

City of Emily

# AGENDA

Tuesday, February 14, 2023

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

**PUBLIC HEARING** – Proposed 2023-01 Fee Schedule Ordinance

**PUBLIC HEARING** – Proposed Ordinance 23-03 Amending Sections 33.45, 33.46, and 33.47 of Ordinance 33 Adopted on September 16, 2020, and Titled “Public Safety” as it Relates to the Volunteer First Response Unit

**APPROVE AGENDA** (*Council action – motion*)

**CONSENT AGENDA:** One motion to approve:

- MINUTES: September 19, 2022 Special Council Meeting Minutes  
September 28, 2022 Special Council Meeting Minutes  
December 20, 2022 Council Meeting Minutes  
January 10, 2023 Council Meeting Minutes  
January 10, 2023 Economic Development Authority Meeting Minutes
- FINANCIAL REPORT: January Checking Beginning Balance \$1,099,085.36, Ending Balance \$936,273.46
- RECEIPTS: General \$86,118.93, Sewer \$17,417.53, Total \$103,536.46
- CLAIMS FOR APPROVAL: \$293,257.51 for Pine River State Bank Checks #60184 to #60248 and automatic withdrawals #330666 to #330672
- INVESTMENTS (Market Value): \$372,553.70
- TOTAL CHECKING/INVESTMENTS: \$1,308,827.16

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

**SPEAKERS:** 6:10 p.m. Doug Houge, Crow Wing County Commissioner, and Gary Griffin, Crow Wing County Land Services Director, re: Little Emily Lake Park Proposal  
6:20 p.m. Leo Offerman, Ross Lake First Responders, regarding request to be paged out for calls with the Emily First Response Unit with Active911

**FIRE DEPARTMENT  
FIRST RESPONSE UNIT**

- Revised Emily First Response Unit Policies and Procedures as approved by the Unit. (*Council action – motion*)
  - Development of Infection Control Manual by Jenna Ritter for \$300 if needed. (*Council action – motion*)
- Hands Only CPR and AED Training on Tuesday, March 7, 2023 at 7 p.m. in the City Hall Gym for the public for no cost. (*Information*)

**POLICE DEPARTMENT  
WASTEWATER**

## **PLANNING & ZONING**

- Planning Commission recommendation to adopt Ordinance 23-01 Amending the Land Use Ordinance as it Relates to the Planning and Zoning Commission. *(Council action – motion)*
- Summary of Ordinance Amendment 23-01 Amending the Land Use Ordinance as it Relates to the Planning and Zoning Commission and publication. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance 23-02 Amending the Land Use Ordinance as it Relates to the Sanitary and Subsurface Sewage Treatment Systems – Technical Standards and Criteria. *(Council action – motion)*
- Summary of Ordinance Amendment 23-02 Amending the Land Use Ordinance as it Relates to the Sanitary and Subsurface Sewage Treatment Systems – Technical Standards and Criteria and publication. *(Council action – motion)*
- Donna Jones resignation from Planning Commission effective February 14, 2023. *(Council action – motion)*

## **ATTORNEY**

- Update on collection process for unpaid sewer bill of \$1,333.81 and Invoice 2020-06 for \$1,118. *(Information)*

## **ROADS**

- S.E.H. Proposal for Feasibility Report and Agreement for Professional Services for the planned 2024 Road Improvements Project, with City Engineer preparation of a Feasibility Report and assistance with the Chapter 429 process, including monthly progress payments for a total lump sum of \$24,000 and expenses not included in the lump sum amount. *(Council action – motion)*
- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

## **MAINTENANCE**

### **CITY HALL**

### **CEMETERY**

### **PARKS**

### **LIBRARY**

### **PERSONNEL**

- Employee attendance of Safety and Loss Control Workshops on April 27 in St. Cloud with administrative, maintenance, and police trainings for \$20 per person plus reimbursement of mileage. *(Council action – motion)*
- Council attendance of LMC City Day on the Hill on March 9 for \$99 per person, hotel for up to \$250, and reimbursement of mileage and meals. *(Council action – motion)*
- Wage Schedule Policy revision and review of Seasonal Maintenance position wages. *(Council action – motion)*
- Local 49 Union Collective Bargaining Agreement Memorandum of Understanding to include newly recognized State holiday Juneteenth, June 19<sup>th</sup>, as an employee holiday with a recommended effective date of February 2, 2023. *(Council action – motion)*
- Personnel Policy revision with addition of Juneteenth, June 19<sup>th</sup>, as an employee holiday effective immediately. *(Council action – motion)*

## **EMILY WATERS**

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

### **CODIFICATION**

- Proposed 2023-01 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2023-01 Fee Schedule Ordinance for publication. *(Council action – motion)*
- Proposed Ordinance 23-03 Amending Sections 33.45, 33.46, and 33.47 of Ordinance 33 Adopted on September 16, 2020, and Titled “Public Safety” as it Relates to the Volunteer First Response Unit. *(Council action – motion)*
- Summary of Ordinance 23-03 Amending Sections 33.45, 33.46, and 33.47 of Ordinance 33 Adopted on September 16, 2020, and Titled “Public Safety” as it Relates to the Volunteer First Response Unit for publication. *(Council action – motion)*

**UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*
- Updates on FEMA reimbursement of May 30, 2022 storm damages and State reimbursement of June 20, 2022 and December 13, 2022 storm damages. *(Information)*

**NEW BUSINESS:**

- 2022 Annual Clerk/Treasurer Financial Report. *(Council action – motion)*
- 2023 Summary Budget Statement and required publication. *(Council action – motion)*
- 2023 Clean Up Day. *(Council action – motion)*
- Proposed Electronic Funds and Wire Transfers Policy. *(Council action – motion)*
- Resolution 23-09 Allowing Electronic Funds and Wire Transfers. *(Council action – motion)*
- Park Pavilion reservation request for Downtown City Park pavilion June 9 through June 11 as base for Blood Tracking Dog Testing Event. *(Council action – motion)*
- Annual Emily Food Shelf request for a donation of \$250 (included in 2023 Budget). *(Council action – motion)*
- Emily Emergency Management Plan annual update. *(Council action – motion)*
- Resolution 23-07 Approving a Lawful Gambling Permit for Over the Hills Gang ATV Club to hold a raffle drawing on June 10, 2023 at the Log Cabin Bar with no waiting period. *(Council action – motion)*
- Resolution 23-08 Approving a Lawful Gambling Permit and Approving Use of City Park, Parade, and Fireworks for Emily Day. *(Council action – motion)*

**CORRESPONDENCE:**

- ✓ Stauber Community Funding Projects for fiscal year 2024.

**Scheduled Upcoming Meetings:****ADJOURN**