

City of Emily

AGENDA

Tuesday, March 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.

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- **MINUTES:** October 11, 2022 Council Meeting Minutes
November 9, 2022 Council Meeting Minutes
November 15, 2022 Emergency Council Meeting Minutes
November 15, 2022 Special Council Meeting Minutes
February 14, 2023 Council Meeting Minutes
March 1, 2023 Emergency Council Meeting Minutes
- **FINANCIAL REPORT:** February Checking Beginning Balance \$936,273.46, Ending Balance \$838,760.23
- **RECEIPTS:** General \$116,100.14, Sewer \$6,623.46, Total \$122,723.60
- **CLAIMS FOR APPROVAL:** \$148,197.12 for Pine River State Bank Checks #60269 to #60311 and automatic withdrawals #330673 to #330682
- **INVESTMENTS (Market Value):** \$376,283.50
- **TOTAL CHECKING/INVESTMENTS:** \$1,215,043.73

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

SPEAKERS: 6:10 p.m. Kirk Soldner re: Crow Wing County proposed Little Emily Lake Beach

FIRE DEPARTMENT

- Proposed fire protection contract rate increase from 2.6004% to 3.14174% and first response coverage contract rate decrease from 1.27802% to .67776%, for a total rate decrease from 3.87842% to 3.8195%. *(Council action – motion)*

FIRST RESPONSE UNIT

POLICE DEPARTMENT

- Temporary deactivation status of Emily Police Department. *(Information)*
- Resolution 23-10 for Public Employees Retirement Association Police Officer Declaration declaring the part-time Police Officer position held by Matt Huesmann is eligible for PERA Police and Fire Plan membership effective the date of Huesmann's initial Police and Fire Plan salary deduction by Emily. *(Council action – motion)*

WASTEWATER

PLANNING & ZONING

ATTORNEY

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

ROADS

- Highway 18 Collision Center estimate for repair of 2018 snowplow truck from damage caused during December winter storm for \$7,843.72 (need up to \$8,000) and payment of \$7,435.80 received for LMC insurance claim (less tax and deductible). *(Council action – motion)*
- Rental of street sweeping broom from RDO Equipment for up to 2 weeks at a rate of \$1,638 per week for an estimated total of \$3,276. *(Council action – motion)*
- Use of Road and Bridge funds (Small Cities Municipal State Aid for streets) for monthly progress payments for S.E.H. preparation of Feasibility Report and assessment process for the planned 2024 Road Improvements Project for a total lump sum of \$24,000 and expenses not included in the lump sum amount. *(Council action – motion)*
- Planned purchase of a used snowplow truck for up to \$100,000 per budget with preapproval of down payment of up to \$1,000 when a truck is available. *(Council action – motion)*
- Striping of public parking lots and curbs. *(Information)*
- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

MAINTENANCE

CITY HALL

CEMETERY

PARKS

LIBRARY

PERSONNEL

- Personnel Committee recommendation for a raise in Seasonal Maintenance position wages for 2023 from \$15 to \$15.50 per hour. *(Council action – motion)*
- Sourcewell Internship Program Application for Marketing/Graphic Design and Communications Internship for part-time summer 2023 at \$17 per hour (\$14 per hour from Sourcewell and \$3 per hour from City), including notice and posting on Handshake and Indeed websites, upon approval of program from Sourcewell. *(Council action – motion)*
- Wage Schedule Policy revision. *(Council action – motion)*
- Personnel Committee recommendation to increase Deputy Clerk Amy Prokott's wage from \$21.27 to \$22.39 per hour (95% to 100% of the position wage) with retroactive effective date of March 7, 2023 (one year anniversary). *(Council action – motion)*
- Sourcewell Grant Writing 101 training on April 26, 2023 from 9 a.m. to 4:30 p.m. at the Initiative Foundation, Little Falls, MN for \$40 per participant, with reimbursement of mileage. *(Council action – motion)*
- Council Member attendance of LMC Annual Conference from June 21-23 at the Duluth Entertainment Convention Center for \$275 per person with up to \$500 for 2 nights hotel and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

- 2023 Emily Waters Committee applications from Steve Smith, Daniel Brennan, and Jan Mosman. *(Council action – motion)*

ECONOMIC DEV. (EDA)

CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- 2023 Clean Up Day. *(Council action – motion)*
- Public comment regarding County Beach and Park on Little Emily Lake. *(Information/Council action – motion)*

NEW BUSINESS:

- 2022 Summary Financial Report for publication. *(Council action – motion)*
- Revised DOT Drug/Alcohol Testing Policy. *(Council action – motion)*
- Revised Non-DOT Drug/Alcohol Testing Policy. *(Council action – motion)*
- Social Media Policy revision. *(Council action – motion)*
- Crow Wing County Historical Society request for donation. (\$100 donation included in 2023 Budget.) *(Council action – motion)*

CORRESPONDENCE:

- ✓ Ehlers re: Potential Refunding of Existing Bonds
- ✓ Crow Wing County re: possible Short Term Rental Licensing Agreement

Scheduled Upcoming Meetings:

ADJOURN