

City of Emily

AGENDA

Wednesday, November 9, 2022

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: July 12, 2022 Council Meeting
August 10, 2022 Council Meeting
- FINANCIAL REPORT: October Checking Beginning Balance \$916,932.77, Ending Balance \$837,867.23
- RECEIPTS: General \$, Sewer \$, Total \$
- CLAIMS FOR APPROVAL: \$ for Pine River State Bank Checks #59885 to # and automatic withdrawals #330638 to #
- INVESTMENTS (Market Value): \$369,372.53
- TOTAL CHECKING/INVESTMENTS: \$1,207,239.76

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

SPEAKER: 6:10 p.m. Emily/Outing Snowbirds Snowmobile Club Representative re: request for use of Ballfield Park for youth snowmobile training

FIRE DEPARTMENT

- Community Leasing Partners contract to lease to purchase Top Mount Pumper Fire Truck from Custom Fire Apparatus for \$525,000 with \$25,000 down payment paid to Custom Fire Apparatus before final delivery from 225 Fire Equipment Fund and annual payments structured around current fire truck lease payments. *(Council approval – motion)*
- Resolution 22-36 Accepting Donation to the City of \$10,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*

FIRST RESPONSE UNIT**POLICE DEPARTMENT****WASTEWATER**

- Resolution 22-37 Regarding Unpaid Sewer Charges to assess a total of \$3,651.46 in unpaid sewer charges to property taxes as identified. *(Council action – motion)*
- PeopleService appointment of new Wastewater Operator Lee Bundy and request to purchase new hydromatic grinder pump from W.W.Goetsch. *(Council action – motion)*

PLANNING & ZONING

- Todd Proctor after the fact permit fee waiver request of the \$2,500 fee (\$250 sewage treatment system permit fee X 10 after the fact permit fee). *(Council action – motion)*

ATTORNEY

- Update regarding Emily Manganese Mine exploration drilling request. *(Information/Council action – motion)*
- Update on collection process for unpaid sewer bill of \$1,212.55 and Invoice 2020-06 for \$1,118. *(Information)*

- Update on enforcement actions against Jason Quilling regarding an unpermitted septic system. *(Information)*

ROADS

- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*
- Parking regulations for City Parking Lot and possible development of ordinance amendment. *(Information/Council action - motion)*
- Resolution 22-40 to Contract With a City Official to purchase 10 yards of 2 to 8" screened rock from Emily Sand & Gravel for \$500 upon filing of an affidavit of official interest. *(Council action – motion)*

MAINTENANCE

- Update regarding Emily Dam leak. *(Council action – motion)*

CITY HALL

CEMETERY

- Pine Ridge Cemetery Policy revision. *(Council action – motion)*
- Leroy Harvet and Elaine Durushia request to transfer cemetery lot to Betty Lou Means without original copy of the Cemetery Deed. *(Council action – motion)*

PARKS

LIBRARY

PERSONNEL

- Personnel Committee recommendation to increase Maintenance Worker Calen Spindler's wage from \$23.39 to \$25.98 (\$2.59 increase from 90% to 100% of the position wage) with effective date of November 22, 2022. *(Council action – motion)*
- Revision of Zoning Clerk/Office Assistant Job Description to include permit compliance duties and Rental Dwelling Licensing duties. *(Council action – motion)*
- Discontinuation of Land Use Inspector position, effective immediately. *(Council action – motion)*
- Personnel Policy revision per Fair Labor Standards Act regulations regarding employees holding multiple positions with the same employer if an employee works more than 40 hours in one workweek (regarding employee/firefighter wages). Effective/retroactive date TBD. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Ordinance 2022-05 An Emergency Interim Ordinance Prohibiting the Establishment of New Uses or the Expansion of Existing Uses Related to Sales, Testing, Manufacturing and Distribution of THC Products per MN Statute Section 151.72 regarding edible cannabinoid sales. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Revolving Loan Fund Policies revision with extension of small business loan payment term from a total of three years to six years (not including the temporary forbearance period). *(Council action – motion)*
- Removal of temporary forbearance of DEED MIF Small Business Loan payments for Daniel and Frances Barrett, Daniel Johnson and Heather Mitlyng, and Jon Stern dba Sweets N Such effective November 30, 2022. *(Council action – motion)*
- DEED MIF Small Business Loan Agreement and Promissory Note amendments for Daniel and Frances Barrett with extended loan payment terms of a total of six years (not including the temporary forbearance period) restarting December 1, 2022 with a monthly payment of \$167.51 (current total due is \$11,222.85). *(Council action – motion)*
- DEED MIF Small Business Loan Agreement and Promissory Note amendments for Daniel Johnson and Heather Mitlyng with extended loan payment terms of a total of six years (not including the temporary forbearance period) restarting December 1, 2022 with a monthly payment of \$167.51 (current total due is \$11,222.85). *(Council action – motion)*
- DEED MIF Small Business Loan Agreement and Promissory Note amendments for Jon Stern dba Sweets N Such with extended loan payment terms of a total of six years (not including the temporary forbearance period) restarting December 1, 2022 with a monthly payment of \$167.51 (current total due is \$11,222.85). *(Council action – motion)*
- Updates on FEMA reimbursement of May 30, 2022 storm damages and State reimbursement of June 20, 2022 storm damages. *(Information)*

NEW BUSINESS:

- Resolution 22-38 Regarding Unpaid Administrative Civil Penalties to assess a total of \$2,750 in unpaid administrative civil penalties to property taxes as identified. *(Council action – motion)*
- Resolution 22-39 Accepting Donation to the City of a warming house with wall mount heater and air conditioning from Joe Mann, Hummingbird Custom Cottages, lighting/electrical work from Up North Electric, and ice skating rink construction and maintenance from anonymous donors for the Downtown City Park. *(Council action – motion)*
- Resolution 22-41 to Terminate Well Lease and Remove Real Estate Taxes from Property pending City Attorney review. The Bungalow leased a well from the City in City Park. The well has been sealed. *(Council action – motion)*
- Proposed property tax rate from Crow Wing County. *(Information)*
- Approve not waiving the monetary limits on municipal tort liability for the City's LMCIT property/casualty insurance coverage. *(Council action – motion)*
- Review of LMCIT Property/Casualty Insurance renewal. *(Information)*

CORRESPONDENCE:

- ✓ LMC re: Regional Safety Group member rate increase.
- ✓ LMC re: Minnesota Department of Revenue 2022 Fire State Aid and Police State Aid payments.
- ✓ Crow Wing County re: proposed ordinance changes to the Short-Term Rental Licensing Ordinance.
- ✓ Enbridge re: statement on DNR fines.

Scheduled Upcoming Meetings:

- Special Council Meeting to Canvass General Election results Tuesday, November 15 at 6 p.m.
- Enbridge Prevention and Emergency Response Training Meeting in City Hall Gym on Wednesday, November 16 at 6 p.m.
- Truth in Taxation Public Hearing on Tuesday, December 13, 2022 at 6 p.m.
- Special Council Meeting with City Engineer and Financial Municipal Advisor regarding possible 2023 road overlay project on Tuesday, December 20, 2022 at 6 p.m.

ADJOURN