

## City of Emily

**AGENDA**

Tuesday, March 11, 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:

- **MINUTES:** February 11, 2025 Council Meeting  
December 10, 2024 Council Meeting  
December 18, 2024 Special Meeting  
October 8, 2024 Council Meeting  
September 10, 2024 Council Meeting  
August 12, 2024 Council Meeting  
July 23, 2024 Council Workshop
- **FINANCIAL REPORT:** February 2025 Checking Beginning Balance \$1,355,344.06, Ending Balance \$1,225,779.04
- **RECEIPTS:** General \$9,866.05, Sewer \$2,543.69, Total \$12,409.74
- **CLAIMS FOR APPROVAL:** \$57,742.90 for Pine River State Bank Checks #62149 to #62203 and automatic withdrawals #330863 to #330868
- **INVESTMENTS (Market Value):** \$418,362.41
- **TOTAL CHECKING/INVESTMENTS:** \$1,644,141.45

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

- Proposed fire suppression operations protection contract rate increase from 2.874% to 3.06361% and emergency medical services protection contract rate increase from .51838% to .55505%, for a total rate increase from 3.39238% to 3.61866%. *(Council action – motion)*
- NAK Machining & Repair estimate to repair emergency lighting for the Polaris Ranger Side X Side for \$1,629. *(Council action – motion)*
- Posting for Fire and Rescue Department members. *(Council action – motion)*

**LAW ENFORCEMENT**

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

**WASTEWATER****PLANNING & ZONING**

- Final draft of Conditional Use Permit for Northern Lights Over Roosevelt Lake Homeowner's Association as recommended by the Planning Commission. *(Council action – motion)*
- Sourcewell educational or training opportunities with mileage reimbursement: *(Council action – motion)*
  - Land Use Essentials seminar on Thursday, March 27 from 10 a.m. to 3 p.m. in Staples
  - Open Meeting Law and Data Practices training on Thursday, April 3 from 9 a.m. to noon at the Crosslake Fire Hall

## ATTORNEY

- Proposed Sourcewell Shared Services Agreement for community development services as revised by Sourcewell with fee remaining at \$55 per hour for 2025 and increasing by \$5 per hour annually during the term of the agreement. *(Council action – motion)*

## ROADS

- 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)*
- Update on S.E.H.'s development of preliminary plans for replacement of the Roosevelt Drive Bridge. *(Information)*
- Quotes for dust control (10,000 gallons used last year/\$15,000 budgeted): *(Council action – motion)*
  - Corbin Excavating - \$1.30 per gallon magnesium chloride - \$13,000 total
  - EnviroTech Services - \$1.73 per gallon calcium chloride - \$17,300 total (updated to 10,000 gallons)

## MAINTENANCE

### CITY HALL

- Replacement of outdoor building lights planned to be included in a Sourcewell Impact Funds Grant application to be submitted in late summer. *(Information)*
- Letter of Intent to Canon Financial to cancel current Canon copier lease in 60 days. *(Council action – motion)*
- Bids for copier lease/rental as follows: *(Council action – motion)*
  - Metro Sales Inc. Ricoh copier options include delivery and installation :
    - State of MN Rental Contract 189673 for 60 month copier rental at \$157.11 per month
      - Color prints \$.059 (locked)
      - Black and white prints \$.0089 (locked)
      - Agreement includes all parts, labor, toner, staples and consumables except paper
    - 60 month copier lease for \$130.63 per month
      - Color prints \$.0817 (10% annual increase)
      - Black and white prints \$.017 (10% annual increase)
      - Agreement includes all parts, labor, toner and consumables except paper
  - The Office Shop Canon 60 month copier lease (State contract pricing) at \$181.33 per month
    - Color prints \$.0504
    - Black and white prints \$.0064
    - Ultimate service maintenance agreement includes all parts, supplies, repair, and labor

## CEMETERY

### PARKS

- Resolution 25-16 Approving Use of City Park for the Bicycle Alliance of Minnesota organization to use Emily as a host site for the Bicycling Around Minnesota tour, designation of Downtown City Park as a campsite for one night for tour participants and organizers, and use of Downtown City Park as a staging area. *(Council action – motion)*

### LIBRARY

- Resolution 25-13 Accepting Donation to the City of two rotor book displays from Outing Volunteer Library to the City of Emily Public Library. *(Council action – motion)*
- Outreach Program BLA request to operate free "if you need one, take one" food cart service in the City of Emily Public Library. Outreach Program BLA would provide the food cart and food. Librarian Jane Davis would restock the food cart. *(Council action – motion)*

## PERSONNEL

- Deputy Clerk Amy Prokott's attendance of the 2025 year three Minnesota Municipal Clerks Institute in Brooklyn Center May 5 – May 9 at the cost of up to \$640 for registration, 5 nights in hotel not to exceed \$800, and reimbursement of mileage, parking, and meals. *(Council action – motion)*

## EMILY WATERS

- 2025 Emily Waters Committee applications from Jean McLeod, Douglas Norstrom, and Jan Mosman. *(Council action – motion)*

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

- Topics for meetings between one to two EDA members and local businesses, planned for three times per year. *(Information)*

## **CODIFICATION**

### **125<sup>th</sup> ANNIVERSARY**

- Compiled list of 125<sup>th</sup> Anniversary celebration ideas and celebration budget. *(Information/Council action – motion)*
- City of Emily 125<sup>th</sup> Anniversary logo developed by Crosby-Ironton Courier. *(Council action – motion)*

## **UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*
- Emily Emergency Food Shelf Lease Agreement. *(Information/Council action – motion)*

## **NEW BUSINESS:**

- 2024 Summary Financial Report for publication. *(Council action – motion)*
- Resolution 25-14 Approving a Lawful Gambling Permit for the Lakers Lions of Emily, Outing & Fifty Lakes to hold a raffle drawing at The Pickled Loon Saloon of Emily on Saturday, August 16, 2025 with no waiting period. *(Council action – motion)*
- Resolution 25-15 Approving a Lawful Gambling Permit for Over the Hills Gang ATV Club to hold a raffle drawing on October 4, 2025 at the Log Cabin Bar with no waiting period. *(Council action – motion)*
- Emily Food Shelf request for a donation. Donation budgeted for \$250. *(Council action – motion)*
- Crow Wing County Historical Society request for a donation. Donation budgeted for \$100. *(Council approval – motion)*

## **CORRESPONDENCE:**

- ✓ Crow Wing County re: sealed bid auction for timber appraisals.
- ✓ Minnesota Paid Leave re: premium rate and launch in 2026.

## **Scheduled Upcoming Meetings:**

- Road Committee Meeting on Friday, March 14 at 2 p.m. at City Hall with Roosevelt Drive Bridge site visit.

## **ADJOURN**