

City of Emily

AGENDA

Tuesday, April 8, 2025

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: March 2025 Checking Beginning Balance \$1,225,779.04, Ending Balance \$1,177,396.51
- RECEIPTS: General \$12,758.44, Sewer \$366.65, Total \$13,125.09
- CLAIMS FOR APPROVAL: \$46,706.48 for Pine River State Bank Checks #62204 to #62245 and automatic withdrawals #330869 to #330875
- INVESTMENTS (Market Value): \$419,193.26
- TOTAL CHECKING/INVESTMENTS: \$1,596,589.77

PUBLIC FORUM (Opportunity for public to address the Council during the Council Meeting.)**FIRE AND RESCUE DEPARTMENT**

- Fire and Rescue Department Annual Report. *(Information)*
- Proposed Fire and Rescue Department Standard Operating Procedures revisions to the General Fire and Rescue Information and Duties section. *(Council action – motion)*
- Proposed Emily Fire and Rescue Department Personnel Policies revision. *(Council action – motion)*
- Public Safety Contract between the City and Ross Lake Township with fire suppression operations protection contract rate of 3.06361% with additional optional Public Safety Contract including emergency medical services protection for the same 4 township sections with contract rate of 0.4973% and requested response by May 31, 2025. *(Council action – motion)*
- Proposed Social Media Policy revision with addition of Emily Fire and Rescue Department Facebook account with administrator Chief Blair Mileski. *(Council action – motion)*
 - Required Facebook Public Notices per policy for the Emily Fire and Rescue Department and the City. *(Council action – motion)*
- Proposed Fire and Rescue Department Social Media and Digital Images Policy. *(Council action – motion)*

LAW ENFORCEMENT

- Update on Flock Safety automatic license plate reader system. *(Information)*

WASTEWATER**PLANNING & ZONING**

- Michael and Michelle Healy appeal of Planning Commission/Board of Adjustments variance denial decision for PID 21060506, XXXX Preserve Pt, Lot 1, Block 1, Wood Lake Preserve, City of Emily, Crow Wing County, MN to request reconsideration of allowing the following variances: *(Council action – motion)*
 - House is 50 feet from the OHW, 100 feet required (50 foot variance request)
 - House is 13 feet from NW Bluff, 30 feet required (17 foot variance request)
 - House is 23 feet from SW Bluff, 30 feet required (7 foot variance request)
 - Septic System: 57 feet from the OHW, 100 feet required (43 foot variance request)

- Septic System: 2 feet from Bluff, 30 feet required (28 foot variance request)
- Recommendation of Planning Commission to accept resignation of Denise Vukelich from the Planning Commission effective March 31, 2025. *(Council action – motion)*
- Recommendation of Planning Commission to appoint current Planning Commission alternate Faye Hughes as a full Planning Commission member to fill the remainder of Denise Vukelich’s term from April 9, 2025 through December 31, 2027. *(Council action – motion)*
- Posting for an alternate Planning Commission member. *(Council action – motion)*
- Planning Commission recommendation for the City Council to explore a City mining proposal to protect the City’s interests, including hiring a company to represent the City and for the mining company to pay for the cost with the City able to choose the company. *(Council action – motion)*
- City costs for Northern Lights conditional use permit application review of \$1,009.50 to date over the paid \$500 permit fee. *(Council action – motion)*

ATTORNEY

ROADS

- Update on the City’s portion of Crow Wing County Highway Department’s 2025 Road Improvement Project costs. *(Information)*
- S.E.H. Supplemental Letter Agreement for 2025 Street Project – Design and Construction – Additional Design Phase and Construction Phase Services for fee amendment due to project addition of Yellow Birch Lane for additional \$12,500 (budget of \$20,000). *(Council action – motion)*
- Right-of-way property acquisition discussion for future replacement of Roosevelt Drive Bridge regarding PIDs 21008310 and 21080575. (Meeting is anticipated to be closed.) *(Information)*
- State Highway 6 curb painting and crosswalks, Public Parking Lot striping, and City Hall parking lot striping quotes (not budgeted): *(Council action – motion)*
 - Pavestripe LLC quotes:
 - State Highway 6 curb painting (3,110’) for \$1,100.
 - City Hall parking lot striping for \$450
 - Linescape Linestriping quotes for total of \$3,495.40:
 - State Highway 6 curb painting (3,110’) for \$1,990.40
 - 13 State Highway 6 crosswalk blocks for \$455
 - City Hall parking lot striping for \$400
 - Public Parking Lot striping for \$650

MAINTENANCE

CITY HALL

CEMETERY

- Purchase of 24 Veteran bronze grave markers from Gettysburg Flag Works for \$99.95 each for an approximate total of \$2,700 with shipping from Fund 407. *(Council action – motion)*

PARKS

- Portable toilet rental quote from Al’s Sewer Service for three units for the City Park, City Hall, and Ballfield Park for \$130 each per month with extra charge for cleaning if the units are vandalized. *(Council action – motion)*

LIBRARY

PERSONNEL

- Posting for part-time Seasonal Maintenance Worker position(s) to remain open until filled. *(Council action – motion)*
- Council Member attendance of Municipal Streets Seminar – Paving the Way on Tuesday, April 15 in Otsego for free with reimbursement of mileage and meals. *(Council action – motion)*
- Council Member/City Clerk/Deputy Clerk attendance of LMC Annual Conference on June 25 through 27 in Duluth for \$275 each with reimbursement of hotel up to \$600 each and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

- Proposed revision of Joint Powers Agreement Between City of Emily and Little Pine Township with retroactive approval date. *(Council action – motion)*
- Proposed revision of Joint Powers Agreement Between City of Emily and Fairfield Township with retroactive approval date. *(Council action – motion)*

ECONOMIC DEV. (EDA)

- Update on quarterly EDA Business Committee meeting with local business owners. *(Information/Council Action - motion)*

CODIFICATION

125th ANNIVERSARY

- Compiled list of 125th Anniversary celebration ideas and celebration budget. *(Information/Council action – motion)*
 - HolidayOutdoorDecor quote for 10 vinyl 2-sided banners and shipping for \$1,666.10 and possible purchase of 10 brackets and shipping for \$775 for a possible total of \$2,441.10.
 - North Sport Rentals message.
 - Message from GoNorth.

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- Special Primary Election on Tuesday, April 15 and Special General Election on Tuesday, April 29 for the vacant seat for State Senate District 6. *(Information)*
- LMCIT Cybersecurity Loss Control Survey recommendations: *(Information/ Council Action - motion)*
 - Tremolo quote with the following options for a total of \$90 per month:
 - KnowBe4 Security Awareness Training with quarterly Phishing Emails for \$3.10 per computer for 5 computers for \$15.50 per month.
 - Microsoft Office 365 Business for \$12.50 per computer for 3 Clerk's Office computers for \$37.50 per month.
 - Multifactor Authentication (DUO) for \$3 per computer for 4 Clerk's Office computers for \$12 per month.
 - Cloud backup for all files for \$30 per month.

CORRESPONDENCE:

- ✓ Crow Wing County re: 2025 final tax rates.
- ✓ Crow Wing County re: proposed revisions to the Crow Wing County Land Use and Solid Waste Ordinance.
- ✓ Minnesota Office of Cannabis Management re: completion of next step towards launching adult-use cannabis.
- ✓ Sourcewell re: revision of its bylaws.
- ✓ Emily Emergency Food Shelf re: thank you for donation.
- ✓ MN Paid Leave implementation update.

Scheduled Upcoming Meetings:

ADJOURN