

City of Emily

AGENDA

Tuesday, January 10, 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:

- FINANCIAL REPORT: December Checking Beginning Balance \$746,324.22, Ending Balance \$1,099,085.36
- RECEIPTS: General \$497,046.23, Sewer \$30,233.92, Total \$527,280.15
- CLAIMS FOR APPROVAL: \$73,368.80 for Pine River State Bank Checks #60116 to #60157 and automatic withdrawals #330658 to #330665
- INVESTMENTS (Market Value): \$371,289.36
- TOTAL CHECKING/INVESTMENTS: \$1,470,374.72

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

FIRE DEPARTMENT

- Confirmation of Fire Department election results as follows: Chief Chad Genz, Assistant Chief Tyson Kinkaid, Treasurer Michael Armbrust, Secretary Josh Rooker, and Training/Safety Officer Brian Foster. *(Council action – motion)*
- Required 2023 municipal contribution to the Emily Firemen's Relief Association of \$28,976. *(Council action – motion)*
- GFC Industrial quote for Fire Hall meeting room tile and glue removal, diamond grind, and gold system 2 step process epoxy application, with 50% down payment of \$2793.10 and total of \$5,586.20 from Fire Equipment Fund. *(Council action – motion)*
- Resolution 23-04 Approving Additional Activity for a Lawful Gambling Premises Permit for Emily Firemen's Relief Association with additional activity of electronic linked bingo at Red Pine Cookhouse. *(Council action – motion)*
- Resolution 23-05 Accepting Donation to the City from David and Anne Bonnerup of \$300 for Fire Department equipment. *(Council action – motion)*

FIRST RESPONSE UNIT

- Hands Only CPR and AED Training on Tuesday, March 7, 2023 at 6 p.m. in the City Hall Gym for the public and Clerk's Office staff for no cost. *(Council action – motion)*

POLICE DEPARTMENT

WASTEWATER

PLANNING & ZONING

ATTORNEY

- 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)*

**MAINTENANCE
CITY HALL
CEMETERY
PARKS
LIBRARY
PERSONNEL**

- Hiring of part-time Police Officer for 20 hours per week per recommendation of Personnel Committee pending preemployment screenings, background check, and psychological evaluation with position wage of \$20.50 per hour, probationary period of six months, and start date on or before Monday, February 6, 2023 as per drafted Job Offer letter. *(Council action – motion)*
- Planning Commission Member applications:
 - Patrick Rheaume - Planning Commission Member – 3 year term – January 2023 through December 2025. *(Council action – motion)*
 - Lynn Bartel – Alternate Planning Commission Member – 1 year term - January 2023 through December 2023. *(Council action – motion)*
- Park Commission Member application from Patrick Rheaume – 3 year term – January 2023 through December 2025. *(Council action – motion)*
- Publication of Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver position. *(Council action – motion)*
- Deputy Clerk Amy Prokott’s attendance of the 2023 year one Minnesota Municipal Clerks Institute in St. Cloud May 8 – May 12 at the cost of up to \$500 for registration, 5 nights in hotel not to exceed \$750, and reimbursement of mileage, parking, and food. *(Council action – motion)*
- City Clerk Cari Johnson and Deputy Clerk Amy Prokott attendance of the 2023 IIMC Annual Conference in Minneapolis May 14 - May 17 at the cost of up to \$500 for registration, 3 nights in hotel not to exceed \$500, and reimbursement of mileage, parking, and food. *(Council action – motion)*
- Council Member attendance of the Ehlers Public Finance Seminar on February 2 – February 3 in Brooklyn Center at the cost of \$275 per person for registration, 2 nights in hotel not to exceed \$400, and reimbursement of mileage, parking, and food. *(Council action – motion)*

EMILY WATERS

- Announcement for newspapers and website regarding acceptance period of Emily Lakes and Rivers Fund Appropriation Applications. *(Council action – motion)*
- Notice requesting applications for Emily Waters Committee members. *(Information)*

**ECONOMIC DEV. (EDA)
CODIFICATION**

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- 2023 legal newspaper designation quotes: *(Council action – motion)*
 - Crosby-Ironton Courier \$9.85 per column inch for 7 point legals and \$8.85 per column inch for display legals (Current legal newspaper)
 - Northland Press \$9.50 per column inch or \$11.00 per column inch if designated as secondary publication
 - Pineandlakes Echo Journal \$8.50 per column inch.
- Reorganization: Resolution 23-01 Stating Annual Designations (*To be determined*) *(Council action – motion)*
 - *Designation of:*
 - *Place, date and time of regular City Council meetings*
 - *Official newspaper (Courier, Northland, OR Echo), City Attorney (Tom Pearson), City Engineer (SEH), Emergency Management Director (Ken Frank) and Assistant Emergency Management Director (Kenny Roden)*
 - *Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.*

- *Assignment of Duties (Acting Mayor and Council Liaisons) (change as needed):*
 - *Acting Mayor, Planning Commission, Park Commission, Cemetery, City Hall/Clerk's Office, Fire Department, First Response, Police Department, Wastewater, Library/Library Board Member, Ordinance Review, Emily Waters, Maintenance/Safety, Combination of Fire/1st Response Services Committee, ATV Trails Committee, Land Use Ordinance Review Committee*
 - *Authority/committee members: EDA (full Council and City Clerk), Budget Committee (full Council and City Clerk), Personnel Committee, and Road Committee*
- *Wastewater Committee (Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk)*
- *Firemen's Relief Association Municipal Trustees (Mayor/Councilmember and City Clerk)*
- *City Housing Official*
- *SSTS Inspector*
- Resolution 23-02 Designating a Depository for City Funds. *(Council action – motion)*
- Resolution 23-03 Approving Pine River State Bank and Pershing Wealth Solutions BNY Mellon Account(s) Signers: *(Council action – motion)*
 - Pine River State Bank signers Tracy Jones, Gerhart Hanson, and alternate, Cari Johnson, and Amy Prokott
 - Pershing Wealth Solutions BNY Mellon signers Tracy Jones, Gerhart Hanson, and Cari Johnson
- Pine River State Bank pledged securities for City of Emily checking account. *(Council action – motion)*
- 2023 IRS standard federal mileage rate set at \$.655 per mile. *(Council action – motion)*
- Bond Trust Services payments for a total of \$156,260 plus \$575 in agent fees as follows: *(Council action – motion)*
 - 303 Debt Service Fund – 2012 City Hall Improvement - \$43,237.50 and \$575
 - 304 Debt Service Fund – 2014 Road Improvement - \$39,331.25
 - 602 Debt Service Fund – 2013 Sewer - \$73,691.25

CORRESPONDENCE:

- ✓ Crow Wing County re: public comment on Land Use Ordinance revisions.
- ✓ Clasen & Schiessl re: audit responsibility, planned scope, timing, significant risks, and other.

Scheduled Upcoming Meetings:

- Public Hearing for annual Fee Schedule Ordinance update on Tuesday, February 14, 2023.

ADJOURN

ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING

Call to Order (Immediately following Council Meeting)

Agenda

- Economic development priorities

ADJOURN