewell Programs for Local Government



Community Boost Funds

- Applicant may request up to \$1,000 per fiscal year – no match required.
- Applications accepted continually throughout fiscal year.
- Application must be submitted, and funds awarded, before the project begins.
- Must have all final reports submitted from previous awards.
- **Entities can only apply for one Community Boost or Community Match Fund award per fiscal year.**

Community Match Funds

- Dollar-for-dollar matching award, up to \$10,000 per fiscal year.
- Applications accepted continually throughout fiscal year.
- Application must be submitted, and funds awarded, before the project begins.
- Must have all final reports submitted from previous awards.
- **Entities can only apply for either one Community Boost or Community Match Fund award per fiscal year (July 1 - June 30).**

Community Impact Funds

- Applicant must request between \$20,000-\$50,000 – no match required.
- Project must be for something required for entities governmental function.
- Application must be submitted, and funds awarded before the project begins.
- Program application available mid-January and due April 26, 2023.
- **Entities can only submit one Community Impact Fund application – governing board resolution required.**

Consultant Reimbursement

- Sourcewell reimburses 50% of costs up to \$10,000 per fiscal year (July 1 - June 30) – can be done with multiple requests.
- Audits and legal fees are not eligible.
- A consultant is defined as a third-party entity that an entity would need to contract with because they cannot provide the service in-house.

Internship Reimbursement

- Sourcewell reimburses \$14/hour for 640 hours.
- One intern per discipline per semester.
- Program evaluations must be submitted for previous interns before a new placement begins.

Who is Sourcewell?

Sourcewell is a Minnesota Service Cooperative governed by Minnesota Statute 123A.21. Legislation passed in 1976 established nine educational cooperative service units (ECSU, pronounced ex-sue) across the state.

Sourcewell at a glance

Today, Sourcewell partners with education, government, and nonprofit agencies to boost student and community success, as well as provide training and contracted services to help other public agencies do more with less.

- Locally, we provide training and contracted services (e.g., family child care and adult foster care licensing) for local government, nonprofits, and schools.
- Statewide, Sourcewell manages a self-funded group health insurance option for public agencies to offer their employees. It's called The Better Health Collective.
- Nationwide, Sourcewell offers a cooperative purchasing program and technology solutions for schools.

Sourcewell Programs for Local Government Cont.

Legal Liability Insurance – provided in partnership with the League of Minnesota Cities Insurance Trust.

- Sourcewell covers approximately 45% of costs for regional cities, LMC covers the remainder.
- Contact Ashley Edwardson, Loss Control Program Coordinator, 651-281-1268.

Regional Networks

- Connect with your peers at one of our regional networks:
 - Human Resources
 - City Clerks/Treasurers
 - Mayors
 - Zoning Administrators
 - City & County Administrators
 - Law Enforcement
 - Dispatchers

Professional Development Training

- We use member feedback to bring the trainings you need to central Minnesota.
- Course offerings are updated continuously and can be found on our website.

EVS Training Reimbursement

- Sourcewell reimburses eligible entities for approved trainings including initial and refresher courses on CPR/AED, Basic First Aid, EMR, and EMT.

Firefighter Training Reimbursements – provided in partnership with the Minnesota Board of Firefighter Training and Education (MBFTE).

- Each entity is entitled to a per firefighter rate and can access funds by completing the reimbursement form at mbfte.org.

Driving Training – provided in partnership with the Minnesota Highway Safety Research Center (MHSRC).

- Sourcewell covers 100% of costs for law enforcement, city ambulance, fire departments, and public works.
- Schedule directly with the MHSRC.

Law Enforcement Insurance

Legal Liability – provided in partnership with the League of Minnesota Cities Insurance Trust.

- Sourcewell covers 100% of costs for regional law enforcement.
- Contact Ashley Edwardson, Loss Control Program Coordinator, 651-281-1268.

Law Enforcement Officer Leadership Training

– provided in partnership with the Minnesota Sheriff's Association.

- Only available for Cass, Crow Wing, Morrison, Todd, and Wadena county sheriff's offices.

Shared Equipment

- Area communities have purchased a variety of equipment with help from Sourcewell Community Impact Funding dollars, which your community has access to for free or at minimal cost.

Community Development

- Get the help you need with all zoning-related inquiries. Our consultants will use your community's ordinances to answer questions from all parties.

Cooperative Purchasing

- Sourcewell's cooperative purchasing program manages the solicitation requirements and offers members easy access to an established network of awarded contracts.
- As a regional member, you receive a 1% cash back award at the end of our fiscal year for all purchases made off Sourcewell contracts.

Insurance Solutions

- The Better Health Collective, our self-funded and state-certified provider of group health insurance solutions for public employers in Minnesota.
- Entities must have at least 25 eligible enrollees to apply to the Collective.

For full program details, visit mn.sourcewell.org



Paid Family and Medical Leave (ch. 59)

- Creates a state-administered paid family and medical leave insurance program, effective January 1, 2026.
- All employers pay into an insurance program established under DEED.
- 0.7% payroll tax for all employees, half can be charged back to employees.
- Employees apply to DEED for leave and would be eligible for up to 20 weeks of leave annually.
- Wage reporting requirements begin July 1, 2024.



Read the League's FAQ on PFML at <http://www.lmc.org/PFML>



ahassel@lmc.org



(651) 281-1261



@alexhassel

Employment & Labor (ch. 53)

Earned Sick and Safe Time. Effective Jan. 1, 2024

- Requires that employers provide employees with one hour of paid sick and safe time for every 30 hours worked, up to 48 hours a year, and 80 ongoing.

Public Employment Labor Relations Act Changes. Effective July 1, 2023

- Staffing ratios subject to collective bargaining.
- Access rights for exclusive representatives for meetings with new hires, email system, certain employee data, and building and facility usage.

Juneteenth (ch. 5/ch. 62). Effective May 25, 2023

- Makes Juneteenth (June 19) a holiday in which public business cannot be conducted.



ahassel@lmc.org



(651) 281-1261



@alexhassel

Pensions and Retirement

Pension Finance Bill (Chapter 45)

- Reduction in assumed rate of return for invested assets to 7% from 7.5%
- One-time COLA increase to 2.5% (General Plan) and 4% (Police & Fire Plan)
- \$170M in direct aid to the PERA General Plan
- \$19M in direct aid to the PERA Police and Fire Plan
- PERA General Plan full vesting period changed from 5 to 3 years
- \$5M for a new incentive account for volunteer firefighter relief associations to join the PERA Statewide Volunteer Firefighter Plan



bbordson@lmc.org



(651) 281-1260



@brookebordson

Legalization of Adult-Use Cannabis



- Chapter 63 legalizes adult-use cannabis and creates a statewide regulatory framework.
- Legalization of possession and home growth, decriminalization effective August 1, 2023.
 - Can possess 2 oz in public, 2 pounds at home, can grow 8 plants at home (4 mature)
- Legal sales expected to begin by January 2025.
- Cities may place an interim ordinance prohibiting cannabis businesses until January 1, 2025.
- License limits – one for every 12,500
- Authorizes municipal dispensaries.



ahassel@imc.org



(651) 281-1261



@alexhassel

Adult-Use Cannabis Regulatory Structure



Minnesota Office of Cannabis Management

Minnesota became the 2nd state in the nation to legalize cannabis for people 21 and older. Learn more about this legislation.



For Adult Consumers



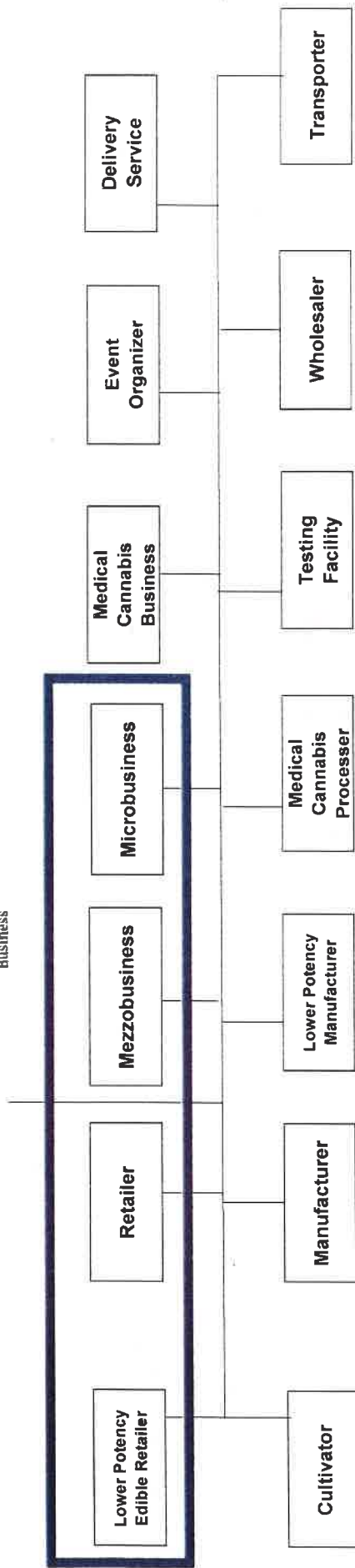
For Medical Cannabis Patients



For People Interested in Starting a Business

Cannabis Advisory Council comprised 50 appointed or designated individuals, including a representative from the League of Minnesota Cities.

More info: cannabis.mn.gov



ahassel@imc.org



(651) 281-1261



@alexhassel

City Role in Regulation



A cannabis business applies for a license through the Office of Cannabis Management.



OCM consults city for zoning approval and feedback.



Cities issue registrations to certain cannabis businesses once they receive a license.



Cities conduct compliance checks and may suspend registrations if needed.



Cities may collect registration fees and are provided 10% of tax revenue.



ahassel@imc.org



(651) 281-1261



@alexhassel

Aid to Cities and Property Tax Refunds

- New law will update the LGA formula, increase the appropriation by \$80M,
- One-time public safety aid which includes \$210M in aid to all cities based on population
- Ongoing increase to the homestead credit refund for those currently eligible
- One time increases to the homestead credit refund, renters credit, and targeted property tax refund



njesson@lmc.org



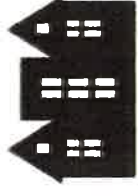
(651) 281-1262



@nathanfjesson

Housing

- Historic \$1 billion housing omnibus bill contains significant increases in one-time funding for both existing and new programs including:
 - \$200M for Housing Infrastructure Cash
 - \$95M increase to Challenge Fund
 - \$35M increase to Workforce Housing Development Program
 - \$50M for public housing rehabilitation
 - \$20M increase to Workforce Homeownership Program
 - \$4.8M for Local Housing Trust Fund Matching Grants
- **NEW**
 - \$5M for Greater MN Housing Infrastructure (+\$3M GO)
 - \$90M for NOAH Community Stabilization
 - \$40M for Workforce and Affordable Homeownership Acct.
 - .25% Metro Sales Tax distributed to metro cities +10,000
 - \$4.5M formula housing aid distribution to greater MN cities



Housing is local



LMC LEAGUE
MINNESOTA CITIES



dflightfoot@lmc.org



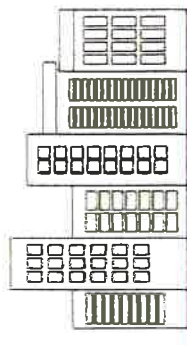
(651) 281-1295



@dflightfoot

Land Use and Zoning

- "Legalizing Affordable Housing Act" included concerning provisions around residential zoning and land use preemption
 - NOT passed or included in omnibus bill but aspects have bipartisan support and will be a part of 2024 legislative discussions
- Authorization for religious institutions to site "Sacred Settlements" of micro units on religious property
 - Beginning 1/1/24 cities must allow micro units on religious property as permitted use or conditional use to house residents who are chronically homeless, extremely low income, and volunteers
 - Micro units and settlements must comply with long list of statutory requirements and minimum standards



dflightfoot@lmc.org



(651) 281-1295



@dflightfoot

Transportation

- Ongoing funding for the Small Cities Assistance Account and establishes and funds the Larger Cities Assistance Account
- \$18M for the Local Road Improvement Program and \$18M for the Local Bridge Replacement Program
- Increases license tab fees, the motor vehicle sales tax and the gas tax (indexed for inflation)
- Increases metropolitan area sales tax by $\frac{3}{4}$ percent for transit and county roads.



afinn@lmc.org



(651) 281-1263



@annemfinn

**State & Local
Government
Omnibus Bill
- Ch. 62**

Open Meeting Law

Authorizes officials to participate via interactive technology from a nonpublic location up to three times in a year for personal or family medical reasons. Removes language that states this exception applies only when a state of emergency has been declared.



bbordson@lmc.org



(651) 281-1260



@brookebordson



May 17, 2023

Cari Johnson, City Clerk/Treasurer
City of Emily, Minnesota
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers

A handwritten signature in dark ink that reads 'Rebecca Kurtz'.

Rebecca Kurtz
Senior Municipal Advisor/ Vice President

A handwritten signature in dark ink that reads 'Bruce Kimmel'.

Bruce Kimmel
Senior Municipal Advisor/ Vice President

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$930,000	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	02/01/2028	02/01/2022	\$210,000	2.250%	2.750%	As of May 17, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,505,000	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	02/01/2036	02/01/2023	\$945,000	2.150%	3.000%	As of May 17, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$540,000	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	02/01/2030	02/01/2023	\$275,000	2.600%	3.050%	As of May 17, 2023, we estimate that this refunding would not generate sufficient savings to be considered.

clerk@emily.net

From: rkurtz@ehlers-inc.com
Sent: Wednesday, May 17, 2023 9:34 AM
To: clerk@emily.net
Cc: bkimmel@ehlers-inc.com; rkurtz@ehlers-inc.com
Subject: Potential Refunding Analysis for City of Emily
Attachments: City of Emily 2023_05_17_09_34_06_Refunding Analysis.pdf

Attached is Ehlers latest periodic report on the status of potential refundings. At the present time none of the issues included in the report produce debt service savings at a level that merit refunding consideration. Ehlers will continue to monitor your debt and will alert you to any potential refunding opportunities as they arise.

Rebecca Kurtz, CIPMA
Senior Municipal Advisor
O (651) 697-8516 | M (651) 270-6623 | ehlers-inc.com



Stay connected to what's happening in the markets. View our [Issuer & Investor Updates](#)!

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May 22, 2023

CITY OF Emily
Attn: Clerk-Treasurer
PO Box 68
Emily, MN 56447-0068

RECEIVED
MAY 25 2023
BY:

Dear Mayors and Administrators,

Greetings from all of us at the League of Minnesota Cities! Over the course of the past five and a half years, I've had the chance to get to know many of you in my travels around the state or at an event through my service as deputy director at the League. Today, I'm writing to you in my very first day in a new role – executive director. I'm deeply passionate about the work of our organization and greatly value the partnership that we have with you and our 836 member cities across Minnesota.

I'm writing to let you know that at its most recent meeting, the League's Board of Directors approved a preliminary maximum dues schedule increase of 4.5 percent for the fiscal year 2023-2024 that runs from September 1, 2023 through August 31, 2024. Dues are used to support the League's mission which is to promote excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

Setting the maximum dues schedule increase is similar to a city setting its preliminary levy increase, in that the final dues schedule increase to be approved by the League Board cannot exceed the preliminary approved increase. The Board will formally discuss and approve a final dues schedule increase along with the League's fiscal year 2024 budget at its scheduled August meeting.

If you have questions or want additional information on the League's dues and budget, please feel free to contact me at (651) 281-1279 or lfischer@lmc.org.

Also, we want to see you soon and would like to invite you join us in Duluth June 21-23 for the League's Annual Conference for city officials. To learn more about the Conference and register, visit lmc.org/ac23.

The League board and staff takes seriously our responsibility to carefully manage member assets, and we thank you for your continued support of the work we do on your behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Luke Fischer", written over a light blue horizontal line.

Luke Fischer
Executive Director

From: Christy John <Christy.John@osa.state.mn.us>
Sent: Wednesday, May 24, 2023 4:35 PM
To: Christy John
Subject: Office of the State Auditor: Due-Performance Measurement Program Report by July 1, 2023

Dear Local Government Official:

Participation in the Performance Measurement Program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council on Local Results and Innovation (Council). For more information on the Performance Measurement Program, please go to <https://www.osa.state.mn.us/forms-deadlines/forms/performance-measurement-program/>

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000. A participating entity is also exempt from levy limits under Minnesota statutes sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect.

In order to receive the per capita reimbursement and levy limit exemption in 2023, if any, counties and cities must file a report (in a PDF format) with the Office of the State Auditor by **July 1, 2023**. This report will consist of:

1) A **resolution** approved by the city council or county board declaring that:

- The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council.
- The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

2) A **document** showing the actual results of the performance measures adopted by the city/county.

To meet the reporting requirements for 2023, a copy of the resolution in a single PDF can be attached to an e-mail and sent to: performancemeasures@osa.state.mn.us. For those entities certified for the program last year, please also include the results of the measures in a PDF format attached to the same e-mail.

The reporting is due by July 1, 2023. There will be no extensions to the reporting deadline. If you have any questions, please contact Christy John at (651) 297-3681 or e-mail performancemeasures@osa.state.mn.us. Thank you.

Sincerely,
Christy John
Research Analyst Intermediate
Government Information Division
Office of the State Auditor

Phone: [651-297-3681](tel:651-297-3681)
[651-296-4755](tel:651-296-4755)
Email: christy.john@osa.state.mn.us

Standard Measures for Cities

Category	#	Measure	Notes:	
General	1.	Rating of the overall quality of services provided by your city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor	
	2.	Percent change in the taxable property market value	County assessor's office data	
	3.	Citizens' rating of the overall appearance of the city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor	
	4.*	Nuisance code enforcement cases per 1,000 population	(Number of cases / Population) x 1,000 = cases per 1,000 population	
	5.*	Number of library visits per 1,000 population	(Number of visits / Population) x 1,000 = visits per 1,000 population	
	6.*	Bond rating	Standard & Poor's Ratings Services or Moody's Investor Services	
	7.	Citizens' rating of the quality of city recreational programs and facilities (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor	
	8.*	Accuracy of post election audit (% of ballots counted accurately)		
	9.	Part I and II Crime Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension	
	10.*	Part I and II Crime Clearance Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension	
	11.	Citizens' rating of safety in their community (survey data, provide year completed and total responses)	Example of responses: very safe, somewhat safe, neither safe nor unsafe, somewhat unsafe, very unsafe	
	Fire & EMS Services	12.	Average police response time	Average time it takes to respond to top priority calls from dispatch to officer on scene. Insurance Service Office (ISO) Rating. The ISO issues ratings to fire departments throughout the country for the effectiveness of their fire protection services and equipment. ISO analyzes data and then assigns a classification from 1 to 10. Class 1 represents superior property fire protection and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.
13.		Insurance industry rating of fire services	Example of responses: excellent, good, fair, poor	
14.		Citizens' rating of the quality of fire protection services (survey data, provide year completed and total responses)	Average time it takes from dispatch to apparatus on scene for calls that are dispatched as a possible fire	
15.		Average fire response time	(Number of calls / population) x 1,000 = calls per 1,000 population	
16.*		Fire calls per 1,000 population	(Number of calls / population) x 1,000 = calls per 1,000 population	
17.*		Number of fires with loss resulting in investigation	Average time it takes from dispatch to arrival of EMS	
18.*		EMS calls per 1,000 population	Provide average rating and the rating system program/type. Example, 70 rating on the Pavement Condition Index (PCI).	
19.		Emergency Medical Services average response time	Example of responses: excellent, good, fair, poor. Alternatively: good condition, mostly good condition, many bad spots	
20.		Average city street pavement condition rating	Total cost for rehabilitations / lane miles rehabilitated	
21.		Citizens' rating of the road conditions in their city (survey data, provide year completed and total responses)	Lane miles rehabilitated in year / total number of lane miles	
22.*		Expenditures for road rehabilitation per paved lane mile rehabilitated (jurisdiction only roads)	Example of responses: excellent, good, fair, poor	
Water		23.*	Percentage of all jurisdiction lane miles rehabilitated in the year	Example of responses: excellent, good, fair, poor
	24.*	Average hours to complete road system during snow event	Centrally provided system: (actual operating expense for water utility / (total gallons pumped / 1,000,000)) = cost per million	
	25.	Citizens' rating of the quality of snowplowing on city streets (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor	
	26.	Citizens' rating of the dependability and quality of the city water supply (survey data, provide year completed and total responses)	Centrally provided system: (actual operating expense for water utility / (total gallons pumped / 1,000,000)) = cost per million	
	27.	Operating cost per 1,000,000 gallons of water pumped/produced	Example of responses: excellent, good, fair, poor	
	28.	Citizens' rating of the dependability and quality of city sanitary sewer service (Provide year completed and total responses)	Centrally provided system: (Number of blockages / number of connections) x 100 = blockages per 100 connections	
	29.	Number of sewer blockages on city system per 100 connections		

*New or ded measure

From: Kara Terry <Kara.Terry@crowwing.us>
Sent: Wednesday, May 17, 2023 2:58 PM
To: Bradley Chapulis; admin@ci.brainerd.mn.us; cityadmin@cityofbreezypointmn.us; Matthew Hill; Char Nelson; Bill Bedard; Lee Russell; clerk@emily.net; Karen Stern; chisholm1269@gmail.com; Kristi Risnes; Amanda Meyer; Krista Okerman; Marlene Yurek; kiki@ci.nisswa.mn.us; aduus@pequotlakes-mn.gov; riverton@crosbyironton.net; Mona Geske
Cc: Tim Houle; Rosemary Franzen; Steve Barrows; Paul Koering; Doug Houge; Jon Lubke
Subject: Opioid Settlement Feedback
Attachments: MN_MoA.pdf

Hello,

I am reaching out to invite you to our June Brainerd Lakes Area Drug Education (BLADE)/Opioid Settlement Group Meeting. This meeting will include the grant application development for the distribution of our Opioid funds in Crow Wing County. I have included information about the settlement attached in this email and would draw your attention to Pages 7-8 IV(E) as it relates to your involvement. Crow Wing County is set to receive approximately \$2.5 million over the next 18 years. To date, we have received approximately \$511,000.

BLADE/Opioid Settlement Meeting

Date: June 23rd

Time: 9:00-10:30

Location: Community Services Building, 204 Laurel St., Brainerd. Room 22C

Thank you for your consideration and please let me know if you have questions or would like further information.

Kara Terry, MBA, MPA

Director of Community Services

Office: (218) 824-1140

Direct: (218) 824-1205

Cell: (763) 244-6804

Toll Free: (888) 772-8211

www.crowwing.us

Crow Wing County Community Services

204 Laurel St.

PO Box 636

Brainerd, MN 56401

[Let me know how I am doing. Take a moment to fill out this survey by "Clicking Here".](#)



Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

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clerk@emily.net

From: Kara Terry <Kara.Terry@crowwing.us>
Sent: Friday, May 19, 2023 6:12 PM
To: clerk@emily.net
Subject: RE: Opioid Settlement Feedback

Hi Cari,

We are okay with whomever you choose to attend. We are required to gather feedback from cities annually as a part of the Memorandum of Understanding. Whom we gather the feedback from, is really up to the cities. That being said, we believe it will be easier with a "smaller" group but certainly don't want to keep anyone from attending.

Does that help?

Kara Terry, MBA, MPA
Director of Community Services

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Direct: (218) 324-1205
Cell: (763) 244-6804
Toll Free: (888) 772-8211
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I recognize my working day may not be your working day. I respect your boundaries around personal time, well-being, caretaking, and rest. If you receive correspondence from me outside your working hours, please do not feel obliged to reply until you are working.

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, May 19, 2023 1:32 PM
To: Kara Terry <Kara.Terry@crowwing.us>
Subject: RE: Opioid Settlement Feedback

Kara,

Notice of 2023 Annual Meeting

Pine River Watershed Alliance

Date: Tuesday, June 20, 2023

Time: 3:00 to 4:00 PM

At the Ideal Community Center

The primary purpose of the meeting is to complete necessary business decisions regarding PRWA. In the past speakers have been invited to talk on issues of interest.

This year we are inviting members of PRWA and other residents to provide input to PRWA on what they see has been accomplished and what they see as a future focus for PRWA. In 2006 there was a survey which helped create our mission, vision, and action plans. Although another survey could be useful, we believe a dialogue with our members who have supported us for years would be more beneficial and productive. We hope you can attend.

The Annual Meeting is followed by our normal monthly Board meeting, and you are welcome to stay and hear about our present activities.



