

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 \$
- RECEIPTS: General \$, Sewer \$, Total \$
- CLAIMS FOR APPROVAL: \$ for Pine River State Bank Checks #60474 to # and automatic withdrawals #330698 to #
- INVESTMENTS (Market Value): \$
- TOTAL CHECKING/INVESTMENTS: \$

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)*

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 and dual computer monitors with stand and installation for Clerk's Office computer used by intern for \$1,000. *(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