

City of Emily

AGENDA

Tuesday, February 13, 2024

6:00 p.m. CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****PUBLIC HEARING – Proposed 2024-01 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- **MINUTES:** January 9, 2024 Council Meeting
January 9, 2024 EDA Meeting
August 8, 2023 Council Meeting
September 12, 2023 Council Meeting
September 25, 2023 Special Council Meeting
September 27, 2023 Special Council Meeting
- **FINANCIAL REPORT:** January 2024 Checking Beginning Balance \$1,344,573.03, Ending Balance \$1,144,433.26
- **RECEIPTS:** General \$50,272.93, Sewer \$15,371.97, Total \$65,644.90
- **CLAIMS FOR APPROVAL:** **\$273,290.88** for Pine River State Bank Checks #61126 to #**61198** and automatic withdrawals #330765 to #330771
- **INVESTMENTS (Market Value):** \$392,472.27
- **TOTAL CHECKING/INVESTMENTS:** \$1,536,905.53

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

- Resolution 24-12 Ratifying Amended Bylaws of the Emily Firemen's Relief Association with amendments for employment of all Emily First Response Unit members on the Emily Volunteer Fire Department and to Attachment A – Benefit Level with benefit level amount increase from \$1,750 per year to \$2,100 per year **effective 2-13-24**. (Ordinance revision would be needed before first responders are eligible for Fire Relief benefits.) *(Council action – motion)*
- Resolution 24-07 Accepting Donation to the City of \$5,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund. *(Council action – motion)*
- Decommission of Fire Department vehicles, including option to make the City's insurance coverage primary for any firefighter using a personal vehicle to tow a City owned trailer for \$12 per person. *(Council action – motion)*
- Quotes for purchase of items using Public Safety Aid funds (total of \$37,678): *(Council action – motion)*
 - Great Plains Fire for purchase of 5 sets of turnout gear for a total of \$15,425.
- Resignation of Craig Prokott from the Fire Department with required repayment of fire training of a total of \$1,604.99 (over \$100 per EVFD Bylaws) OR repayment provisions do not apply. *(Council action – motion)*

FIRST RESPONSE UNIT

- First Response Unit voted to approve joining the Emily Firemen's Relief Association. *(Information)*

- First Response Unit voted to approve repurposing the 2016 police squad pending the total cost to change the squad to an EMS rig and to hire inspection and possible repair of the front end. *(Information)*
- First Response Unit recommendation to hire Kaiser Jarvis as a first responder with no preemployment screenings or background check required. (Jarvis was hired as a firefighter in December 2023 and completed preemployment screenings and background check at that time.) *(Council approval – motion)*
- First Response Unit recommendation to hire Sarah Jarvis as a first responder pending preemployment screenings and background check. *(Council action – motion)*
- Resolution 24-08 Accepting Donation to the City of \$5,000 from the Outing Chamber of Commerce to the First Response Unit Equipment Fund. *(Council action – motion)*

LAW ENFORCEMENT

- Guardian Fleet Safety estimates to purchase 2016 Ford Explorer squad for \$7,500 and 2008 Ford Explorer squad for \$2,500. Possible plan to repurpose one vehicle as First Responder vehicle after removal of equipment. *(Council action – motion)*
- Plan for northern outpost for Sheriff Department: *(Information/Council action – motion)*
- Crow Wing County Sheriff's Office request to give presentation on partnering with the City for installation of a minimum of two Flock Safety automatic license plate reader systems for approximately \$2,500 to \$3,000 per system annually. *(Information/Council action – motion)*

WASTEWATER

- Quotes for budgeted liftstation pump replacement (one per year - 2024 - \$20,000) with Wastewater Operator recommendation of one WW Goetsch main liftstation pump: *(Council action – motion)*
 - WW Goetsch replacement liftstation pumps:
 - **Main liftstation** - hydromatic pump (chopper) with KSB adaptor, **\$600 install additional, for total of \$15,692**
 - White Pine liftstation – hydromatic pump (vortex) with KSB adaptor, install additional, for \$7,404
 - East County Road 1 liftstation – hydromatic pump (vortex) with KSB adaptor, install additional, for \$7,377
 - Pump Professional Pump Services:
 - **Main liftstation** – Sulzer ABS pump, including installation, for \$23,789
 - East County Road 1 liftstation - Sulzer ABS pump, including installation, for \$15,899

PLANNING & ZONING

- Resolution 24-11 Adopting Findings of Fact and Conditions of Approval for Conditional Use Permit application on behalf of: Red's Storage LLC at 43823 State Highway 6, PIN 21090613. *(Council action – motion)*
- Planning Commission request for enforcement of long term failed SSTS for PIN 21030564. *(Council action – motion)*
- Request for quotes to construct a doorway between the Planning and Zoning Office and Clerk's Office for Clerk's Office counter access and safety. *(Council action – motion)*

ATTORNEY

- Update on conciliation court case for unpaid attorney fees for a road vacation. *(Council action – motion)*

ROADS

- ~~Crow Wing County Annual Bridge Inspection Report for Bridge #L2877 Roosevelt Drive over Crooked Creek. *(Information/Council action – motion)*~~
- ~~Request for S.E.H., City Engineer, to develop plan for replacement of the Roosevelt Drive Bridge in 2024 (budgeted). *(Council action – motion)*~~
- McCoy Construction & Forestry Purchase Order for 2023 John Deere rubber tire backhoe loader with extending boom for \$139,200 (Sourcewell National Cooperative Purchasing Program pricing), with delivery in spring, invoice in June, and warranty options to be determined. **(Budgeted for \$140,000)** *(Council action – motion)*
- Dust control quote from Corbin Excavating, Inc. for 9,500 gallons of magnesium chloride at \$1.25 per gallon for a total of \$11,875. (Crow Wing County 2024 contractor). *(Council action – motion)*

- MnDOT speed study results of County Road 1 west of State Highway 6 for Crow Wing County Highway Department. *(Information)*

MAINTENANCE

CITY HALL

- Options for purchase and installation of bottle filling station/fountain for City Hall, including budgeted purchase or submission of grant application once funds become available. *(Council action – motion)*

CEMETERY

PARKS

- Request quotes to construct new pickleball courts. *(Council action – motion)*

LIBRARY

- Reappointment of Mikie Walker to the Library Board for a 3 year term of February 14, 2024 through December 31, 2026. *(Council action – motion)*
- Reappointment of Jan Mosman to the Library Board for a 2 year term of February 14, 2024 through December 31, 2025. *(Council action – motion)*
- Reappointment of Diana Lee to the Library Board for a 2 year term of February 14, 2024 through December 31, 2025. *(Council action – motion)*

PERSONNEL

- Pay Equity Implementation Report. *(Council action – motion)*
- Appointment of Faye Hughes to the Park Commission for a 3 year term of February 14, 2024 to December 31, 2026. *(Council action – motion)*
- Proposed Personnel Policy for revisions to Earned Sick and Safe Time (ESST) requirements for firefighters and first responders after League of Minnesota Cities (LMC) and Department of Labor and Industry guidance and removal of Section 11.01, Subsection a, Item #2 regarding Police Chief ESST calculations retroactive to January 1, 2024. *(Council action – motion)*
- Payout of Police Officer Mike Davis unused and accrued vacation and sick leave for a total of 72.34 hours for a total payout of \$1,482.97 after position terminated on December 12, 2023. *(Council action – motion)*
- Publication of Seasonal Maintenance Worker position(s) for up to 32 hours per week at \$18 per hour. *(Council action – motion)*
- Employee attendance of Safety and Loss Control Workshops on April 23 in St. Cloud with administrative and maintenance for \$20 per person plus reimbursement of mileage. *(Council action – motion)*
- Council attendance of LMC City Day on the Hill on March 7 for \$99 per person, hotel for up to \$250, and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2024-01 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2024-01 Fee Schedule Ordinance for publication. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Manganese deposit exploration update. *(Information)*
- Submissions for City slogan contest. *(Council action – motion)*

NEW BUSINESS:

- The Presidential Nomination Primary election will be held on Tuesday, March 5, 2024 from 7 a.m. to 8 p.m. at the Emily City Hall. *(Information)*
- 2023 Annual Clerk/Treasurer Financial Report. *(Council action – motion)*
- 2024 Summary Budget Statement and required publication. *(Council action – motion)*
- Resolution 24-09 Allowing Electronic Funds and Wire Transfers. *(Council action – motion)*
- Annual Emily Food Shelf request for a donation of \$250 (included in 2024 Budget). *(Council action – motion)*

- Resolution 24-06 Approving a Lawful Gambling Permit for Over the Hills Gang ATV Club to hold a raffle drawing on **August October** 5, 2024 at the Log Cabin Bar with no waiting period. *(Council action – motion)*
- Resolution 24-10 Approving a Lawful Gambling Permit and Approving Use of City Park, Parade, and Fireworks for Emily Day. *(Council action – motion)*
- Resolution 24-13 Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same for sale of the old Charter School lockers for \$5 each. *(Council action – motion)*
- Department of Natural Resources for burning permit issuance at City level. *(Council action – motion)*
- Request to determine interest in the City leasing land from a property owner at little or no cost for public use as an outdoor gun range. *(Information/Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing Power re: commercial rate increase effective March 1, 2024.
- ✓ LMCIT re: increase in Regional Safety Group Program rates.
- ✓ Ideal Township re: thank you for support of grant request from Sourcewell for Ideal Township Transfer Station office.

Scheduled Upcoming Meetings:

- March regular Council Meeting to be held on Wednesday, March 13, 2024 at 6 p.m. in the Emily City Hall Council Chambers due to township elections conflict.
- Public Hearing for Fee Schedule Ordinance revision recommended by Planning Commission on Wednesday, March 13, 2024 at 6 p.m.
- Schedule meeting to review ordinances for revisions, including additional firefighters.

ADJOURN



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

**PUBLIC HEARING
ON ADOPTING AMENDED
FEE SCHEDULE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, February 13, 2024 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2024-01 Fee Schedule Ordinance contains amendments to the following sections:

Section 50 Sewer	Update of 2024 Sewer Rates for annual 3% increase.
Section Miscellaneous	Addition of a charge to purchase lockers and reduction of the Contractor Water Use fee

The prior 2023-03 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2024-01 Fee Schedule Ordinance.

The public is invited to attend the February 13, 2024 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Fee Schedule Ordinance is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended Fee Schedule Ordinance shall take effect upon publication of the ordinance in the City's official newspaper.

Dated this 16th day of January, 2024.

Cari Johnson, MCMC
City Clerk/Treasurer

Minutes and Proceedings of the City
Council of the City of Emily in the
County of Crow Wing, State of Minnesota
Including accounts audited by said Council

January 9, 2024

The Emily City Council met for a regular meeting on Tuesday, January 9, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:03 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, attended remotely and Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Mayor Jones requested a motion of approval of the Consent Agenda including the Treasurer's Report from December 2023: Checking Beginning Balance \$894,045.39 and Ending Balance \$1,344,573.03; Receipts to General fund \$691,097.37, Sewer fund \$25,219.44, Total \$716,316.81; and Claims for Approval: \$218,121.74 including Pine River State Bank checks #61071 to #61125 and automatic withdrawals #330759 to #330764; Investments \$390,903.82; Total Checking/Investments \$1,735,476.85. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: Linda Peeples, Crosby-Ironton Courier, requested the Council consider the Crosby-Ironton Courier as the City's legal designated newspaper for 2024. Peeples reported legal notices may be accessed for no charge on the Crosby-Ironton Courier and Minnesota Newspaper Association websites.

FIRE DEPARTMENT: Chief Chad Genz reported the December Fire Department meeting was held with 18 members present and reported no fire calls. All equipment was checked and the Fire Hall was cleaned.

MAYOR JONES MADE THE MOTION TO CONFIRM THE 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. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-02 RATIFYING AMENDED BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the revision does not include a benefit level increase or addition of the Emily First Responders. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Resolution 24-03 Ratifying Amended Bylaws of the Emily Firemen's Relief Association with amendment to Attachment A – Benefit Level with benefit level amount increase from \$1,750 per year to \$2,500 per year was tabled until the next regular Council Meeting. The Emily Fire Relief Association will be considering a different benefit level amount increase at their next meeting as a compromise.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE REQUIRED 2024 MUNICIPAL CONTRIBUTION TO THE EMILY FIREMEN'S RELIEF ASSOCIATION OF \$16,896. COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included the budgeted additional \$44,000 municipal contribution is planned to be made after receipt of general property tax funds in June. The additional municipal contribution is

planned due to a deficit in the Emily Fire Relief Association pension fund. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed decommission of older Fire Department vehicles. The fire truck (Engine #3) that was replaced with the new fire truck last year is being stored in the Maintenance Shop. Chief Genz reported the Maintenance Department has a use for Engine #3 and Engine #3 could stay in the City when the other two fire trucks are needed for mutual aid. The insurance on Engine #3 was \$254 last year. Chief Genz reported the Polaris 6 wheeler has low miles, runs well, and may be used for rescues or mutual aid. There was a discussion regarding selling the Polaris and Engine #3, giving the current brush rig pickup truck to the Maintenance Department for seasonal maintenance to use, and purchasing a new crew cab pickup truck to pull the side by side trailer. The changes would provide more room in the Fire Hall. Councilmember Hemphill and Chief Genz will meet and review vehicle uses, options, efficiency, and resale values.

The City received \$37,678 in Public Safety Aid. Chief Genz will request quotes for turnout gear, radio for the new fire truck, and ram tool.

FIRST RESPONSE UNIT: Liaison Hemphill reported the December First Response Unit meeting was held and reported 10 calls. Training was held for variances. Nominations for a temporary assistant chief were made for the February meeting. Two First Responders will be attending the Arrowhead EMS Conference. The First Response Unit will be training with the Fire Department on CPR/BLS recertification.

LAW ENFORCEMENT: The Crow Wing County Sheriff's Office completed the clean out of the prior Emily Police Department. The Sheriff's Office requested the City install vinyl plank flooring in the main office area, leave the current carpet in the smaller office, and repaint the walls to prepare the offices to be used as a northern outpost.

The City received estimates from Guardian Fleet Safety to purchase the 2016 Ford Explorer squad for \$7,500 and the 2008 Ford Explorer squad for \$2,500. There is a possible plan to repurpose one vehicle as a First Responder vehicle after removal of equipment. The estimates were tabled until the February meeting.

In December the City paid for police liability insurance during the League of Minnesota Cities Insurance Trust (LMCIT) policy renewal. LMCIT reported the City would need to enter into a law enforcement services contract with another entity in order to cancel the liability insurance and receive a refund.

WASTEWATER: Nothing new to report.

PLANNING & ZONING: Nothing new to report.

ATTORNEY: No report.

ROADS: A Special Council Meeting is planned to review the condition of the roads with the City Engineers in the spring to update the proposed Feasibility Study.

MAINTENANCE: Maintenance Supervisor Brian Foster reported plowing and sanding roads, cutting trees, and general maintenance on buildings and equipment. **COUNCILMEMBER KOCH MADE THE MOTION TO PURCHASE DECALS FOR ALL CITY VEHICLES AND EQUIPMENT. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PERSONNEL: **MAYOR JONES MADE THE MOTION TO CLOSE THE MEETING FOR CONSIDERATION OF A PERSONNEL MATTER AND PRELIMINARY CONSIDERATION OF ALLEGATIONS OF MISCONDUCT AGAINST AN INDIVIDUAL SUBJECT TO THE CITY COUNCIL'S AUTHORITY UNDER MINNESOTA STATUTE 13D.05, SUBDIVISION 2(B). COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The meeting closed at 6:37 p.m.

The meeting re-opened at 6:55 p.m.

During the closed session the Council found disciplinary action may be warranted. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO REINSTATE CARY LEBLANC AS THE EMILY FIRST RESPONSE UNIT**

CHIEF EFFECTIVE IMMEDIATELY WITH A PROBATIONARY PERIOD OF SIX MONTHS WITH NO SAME OR SIMILAR INFRACTIONS OR OCCURRENCES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. COUNCILMEMBER HEMPHILL AMENDED THE MOTION TO INCLUDE NOT TO APPEAR AT A CALL OR WITH RESPECT TO ANY FIRST RESPONDER FUNCTIONS UNDER THE INFLUENCE OF ANY INTOXICANT WHATSOEVER, ANY NARCOTIC WHATSOEVER, OR ANY OTHER THING THAT MAY INFLUENCE HER ABILITY TO CARRY OUT HER DUTIES AND NOT JEOPARDIZE THE SAFETY OF THE PUBLIC. COUNCILMEMBER BUTCHER SECONDED THE AMENDMENT. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Councilmember Hemphill and Chief LeBlanc will inspect the squads to determine if one could be repurposed as a First Response vehicle.

The Council discussed the revised Personnel Policy, including State Earned Sick and Safe Time requirements. The extensive revision combines the City's prior Personnel Policy with the League of Minnesota Cities (LMC) Personnel Policy model and additional research as needed and was reviewed by the City Attorney. The LMC model was revised again on January 1, 2024, but this revision used the previous model. Another revision will be needed. Additional revisions to the presented policy included the second paragraph of Article III Definitions, Section 3.9 Full-Time Employee remains; all wording highlighted in blue remains for FMLA requirements because the City is obligated to follow FMLA requirements, but not all employees may be eligible; Article XI Leaves of Absence, Section 11.01 Earned Sick and Safe Leave, subsection (a) item 1 replacement of "Local No. 49 Union Agreement" with "collective bargaining agreement"; Article XI Leaves of Absence, Section 11.01 Earned Sick and Safe Leave, subsection (a) item 11 with addition of "annual" before "eligibility" in all three locations and removal of "moving forward" in the last sentence; Article XI Leaves of Absence, Section 11.01 Earned Sick and Safe Leave, subsection (e) first paragraph, second sentence with removal of "of a carry over waiver" and replacement with "of the appropriate receipt"; Article XI Leaves of Absence, Section 11.10 Victim or Witness Leave with removal of "Safety Leave under the Sick Leave Policy" in the last sentence and replacement with "Section 11.01 Earned Sick and Safe Leave"; Article XI Leaves of Absence, Section 11.20 Family and Medical Leave with removal of the last paragraph as follows: "The City of Emily does not employ 50 employees so employees do not qualify for FMLA protected leave. The employee calculation is based on employees earning minimum wage or above and excludes elected officials."; Article XVIII Employee Education & Training, Section 18.03 Job-Related Meetings with removal of "costing \$ _____ or less and directly related to the performance of the employee's work responsibilities do not"; and Article XVIII Employee Education & Training, Section 18.04 Request for Participation in Training & Conferences second paragraph with removal of "totaling more than \$ _____" from the first sentence. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PERSONNEL POLICY AS PRESENTED WITH THE DISCUSSED REVISIONS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CITY HALL: No report.

CEMETERY: Liaison Butcher reported 2 burials.

PARKS: No report.

LIBRARY: No report.

EMILY WATERS: MAYOR JONES MADE THE MOTION TO PUBLISH THE NOTICE REQUESTING APPLICATIONS FOR EMILY WATERS COMMITTEE MEMBERS AND ANNOUNCEMENT REGARDING ACCEPTANCE PERIOD OF EMILY LAKES AND RIVERS FUND APPROPRIATION APPLICATIONS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported continued assessing of the core samples through early spring. NSM's environmental consultants continued to visit the site to ensure all operations comply with the State's environmental requirements. Sandri reported since the primary purpose of the environmental visits deal with site reclamation, visits will be suspended during winter/frozen

conditions at the determination of the consultants. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing into 2024.

MAYOR JONES MADE THE MOTION TO PURCHASE AND INSTALL A "CARRY IN ONLY" SIGN AT THE DAHLER LAKE ACCESS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

NEW BUSINESS: The City received 86 submissions for the City slogan contest. The Council will review the submissions, each member will choose their top 5 slogans, and the 25 top slogans will be reviewed at the next regular Council Meeting.

The Council reviewed quotes for the 2024 legal newspaper designation. **MAYOR JONES MADE THE MOTION TO DESIGNATE THE CROSBY-IRONTON COURIER AS THE LEGAL NEWSPAPER FOR 2024. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-01 STATING ANNUAL DESIGNATIONS AS PRESENTED WITH REVISIONS/ADDITIONS AS FOLLOWS:

OFFICIAL NEWSPAPER	CROSBY-IRONTON COURIER
ACTING MAYOR	ANDREW HEMPHILL
PARK LIAISON	GERHART HANSON, JR.
CEMETERY LIAISON	GERHART HANSON, JR.
LAW ENFORCEMENT LIAISON	BRYCE BUTCHER
WASTEWATER LIAISON	GERHART HANSON, JR.
MAINTENANCE/SAFETY LIAISON	TRACY JONES
EMILY 125TH ANNIVERSARY	TRACY JONES
PERSONNEL COMMITTEE	TRACY JONES AND ANDREW HEMPHILL
ROAD COMMITTEE	BRYCE BUTCHER AND ANDREW HEMPHILL

COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-04 DESIGNATING A DEPOSITORY FOR CITY FUNDS AS PINE RIVER STATE BANK AND PERSHING WEALTH SOLUTIONS BNY MELLON. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-05 APPROVING PINE RIVER STATE BANK AND PERSHING WEALTH SOLUTIONS BNY MELLON ACCOUNT(S) SIGNERS AS FOLLOWS:

- **PINE RIVER STATE BANK SIGNERS TRACY JONES, ACTING MAYOR ANDREW HEMPHILL, ALTERNATE COUNCILMEMBER GREGORY KOCH, CARI JOHNSON, AND AMY PROKOTT WITH REMOVAL OF SIGNER GERHART HANSON, JR.**
- **PERSHING WEALTH SOLUTIONS BNY MELLON SIGNERS TRACY JONES, ACTING MAYOR ANDREW HEMPHILL, AND CARI JOHNSON WITH REMOVAL OF SIGNER GERHART HANSON, JR.**

COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE THE PINE RIVER STATE BANK PLEDGED SECURITIES FOR THE CITY OF EMILY CHECKING ACCOUNT AS PRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT THE 2024 IRS STANDARD FEDERAL MILEAGE RATE AT \$.67 PER MILE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE BOND TRUST SERVICES PAYMENTS FOR A TOTAL OF \$154,825 PLUS \$675 IN AGENT FEES AS FOLLOWS:

303 DEBT SERVICE FUND – 2012 CITY HALL IMPROVEMENT BOND - \$42,787.50 AND \$475
304 DEBT SERVICE FUND – 2014 ROAD IMPROVEMENT BOND - \$38,946.25 AND \$100
602 SEWER FUND – 2013 SEWER PROJECT BOND - \$73,091.25 AND \$100

COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The proposed Criminal History Background Checks Policy for Employment and License Applicants needs more revision before consideration.

MAYOR JONES MADE THE MOTION TO APPROVE THE REQUEST FOR RESERVATION OF THE DOWNTOWN PARK PAVILION FOR MAY 2ND THROUGH MAY 5TH FOR THE ANNUAL BLOOD TRACKING DOG TESTING EVENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CORRESPONDENCE: Discussion included Ehlers regarding the annual Written Municipal Advisor Client Disclosure.

SCHEDULED UPCOMING MEETINGS: A Public Hearing for annual Fee Schedule Ordinance update will be held on Tuesday, February 13, 2024 at 6 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:46 P.M. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the
Economic Development Authority
of the City of Emily in the
County of Crow Wing, State of Minnesota

January 9, 2024

The Emily Economic Development Authority (EDA) met for a regular meeting on Tuesday, January 9, 2024 in the Council Chambers and was called to order by Mayor Jones at 7:46 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Also present was Cari Johnson, City Clerk/Treasurer.

The EDA reviewed economic development priorities and applications are being accepted for a Rural Child Care Innovation Program. There was a discussion regarding preliminary discussions being held between a few entities regarding possible workforce housing in Emily.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:48 P.M.
COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER,
HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the City
Council of the City of Emily in the
County of Crow Wing, State of Minnesota
Including accounts audited by said Council

August 8, 2023

The Emily City Council met for a regular meeting on Tuesday, August 8, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting and opened the Public Hearing at 6:00 p.m. The proposed 2023-02 Fee Schedule Ordinance included revisions to Section 152 Land Use and Subdivisions for update to E911 Address Assignment and Signs fee with an increase to \$100 and addition of a nonrefundable \$50 Permit Extension Request Fee for a second request for a land use permit extension which would be considered by the Planning Commission. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing and reopened the regular Council Meeting at 6:01 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the July 11, 2023 Council Meeting and the Treasurer's Report from July 2023: Checking Beginning Balance \$1,142,686.34 and Ending Balance \$1,214,860.72; Receipts to General fund \$228,267.04, Sewer fund \$56,762.53, Total \$285,029.57; and Claims for Approval: \$221,140.65 including Pine River State Bank checks #60643 to #60674 and automatic withdrawals #330714 to #330718; Investments \$377,705.88; Total Checking/Investments \$1,592,566.60.
COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

SPEAKERS: Crow Wing County Commissioners Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Doug Houge, County Administrator Tim Houle, Land Services Director Gary Griffin, and Environmental Services Specialist Tom Strack presented a concept plan for the proposed Little Emily Lake County Park. Commissioner Doug Houge reported in early May the County held a public meeting at the proposed Little Emily Lake County Park site and took comments and concerns. Houge reported after the meeting the Land Services Department developed a proposal which the County felt addressed the concerns raised at the May meeting. Gary Griffin reported one of the major concerns raised regarding the proposed County Park was construction of a boat launch on Little Emily Lake, including the potential of introduction of aquatic invasive species. Griffin reported the current proposal includes a canoe or kayak carry in only access with no boat ramp. Griffin reported the threat of introduction of aquatic invasive species would be minimal with the carry in only access and the lake would not be monitored. Griffin reported another concern raised was regarding wetlands on the proposed site. The County had the property delineated for wetlands, met with the area Department of Natural Resources (DNR) hydrologist on site, and determined the best locations for the beach and other buildings. Griffin reported a raised concern regarding storm water and reported mitigation of storm water is planned by leaving natural berms at the lake shore in the beach area. Griffin reported the ATV trails would remain open and fully in use. The County is working on a plan to widen the access road for dual use as the ATV trail. Griffin reported no current plan to pave the access road. Griffin reported confidence in the County Board committing to maintaining the park and the road to the park. Griffin will discuss the possibility of signage or a turn lane on State Highway 6 with the County Engineer.

Gary Griffin reported the Little Emily Lake location could be a great park with minimal impact to the environment. Griffin reported the County currently maintains five main parks, including two island parks in the White Fish chain, Fire Tower Park, Milford Memorial Park, and South Long Lake Community Park. Griffin reviewed usage of the

County parks and it is estimated the Little Emily Lake County Park could have usage of 16,000 to 20,000 cars per year. Griffin reported the park would be open spring through fall according to the weather. The walking trails could be used for snowshoeing in the winter, but the facilities would not be available.

Jack Henderson, City Summer Marketing Intern, presented a proposed new City website. Henderson developed a new fully functional website that is ready to replace the current website. Henderson reported over the last month he has been running tests on the website and it is working properly, including the mobile version. Henderson demonstrated a comparison of the new website and the current website. Henderson reported the priorities for the website design were ease of maintenance and streamlining sections. Henderson condensed and organized the website information. Henderson is confident he can train the Clerk's Office staff to maintain the website. Henderson reported once the domain name is transferred the new website would be active. Henderson reported the current website is increasing costs to approximately \$2,000 annually, but the new website would cost approximately \$450 annually.

CITY HALL: MAYOR JONES MADE THE MOTION TO APPROVE REPLACEMENT OF THE CURRENT CATALIS WEBSITE WITH THE PROPOSED NEW WIX WEBSITE DEVELOPED BY THE SUMMER MARKETING INTERN, INCLUDING TRANSFER OF THE DOMAIN NAME. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PUBLIC FORUM: Kirk Soldner commented on the proposed Little Emily Lake County Park. Soldner reported the new plan for the County park does not address his concerns. Soldner's concerns included the projected usage would not provide a quiet, natural experience, the park plan is not consistent with Emily Comprehensive Plan, the location is almost intolerable due to insects for much of the summer, a park would provide incentive for shoreline development along with increased use, loss of pristine lake water, shallow lake, projects maintenance costs would be higher than anticipated, and sensitive shoreline with regards to foot traffic. Soldner recommended a sustainable use plan for the lowest possible impact.

Fred Capra commented on the proposed Little Emily Lake County Park. Capra's concerns included moving forward with the proposed plan with so much opposition, insect issues, maintenance costs, and possible contamination of Little Emily Lake.

Jane Davis commented on the proposed Little Emily Lake County Park. Davis' concerns included flourishing tourism adds pressure to environmentally sensitive lakes and wetlands and the City needs to strike a balance between the lake and visitors.

Jan Mosman commented on the proposed Little Emily Lake County Park. Mosman's concerns included vandalism. Griffin reported there has been vandalism at the County parks, so the County has invested in cameras, gates that close at night, and signage and the County is responsive to repairing damages.

Kathy Findlay commented on the proposed Little Emily Lake County Park. Findlay's concerns included other lakes would have better beach locations, maintaining a quiet lake experience for visitors, loss of tourism, and cost of maintenance.

Joe Datzman commented on the proposed Little Emily Lake County Park. Datzman's concerns included loss of the pristine lake, loss of incentive to conserve the land, and the updated plan does not address a majority of the raised concerns. Datzman requested minimal impact to the lake.

Mary Peters commented on the proposed Little Emily Lake County Park. Peters' concerns included loss of peace and quiet, removal of trees for facilities, and loss of wildlife habitat.

David Moe commented on the proposed Little Emily Lake County Park. Moe's concerns included loss of pristine lake and trees.

Terry Usherwood commented on the proposed Little Emily Lake County Park. Usherwood's concerns included fluctuating lake water levels and loss of peace and quiet.

Gary Griffin reported no tax funds have been used to create or maintain current County parks and that remains the plan moving forward. Maintenance and upkeep of County parks are completed using funds from timber revenues.

ROADS: COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-35 REVISING THE 2023 ADOPTED BUDGET FOR FUNDING FOR THE EMILY DAM REPAIR PROJECT AS FOLLOWS:

POLICE PATROL: SQUAD CAR	(\$16,000)
ROAD AND BRIDGE EQUIPMENT: MAINTENANCE TRUCK	(\$4,000)
BRIDGES, VIADUCTS AND GRADE SEPARATIONS: EMILY DAM REPAIR	\$20,000

COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Alex Voit, S.E.H., City Engineers, reported no permitting is required by the DNR for the work as proposed by JF Brennan to repair the Emily Dam. JF Brennan would inspect the Emily Dam and either inject chemical grout or pour a concrete box in the corner of the weir to repair the leak. **MAYOR JONES MADE THE MOTION TO APPROVE THE TIME AND MATERIALS ESTIMATE FROM JF BRENNAN FOR THE 2023 EMILY DAM REPAIR PROJECT FOR AN ESTIMATED \$15,000 TO \$20,000. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER HANSON MADE THE MOTION TO REMOVE THE MNDOT PROGRESS ON RESOLUTION OF 2019 STATE HIGHWAY 6 ROAD CONSTRUCTION PROJECT ISSUES AGENDA ITEM. MAYOR JONES SECONDED THE MOTION. Discussion included the only remaining open item is the MnDOT storm drain issue, which is being repaired by MnDOT. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAINTENANCE: Maintenance Supervisor Brian Foster reported mowing sewer ponds, brushing roads, mowing ditches, and general maintenance. The new snowplow truck has been received. Storm damaged trees in the City right-of-way are being trimmed for visibility reasons.

CEMETERY: No report.

MAYOR JONES MADE THE MOTION TO APPROVE CLERK AND DEPUTY CLERK ATTENDANCE AT A MINNESOTA ASSOCIATION OF CEMETERIES CEMETERY MANAGEMENT COURSE ON WEDNESDAY, SEPTEMBER 20, 2023 IN PRIOR LAKE FOR \$125 PER PERSON PLUS REIMBURSEMENT OF HOTEL, MILEAGE, AND MEALS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PARKS: COUNCILMEMBER HEMPHILL MADE THE MOTION TO SUPPORT THE CROW WING COUNTY CONCEPT PLAN FOR LITTLE EMILY LAKE COUNTY PARK. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included balancing public comment with what is right for the City, Crow Wing County adjusting their plans after receiving comments, public benefit of beach and park, threat of aquatic invasive species, and concern for vandalism. **ROLL CALL VOTE – JONES, BUTCHER, AND HEMPHILL VOTED AYE. HANSON AND KOCH VOTED NAY. THE MOTION PASSED.**

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-37 ACCEPTING DONATION TO THE CITY OF A MEMORIAL PARK BENCH BY THE FAMILY AND FRIENDS OF JOSHUA THESING TO BE INSTALLED AT THE DOWNTOWN CITY PARK TO CITY SPECIFICATIONS AND IN THE SAME STYLE AS THE EXISTING BENCHES. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE THE RESIGNATION OF MATTHEW HORWATH FROM THE PARK COMMISSION EFFECTIVE JULY 19, 2023. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE THE RESIGNATION OF KALE JONES FROM THE PARK COMMISSION EFFECTIVE JULY 20, 2023. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LIBRARY: COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-31 ACCEPTING DONATION TO THE CITY OF \$409 FROM MULTIPLE ANONYMOUS DONORS AT THE JULY 14 BOOK SALE TO FUND 211 LIBRARY FOR USE BY THE CITY OF EMILY PUBLIC LIBRARY. COUNCILMEMBER BUTCHER

SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF EDIE BREKKEN FROM THE LIBRARY BOARD EFFECTIVE JULY 15, 2023. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PERSONNEL: MAYOR JONES MADE THE MOTION TO APPOINT KENNY RODEN TO THE EMERGENCY MANAGEMENT DIRECTOR POSITION EFFECTIVE AUGUST 9, 2023. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRE DEPARTMENT: Liaison Butcher reported the July Fire Department meeting was held with 17 members present and reported 2 fire calls. Equipment and SCBAs were checked and clean up was completed after Emily Day.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-32 ACCEPTING DONATION TO THE CITY OF \$2,000 FROM THE EMILY FIREMEN’S RELIEF ASSOCIATION FOR THE FIREMEN’S EQUIPMENT FUND. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE PAYMENT TO CUSTOM FIRE FOR ENGINE #2 OF \$25,000 PLANNED DOWN PAYMENT AND \$75,541.20 FOR THE CHANGE ORDER FOR A TOTAL OF \$100,541.20 FROM DONATED FIREMEN’S EQUIPMENT FUNDS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Liaison Hemphill reported the First Response Unit August meeting was held with 9 members present and reported 8 medical calls in July. On-scene etiquette was discussed. Preparations for the Hands Only CPR and AED Training were discussed. The First Responders will paint and reorganize the First Response Unit office.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-30 ACCEPTING DONATION OF \$1,127.17 TO THE CITY FROM THE EMILY VOLUNTEER FIRE DEPARTMENT FOR THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Hands Only CPR and AED Training will be held on Thursday, August 17, 2023 at 7 p.m. in the Emily City Hall Gymnasium for the public for no cost.

POLICE DEPARTMENT: No report.

WASTEWATER: Ritter and Ritter reported the Agreement for Maintenance Services for the City of Emily was cancelled in 2022, but the City does not have record of the documentation Ritter and Ritter reports was sent. The April 14, 2022 letter from Ritter and Ritter was provided and stated effective immediately Ritter and Ritter will no longer be offering cleaning and televising contracts because their employees voted to join a labor union, which will cause an immediate and significant price increase. The letter stated Ritter and Ritter would quote work on a yearly basis if the City is in need of cleaning, televising, or grouting services, but will not be providing liftstation cleaning services. **COUNCILMEMBER KOCH MADE THE MOTION TO ACCEPT RITTER AND RITTER’S INTERPRETATION THAT THE 2008 CONTRACT WAS CANCELLED BY VIRTUE OF RITTER AND RITTER’S NOTICE LAST YEAR AND THE EMILY CITY COUNCIL THUS REGARDS THE CONTRACT TO NO LONGER BE IN PLACE. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City received two quotes for cleaning and televising half of the City’s sewer mains and liftstations. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE QUOTE FROM NELSON SANITATION AND RENTAL FOR A TWO YEAR PROPOSAL WITH ANNUAL COSTS OF MOBILIZATION OF \$300 AND CLEANING AND TELEVISIONING 7,500’ OF SEWER MAIN AT \$1.37 PER LINEAR FOOT FOR \$10,275 FOR AN ANNUAL TOTAL OF \$10,575 PLUS ADDITIONAL LIFTSTATION CLEANING OF \$290 PER HOUR. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PLANNING & ZONING: Liaison Koch reported the Planning Commission is recommending approval of two Conditional Use Permit applications. Koch reported the first recommendation is regarding the property north of Dollar General for a commercial mini storage business. The Conditional Use Permit would approve construction of the storage business with requirements not to exceed the impervious coverage limit and to construct a 10' by 10' holding pond in one corner for runoff. The permit does not include construction of a driveway. The Council tabled Resolution 23-33 for the Emily Ace Storage LLC Conditional Use Permit application for the Planning Commission to provide additional information regarding access to the property, clarification of the impervious coverage limit, and a map of the location of the proposed storage units.

Koch reported Redd's Storage LLC requested an extension of their Conditional Use Permit and requested modification of the permit by reducing the amount and size of the tree plantings from the original recommendation. The Planning Commission approved Redd's Storage LLC constructing a 2' berm along State Highway 6 and planting 4' to 5' tall trees on the berm to increase the height and for the trees to be planted 18' apart for screening. **MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-34 ADOPTING FINDINGS OF FACT AND CONDITIONS OF APPROVAL FOR MODIFICATION TO PREVIOUSLY APPROVED CONDITIONAL USE PERMIT APPLICATION OF REDD'S STORAGE LLC TO OPERATE A COMMERCIAL MINI STORAGE BUSINESS WITHIN THE HIGHWAY MIXED USE ZONING DISTRICT ON THE PROPERTY LOCATED AT 43823 STATE HIGHWAY 6, PIN 21090613. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ATTORNEY: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The proposed 2023-02 Fee Schedule Ordinance includes revisions to update the E911 Address Assignment and Signs fee with an increase to \$100 due to a Crow Wing County increase in fee from \$75 and addition of a nonrefundable \$50 Permit Extension Request Fee for a second request for a land use permit extension which would be considered by the Planning Commission. **MAYOR JONES MADE THE MOTION TO ADOPT 2023-02 FEE SCHEDULE ORDINANCE REVISION AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF 2023-02 FEE SCHEDULE ORDINANCE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Crow Wing County notified the City of consideration of a proposed Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. The ordinance would include no consumption in any public place or place of public accommodation and would not apply in any city that chooses to regulate public consumption. Crow Wing County requested feedback on the proposed ordinance.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued exploration drilling on leased lands. Sandri reported as of the end of July twenty-nine diamond drill holes had been drilled, which completed the current drill program. Electric Metals announced its second results from the 2023 drill program. Sandri reported NSM's environmental consultants continue to visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The DNR and Minnesota Department of Health have also visited the site and will continue to do so periodically during the drilling program. Sandri reported with the completion of the current drilling program, limited additional activities will take place over the next few months, including site reclamation. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023.

The City of Emily is holding a public informational meeting at the Emily City Hall Gymnasium on Tuesday, August 15, 2023 to discuss and address the exploration of Emily's manganese deposits. The meeting will include an open house from 2 to 6 p.m. and panel discussion from 6:30 to 9 p.m. Josh Netland will be the panel discussion moderator and light refreshments will be provided by City. The open house attendees are planned to include the Emily City Council, Minnesota DNR, Minnesota Department of Health Well Management, Electric Metals, NSM, Crow Wing Power, Cooperative Mineral Resources, Hunt Technologies, People's Security Company, Emily Mine Information Group, and Carlton Group. The open house attendees have been requested to participate in the panel

discussion. The Minnesota DNR declined to participate in the panel discussion because they are considering the current lease applications and were not involved in what happened in the past and the Emily City Council will not be participating in the panel discussion.

Clean Up Day will be held on Saturday, September 16, 2023 from 9 a.m. to 12 p.m. at the Emily Maintenance Shop on County Road 1. The price is \$5 per vehicle load with possible additional charges for materials, Crow Wing County Solid Waste coupons may be used to cover the price, but the \$10 coupon is non-refundable. Councilmember Hemphill will take point on the Clean Up Day preparations. Mayor Jones will contact Emily Roll-Off for a quote.

NEW BUSINESS: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE ANY COUNCILMEMBER OR PLANNING COMMISSION MEMBER TO ATTEND SOURCEWELL OPEN MEETING LAW AND DATA PRACTICES TRAINING FOR FREE ON THURSDAY, SEPTEMBER 7, 2023 FROM 9 A.M. TO NOON IN STAPLES PLUS REIMBURSEMENT OF MILEAGE AND MEALS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The 2024 Preliminary City Tax Levy is due on October 2, 2023.

CORRESPONDENCE: None.

SCHEDULED UPCOMING MEETINGS: The Emily Manganese Deposit Exploration Meeting will be held on Tuesday, August 15 from 2 to 9 p.m. MAYOR JONES MADE THE MOTION TO SCHEDULE THE TRUTH IN TAXATION PUBLIC HEARING FOR TUESDAY, DECEMBER 12, 2023 AT 6 P.M. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADJOURN THE MEETING AT 8:00 P.M. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the City
Council of the City of Emily in the
County of Crow Wing, State of Minnesota
Including accounts audited by said Council

September 12, 2023

The Emily City Council met for a regular meeting on Tuesday, September 12, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Susan Schiessl, City Auditor, attended remotely and Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting and opened the Public Hearing at 6:00 p.m. The proposed 2023-03 Fee Schedule Ordinance included revisions to Section 152 Land Use and Subdivisions for update to Sewage Treatment System fee from \$250 to \$260 due to an increase in the SSTS Inspector's fee and addition of Boundary Line Adjustments fee of \$150 as recommended by the Planning Commission. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing and reopened the regular Council Meeting at 6:02 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Mayor Jones requested a motion of approval of the Consent Agenda including the Treasurer's Report from August 2023: Checking Beginning Balance \$1,214,860.72 and Ending Balance \$1,050,943.61; Receipts to General fund \$14,055.30, Sewer fund \$1,682.13, Total \$15,737.43; and Claims for Approval: \$176,576.13 including Pine River State Bank checks #60675 to #60803 and automatic withdrawals #330719 to #330736; Investments \$383,599.32; Total Checking/Investments \$1,434,542.93. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Susan Schiessl, City Auditor, Clasen & Schiessl CPAs, presented an overview of the 2022 draft Audit financial statements. The Independent Auditor's Report identified an adverse opinion on U.S. generally accepted accounting principles because the City prepares financial statements on the regulatory (cash) basis, and not the accrual basis. The report identified an unmodified (clean) opinion on the financial statements prepared on the regulatory basis of accounting, which Schiessl reported is the goal of the audit. The audit reported on the two types of City funds: governmental funds, including the general fund and other operating funds of the City, and the proprietary (enterprise) fund, which is the wastewater fund and operates as a for profit business. The 2022 total cash and investments of the general fund and other operating funds of the City were \$1,276,980 and all other nonmajor governmental funds combined had a total of \$69,477. The City's two largest receipt totals were \$1,096,117 in property taxes and \$189,932 in intergovernmental revenue. Disbursements included a capital lease payment of \$525,000 for a new fire truck. The total of the enterprise fund cash and investments was \$107,342. The enterprise fund operating income was \$34,103 and the change in net cash position was \$21,915. The City's actual disbursements were \$1,731,653, which exceeded the budgeted disbursements of \$1,479,724. The City's carrying (or cash) balance of all funds at year end was \$1,082,510. The total of the City's investments at year end was \$371,289. The City had interfund transfers between debt service funds of a total of \$11,433. Compensated absences are the accrued and unused vacation and sick time that would be paid out if all employees were to leave under good circumstances. The total compensated absences would be \$23,248. The City's debt at the end of 2022 included \$560,000 in governmental fund bonds, \$681,803 for three capital leases, and \$1,005,000 for the sewer fund bond. At the end of 2022 the governmental cash fund balances included restricted funds of \$60,000 for park dedication funds and \$141,780 for debt service; committed funds, assigned funds (designated funds which could be moved with

Council approval for a designated purpose), and unassigned funds. In 2022 the City received \$197,048 less than budgeted in property taxes and spent more than budgeted with the issuance of the capital lease for the new fire truck. The nonmajor governmental funds include special revenue funds and debt service funds. The Accounts Receivable total at year end 2022 was \$112,348, which are amounts due to the City in 2022 that were not received until 2023. The Accounts Payable total at year end 2022 was \$69,224, which are goods or services the City received in 2022 that the City did not pay for until 2023. Schiessl reported no findings regarding legal compliance and the City's records were in good order. The 2022 General Fund balance increased by \$157,956 ending at \$1,276,980. Schiessl reported the ending fund balance represents 73.7% of general fund disbursements and other financing uses incurred for the year, so the City would be able to operate 9 months with no receipts with the same amount of disbursements. The City received 16.3% higher than budgeted in 2022 and disbursed 17% higher than budgeted, which cancelled each other out. The City received 72% of governmental fund receipts from property taxes and 12% from intergovernmental revenue. The majority of the City's disbursements went to capital outlay in 2022 and then were evenly spread between general government, public safety, and slightly less to streets and highways. The City received 51% of enterprise funds from charges for services and 44% from property taxes. City disbursements for the enterprise fund include 66% to debt principal and interest and 21% to repairs and maintenance. Schiessl reported the only two findings for the City are findings seen in almost every small government and are the same findings as prior years. The City does not have an accounting department large enough to segregate all the duties that are suggested to be segregated so received a lack of segregation of accounting duties material weakness finding. The City was required to hire auditors to complete preparation of the financial statements and related footnotes so received a significant deficiency finding. The Council thanked Schiessl for attending the meeting.

FIRE DEPARTMENT: Chief Chad Genz reported the August Fire Department meeting was held with 14 members present and reported 6 fire calls. Equipment and SCBAs were checked. Training was completed on wildfires. Pump testing was completed on Engines #1 and #2 and all trucks were serviced.

The Emily City Council discussed possible combination of the Emily Volunteer Fire Department and Emily First Response Unit and the following possible revisions to the Emily Firemen's Relief Association Bylaws: addition of ten Emily First Responders to the Emily Firemen's Relief Association and requested increase to the annual lump sum benefit from \$1,750 to \$2,500. The Fire Relief vesting schedule would remain at 10 years to be fully vested and the lump sum benefit would not be retroactive for the joining First Response Unit members. With ten additional Fire Relief members and the requested benefit level increase there would be a projected City shortfall of \$60,873. The First Responders cannot have a separate retirement plan so must join the Fire Relief Association to have a retirement benefit. The City needs to have a competitive benefit to retain and attract volunteers and providing a retirement benefit to the First Responders would be beneficial. Chief Genz reported the current benefit level is not level with other area associations, the benefit level has not been increased in a while, and the benefit level needs to be raised. The State Auditor reports benefit level changes must first be discussed and adopted by the relief association through a change in its bylaws and then the relief association should seek municipal approval of the benefit level change. A meeting will be held to review the options in the State Auditor's Fire Relief Bylaws template for possible revision of the Emily Firemen's Relief Association Bylaws with a plan to present the revised bylaws for approval at the next Fire Relief meeting.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE FIRE ENGINE #1 LEASE PAYMENT OF \$34,664.96 TO SANTANDER LEASING AS BUDGETED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE FIRE ENGINE #2 LEASE PAYMENT OF \$44,900 TO COMMUNITY LEASING PARTNERS AS BUDGETED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-39 ACCEPTING DONATION TO THE CITY OF \$10,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION WITH \$6,000 TO THE FIREMEN'S EQUIPMENT FUND AND \$4,000 TO THE CELEBRATE EMILY DAY COMMITTEE FOR EMILY DAY FIREWORKS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-37 TO APPROVE INTERNAL REINVESTMENT OF FUNDS TO MOVE \$15,000 IN INVESTED FUNDS FOR FIRE ENGINE #2 FROM 225 FIREMEN'S EQUIPMENT FUND TO 100 GENERAL FUND AND TO TRANSFER \$15,000 FROM THE CHECKING

ACCOUNT 100 GENERAL FUND TO 225 FIREMEN'S EQUIPMENT FUND FOR THE PURPOSE OF KEEPING THE CURRENT INVESTMENT PORTFOLIO TOTAL AND BALANCING THE ACCOUNTING FUNDS. THE MARKET VALUE AMOUNT OF THE INVESTMENT WILL BE USED AS NEEDED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the First Response Unit September meeting was held with 7 members present and reported 14 medical calls in August. The First Responders had a meet and greet for the new CRMC educator and discussed future training needs. The First Responders voted to recommend the Council approve hiring Nicholas Davis. The First Responders will be working on cleaning, painting, and organizing the supply room and rig. Chief LeBlanc reported the unit has ten members with Nicholas Davis, the unit may have up to 15 members, and 8 to 12 members work well for coverage most of the time. Chief LeBlanc reported it would be easier to attract new members if a pension plan were provided. There are grant opportunities for combined fire and first response departments that are not available to separate departments.

MAYOR JONES MADE THE MOTION TO HIRE NICHOLAS DAVIS AS A FIRST RESPONDER PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-36 ACCEPTING DONATION TO THE CITY OF \$3,000 FROM THE OUTING CHAMBER OF COMMERCE FOR THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT RESOLUTION 23-38 ACCEPTING DONATION TO THE CITY OF \$1,568 FROM THE ROOSEVELT AND LAWRENCE AREA LAKES ASSOCIATION TO THE FIRST RESPONSE UNIT EQUIPMENT FUND.

POLICE DEPARTMENT: The Council discussed the temporarily deactivated Emily Police Department. The City has received applications for the Police Chief position and the position is still open. The City Attorney will be contacted to determine the correct process for Council notification of the application process. Required Council oversight of the Police Department was discussed. There was a discussion about the possibility of the Crow Wing County Sheriff's Office having a location in Emily City Hall in the Police Department office as an alternative solution. The Sheriff's Office had submitted a bid to provide 60 hours of dedicated coverage to the City, but having a northern outpost in Emily would be different. The Sheriff's Office is currently providing law enforcement coverage for the City. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE MAYOR JONES CONTACTING THE CROW WING COUNTY SHERIFF'S OFFICE TO EXPLORE ALTERNATIVE OPTIONS FOR LAW ENFORCEMENT COVERAGE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

WASTEWATER: Nothing new reported.

PLANNING & ZONING: Chair David Johnson reported the Planning Commission reviewed the proposed Conditional Use Permit application for Emily Ace Storage LLC as requested by the Council. The Planning Commission made no revisions and sent the Conditional Use Permit application back to the Council with a recommendation to approve as presented. The Council discussed an issue between the application and the site plan regarding calculations for square footage of the storage unit buildings and the resulting amount of impervious coverage and an issue with the lot dimensions. The property owner reported the site plan is correct with four 112' by 40' buildings for a total of 17,920 square feet with 24.5% impervious coverage. The maximum percent of impervious coverage is 25%, so the site plan meets requirements. The Council requested an application with updated dimensions be included in the property file. The property owner reported there is no plan to construct a driveway due to minimal use. **MAYOR JONES MADE A MOTION TO ADOPT RESOLUTION 23-33 ADOPTING FINDINGS OF FACT AND CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF EMILY ACE STORAGE LLC TO OPERATE A COMMERCIAL MINI STORAGE BUSINESS WITHIN THE COMMERCIAL TRANSITION/LIGHT INDUSTRIAL ZONING DISTRICT ON THE PROPERTY LOCATED AT 40109 SAWMILL RD, PIN 21270736, INCLUDING AN AMENDMENT TO INCLUDE A CONDITION THAT THE BUILDING AND LOT DIMENSIONS ON THE CONDITIONAL USE PERMIT APPLICATION AND SITE PLAN MUST BE UPDATED TO MATCH. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ATTORNEY: No report.

ROADS: MAYOR JONES MADE THE MOTION TO APPROVE THE JF BRENNAN AGREEMENT TO REPAIR THE EMILY DAM ON A TIME AND MATERIALS BASIS FOR AN ESTIMATED \$18,575.70, AFTER REQUIRED FOUR DAYS' NOTICE PER EMILY DAM EASEMENT AGREEMENT. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the Minnesota Department of Transportation (MnDOT) speed zone study results for State Highway 6. MnDOT plans to update the speed zones, including introduction of transitional speed limit zones, as follows:

- 55 miles per hour (mph) speed limit will be raised to 60 mph
- 45 mph transitional speed limit near the Dahler Avenue junction to north of the Emily City Hall driveway
- 45 mph transitional speed limit from the junction with Bloomquist Drive/South Bay Drive to north of the grocery store

MnDOT has submitted the speed zone study to the State, but the State may take a Council recommendation for revision into account when making their decision. **MAYOR JONES MADE THE MOTION TO REQUEST MNDOT REVISE THE PLAN FOR SPEED ZONE UPDATE IN THE CITY AS FOLLOWS: EXTEND THE NORTH 45 MPH TRANSITIONAL SPEED LIMIT ZONE TO POPLAR DRIVE, KEEP THE NORTH AND SOUTH 30 MPH SPEED LIMIT ZONES AS IS, AND EXTEND THE SOUTH 45 MPH TRANSITIONAL SPEED LIMIT ZONE TO THE EMILY DAM ROAD. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAINTENANCE: Maintenance Supervisor Brian Foster reported mowing ditches, brushing roads, cutting trees, brush dump work, and general maintenance.

CITY HALL: MAYOR JONES MADE THE MOTION TO WAIVE THE CITY HALL RENTAL DEPOSIT FEE FOR CROSBY-IRONTON SCHOOL DISTRICT TO HOLD A SPECIAL ELECTION ON TUESDAY, NOVEMBER 7, 2023 FROM NOON TO 8 P.M. IN THE EMILY CITY HALL GYMNASIUM. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CEMETERY: Liaison Butcher reported 4 lots sold.

PARKS: The Park Commission discussed various possible park projects at their last meeting, including reconstructing or resurfacing the tennis courts and converting them to include pickleball striping, installation of an electronic scoreboard at the softball fields, and reconditioning portions of the dugouts at the softball fields. Additional Park Commission members are needed. The City has \$60,000 in dedicated park funds with a total of \$119,000 in the Parks Fund. The dedicated park funds may be used for new equipment and improvements, but not for maintenance. There was a recommendation to move the equipment shed and batting cage closer to the ballfields. Priorities need to be determined for projects next year.

LIBRARY: Nothing new reported.

PERSONNEL: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The proposed 2023-03 Fee Schedule Ordinance included revisions to Section 152 Land Use and Subdivisions for update to Sewage Treatment System fee from \$250 to \$260 and addition of Boundary Line Adjustments fee of \$150. MAYOR JONES MADE THE MOTION TO ADOPT THE 2023-03 FEE SCHEDULE ORDINANCE AS PRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF 2023-03 FEE SCHEDULE ORDINANCE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Crow Wing County is considering a proposed Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. The ordinance would include no consumption in any public place or place of public accommodation and would not apply in any city that chooses to regulate public consumption.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. NSM completed their Phase 1 exploration drilling program. Sandri reported as of the end of August twenty-nine diamond drill holes had been drilled. Sandri reported limited additional activities will take place over the next few months, including site reclamation. NSM's environmental consultants continue to visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations and activities are in compliance. The DNR and Minnesota Department of Health also visit the site and will continue to do so periodically during the completion of the program. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023. Electric Metals and NSM participated in the August 15, 2023 City sponsored Emily Manganese Deposit Exploration Public Informational Meeting open house and panel discussion. Electric Metals and NSM thanked the City for its hospitality, for the ability to present information on the NSM exploration program, and the opportunity to answer questions from local residents. A video of the panel discussion and information are available on the City's website.

Char Kinzer, Crow Wing Power, provided a report. The Emily area has high levels of iron and manganese in well water, so in 2010 and 2011 CMR offered well testing so residents would have an understanding of levels in their water. Kinzer reported the well testing was done in conjunction with a mineral extraction demonstration project in 2011. Wells within one mile of the project were tested twice, once in the fall of 2010 prior to the demonstration project and a second time in the fall of 2011 after the project closed down. Kinzer reported about 500 wells were tested in the City wide group and less than 100 wells were tested within a one mile radius of the project. CMR's rough data showed the average results of the City wide group were 1,736 ug/L for iron and 175 ug/L for manganese levels in 2010. CMR reported no significant changes in the pre and post testing of the one mile radius group. The approximate average results of the one mile radius group were 932 ug/L for iron and 267 ug/L for manganese levels in 2010. Approximate average results of the one mile radius group in 2011 were 772 ug/L for iron and 239 ug/L for manganese levels. Barr Engineering provided engineering and environmental consulting services during the project. Barr Engineering is currently reviewing the datasets in their files for official analysis and will provide a summary to CMR upon completion of the review. Kinzer reported Barr Engineering's short term review of the groundwater sampling data of on site and nearby residential wells before, during, and after the CMR demonstration project indicated no discernible effect on manganese and iron concentrations. CMR did not address well water testing for the current exploration project.

There was a discussion regarding Clean Up Day 2023. Clean Up Day costs will be split with the City of Fifty Lakes and no additional dumpsters will be delivered during the morning. Clean Up Day will close at noon or earlier if the dumpsters are full. **MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY ROLL-OFF QUOTE FOR PROVIDING AND REMOVING DUMPSTERS FOR CLEAN UP DAY 2023 FOR TWO 30 YARD DUMPSTERS AT \$650 EACH AND THREE 20 YARD DUMPSTERS AT \$550 EACH FOR A TOTAL OF \$3,237.63 WITH TAX, AND TO REQUEST AN ADDITIONAL 10 YARD DUMPSTER. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE THE DRAFT 2022 FINANCIAL STATEMENT AND INDEPENDENT AUDITOR'S REPORT AND COMMUNICATIONS LETTER PENDING CITY CLERK/TREASURER REVIEW. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Jack Henderson, Summer Marketing Intern, had provided a list of possible slogans/taglines for the City for Council consideration. The Council decided to offer a contest for development of a City slogan/tagline for public input.

Propane vendor quotes were discussed. **MAYOR JONES MADE THE MOTION TO APPROVE THE FERRELLGAS QUOTE OF \$1.399 PER GALLON FIXED PRICE THROUGH OCTOBER 31, 2023 AND \$1.499 PER GALLON FIXED FROM NOVEMBER 1, 2023 THROUGH JUNE 30, 2024 WITH ALL DELIVERY FEES TO BE WAIVED FOR THE CONTRACT TERM AND TO REQUEST FERRELLGAS TO PRICE MATCH SUPERIOR FUEL'S PRICE OF \$1.339 PER GALLON FIXED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** If Ferrellgas will not match Superior Fuel's price, the Council decided to remain with Ferrellgas.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE LEAGUE OF MINNESOTA CITIES (LMC) ANNUAL MEMBERSHIP DUES OF \$1,200. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Renewal options for the League of Minnesota Cities Insurance Trust (LMCIT) Workers' Compensation Plan were discussed. **MAYOR JONES MADE THE MOTION TO RENEW LMCIT WORKERS' COMPENSATION PLAN COVERAGE INCLUDING COVERAGE FOR ELECTED AND APPOINTED OFFICIALS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The proposed Wage Schedule Policy includes updates to the Emergency Management Director position wage with removal of the date range and removal of the Emergency Management Director Assistant position wage. **MAYOR JONES MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed options for repairing and repainting the City of Emily welcome sign and options for a new location. The City's slogan/tagline could be added to the welcome sign. **COUNCILMEMBER KOCH MADE THE MOTION TO REQUEST THE EMILY MAKERS PLACE MEMBERS TO INSPECT THE CITY OF EMILY WELCOME SIGN, DETERMINE IF IT MAY BE REPAIRED, AND PROVIDE A COST ESTIMATE AND REQUEST PERMISSION FROM MNDOT AND THE DEPARTMENT OF NATURAL RESOURCES TO PLACE THE SIGN NEAR THE EMILY LAKE PUBLIC BOAT LAUNCH ON STATE HIGHWAY 6. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City of Fifty Lakes requested the City cost share purchase of emergency siren(s) to be installed on County Road 136 for \$8,863.20. A Sourcewell Community Impact Funds grant is providing funds of \$50,000 to the project. The cost share request was tabled to review the budget.

The Council discussed the LMC Loss Control Survey, including options for better plow truck traction, City Hall security, and Emergency Action Plan. The Clerk's Office will check cameras daily to be sure they are working.

Crow Wing County requested to receive 100% of State of Minnesota Voting Operations, Technology & Election Resources (VOTER) funds for County costs associated with elections, including equipment purchases and maintenance, programming, ballots, materials, and supplies. The average amount the City would receive would be \$76.89 annually. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT, COUNTY – MUNICIPALITY AGREEMENT FOR THE CITY TO RECEIVE NO DIRECT VOTER ALLOCATION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND HEMPHILL VOTED AYE. KOCH VOTED NAY. THE MOTION PASSED.**

Crow Wing County received a grant of approximately \$280,000 to help construct the proposed Little Emily Lake County Park. With the grant and excess land sale proceeds Crow Wing County is able to pay for the park with existing resources. The County Board felt the public involvement phase is complete and will be moving forward with construction. Crow Wing County will send a notification to the residents in the area on the prior contact lists to expect construction to begin this fall and will set up text and/or email weekly alerts on construction progress. Construction is planned to be completed in the spring of 2024 and the park is planned to be open for the summer. The Crow Wing County park maintenance staff attended the meetings, heard the neighborhood's concerns, and were directed to make sure those fears are not realized. Crow Wing County's goal is to exceed the expectations of the people opposed to the park and to have a very well-run park available to all people in the City and beyond.

The 2024 Preliminary Budget and Preliminary City Tax Levy are due on October 2, 2023.

The Capital Improvement Plan needs to be updated by developing project priorities in preparation for the 2024 Budget.

CORRESPONDENCE: Discussion included Local 49 Union regarding the payroll audit, Crow Wing County regarding upcoming election dates, Ehlers regarding potential refunding of existing bonds, and Ehlers regarding increase of annualized fee for assets under management.

SCHEDULED UPCOMING MEETINGS: 2023 Clean Up Day will be held on Saturday, September 16, 2023 from 9 a.m. to noon or earlier if the dumpsters are full. The Crosby-Ironton School District 182 will be holding a Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium. The Truth in Taxation Public Hearing will be held on Tuesday, December 12, 2023 at 6 p.m. Special Council Meeting (s) will be held in September to consider the 2024 Preliminary Budget.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:42 P.M.
COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

September 25, 2023
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Monday, September 25, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:04 p.m. Councilmembers Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Councilmember Bryce Butcher was absent. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

The Council discussed the proposed 2024 Property Tax Values provided by Crow Wing County. The preliminary total tax capacity of the City increased from \$4,287,453 to \$4,684,269. The tax levy increase last year was 12% with minimal impact to property taxes. Projected values indicate 2024 property taxes would decrease with a tax levy increase of up to 6%. The target used for the proposed preliminary budget was a 12% increase. Property tax increases for a 12% property tax levy were reviewed.

The United States Treasury released additional eligible use categories for American Rescue Plan Act (ARPA) funds, including emergency relief from natural disasters, Title I projects, and surface transportation infrastructure. The deadline to obligate unused ARPA funds to an eligible use is December 31, 2024. There was a discussion regarding using the funds to purchase electronic speed signs and to pay engineering fees for bridges.

The Council reviewed bonds and other long term debt. The City's bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 Sewer Revenue. The debt service funds need to have adequate balances at year end to make the bond payments in January of the following year. Projected debt service fund balances at year end 2024 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$46,908.75
Fund 304	Recommended levy addition of \$22,000 (Ehlers recommended \$15,977.11)
Fund 602	Recommended levy addition of \$99,387.13 with additional \$35,000 for sewer maintenance for new liftstation pumps, repair to the rapid infiltration basin pipes, and repair to the pond riprap (Ehlers recommended \$64,387.13)

The City's long term debt requirements in 2024 include lease payments for a fire truck for \$34,664.96, SCBAs for \$15,944.03, and Custom Fire Pumper truck for \$44,900.

The proposed 2023-2027 Capital Improvement Plan (CIP) Projects by Funding Source spreadsheet was reviewed. The proposed plan as presented would require budget funds of \$601,108.99. With a budget increase of 12%, \$330,000 would need to be cut. The federal excess property program could be utilized to purchase a generator for the Fire Hall. Items to be purchased in 2024 using saved funds include a generator for the Fire Hall and benches, flagpoles and block markers for the new cemetery. The CIP includes bond funds of a rough estimate of \$625,000 for a proposed roads project. The CIP also includes possible Sourcewell Community Impact Fund grant funds for a generator for City Hall, electronic speed signs, and upgrade of the Hall Council Chambers audiovisual equipment. The grant utilizes a lottery system for approval. The CIP item for a brush rig includes \$44,000 as a placeholder for the possible Fire Relief benefit level increase and additional first responder members. Proposed revisions to the CIP for 2024 include the following:

Shop – 12,000 lbs. Two Post Hoist	\$12,000 moved to 2025
Shop – Plasma Cutter	\$2,000 moved to 2025
Shop – Sweeper Vacuum	\$10,000 moved to 2025
PZ – Desk	\$1,500 moved to 2025
Library – Security Camera	Reduced to \$500 and moved to 2025
Fire – Turnout Gear/Ice Rescue Suits	Reduced to \$5,000
Fire – Radios	Reduced to \$5,000
Fire – Expander Tool	Reduced to \$15,000 and moved to 2025
1 st Resp. – Radios	Reduced to \$5,000
Park – Resurface of Tennis/Pickleball Court	Reduced to \$0
Park – Baseball Field Dugouts Roof Repair	Addition of \$5,000
Park – Baseball Field Scoreboard	Reduced to \$0
Park – Biking/Hiking Emily State Forest Trails	Reduced to \$0
Police – Replacement of Squad Car	Reduced to \$0

Police – Computers: (2) Office	Reduced to \$0
Roads – Street Improvements	Reduced to \$0
Roads – Maintenance 1 Ton Pickup with sander	\$35,000 moved to 2025
Roads – Grader	Reduced to \$25,000
Roads – Backhoe Tractor or attachment	Reduced to \$30,000
Shop – Blacktop Aprons	\$30,000 moved to 2025

The proposed 2024 Preliminary Budget total after revisions was \$1,816,805.47. The CIP revisions resulted in the proposed 2024 Preliminary Budget being over budget by \$45,000 with a tax levy increase of 12%. The proposed budget includes cost share with the City of Fifty Lakes of \$4,431.60 for 50% of the remaining balance of the County Road 136 siren after grant funds. The road project bonding costs for Ehlers could be rolled into the bond, so are not included in the proposed budget. An estimated \$5,000 is included in the proposed budget to repair the dugout roofs. An estimated \$21,000 is included in the proposed budget to upgrade the Council Chambers audiovisual equipment, if a grant is received.

The proposed 2024 Preliminary City Tax Levy was at a target of a 12% increase for \$1,468,597.58.

MAYOR JONES MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 8:15 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

September 27, 2023
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Wednesday, September 27, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 4:03 p.m. Councilmembers Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Councilmember Bryce Butcher was absent. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

The Council discussed the proposed 2024 Property Tax Values provided by Crow Wing County. The target used for the proposed preliminary budget was a 12% increase. Property tax increases for a 12% property tax levy were reviewed.

The United States Treasury released additional eligible use categories for American Rescue Plan Act (ARPA) funds, including emergency relief from natural disasters, Title I projects, and surface transportation infrastructure.

The Council reviewed bonds and other long term debt. The City's bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 Sewer Revenue. Projected debt service fund balances at year end 2024 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$46,908.75
Fund 304	Recommended levy addition of \$22,000 (Ehlers recommended \$15,977.11)
Fund 602	Recommended levy addition of \$99,387.13 with additional \$35,000 for sewer maintenance for new liftstation pumps, repair to the rapid infiltration basin pipes, and repair to the pond riprap (Ehlers recommended \$64,387.13)

The proposed 2023-2027 Capital Improvement Plan (CIP) Projects by Funding Source spreadsheet was reviewed. The CIP included possible Sourcewell Community Impact Fund grant funds for a generator for City Hall, three electronic speed signs, and microphone replacement for the Hall Council Chambers. The grant utilizes a lottery system for approval. The CIP item for a brush rig included \$44,000 as a placeholder for the possible Fire Relief benefit level increase and additional first response members. The CIP included \$140,000 to purchase a new backhoe tractor. Revisions to the CIP for 2024 included the following:

Fire – Radios	Reduced to \$0
Fire – Pagers	Reduced to \$1,100
Fire – Genesis Push/Pull Ram Extrication Tool	Increased to \$12,000
1 st Resp. – Radios	Purchase plan for \$5,000 per year for 2025-2031 added
1 st Resp. – Pagers	Reduced to \$0
1 st Resp. – AEDs	Reduced to \$0
Roads – Grader	Increased by \$9,069.11

The CIP revisions were made to the 2024 Preliminary Budget. The proposed 2024 Preliminary Budget included engineering fees of \$60,000 for the Roosevelt Drive Bridge replacement project and engineering fees of \$150,000 for the proposed 2024 Road Improvement Project. The road project engineering fees would be reimbursed from bond proceeds for the project. Additional revisions to the proposed 2024 Preliminary Budget included the following:

PZ – P&Z Commission Pay	Increased to \$5,100 for raise to \$85/meeting
Police – Patrol – Part-time Employee Wages	Reduced to \$1,500
Fire Admin – Firemens Pay	Increased to \$5,100 for additional \$600 for Chief
Employer – FICA	Increased to \$335
Employer – Medicare	Increased to \$80
Employee – Federal Income Tax	Increased to \$30
Employee – State Income Tax	Increased to \$20
Fire Fighting – Small Tools and Minor Equipment	Addition of \$1,500 for radio batteries
Fire Training – Firemens Pay	Increased to \$4,500 for additional \$200 training/safety officer
Employer – FICA	Increased to \$300
Employer – Medicare	Increased to \$68

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2024 PRELIMINARY BUDGET FOR THE 100 GENERAL FUND AT \$1,893,782.58. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT THE 2024 PRELIMINARY BUDGET FOR THE 602 SEWER FUND AT \$192,187.93. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2024 PRELIMINARY CITY TAX LEVY AT 1,468,597.58. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included the preliminary city tax levy is a 12% increase from last year. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 5:05 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 1/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	677,672.47	44,034.93	0.00	0.00	77,826.19	557.27	0.00	643,323.94	118,774.51	762,098.45
Road and Bridge	106,569.71	14.57	0.00	0.00	3,840.00	0.00	0.00	102,744.28	0.00	102,744.28
Small Cities Revolving Loan Fund	15,705.14	504.72	0.00	0.00	0.00	0.00	0.00	16,209.86	0.00	16,209.86
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,963.75	6.27	0.00	0.00	0.00	0.00	0.00	45,970.02	0.00	45,970.02
Library	1,581.22	0.16	0.00	0.00	0.00	0.00	0.00	1,581.38	0.00	1,581.38
Firemens equip fund 225	86,287.79	11.75	0.00	0.00	0.00	0.00	0.00	86,299.54	0.00	86,299.54
1st Resp. equip fund 226	53,715.54	172.46	0.00	0.00	0.00	165.10	0.00	53,722.90	41,312.86	95,035.76
Emily Area Recycling 227	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Fund 228	12,127.16	1.72	0.00	0.00	0.00	0.00	0.00	12,128.88	0.00	12,128.88
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	45,643.78	2,263.76	0.00	0.00	43,262.50	0.00	0.00	4,645.04	0.00	4,645.04
Debt Service PRI 2014 304	38,166.14	2,113.27	0.00	0.00	39,046.25	0.00	0.00	1,233.16	0.00	1,233.16
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	246.08	0.00	0.00	0.00	0.00	0.00	246.08	0.00	246.08
Park Acquisition and Development (Optional) CITY HALL CD 406	48,394.15	295.50	0.00	0.00	0.00	288.92	0.00	48,400.73	72,297.53	120,698.26
CEMETERY CD 407	30,003.82	4.07	0.00	0.00	0.00	0.00	0.00	30,007.89	0.00	30,007.89
SMALL CITIES CD 408	1,326.47	144.62	0.00	0.00	0.00	144.46	0.00	1,326.63	36,148.75	37,475.38
POLICE DEPART. 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER EQUIP. 410	3,313.16	103.66	0.00	0.00	0.00	103.19	0.00	3,313.63	25,820.54	29,134.17
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,076.19	1.41	0.00	0.00	0.00	0.00	0.00	10,077.60	0.00	10,077.60
CAP. PROJ. FIRE CD 414	5,015.54	0.63	0.00	0.00	0.00	0.00	0.00	5,016.17	0.00	5,016.17
CAP PROJ. RD CD 415	18,601.28	208.89	0.00	0.00	0.00	206.38	0.00	18,603.79	51,641.10	70,244.89
FUT. CITY DEV. CD 416	(2,204.61)	144.46	0.00	0.00	0.00	144.46	0.00	(2,204.61)	36,148.75	33,944.14

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal	102,531.58	15,371.97	0.00	0.00	77,461.38	41.28	0.00	40,400.89	10,328.23	50,729.12
SEWER 617	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	1,300,494.69	65,644.90	0.00	0.00	241,436.32	1,651.06	0.00	1,123,052.21	392,472.27	1,515,524.48

For the Period : 1/1/2024 To 1/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$677,672.47	\$44,034.93	\$78,383.46	\$643,323.94	\$0.00	\$17,369.59	\$660,693.53
Road and Bridge	\$106,569.71	\$14.57	\$3,840.00	\$102,744.28	\$0.00	\$3,840.00	\$106,584.28
Small Cities Revolving Loan Fund	\$15,705.14	\$504.72	\$0.00	\$16,209.86	\$0.00	\$0.00	\$16,209.86
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$6.27	\$0.00	\$45,970.02	\$0.00	\$0.00	\$45,970.02
Library	\$1,581.22	\$0.16	\$0.00	\$1,581.38	\$0.00	\$0.00	\$1,581.38
Firemens equip fund 225	\$86,287.79	\$11.75	\$0.00	\$86,299.54	\$0.00	\$0.00	\$86,299.54
1st Resp. equip fund 226	\$53,715.54	\$172.46	\$165.10	\$53,722.90	\$0.00	\$0.00	\$53,722.90
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,127.16	\$1.72	\$0.00	\$12,128.88	\$0.00	\$0.00	\$12,128.88
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$45,643.78	\$2,263.76	\$43,262.50	\$4,645.04	\$0.00	\$0.00	\$4,645.04
Debt Service PRI 2014 304	\$38,166.14	\$2,113.27	\$39,046.25	\$1,233.16	\$0.00	\$0.00	\$1,233.16
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$246.08	\$0.00	\$246.08	\$0.00	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$48,394.15	\$295.50	\$288.92	\$48,400.73	\$0.00	\$0.00	\$48,400.73
CITY HALL CD 406	\$30,003.82	\$4.07	\$0.00	\$30,007.89	\$0.00	\$0.00	\$30,007.89
CEMETERY CD 407	\$1,326.47	\$144.62	\$144.46	\$1,326.63	\$0.00	\$0.00	\$1,326.63
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$103.66	\$103.19	\$3,313.63	\$0.00	\$0.00	\$3,313.63
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,076.19	\$1.41	\$0.00	\$10,077.60	\$0.00	\$0.00	\$10,077.60
CAP. PROJ. FIRE CD 414	\$5,015.54	\$0.63	\$0.00	\$5,016.17	\$0.00	\$0.00	\$5,016.17
CAP PROJ. RD CD 415	\$18,601.28	\$208.89	\$206.38	\$18,603.79	\$0.00	\$0.00	\$18,603.79
FUT. CITY DEV. CD 416	(\$2,204.61)	\$144.46	\$144.46	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$15,371.97	\$77,502.66	\$40,400.89	\$0.00	\$171.46	\$40,572.35
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total
 Per Bank
 Statement
 \$0.00
 \$1,144,433.26
Balance
2-5-24
of

Plus
 Outstanding
 Checks
 \$0.00
 \$21,381.05

Less
 Deposits
 In Transit
 \$0.00
 \$0.00

Ending
 Balance
 \$0.00
 \$1,123,052.21

Total
 Disbursed
 \$0.00
 \$243,087.38

Total
 Receipts
 \$0.00
 \$65,644.90

Beginning
 Balance
 \$0.00
 \$1,300,494.69

Name of Fund
 Donor pass thru 851
 Total

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

As of 2/5/2024

Fiscal Year : 2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$677,672.47	\$44,034.93	\$78,383.46	\$643,323.94
Road and Bridge	\$106,569.71	\$14.57	\$3,840.00	\$102,744.28
Small Cities Revolving Loan Fund	\$15,705.14	\$504.72	\$0.00	\$16,209.86
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$6.27	\$0.00	\$45,970.02
Library	\$1,581.22	\$0.16	\$0.00	\$1,581.38
Firemens equip fund 225	\$86,287.79	\$11.75	\$0.00	\$86,299.54
1st Resp. equip fund 226	\$53,715.54	\$172.46	\$165.10	\$53,722.90
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,127.16	\$1.72	\$0.00	\$12,128.88
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$45,643.78	\$2,263.76	\$43,262.50	\$4,645.04
Debt Service PRI 2014 304	\$38,166.14	\$2,113.27	\$39,046.25	\$1,233.16
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$246.08	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$48,394.15	\$295.50	\$288.92	\$48,400.73
CITY HALL CD 406	\$30,003.82	\$4.07	\$0.00	\$30,007.89
CEMETERY CD 407	\$1,326.47	\$144.62	\$144.46	\$1,326.63
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$103.66	\$103.19	\$3,313.63
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,076.19	\$1.41	\$0.00	\$10,077.60
CAP. PROJ. FIRE CD 414	\$5,015.54	\$0.63	\$0.00	\$5,016.17
CAP PROJ. RD CD 415	\$18,601.28	\$208.89	\$206.38	\$18,603.79
FUT. CITY DEV. CD 416	(\$2,204.61)	\$144.46	\$144.46	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$15,371.97	\$77,502.66	\$40,400.89
SEWER 617	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Grant 801	\$0.00	\$0.00	\$0.00	\$0.00
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00
Total :	\$1,300,494.69	\$65,644.90	\$243,087.38	\$1,123,052.21

Date of Report : 2/5/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
12/06/2023	61005	Payroll Period Ending 12/06/2023	\$129.29
12/06/2023	61006	Payroll Period Ending 12/06/2023	\$775.36
12/06/2023	61012	Payroll Period Ending 12/06/2023	\$360.16
01/09/2024	61115	MINNESOTA STATE FIRE DEPT. ASSOC.	\$175.00
01/09/2024	61118	CITY OF CROSBY	\$201.00
01/24/2024	61146	Krista Kommer	\$391.91
01/24/2024	61148	K&M SIGNS INC.	\$334.00
01/24/2024	61150	Aramark	\$212.91
01/24/2024	61153	Short Elliott Hendrickson, Inc.	\$3,840.00
01/31/2024	61159	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	\$5,900.00
01/31/2024	61160	Sadusky Renovations, Inc.	\$2,525.00
01/31/2024	61161	Verizon	\$104.02
01/31/2024	61162	Canon Financial Services, Inc.	\$148.93
01/31/2024	61163	Colonial Life	\$76.72
01/31/2024	61164	Minnesota Fire Service Cert. Board	\$126.00
01/31/2024	61165	AUTO VALUE	\$231.98
01/31/2024	61154	Payroll Period Ending 01/31/2024	\$972.28
01/31/2024	61156	Payroll Period Ending 01/31/2024	\$1,918.04
01/31/2024	61157	Payroll Period Ending 01/31/2024	\$1,242.43
01/31/2024	61158	Payroll Period Ending 01/31/2024	\$1,716.02
		Total	\$21,300.05

For the period: 1/1/2024 To 1/31/2024

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMMF/Municipal Bonds:Varying Maturities,	390,903.82	01/01/2024			
			01/31/2024	172.83		391,076.65
			01/31/2024	60.12		391,136.77
			01/31/2024	105.20		391,241.97
			01/31/2024	52.60		391,294.57
			01/31/2024	37.57		391,332.14
			01/31/2024	75.15		391,407.29
			01/31/2024	52.60		391,459.89
			01/31/2024	15.03		391,474.92
			01/31/2024	301.83		391,776.75
			01/31/2024	104.98		391,881.73
			01/31/2024	183.72		392,065.45
			01/31/2024	91.86		392,157.31
			01/31/2024	65.62		392,222.93
			01/31/2024	131.23		392,354.16
			01/31/2024	91.86		392,446.02
			01/31/2024	26.25		392,472.27
Total				1,568.45	0.00	392,472.27

Total

1,568.45

0.00

392,472.27

Total All Investments

1,568.45

0.00

392,472.27

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA12
Cash/Dreyfus Money Market Deposit Account	\$ 901.26	\$ -	\$ 571.10	\$ -	\$ 1,472.36	\$ 565.25
Money Market Total	\$ 901.26	\$ -	\$ 571.10	\$ -	\$ 1,472.36	

Muni Bond/US Treasury Investments

132033GS4 Cambria County PA	\$ 14,866.35		\$ 23.70	\$ 14,890.05		
842471BY9 Southern CA Pub Pwr Auth	\$ 5,013.50		\$ (0.45)	\$ 5,013.05	\$ 140.25	
952347WQ1 West Contra Costa CA	\$ 75,418.50		\$ 24.75	\$ 75,443.25		
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bds	\$ 19,809.00		\$ 27.80	\$ 19,836.80	\$ 425.00	
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,833.80		\$ 22.20	\$ 59,856.00		
91282CCC3 U.S. Treasury Securities	\$ 53,029.62		\$ 202.50	\$ 53,232.12		
912797LL9 U.S. Treasury Securities	\$ 87,966.29		\$ 376.47	\$ 88,362.76		
912797JK4 U.S. Treasury Securities	\$ 52,356.58		\$ 225.78	\$ 52,582.36		
912797JMO U.S. Treasury Securities	\$ 21,688.92		\$ 94.60	\$ 21,783.52		
Municipal Bonds Total	\$ 390,002.56	\$ -	\$ 997.35	\$ 390,999.91		

Balance as of 2-5-24 of

TOTAL INVESTMENTS

\$ 390,903.82 \$ - \$ 571.10 \$ 997.35 \$ 392,472.27

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 118,299.85	\$ -	\$ 172.83	\$ -	\$ -	\$ -	\$ 301.83	\$ 118,774.51	\$ 118,774.51
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,147.77	\$ -	\$ 60.12	\$ -	\$ -	\$ -	\$ 104.98	\$ 41,312.87	\$ 41,312.87
404 Park Acquisition and Devt	\$ 70,000.00	\$ 72,008.61	\$ -	\$ 105.20	\$ -	\$ -	\$ -	\$ 183.72	\$ 72,297.53	\$ 72,297.53
407 Cemetery	\$ 35,000.00	\$ 36,004.29	\$ -	\$ 52.60	\$ -	\$ -	\$ -	\$ 91.86	\$ 36,148.75	\$ 36,148.75
409 Police Department	\$ 25,000.00	\$ 25,717.35	\$ -	\$ 37.57	\$ -	\$ -	\$ -	\$ 65.62	\$ 25,820.54	\$ 25,820.54
415 Capital Project Roads	\$ 50,000.00	\$ 51,434.71	\$ -	\$ 75.15	\$ -	\$ -	\$ -	\$ 131.23	\$ 51,641.09	\$ 51,641.09
416 Future City Development	\$ 35,000.00	\$ 36,004.29	\$ -	\$ 52.60	\$ -	\$ -	\$ -	\$ 91.86	\$ 36,148.75	\$ 36,148.75
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,286.95	\$ -	\$ 15.03	\$ -	\$ -	\$ -	\$ 26.25	\$ 10,328.23	\$ 10,328.23
Total	\$ 380,000.00	\$ 390,903.82	\$ -	\$ 571.10	\$ -	\$ -	\$ -	\$ 997.35	\$ 392,472.27	\$ 392,472.27

Fund Name: All Funds
 Date Range: 01/01/2024 To 01/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/02/2024	E-Z Rental LLC	13226	Rental Dwelling License	(01/03/2024) -	N Rental Dwelling License	100-32111-	\$ 125.00 \$ 125.00
01/02/2024	Verizon	13230	Monthly Cell Tower Lease Payment	(01/03/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00 \$ 1,100.00
01/02/2024	UTILITY BILLING	13231	Sewer Charges	(01/03/2024) -	N Rate Class I	602-37210-	\$ 200.00 \$ 200.00
01/03/2024	Summer Rives	13232	Rental Dwelling License	(01/08/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00 \$ 100.00
01/03/2024	Brandon Capelle	13233	Rental Dwelling License	(01/08/2024) -	N Rental Dwelling License	100-32111-	\$ 125.00 \$ 125.00
01/05/2024	Dan and Fran Barrett	13234*	Small Cities Revolving Loan	(01/10/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 335.02 \$ 335.02
01/08/2024	Black Bear Real Estate	13235	Inv. 23-76 - Assessment Search	(01/10/2024) -	N Assessment Searches	100-34107-	\$ 25.00 \$ 25.00
01/08/2024	Susan Ball	13236	Inv. 23-77 - Assessment Search	(01/10/2024) -	N Assessment Searches	100-34107-	\$ 25.00 \$ 25.00
01/09/2024	Bryce Butcher	13237	Lockers - Old School Lockers from PD	(01/10/2024) -	N Sale of Lockers	100-34306-	\$ 15.00 \$ 15.00
01/09/2024	Laura Leckband	13238	Rental Dwelling License	(01/10/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00 \$ 100.00
01/09/2024	Red's Storage LLC	13239	CUP Permit	(01/10/2024) -	N Zoning and Subdivision Fees	100-34103-	\$ 500.00 \$ 500.00

Fund Name: All Funds

Date Range: 01/01/2024 To 01/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
01/10/2024	Emily Emergency Food Shelf	13240	Inv. 23-72 - 2024 Annual Lease Payment	(01/19/2024) -	N	Misc. Rents	100-34950-	\$ 1.00
01/10/2024	Emily Wesleyan Church	13241	Outdoor Market Permit #24-02	(01/19/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
01/12/2024	Jane Davis	13242	Copies X4	(01/19/2024) -	N	Copies/Faxes	100-34112-	\$ 1.00
01/12/2024	UTILITY BILLING	13244	Sewer Charges	(01/18/2024) -	N	Rate Class I	602-37210-	\$ 1,564.13
01/12/2024	UTILITY BILLING	13245	Sewer Charges	(01/18/2024) -	N	Rate Class I	602-37210-	\$ 1,422.80
01/17/2024	Sandra Nelson	13243	Copy X1	(01/19/2024) -	N	Copies/Faxes	100-34112-	\$ 0.25
01/17/2024	UTILITY BILLING	13247*	Sewer Charges - ACH	(01/08/2024) -	N	Rate Class I	602-37210-	\$ 84.59
01/17/2024	UTILITY BILLING	13248*	Sewer Charges - ACH	(01/12/2024) -	N	Rate Class I	602-37260-	\$ 2.86
01/17/2024	UTILITY BILLING	13249*	Sewer Charges - ACH	(01/16/2024) -	N	Rate Class I	602-37210-	\$ 87.45
01/18/2024	LITTLE PINE TOWNSHIP	13246	2024 Pine Ridge Cemetery Contribution Inv. 24-01	(01/19/2024) -	N	Cemetery Revenues	100-34940-	\$ 500.00
01/18/2024	UTILITY BILLING	13250*	Sewer Charges - ACH	(01/18/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/18/2024	UTILITY BILLING	13251	Sewer Charges	(01/19/2024) -	N	Rate Class I	602-37210-	\$ 171.10

Fund Name: All Funds

Date Range: 01/2024 To 01/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
01/18/2024	UTILITY BILLING	13252*	Sewer Charges - ACH	(01/19/2024) -	N Rate Class I	602-37210-	\$ 1,564.24
01/18/2024	UTILITY BILLING	13253	Sewer Charges	(01/19/2024) -	N Rate Class I	602-37210-	\$ 271.66
01/18/2024	UTILITY BILLING	13254	Sewer Charges	(01/19/2024) -	N Rate Class I	602-37210-	\$ 2,305.53
01/19/2024	Cari Johnson	13255	Copies X4	(01/31/2024) -	N Copies/Faxes	100-34112-	\$ 1.00
01/22/2024	Todd Proctor	13256	Camper Permit #24-03	(01/31/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
01/22/2024	KOOP FUNERAL HOME	13257	Columbarium Cremation Fee - Neal Buchite, Sr. Blk 20 Lot 6 S 1/4 of S 1/2	(01/31/2024) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
01/22/2024	Lakes Area Title	13258	Inv. 23-67 - Assessment Search	(01/31/2024) -	N Assessment Searches	100-34107-	\$ 25.00
01/24/2024	Judy Stiner	13259	City Hall Rental - Family Reunion	(01/31/2024) -	N City/Town Hall Rent	100-34101-	\$ 100.00
01/24/2024	Crow Wing County	13260	GenlPropTax(Current/Del),P&I, SpecialAssts, SpecialAsstsP&I	(01/24/2024) -	N Current Ad Valorem Taxes	100-31010-	\$ 39,712.09
					Delinquent Ad Valorem Taxes	100-31020-	\$ 712.28
					Penalties and Interest on Ad valorem Taxes	100-31910-	\$ 127.09
					Current Ad Valorem Taxes	303-31010-	\$ 2,222.36
					Delinquent Ad Valorem Taxes	303-31020-	\$ 40.77
					Current Ad Valorem Taxes	304-31010-	\$ 1,135.39
					Delinquent Ad Valorem Taxes	304-31020-	\$ 11.30

Fund Name: All Funds

Date Range: 01/01/2024 To 01/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/26/2024	UTILITY BILLING	13261	Sewer Charges	(01/26/2024) -	N	Rate Class I	602-37210-	\$ 3,138.21
01/26/2024	UTILITY BILLING	13262*	Sewer Charges - ACH	(01/22/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/26/2024	UTILITY BILLING	13263*	Sewer Charges - ACH	(01/24/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/29/2024	Susan Ball	13264	Inv. 24-03 - Assessment Search	(01/31/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
01/30/2024	UTILITY BILLING	13265	Sewer Charges	(01/31/2024) -	N	Rate Class I	602-37210-	\$ 1,075.06
01/30/2024	UTILITY BILLING	13266*	Sewer Charges - ACHs	(01/29/2024) -	N	Rate Class I	602-37210-	\$ 342.20
01/31/2024	UTILITY BILLING	13267	Sewer Charges	(01/31/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/31/2024	Karen and Jon Stern	13268	Small Cities Revolving Loan - February Payment	(01/31/2024) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
								\$ 47,330.01
								\$ 3,138.21
								\$ 171.10
								\$ 171.10
								\$ 25.00
								\$ 25.00
								\$ 1,075.06
								\$ 1,075.06
								\$ 342.20
								\$ 342.20
								\$ 171.10
								\$ 171.10
								\$ 167.51
								\$ 167.51

Fund Name: All Funds

Date Range: 01/01/2024 To 01/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
01/31/2024	PINE RIVER STATE BANK	13274	Int CR Checking	(01/31/2024) -	N Interest Earning	100-36210-	\$ 90.56
					Interest Earning	201-36210-	\$ 14.57
					Interest Earning	204-36210-	\$ 2.19
					Interest Earning	206-36210-	\$ 6.27
					Interest Earning	211-36210-	\$ 0.16
					Interest Earning	225-36210-	\$ 11.75
					Interest Earning	226-36210-	\$ 7.36
					Interest Earning	228-36210-	\$ 1.72
					Interest Earning	303-36210-	\$ 0.63
					Interest Earning	304-36210-	\$ 0.16
					Interest Earning	404-36210-	\$ 6.58
					Interest Earning	406-36210-	\$ 4.07
					Interest Earning	407-36210-	\$ 0.16
					Interest Earning	409-36210-	\$ 0.47
					Interest Earning	413-36210-	\$ 1.41
					Interest Earning	414-36210-	\$ 0.63
					Interest Earning	415-36210-	\$ 2.51
					Interest Earning	602-36210-	\$ 5.48
							\$ 156.68
01/31/2024	Pershing	13275	Int CR MMIMF	(01/31/2024) -	N Interest Earning	100-36210-	\$ 172.83
					Interest Earning	226-36210-	\$ 60.12
					Interest Earning	404-36210-	\$ 105.20
					Interest Earning	407-36210-	\$ 52.60
					Interest Earning	409-36210-	\$ 37.57
					Interest Earning	415-36210-	\$ 75.15
					Interest Earning	416-36210-	\$ 52.60
					Interest Earning	602-36210-	\$ 15.03
							\$ 571.10
01/31/2024	Pershing	13276	Unrealized Investment Gain	(01/31/2024) -	N Unrealized Investment Gain	100-39103-	\$ 301.83
					Unrealized Investment Gain	226-39103-	\$ 104.98
					Unrealized Investment Gain	404-39103-	\$ 183.72
					Unrealized Investment Gain	407-39103-	\$ 91.86
					Unrealized Investment Gain	409-39103-	\$ 65.62
					Unrealized Investment Gain	415-39103-	\$ 131.23
					Unrealized Investment Gain	416-39103-	\$ 91.86
					Unrealized Investment Gain	602-39103-	\$ 26.25
							\$ 997.35
							\$ 65,644.90

Total for Selected Receipts

Date Range : 2/8/2024 To 2/13/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/13/2024	Crow Wing County	Inv. 6872 - 2023 Audit Confirmation	71143	\$30.00	100-41540-311-	Internal Auditing	\$30.00
02/13/2024	INTERNATIONAL UNION OF	Union dues - 2-5-24 Invoice	71144	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
02/13/2024	Cuyuna Range Fire Chief's Assoc.	2024 Cuyuna Range Fire Chiefs and Firefighters Dues	71145	\$300.00	100-42210-433-	Fire Administration	\$300.00
02/13/2024	Department of Employment and	EMPLOYER #07987886, Qtr 4 2023 Unemployment Benefits	71146	\$39.30	100-42220-142- 100-43110-142-	Fire Fighting Maintenance-Shop	\$19.50 \$19.80
02/13/2024	Elan Financial Services	Jan24:Cem/PZ/Sewr/ClerkPostage,ShopSmITIs,Shop PersTest,ClerkSoftware,ClerkOffc,ShopDues	71147	\$419.38	100-49010-322- 100-41910-322- 602-49490-322- 100-41425-322- 100-43110-240- 100-43110-306- 100-41425-309- 100-41425-201- 100-43110-433-	Cemetery Planning and Zoning Sewer Utilities - Administration and General Clerk Maintenance-Shop Maintenance-Shop Clerk Clerk Maintenance-Shop	\$12.81 \$5.70 \$1.32 \$2.98 \$245.45 \$2.50 \$129.53 \$35.19 (\$16.10)
02/13/2024	LEAGUE MN CITIES INS. TRUST P&C	Acct 10002439 1.22.24 Inv: Annual Property/Casualty Insurance Premium	71148	\$37,536.00	100-41425-361- 100-43110-361- 100-41910-361-	Clerk Maintenance-Shop Planning and Zoning	\$438.70 \$535.00 \$96.30

Date Range : 2/8/2024 To 2/13/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/13/2024	WM Corporate Services, Inc.	garbage - inv. 6815399-1767-1	71149	\$357.16	100-42110-361-602-49490-361-100-41940-361-100-43126-362-100-41425-362-100-42210-362-100-41910-361-100-42210-362-100-41425-362-100-42110-362-100-45202-362-100-43110-362-100-42280-362-602-49490-362-100-49010-362-100-41941-362-100-41940-362-100-43126-363-100-42220-363-100-42860-363-100-42110-363-	Police Administration Sewer Utilities - Administration and General General Government Buildings and Plant Road and Bridge Equipment Clerk Fire Administration Planning and Zoning Fire Administration Clerk Police Administration Park Areas Maintenance-Shop Fire Stations and Buildings Sewer Utilities - Administration and General Cemetery City Hall General Government Buildings and Plant Road and Bridge Equipment Fire Fighting Other Protection-1st Response Police Administration	\$3,436.00 \$242.00 \$1,182.00 \$684.50 \$147.50 \$684.50 \$1,225.00 \$147.50 \$485.50 \$485.50 \$1,805.00 \$3,780.00 \$3,873.00 \$1,140.00 \$190.00 \$9,161.00 \$1,086.00 \$1,992.00 \$1,834.00 \$311.00 \$2,574.00
02/13/2024	LeAnn Werner	Reimbursement for online CPR refresher course	71150	\$38.66	100-43240-384-	Waste (Refuse) Disposal	\$357.16
02/13/2024	FERRELLGAS	Statement 5008311073: Broadway and County Shops Propane	71151	\$2,847.81	100-42860-810-100-43110-383-100-42280-383-	Other Protection-1st Response Maintenance-Shop Fire Stations and Buildings	\$38.66 \$2,060.24 \$787.57

Date Range : 2/8/2024 To 2/13/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/13/2024	F.I.R.E.	Inv. 6646 - Hybrid Vehicles/Air Bags/EV Awareness Training	71152	\$650.00	100-42240-308-	Fire Training	\$650.00
02/13/2024	Crow Wing County Community Services	Inv. 6702 - WCA Annual Administration Fee	71153	\$1,000.00	100-46101-311-	Water Resources	\$1,000.00
02/13/2024	GOPHER STATE ONE-CALL	Inv. 4010381 - 2024 Annual Facility Operator Fee	71154	\$50.00	602-49490-385-	Sewer Utilities - Administration and General	\$50.00
02/13/2024	QUILL	Inv. 36796491 - Clerk Office/PZ Supplies	71155	\$52.06	100-41425-201- 100-41910-201-	Clerk Planning and Zoning	\$5.07 \$46.99
02/13/2024	Bryce Butcher	Reimbursement - Purchase of Lockers	71156*	\$15.00	100-41941-810-	City Hall	\$15.00
Total For Selected Claims				\$43,475.37			\$43,475.37

For the payroll period ending: 02/13/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1110-103	323	Butcher, Bryce L	300.14
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
		Account Total	1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
		Account Total	461.75
100-42501-103	170	Roden, Kenneth W	36.94
		Account Total	36.94
100-45187-103	623	Davis, Jane M	210.87
		Account Total	210.87
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$1,910.12

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

Date Range : 2/1/2024 To 2/7/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/07/2024	EMILY ACE HARDWARE	Inv.1-31:ShopMaterials,R eprMaint;HallReprMaint, Park/Hall/ShopCleanSup p,ShopOffcSupp	71132	\$194.44	100-43110-215- 100-43110-221- 100-41941-221- 100-45202-211- 100-41941-211- 100-43110-211- 100-43110-201-	Maintenance-Shop Maintenance-Shop City Hall Park Areas City Hall Maintenance-Shop Maintenance-Shop	\$29.90 \$55.79 \$3.73 \$15.99 \$15.99 \$15.99 \$57.05
02/07/2024	Farm-Rite Equipment Inc.	Inv. P78577:Toolcat Repair/Maint Supp	71133	\$340.25	100-45202-221- 602-49450-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance	\$85.06 \$85.06
02/07/2024	PIKE PLUMBING & HEATING OF BRAINERD	Inv. 86337 - City Hall - Boiler Repair/Maint	71134	\$3,832.47	100-49010-221- 100-43126-221-	Cemetery Road and Bridge Equipment	\$85.06 \$85.07
02/07/2024	Momentum Truck Group	Inv. R500006779:01 - 2011 Plow Truck	71135	\$1,676.76	100-41941-404- 100-41941-221-	City Hall City Hall	\$770.00 \$3,062.47
02/07/2024	Tremolo Communications	City phone service - 2/1/2024 invoices	71136	\$811.53	100-43126-221- 100-43126-404-	Road and Bridge Equipment Road and Bridge Equipment	\$1,091.76 \$585.00
02/07/2024	Quality Fabricating	Inv. 304070 - Repair of plow arm and Shop welding materials	71137	\$249.70	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop	\$38.90 \$46.78 \$38.90 \$434.17 \$146.67 \$106.11
					100-43126-221-	Road and Bridge Equipment	\$217.00

Date Range : 2/1/2024 To 2/7/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/07/2024	AFLAC	Monthly employee ins coverage Inv. #919486	71138	\$31.68	100-43110-215-	Maintenance-Shop	\$32.70
02/07/2024	CULLIGAN	Invs:150X01572700,150X 01556406 - Salt and Hall Softener Equip Rental/Shop Water Rental	71139	\$140.56	100-43110-101-	Maintenance-Shop	\$31.68
02/07/2024	Dahlheimer Beverage	Hall,Shop,FireHall Cleaning Supplies - 2/2/24 Statement - Inv #2090601	71140	\$198.05	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$124.45 \$16.11
02/07/2024	The Office Shop, Inc.	2/1/24 Statement for Clerks/1st Resp Office Supp	71141	\$141.86	100-41941-211- 100-43110-211- 100-42280-211-	City Hall Maintenance-Shop Fire Stations and Buildings	\$66.02 \$66.02 \$66.01
02/07/2024	CROW WING COUNTY RECORDER	Recording Fee - CUP - Rerecording after amending	71142*	\$46.00	100-41425-201- 100-42860-201-	Clerk Other Protection-1st Response	\$113.11 \$28.75
Total For Selected Claims				\$7,663.30			\$7,663.30

For the payroll period ending: 02/07/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-101	451	Foster, Brian D	
Account Total			121.90
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$121.90

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/10/2024	PINE RIVER STATE BANK	61126	Safety Deposit Box #5638 - 5X10 - 1-1-24 Inv.	N	General Government Buildings and Plant	100-41940-415-	\$ 45.00
	Total For Check	61126					\$ 45.00
01/10/2024	Bond Trust Services Corporation	61127	Statements 83700, 84948 - 2012 Cap Improvement Bond Prin, Int, Agent Fee - City Hall	N	Bond Principal	303-47110-601-	\$ 40,000.00
		61127	Interest - Bonds			303-47210-611-	\$ 2,787.50
		61127	Fiscal Agent's Fees			303-47501-620-	\$ 475.00
	Total For Check	61127					\$ 43,262.50
01/10/2024	Bond Trust Services Corporation	61128	Statements 83702,84950 - 2014 Road Improvement Bond Prin, Int, Agent Fee	N	Bond Principal	304-47110-601-	\$ 35,000.00
		61128	Interest - Bonds			304-47210-611-	\$ 3,946.25
		61128	Fiscal Agent's Fees			304-47501-620-	\$ 100.00
	Total For Check	61128					\$ 39,046.25
01/10/2024	Bond Trust Services Corporation	61129	Statements 83701,84949 - 2013 Sewer Revenue Refunding Bond Prin, Int, Agent Fee	N	Bond Principal	602-47110-601-	\$ 60,000.00
		61129	Interest - Bonds			602-47210-611-	\$ 13,091.25
		61129	Fiscal Agent's Fees			602-47501-620-	\$ 100.00
	Total For Check	61129					\$ 73,191.25
01/10/2024	Emily Fire Relief Association	61130*	2024 Annual Municipal Contribution	N	Fire Administration	100-42210-124-	\$ 16,896.00
	Total For Check	61130					\$ 16,896.00
01/10/2024	A W Research Laboratories	61131	Sewer Sample Testing - Inv. #60660	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 92.00
	Total For Check	61131					\$ 92.00
01/10/2024	Birchdale Fire and Security	61132	Inv. 148846 - Hall Monitoring Services	N	City Hall	100-41941-404-	\$ 55.62
	Total For Check	61132					\$ 55.62
01/10/2024	INTERNATIONAL UNION OF	61133	Union dues - 1-5-24 Invoice	N	Clerk	100-41425-101-	\$ 70.00
		61133	Maintenance-Shop			100-43110-101-	\$ 70.00

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/11/2024	MINNESOTA REVENUE	330767	State Withholding - 1/3/24 Payroll	N	Clerk	100-41425-172-	\$ 110.43
		330767			Planning and Zoning	100-41910-172-	\$ 7.28
		330767			City Hall	100-41941-172-	\$ 12.88
		330767			Fire Stations and Buildings	100-42280-172-	\$ 2.09
		330767			Maintenance-Shop	100-43110-172-	\$ 130.08
		330767			Paved Streets	100-43121-172-	\$ 29.37
		330767			Sewer Utilities - Administration and General	602-49490-172-	\$ 2.41
		330767					\$ 294.54
01/12/2024	PERA	330769	Retirement contributions - 1/3/24 Payroll	N	Clerk	100-41425-101-	\$ 236.07
		330769			Planning and Zoning	100-41425-103-	\$ 7.96
		330769			City Hall	100-41425-121-	\$ 9.19
		330769			Fire Stations and Buildings	100-41425-121-	\$ 272.38
		330769			Maintenance-Shop	100-41910-103-	\$ 63.12
		330769			Paved Streets	100-41910-121-	\$ 72.83
		330769			Sewer Utilities - Administration and General	100-41941-101-	\$ 20.92
		330769			City Hall	100-41941-121-	\$ 24.14
		330769			Fire Stations and Buildings	100-41941-121-	\$ 3.55
		330769			Maintenance-Shop	100-42280-101-	\$ 4.10
		330769			Paved Streets	100-43110-101-	\$ 222.15
		330769			Sewer Utilities - Administration and General	100-43110-121-	\$ 256.32
		330769			City Hall	100-43121-101-	\$ 48.64
		330769			Fire Stations and Buildings	100-43121-121-	\$ 56.12
		330769			Maintenance-Shop	602-49490-101-	\$ 6.21
		330769			City Hall	602-49490-121-	\$ 7.17
		330769					\$ 1,310.87
01/17/2024	Payroll Period Ending 01/17/2024	61134	Regular Payroll - 1-3 to 1-16	N	Clerk	100-41425-103-	\$ 276.25
		61134			Planning and Zoning	100-41910-103-	\$ 721.03
		61134					\$ 997.28
01/17/2024	Payroll Period Ending 01/17/2024	61135	Regular Payroll - 1-3 to 1-16	N	City Hall	100-41941-101-	\$ 300.56
		61135			Fire Stations and Buildings	100-42280-101-	\$ 21.19
		61135			Maintenance-Shop	100-43110-101-	\$ 689.75
		61135			Paved Streets	100-43121-101-	\$ 786.08
		61135			Park Areas	100-45202-101-	\$ 65.51

Fund Name: All Funds

Date Range: /10/2024 To 01/31/2024

Date Vendor

Check #

Description

Void

Account Name

F-A-O-P

Total

61135
61135
61135
61136
61137
61137
61138
61138
61138
61138
61138
61138
61138
61139
61140
61141
61141
61141
61141
61142
61142
61142
61142

Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Regular Payroll - 1-3 to 1-16
Monthly employee ins coverage
Inv. #575482
97406,97408,97409,97410:Retail
ner, RoadsCollectn, 1stRespsn, D/
APolicy
Monthly - 1-7-24 Invoices

100-49010-101-
602-49450-101-
100-41425-101-
100-41425-101-
602-49490-101-
100-41941-101-
100-42280-101-
100-43110-101-
100-43110-101-
100-43121-101-
100-45202-101-
100-49010-101-
100-41910-311-
100-43110-101-
100-41425-304-
100-41425-304-
100-42860-304-
100-43121-304-
100-41941-381-
100-41941-381-
100-42280-381-
100-43110-381-

\$ 42.39
\$ 21.19
\$ 1,926.67
\$ 1,851.32
\$ 1,851.32
\$ 1,007.45
\$ 149.21
\$ 1,156.66
\$ 224.37
\$ 19.59
\$ (0.01)
\$ 671.34
\$ 744.35
\$ 60.55
\$ 60.55
\$ 1,780.74
\$ 412.50
\$ 412.50
\$ 31.68
\$ 31.68
\$ 897.00
\$ 234.00
\$ 143.00
\$ 156.00
\$ 1,430.00
\$ 2,010.31
\$ 27.27
\$ 113.82
\$ 115.23

Total For Check 61135

Total For Check 61136

Total For Check 61137

Total For Check 61138

Total For Check 61139

Total For Check 61140

Total For Check 61141

Total For Check 61142

Total For Check 61144

Total For Check 61145

Total For Check 61146

Total For Check 61147

Total For Check 61148

Total For Check 61149

Total For Check 61150

Total For Check 61151

Total For Check 61152

Total For Check 61153

Total For Check 61154

Total For Check 61155

Total For Check 61156

Total For Check 61157

Total For Check 61158

Total For Check 61159

Total For Check 61160

Total For Check 61161

Total For Check 61162

Total For Check 61163

Total For Check 61164

Total For Check 61165

Total For Check 61166

Total For Check 61167

Total For Check 61168

Total For Check 61169

Total For Check 61170

Total For Check 61171

Total For Check 61172

Total For Check 61173

Total For Check 61174

Total For Check 61175

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/17/2024	F.I.R.E.	61143	Inv. 6614 - Basic FF Training - Jarvis	N	Fire Training	100-42240-308-	\$ 1,500.00
Total For Check							\$ 1,500.00
01/17/2024	WM Corporate Services, Inc.	61144	garbage - inv. 6812114-1767-7	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
Total For Check							\$ 357.16
01/17/2024	Minnesota Pump Works	61145	INV023265 - EOne Grinder Alarm Replacement Board	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 537.60
Total For Check							\$ 537.60
01/18/2024	MINNESOTA REVENUE	330771	2023 Sales and Use Tax	N	Fire Fighting	100-42220-493-	\$ 37.87
		330771		N	Other Protection-1st Response	100-42860-493-	\$ 4.13
Total For Check							\$ 42.00
01/19/2024	FEDERAL WITHHOLDING/ON LINE	330766	Federal Withholding - 1/17/24 Payroll	N	Council/Town Board	100-41110-103-	\$ 130.04
		330766				100-41110-122-	\$ 105.40
		330766				100-41110-135-	\$ 24.64
		330766			Mayor	100-41310-103-	\$ 45.90
		330766				100-41310-122-	\$ 37.20
		330766			Clerk	100-41310-135-	\$ 8.70
		330766				100-41425-101-	\$ 294.31
		330766				100-41425-103-	\$ 24.92
		330766				100-41425-122-	\$ 20.20
		330766				100-41425-122-	\$ 238.53
		330766				100-41425-135-	\$ 55.78
		330766				100-41425-135-	\$ 4.72
		330766			Planning and Zoning	100-41425-171-	\$ 214.61
		330766				100-41910-103-	\$ 65.04
		330766				100-41910-122-	\$ 52.71
		330766				100-41910-135-	\$ 12.33

Fund Name: All Funds

Date Range: 10/2024 To 01/31/2024

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330766			City Hall	100-41941-101-	\$ 54.78
330766				100-41941-122-	\$ 44.40
330766				100-41941-135-	\$ 10.38
330766				100-41941-171-	\$ 49.54
330766	Fire Stations and Buildings			100-42280-101-	\$ 4.24
330766				100-42280-122-	\$ 3.44
330766				100-42280-135-	\$ 0.80
330766				100-42280-171-	\$ 3.70
330766	Civil Defense Expenditures			100-42501-103-	\$ 3.06
330766				100-42501-122-	\$ 2.48
330766				100-42501-135-	\$ 0.58
330766	Maintenance-Shop			100-43110-101-	\$ 141.37
330766				100-43110-122-	\$ 114.56
330766				100-43110-135-	\$ 26.81
330766				100-43110-171-	\$ 121.95
330766	Paved Streets			100-43121-101-	\$ 159.03
330766				100-43121-122-	\$ 128.89
330766				100-43121-135-	\$ 30.14
330766	Library			100-43121-171-	\$ 137.89
330766				100-45187-103-	\$ 19.13
330766				100-45187-122-	\$ 15.50
330766				100-45187-135-	\$ 3.63
330766				100-45187-171-	\$ 20.00
330766	Park Areas			100-45202-101-	\$ 13.12
330766				100-45202-122-	\$ 10.63
330766				100-45202-135-	\$ 2.49
330766				100-45202-171-	\$ 11.41
330766	Cemetery			100-49010-101-	\$ 10.62
330766				100-49010-122-	\$ 8.61
330766				100-49010-135-	\$ 2.01
330766				100-49010-171-	\$ 8.51
330766	Sewer Utilities - Sanitary Sewer Maintenance			602-49450-101-	\$ 2.28
330766				602-49450-122-	\$ 1.85
330766				602-49450-135-	\$ 0.43
330766				602-49450-171-	\$ 2.66
330766	Sewer Utilities - Administration and General			602-49490-101-	\$ 14.54
330766				602-49490-122-	\$ 11.78
330766				602-49490-135-	\$ 2.76
330766				602-49490-171-	\$ 3.16
330766	Total For Check				\$ 2,538.19

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/24/2024	Krista Kommer	61146	Reimbursement of 2024 Arrowhead EMS Conf/Expo fee, hotel, meals	N	Other Protection-1st Response	100-42860-308-	\$ 200.00
		61146					\$ 191.91
		61146					\$ 391.91
01/24/2024	Cindy Thompson	61147	Reimbursement of 2024 Arrowhead EMS Conf/Expo fee	N	Other Protection-1st Response	100-42860-308-	\$ 170.00
		61147					\$ 170.00
		61147					\$ 170.00
01/24/2024	K&M SIGNS INC.	61148	Inv. 15397 - Maintenance Vehicles/Equipment Decals	N	Road and Bridge Equipment	100-43126-221-	\$ 334.00
		61148					\$ 334.00
		61148					\$ 334.00
01/24/2024	Wex Bank	61149	Inv. 94408360 - Fuel - Road Equip, Fire	N	Fire Fighting	100-42220-212-	\$ 185.06
		61149			Road and Bridge Equipment	100-43126-212-	\$ 831.76
		61149					\$ 1,016.82
01/24/2024	Aramark	61150	Rugs and Towels - Invs.2530232340,2530232341-CityHall/FireHall	N	City Hall	100-41941-418-	\$ 162.33
		61150			Fire Stations and Buildings	100-42280-418-	\$ 50.58
		61150					\$ 212.91
01/24/2024	PEOPLESERVICE, INC.	61151	Inv. PS-INV103715 - February 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		61151					\$ 2,090.00
01/24/2024	Ehlers Investment Partners, LLC	61152	December 2023 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 82.61
		61152					\$ 82.61
01/24/2024	Short Elliott Hendrickson, Inc.	61153	Inv. 460034-2024 Rd Improvements Feasibility Study	N	Paved Streets	201-43121-303-	\$ 3,840.00
		61153					\$ 3,840.00
01/26/2024	MINNESOTA REVENUE	330768	State Withholding - 1/17/24 Payroll	N	Council/Town Board	100-41110-172-	\$ 2.79
		330768			Clerk	100-41425-172-	\$ 141.88
		330768			Planning and Zoning	100-41910-172-	\$ 8.91

Fund Name: All Funds

Date Range: 10/2024 To 01/31/2024

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330768			City Hall	100-41941-172-	\$ 32.46
330768			Fire Stations and Buildings	100-42280-172-	\$ 2.49
330768			Maintenance-Shop	100-43110-172-	\$ 82.89
330768			Paved Streets	100-43121-172-	\$ 93.34
330768			Park Areas	100-45202-172-	\$ 7.69
330768			Cemetery	100-49010-172-	\$ 6.12
330768			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.44
330768			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.72
330768					\$ 385.73
330770	Retirement contributions - 1/17/24 Payroll	N	Clerk	100-41425-101-	\$ 269.33
330770				100-41425-103-	\$ 21.17
330770				100-41425-121-	\$ 24.43
330770				100-41425-121-	\$ 310.77
330770			Planning and Zoning	100-41910-103-	\$ 55.27
330770				100-41910-121-	\$ 63.77
330770			City Hall	100-41941-101-	\$ 49.52
330770				100-41941-121-	\$ 57.13
330770			Fire Stations and Buildings	100-42280-101-	\$ 3.83
330770				100-42280-121-	\$ 4.42
330770			Maintenance-Shop	100-43110-101-	\$ 127.79
330770				100-43110-121-	\$ 147.46
330770			Paved Streets	100-43121-101-	\$ 143.78
330770				100-43121-121-	\$ 165.90
330770			Park Areas	100-45202-101-	\$ 11.85
330770				100-45202-121-	\$ 13.67
330770			Cemetery	100-49010-101-	\$ 9.60
330770				100-49010-121-	\$ 11.07
330770			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.06
330770				602-49450-121-	\$ 2.38
330770			Sewer Utilities - Administration and General	602-49490-101-	\$ 13.64
330770				602-49490-121-	\$ 15.74
330770					\$ 1,524.58
61154	Regular Payroll - 1-17 to 1-30	N	Clerk	100-41425-103-	\$ 412.25
61154				100-41910-103-	\$ 560.03
61154					\$ 972.28

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/31/2024	Payroll Period Ending 01/31/2024	61155	Regular Payroll - 1-17 to 1-30	N	City Hall	100-41941-101-	\$ 313.50
		61155			Fire Stations and Buildings	100-42280-101-	\$ 156.75
		61155			Maintenance-Shop	100-43110-101-	\$ (0.01)
		61155			Paved Streets	100-43110-101-	\$ 727.89
		61155			Cemetery	100-43121-101-	\$ 536.91
		61155				100-49010-101-	\$ 66.66
		61155					\$ 1,801.70
Total For Check							
01/31/2024	Payroll Period Ending 01/31/2024	61156	Regular Payroll - 1-17 to 1-30	N	Clerk	100-41425-101-	\$ 1,918.04
		61156					\$ 1,918.04
Total For Check							
01/31/2024	Payroll Period Ending 01/31/2024	61157	Regular Payroll - 1-17 to 1-30	N	Clerk	100-41425-101-	\$ 1,070.97
		61157			Sewer Utilities - Administration and General	602-49490-101-	\$ 171.46
		61157					\$ 1,242.43
Total For Check							
01/31/2024	Payroll Period Ending 01/31/2024	61158	Regular Payroll - 1-17 to 1-30	N	City Hall	100-41941-101-	\$ 212.79
		61158			Fire Stations and Buildings	100-42280-101-	\$ 106.39
		61158			Maintenance-Shop	100-43110-101-	\$ 928.37
		61158			Paved Streets	100-43121-101-	\$ 404.98
		61158			Cemetery	100-49010-101-	\$ 63.49
		61158					\$ 1,716.02
Total For Check							
01/31/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	61159	Health Insurance March 2024	N	Clerk	100-41425-101-	\$ 612.50
		61159				100-41425-131-	\$ 2,337.50
		61159			Maintenance-Shop	100-43110-101-	\$ 612.50
		61159				100-43110-131-	\$ 2,337.50
		61159					\$ 5,900.00
Total For Check							
01/31/2024	Sadusky Renovations, Inc.	61160	Inv. 15 - Complaint and Rental inspections	N	Building Inspections Administration	100-42401-310-	\$ 1,150.00
		61160			Rental Inspections	100-42411-310-	\$ 1,375.00
		61160					\$ 2,525.00
Total For Check							
01/31/2024	Verizon	61161	Shop - Inv. #9954162963	N	Maintenance-Shop	100-43110-321-	\$ 104.02
		61161					\$ 104.02
Total For Check							
01/31/2024	Canon Financial Services, Inc.	61162	COPIER LEASE- 1/21/24 Inv. #31938226	N	Clerk	100-41425-413-	\$ 148.93
		61162					\$ 148.93
Total For Check							

Fund Name: All Funds

Date Range: 10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/31/2024	Colonial Life	61163	Employee paid insurance - Inv # 47086730105268	N	Clerk	100-41425-101-	\$ 76.72
Total For Check 61163							\$ 76.72
01/31/2024	Minnesota Fire Service Cert. Board	61164	Firefighter Certification - Prokott	N	Fire Training	100-42240-308-	\$ 126.00
Total For Check 61164							\$ 126.00
01/31/2024	AUTO VALUE	61165	1/25/24 Statement:ShopMaterials,Cemetery/Dump/Road/BridgeRepairMaintSupp	N	Maintenance-Shop	100-43110-215-	\$ 111.48
		61165	Road and Bridge Equipment			100-43126-221-	\$ 40.16
		61165	Waste (Refuse) Disposal			100-43240-221-	\$ 40.17
		61165	Cemetery			100-49010-221-	\$ 40.17
Total For Check 61165							\$ 231.98
01/31/2024	Money Market/Bonds	IAD2941	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 172.83
Total For Check IAD2941							\$ 172.83
01/31/2024	Money Market/Bonds	IAD2942	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 60.12
Total For Check IAD2942							\$ 60.12
01/31/2024	Money Market/Bonds	IAD2943	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 105.20
Total For Check IAD2943							\$ 105.20
01/31/2024	Money Market/Bonds	IAD2944	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 52.60
Total For Check IAD2944							\$ 52.60
01/31/2024	Money Market/Bonds	IAD2945	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 37.57
Total For Check IAD2945							\$ 37.57
01/31/2024	Money Market/Bonds	IAD2946	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 75.15
Total For Check IAD2946							\$ 75.15

Fund Name: All Funds

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/31/2024	Money Market/Bonds	IAD2947	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 52.60
		Total For Check IAD2947					\$ 52.60
01/31/2024	Money Market/Bonds	IAD2948	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 15.03
		Total For Check IAD2948					\$ 15.03
01/31/2024	Money Market/Bonds	IAD2949	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 301.83
		Total For Check IAD2949					\$ 301.83
01/31/2024	Money Market/Bonds	IAD2950	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 104.98
		Total For Check IAD2950					\$ 104.98
01/31/2024	Money Market/Bonds	IAD2951	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 183.72
		Total For Check IAD2951					\$ 183.72
01/31/2024	Money Market/Bonds	IAD2952	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 91.86
		Total For Check IAD2952					\$ 91.86
01/31/2024	Money Market/Bonds	IAD2953	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 65.62
		Total For Check IAD2953					\$ 65.62
01/31/2024	Money Market/Bonds	IAD2954	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 131.23
		Total For Check IAD2954					\$ 131.23
01/31/2024	Money Market/Bonds	IAD2955	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 91.86
		Total For Check IAD2955					\$ 91.86
01/31/2024	Money Market/Bonds	IAD2956	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 26.25
		Total For Check IAD2956					\$ 26.25
		Total For Selected Checks					\$ 220,120.19

1/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	114,733.73	39,712.09	(75,021.64)
Delinquent Ad Valorem Taxes	1,166.66	712.28	(454.38)
Mobile Home Tax	2.08	0.00	(2.08)
Fiscal Disparities	120.83	0.00	(120.83)
Total Acct 310	116,023.30	40,424.37	(75,598.93)
Franchise Taxes	0.00	0.00	0.00
Severed Mineral Tax	19.00	0.00	(19.00)
Total Acct 318	19.00	0.00	(19.00)
Penalties and Interest on Ad valorem Taxes	166.67	127.09	(39.58)
Forfeited Tax Sale Apportionments	450.00	0.00	(450.00)
Principal on Special Assessments	41.67	0.00	(41.67)
Penalties and Interest on Special Assessments	0.42	0.00	(0.42)
Total Acct 319	658.76	127.09	(531.67)
Licenses & Permits	8.33	0.00	(8.33)
Alcoholic Beverages	497.50	0.00	(497.50)
Rental Dwelling License	308.33	450.00	141.67
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	814.16	450.00	(364.16)
Building Permits (Excludes surcharge)	2,166.66	100.00	(2,066.66)
Animal Licenses	1.67	0.00	(1.67)
Total Acct 322	2,168.33	100.00	(2,068.33)
Federal Payments in Lieu of Taxes	0.33	0.00	(0.33)
Total Acct 331	0.33	0.00	(0.33)
Homestead and Agricultural Credit Aid (HACA)	2,724.99	0.00	(2,724.99)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	1,833.33	0.00	(1,833.33)
Agricultural Market Value Credit	47.92	0.00	(47.92)
Fire Training Reimbursement	208.33	0.00	(208.33)
State Fire Aid	1,299.99	0.00	(1,299.99)
Supp. Fire State Aid	233.33	0.00	(233.33)
State Police Aid	0.00	0.00	0.00
Total Acct 334	6,347.89	0.00	(6,347.89)
Grants & Aids from Other LGUs	3,124.99	0.00	(3,124.99)
Total Acct 336	3,124.99	0.00	(3,124.99)
City/Town Hall Rent	60.42	100.00	39.58
Zoning and Subdivision Fees	291.67	500.00	208.33
Assessment Searches	100.00	100.00	0.00
Candidate Filing Fee	1.17	0.00	(1.17)
Copies/Faxes	5.00	2.25	(2.75)
Total Acct 341	458.26	702.25	243.99
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	4,425.15	0.00	(4,425.15)
First Responder Charges	483.33	0.00	(483.33)
Total Acct 342	4,908.48	0.00	(4,908.48)
Sale of Culverts	83.33	0.00	(83.33)
Contractor Water Use	8.33	0.00	(8.33)
Sale of Lockers	0.00	15.00	15.00
Total Acct 343	91.66	15.00	(76.66)
Refuse Collection Charges	0.00	0.00	0.00
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	41.67	500.00	458.33
Cemetery -Grave openings	375.00	50.00	(325.00)

1/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Receipts:			
Cemetery -Sale of lots	966.66	0.00	(966.66)
Misc. Rents	0.83	1.00	0.17
Verizon Rental	1,100.00	1,100.00	0.00
Total Acct 349	2,484.16	1,651.00	(833.16)
Court Fines	54.17	0.00	(54.17)
Administrative Fines (Penalties)	125.00	0.00	(125.00)
Total Acct 351	179.17	0.00	(179.17)
Interest Earning	483.33	263.39	(219.94)
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	1,208.33	0.00	(1,208.33)
Total Acct 362	1,691.66	263.39	(1,428.27)
Total Revenues	138,970.15	43,733.10	(95,237.05)
Other Financing Sources:			
Unrealized Investment Gain	108.33	301.83	193.50
Total Acct 391	108.33	301.83	193.50
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	1,666.66	0.00	(1,666.66)
Total Acct 399	1,666.66	0.00	(1,666.66)
Total Other Financing Sources	1,774.99	301.83	(1,473.16)

1/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	1,834.57	1,830.04	4.53
Ordinances and Proceedings	537.49	500.00	37.49
Total Acct 411	2,372.06	2,330.04	42.02
Mayor	712.91	645.90	67.01
Total Acct 413	712.91	645.90	67.01
Elections	787.67	0.00	787.67
Clerk	16,919.50	20,089.13	(3,169.63)
Total Acct 414	17,707.17	20,089.13	(2,381.96)
Internal Auditing	1,153.74	0.00	1,153.74
Total Acct 415	1,153.74	0.00	1,153.74
Planning and Zoning	5,472.49	3,130.48	2,342.01
General Government Buildings and Plant	214.17	45.00	169.17
City Hall	7,603.29	4,056.19	3,547.10
Total Acct 419	13,289.95	7,231.67	6,058.28
Police Administration	845.83	2,529.50	(1,683.67)
Patrol	166.67	0.00	166.67
Police Training	0.00	0.00	0.00
Total Acct 421	1,012.50	2,529.50	(1,517.00)
Fire Administration	7,440.09	17,217.67	(9,777.58)
Fire Fighting	10,851.94	579.43	10,272.51
Fire Training	1,111.49	1,704.99	(593.50)
Fire Stations and Buildings	1,705.83	575.10	1,130.73
Total Acct 422	21,109.35	20,077.19	1,032.16
Building Inspections Administration	208.34	1,150.00	(941.66)
Rental Inspections	183.33	1,375.00	(1,191.67)
Total Acct 424	391.67	2,525.00	(2,133.33)
Civil Defense Expenditures	95.75	43.06	52.69
Total Acct 425	95.75	43.06	52.69
Traffic Engineering Expenditures	1,600.00	0.00	1,600.00
Total Acct 426	1,600.00	0.00	1,600.00
Other Protection-1st Response	2,889.59	756.25	2,133.34
Total Acct 428	2,889.59	756.25	2,133.34
Maintenance-Shop	10,697.90	13,988.12	(3,290.22)
Paved Streets	13,532.03	4,286.25	9,245.78
Unpaved Streets	1,354.16	0.00	1,354.16
Ice and Snow Removal	416.67	0.00	416.67
Road and Bridge Equipment	18,616.10	1,502.38	17,113.72
Bridges, Viaducts and Grade Separations	7,941.64	0.00	7,941.64
Street Lighting	308.33	291.00	17.33
Total Acct 431	52,866.83	20,067.75	32,799.08
Waste (Refuse) Disposal	1,127.09	397.33	729.76
Total Acct 432	1,127.09	397.33	729.76
Historical Society	8.33	0.00	8.33
Total Acct 450	8.33	0.00	8.33
Library	503.34	269.13	234.21
Total Acct 451	503.34	269.13	234.21
Park Areas	2,220.86	245.90	1,974.96
Total Acct 452	2,220.86	245.90	1,974.96
Water Resources	83.33	0.00	83.33
Emily Waters	1,455.41	0.00	1,455.41

1/31/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var?</u>
Disbursements:			
Total Acct 461	1,538.74	0.00	1,538.74
Economic Development and Assistance	106.18	0.00	106.18
Total Acct 465	106.18	0.00	106.18
Food Shelf	20.83	0.00	20.83
Cemetery	1,658.32	618.34	1,039.98
Total Acct 490	1,679.15	618.34	1,060.81
Total Disbursements	122,385.21	77,826.19	44,559.02
Other Financing Uses:			
Unrealized Investment Loss	500.00	0.00	500.00
Purchase of Investments	4,249.98	557.27	3,692.71
Total Acct 493	4,749.98	557.27	4,192.71
Total Other Financing Uses	4,749.98	557.27	4,192.71
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		44,034.93	
Total Disbursements and Other Financing Uses		78,383.46	
Cash Balance as of 01/31/2024		643,323.94	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/01/2024 To 01/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
01/02/2024	UTILITY BILLING	13231	Sewer Charges	(01/03/2024) -	N Rate Class I	602-37210-	\$ 200.00 <u>\$ 200.00</u>
01/12/2024	UTILITY BILLING	13244	Sewer Charges	(01/18/2024) -	N Rate Class I	602-37210-	\$ 1,564.13 <u>\$ 1,564.13</u>
01/12/2024	UTILITY BILLING	13245	Sewer Charges	(01/18/2024) -	N Rate Class I	602-37210-	\$ 1,422.80 <u>\$ 1,422.80</u>
01/17/2024	UTILITY BILLING	13247*	Sewer Charges - ACH	(01/08/2024) -	N Rate Class I	602-37210-	\$ 84.59
			Penalties and Forfeited Discounts			602-37260-	\$ 2.86 <u>\$ 87.45</u>
01/17/2024	UTILITY BILLING	13248*	Sewer Charges - ACH	(01/12/2024) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
01/17/2024	UTILITY BILLING	13249*	Sewer Charges - ACH	(01/16/2024) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
01/18/2024	UTILITY BILLING	13250*	Sewer Charges - ACH	(01/18/2024) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
01/18/2024	UTILITY BILLING	13251	Sewer Charges	(01/19/2024) -	N Rate Class I	602-37210-	\$ 1,564.23
			Penalties and Forfeited Discounts			602-37260-	\$ 0.01 <u>\$ 1,564.24</u>
01/18/2024	UTILITY BILLING	13252*	Sewer Charges - ACH	(01/19/2024) -	N Rate Class I	602-37210-	\$ 271.66 <u>\$ 271.66</u>
01/18/2024	UTILITY BILLING	13253	Sewer Charges	(01/19/2024) -	N Rate Class I	602-37210-	\$ 2,305.53 <u>\$ 2,305.53</u>
01/18/2024	UTILITY BILLING	13254	Sewer Charges	(01/19/2024) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/01/2024 To 01/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/24/2024	Crow Wing County	13260	GenlPropTax(Current/Del),P&I, SpecialAssts, SpecialAsstsP&I	(01/24/2024) -	N	Current Ad Valorem Taxes	602-31010-	\$ 2,082.73
01/26/2024	UTILITY BILLING	13261	Sewer Charges	(01/26/2024) -	N	Rate Class I	602-37210-	\$ 3,138.21
01/26/2024	UTILITY BILLING	13262*	Sewer Charges - ACH	(01/22/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/26/2024	UTILITY BILLING	13263*	Sewer Charges - ACH	(01/24/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/30/2024	UTILITY BILLING	13265	Sewer Charges	(01/31/2024) -	N	Rate Class I	602-37210-	\$ 1,075.06
01/30/2024	UTILITY BILLING	13266*	Sewer Charges - ACHS	(01/29/2024) -	N	Rate Class I	602-37210-	\$ 342.20
01/31/2024	UTILITY BILLING	13267	Sewer Charges	(01/31/2024) -	N	Rate Class I	602-37210-	\$ 171.10
01/31/2024	PINE RIVER STATE BANK	13274	Int CR Checking	(01/31/2024) -	N	Interest Earning	602-36210-	\$ 5.48
01/31/2024	Pershing	13275	Int CR MMMF	(01/31/2024) -	N	Interest Earning	602-36210-	\$ 5.48
01/31/2024	Pershing	13276	Unrealized Investment Gain	(01/31/2024) -	N	Unrealized Investment Gain	602-39103-	\$ 26.25
Total for Selected Receipts								\$ 2,156.23
								\$ 3,138.21
								\$ 171.10
								\$ 171.10
								\$ 1,075.06
								\$ 342.20
								\$ 171.10
								\$ 171.10
								\$ 5.48
								\$ 5.48
								\$ 15.03
								\$ 15.03
								\$ 26.25
								\$ 26.25
								\$ 15,371.97

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/10/2024 To 01/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/10/2024	Bond Trust Services Corporation	61129	Statements 83701,84949 - 2013 Sewer Revenue Refunding Bond Prin, Int, Agent Fee	N	Bond Principal	602-47110-601-	\$ 60,000.00
		61129			Interest - Bonds	602-47210-611-	\$ 13,091.25
		61129			Fiscal Agent's Fees	602-47501-620-	\$ 100.00
		61129					\$ 73,191.25
01/10/2024	A W Research Laboratories	61131	Sewer Sample Testing - Inv. #60660	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 92.00
		61131					\$ 92.00
01/11/2024	MINNESOTA REVENUE	330767	State Withholding - 1/3/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 2.41
		330767					\$ 2.41
01/12/2024	PERA	330769	Retirement contributions - 1/3/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 6.21
		330769				602-49490-121-	\$ 7.17
		330769					\$ 13.38
01/17/2024	Payroll Period Ending 01/17/2024	61135	Regular Payroll - 1-3 to 1-16	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 21.19
		61135					\$ 21.19
01/17/2024	Payroll Period Ending 01/17/2024	61137	Regular Payroll - 1-3 to 1-16	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 149.21
		61137					\$ 149.21
01/17/2024	CROW WING POWER	61142	Monthly - 1-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 32.06
		61142				602-49470-381-	\$ 32.06
		61142				602-49470-381-	\$ 43.62
		61142					\$ 107.74
01/17/2024	Minnesota Pump Works	61145	INV023265 - EOne Grinder Alarm Replacement Board	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 537.60
		61145					\$ 537.60
01/19/2024	FEDERAL WITHHOLDING/ON LINE	330766	Federal Withholding - 1/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.28

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/10/2024 To 01/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330766				602-49450-122-	\$ 1.85
		330766				602-49450-135-	\$ 0.43
		330766				602-49450-171-	\$ 2.66
		330766			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.54
		330766					\$ 39.46
01/24/2024	PEOPLESERVICE, INC.	61151	Inv. PS-INV103715 - February 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		61151					\$ 2,090.00
01/26/2024	MINNESOTA REVENUE	330768	State Withholding - 1/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.44
		330768			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.72
		330768					\$ 7.16
01/29/2024	PERA	330770	Retirement contributions - 1/17/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.06
		330770				602-49450-121-	\$ 2.38
		330770			Sewer Utilities - Administration and General	602-49490-101-	\$ 13.64
		330770					\$ 15.74
01/31/2024	Payroll Period Ending 01/31/2024	61157	Regular Payroll - 1-17 to 1-30	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 171.46
		61157					\$ 171.46
01/31/2024	Money Market/Bonds	IAD2948	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 15.03
		IAD2948					\$ 15.03
01/31/2024	Money Market/Bonds	IAD2956	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 26.25
		IAD2956					\$ 26.25
		Total For Selected Checks					\$ 76,497.96

1/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	7,201.01	2,082.73	(5,118.28)
Delinquent Ad Valorem Taxes	66.67	73.50	6.83
Mobile Home Tax	0.17	0.00	(0.17)
Fiscal Disparities	6.67	0.00	(6.67)
Total Acct 310	7,274.52	2,156.23	(5,118.29)
Severed Mineral Tax	1.00	0.00	(1.00)
Total Acct 318	1.00	0.00	(1.00)
Principal on Special Assessments	312.50	0.00	(312.50)
Penalties and Interest on Special Assessments	18.75	0.00	(18.75)
Total Acct 319	331.25	0.00	(331.25)
Licenses & Permits	10.42	0.00	(10.42)
Public Utilities	10.42	0.00	(10.42)
Total Acct 321	20.84	0.00	(20.84)
Homestead and Agricultural Credit Aid (HACA)	187.50	0.00	(187.50)
Total Acct 334	187.50	0.00	(187.50)
Interest Earning	47.50	20.51	(26.99)
Total Acct 362	47.50	20.51	(26.99)
Rate Class I	6,749.97	13,166.11	6,416.14
Connection/Reconnection Fees	166.67	0.00	(166.67)
Penalties and Forfeited Discounts	83.33	2.87	(80.46)
Hauled Wastewater Fees	37.50	0.00	(37.50)
Total Acct 372	7,037.47	13,168.98	6,131.51
Total Revenues	14,900.08	15,345.72	445.64
Other Financing Sources:			
Unrealized Investment Gain	10.42	26.25	15.83
Total Acct 391	10.42	26.25	15.83
Sale of Investment	12.50	0.00	(12.50)
Total Acct 399	12.50	0.00	(12.50)
Total Other Financing Sources	22.92	26.25	3.33
Disbursements:			
Bond Principal	4,999.98	60,000.00	(55,000.02)
Total Acct 471	4,999.98	60,000.00	(55,000.02)
Interest - Bonds	2,128.12	13,091.25	(10,963.13)
Total Acct 472	2,128.12	13,091.25	(10,963.13)
Fiscal Agent's Fees	39.58	100.00	(60.42)
Total Acct 475	39.58	100.00	(60.42)
Sewer Utilities - Sanitary Sewer Maintenance	4,435.73	2,753.89	1,681.84
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	2,445.82	977.74	1,468.08
Sewer Utilities - Administration and General	802.08	538.50	263.58
Total Acct 494	7,683.63	4,270.13	3,413.50
Total Disbursements	14,851.31	77,461.38	(62,610.07)

1/31/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	13.33	0.00	13.33
Purchase of Investments	58.33	41.28	17.05
Total Acct 493	71.66	41.28	30.38
Total Other Financing Uses	71.66	41.28	30.38
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		15,371.97	
Total Disbursements and Other Financing Uses		77,502.66	
Cash Balance as of 01/31/2024		40,400.89	

REPORT FOR EMILY CITY COUNCIL MEETING
FEBRUARY 13, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 16 members at our last meeting
- 1 fire calls since the last meeting
- Checked all equipment
- We had a drill on Hybrid cars / Air bags
- I would request the Council not to require Craig Prokott to repay training costs to the city because he resigned due to health purposes.

Respectfully submitted,



Chad Genz
Chief - Emily Fire Dept.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-12

**RESOLUTION RATIFYING AMENDED BYLAWS OF THE
EMILY FIREMEN'S RELIEF ASSOCIATION**

WHEREAS, the Emily Firemen's Relief Association is required to have bylaws; and

WHEREAS, amendments to those bylaws are sometimes needed which require City Council ratification;
and

WHEREAS, the amendments were adopted by the Emily Firemen's Relief Association on
January 23, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Emily City Council ratifies the amendment to the bylaws of
the Emily Firemen's Relief Association.

Passed by the City Council of Emily, Minnesota this 13th day of February, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (Fire Department) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

If the city has approved the employment on the Fire Department of volunteer emergency medical personnel, individuals who solely perform or supervise volunteer emergency medical duties are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city or, for volunteer emergency medical personnel, either the date volunteer emergency medical personnel were approved to become members of the Association or, if after the approval date, the date the volunteer emergency medical employee was hired by the city.

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to

the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 7 – COMPENSATION. No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association, including volunteer emergency medical personnel, will be held in December of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 10 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board's regular meetings will be kept on file at the Board's primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board's principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or

delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS. 51 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS. 51 percent of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary's report
5. Treasurer's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed

on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 – DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of

duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 – SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 – GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All

Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 – BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII – AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 – AMENDMENTS. These bylaws may be amended when necessary by 66% of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 – CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subs. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 – DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen’s Relief Association on this 23rd day of January, 2024.

_____ date: _____
President

_____ date: _____
Secretary

_____ date: _____
Treasurer

ATTACHMENT A - BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$750 per year	January 12, 2010	January 12, 2010
\$1,500 per year	October 11, 2016	January 1, 2017
\$1,750 per year	August 12, 2020	January 1, 2021
\$2,100 per year		February 13, 2024

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (Fire Department) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

If the city has approved the employment on the Fire Department of volunteer emergency medical personnel, individuals who solely perform or supervise volunteer emergency medical duties are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city or, for volunteer emergency medical personnel, either the date volunteer emergency medical personnel were approved to become members of the Association or, if after the approval date, the date the volunteer emergency medical employee was hired by the city.

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to

the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 7 – COMPENSATION. No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association, including volunteer emergency medical personnel, will be held in December of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 10 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board's regular meetings will be kept on file at the Board's primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board's principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or

delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS. 51 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS. 51 percent of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary's report
5. Treasurer's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed

on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 – DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of

duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 – SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 – GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All

Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 – BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII – AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 – AMENDMENTS. These bylaws may be amended when necessary by 66% of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 – CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subs. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 – DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen’s Relief Association on this 23rd day of January, 2024.



President

date: 02/09/24



Secretary

date: 2/10/24



Treasurer

date: 2/7/24

ATTACHMENT A - BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$750 per year	January 12, 2010	January 12, 2010
\$1,500 per year	October 11, 2016	January 1, 2017
\$1,750 per year	August 12, 2020	January 1, 2021
\$2,100 per year		February 13, 2024

clerk@emily.net

From: Rose Hennessy-Allen <Rose.Hennessy-Allen@osa.state.mn.us>
Sent: Friday, January 26, 2024 10:46 AM
To: clerk@emily.net
Subject: RE: Fire Relief Benefit Increase Date

Hi Cari,

I'm not aware of authority for a benefit level increase to be approved retroactively to January 1 when the Relief Association did not approve the increase until after that date. The Council may wish to consult with the City's attorney for additional guidance on this question.

Thank you,

Rose Hennessy Allen
Pension Director
Office of the State Auditor
(651) 296-5985
rose.hennessy-allen@osa.state.mn.us



Office of the State Auditor

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, January 25, 2024 8:20 AM
To: Rose Hennessy-Allen <Rose.Hennessy-Allen@osa.state.mn.us>
Subject: RE: Fire Relief Benefit Increase Date

Rose,

Thank you for the information! If the Fire Relief and the Council have been negotiating on the benefit level increase since November of last year, could the Council then approve the change to be retroactive to January 1, 2024?

Thank you again!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480

Emily Fire Relief Projections

8/21/2023

Prepared by: Stephanie Lippert & Susan Schiessl

Benefit Amount	Add First Responders	2024 Required Municipal Contribution
1,750	No	16,896
1,750	Yes	23,896
2,000	No	28,219
2,000	Yes	36,219
2,500	No	50,873
2,500	Yes	60,873

**CITY OF EMILY
RESOLUTION NO. 24-07**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$ 5,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-07	Firemen's Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$5,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 13th day of February 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Emily Firemens Relief Association</u>	License Number: <u>02215</u>
Address: <u>PO Box 163</u>	City/State/Zip: <u>Emily, MN 56447</u>

1. Amount of proposed lawful purpose expenditure: \$5,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

City Fire Equipment fund donation approved by membership 1/23/2024.

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	<u>1/29/2024</u>	<u>01/29/24</u>
Chief Executive Officer's Signature	Date	
<u>Jon Chmielecki</u>	<u>218 851-7408</u>	
Print Name	Daytime Phone	

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$5,000.00. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: <u>City of Emily</u>	Phone: <u>218 763-2480</u>
Address: <u>PO Box 68</u>	City/State/Zip: <u>Emily, MN 56447</u>

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature	Date
<u>Tracy Jones</u>	<u>Mayor</u>
Print Name	Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

RELEVANT LINKS:

- After the city has received the item and confirmed it meets all specifications, the city may process and pay the bill.

2. Price agreements

Cities use price agreements to acquire items they frequently purchase. For example, cities often buy gasoline and heating fuel with price agreements.

A price agreement represents a contract between the city and a merchant. Under the agreement, the merchant agrees to supply the city the specified commodities for the term of the agreement. Price agreements often contain either a fixed price or a variable price that offers a set discount off the market price. The city usually estimates its probable needs, even though not obligated to purchase any definite quantity. Price agreements expedite delivery, reduce paperwork, and generally result in lower prices.

The city may then make purchases as the need arises. Depending on the commodity and the frequency of purchases, the council may or may not require separate requisition forms. The council should set some type of accounting system, however, to prevent the city (or any city department) from overspending its budgetary appropriation.

3. Inspection and testing

Before a city pays for purchased items, someone should confirm that the items conform to the city's specifications. Normally, the purchasing agency or an employee in the department receiving the item performs the check.

Employees can easily test many products by counting, measuring, or weighing. In other cases, the city may need to have an outside agency perform the tests.

IV. Disposing of city property and equipment

Cities often find themselves in possession of property or equipment they no longer need. Sometimes equipment being replaced or retired may still be in working condition and may have value to someone else. In those situations, cities often choose to sell the property.

A. Salvage operations

Cities often sell excess materials from construction jobs, excess inventories, obsolete or outgrown equipment, and even real property that does not fit the city's current or future needs.

*Declaring Surplus
Equipment and Authorizing
its Sale, LMC model
resolution.*

RELEVANT LINKS:

Minn. Stat. § 471.345.

LMC information memo,
*Competitive Bidding
Requirements in Cities.*

Minn. Stat. § 15.054.

LMC information memo,
Official Conflict of Interest.

LMC information memo,
*Purchase and Sale of Real
Property.*

Minn. Stat. § 462.356, subd.
2.

Minn. Stat. § 471.64, subd.
1.
A.G. Op. 707a (Mar. 5,
1986).

Minn. Stat. § 471.345, subd.
17.

Minn. Stat. § 471.3459.
*Donation of Surplus City
Equipment to a Nonprofit
Organization*, LMC Model
Policy.

A city official, preferably the city purchasing agent, should maintain a list of all surplus property, sell unneeded items, and promote interdepartmental sharing of equipment whenever possible. This procedure helps eliminate unnecessary (and costly) duplications of city-owned equipment.

B. Restricted sales

In some cases, cities must follow special procedures before selling property or equipment. For example, if the expected selling price of a piece of equipment exceeds \$175,000, the city generally must use the competitive bidding process. Home rule charter cities may have additional requirements within their charters.

Cities generally cannot sell government property to city officers or employees. A limited exception allows cities to sell property to city employees (but not to city officers) if the sale is made by sealed bids or through an auction and the employee is not involved in the process.

Competitive bidding usually is not required when selling real estate. In certain instances, however, cities may have other procedural requirements to follow. For example, if the city has a comprehensive plan, it typically must notify the planning commission and wait for its comment before selling city-owned land.

C. Sales to other government agencies

A city need not comply with competitive bidding requirements when selling property, services, or equipment to the national government, the state, or any political subdivision of the state.

D. Electronic sales of surplus supplies, material, and equipment

Regardless of value, cities may sell surplus supplies, materials, and equipment using an electronic selling process where purchasers compete for the highest price in an open and interactive environment.

E. Donations of surplus equipment

State law gives cities limited authority to donate “surplus equipment” to a “nonprofit organization.” Surplus equipment includes equipment used by a local government public works department, and cellular phones and emergency medical and firefighting equipment no longer needed by the local government (because the phones or equipment no longer meet industry standards for emergency medical services, police, or fire departments; have minimal value; or have no resale value).

RELEVANT LINKS:

Minn. Stat. § 471.3459.

Minn. Stat. § 412.691.

City of Staples v. Minn. Power & Light Co., 196 Minn. 303, 265 N.W. 58 (1936).

Minn. Stat. § 412.201.

State ex rel. Kron v. Hodapp, 104 Minn. 309, 116 N.W. 589 (1908).

Minn. Stat. § 471.345.
LMC information memo,
Competitive Bidding Requirements in Cities.

Buffalo Bituminous, Inc. v. Maple Hill Estates, Inc 311 Minn. 468, 250 N.W.2d 182 (1977). *Kotschevar v. N. Fork Township*, 229 Minn. 234, 39 N.W.2d 107 (1949).

Before donating surplus equipment, a city must adopt a policy on how it will determine what qualifies as surplus eligible for donation and how it will select nonprofit organizations eligible to receive donations. One caveat worth mentioning—the policy “must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.”

V. Contracts in general

Generally, only a city council may make contracts on the city’s behalf. Individual councilmembers, council committees, and city administrative officers do not have that authority. However, the manager in Plan B statutory cities may let contracts, on the city’s behalf, when the amount does not exceed \$20,000, unless the council sets a lower limit. Charters often give the city manager similar limited authority.

As long as a city council acts reasonably and honestly, it may enter into contracts on any terms it deems appropriate. If a contract does not require a tax levy higher than that allowed by law or result in indebtedness that exceeds the city’s statutory debt limit, the law does not place an expenditure limit on city contracts.

The mayor and the clerk (or the manager in Plan B cities) must sign and affix the city seal to any contract. So long as the contract expresses an agreement of the council as a whole, and no other reasonable doubt concerning the contract’s legality exists, these officials may not, on the basis of their own judgment, refuse to execute the contract.

VI. Competitive bidding requirements

As mentioned above, the uniform municipal contracting (competitive bidding) law requires cities to use the competitive bidding process for certain contracts estimated to exceed \$175,000.

The competitive bidding law applies to:

- Contracts for the sale, purchase, or rental of supplies, materials, or equipment.
- Contracts for the construction, alteration, repair, or maintenance of real or personal property.

Cities that fail to follow the statutory requirements may face consequences. If a council fails to advertise for bids when the law requires competitive bidding, the contract is deemed void.

Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same, LMC Model Resolution

League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in Chapter 22 of the Handbook for Minnesota Cities "[Expenditures, Purchasing and Contracts](#)"

This model should not be used for the sale of real property or for the sale of items having a value in excess of \$25,000. For information on those process, please see the information memos "[Purchase and Sale of Real Property](#)", and "[Competitive Bidding Requirements in Cities](#)" respectively.



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

RESOLUTION NO. _____

A RESOLUTION DECLARING EQUIPMENT OR PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF THE SAME.

WHEREAS, the City Council of the City of _____ Minnesota has been advised by staff that the following item(s) or equipment are no longer needed for current or future municipal operations:



List equipment/property description(s) here

AND WHEREAS, the value of this/these item(s) is estimated to be less than \$25,000,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, AS FOLLOWS:



1. The council declares the property listed above as surplus.
2. The council authorizes the disposal of said property by advertising it for sale on the open market (or to another government entity) pursuant to Minn. Stat. 471.345 at a price of \$_____, which is the fair market value of the property. *City should determine if it will sell to the first paying customer or use some other method of determining who it will sell to (unless it is selling to another government entity) and add that detail here. City can opt to sell on sealed bids or by an electronic process, regardless of the value. If choosing that option, add detail here on the specific process to be used, minimum bid, time period, etc.*
3. Pursuant to Minn. Stat. 15.054, the property will not be sold to a city officer or employee.
4. All sales shall be final and the property is to be sold in "as-is" condition.

Passed by the City Council of _____, Minnesota this _____ day of Month, Year.

Mayor

Attested:

City Clerk

clerk@emily.net

From: Jamie Koop <jamie@koopinsurance.com>
Sent: Wednesday, January 10, 2024 10:57 AM
To: clerk@emily.net
Subject: FW: Towing Fire Department Trailer

Hi Cari,

I am forwarding the reply I received from our underwriter at LMCIT. Please let us know if further questions. Thanks.
Jamie Koop

From: Montelibano, Antonio <amontelibano@lmc.org>
Sent: Wednesday, January 10, 2024 10:49 AM
To: Jamie Koop <jamie@koopinsurance.com>
Subject: RE: Towing Fire Department Trailer

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jamie,

The firefighter could tow the trailer with his or her personal vehicle.

The firefighter's own liability insurance would be primary. If the firefighter did not have sufficient liability limits, the city's auto liability would be excess coverage.

The city has the option to make LMCIT's auto liability coverage primary for privately owned vehicles used on city business by specified individuals or groups.

This seems like a case where the city might want to endorse the city's auto liability coverage to make the city's coverage primary for this particular firefighter.

The premium to add this to the city's auto policy is about \$12 per person. Note that is coverage is **ONLY** for Liability and there is **NO Physical Damage** coverage to the firefighters policy. Please let me know if you want to add this type of coverage to the city's policy and the name of the firefighters or individuals that you want to add to the auto policy for this type of coverage.

Please let me know if you have any questions.

Thanks,

Antonio Montelibano | Underwriter
Phone: (651) 215-4063
amontelibano@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

FIRE DEPARTMENT

FD/1st Resp 1998 Polaris 6 Wheel ATV	3WD112618	02/06/98	\$ 6,468.05
FD 1999 GMC Fire Truck Chassis	1GDS7H1C7XJ514973	01/03/00	\$ 46,603.00
FD Fire Truck Apparatus	0 210-99-508	12/06/99	\$ 100,000.00
POLICE DEPARTMENT			
PD 2008 FORD EXPLORER	1FMEU73E08US63786	1/10/2008	\$ 24,104.98
PD 2016 Ford Explorer	1FM5K8AR8GGB54173	1/30/2016	\$ 26,654.25

Police Siren - Outfitting of Police Vehicle	\$	7,059.98	3/18/2016
Front Brakes, hoses, Calipers, Steering Gear, 4	\$	5,185.57	1/20/2023
Tires, Battery, Radiator leak, Oil change	\$	202.39	10/19/2023
Battery & Labor to Install			
Drain & Refill Crankcase, oil filter, exhaust repair	\$	497.30	3/8/2022
Oil Change; Alignment,	\$	967.30	6/30/2022
AC Blower Motor	\$	294.17	8/22/2022
Rear Brakes Pads	\$	547.99	8/24/2022
Transmission, exhaust Manifold, Fly Wheel, Flex			
Plate, Oil Change, Fluids & Labor	\$	6,235.01	11/17/2022
Battery & Labor to install	\$	279.57	3/9/2021
Oil, filter tire balance & install new vapor sensor	\$	191.41	1/1/2021
Replace AC, Oil Change, Fix Heater, Replace Tie			
Rods, 4 Wheel Alignment, Rebuilt Transmission-			
Lost Reverse	\$	6,201.59	3/15/2021
4 New Tires, Mount & Balance	\$	1,093.00	12/9/2021
Oil Change, Rear Brake Pads & Rotors, Tire			
Balance,	\$	1,138.87	3/1/2020
Front Brakes Pads & Rotors, Oil Change	\$	637.98	6/9/2020
Total Major Repairs	\$	23,472.15	

FIRST RESPONSE UNIT

1st Resp. 2002 Ford Taylor Made Type II Ambulance	1FDSS34F92HA22193	11/29/01	\$ 38,000.00
---	-------------------	----------	--------------

2023 Public Safety Aid

One-time Public Safety Aid

The 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023. The one-time appropriation of \$300 million is allocated among all counties, cities, townships of a population of 10,000 or more, and Minnesota's 11 federally recognized tribal governments.

Recipients must use the aid to provide public safety. You can find the lists of example eligible and noneligible uses that were provided in the law below.

About the Program

The one-time appropriation of \$300,000,000 is allocated 30% to counties and tribal governments and 70% to cities and towns with a population over 10,000.

Aid amounts were calculated based on population.

This is a one-time aid to be calculated and will be paid in one installment on December 26, 2023.

2023 Certification

[2023 Public Safety Aid - Cities and Town](#)

[2023 Public Safety Aid - Counties](#)

[2023 Public Safety Aid - Tribal Governments](#)

Use of Aid

A county, tribal government, city, or town with a population over 10,000 must use the aid to provide public safety.

Eligible uses include:

- Community violence prevention and intervention programs
- Community engagement
- Mental health crisis responses
- Victim services
- Training programs
- First responder wellness
- Equipment related to fire, rescue, and emergency services
- To pay other personnel or equipment costs

An aid recipient may not use the aid toward:

- Its employer contribution to the public employees police and fire fund if the county, tribal government, or local unit received [Police State Aid](#) under Minnesota Statutes, chapter 477C, in calendar year 2022
- Any costs associated with alleged wrongdoing or misconduct
- The purchase of an armored or tactical vehicle or substantially similar vehicle
- The purchase of tear gas, chemical munitions, or substantially similar items
- The costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities.
 - "Related facilities" includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for safe access to and use of the building

FAQs

This is a state aid, not a grant.

All eligible recipients will receive aid without taking any action. The full amount will be paid on December 26, 2023.

Will there be more information provided about eligible uses of aid?

No. All of the information provided in the law is included above under Use of Aid.

Can we spend the funds prior to receiving them?

Yes. If your government has the funds to spend prior to receiving the aid payment you may spend it on eligible uses of the aid immediately.

Questions?

If you have questions, email us at PropTax.Admin@state.mn.us.

Focus on New Laws: Public Safety Aid

August 7, 2023

One-time aid for cities for a public safety purpose will be sent out on Dec. 26, 2023.

The 2023 omnibus tax bill included \$210 million in one-time public safety aid that will be distributed on Dec. 26, 2023, to cities across the state. Unlike local government aid, this aid cannot be used for general purposes, but instead must be used to “provide public safety.”

Eligible and ineligible uses of the aid

The authorizing language in the law provides categories of eligible spending, but the list is not exhaustive. It is also important to note that while legislators expected most of these funds to be used for police and fire expenses, it was intentionally written in a broad way that would allow for other uses as well. The allowable uses named in the new law include:

- Community violence prevention.
- Community intervention programs.
- Community engagement.
- Mental health crisis responses.
- Victim services.
- Training programs.
- First responder wellness.
- Equipment related to fire, rescue, and emergency services.
- Other personnel or equipment costs.

The law also specifically calls out certain uses that are not eligible. Ineligible uses include:

- Employer contribution to the Public Employees Retirement Association Police and Fire Plan if the local unit received police state aid in 2022.
- Any costs associated with alleged wrongdoing or misconduct.
- Purchase of an armored or tactical vehicle or substantially similar vehicle.
- Purchase of tear gas, chemical munitions, or substantially similar items.
- Costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities. “Related facilities” includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for access to and use of the building.

Considerations for cities

Even with these categories of eligible and ineligible uses, there are many areas of spending that cities may have eligibility questions about. Unlike federal money from the American Rescue Plan Act or Coronavirus Aid, Relief, and Economic Security Act, its unlikely additional guidance will be provided to further clarify how these funds can and cannot be used.

Cities will have to consult with their attorneys and use their best judgment to determine whether a use that is not clearly defined as eligible or ineligible is allowable. However, any use

must be to provide public safety. And like with any state funds, their use must be closely tracked and documented in order to respond to any future inquiries or evaluations of this program.

Frequently asked questions about the public safety aid

Will my city have to apply to the state in order to claim the public safety aid funds? +

No, cities do not have to apply for the funds.

When will we receive the public safety aid funds? +

The funds will be distributed on Dec. 26, 2023.

How much public safety aid money will my city receive? When will we know the certifiable amount? +

A PDF of the [estimated public safety aid for cities and eligible towns](#) can be viewed via the Minnesota Legislature's website. The Minnesota Department of Revenue must certify the aid amount to be paid by Sept. 1, 2023.

If my city does not pay for a police or fire department can we still use these public safety aid funds? -

Yes, as long as the funds are used to provide public safety. The Legislature intentionally allowed uses broadly so that cities could use them for expenses other than police and fire.

My city contracts with our county to provide public safety services, can these funds be used to -

pay the county for those services?

Yes, that is an eligible use of the public safety aid.

By what date does my city have to spend these funds? +

There is not a spend-by date requirement in the law. However, the funds must be used to provide public safety and cannot act as an ongoing reserve.

What are the reporting requirements for these funds? -

There are no specific reporting requirements in the law. However, as with all public expenditures, cities must carefully document how the public safety aid funds are spent and be ready to provide that information if asked.

What should my city do if it's unclear whether a specific expenditure qualifies as an eligible or ineligible use of the public safety aid? -

If cities are considering a use that does not clearly fall within an eligible or ineligible use, they should consult with their attorney.

Can these funds be used to reimburse the city for expenses purchased prior to Dec. 26, 2023? (Updated Dec. 15, 2023) +

Yes, the Minnesota Department of Revenue clarified that if your city has the funds to spend prior to receiving the aid payment, you may spend it on eligible uses of the aid immediately.

How does the formula work that determines how +

much aid each city receives?

The Legislature appropriated \$210 million to cities for public safety aid. That \$210 million was divided on a per capita basis.

[Read more news articles](#)

Your LMC Resource

Nathan Jesson

Intergovernmental Relations Representative

(651) 281-1262

njesson@lmc.org

I resign from the Family
Volunteer Fire Department
effective January 14, 2024 due
to an ankle injury. Thank you
for allowing me to help assist in
our community. Craig Prokott

Craig Prokott

RECEIVED
FEB 13 2024
BY:

11/29/23

INVOICE

F.I.R.E.
12137 Northgate Lane
PO Box 810
Crosslake, MN 56442

DATE	INVOICE #
10/30/2023	6507

BILL TO
City of Emily Fire Department ATTN: Fire Chief P.O. Box 68 Emily, MN 56447

2023 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge.

<i>Fire Instruction Rescue Education Federal ID# 46-1192854 MN ID# 2759083 612-868-6744 fire@crosslake.net</i>
--

Net 30

DATE	DESCRIPTION	RATE	AMOUNT
10/30/23	<p>MN Basic FF Training NFPA 1001 - FY24 Crow Wing/Cass County Academy Site: Pequot Lakes November 2023 - March 2024 Lead Instructor: Chip Lohmiller Student: Craig Prokott</p> <p>This training is reimbursed through the MBFTE Basic FF Training Fund once the student completes the training and successfully passes the certification tests.</p> <p><i>ck to pay per Chad 11/8/23</i></p>	1,500.00	1,500.00

RECEIVED
NOV 03 2023

BY:

42240-308

Thank You For Your Business.	TOTAL	\$1,500.00
------------------------------	--------------	-------------------

Minnesota Fire Service Certification Board

Upon receipt

Invoice

PO Box 490667

Blaine, MN 55449

Phone - 866-566-0911

Email - skforsberg@mfs cb.org

Date	Invoice #
1/16/2024	12142

Bill To
Emily Fire Department ACCOUNTS PAYABLE PO BOX 68 Emily, MN 56447

RECEIVED
JAN 16 2024
BY:

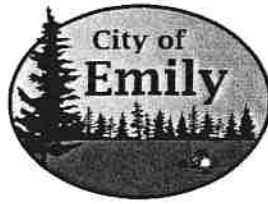
P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Firefighter I Certification Exam taken at Pequot Lakes 12-19-23: Craig Prokott <i>42240-306</i> <i>Chel Greig</i>	126.00	126.00

We appreciate your prompt payment.	Total	\$126.00
------------------------------------	--------------	----------

42240 - -331

upon receipt



RECEIVED
DEC 23 2023

BY:

2023 Mileage Tracking

NAME Craig Prokott

DATE	# of miles	.655¢ per mile	total	DESCRIPTION
12-12-23	40.2	26.33	26.33	from work to Pequot Lakes FD + home
12-19-23	40.2		26.33	from work to Pequot FD to home Lake shore
				heating & cooling
12-28-23	40.2	26.32	26.33	from work to Pequot F.D to home
Totals	120.6		78.99	

Signature *C. Prokott* Date 12-28-23

OFFICE USE ONLY

A/P Signature _____ Date _____
Amount paid \$ _____ Check # _____

Bylaws of the Emily Vol. Fire Department

SECTION 10. FIRE CALLS – All firefighters shall respond to a minimum of 50% of fire calls within any 12 month period, or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 11. MEMBERSHIP VACANCIES - In the case of a vacancy on the Fire Department, the vacancy will be filled as follows: All interested persons will be notified that there is an opening. Next they will be required to fill out an application, and they will be interviewed by an application committee. This committee will look for the best three candidates based on experience, physical condition, health, response capability, and other appropriate capabilities. The committee will then report their findings to the Fire Department at the next regular meeting, and with a majority vote will select the best candidate. This candidate will be recommended to the City Council for approval.

SECTION 12. NEW MEMBERS – All new members will have a twelve (12) month probationary period. After the 12 month period, the new member will be accepted or rejected as a full-time firefighter by a majority vote of the Fire Department, pending approval of the City Council. Requirements may be waived if the applicant is a prior active member in good standing of the Department, or fulfills all other requirements for active membership.

SECTION 13. LIMITATIONS – Any individual, who resigns from the City of Emily Volunteer Fire Department, within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the City of Emily Volunteer Fire Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.

ARTICLE III

SECTION 1. The business and activities of the Department shall be managed by the following officers: Chief, Assistant Chief, Secretary, and Treasurer, each of whom shall be elected at the annual meeting. All officers elected at the annual meeting shall be submitted to the City Council for approval.

SECTION 2. All of the officers shall be elected by the active firefighters eligible to vote. All officers shall not be required to serve more than one year in the same office.

SECTION 3. The Chief shall have control over all fire fighting apparatus and shall be solely responsible for its care and condition. He shall make a report at each meeting as to the condition of the equipment and needs of the Department. He shall be responsible for the proper training and discipline of the members of the Department. The Chief shall keep a permanent record of all fires as required by the State Fire Marshal. It shall be the duty of the Chief to hold at least one practice drill a month, and to give the firefighters instructions on approved methods of fire fighting and fire prevention. The Chief shall have the right to establish other officer positions and delegate their responsibilities.

SECTION 4. The Assistant Chief shall aid the Chief in the discharge of the Chief's duties and shall, in his absence, have the authority to perform all duties of the Chief.

SECTION 5. The secretary shall keep the minutes of all business and executive meetings. The secretary shall handle all correspondence for the organization. The secretary shall notify all



Monthly Report

02/07/2024

	January	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	6	3	0	0	2	N/A	0	0	1	4	0
Meeting	1	0	1	1	1	1	1	1	1	1	1
Trainings	0	0	0	0	0	0	0	0	0	0	0
Quarterly											
Year call	16	3	3	3	6	1	2	2	5	11	0
Total											

Our meeting was held on 02/06/2024. We had 8 in attendance. In January we had 6 calls. In the meeting we talked about joining the Fire Relief. All that were in attendance voted yes to join the firemen in the relief association. We then talked about helping the fire department with some of the meat raffles, and responders are willing to help in any way needed.

We received 13 fully equipped first responder bags and 1 AED from a Source Well grant.

checked out the squad car and voted to use it for a new rescue rig, pending having the front end checked out and the cost of reconfiguring it into an EMS vehicle.

Nick passed all of his classes and has started responding to calls.

We have 2 new applicants, All in attendance voted yes to them joining.

We have Quarterly training on Thursday the 15th.

FIRE DEPARTMENT

FD/1st Resp 1998 Polaris 6 Wheel ATV	3WD112618	02/06/98	\$ 6,468.05
FD 1999 GMC Fire Truck Chassis	1GDS7H1C7XJ514973	01/03/00	\$ 46,603.00
FD Fire Truck Apparatus	0 210-99-508	12/06/99	\$ 100,000.00

POLICE DEPARTMENT

PD 2008 FORD EXPLORER	1FMEU73E08US63786	1/10/2008	\$ 24,104.98
PD 2016 Ford Explorer	1FM5K8AR8GG854173	1/30/2016	\$ 26,654.25

Police Siren - Outfitting of Police Vehicle		\$ 7,059.98	3/18/2016
Front Brakes, hoses, Calipers, Steering Gear, 4 Tires, Battery, Radiator leak, Oil change Battery & Labor to Install		\$ 5,185.57	1/20/2023
		\$ 202.39	10/19/2023
Drain & Refill Crankcase, oil filter, exhaust repair		\$ 497.30	3/8/2022
Oil Change, Alignment,		\$ 967.30	6/30/2022
AC Blower Motor		\$ 294.17	8/22/2022
Rear Brakes Pads		\$ 547.99	8/24/2022
Transmission, exhaust Manifold, Fly Wheel, Flex Plate, Oil Change, Fluids & Labor		\$ 6,235.01	11/17/2022
Battery & Labor to install		\$ 279.57	3/9/2021
Oil, filter tire balance & install new vapor sensor		\$ 191.41	1/1/2021
Replace AC, Oil Change, Fix Heater, Replace Tie Rods, 4 Wheel Alignment, Rebuilt Transmission-Lost Reverse		\$ 6,201.59	3/15/2021
4 New Tires, Mount & Balance		\$ 1,093.00	12/9/2021
Oil Change, Rear Brake Pads & Rotors, Tire Balance.		\$ 1,138.87	3/1/2020
Front Brakes Pads & Rotors. Oil Change		\$ 637.98	6/9/2020
Total Major Repairs		\$ 23,472.15	

FIRST RESPONSE UNIT

1st Resp. 2002 Ford Taylor Made Type II Ambulance	1FDSS34F92HA22193	11/29/01	\$ 38,000.00
---	-------------------	----------	--------------

**CITY OF EMILY
RESOLUTION NO. 24-08**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Outing Chamber of Commerce	\$5,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-08	First Response Unit Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$5,000.00 to the First Response Unit equipment fund for equipment, supplies, training, or fuel for the rig.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 13th day of February 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: **OUTING CHAMBER OF COMMERCE** License Number: **02769**

Address: **PO BOX 33** City/State/Zip: **OUTING MN 56662**

1. Amount of proposed lawful purpose expenditure: **\$5,000.00**
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
- B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
- C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
- D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
- E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.
3. Describe the proposed expenditure, including vendors:

Emily First Responders for equipment, supplies, training or fuel for the rig

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

Chief Executive Officer's Signature

12/30/23

Date

Larson Haynes

218-821-9770

Print Name

Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: **\$5,000.00**. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: **City of Emily**

Phone: **218-763-2480**

Address: **39811 State Hwy 6**

City/State/Zip: **Emily, MN 56447**

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature

Date

Print Name

Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

FIRE DEPARTMENT

FD/1st Resp 1998 Polaris 6 Wheel ATV	3WD112618	02/06/98	\$ 6,468.05
FD 1999 GMC Fire Truck Chassis	1GDS7H1C7XJ514973	01/03/00	\$ 46,603.00
FD Fire Truck Apparatus	0 210-99-508	12/06/99	\$ 100,000.00

POLICE DEPARTMENT

PD 2008 FORD EXPLORER	1FMEU73E08US63786	1/10/2008	\$ 24,104.98
PD 2016 Ford Explorer	1FM5K8AR8GG54173	1/30/2016	\$ 26,654.25

Police Siren - Outfitting of Police Vehicle	\$ 7,059.98	3/18/2016
Front Brakes, hoses, Callipers, Steering Gear, 4 Tires, Battery, Radiator leak, Oil change	\$ 5,185.57	1/20/2023
Battery & Labor to install	\$ 202.39	10/19/2023
Drain & Refill Crankcase, oil filter, exhaust repair	\$ 497.30	3/8/2022
Oil Change, Alignment,	\$ 967.30	6/30/2022
AC Blower Motor	\$ 294.17	8/22/2022
Rear Brakes Pads	\$ 547.99	8/24/2022
Transmission, exhaust Manifold, Fly Wheel, Flex Plate, Oil Change, Fluids & Labor	\$ 6,235.01	11/17/2022
Battery & Labor to install	\$ 279.57	3/9/2021
Oil, filter tire balance & install new vapor sensor	\$ 191.41	1/1/2021
Replace AC, Oil Change, Fix Heater, Replace Tie Rods, 4 Wheel Alignment, Rebuilt Transmission-Lost Reverse	\$ 6,201.59	3/15/2021
4 New Tires, Mount & Balance	\$ 1,093.00	12/9/2021
Oil Change, Rear Brake Pads & Rotors, Tire Balance,	\$ 1,138.87	3/1/2020
Front Brakes Pads & Rotors, Oil Change	\$ 637.98	6/9/2020
Total Major Repairs	\$ 23,472.15	

FIRST RESPONSE UNIT

1st Resp. 2002 Ford Taylor Made Type II Ambulance	1FDSS34F92HA22193	11/29/01	\$ 38,000.00
---	-------------------	----------	--------------



Guardian Fleet Safety
 7020 Minnesota 24
 PO Box 70
 Clear Lake, MN 55319
 (320) 245-4000
 sales@guardianfleetsafety.com
 www.guardianfleetsafety.com

Estimate #231928

Created: 12/18/2023
 Payment Term: Net 30
 Service Writer: Luke Sarnicki

City of Emily
 PO Box 68
 Emily, MN 56447
 clerk@emily.net

2016 FORD PIU (Black)
 VIN: 1FM5K8AR8GGB54173
 Mileage: 151,200

Trade In Offer

	Description	Price	QTY	Subtotal
1	2018 Ford Explorer. Miles 151,156	\$7,500.00	1	\$7,500.00

Assumes vehicle starts and runs. Otherwise sold as is.

Assumes all equipment included with vehicle.
 Part #: Regen

Total: \$7,500.00

Signature _____

Parts	\$7,500.00
Labor	\$0.00
Subtotal	\$7,500.00
Tax	\$0.00
Grand Total	\$7,500.00
Paid To Date	(\$0.00)

REMAINING BALANCE \$7,500.00



Guardian Fleet Safety
 7020 Minnesota 24
 PO Box 70
 Clear Lake, MN 55319
 (320) 245-4000
 sales@guardianfleetsafety.com
 www.guardianfleetsafety.com

Estimate #231927

Created: 12/18/2023
 Payment Term: Net 30
 Service Writer: Luke Sarnicki

City of Emily
 PO Box 68
 Emily, MN 56447
 clerk@emily.net

2008 FORD Explorer (White)
 VIN: 1FMEU73E08UA63786
 Mileage: 155,000

Trade In Offer

Description	Price	QTY	Subtotal
1 2008 Ford Explorer. Miles 155K.	\$2,500.00	1	\$2,500.00

Assumes vehicle starts and runs. Otherwise sold as is.

Assumes all equipment included with vehicle.
 Part #: Regen

Total: \$2,500.00

Signature _____

Parts	\$2,500.00
Labor	\$0.00
Subtotal	\$2,500.00
Tax	\$0.00
Grand Total	\$2,500.00
Paid To Date	(\$0.00)

REMAINING BALANCE \$2,500.00

flock safety

Let's defeat crime together



Help your city reduce crime with cameras that see like a detective

"Flock Safety made my job easy. The system was up and running in just a few weeks, and has proven to help our police department find the evidence to solve more crime."

City Manager in Ohio

Flock Safety provides an affordable, infrastructure-free automatic license plate reading (ALPR) camera system for cities who want to reduce crime within a principled framework. Unlike traditional ALPR, Flock uses Vehicle Fingerprint™ technology to transform hours of footage into a searchable database to find the single piece of evidence needed, even when a license plate isn't visible.

Not your average security cameras

Infrastructure-Free and Discreet Design

With solar power and LTE connectivity, we can install the devices almost anywhere. And the beautiful design means it will blend in with your city's aesthetic.

Safety-as-a-Service

We install and maintain the devices, so you can focus on running the city. That means we will support you from procurement, through permitting, and even preparing you to present this project to the city council.

Vehicle Fingerprint Technology

Your officers can find vehicle evidence by vehicle type, make, color, license plate state, missing and covered plates, and other unique features like bumper stickers, decals, and roof racks.



Join 2500+ cities using Flock Safety to eliminate crime



Detect

objective evidence your
police need to solve crime



Decode

footage with machine
learning so your police can
investigate



Deliver

real-time alerts to police
if a wanted or stolen
vehicle drives by

Public Safety Technology Built with Principles

You own the footage

We won't share it or sell it. It's 100% yours for your law enforcement to use to solve crime.

Protect resident privacy

All data automatically deletes by default every 30 days on a rolling basis and is encrypted with AES-256 encryption.

Promote transparency and accountability

Flock provides a transparency portal to share data with your community about how the devices work on an ongoing basis. Flock requires an investigative reason to search and proactively provides an audit report to city leadership.

Clear pricing and infrastructure free

\$2500 per camera / year. All the footage is stored in the cloud at no additional fee and there are no hidden costs.

Protect the Whole Community

It takes all community members working together to eliminate crime, which is why we created a public-private partnership that enables businesses, neighborhoods, schools, and others to partner with your city and police department to build your network.

Learn More:



"Flock Safety continues to enhance
and help our police department
capture these vehicles and return the
assets to their owners."

-Council member Josh McCurn of Lexington, KY



About Flock Safety ALPR Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR

Privacy and Ethics Factsheet

How long does Flock Safety keep data?

- Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.

What features do Flock Safety devices have that enable audits and oversight?

- While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.
- Authorized users go through training to properly use our system and communicate with their dispatch teams.
- Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.
- Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.

About Automatic License Plate Readers (ALPR)

The Problem: Violent Crime Is Not Going Away

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase recorded.

Over two-thirds of the country's most populous cities saw even more homicides in 2021.

One Solution: Technology that Detects Objective Evidence to Clear More Cases

Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC.

ALPR devices assist law enforcement in solving crime in two ways:

- Proactive - ALPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected.
- Investigative - ALPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

Is ALPR effective ?

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. In 2011, a study by the Police Executive Research Forum concluded that ALPRs used by the Mesa, Ariz., Police Department resulted in "nearly 3 times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR Provides Objective Evidence While Protecting Privacy

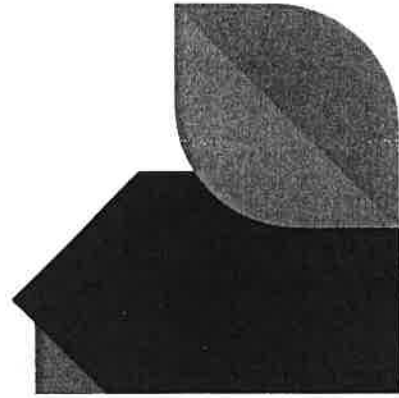
ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

ALPR Use Cases Include:

- **AMBER Alerts:** License plate readers in metro Atlanta were able to find a vehicle containing a kidnapped one-year-old, who had been taken from his mother at random off the street. The child was recovered unharmed. Some ALPR systems integrate directly with the National Center for Missing and Exploited Children's AMBER Alert system, sending real-time alerts to officers in seconds. [[New information released about 1-year-old's kidnapping](#)]
- **Silver Alerts:** Knoxville Police were able to locate a missing elderly man who suffers from dementia after he drove away in a family vehicle. ALPR technology has helped solve hundreds of Silver Alerts across the country. [[Missing man with dementia found using Flock camera](#)]
- **Firearm violence:** The Las Vegas Trail, a high-crime area in Fort Worth, TX, saw violent crime decrease by 22% in 2021 compared with the first nine months of 2019. Fort Worth Police attributed this drop partially to the license plate reader system implemented in the neighborhood during the same period of time. [[Crime is down 22% in Fort Worth's Las Vegas Trail. How neighbors and police made it safer](#)]
- **Organized theft:** Grafton, a growing village with a bustling retail district, is dealing with increased organized retail theft – Two-thirds of all the crimes reported to Grafton police in 2020 were retail thefts. Grafton Police have implemented a license plate reader system to identify vehicles that have been involved in thefts or have been stolen themselves. In one week alone, they recovered three stolen vehicles with drivers planning to engage in retail theft. [[Losses mount as retailers fight theft rings, accuse online storefronts of doing little to stop resale of stolen goods](#)]

Flock's response to common concerns

1. **Short data retention & No sharing with 3rd parties**
 - a. Data is by default stored for 30 days and then permanently deleted, unless connected to an active investigation.
 - b. You own your data, and we never sell your data.
2. **Public input and approval**
 - a. City Council approval
 - b. Community town-halls
3. **Transparent communication**
 - a. Transparency portal
 - b. Annual updates to City Council
4. **Slippery slope arguments**
 - a. Democratic authorization, good ALPR policies, and community engagement protects us and our customers from becoming what we want to avoid.
5. **Audits and accountability**
 - a. Our system automatically requires a law enforcement reason to search. These can be reported through the transparency portal.
6. **Over-policing**
 - a. Violent crime disproportionately affects the BIPOC community (8X more likely to be a victim than white counterparts), and violent crime has increased by more than 30% in the last 2 years.
 - b. Indiscriminate evidence. Unbiased, actionable leads





Date: January 16, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: December 2023

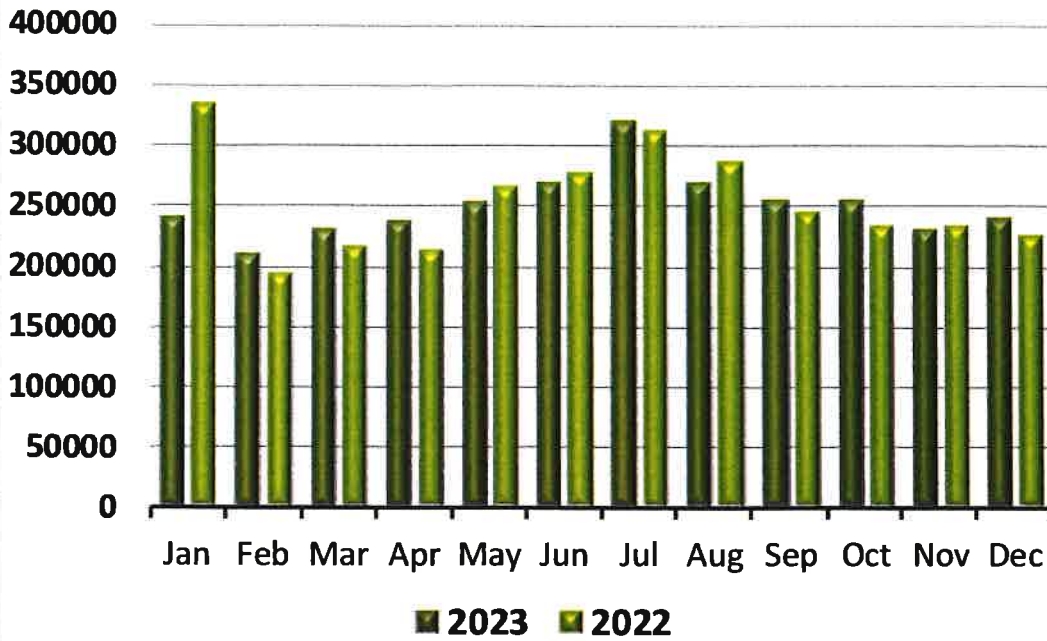
Wastewater Operation & Maintenance

- Lift Station maintenance checks were preformed weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift station RTM timers are recorded onsite to verify pump efficiency.
- Sewer cleaning and televising for half the town was completed. I have reviewed the reports and have noted any service lateral that showed constant flow. The lines cleaned are in good and serviceable condition.
- All monthly reports submitted to MPCA, and facility is operating at or better than designed.
- Contacted your compliance officer about the total annual discharge number. I will be going back through the past 12 months to verify the accuracy of the numbers.

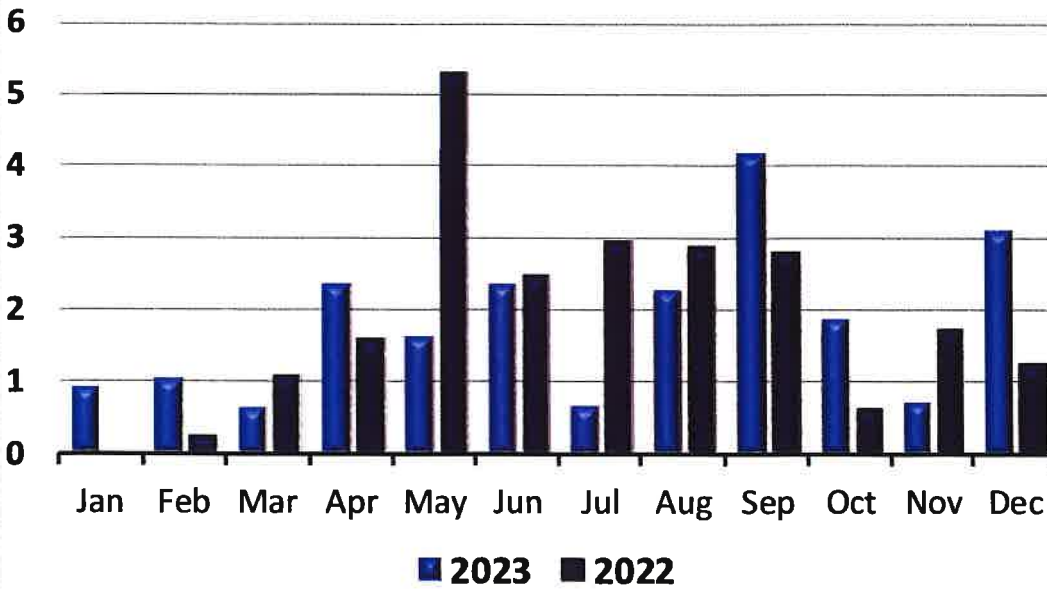
		December-23	November-23	December-22
Wastewater				
CBOD				
CBOD Influent	mg/L	261	0	278
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	304	0	70
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	7	0	7
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	7	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	277	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	7,774	7,752	7,322
Influent Flow Monthly Maximum	gallons	10,970	10,374	9,843
Influent Flow Monthly Total	gallons	241,020	232,578	227,000
Precipitation Monthly Total	invches	3	1	1
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	3,058,902	0



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches





Date: February 12, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: January 2024

Wastewater Operation & Maintenance

- Lift Station maintenance checks were performed weekly on-site, and daily via internet. Daily flow numbers are recorded and used for MPCA monthly operation reports.
- Lift Station TRM timers are recorded on-site to verify pump efficiency.
- All monthly reports submitted to MPCA on time, facility is operating as designed or better.
- Collected the two quotes for the pump replacement program. Gave the quotes to City Clerk and gave my recommendation.
- Called out by homeowner with a lift alarm on a small grinder station. I checked the station floats and found them to be working. High level alarm not working.
- Returned next day and found the homeowner had a leaking fixture in his home, home is being renovated and owner is living in his guest house, they did not realize the effect this has with the lift station.
 - I ordered a new circuit board for the control panel and installed it.
 - I showed the homeowner how his leak caused the sewer backup and asked him to shut off fixture when the construction crew is done for the day.

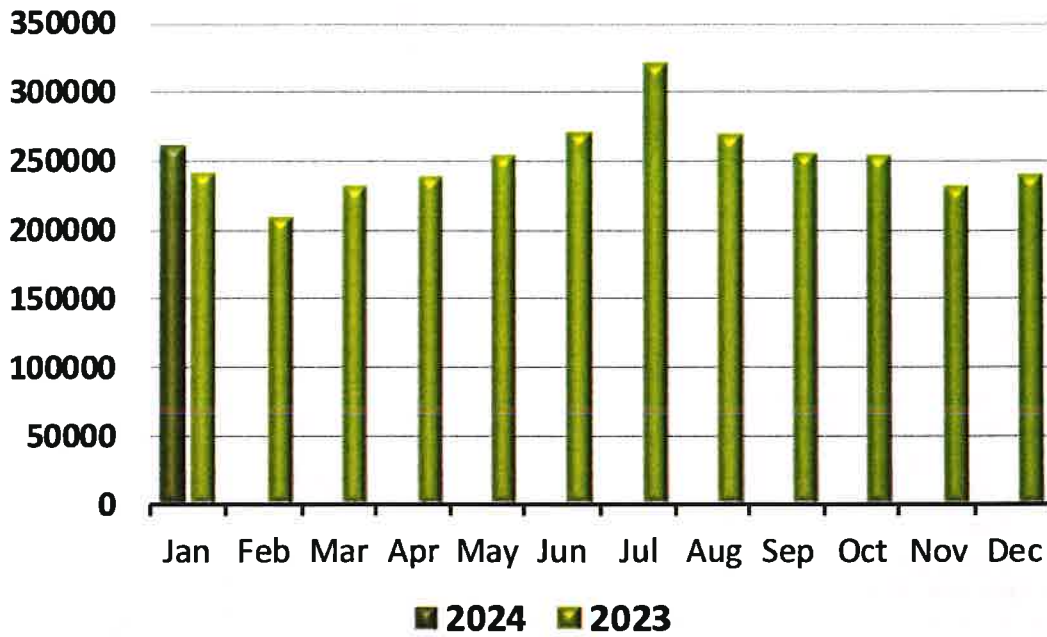
PeopleService INC.

Water & Wastewater Professionals

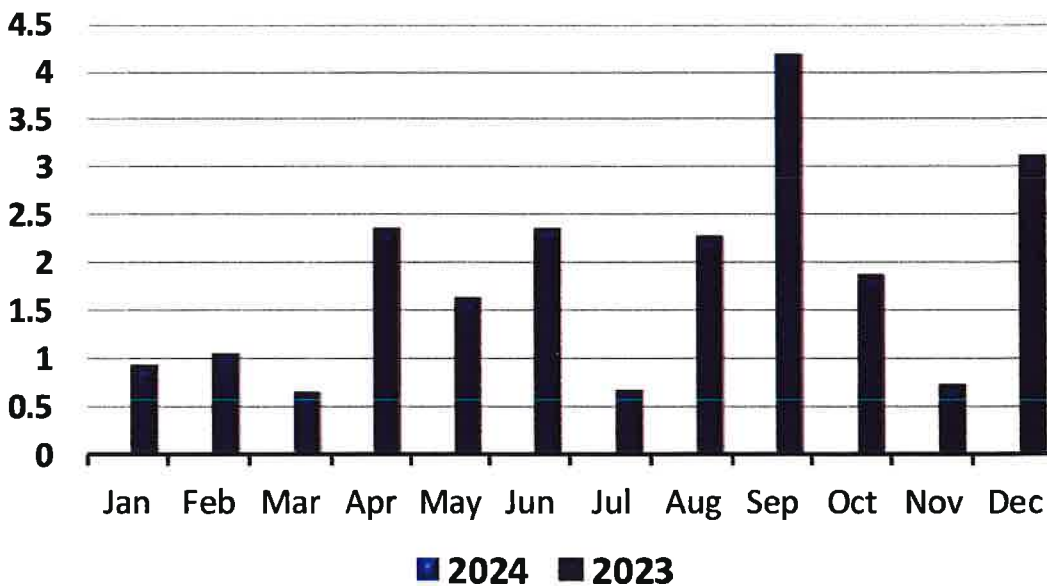
Wastewater		January-24	December-23	January-23
CBOD				
CBOD Influent	mg/L	0	261	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	304	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	7	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	7	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	277	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,463	7,774	7,989
Influent Flow Monthly Maximum	gallons	20,292	10,970	9,988
Influent Flow Monthly Total	gallons	262,381	241,020	241,667
Precipitation Monthly Total	invches	0	3	1
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



clerk@emily.net

From: Leland Bundy <lbundy@peopleservice.com>
Sent: Friday, February 2, 2024 7:45 AM
To: clerk@emily.net
Subject: FW: Emily LSI Reports
Attachments: Emily Pump Selections.pdf

RECEIVED
FEB 02 2024

Here's the bid from WW Goetsch
Lee

BY:

-----Original Message-----

From: Scott Austin <SAustin@wwgoetsch.com>
Sent: Tuesday, January 30, 2024 11:31 AM
To: Leland Bundy <lbundy@peopleservice.com>
Cc: Deb Stoe <DStoe@wwgoetsch.com>; Bryan Goehring <BGoehring@wwgoetsch.com>
Subject: FW: Emily LSI Reports

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lee, here are the three pump selections for replacement in Emily. The pump curves are attached also.

1 is a chopper.
LS 2 is a vortex.
LS 3 is a vortex.

Attached please find three Hydromatic pumps selections.

Main LS - New model, HPS4HCX, 10hp, sell price \$14,865 + KSB adaptor \$227\$15,092.
LS#2 White Pine - S4NVX 2hp, 1200 rpm, sell price \$7177 + KSB adaptor \$227\$7,404.
LS#3 East County Road #1 - S4NVX 3hp, 1750 rpm, 7150 + KSB adaptor \$227\$7,377.

Lead time estimated at 10 weeks.

Freight is additional.

Installation is additional.

Prices are good for 30 days.

If you have any questions, please feel free to call.

Scott Austin
Baxter Shop Foreman
7674 College Road Ste 105
Baxter, MN 56425
Justin@wwgoetsch.com
612-802-6706 cell phone
218-829-6890 office * 218-829-6972 fax



WIN AGAINST MODERN FLUSHABLES

HPS SERIES



SUPERIOR CLOG RESISTANCE



REDUCED ENERGY CONSUMPTION



LOWER MAINTENANCE COSTS

pentair.com/hydromatic

PENTAIR® HYDROMATIC® HPS SERIES PREMIUM EFFICIENT SOLIDS HANDLING PUMPS

You're facing enough pressure to maintain your wastewater systems and ensure they operate efficiently and continuously. Let Hydromatic HPS Series Pumps take that pressure off your hands.

Hydromatic HPS Series Pumps help you win the battle against modern flushables, thanks to an innovative hydraulic design. Decrease your system's downtime, energy consumption and the need for maintenance with this stress-free, cost-effective solution.

HELPS SOLVE CLOGGING

- ◆ Semi-open impeller is designed to combat modern flushables in the wastewater stream
- ◆ Adjustable cutter plate sweeps debris along the leading edge before passing through the pump
- ◆ Through hardened impeller for long service life

LOWER COST OF OWNERSHIP

- ◆ Up to 30% increase in wire-to-water efficiencies compared to a vortex impeller*
- ◆ IE3 premium efficient motor design**

EASE OF INSTALLATION AND MAINTENANCE

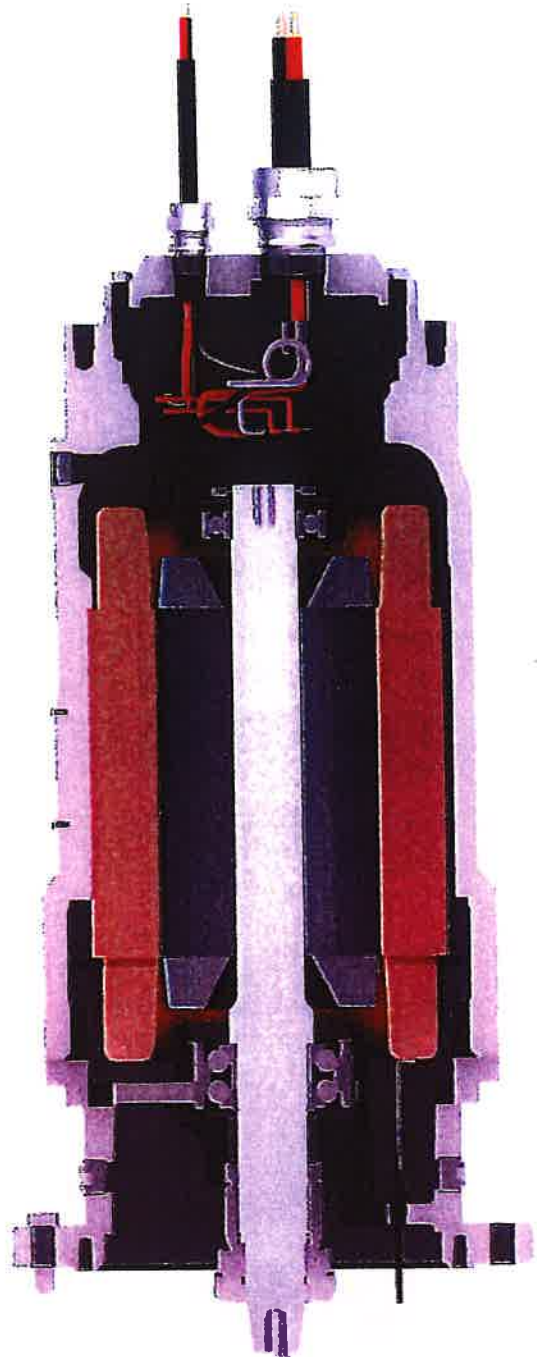
- ◆ Innovative semi-open impeller and cutter plate design eliminates the need for traditional wear ring
- ◆ Permanently lubricated bearings require no maintenance
- ◆ Standard cartridge seal on all models makes for a quick and easy seal replacement

LONGER PUMP LIFE

- ◆ Oil-filled motor provides superior heat transfer, resulting in lower running temperatures
- ◆ NEMA® Class H motor insulation aids in extending pump life
- ◆ Seal leak detection occurs in the outer chamber, identifying leaks before entering the motor housing

*Based on testing of Pentair Next-Gen Submersible Pump with semi-open impeller (Model HPSBHCP020423) and Pentair legacy pump with recessed/vortex impeller (Model S4LRC4000M3-4).

**Excluding the 208V versions and 210 Frame 20/23HP models.

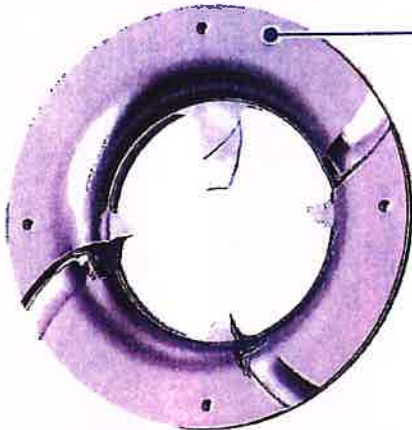


ENGINEERED FOR PERFORMANCE



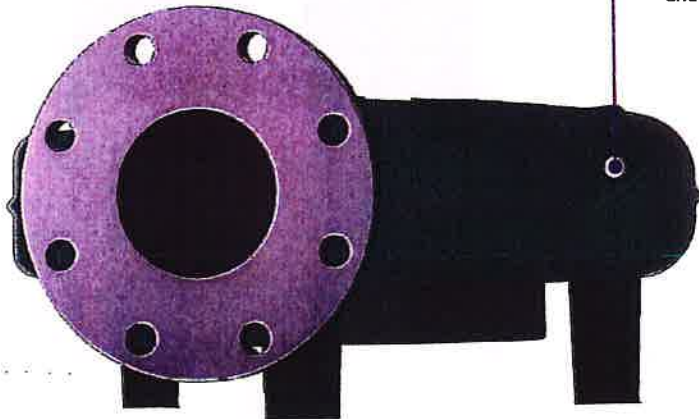
SEMI-OPEN IMPELLER

Semi-open design is optimized to tackle deformable solids and modern flushables while providing increased clog resistance.



CUTTER PLATE

Self-cleaning cutter plate sweeps solid objects along the leading edge. Easily adjustable clearance between cutter plate and impeller to maintain optimal operation to prevent clogs.



MIX-FLUSH READY

Integrated into volute for applications where grease layer buildup and solids settling is an issue.



DOUBLE ROW CONTACT BEARINGS

Permanently lubricated lower bearings result in fewer service calls over operating life.

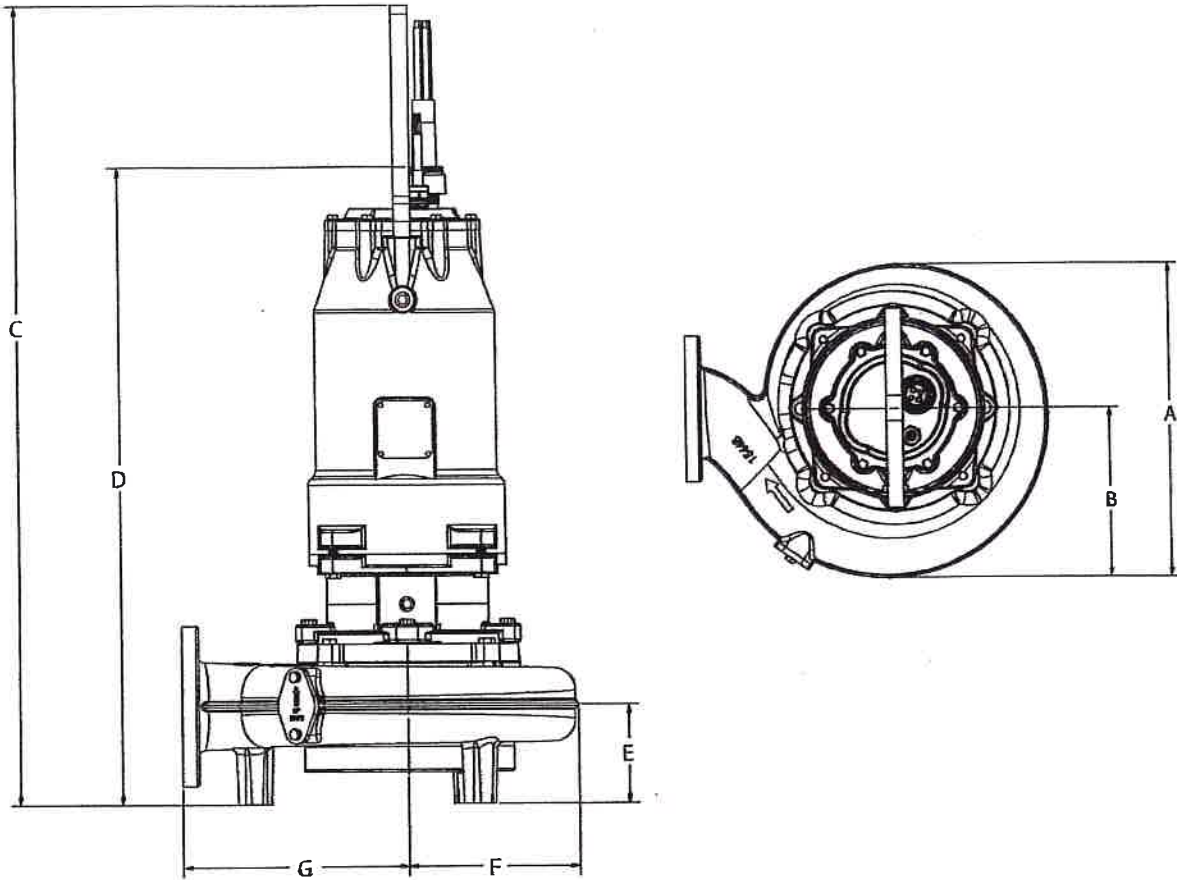


CARTRIDGE SEALS

Cartridge seals help provide durability and ease of installation.

SUBMERSIBLE SOLIDS HANDLING PUMPS

HPS4HC(X), HPS6MC(X) SERIES



MODEL	A	B	C	D	E	F	G
HPS4HC(X)	19.36	10.50	44.83	35.87	5.56	9.69	13.00
HPS6MC(X)	17.34	9.65	45.20	36.25	5.92	8.66	13.00

All measurements in inches.

1101 Myers Parkway
Ashland, OH 44805
Ph: 855.274.8947
Fx: 800.428.9446

490 Pinebush Rd., Unit 4
Cambridge, Ontario N1T 0A5, Canada
Ph: 800.383.7867
Fx: 888.606.5484

pentair.com/hydromatic

Item Number / Tags	: 001	Size	: Hydromatic-HPS4HC/HPS4HCX
Service	:	Stages	: 1
Quantity	: 1	Based on curve number	: SUB_S_PE_AH_00020_B_4 Rev
Quote number	: 1292024B		: 2024-01-22
		Date last saved	: 29 Jan 2024 11:20 AM

Operating Conditions

Flow, rated	: 275.0 USgpm
Differential head / pressure, rated (requested)	: 63.00 ft
Differential head / pressure, rated (actual)	: 64.74 ft
Suction pressure, rated / max	: 0.00 / 0.00 psi.g
NPSH available, rated	: Ample
Site Supply Frequency	: 60 Hz

Performance

Speed criteria	: Synchronous
Speed, rated	: 1750 rpm
Impeller diameter, rated	: 9.13 in
Impeller diameter, maximum	: 11.50 in
Impeller diameter, minimum	: 8.63 in
Efficiency	: 46.18 %
NPSH required / margin required	: - / 0.00 ft
nq (imp. eye flow) / S (imp. eye flow)	: 30 / 108 Metric units
Minimum Continuous Stable Flow	: 206.9 USgpm
Head, maximum, rated diameter	: 76.08 ft
Head rise to shutoff	: 20.77 %
Flow, best eff. point	: 529.3 USgpm
Flow ratio, rated / BEP	: 51.96 %
Diameter ratio (rated / max)	: 79.35 %
Head ratio (rated dia / max dia)	: 58.34 %
Cq/Ch/Ce/Cn [ANSI/HI 9.6.7-2010]	: 1.00 / 1.00 / 1.00 / 1.00
Selection status	: Acceptable

Liquid

Liquid type	: Water
Additional liquid description	:
Solids diameter, max	: 0.00 in
Solids diameter limit	: 0.00 in
Solids concentration, by volume	: 0.00 %
Temperature, max	: 68.00 deg F
Fluid density, rated / max	: 1.000 / 1.000 SG
Viscosity, rated	: 1.00 cP
Vapor pressure, rated	: 0.34 psi.a

Material

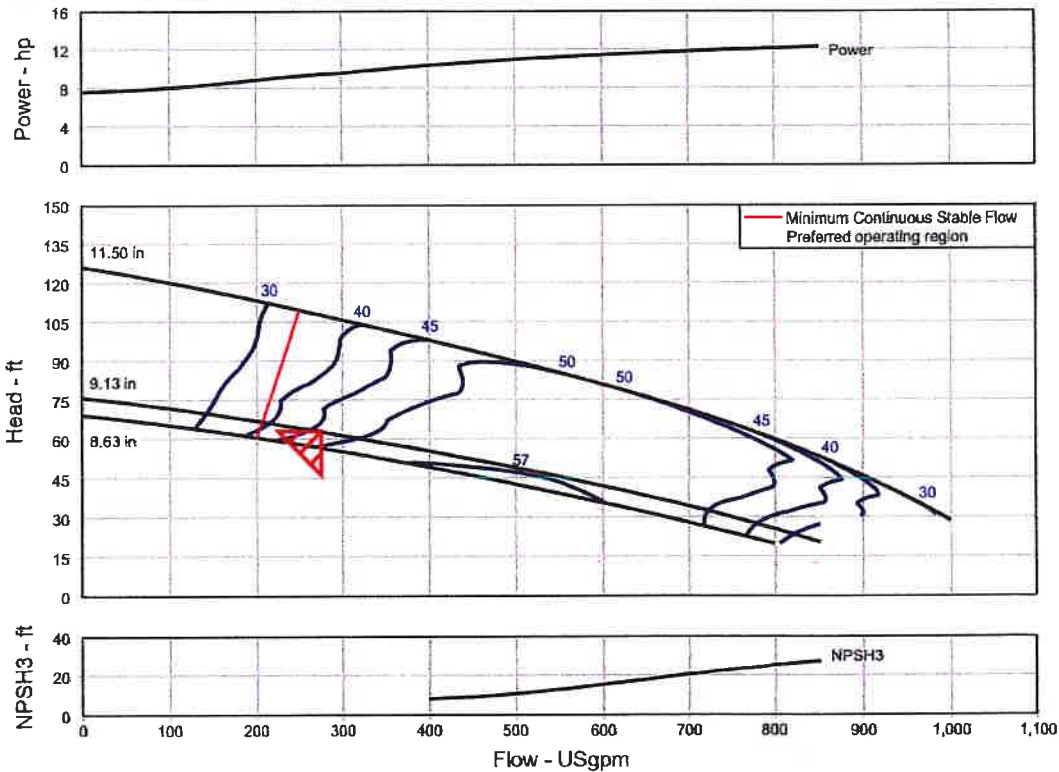
Material selected	: Standard
-------------------	------------

Pressure Data

Maximum working pressure	: 32.93 psi.g
Maximum allowable working pressure	: N/A
Maximum allowable suction pressure	: N/A
Hydrostatic test pressure	: N/A

Driver & Power Data (@Max density)

Driver sizing specification	: Rated power
Margin over specification	: 0.00 %
Service factor	: 1.00
Power, hydraulic	: 4.37 hp
Power, rated	: 9.47 hp
Power, maximum, rated diameter	: 12.32 hp
Minimum recommended motor rating	: 10.00 hp / 7.46 kW



Item Number / Tags	: Emily LS#2 White Pine	Size	: Hydromatic - S4NRC/S4NVX
Service	: Wastewater	Stages	: 1
Quantity	: 1	Based on curve number	: SUB_S_V_AH_00003_B_6 Rev 2012-03-23
Quote number	: 1292024B	Date last saved	: 30 Jan 2024 9:23 AM

Operating Conditions

Flow, rated	: 80.00 USgpm
Differential head / pressure, rated (requested)	: 16.00 ft
Differential head / pressure, rated (actual)	: 16.16 ft
Suction pressure, rated / max	: 0.00 / 0.00 psi.g
NPSH available, rated	: Ample
Site Supply Frequency	: 60 Hz

Liquid

Liquid type	: Water
Additional liquid description	:
Solids diameter, max	: 0.00 in
Solids diameter limit	: 3.00 in
Solids concentration, by volume	: 0.00 %
Temperature, max	: 68.00 deg F
Fluid density, rated / max	: 1.000 / 1.000 SG
Viscosity, rated	: 1.00 cP
Vapor pressure, rated	: 0.34 psi.a

Performance

Speed criteria	: Synchronous
Speed, rated	: 1165 rpm
Impeller diameter, rated	: 6.75 in
Impeller diameter, maximum	: 8.00 in
Impeller diameter, minimum	: 5.50 in
Efficiency	: 31.13 %
NPSH required / margin required	: - / 0.00 ft
nq (imp. eye flow) / S (imp. eye flow)	: 31 / - Metric units
Minimum Continuous Stable Flow	: 35.89 USgpm
Head, maximum, rated diameter	: 19.24 ft
Head rise to shutoff	: 20.25 %
Flow, best eff. point	: 120.0 USgpm
Flow ratio, rated / BEP	: 66.68 %
Diameter ratio (rated / max)	: 84.38 %
Head ratio (rated dia / max dia)	: 68.88 %
Cq/Ch/Ce/Cn [ANSI/HI 9.6.7-2010]	: 1.00 / 1.00 / 1.00 / 1.00
Selection status	: Acceptable

Material

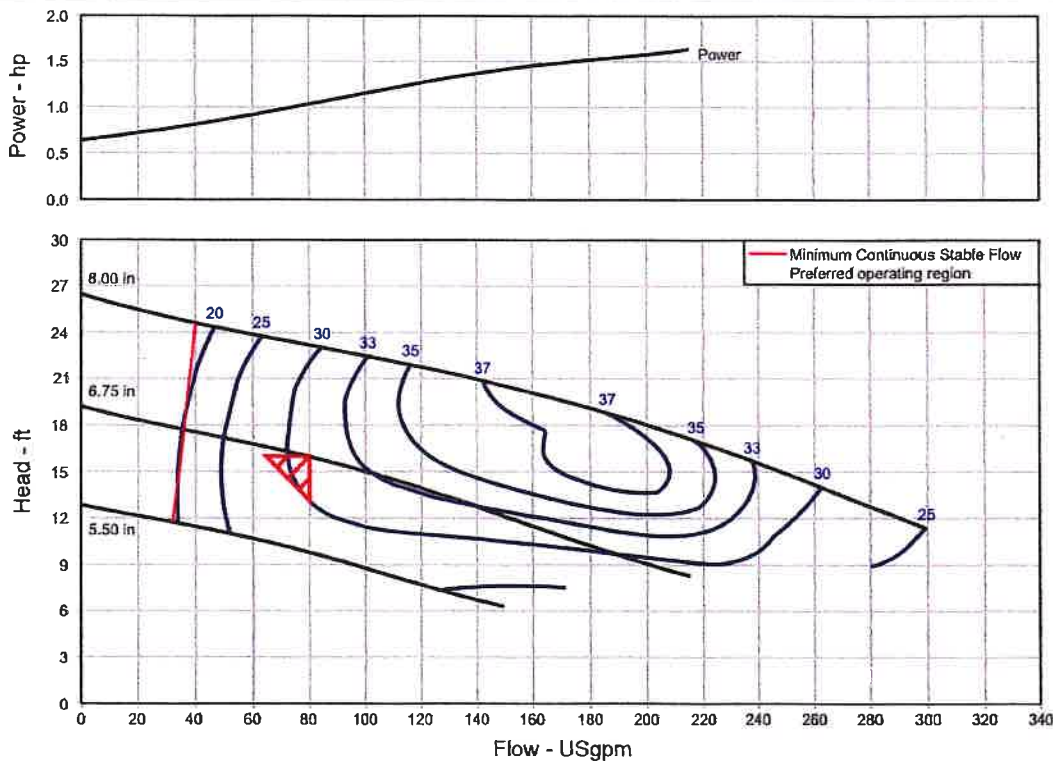
Material selected	: Standard
-------------------	------------

Pressure Data

Maximum working pressure	: 8.33 psi.g
Maximum allowable working pressure	: N/A
Maximum allowable suction pressure	: N/A
Hydrostatic test pressure	: N/A

Driver & Power Data (@Max density)

Driver sizing specification	: Rated power
Margin over specification	: 0.00 %
Service factor	: 1.00
Power, hydraulic	: 0.32 hp
Power, rated	: 1.04 hp
Power, maximum, rated diameter	: 1.64 hp
Minimum recommended motor rating	: 1.50 hp / 1.12 kW



Item Number / Tags	: Emily LS#3 East Co Rd 1	Size	: Hydromatic - S4NRC/S4NVX
Service	: Wastewater	Stages	: 1
Quantity	: 1	Based on curve number	: SUB_S_V_AH_00003_B_4 Rev 2012-03-23
Quote number	: 1292024B	Date last saved	: 30 Jan 2024 9:26 AM

Operating Conditions

Flow, rated	: 80.00 USgpm
Differential head / pressure, rated (requested)	: 27.00 ft
Differential head / pressure, rated (actual)	: 28.30 ft
Suction pressure, rated / max	: 0.00 / 0.00 psi.g
NPSH available, rated	: Ample
Site Supply Frequency	: 60 Hz

Performance

Speed criteria	: Synchronous
Speed, rated	: 1750 rpm
Impeller diameter, rated	: 5.88 in
Impeller diameter, maximum	: 8.00 in
Impeller diameter, minimum	: 5.50 in
Efficiency	: 24.35 %
NPSH required / margin required	: - / 0.00 ft
nq (imp. eye flow) / S (imp. eye flow)	: 30 / - Metric units
Minimum Continuous Stable Flow	: 49.25 USgpm
Head, maximum, rated diameter	: 31.19 ft
Head rise to shutoff	: 15.54 %
Flow, best eff. point	: 167.6 USgpm
Flow ratio, rated / BEP	: 47.74 %
Diameter ratio (rated / max)	: 73.44 %
Head ratio (rated dia / max dia)	: 51.23 %
Cq/Ch/Ce/Cn [ANSI/HI 9.6.7-2010]	: 1.00 / 1.00 / 1.00 / 1.00
Selection status	: Acceptable

Liquid

Liquid type	: Water
Additional liquid description	:
Solids diameter, max	: 0.00 in
Solids diameter limit	: 3.00 in
Solids concentration, by volume	: 0.00 %
Temperature, max	: 68.00 deg F
Fluid density, rated / max	: 1.000 / 1.000 SG
Viscosity, rated	: 1.00 cP
Vapor pressure, rated	: 0.34 psi.a

Material

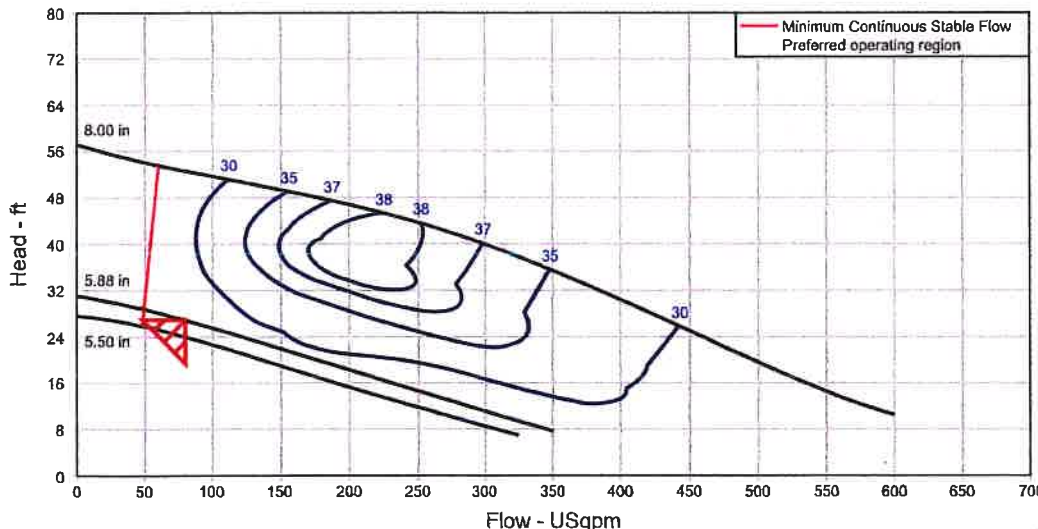
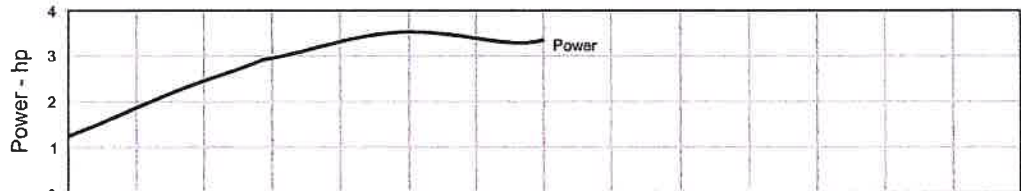
Material selected	: Standard
-------------------	------------

Pressure Data

Maximum working pressure	: 13.50 psi.g
Maximum allowable working pressure	: N/A
Maximum allowable suction pressure	: N/A
Hydrostatic test pressure	: N/A

Driver & Power Data (@Max density)

Driver sizing specification	: Rated power
Margin over specification	: 0.00 %
Service factor	: 1.00
Power, hydraulic	: 0.55 hp
Power, rated	: 2.24 hp
Power, maximum, rated diameter	: 3.53 hp
Minimum recommended motor rating	: 3.00 hp / 2.24 kW



clerk@emily.net

From: Leland Bundy <lbundy@peopleservice.com>
Sent: Friday, February 2, 2024 7:46 AM
To: clerk@emily.net
Subject: FW: Emily, Main LS & Cty Rd 1 - MPW Proposals
Attachments: MPW-Emily-MainLS-QTE005711.pdf; MPW-Emily-CtyRd1-QTE005712.pdf

From: Bailey Mueller <baileym@wisconsinpumpworks.com>
Sent: Thursday, February 1, 2024 10:12 AM
To: Leland Bundy <lbundy@peopleservice.com>
Cc: Justin MacPherson <justinm@minnesotapumpworks.com>
Subject: Emily, Main LS & Cty Rd 1 - MPW Proposals

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morning Lee,

Find attached your proposals of Sulzer ABS pumps with installation included.
The Main LS quote is finalized pricing, while the Cty Rd 1 quotation can be considered budgetary. Justin mentioned that quotation may be tackled at a later date.

Should questions arise regarding either proposal please contact Justin to discuss.
Thank you!

Cell: 218-252-0985



**PROFESSIONAL
PUMP SERVICES**

Bailey Mueller
Branch Manager

☎ **877.645.8004**
☎ **Fax: 507.645.7533**
✉ **baileym@wisconsinpumpworks.com**
🌐 **www.wisconsinpumpworks.com**

-a UFT Company-

Iowa Pump Works, Inc. 825 SW Ordinance Road Ankeny, Iowa 50023	Minnesota Pump Works 1 Cannon Street West Dundas, MN 55019	Wisconsin Pump Works 1720 Fire Lane Drive Green Bay, WI 54311
--	--	---



RECEIVED
FEB 02 2024

Quote
#QTE005711
02/01/2024

Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

BY:

Bill To

Emily MN, City of
PO Box 68
Emily MN 56447
United States
Phone:

Ship To

Emily MN, City of
39811 State Highway 6
Emily MN 56447
United States

Details

Main LS #1 - Quote for Sale and Installation of Sulzer ABS Submersible Pump to Replace Existing KSB KRTE 80/251/114KG 15HP 22FLA 460V 3PH 1750rpm 225mm Imp. Design Conditions: 275GPM @ 63 FT TDH. 30x48 Access Hatch. Freight Not Included.

Prepared By

Bailey Mueller

Phone

877-645-8004

Email

info@minnesotapumpworks.com

Sales Rep

Justin MacPherson

Expires

02/29/2024

Terms

Net 30

Item	Comment	QTY	Rate	Amount
11810 ABS XFP100E CB1.3 PE105/4 14/460/3 49' XP 4" D.C	17.7 FLA on 460V 3PH Service Power	2	\$9,980.00	\$19,960.00
11430 ABS SEAL LEAK/OVER TEMP RELAY, CA462, DIN RAIL MOUNTED,110/230V-AC		2	\$499.00	\$998.00
23427 QUOTE ITEM	Guide Bracket for 4" KSB Base Elbow.	2	\$800.00	\$1,600.00
INSTALL SERVICES	On Site Services & Mobilization	1		\$1,231.00

Subtotal \$23,789.00

Total \$23,789.00

Pricing is valid for 10 days and does not include freight charges or applicable taxes.

Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.

Signature: _____ Date: _____

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>





Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

Quote
#QTE005712
02/01/2024

RECEIVED
FEB 02 2024

BY:

Bill To

Emily MN, City of
PO Box 68
Emily MN 56447
United States
Phone:

Ship To

Emily MN, City of
39811 State Highway 6
Emily MN 56447
United States

Details

East Cty Rd 1 - Budgetary Quote for Sale and Installation of Sulzer ABS Submersible Pump to Replace Existing KSB KRTE 80/200/24 3.4HP 5.0FLA 460V 3PH 1750rpm 144mm Imp. Design Conditions: 80GPM @ 16 FT TDH. 30x48 Access Hatch. Freight Not Included.

Prepared By

Bailey Mueller

Phone

877-645-8004

Email

info@minnesotapumpworks.com

Sales Rep

Justin MacPherson

Expires

02/29/2024

Terms

Net 30

Item	Comment	QTY	Rate	Amount
23427 QUOTE ITEM	ABS XFP080C CB1.5 PE28/4 3.8/460/3 49' XP 3" D/C - 5.2 FLA	2	\$6,035.00	\$12,070.00
11430 ABS SEAL LEAK/OVER TEMP RELAY, CA462, DIN RAIL MOUNTED,110/230V-AC		2	\$499.00	\$998.00
23427 QUOTE ITEM	Guide Bracket for 4" KSB Base Elbow.	2	\$800.00	\$1,600.00
INSTALL SERVICES		1		\$1,231.00

Subtotal \$15,899.00

Total \$15,899.00

Pricing is valid for 10 days and does not include freight charges or applicable taxes.

Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.

Signature: _____ Date: _____

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-11

**A RESOLUTION ADOPTING FINDINGS OF FACT AND
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION ON
BEHALF OF RED'S STORAGE LLC AT 43823 STATE HIGHWAY 6 PIN 21090613**

WHEREAS, at the Emily City Council Meeting on the 13th day of February 2024 the Emily City Council reviewed a Conditional Use Permit application on behalf of: Red's Storage LLC; and,

WHEREAS, in accordance with the provisions of the City of Emily Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above-named to: expand and operate an existing commercial mini storage business within the Highway Mixed Use zoning district on the following property located in the City of Emily, Crow Wing County:

Parcel Number: 21090613

Legal Description: THAT PART OF GOVERNMENT LOT 1, SECTION 9, TOWNSHIP 138, RANGE 26, DESCRIBED AS FOLLOWS TO-WIT: BEGINNING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 1; THENCE SOUTHERLY ALONG THE EASTERLY BOUNDARY LINE OF SAID GOVERNMENT LOT 1 A DISTANCE OF 991.05 FEET TO THE POINT OF COMMENCEMENT OF THE TRACT TO BE DESCRIBED HEREIN; THENCE WESTERLY ON A STRAIGHT LINE A DISTANCE OF 1320 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF LOT 19, CLEARWATER BEACH; THENCE NORTHERLY ALONG THE EAST LINE OF LOT 19, CLEARWATER BEACH, TO THE INTERSECTION OF A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST WHICH LIES 660.7 FEET SOUTH OF THE NORTH LINE OF GOVERNMENT LOT 1; THENCE EASTERLY ALONG A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST AND RUNS PARALLEL WITH THE NORTH LINE OF GOVERNMENT LOT 1, 1257.89 FEET, MORE OR LESS, TO THE EAST LINE OF GOVERNMENT LOT 1; THENCE SOUTH ALONG THE EAST LINE OF GOVERNMENT LOT 1 TO THE POINT OF COMMENCEMENT OF THE TRACT.

Address: 43823 State highway 6, Emily, MN

And,

WHEREAS, the Planning Commission has considered the applicant's request at a duly noticed Public Hearing which took place on February 6, 2024, and has recommended approval to the City Council; and

FINDINGS OF FACT:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 6-building commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage buildings are four buildings at 48' x 150', and one building at 30'x150'. The existing structure is 40'x150'.

- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

CONDITIONS OF APPROVAL:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) The existing, previously conditioned, rows of evergreen trees shall be maintained along the north, south, and east property lines per the plans submitted. There shall be no less than 86 trees. The East side is to have a 2-foot gullied berm built. Once (if) a tree has been determined to have died by the zoning administrator, it shall be replaced in the Fall of that calendar year
- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
- 5) The pile of tree debris is to be disposed of by way of legal means when timing permits.
- 6) Site plan shall be updated to reflect the building to the south will have a 30 foot side yard setback, not a 20 foot side yard setback.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

The application to issue a Conditional Use Permit to allow the expansion and operation of an existing commercial mini storage business within the Highway Mixed Use zoning district on the property described as 43823 State Highway 6 PIN 21090613, as allowed per Land Use Ordinance 152.042 and 152.155, is hereby approved, subject to the above-listed conditions.

The City of Emily Zoning Administrator is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Emily, Minnesota this 13th day of February, 2024.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
zoning@emily.net

February 6, 2024

Mayor and City Council
City of Emily

**Re: February Council Report
City of Emily**

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled February meeting, at which there was 1 public hearing. They are forwarding you two recommendations for this month.

The public hearing was a Conditional Use Permit request to allow for the expansion of Red's Storage LLC currently with one commercial storage building located at 43823 State Highway 6 (PID 21990613). The request was to allow for an expansion equaling 6 total buildings to be built in phases. The Planning Commission approved this request with five findings of fact and 8 conditions.

The Planning Commission is forwarding you a recommendation to add a line to the fee schedule of \$375 for already decided applications. For example, if a Conditional Use Permit is granted and then requested to be modified the city still incurs all the same costs as a new Conditional Use Permit, however, there is no payment covering that cost.

The Planning Commission is also forwarding you an enforcement item. A failing SSTS report was received by the city in 2018. During housekeeping, this was found but no resolution or action plan is on file. I have sent 2 letters and 1 email to the homeowners of record. I have been informed that these owners have deceased, but the title work was not updated. For this reason, we are forwarding this enforcement to you for next steps.

A few information items: Dave Johnson was appointed Chair and Pat Rheaume was appointed vice chair. The 2024 PC regular meeting dates were approved. Faye Hughes was appointed to the Land Use Ordinance Subcommittee. She was the only interested party.

I do not plan to attend your upcoming meeting. If you have any questions or concerns, contact me at (218) 866-0904 or by email at brittney.cotner@sourcewell-mn.gov.

Sincerely,

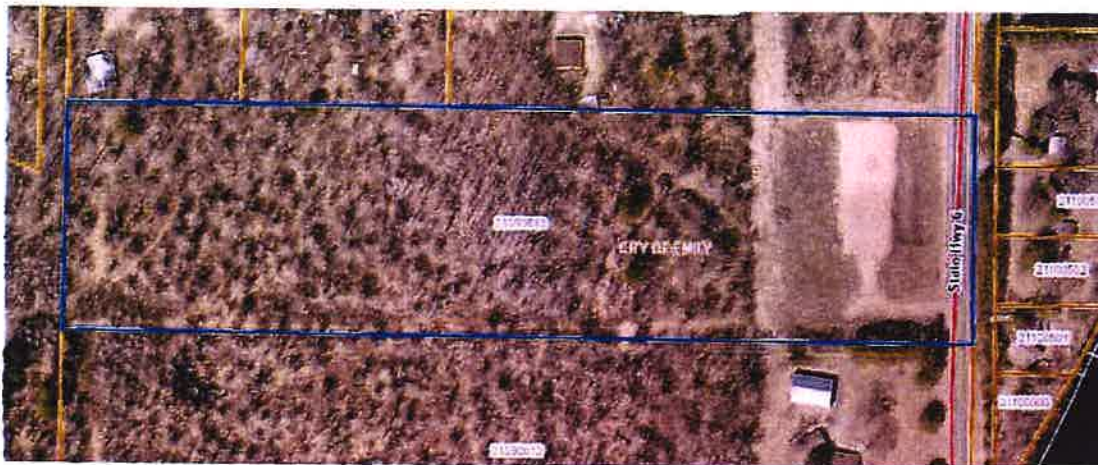
CITY OF EMILY
Brittney Cotner
Planning & Zoning Administrator

STAFF REPORT

Application: Conditional Use Permit Application 24-01

Property Owner/Applicant: Red's Storage LLC

Background Information: The applicant is requesting a Conditional Use Permit to construct and operate commercial storage unit buildings on the property located at 43823 State Highway 6 (PID 21090613). The subject property is just over 10-acres and is located in the "Highway Mixed Use" zoning district. The subject property does have one existing commercial storage unit building on it already. The Conditional Use Permit request is to allow an expansion of this use to allow for a phased approach equaling 6 total buildings.



Applicable Ordinances:

§ 152.042 HIGHWAY MIXED-USE (HMU).

(B) *Lot and use requirements (HMU).*

Buildable lot area	1 acre
Building height - feet, maximum	25
Impervious surface - percent, maximum	25%
Lot width- feet, minimum	100
Setback, between buildings - feet, minimum	10
Setback, parking from lot line - feet, minimum	10
Setback, right-of-way, city road- feet, minimum	30
Setback, right-of-way, county or state road, feet, minimum	30
Setback, side next to residential district - feet, minimum	30
Setback, side yard - feet, minimum	30
Setback, rear - feet, minimum	30
Setback, sign - feet, minimum	1
Setback, wetland - feet, minimum	75

§ 152.155 CONDITIONAL USE PERMITS.

(E) The Planning and Zoning Commission shall decide the issue with consideration to the following:

(1) The following must be met:

(a) The use or development is an appropriate conditional use in the land use zone;

(b) The use or development, with conditions, conforms to the comprehensive land

use plan;

- (c) The use with condition is compatible with the existing neighborhood;
- (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city; and
- (e) For conventional subdivisions, the property contains physical constraints which make it unable to be developed by the conservation subdivision method.

(2) The following must be considered.

(a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

(b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

(c) The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

(d) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.

(e) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

(f) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

(g) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

(h) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

APPENDIX A: TABLE OF USES

<i>TABLE OF USES</i>	
<i>Use</i>	<i>Highway Mixed Use</i>
Mini Storage Facility, Self Serve	C

PREVIOUSLY APPROVED FOF AND CONDITIONS

Findings of Fact. Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32 unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the following conditions if the Planning Commission wishes to approve the request. The changes from the existing conditions are highlighted:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less than 86 (4'-5' planted height) trees planted. The East side is to have a 2 foot gullied berm built up to facilitate screening. The trees shall be planted within three months of the modified CUP approval. Once (if) a tree has determined to

have died by the zoning administrator, it shall be replaced in the Fall of that calendar year.

- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
- 5) The Conditional Use Permit shall automatically void if all required trees are not planted within three months of the modified CUP being approved.

PROPOSED FOF AND CONDITIONS

Findings of Fact. Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 6-building commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage buildings are four buildings at 48' x 150', and one building at 30'x150'. The existing structure is 40'x150'.
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the following conditions if the Planning Commission wishes to approve the request. The changes from the existing conditions are highlighted:

- l) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination

- approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
 - 3) The existing, previously conditioned, rows of evergreen trees shall be maintained along the north, south, and east property lines per plans submitted. There shall be no less than 86 trees. The East side is to have a 2 foot gullied berm built. Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced in the Fall of that calendar year.
 - 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
 - 5) The pile of tree debris is to be disposed of by way of legal means when timing permits.

CITY OF EMILY
CONDITIONAL USE PERMIT APPLICATION

APP # 24-01
Date 1/3/2024
Fee 500.00
(for office use only)

Name of Applicant Red's Storage LLC Phone (612)-747-7579

Property Address (E911#) 43823 State 6, Emily Local Phone _____

Mailing Address 377 S. Lake Lawrence Rd NE E-mail Countyroad10@gmail.com

City, State, Zip Dutington, MN 55662
(if different than above)

Applicant is:
Legal Owner
Contract Buyer
Option Holder
Agent
Other _____

Title Holder of Property : (if other than applicant)

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required) Denise Gorsuch
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) 210091101F0009 (21090413)

Zoning District HMU, Lake Name (if applicable) _____

What are you proposing for the property? State nature of request in detail:
Construct and operate a total of 10 mini storage buildings with poured concrete.
Maintain a 50%+ screen consisting of 80 evergreen trees planted in fall of '23
Install 1 large boulder engraved with business name.

What changes (if any) are you proposing to make to this site?

Building: Adding 5 additional mini storage buildings & adequate driveways

Landscaping: no changes - maintain existing

Parking/Signs: 1 large boulder w/ business name engraved on it.

Pursuant to the Emily City Code of Ordinances, Chapter 152.155, the applicant should be prepared at the Public Hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all of the following questions:

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

There will be no impact as property has been screened in fall of 2023. Lighting faces downward. No outside storage allowed.

- (2) Describe character of the area and the existing patterns and uses of development in the area.

How is this proposal consistent with those patterns and uses?

Already being used as a commercial property operating as a mini storage.

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

No impact

- (4) Describe the impact on the character of the neighborhood in which the property is located.

No impact as it has been screened in fall of 2023.

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

No impact to the roads. This will have adequate parking to load & unload into the units.

- (6) Discuss any environmental limitations of the site or area.

None

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- Completed application, including signature of property owner
- Fee (\$500 application fee payable to the City of Emily+ \$46.00 recording fee payable to Crow Wing County)
- NA Sewer Compliance Inspection Report (if SSTS)
- All current City charges paid
- No outstanding violations
- Site Plan – (on 8-1/2 x 11 paper preferred) as close to scale as possible, with the following information, as a minimum (unless waived by the P&Z Administrator)*:
- Legal Description of Site (can be located on most property tax statements)
- Size of parcel and dimensions
- All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other *All 10' in height*
- All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- NA Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
- Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
- Proposed landscaping and screening plans (required)
- Proposed Drainage Plan (required)
- Location of the subject property (a copy of the tax map can be used)
- Name of record owner/title holder of property
- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- Approximate location of any proposed signs - *marked red on site plan*

** Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/or landscaping plan.*

CITY OF EMILY PLANNING AND ZONING OFFICE CONTACT INFORMATION

Planning and Zoning Administrator: Brittney Cotner
P. O. Box 68
Emily, MN 56447

Phone: (218) 763-2480 (Emily Office)
(218) 541-5294 (cell)

Fax: (218) 763-2481

Email: zoning@emily.net
brittney_cotner@sourcewell-mn.gov

Impervious Surfaces

	Size	Total SF		
Driveway	20'x40'	800		
Driveway	30'x70'	2,100		
Driveway	90'x188'	16,920		
Driveway	30'x150'	4,500		
Existing Structure	40'x150'	6,000		
Driveway	40'x150'	6,000		
Phase 2 Structure	48'x150'	7,200		
Driveway	30'x150'	4,500		
Phase 3 Structure	30'x120'	3,600		
Driveway	30'x254'	7,620		
Driveway	30'x150'	4,500		
Phase 4 Structure	48'x150'	7,200		
Driveway	40'x150'	6,000		
Phase 5 Structure	48'x150'	7,200		
Driveway	40'x150'	6,000		
Phase 6 Structure	48'x150'	7,200		
Driveway	30'x150'	4,500		
			Lot Size	331x1257
Total Impervious Surface		101,840	416,067	24.48%

Impervious Surface Calculation for Your Lot

Name: Red's Storage LLC Address: 43823 State St. Emily

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling		
2 Proposed Dwelling Addition		
3 Existing Accessory Structure	40' x 150'	6,000 sq ft.
4 Existing Accessory Structure		
5 Proposed Accessory Structure	see site plan	32,400 sq ft.
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas	see site plan	63,440 sq ft.
11		
12		
13		

Total Impervious Surface (A) 101,840

Existing Lot Dimensions:

331 x 1257 = 416,067 sq. ft. (B)

Impervious coverage (A divided by B times 100)

(A) 101,840 ÷ (B) 416,067 x 100 = 24.48 percent

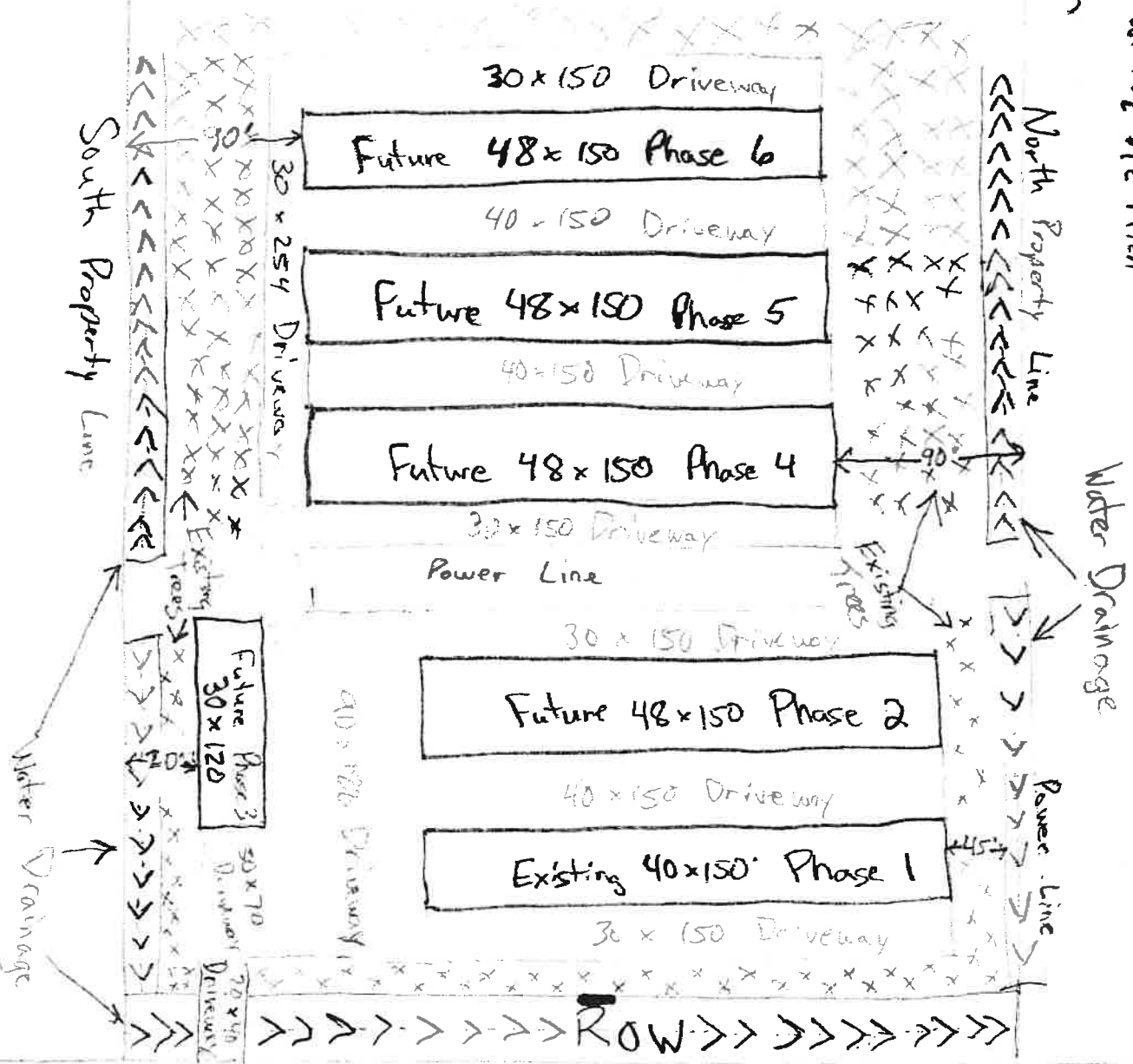
West Property Line

ALL
WOODDED

* All structures are 10' tall with 1/2" : 12" Pitch
* Boulder placement for Sign

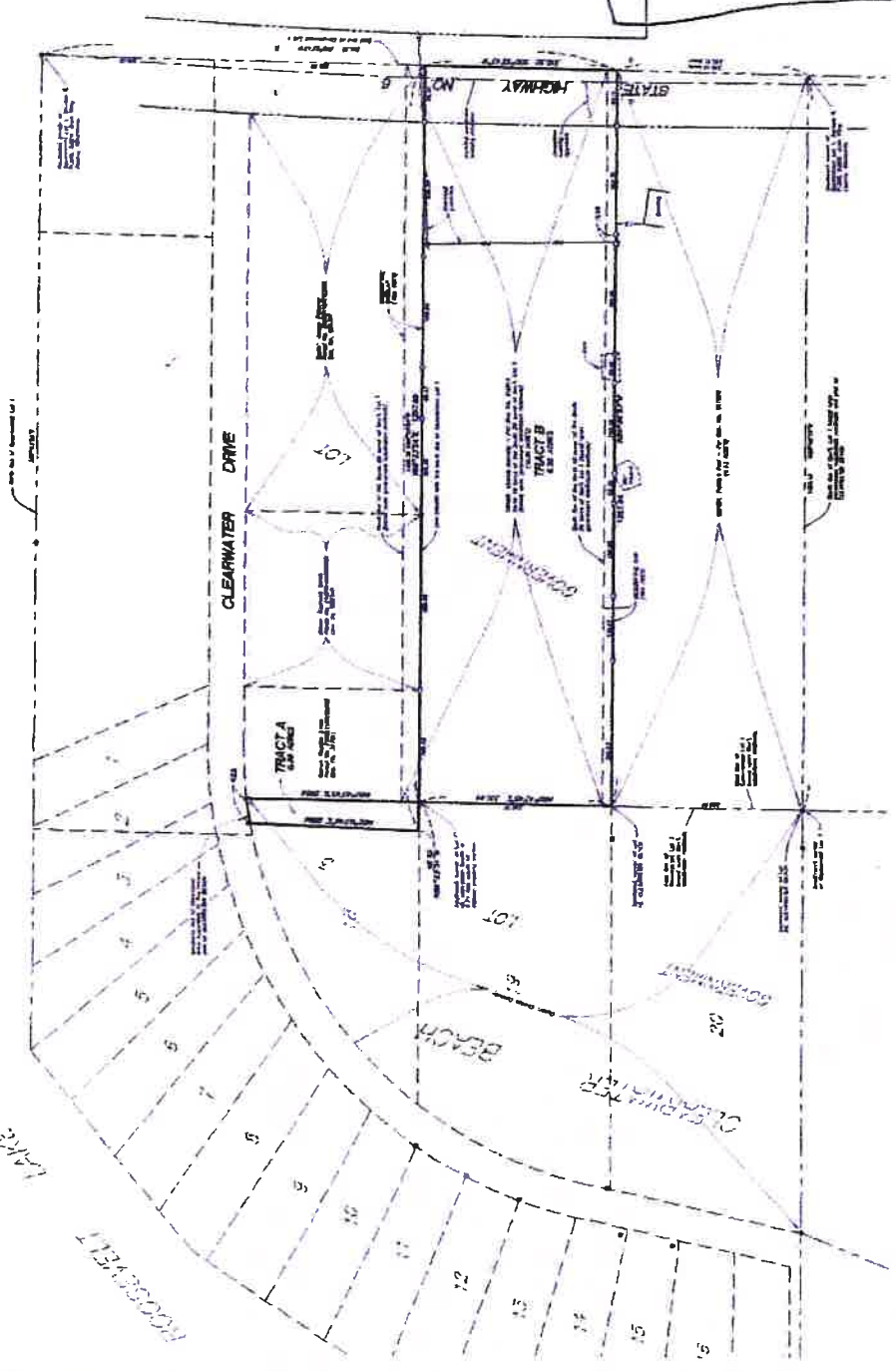
Site Plan

North



HWY 6

PROSPECT LAKE



GRAPHIC SCALE
 1 inch = 100 ft.
 BEARINGS BASED ON ASSUMED DATUM

PROPOSED LEGAL DESCRIPTION FOR TRACT A:
 That part of Lot 18, CLEARWATER BEACH, Clear Water County Minnesota, according to the record plat...
 (This description is based upon the assumption that the west line of Government Lot 1 is the same as the east line of Lots 10, 19 and 20 of the record plat of CLEARWATER BEACH.)

PROPOSED LEGAL DESCRIPTION FOR TRACT B:
 (This description is based upon the assumption that the west line of Government Lot 1 is the same as the east line of Lots 10, 19 and 20 of the record plat of CLEARWATER BEACH.)

Legal description
 9.55 acres
 331' X 1257'

Certificate of Survey

Part of Gov't Lot 1, Section 9, T38N, R25W, Coon Wing County, Minnesota

Charles Donnelly
 State Clearwater Drive
 Sibley, Minnesota 55150

Prepared for:

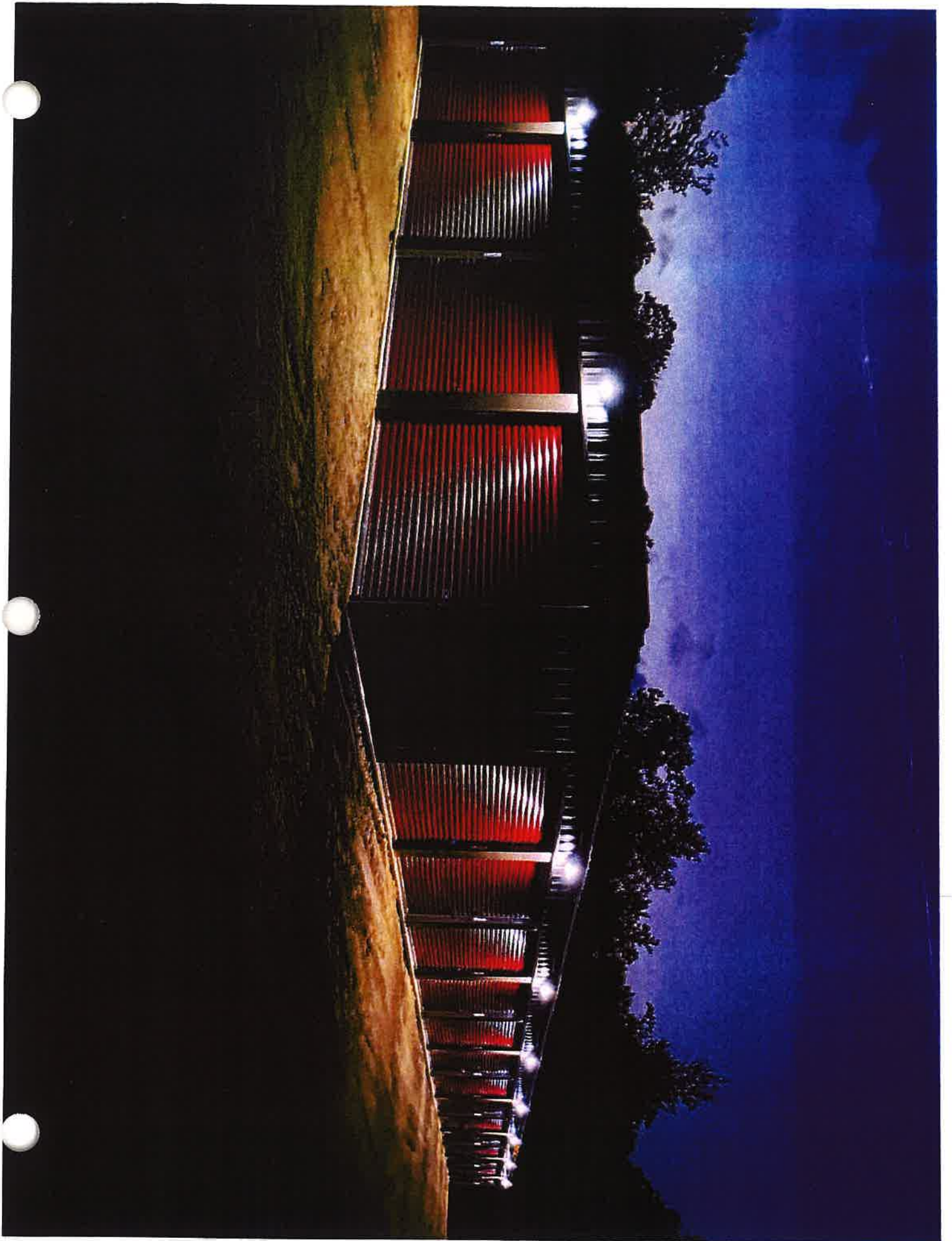
DATE:	12/15/2011
DRAWN:	...
CHECKED:	...
SCALE:	AS SHOWN

PROJECT:	TRACT A, CLEARWATER BEACH, SIBLEY, MINN. & CLEARWATER BEACH, CLEARWATER COUNTY, MINN.
CLIENT:	...
DATE:	12/15/2011

15000 National Professional Services, Inc.
 15000 National Professional Services, Inc.
 15000 National Professional Services, Inc.









2024 Planning Commission Meeting Dates

January 2 (Tuesday)-Meeting Cancelled due to lack of business

February 6 (Tuesday)

March 5 (Tuesday) **Presidential Primary- needs an alternate date. Recommended to be
Wednesday March 6.**

April 2 (Tuesday)

May 7 (Tuesday)

June 4 (Tuesday)

July 2 (Tuesday)

August 6 (Tuesday)

September 3 (Tuesday)

October 1 (Tuesday)

November 5 (Tuesday) **Election Day-needs an alternate date. Recommended to be
Wednesday November 6.**

December 3 (Tuesday)

2023 Permit Applications	
New Construction Dwellings	15
Accessory Structures	31
Dwelling Additions	2
Accessory Structure Additions	4
Septic Systems	20
Camper (Seasonal & Long Term)	10
Solar Panel Systems	1
Outdoor Market	1
Misc Permits-Deck; Exterior steps; Fence; Sign	9
After the Fact Permit-Accessory Structure	1
Conditional Use Permits	2
Commerical Land Use Permit	1
Total Permit	97

Metes & Bounds-Rezoning-Lot Splits	2
Ordinance Changes	4
Variance	0

Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Compliance Inspection Form
Existing Subsurface Sewage Treatment Systems (SSTS)

Doc. Type: Compliance and Enforcement

SCANNED

Inspection results based on Minnesota Pollution Control Agency (MPCA) requirements and attached forms - additional local requirements may also apply.

For local tracking purposes
City of Emily
Sec 3 Twp 138 Rg 26

Submit completed form to Local Unit of Government (LUG) and system owner within 15 days

System Status

System Status on date (mm/dd/yyyy): 6/1/2018

Compliant - Certificate of Compliance

(Valid for 3 years from report date, unless shorter time frame outlined in Local Ordinance.)

Noncompliant - Notice of Noncompliance

(See Upgrade Requirements on page 3)

Reason(s) for noncompliance (check all applicable)

- Impact on Public Health (Compliance Component #1) - Imminent threat to public health and safety
- Other Compliance Conditions (Compliance Component #3) - Imminent threat to public health and safety
- Tank Integrity (Compliance Component #2) - Failing to protect groundwater
- Other Compliance Conditions (Compliance Component #3) - Failing to protect groundwater
- Soil Separation (Compliance Component #4) - Failing to protect groundwater
- Operating permit/monitoring plan requirements (Compliance Component #5) - Noncompliant

Property Information

Parcel ID# or Sec/Twp/Range: 211-310-000-01Z-009

Property address: 21527 S Smokey Hollow Rd, Outing, MN 56662 Reason for inspection: Property Transfer
Property owner: Gary & Sharon Larson Owner's phone:
or
Owner's representative: Kevin Westman Representative phone: 218-831-5484
Local regulatory authority: City of Emily Regulatory authority phone: 218-763-3793

Brief system description: Gravity from the house to a precast Sather septic tank. Effluent gravity flows to a 10" gravelless pipe trench drainfield. There is approximately 100 in. ft. of gravelless pipe trench.

Comments or recommendations:

Not being lived in at the time of the compliance inspection.

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

Inspector name: Martin Joyce Certification number: 5453
Business name: Martin Joyce Septic Service, LLC License number: 2129
Inspector signature: Phone number: 218-820-2621

Necessary or Locally Required Attachments

- Soil boring logs
- System/As-build drawing
- Forms per local ordinance
- Other information (list):

1. Impact on Public Health - Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
System discharges sewage to drain tile or surface waters	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
System causes sewage backup into dwelling or establishment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Any "yes" answer above indicates the system is an Imminent Threat to Public Health and Safety.

Verification method(s):

- Searched for surface outlet
- Searched for seeping in yard/backup in home
- Excessive ponding in soil system/(D)-boxes
- Homeowner testimony (See Comments/Explanation)
- "Black soil" above soil dispersal system
- System requires "emergency" pumping
- Performed dye test
- Unable to verify (See Comments/Explanation)
- Other methods not listed (See Comments/Explanation)

Comments/Explanation:

Check the inspection pipes at the trench ends. All were dry. Used probe to determine depth of bottom of gravelless pipe.

2. Tank Integrity - Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, or leaching pit. <i>Seepage pits meeting 1080 2550 may be compliant if allowed in local ordinance.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sewage tank(s) leak below their designed operating depth If yes, which sewage tank(s) leaks:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Any "yes" answer above indicates the system is Failing to Protect Groundwater.

Verification method(s):

- Probed tank(s) bottom
- Examined construction records
- Examined Tank Integrity Form (Attach)
- Observed correct operating depth
- Examined empty (pumped) tank(s)
- Probed outside tank(s) for "black soil"
- Unable to verify (See Comments/Explanation)
- Other methods not listed (See Comments/Explanation)

Comments/Explanation:

Video inspected the tank for cracks, roots, and baffles - OK. Tank was at correct operating level.

3. Other Compliance Conditions - Compliance component #3 of 5

- a. Maintenance hole covers are damaged, cracked, unsecured, or appear to be structurally unsound. Yes* No Unknown
- b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety.
***System is an imminent threat to public health and safety**
 Explain: Yes* No Unknown
- c. System is non-protective of ground water for other conditions as determined by inspector
***System is failing to protect groundwater**
 Explain: Yes* No

4. Soil Separation - Compliance component #4 of 5

Date of installation: 11/1993 Unknown Yes No
Shoreland/Wellhead protection/Food Beverage Lodging?

Verification method(s):
Soil observation does not expire. Previous soil observations by two independent parties are sufficient unless site conditions have been altered or local requirements differ.

Compliance criteria:
 Yes No

For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

- Conducted soil observation(s) (Attach boring logs)
- Two previous verifications (Attach boring logs)
- Not applicable (Holding tank(s), no drainfield)
- Unable to verify (See Comments/Explanation)
- Other (See Comments/Explanation)

Comments/Explanation:
 Found the drainfield to be deeper than the mottles of the restrictive lay. The system has no separation from clay layer

Yes No

Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:

Drainfield has a three-foot vertical separation distance from periodically saturated soil bedrock. *

Yes No

"Experimental", "Other", or "Performance" systems built under pre-2008 Rules: Type IV or V systems built under 2008 Rules (7080, 2350 or 7080, 2400 (Advanced Inspector License required)

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

Indicate depths of elevations	#1	#2
A. Bottom of distribution media	24"	36"
B. Periodically saturated soil/bedrock	19"	30"
C. System separation	<36"	<36"
D. Required compliance separation*	36"	36"

*May be reduced up to 15 percent if allowed by Local Ordinance.

Any "no" answer above indicates the system is Failing to Protect Groundwater.

5. Operating Permit and Nitrogen BMP * - Compliance #5 of 5

Not Applicable

Is the system operated under an Operating Permit? Yes No
 Is the system required to employ a Nitrogen BMP? Yes No

If "yes", A below is required
 If "yes", B below is required

BMP=Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

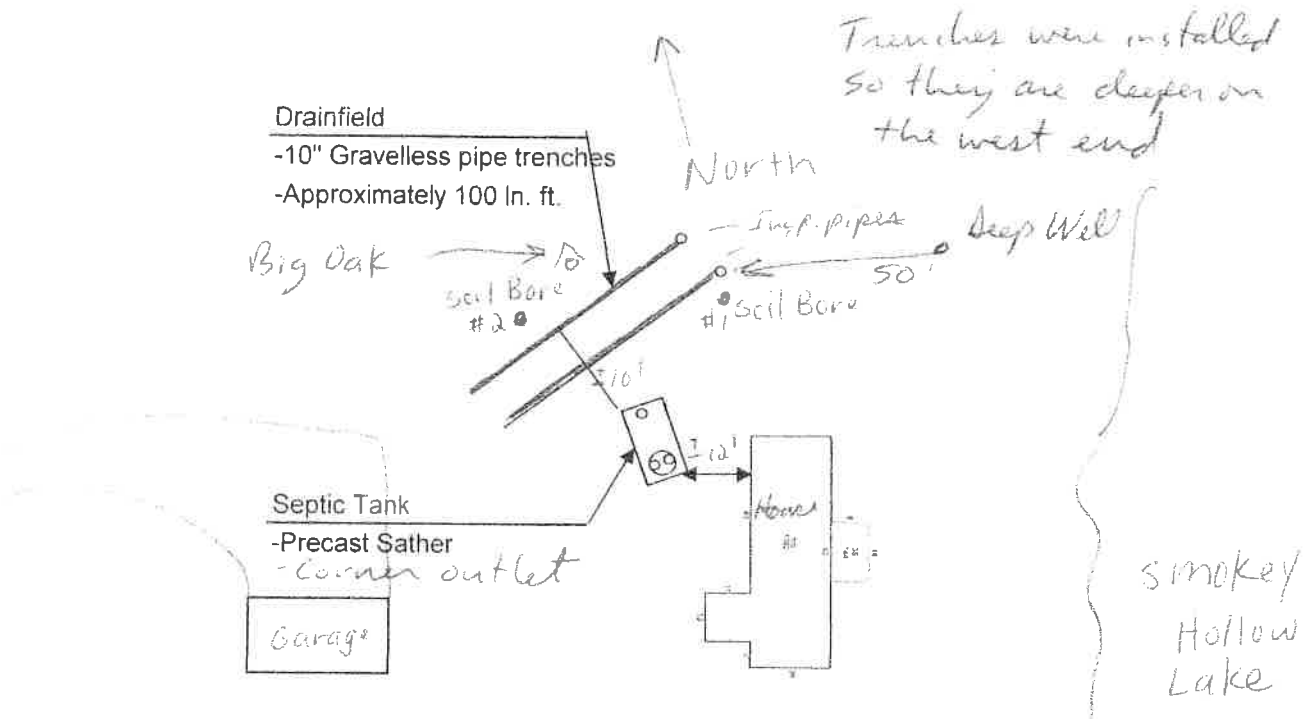
a. Operating Permit number: _____ Yes No
 Have the Operating Permit requirements been met?
 b. Is the required nitrogen BMP in place and properly functioning? Yes No

Any "no" answer indicates Noncompliance.

Upgrade Requirements (Minn. Stat. 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

Site Sketch:

Name: Gary & Sharon Larson Re Code: 211-310-000-01Z-009
 Site Address: 21527 S Smokey Hollow Rd, Outing, MN 56662



Mark Joyce

6/3/2018

Soil Borings (BR #): Locate each boring on the map above, indicate on the right of the column the soil texture structure, color, depth of each different soil type, evidence of mottling, bedrock and standing water. Also, indicate if the material is fill.

SB #1	
0" - 6"	Sandy Loam 10YR 2/2
6" - 19"	Sandy Loam 10YR 4/4
19" - 30"	Clay Loam 10YR 5/2
	w/mottles 7.5YR 6/6

SB #2	
0" - 6"	Sandy Loam 10YR 2/2
6" - 30"	LS to SL 10YR 4/4
30" - 40"	Clay Loam 10YR 5/2
	w/mottles 7.5YR 6/6

19" Restrictive Layer
24" Bottom of Drainfield

30" Restrictive Layer
36" Bottom of Drainfield

< 36" of Separation

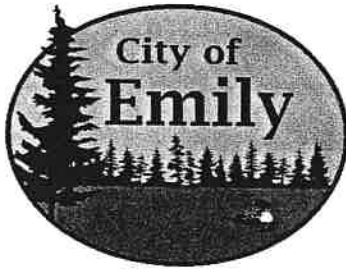
< 36" of Separation

RECORD DEPTH OF MOTTLING, SEASONAL, SEASONAL HIGH WATER (AS INDICATED USING THE MUNSELL COLOR BOOK) OR BEDROCK ON ABOVE LINES

Comments:

What needs to be completed to bring the above system into compliance if found not in compliance?

New Septic System needs to be designed + Installed



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
zoning@emily.net

December 12, 2023

Steve Lerach
9225 84th St N
Stillwater, MN 55082

RE: **Failing SSTS Inspection from 2018- Attempt #2**

Mr. Lerach,

While doing some housekeeping it was brought to my attention that we received a failing septic inspection report for your property located at 21527 S Smokey Hollow Rd. This inspection was completed on 06/01/2018 by Martin Joyce. It looks as though my predecessor, Darren, was working with you to get this system replaced. Since then, we have not received a septic design, permit application, or mitigation plan. This is not only in violation of the City of Emily's City Code but also a violation of Minnesota State Statutes. Please contact me immediately to get this item rectified.

Failure to communicate a solution with the city within 30 days, January 20, 2024, will result in the matter being shared with the City of Emily City Council for enforcement considerations which can include up to \$100 per day fine that the violation continues with unpaid fines being assessed to your property taxes, so please contact me right away at brittney.cotner@sourcewell-mn.gov or 218-866-0904. The matter has been shared with the Minnesota Pollution Control Agency as outlined in my previous letter.

Thank you,

Brittney Cotner
Community Development Administrator

From: Brittney Cotner <Brittney.Cotner@sourcewell-mn.gov>
Sent: Tuesday, December 12, 2023 1:15 PM
To: aaron.patrick@state.mn.us
Cc: Emily Zoning Office
Subject: 2018 Failing Septic

Good afternoon,

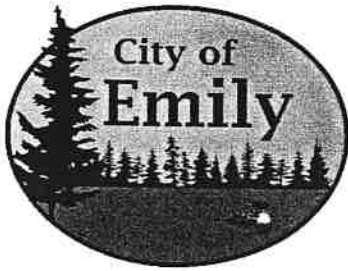
I wanted to let you know that the City of Emily received a failing septic inspection for PID 21030564 in 2018. The property owner was working with us initially, however, since 2019 we have not had contact. Admittedly, it was not followed up on as diligently as we would hope. I recently sent a letter requesting an update as to the status of this concern which went unanswered. I intend to send one additional certified letter prior to this going to the City Council for enforcement considerations. It is my understanding that the MPCA does not get involved in enforcement determinations such as this but since we potentially have a failing septic system remaining in use for over 4 years, I wanted to give you a heads-up.

Please correct me if I am wrong about the MPCA's role in such a concern. I am happy to provide you with documentation or additional information if needed.

Thank you for your time!

Thanks,
Brittney Cotner | Community Development Administrator

Office: 218-541-5294 | Cell: 218-866-0904
Website: sourcewell-mn.gov



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
zoning@emily.net

November 8, 2023

Steve Lerach
9225 84th St N
Stillwater, MN 55082

RE: Failing SSTS Inspection from 2018

Mr. Lerach,

While doing some housekeeping it was brought to my attention that we received a failing septic inspection report for your property located at 21527 S Smokey Hollow Rd. This inspection was completed on 06/01/2018 by Martin Joyce. It looks as though my predecessor, Darren, was working with you to get this system replaced. Since then, we have not received a septic design, permit application, or mitigation plan. This is not only in violation of the City of Emily's City Code but also a violation of Minnesota State Statute. Please contact me immediately to get this item rectified.

Failure to communicate a solution with the city within 30 days will result in the matter being shared with the Minnesota Pollution Control Agency so please contact me right away at brittney.cotner@sourcewell-mn.gov or 218-866-0904.

Thank you,

Brittney Cotner
Community Development Administrator



City of Emily

Planning and Zoning

39934 Lake Street, Box 68

Emily, MN 56447

Phone: (218) 763-3793, Fax: (218) 763-3893

Email: zoning@emily.net

July 2, 2019

LERACH, STEVE, TOM, MIKE & KEN
9225 84TH ST N
STILLWATER MN 55082

To whom it may concern,

The inspection of the Subsurface Sewage Treatment System (SSTS) on your property at 21527 South Smokey Hallow Road was determined to be non-compliant on June 1, 2018.

State Statute and the Emily Land Use Ordinance require that a non-compliant system be repaired, upgraded, or abandoned within 10 months of the date of inspection. If you should decide to abandon the system rather than replace it, a septic abandonment report form of such be furnished to the city. This form can be furnished by request.

If the SSTS is not replaced or abandoned in a timely manner, the property will be in violation of State and City Ordinances and will be subject to possible legal action. The property can be transferred to a new owner, but the deadlines do remain the same for upgrade or abandonment.

It has been over 10 months and the city is not aware of any updates done to the system to fix the SSTS. If the system is not corrected in the next 30 days, the violation will be turned over to the city attorney who may pursue legal options.

Please contact this office as soon as possible to let us know what you plan to do.

Thank you, in advance, for your prompt attention to this matter. If you have any questions or concerns, please feel free to contact us.

CITY OF EMILY

Darrin Welle
Zoning Administrator



City of Emily

Planning and Zoning

39934 Lake Street, Box 68

Emily, MN 56447

Phone: (218) 763-3793, Fax: (218) 763-3893

Email: zoning@emily.net

June 5, 2018

Sharon Larson
500 Heartwood Drive, Apt 123
Crosby, MN 56441

Sharon,

The inspection of the Subsurface Sewage Treatment System (SSTS) on your property at 21527 S Smokey Hollow Rd was determined to be Non-compliant on June 1, 2018. Enclosed is a copy of the report. The areas that pertain to the non-compliance were circled on the Compliance Inspection Report, indicating that a new system must be designed and installed.

State Statute and the Emily Land Use Ordinance require that a non-compliant system be repaired, upgraded or replaced within 10 months of the date of inspection. If you should decide to abandon the system rather than replace it, it must be done by a licensed installer and a report of such be furnished to the city.

If the SSTS is not replaced or abandoned in a timely manner, the property will be in violation of State and City Ordinances and will be subject to possible legal action.

Please contact this office as soon as possible to let us know what you plan to do. The Office Hours are Mondays from 11:00 a.m. to 3:00 p.m. and Fridays from 8:00 a.m. until noon.

Thank you, in advance, for your prompt attention to this matter. If you have any questions or concerns, please feel free to contact us.

CITY OF EMILY

A handwritten signature in black ink, appearing to read "Darrin Welle". The signature is fluid and cursive, written over a horizontal line.

Darrin Welle
Zoning Administrator



City of Emily

Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

May 2, 2017

Sharon Larson
500 Heartwood Drive, Apt. 123
Crosby, MN 56441

Ms. Larson:

Your property at 21527 South Smokey Hollow Road, Parcel Number 21131000001Z009, continues to be in violation of the following City Code:

7.6 – Sanitation Standards: All owners of sewage treatment systems shall have the system inspected, consistent with State guidelines, once each five years by a certified sewage system inspector.

Your septic system was last inspected and deemed compliant on October 1, 2008. The City has sent you eight notices since April of 2014 and to date we have not received a response from you.

You will have until June 15, 2017 to comply with our request. We ask that you take steps to have a Compliance Inspection completed by that date by hiring an inspector of your own choosing or utilize the city contracted inspector. This is the last opportunity you will have to use our inspector at a reduced cost to you and the form for doing so is enclosed.

If we have not received an inspection report from an inspector you hire on your own or your Authorization to use the city contracted inspector by June 15th, this matter will be turned over to the City Attorney for legal action.

Thank you, in advance, for your timely attention to this matter.

Regards,

Darin Welle
Planning & Zoning Administrator
218/895-4142



City of Emily

39811 State Highway 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 743-2480 Fax: (218) 743-2481
Email: clerk@emily.net

August 26, 2016

Mrs. Sharon Larson
500 Heartwood Drive, Apt. 114
Crosby, MN 56441

ORDER TO CORRECT ORDINANCE VIOLATION

Mrs. Larson,

It has been noted that a City Code violation has occurred on the property located at:

Property Address: 21527 Smokey Hallow Rd S
Real Estate Code: 21131000001Z009

Violation: Outdated septic compliance inspection
Ordinances: 7.6 - Sanitation Standards
Description:

- a. ¹All owners of sewage treatment systems shall have the system inspected, consistent with State guidelines, once each five years by a certified sewage system inspector.

Corrective Action is required: Required corrective action is as follows:

By September 9, 2016, you must contact a septic compliance inspector to have your system evaluated.

By September 23, 2016, The City of Emily must have received your compliance inspection from a MN certified inspector.

In accordance with City Code Section 320, failure to comply with this ordinance will result in a citation and corrective action by the City at the expense of the property owner in accordance with Code Section 450.11, including the right to file a lien. You have the right to appeal this Order in writing to the City of Emily within 7 days from the date of this letter.

Regards,

A handwritten signature in black ink, appearing to read "Darrin Welle".

Darrin Welle
Planning & Zoning Administrator

¹ Ordinance 02-2009, 03/10/2009



Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

June 2, 2016

Mrs. Sharon Larson
500 Heartwood Drive, Apt. 114
Crosby, MN 56441

RE: SSTS INSPECTION
CITY OF EMILY PARCEL #21131000001Z009
21527 SOUTH SMOKEY HOLLOW ROAD

Mrs Larson:

We have contacted you six (6) times since April of 2014 requesting that you have an inspection performed on the septic system (SSTS) on your Emily property. State, County and local Ordinances require that an inspection be done after a new system is five (5) years old. The Emily Land Use Ordinance requires a follow-up inspection every five years after that. However, State, Crow Wing County and City of Emily Ordinances require a new inspection after three (3) years if a property owner applies for a permit of any type or the property is sold.

To date, we have not received any type of response from you or received a report from a licensed inspector. State Statute requires that an Inspection Report be submitted to the local unit of government by the inspector within 15 days of an inspection.

This is the last opportunity you will be given to take advantage of the services of the city contracted Compliance Inspector at a reduced rate. If you choose that option, the information necessary for that option is enclosed. You are, of course, still free to hire a different licensed Compliance Inspector of your own choice and deal directly with he or she at their standard rate.

Until a SSTS Compliance Inspection Report is received, your property remains to be in violation of the Emily Land Use Ordinance. **If an inspection is not completed and a Compliance Inspection Report received by the city no later than AUGUST 1, 2016, violation enforcement action will take place in accordance with the city Property Maintenance Code and an initial \$100 Administrative Fine will be levied against your property.**

If you have any questions, please contact the Emily Planning and Zoning Office at 218/763-3793. Thank you, in advance, for your attention to this matter.

CITY OF EMILY

Barb Hubbard
SSTS Inspection Program Coordinator

Cc: Planning and Zoning Commission
City Council

April 2016

Sharon Larson

Dear Emily Property Owner:

In an effort to maintain the quality of our lakes and water resources, the City of Emily Land Use Ordinance requires that all sewage treatment systems (septic tanks with drainfields being the most common), Privys (Outhouses) and Holding Tanks be inspected at least once every five (5) years to ensure they are working properly. However, State Statute, as well as Crow Wing County and City of Emily Ordinances, require a new inspection after three (3) years if a property owner applies for a permit of any type or the property is sold.

Your system was installed or last inspected on:

10/1/08

At this time, your system is due for a Compliance inspection. You have two options for completing your inspection:

- Option 1: In an effort to reduce your cost, the City of Emily has again contracted with a licensed inspector who will be available to do your inspection as the city designated inspector for a reduced fee. The cost of the inspection this year is \$52.00. If you choose this option, please fill out and return the enclosed Authorization Form, **along with the fee**, to the City of Emily Planning and Zoning Office as soon as possible. The inspector will then conduct a Compliance Inspection of your sewage treatment system and provide the City with a copy of the inspection report within 15 days following completion of the inspection.
- Option 2: You may select any licensed inspector that you would like to work with to conduct the inspection. If you choose this option, please contact the Emily Planning and Zoning Office for a list of licensed inspectors. The inspector that you hire will then conduct a Compliance Inspection and provide the City with a copy of the inspection report within 15 days of the inspection. You will negotiate any fee or compensation arrangement with the inspector you choose to hire on your own.

IF YOUR SEPTIC TANK REQUIRES PUMPING, THAT WILL BE DETERMINED BY THE INSPECTOR AT THE TIME OF THE INSPECTION.

WITH EITHER OPTION, YOUR COMPLIANCE INSPECTION MUST BE COMPLETED BY SEPTEMBER 1, 2016!

Thank you for your attention to this matter. If you have any questions or concerns, please contact the Emily Planning & Zoning Office.

Barb Hubbard

SSTS Inspection Program Coordinator



City of Emily

Planning and Zoning

39811 State Hwy 6, P.O. Box 68

Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893

Email: zoning@emily.net

October 7, 2015

Mrs. Sharon Larson
500 Heartwood Drive, Apt. 114
Crosby, MN 56441

Re: **SSTS INSPECTION**
CITY OF EMILY PARCEL #21131000001Z009

Mrs. Larson:

We have contacted you four times since April 2014 requesting that you have an inspection performed on the septic system (SSTS) on your Emily property. State, County and local Ordinances require that an inspection be done after a new system is five years old. The Emily Land Use Ordinance requires a follow-up inspection every five years after that. Your system was last inspected on October 1, 2008.

To date, we have not received any type of response from you or received a report from a licensed inspector. State Statute required that an Inspection Report be submitted to the local unit of government by the inspector within 15 days of an inspection.

Until an inspection is done, your property will continue to be in violation of the Emily Land Use Ordinance with regard to SSTS inspections and your property will remain on our Violation/Enforcement list until a report is received. Also, the City of Emily has recently enacted a Property Maintenance Code which includes an Administrative Fine Policy as part of the new Code which would apply to a Land Use Ordinance violation such as yours and your property would be subject to enforcement of the Code and fine procedures.

If your property is currently vacant, for sale or has already been sold, please let us know. State Statute requires that a Compliance Inspection Report that is no more than 3 years old be submitted along with Closing documents before title to a property can be transferred. We would also like to advise you that violations placed on a property remain with the property and transfer to a new owner.

If you have any questions, please contact me in the Emily Planning and Zoning Office at 218/763-3793. Thank you, in advance, for your attention to this matter.

CITY OF EMILY

Barb Hubbard
Zoning Clerk

Cc: Planning and Zoning Commission



City of Emily

Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

August 25, 2015

Mrs. Sharon Larson
500 Heartwood Drive, Apt. 114
Crosby, MN 56441

Re: **SSTS INSPECTION**
CITY OF EMILY PARCEL #21131000001Z009

Mrs. Larson:

We have contacted you three times since April 2014 requesting that you have an inspection performed on the septic system (SSTS) on your Emily property. State, County and local Ordinances require that an inspection be done after a new system is five years old. The Emily Land Use Ordinance requires a follow-up inspection every five years after that. Your system was last inspected on October 1, 2008.

To date, we have not received any type of response from you or received a report from a licensed inspector. State Statute required that an Inspection Report be submitted to the local unit of government by the inspector within 15 days of an inspection.

Until an inspection is done, your property will continue to be in violation of the Emily Land Use Ordinance with regard to SSTS inspections and your property will remain on our Violation/Enforcement list until a report is received. Also, the City of Emily has recently enacted a Property Maintenance Code which includes an Administrative Fine Policy as part of the new Code which would apply to a Land Use Ordinance violation such as yours and your property would be subject to enforcement of the Code and fine procedures.

If your property is currently vacant, for sale or has already been sold, please let us know. State Statute requires that a Compliance Inspection Report that is no more than 3 years old be submitted along with Closing documents before title to a property can be transferred. We would also like to advise you that violations placed on a property remain with the property and transfer to a new owner.

If you have any questions, please contact me in the Emily Planning and Zoning Office at 218/763-3793. Thank you, in advance, for your attention to this matter.

CITY OF EMILY

Barb Hubbard
Zoning Clerk

Cc: Planning and Zoning Commission

Sharon Larson

August 2015

Dear Emily Property Owner:

The City of Emily Land Use Ordinance requires that all sewage treatment systems (septic tanks with drainfields being most common), Privys (Outhouses) and Holding Tanks be inspected at least once every five years to ensure they are working properly. Your system was installed or last inspected on:

10/1/08

You have two options for completing your Inspection:

- Option 1: In an effort to reduce your cost, the City of Emily has contracted with a licensed inspector who will be available to do your inspection as the city designated inspector for a reduced fee. The cost of the inspection this year is **\$48.00**. If you choose this option, please fill out and return the enclosed Authorization Form, along with the fee, to the City of Emily Planning and Zoning Office as soon as possible. The inspector will then conduct an inspection of your sewage treatment system and provide the City with a copy of the inspection report within 15 day following completion of the inspection.
- Option 2: You may select a licensed inspector of your choice that you would like to work with to conduct the inspection. If you choose this option, please contact the Emily Planning and Zoning Office for a list of the licensed inspectors in the area. The inspector that you hire will conduct the inspection and provide the City with a copy of the inspection report in the same manner as the city designated inspector. You will negotiate any fee or compensation arrangement with the inspector that you hire on your own.

IF YOUR SEPTIC TANK REQUIRES PUMPING, THAT WILL BE DETERMINED BY THE INSPECTOR AT THE TIME OF THE INSPECTION.

With either option, we request that your Inspection be completed **no later than October 1, 2015**. If an inspection has not been done by that date, your property will be considered to be in violation of the Emily Land Use Ordinance and placed on our Violation/Enforcement list.

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact the Emily Planning and Zoning Office at 218/763-3793.

Sincerely,

CITY OF EMILY ZONING CLERK

Sharon Larson

May 2015

Dear Emily Property Owner:

In an effort to maintain the quality of our lakes and water resources, the City of Emily Land Use Ordinance requires that all sewage treatment systems (septic tanks with drainfields being the most common), Privys (Outhouses) and Holding Tanks be inspected at least once every five (5) years to ensure they are working properly. However, State Statute, as well as Crow Wing County and City of Emily Ordinances, require a new inspection after three (3) years if a property owner applies for a permit of any type or the property is sold.

Your system was installed or last inspected on: 10/1/08

At this time, your system is due for a Compliance Inspection. You have two options for completing your inspection:

- Option 1: In an effort to reduce your cost, the City of Emily has again contracted with a licensed inspector who will be available to do your inspection as the city designated inspector for a reduced fee. The cost of the inspection this year is \$48.00. If you choose this option, please fill out and return the enclosed Authorization Form, along with the fee, to the City of Emily Planning and Zoning Office as soon as possible. The inspector will then conduct a Compliance Inspection of your sewage treatment system and provide the City with a copy of the inspection report within 15 days following completion of the inspection.
- Option 2: You may select any licensed inspector that you would like to work with to conduct the inspection. If you choose this option, please contact the Emily Planning and Zoning Office for a list of licensed inspectors. The inspector that you hire will then need to conduct a Compliance Inspection and provide the City with a copy of the inspection report within 15 days of the inspection. You will negotiate any fee or compensation arrangement with the inspector you choose to hire on your own.

IF YOUR SEPTIC TANK REQUIRES PUMPING, THAT WILL BE DETERMINED BY THE INSPECTOR AT THE TIME OF THE INSPECTION.

With either option, we request that your Compliance Inspection be completed by September 1, 2015.

Thank you for your attention to this matter. If you have any questions or concerns, please contact the Emily Planning and Zoning Office at 218/763-3793.

Sincerely,

CITY OF EMILY ZONING CLERK



Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

November 18, 2014

Sharon and Gary Larson
21527 South Smokey Hollow Road
Outing, MN 56662

Re: **SSTS INSPECTION**
CITY OF EMILY PARCEL #21131000001Z009

Mr. and Mrs. Larson:

We contacted you in April and again in September of this year requesting that you have an inspection performed on the septic system (SSTS) on your Emily property. State, County and local Ordinances require that an inspection be done after a new system is five years old. The Emily Land Use Ordinance requires a follow-up inspection every five years after that. Your system was last inspected on October 1, 2008.

To date, we have not received any type of response from you or received a report from a licensed inspector. State Statute requires that an Inspection Report be submitted to the local unit of government by the inspector within 15 days of an inspection. If an inspection has been done on your system, please contact the person you hired to do it and ask that he/she forward a copy of the report to this office as soon as possible.

Until an Inspection Report has been received, your property will be considered to be in violation of the Emily Land Use Ordinance with regard to SSTS inspections and your property will remain on our Violation/Enforcement list until a report is received.

Due to the early cold weather, inspections will no longer be done this year. We will contact you again next spring and hope that you will arrange for an inspection as soon as possible after you receive that notice.

If you have any questions, please contact me in the Emily Planning and Zoning Office at 218/763-3793.

CITY OF EMILY

Barb Hubbard
Zoning Clerk

Cc: Planning and Zoning Commission

SECOND NOTICE

Janson

September 2014

Dear Emily Property Owner:

The City of Emily Land Use Ordinance requires that all sewage treatment systems (septic tanks with drainfields being most common), Privys (Outhouses) and Holding Tanks be inspected at least once every five years to ensure they are working properly. In April of this year we sent you a notice to let you know that your sewage treatment system is now due for an inspection. To date, we have not received a report from an inspector that would indicate that you have complied with that request.

Your system was installed or last inspected on: 10/1/08

You still have two options for completing your Inspection:

- Option 1: In an effort to reduce your cost, the City of Emily has contracted with a licensed inspector who will be available to do your inspection as the city designated inspector for a reduced fee. The cost of the inspection this year is **\$48.00**. If you choose this option, please fill out and return the enclosed Authorization Form, along with the fee, to the City of Emily Planning and Zoning Office as soon as possible. The inspector will then conduct an inspection of your sewage treatment system and provide the City with a copy of the inspection report within 15 day following completion of the inspection.
- Option 2: You may select a licensed inspector of your choice that you would like to work with to conduct the inspection. If you choose this option, please contact the Emily Planning and Zoning Office for a list of the licensed inspectors in the area. The inspector that you hire will conduct the inspection and provide the City with a copy of the inspection report in the same manner as the city designated inspector. You will negotiate any fee or compensation arrangement with the inspector that you hire on your own.

If your Septic Tank requires pumping, that will be determined by the inspector at the time of the inspection.

With either option, we request that your Inspection be completed **no later than October 15, 2014**. If an inspection has not been done by that date, your property will be considered to be in violation of the Emily Land Use Ordinance and placed on our Violation/Enforcement list.

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact the Emily Planning and Zoning Office at 218/763-3793.

Sincerely,

CITY OF EMILY ZONING CLERK

Larson - Gary + Sharon

April 2014

Dear Emily Property Owner:

In an effort to maintain the quality of our lakes and water resources, the City of Emily Land Use Ordinance requires that all sewage treatment systems (septic tanks with drainfields being the most common), Privys (Outhouses) and Holding Tanks be inspected at least once every five years to ensure they are working properly.

Your system was installed or last inspected on: 10/1/08

At this time, your system is due for a Compliance Inspection. You have two options for completing your inspection:

- Option 1: In an effort to reduce your cost, the City of Emily has again contracted with a licensed inspector who will be available to do your inspection as the city designated inspector for a reduced fee. The cost of the inspection this year is \$48.00. If you choose this option, please fill out and return the enclosed Authorization Form, along with the fee, to the City of Emily Planning and Zoning Office as soon as possible. The inspector will then conduct a Compliance Inspection of your sewage treatment system and provide the City with a copy of the inspection report within 15 days following completion of the inspection.
- Option 2: You may select any licensed inspector that you would like to work with to conduct the inspection. If you choose this option, please contact the Emily Planning and Zoning Office for a list of licensed inspectors. The inspector that you hire will then need to conduct a Compliance Inspection and provide the City with a copy of the inspection report within 15 days of the inspection. You will negotiate any fee or compensation arrangement with the inspector you choose to hire on your own.

IF YOUR SEPTIC TANK REQUIRES PUMPING, THAT WILL BE DETERMINED BY THE INSPECTOR AT THE TIME OF THE INSPECTION.

With either option, we request that your Compliance Inspection be completed by September 1, 2014.

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact the Emily Planning and Zoning Office at 218/763-3793.

Sincerely,

CITY OF EMILY ZONING CLERK



August 26, 2008

**Re: Individual Sewage Treatment System
Certificate of Compliance**

We are contacting you today regarding the sewage treatment system on your property in the City of Emily.

The City of Emily is working hard to keep the lakes and ground water clean. To do this, the City has a program to make sure Individual Sewage Treatment Systems are kept up to date. As part of that program, the City of Emily Land Use Ordinance requires that all Individual Sewage Treatment Systems have a Compliance Inspection every three years after a system is five years old. This inspection program also follows Guidelines set by the Minnesota Pollution Control Agency.

Our records indicate that your sewage treatment system is not current. We are requesting that you obtain a Compliance Inspection on your system. A compliance inspection can be performed by anyone who has a state license to do so.

We ask that you respond to this letter within 30 days to let us know your plans for obtaining a Compliance Inspection. You are free to retain any inspector who has a state license. A list of State Licensed Inspectors within the Emily area is enclosed.

If you have any further questions or need assistance, please contact Barb Hubbard in the Emily Planning and Zoning Office at 218.763.3793 or contact a planner at the Community Growth Institute toll free at 866.900.3064.

Sincerely,

Charles Marohn, City Planner

Cc: Planning Commission
Barb Hubbard, Zoning Clerk



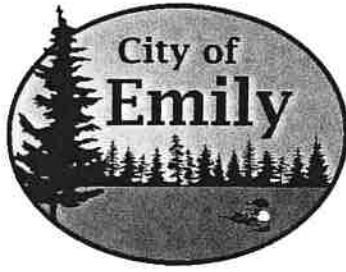
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, r intability, or fitness for any particul. pose.

smokey hollow rd

Date: 2/8/2024 Time: 12:21 PM

CEKALLA
Unpaid Road Vacation Attorney fees

Date	Fees	Statement #
8/12/2019	\$ 455.00	70221
10/31/2019	\$ 663.00	71224
11/12/2019	\$ 91.00	71643
12/20/2022	*included in Retainer, please determine cost	90594
1/9/2023	\$ 174.00	
1/10/2024	\$ 156.00	97408
Total	\$ 1,539.00	



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

June 3, 2020

Nicholas and Greta Cekalla
40305 Little Pine River Road
Emily, MN 56447

Dear Nicholas and Greta,

An invoice for \$1,118.00 for additional costs incurred by the City over the initial road vacation application fee of \$300 was sent to you in January 2020 for the Little Pine River Road cul de sac vacation petition process. To date the City has not received payment for the invoice. As stated in the January 2020 letter, the \$300 road vacation application fee did not provide adequate funds to cover the following costs:

- Clerk's Office personnel time researching and processing the petition
- Mailing costs for notices to the DNR and all property owners in three plats
- Newspaper publication cost for the required public notification
- Costs for the Council to hold a public hearing
- Recording fee for Notice of Completion of Vacation Proceedings
- City Attorney invoices for working on the cul de sac vacation for \$1,118 (Invoices attached.)

The attached past due City Invoice 2020-06 for \$1,118.00 is due and payable to the City of Emily by Monday, July 6, 2020. If you have any questions, please feel free to call me at 218.763.2480. Thank you for your cooperation.

Respectfully,

Cari Johnson, MCMC
City Clerk/Treasurer



CITY OF EMILY

P.O. Box 68
Emily, MN 56447
218-763-2480 fax 218-763-2481

Invoice No. 2020-06

INVOICE

Customer

Name	Nicholas and Greta Cekalla		
Address	40305 Little Pine River Road		
City	Emily	State	MN ZIP 56447
Phone			

Date	1/27/2020
Order No.	
Rep	
FOB	

Qty	Description	Unit Price	TOTAL
1	Reimbursement of City Attorney's Fees (9/5/2019)	\$455.00	\$455.00
1	Reimbursement of City Attorney's Fees (11/8/2019)	\$663.00	\$663.00

Thank you

SubTotal	\$1,118.00
Shipping & Handling	
Taxes State	
TOTAL	\$1,118.00

Office Use Only

Minutes and Proceedings of the
City Council of the City of Emily in the
County of Crow Wing, State of Minnesota

October 15, 2019
Public Hearing and
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Public Hearing and Special Meeting on Tuesday, October 15, 2019 in the Council Chambers and was called to order by Mayor Lund at 6:00 p.m. Councilmembers Bryce Butcher, Wesley Friesner, and Bill Spiess were present. City Attorney Tom Pearson and Deputy Clerk Pam Roden were also present.

Mayor Lund opened the floor for public comment on a landowner petition by Nicholas and Greta Cekalla for vacation of a platted Little Pine River Road cul de sac in the plat of Little Pine River Addition to Emily, involving Parcel Numbers 21260633, 21260500, 21260601, and 21260600.

Nick and Greta Cekalla commented they don't see why vacation of the cul de sac would be an issue. Mayor Lund responded that the Council understands that they are doing this to build a garage.

Glen Purdie commented that the road should not be vacated, the portion outside of the 66 foot right-of-way should be vacated. Purdie also mentioned that vacating the entire cul-de-sac would land lock the properties to West.

Mayor Lund made a request for more comments. No more comments were contributed.

City Attorney Tom Pearson stated that he was going to suggest not vacating at all until he was informed there is already a cul-de-sac on the West end of Little Pine River Road. The existing paved cul-de-sac measures at least 80 foot across. The resolution will be changed to reflect that only the portion outside of the roadway would be vacated. If the City does follow through with the vacation, the property owners will have to follow up on getting title to the property vacated adjacent their individual properties. Pearson stated the City should not award title to individuals of the vacated property.

Mayor Lund asked Pearson if the City could go ahead and approve a building permit for the Cekalla's to build a garage. The garage would not be built on the vacated property. This is only a setback issue.

Pearson said the council can approve a resolution that will be amended by him and signed at later date. Pearson also said that Planning and Zoning can approve the building permit application.

The City Clerk/Treasurer needs to invoice Nick and Greta Cekalla for all fees incurred by the City in excess of the initial application fee.

COUNCILMEMBER FRIESNER MADE A MOTION TO ADOPT RESOLUTION 19-38 VACATING A PORTION OF A PLATTED CUL DE SAC ON LITTLE PINE RIVER ROAD PER LANDOWNER PETITION VACATING THE PORTION OF THE PLATTED CUL-DE-SAC OUTSIDE OF THE LITTLE PINE RIVER ROAD 66 FOOT RIGHT-OF-WAY WITH WRITTEN RESOLUTION TO BE PROVIDED BY CITY ATTORNEY TOM PEARSON AND SIGNED AT A LATER DATE. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL-CALL VOTE –LUND, SPIESS, BUTCHER AND FRIESNER VOTED AYE. MOTION CARRIED.

Mayor Lund closed the Public Hearing and opened the Special Council Meeting.

Nor-Son Dispute Resolution Agreement draft was redlined and approved by Pearson. Councilmember Spiess reported that the snow guards will be installed this fall.

COUNCILMEMBER SPIESS MADE A MOTION TO ACCEPT THE NOR-SON CONSTRUCTION DISPUTE RESOLUTION AS REVISED BY CITY ATTORNEY PEARSON. COUNCILMEMBER FRIESNER SECONDED THE

MOTION. ROLL CALL VOTE – LUND, SPIESS, AND FRIESNER VOTED AYE – BUTCHER VOTED NAY. MOTION PASSED.

Pearson discussed the timeline and necessary processes to move forward on a statutory abatement of a long term nuisance property. The Ordinances and Minnesota Statutes work together to allow the process of abatement. Pearson and City Inspector will work on moving forward with abatement on a property on County Road 1, West of Emily. When the time comes the City would hire a contractor for clean-up of the property.

COUNCILMEMBER BUTCHER MADE A MOTION TO APPROVE RAISING THE COST OF EACH SSTS INSPECTION TO \$115 FOR 2020. COUNCILMEMBER FRIESNER SECONDED THE MOTION. ROLL CALL VOTE – LUND, SPIESS, BUTCHER AND FRIESNER VOTED AYE. MOTION CARRIED.

COUNCILMEMBER SPIESS MADE A MOTION FOR THE SSTS INSPECTOR TO LEAVE A COMPLETED NOTIFICATION FORM AT EACH PROPERTY AFTER EACH INSPECTION. COUNCILMEMBER FRIESNER SECONDED THE MOTION. ROLL CALL VOTE – LUND, SPIESS, BUTCHER AND FRIESNER VOTED AYE. MOTION CARRIED.

COUNCILMEMBER SPIESS MADE A MOTION FOR CITY CLERK/TREASURER ATTEND A SEMINAR ON STATE TAX WITHHOLDING AND UNEMPLOYMENT INSURANCE ON NOVEMBER 7 IN GRAND RAPIDS. COUNCILMEBER FRIESNER SECONDED THE MOTION. ROLL CALL VOTE – LUND. SPIESS, BUTCHER AND FRIESNER VOTED AYE. MOTION CARRIED.

COUNCILMEMBER FRIESNER MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER SPIESS SECONDED THE MOTION. ROLL CALL VOTE – LUND, SPIESS, BUTCHER, AND FRIESNER VOTED AYE. THE MOTION CARRIED. The meeting ended at 6:49 p.m.

Respectfully submitted,

Attest:



Pam Roden
Deputy Clerk



Roger Lund
Mayor

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION 19-38

RESOLUTION VACATING A PORTION OF A PLATTED CUL DE SAC

WHEREAS, the City Council of the City of Emily, Crow Wing County, Minnesota received a petition/application requesting the vacation of a portion of the following described cul de sac pursuant to Minn. Stat. § 412.851:

See attached **EXHIBIT A**

WHEREAS, the request has been made by Nicholas and Gretta Cekalla and Michael and Sandra Peine, who own parcels abutting the cul de sac on Little Pine River Road in the plat of Little Pine River Addition to Emily, according to the plat on file and of record in the office of the County Recorder, Crow Wing County, Minnesota, to vacate a portion of the cul de sac on Little Pine River Road;

WHEREAS, proper notice of the application to vacate has been made and given to those persons who own land adjacent to the portion of the cul de sac which the applicant seeks to vacate;

WHEREAS, those persons who own property in the plats of Little Pine River Addition to Emily and Bemis Country have access to their properties through a public right of way;

WHEREAS, the drawing of the Little Pine River Addition to Emily plat is attached as **EXHIBIT B**;

WHEREAS, the City Council of the City of Emily determines that the portion of the cul de sac which is sought to be vacated is useless for the purpose for which it was laid out;

WHEREAS, the City Council determines that the vacation of the portion of the cul de sac which is sought to be vacated is consistent with the public interest;

WHEREAS, the City Council of the City of Emily determines that no affected land owners will be damaged by the vacation of the portion of the cul de sac;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Emily, Crow Wing County, Minnesota hereby vacates the portion of the City cul de sac referred to on the attached **EXHIBIT A**, the vacation to the portion of the cul de sac as follows:

That portion of the cul de sac on Little Pine River Road in the plat of Little Pine River Addition to Emily outside the 66 foot right-of-way of Little Pine River Road.

Adopted this 15th day of October, 2019 by four-fifths vote:

CITY OF EMILY

Dated: October 23, 2019

Gerhart Hanson
By: Gerhart Hanson
Its: Acting Mayor

Attest:

Dated: October 23, 2019

Cari Johnson
By: Cari Johnson
Its: City Clerk

State of Minnesota }
 } ss
County of Crow Wing }

I, Cari Johnson, City Clerk of the City of Emily, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the City Council of said City with the original record thereof on file with the City Clerk, as stated in the minutes of the proceedings of said Council at a public hearing held on the 15th day of October, 2019, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Council at said hearing.

Witness my hand and seal this 23rd day of October, 2019

Cari Johnson
Signature

Cari Johnson
Printed Name
Emily City Clerk

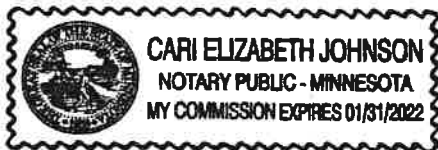


EXHIBIT A

PETITION TO VACATE CUL-DE-SAC ON LITTLE PINE RIVER ROAD

Nicholas and Greta Cekalla who reside at 40305 Little Pine River Road are petitioning the City of Emily to vacate a cul-de-sac on Little Pine River Road. The cul-de-sac has never been used by the public. It appears on mapping and platted materials only. The cul-de-sac is also touching the property of Michael and Sandra Peine that reside at 40314 Little Pine River Road.

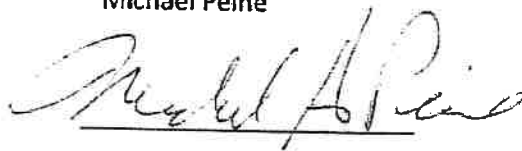
Nicholas and Greta Cekalla would like the cul-de-sac vacated as to meet setback for the construction of a garage.

The below signatures of all property owners in which the cul-de-sac touches, indicates that they are in favor of having the cul-de-sac vacated.

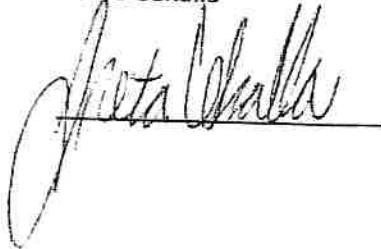
Nicholas Cekalla



Michael Peine



Greta Cekalla



Sandra Peine

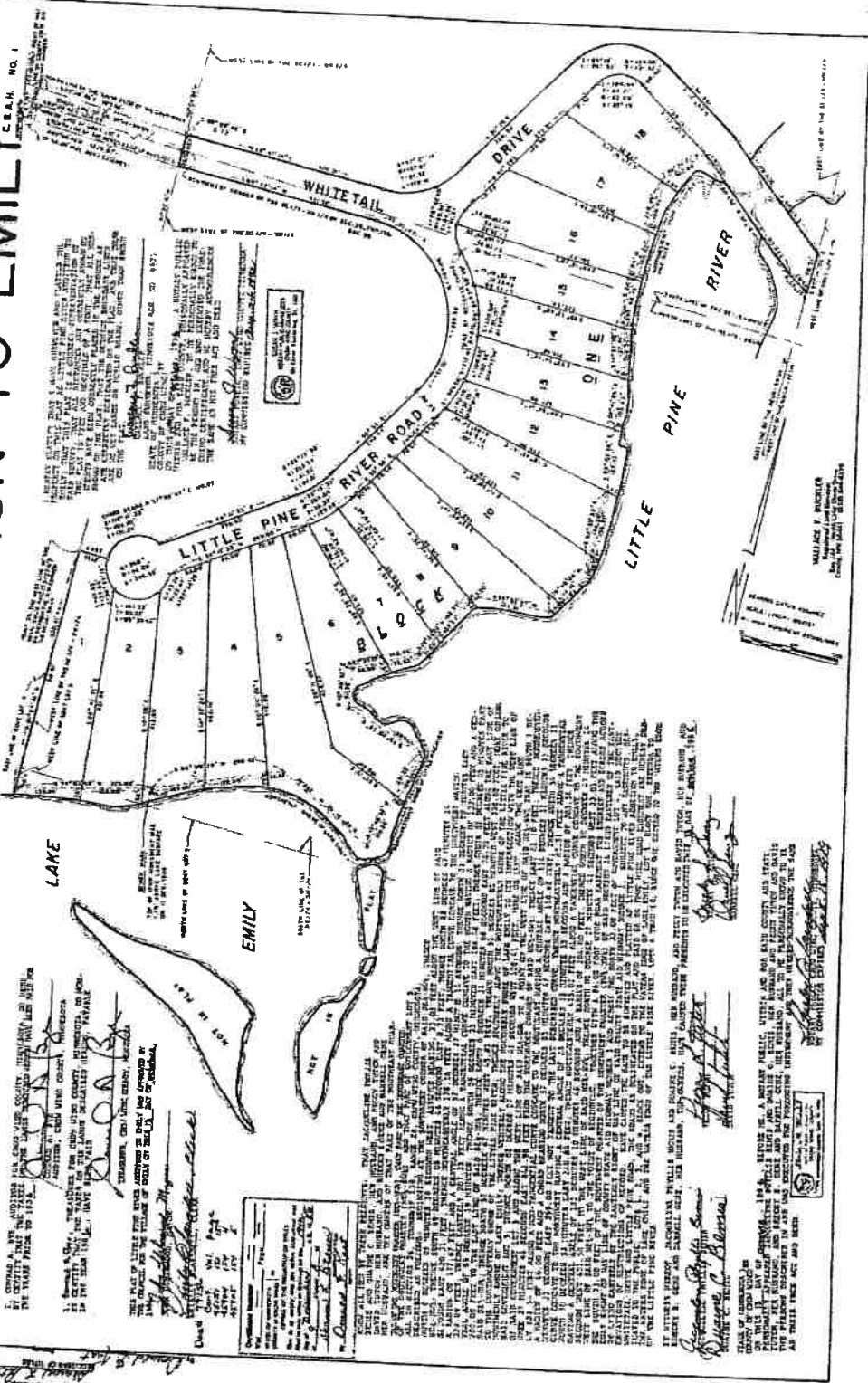


EXHIBIT B

LITTLE PINE RIVER ADDITION TO EMILY

COPY

C.E.A.H. NO. 1



CONRAD A. VAN NORDEN, Surveyor, has examined the plat and certifies that the same is correct and in accordance with the laws of this State.

Witness my hand and seal this 15th day of April, 1915.

Conrad A. Van Norden, Surveyor

THE STATE OF MINNESOTA, County of Hennepin, ss: I, the undersigned, County Clerk, do hereby certify that the above and foregoing plat is a true and correct copy of the original as the same appears on file in my office.

Witness my hand and seal this 15th day of April, 1915.

County Clerk

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

THE STATE OF MINNESOTA, County of Hennepin, ss: I, the undersigned, County Clerk, do hereby certify that the above and foregoing plat is a true and correct copy of the original as the same appears on file in my office.

Witness my hand and seal this 15th day of April, 1915.

County Clerk

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Wm. J. Papp

Notary Public

State of Minnesota

Notary Public

Small text at the bottom left corner, possibly a reference or filing note.

WILLIAM F. RICKLER
Notary Public



39811 State Highway 6, P.O. Box 68
 Emily, MN 56447
 Phone: (218) 763-2480 Fax: (218) 763-2481
 Email: clerk@emily.net

July 31, 2019

Nicholas and Greta Cekalla
 40305 Little Pine River Road
 Emily, MN 56447

Dear Nicholas and Greta,

The City received your petition to vacate the cul-de-sac on Little Pine River Road located between your property and the Peine's property. The Fee Schedule Ordinance requires a nonrefundable fee of \$300 for road vacation petition applications. The application cannot be processed until payment is received.

The Emily Code of Ordinances also requires the applicant to provide current mailing address labels for each property owner affected by the proposed vacation. Mailing labels must include all property owners within the Little Pine River Addition to Emily Plat, Bemis Country Plat, Bemis Country First Addition Plat, and all other property owners within 350' of the cul de sac. Mailing labels are available from the County Auditor's office.

After payment is received the following timeline and steps would be followed:

As soon as possible (After payment)	The Clerk's Office would request the City Attorney create a "Resolution verifying sufficiency of petition and ordering hearing date and preparation of notice" for Council consideration at the August 13 Council Meeting.
August 14	The Clerk's Office would mail written notice to the commissioner of Natural Resources at least 60 days before the hearing because Little Pine River Road is adjacent to Emily Lake.
October 16 and 23	The Clerk's Office would publish notice of the hearing at least two weeks prior to the hearing.
By November 1	The Clerk's Office would mail notice of the hearing to all affected property owners at least 10 days prior to the hearing using the provided mailing labels.
November 12 Council Meeting	The Council would hold a hearing to solicit public input on the proposed vacation and adopt a resolution to either approve or deny the vacation.
November 13	If the vacation were approved a notice of completion of proceedings would be sent to the County Auditor. The County Auditor would vacate the cul de sac property, record the vacation, and the property would revert to the adjacent property owners.

The City Attorney will need the petition as soon as possible in order to create the necessary resolution before the Tuesday, August 13 Council Meeting or the steps would be delayed. Please pay the application fee as soon as possible. The City now accepts payments by credit card on our website at www.cityofemily.com (under department, planning & zoning, "pay for permits here!"). The petition is signed by you and the Peine's, so you could request the Peine's pay a portion of the application fee.

Per the Fee Schedule Ordinance when costs associated with processing or reviewing an application exceed the original application fees; the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire.

Thank you for your patience with the vacation process.

Respectfully,

A handwritten signature in black ink that reads "Cari Johnson". The signature is written in a cursive, flowing style.

Cari Johnson, MCMC
City Clerk/Treasurer



JOHN DEERE

Customer Purchase Order for John Deere Construction and Forestry Products - USA

PURCHASER NAME AND ADDRESS (First Signer)

NAME (First, Middle, Last)
City Of Emily

STREET or RR
39811 State Hwy 6

CITY Emily	STATE MN	ZIP CODE 65447	COUNTY Crow Wing
---------------	-------------	-------------------	---------------------

PHONE NUMBER _____ EMAIL ADDRESS _____

PURCHASER NAME AND ADDRESS (Second Signer)

NAME (First, Middle, Last)

STREET or RR

CITY	STATE	ZIP CODE	COUNTY
------	-------	----------	--------

PHONE NUMBER _____ EMAIL ADDRESS _____

DEALER NAME AND ADDRESS

DEALER NAME
McCoy Construction & Forestry

Dealer Account No.:

STREET or RR
34316 US Hwy 2 W

CITY Grand Rapids	STATE MN	ZIP CODE 55744	Date of Order:
----------------------	-------------	-------------------	----------------

Dealer Order No.: _____ TYPE OF SALE: _____

PURCHASER TYPE: _____ MARKET USE CODE: _____

Add purchaser to Mailing List (Check One or More)

Construction Utility Forestry Government

PURCHASER IS: _____ Purchaser Acct.: _____

Business Individual

SOCIAL SECURITY IRS TAX ID NO EIN

NO.:

EXTENDED WARRANTY IS: Accepted Rejected (Initials) _____

LOCATION OF FIRST WORKING USE: _____ STATE _____ COUNTY CODE _____

County _____ City _____

Ultimate Uptime Package Purchased: Yes No _____ Initials _____

QTY	NEW	DEMO	RENT	USED	EQUIPMENT (Model, Size, Description)	Hours of Use	PIN or Serial Number	Delivered Cash Price
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2023 John Deere 320P Backhoe Loader	5	1T0320PAKPF05649	\$139,200.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3yr/3000hr Powertrain Hydraulic Warranty			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3yr/1500hr PartsOnly PreventativeMaintenance			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sourcewell contract			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(1) TOTAL CASH PRICE								\$139,200.00

QTY	TRADE-IN (Model, Size, Description)	Hours of Use	PIN OR SERIAL NUMBER	AMOUNT	
<p>ACKNOWLEDGMENTS: Purchaser offers to sell, transfer, and convey the item(s) listed as "Trade In" to the Dealer at or prior to the time of delivery of the above product(s), as a "trade-in" to be applied against the cash price. Purchaser represents that each "trade-in" item shall be free and clear of all security interests, liens, and encumbrances at the time of transfer to the Dealer except to the extent shown below. The price to be allowed for each "trade-in" item is listed on this document. The Purchaser promises to pay the balance due (line 9) shown hereon in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement for the purchase price of the Product(s), plus additional charges shown thereon, or to execute a Lease Agreement, on or before delivery of the equipment ordered herein. Despite delivery of the Product(s) to the Purchaser, title shall remain with the Seller until one of the foregoing is accomplished. The Purchaser and the Dealer agree that this Purchase Order is not a security agreement and that delivery of the Product(s) to the Purchaser pursuant to this Purchase Order will not constitute possession of the Product(s) by the Purchaser, as a debtor, for the purposes of the purchase money security provisions in any statutes relating to personal property security or its equivalent. Purchaser understands that its rights in connection with this purchase are limited as set forth in this Purchase Order.</p>				(2) TOTAL TRADE-IN ALLOWANCE	
				(3) BALANCE (1-2)	\$139,200.00
				(4) SALES TAX RATE _____ %	\$0.00
				(5) ADDITIONAL FEES	
				(6) SUBTOTAL (3 & 4 & 5)	\$139,200.00
				(7) RENTAL APPLIED	
				(8) CASH WITH ORDER	
				(9) BALANCE DUE (6-(7 & 8))	\$139,200.00

Reset Form

Print Form

DISCLOSURE OF REGULATION APPLICABILITY: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

IMPORTANT WARRANTY NOTICE: The Standard Warranty for new John Deere construction and forestry products is set forth in a separate document provided by the dealer. Please read the Standard Warranty carefully before signing. No express warranty is made unless specified in the Warranty Statement. PURCHASER'S RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS INDICATED IN THE STANDARD WARRANTY AND PURCHASE ORDER. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY, CONDITIONS OR FITNESS IS MADE.

TERMS & CONDITIONS VERIFICATION STATEMENT

Use of John Deere Data Services ("Services"), if applicable, and all rights and obligations of John Deere and the Purchaser (or "Customer" as identified in the applicable agreement), are governed by the terms and conditions outlined in the Warranty Statement and the applicable John Deere Construction & Forestry Company Subscriptions & Data Services Dealer Agreement and/or Customer Data Services agreements available at www.JohnDeere.com/Agreements. Purchaser agrees to be bound by these terms and conditions if Purchaser activates or otherwise uses any of the Data Services. If Purchaser does not agree to these terms and conditions, Purchaser must not activate or otherwise use the Data Services.

The undersigned purchaser(s) (the "Purchaser") hereby orders the product(s) (the "Product") described above from the Dealer. The Dealer shall not be liable for failure to provide the Product or for any delay in delivery if such failure or delay is due to the Dealer's inability to obtain such Product from the manufacturer or supplier or other cause beyond the Dealer's control. The cash price shown above is subject to the Dealer receiving the Product from the manufacturer or supplier prior to any change in price by the manufacturer or supplier and is also subject to any new or increased taxes being imposed upon the sale of the Product after the date of this Purchase Order.

Purchaser's signature below acknowledges the Purchaser has received a copy of the Standard Warranty, Version _____ (Initials) _____ and understands its terms and conditions.

Purchaser (First Signer) <u>City Of Emily</u>	Signature _____	Date _____
Purchaser (Second Signer) _____	Signature _____	Date _____
Dealer Representative _____	Signature _____	Date _____
Salesperson <u>Matt Piche</u>	Signature _____	Date _____

DELIVERY ACKNOWLEDGEMENT	Delivered with Operator's Manual On:	Purchaser Signature:
--------------------------	--------------------------------------	----------------------



RECEIVED
FEB 07 2024

BY:.....

Quote Id: 30151771

Prepared For:
CITY OF EMILY



Prepared By: **PICHE MATT**

McCoy Construction Forestry
34316 Us Hwy 2 West
Grand Rapids, MN 55744

Tel: 218-326-9427
Fax: 218-327-1248
Email: mattpiche@mccoycf.com

Offer Expires: 31 January 2024

Confidential



Quote Summary

Prepared For:

CITY OF EMILY
~~24236 2ND ST~~ 39811 State Hwy 6 / PO Box 68
EMILY, MN 56447
Business: 218-763-2480

Prepared By:

PICHE MATT
McCoy Construction Forestry
34316 Us Hwy 2 West
Grand Rapids, MN 55744
Phone: 218-326-9427
mattpiche@mccoyscf.com

Machine is In Stock!
Priced Using Sourcewell!

Quote Id: 30151771

Warranty as Follows:

-3yr/3000hrs PTH
-3yr/1500hr Parts Only Plan
(Parts for 500, 1000, 1500 services)

Expiration Date: 31 January 2024

Equipment Summary	Selling Price	Qty	Extended
2023 JOHN DEERE 320 P-Tier Backhoe Loader - 1T0320PAKPFX05649	\$ 139,200.00 X	1 =	\$ 139,200.00

Equipment Total **\$ 139,200.00**

Quote Summary

Equipment Total	\$ 139,200.00
SubTotal	\$ 139,200.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 139,200.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 139,200.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 30151771

Customer: CITY OF EMILY

2023 JOHN DEERE 320 P-Tier Backhoe Loader - 1T0320PAKPFX05649

Hours: 5
Stock Number: 257660

Code	Description	Qty
17C0T	2023 JOHN DEERE 320 P 92" LDR BKT, 30" BH BKT, RC, LED, JDLINK, CAB, AC	1
Standard Options - Per Unit		
183E	JDLINK	1
0202	UNITED STATES	1
0259	ENGLISH OPS MANUAL	1
0351	TRANSLATED LABELS	1
1003	CAB	1
3009	MFWD W/ LIMITED OPEN DIFFERE	1
4006	ENGINE FT4	1
5250	TIRE GAL21-24,12.5/80	1
6154	DUAL BATTERY	1
6577	1250LB FRONT COUNTERWEIGHT	1
6752	EXTENDIBLE DIPPERSTICK	1
7000	LESS AUXILIARY	1
7028	PILOT CONTROLS 2 LEVER	1
7037	2WAY LOADER HYDR SINGLE LEVE	1
7700	LESS COUPLER/LESS THUMB	1
7800	LESS BKT W/ PINS	1
7859	1.3CUYD LONG LIP BKT	1
8075	OIL SAMPLING PORTS	1
8096	REAR&FRONT VIEW MIRROR	1
8109	SUN VISOR	1
8125	HEAVY DUTY BKT CYLINDER	1
8126	HEAVTY DUTY GRILL FRAME	1
8135	HYD FLUID HYDRAU XR SYNTHEIT	1
8142	LED LIGHT PACKAGE	1
8146	LEFT SIDE CONSOLE STORAGE	1
8165	AUTO RIDE CONTROL	1
8183	RADIO BOSCH PREMIUM PKG	1
8207	SEAT CLOTH AIR SUSPENSION	1
Dealer Attachments		
259745	NEW JOHN DEERE 320 P BUCKET, 30" HD 10.1 CU FT AT437345	1

Selling Equipment

Quote Id: 30151771

Customer: CITY OF EMILY

Other Charges	
STOCK BONUS	1
Freight	1

Original Factory Build Codes

Code	Description
0202	UNITED STATES
0259	ENGLISH OPS MANUAL
0351	TRANSLATED LABELS
1003	CAB
183E	JDLINK
3009	MFWD W/ LIMITED OPEN DIFFERE
4006	ENGINE FT4
5250	TIRE GAL21-24,12.5/80
6154	DUAL BATTERY
6577	1250LB FRONT COUNTERWEIGHT
6752	EXTENDIBLE DIPPERSTICK
7000	LESS AUXILIARY
7028	PILOT CONTROLS 2 LEVER
7037	2WAY LOADER HYDR SINGLE LEVE
7700	LESS COUPLER/LESS THUMB
7800	LESS BKT W/ PINS
7859	92"2.35M GEN BKT 1.39CU YD
8075	OIL SAMPLING PORTS
8096	REAR&FRONT VIEW MIRROR
8109	SUN VISOR
8125	HEAVY DUTY BKT CYLINDER
8126	HEAVTY DUTY GRILL FRAME
8135	HYD FLUID HYDRAU XR SYNTHEIT
8142	LED LIGHT PACKAGE
8146	LEFT SIDE CONSOLE STORAGE
8165	AUTO RIDE CONTROL
8183	RADIO BOSCH PREMIUM PKG
8207	SEAT CLOTH AIR SUSPENSION

Corbin Excavating, Inc.
Stengers Dust Control
17631 300th St.
Sebeka, MN 56477
Office 218-639-8271
Corbinexcavating2004@outlook.com

RECEIVED
FEB 02 2024

BY:

Dust Control Season 2024

Greetings from all of us at Corbin Excavating, Inc.,

Our winter has been mild, and the extended forecast is predicting above normal temperatures into mid-February, wonderful weather for Minnesota. As we look forward to spring, we are making plans for the upcoming dust control application season.

Soon, budgets will be created and dust control for your constituents will be one of your many priorities. As some of you may already know, we have the 2024 contract with Crow Wing County for magnesium chloride application. We would like to ask for the opportunity to furnish your township with a quote for your upcoming 2024 dust control program. Our price for this season will be \$1.25 per gallon.

We offer the lowest prices using the highest quality, best performing and most environmentally friendly chloride product available in the state of Minnesota. We stand behind our workmanship and strive for nothing less than complete satisfaction from our customers. Please consider and plan your application date(s), one in which you are confident that you will have your roads prepped and ready for dust control. Contact us as soon as possible to get on the schedule for your preferred application dates. We will do our best to apply product during your specified time frame. We realize dates will be dependent on the weather and conditions, so your date is somewhat tentative but becomes more permanent as the spray dates approach. It is important for your township to keep us updated on your road prep progress. If an original date needs to be rescheduled due to weather conditions or additional road prep, please understand we will do our best to fit you in an already booked schedule. This could mean a delay of several days.

*Please contact Janine in our office for all scheduling at 218-639-8271. **If you have any questions, contact Darrell at 218-639-1591 or Evan at 218-639-8211.** We can also be reached at:*
corbinexcavating2004@outlook.com

Let us know if you will need a quote for your upcoming budget planning. We will be happy to email or mail the information. If you have made any changes to your contact information, please inform us of this so that our communication with your township is more efficient.

To our past customers, thank you for choosing Corbin Excavating Inc. for your business and we look forward to serving you in 2024. To our future customers, we would appreciate the chance to serve you this season.

Sincerely,

Darrell Corbin
Darrell Corbin

Evan Corbin
Evan Corbin

Janine Corbin
Janine Corbin

clerk@emily.net

From: Rob Hall <Rob.Hall@crowwing.gov>
Sent: Wednesday, January 24, 2024 8:06 AM
To: Cari Johnson clerk
Subject: speed limits

Hello Cari. MnDOT recently completed a speed study for us on CSAH 1 west of TH 6. There study has resulted in a recommendation of 55 mph from the west to Evergreen Drive, then transitioning to 40 mph between Evergreen Drive and a location approx. 900' west of TH 6, then 30 mph to TH 6. The locations are roughly shown below. This results in changing some of the existing 30 mph zone to a 40 mph zone. Please share with the Council and feel free to let me know of any questions. I anticipate that the signing will change sometime this spring. Thank you.

[cid:image002.png@01DA4E9C.1A3BEAD0]

Robert Hall, PE
Assistant County Engineer
Office: (218)-824-1110
Direct: (218)-824-1113
www.crowwing.us<<http://www.crowwing.us/>>

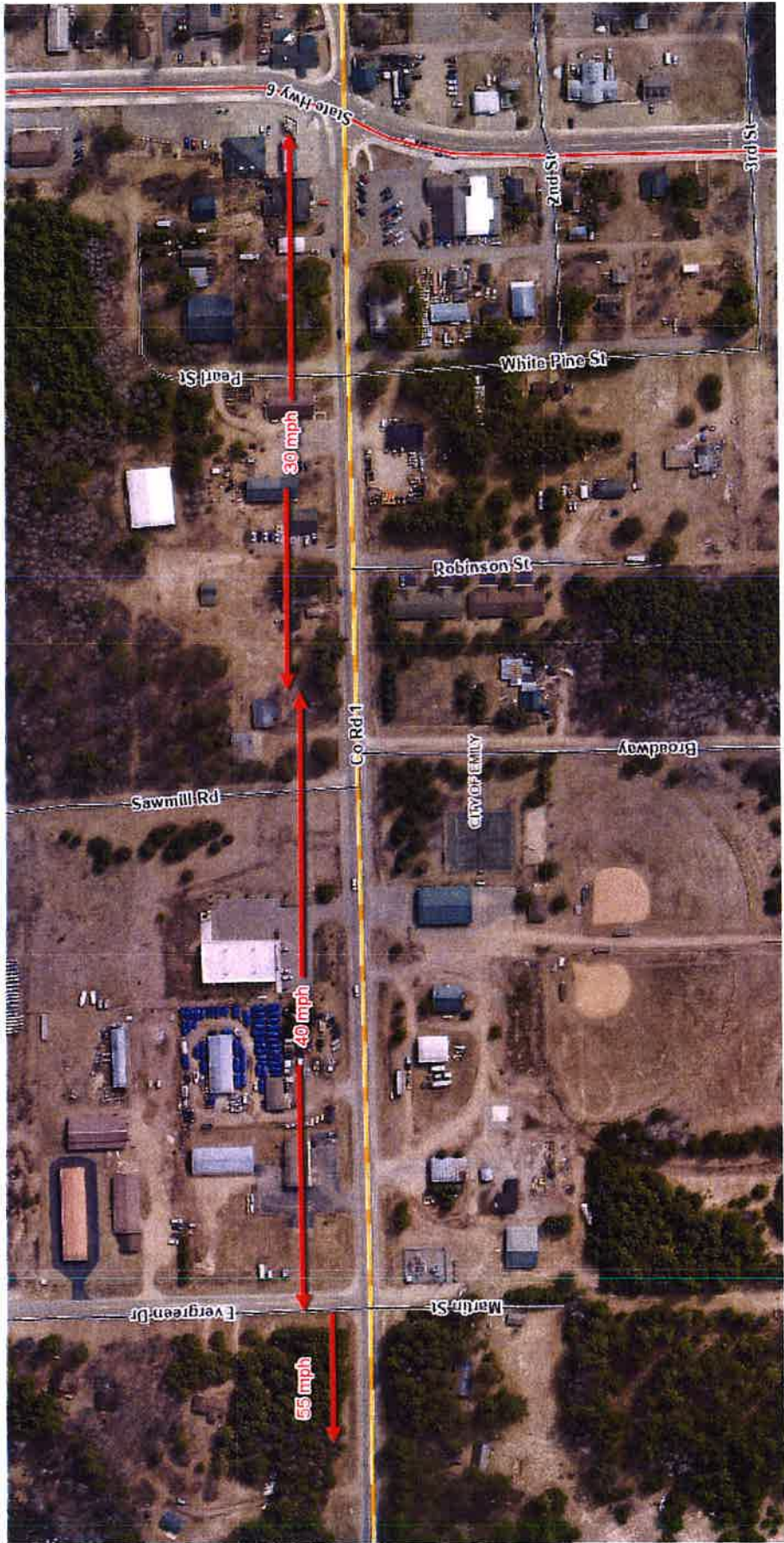
We value your opinion, please let us know how we are doing by taking our Customer Service Survey.<<https://custermovoice.microsoft.us/Pages/ResponsePage.aspx?id=2m9IVV6Q-EOZ0Gx1qnfBSRB1cB-8xvhMrE7irLuPx0IUREc5Nk9TQkFEOFdRSTk5QzBONkpOQ0U5Ry4u>>

Low Wing County Highway Department
16589 CR 142
Brainerd, MN 56401

[EMAIL]

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

This e-mail and any attachment is intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.



MAINTENANCE REPORT

2/13/2024

- Sanding roads
- General maintenance

Brian Foster
Maintenance Supervisor

Amy Prokott, Deputy Clerk, City of Emily

From: Kelli Johnson <Kelli.Johnson@crowwing.gov>
Sent: Friday, January 26, 2024 1:40 PM
To: Amy Prokott, Deputy Clerk, City of Emily
Subject: RE: hydration station

Hi there! Sorry for the delay!

We have not released this yet, but thinking mid march to April. We are unsure of the funds at the moment. I have you on my list 😊

Kelli Johnson

Health Educator SHIP/Crow Wing Energized

Office: (218) 824-1080

Direct: (218) 824-1262

kelli.johnson@crowwing.us

www.crowwing.us

Crow Wing County Community Services
204 Laurel St.
Brainerd, MN 56401

Let me know how I am doing. Take a moment to fill out this survey by "Clicking Here".



Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

This e-mail and any attachment is intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Sent: Wednesday, January 24, 2024 8:23 AM
To: Kelli Johnson <Kelli.Johnson@crowwing.gov>
Subject: RE: hydration station

This message was sent from outside your organization. Please proceed with caution.

Hi Kelli –

Hope all is well! I just wanted to reach out to see if the funding opportunity has opened up for the hydration station and what our next steps would be. Thank you for the information!

Respectfully,

Deliver to City Emily 56447 All ▾ elkay water fountain

EN ▾ Hello, City Account & Lists ▾ Returns & Orders 0

All Valentine's Gifts Medical Care ▸ Buy Again Customer Service Coupons Livestreams Household, Health & Baby Care Shop Black-owned businesses

Tools & Home Improvement Best Sellers Deals & Savings Gift Ideas Power & Hand Tools Lighting & Ceiling Fans Kitchen & Bath Fixtures Smart Home Shop by Room

Shop now

Back to results

Sponsored



Roll over image to zoom in



Elkay LZS8WSLK EZH2O Bottle Filling Station with Single ADA Cooler, Filtered, 8 GPH, Light Gray, Commercial, Light Gray Granite

Visit the Elkay Store

4.5 186 ratings

Amazon's Choice Overall Pick

300+ bought in past month

\$1,312⁹⁹

Or \$262.60 /mo (5 mo). Select from 2 plans

With Amazon Business, you would have saved \$88.82 in the last year. Create a free account and save up to 4% today.

Pay \$109.42/month for 12 months, interest-free upon approval for Amazon Visa

Delivery & Support

Select to learn more



Ships from Amazon.com



Eligible for Return, Refund or Replacement...



Customer Support

Available at a lower price from other sellers that may not offer free Prime shipping.

Color	Light Gray Granite
Material	Stainless Steel
Capacity	3000 Gallons
Brand	Elkay
Product Dimensions	19"D x 18.38"W x 39.06"H

About this item

- Dimensions: 18-3/8" L x 19" W x 39-1/16" H | Weight: 85 lbs. Real drain system eliminates standing water
- Fill rate is 1.1 GPM. Touchless, sensor activation (bottle filler & bubbler) designed for easy hands free use. Touchless, sensor activation (bottle filler) designed for easy use; easy-to-operate push-bar activation (bubbler).
- Visual filter monitor with LED filter status indicator for when filter change is necessary.
- The 3,000-gallon filter is certified to NSF 42 and 53 for lead, Class 1 particulate, chlorine, taste and odor reduction.

Add your free 30-day trial of Prime and get fast, free delivery

\$1,312⁹⁹

FREE delivery Wednesday, February 14

Deliver to City - Emily 56447

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon.com
 Sold by Amazon.com
 Returns Eligible for Return, Refund or Replacement...
 Payment Secure transaction
 See more

Add a Protection Plan:

- 4-Year Protection for \$169.99
- Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month

Add to List

amazon business

Save up to 4% on this product with business-only pricing.

Create a free account

New & Used (7) from \$1,050⁰⁰ & FREE Shipping

City of Fifty Lakes

Pickle Ball Court Costs 2023

Anderson Brothers prep and asphalt	\$18,813
Oberg Fencing	\$7,887
Lee's Sports Surfacing (painting and nets)	<u>\$12,900</u>
Total:	\$39,600

Site prep was performed by volunteers and maintenance department as well as landscaping after installation.



RENDERED PLAN

FIFTY LAKES SPLASHPAD • FIFTY LAKES, MN • FEB. 2023

SCALE: 1:100

© 2023 DESIGN STUDIO



RECEIVED
JAN 26 2024

BY:

For Office Use Only	
Date Rec'd	_____
By	_____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Library Board

Name: Nikie S Walker

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H() C()

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? Since 2012

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain Library Board

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held:
Planning + Zoning

What do you have to offer to the City of Emily Commission or Committee? _____

I have served as chair of the library board for 3 years, I believe, and am willing to serve another 3 year term.

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

I have a B.S. in elementary education with an emphasis on reading. I love this library and all that Jane Davis has done to build it, expand it and nurture it. I stand in absolute support of the City of Emily Library.

Applicant's Signature: Nikie S Walker Date: 1-26-2024

Please return to City hall drop box or clerk@emily.net.



RECEIVED
FEB 1 2024

BY:

For Office Use Only
Date Rec'd _____
By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Library Board

Name: Jen Hennig Mosman

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): Emily

Telephone Number: H _____ W(-) _____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? 4 years

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain Emily Waters Committee

Emily Waters & Lake Association Working Group

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

Pplz - 2008-2009 Emily Waters Committee -

City Council - 2010-2018 2016-2023

Library Board - 2020-2023

What do you have to offer to the City of Emily Commission or Committee?

Care for literacy and culture/history/social interaction
within the community.

Ability to work as a team member.

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member?

BA - Principia College, and BIA - U of M

I read a variety of material

I advocated for creation of the Emily Library.

Applicant's Signature: [Signature] Date: 2/1/2024

Please return to City hall drop box or clerk@emily.net.



RECEIVED
FEB 06 2024

BY:

For Office Use Only
Date Rec'd _____
By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Library Board

Name: Diana Lee

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H(____) _____ C _____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? full time since 2020

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain Library Board

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held:
Applying to serve a second term on Library Board

What do you have to offer to the City of Emily Commission or Committee? _____

~~I have years of experience~~
I'm also a member of the RALALA lake assn board & care greatly about the community

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

I have years of experience as a paralegal & corporate secretary and understand bylaws, minutes, etc. I appreciate the value of having a community library.

Applicant's Signature: Diana Lee Date: 2-5-2024

LIBRARY BOARD MEMBERS

	Term	Dates
Jan Mosman	2 years	February 14, 2024 through December 2025
Mikie Walker	3 years	February 14, 2024 through December 2026
Lori Bussler	3 years	January 2024 through December 2026
Diana Lee	2 years	February 14, 2024 through December 2025
Gregory Koch	1 year	January 2024 through December 2024

Chair: Mikie Walker
Vice Chair: Diana Lee
Secretary: Jan Mosman

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Emily
P.O. Box 68

Jurisdiction Type: City

Emily, MN 56447

Contact: Cari Johnson

Phone: (218) 763-2480

E-Mail: clerk@emily.net

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted:1/19/2024

Job Class Data Entry Verification List

Case: 2024 DATA

Emily

LGID: 1150

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
9	Maintenance Worker	2	0	0	M	123	2686.00	2686.00	0.00	1.50	
10	Customer Service Specialist	0	1	0	F	155	3466.00	3466.00	0.00	2.00	
3	Deputy Clerk	0	1	0	F	203	3880.00	3880.00	0.00	1.50	
2	Public Works Worker	1	0	0	M	210	4606.00	4606.00	0.00	2.00	
4	Street Maintenance Supervisor	1	0	0	M	275	5192.00	5192.00	0.00	2.00	Longevity
5	City Clerk/Treasurer	0	1	0	F	304	5488.00	5488.00	0.00	5.50	Longevity

Job Number Count: 6

clerk@emily.net

From: MN_MMB_Pay Equity <Pay.Equity@state.mn.us>
Sent: Monday, January 29, 2024 6:22 PM
To: clerk@emily.net
Subject: RE: Preliminary Review of Pay Equity Report

Hi Cari,

Based on the preliminary review the city would be in compliance by passing the alternative analysis test, salary range test and exceptional service pay test of 100%. Please let me know if you have any additional questions or concerns.

Thank You

Dominique Murray

Pay Equity Coordinator | Enterprise Human Resources

651-259-3805 (office)

Minnesota Management and Budget
658 Cedar Street, Saint Paul, MN 55155
mn.gov/mmb



CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual(s) named above. Information in this e-mail or any attachment may be confidential or otherwise protected from disclosure by state or federal law. Any unauthorized use, dissemination, or copying of this message is prohibited. If you are not the intended recipient, please refrain from reading this e-mail or any attachments and notify the sender immediately. Please destroy all copies of this communication.

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, January 26, 2024 8:00 AM
To: MN_MMB_Pay Equity <Pay.Equity@state.mn.us>
Subject: RE: Preliminary Review of Pay Equity Report

You don't often get email from clerk@emily.net. [Learn why this is important](#)

Dominique,

Thank you for your assistance. Please see attached.

Have a great day!

Cari Johnson, MCMC

Compliance Report

Jurisdiction: Emily
P.O. Box 68

Report Year: 2024
Case: 1 - 2024 DATA (Private (Jur Only))

Emily, MN 56447

Contact: Cari Johnson

Phone: (218) 763-2480

E-Mail: clerk@emily.net

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	3	0	6
# Employees	4	3	0	7
Avg. Max Monthly Pay per employee	3792.50	4278.00		4000.57

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	3
b. # Below Predicted Pay	0	0
c. TOTAL	3	3
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 5	Value of T = 0.000
-----------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 0

b. Avg. diff. in pay from predicted pay for female jobs = 0

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

A. % of male classes receiving ESP = 33.33 *

B. % of female classes receiving ESP = 33.33

*(If 20% or less, test result will be 0.00)

From: Pay.Equity@state.mn.us
Sent: Thursday, November 30, 2023 6:25 PM
To: clerk@emily.net
Cc: Pay.Equity@state.mn.us
Subject: Jur ID 1150 - Pay Equity Report Due January 31, 2024

Flag Status: Flagged

Emily,

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Your next report is due January 31, 2024. This report must show data in place as of December 31, 2023. Jurisdictions who do not submit a report on or before the deadline will be out of compliance. There are no provisions in the law for any up-front exceptions to the deadline.

As a reminder, do not report elected officials or employees working less than 67 days in a calendar year (100 days for a full-time student) or employees working an average of 14 hours per week or less, during the weeks they are scheduled to work. If your jurisdiction has no employees to report, please access the system, create a new case, and select "No Jobs Meet Requirement to Report". You will be taken to the implementation form to complete the process.

Once Minnesota Management and Budget reviews your report, you will receive a notice informing you whether your jurisdiction is "in compliance" or "out of compliance." No penalties or other negative consequences will occur before you receive a formal notice of non-compliance.

Jurisdictions receiving a notice of non-compliance will have an opportunity to make adjustments to achieve compliance. A jurisdiction which remains out of compliance, past the grace period specified in the notice, will receive a second notice of non-compliance and will be subject to a penalty. The penalty is a five percent reduction in state aid payments or \$100 per day, whichever is greater, from January 1, 2024.

To access general information about Local Government Pay Equity please visit the MMB website:
<https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>

For step-by-step instructions to submit the pay equity report please refer to Instructions for Completing Pay Equity Report

You can access the Minnesota Pay Equity Management System at: <https://mn.gov/mmbapps/PayEquity/LogIn.aspx>

A copy of the 2024 notice to post can be found here (To be posted after the report is submitted): <https://mn.gov/mmb-stat/pay-equity/2023%20Notice.pdf>

Please Note:

When entering jobs online or uploading a spreadsheet there is now an additional requirement to include non-binary employees. Please be sure to add this as an additional column to your spreadsheet. If you are entering jobs online this column is already added and is a required field.

After reviewing the materials, if you have questions or concerns, please send an email to pay.equity@state.mn.us

Thank you for complying with the 1984 Local Government Pay Equity Act

Sincerely,
Dominique Murray
Pay Equity Coordinator
651-259-3805(office)

Guide to Understanding Pay Equity Compliance

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

[Local Government Pay Equity Webpage](#)

Table of Contents

Guide to Understanding Pay Equity Compliance	1
Tests for Compliance	2
Compliance Report	3
Statistical Analysis	6
Method Used for Predicted Pay Calculation	8
Alternative Analysis Test.....	12
Salary Range Test	16
Exceptional Service Pay Test.....	17

Guide to Understanding Pay Equity Compliance

This booklet gives a general overview of how data from the local government reports is analyzed and how the tests for compliance are conducted. Complete details of compliance requirements are in Minnesota Rules Chapter 3920.

This booklet also describes the computer software developed by MMB. This software calculates several of the tests for compliance and the reports produced by the software are explained on pages three through five.

Tests for Compliance

1. **Completeness and Accuracy Test** - determines whether jurisdictions have filed reports on time, included correct data and supplied all required information.
2. **Statistical Analysis Test** - described on pages three through five, compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). MMB has developed software that calculates the results for this test. This test is generally applied to larger jurisdictions. For smaller jurisdictions, the alternative analysis is used.
3. **Alternative Analysis Test** - described on pages 14 through 17, compares salary data to determine if female classes are paid below male classes even though the female classes have similar or greater work value (job points). The software is not used for this test.
4. **Salary Range Test** - described on page 18, compares the average number of years it takes for individuals to move through salary ranges established for female classes compared to male classes. This test only applies to jurisdictions that have a system where there is an established number of years to move through salary ranges.
5. **Exceptional Service Pay Test** - described on page 19, compares how often individuals in male classes receive longevity or performance pay above the normal salary range compared to how often individuals in female classes receive this type of pay. This test applies only to jurisdictions that have a system that includes exceptional service pay.

Determining Whether the Alternative or Statistical Analysis Will Be Used

1. Alternative analysis - jurisdiction has:

- Three or fewer male classes.

NOTE: Jurisdictions with three or fewer male classes may want to skip over the information on pages two through seven describing the statistical analysis and computer reports.

2. Statistical analysis - jurisdiction has:

- Six or more male classes and at least one class with an established salary range, or
- Four or five male classes and an underpayment ratio of 80% or more. May or may not have classes with an established salary range.

3. Start in statistical analysis but go to alternative analysis - jurisdiction has:

- Four or five male classes and an underpayment ratio below 80%, or
- An underpayment ratio below 80%, six or more male classes, but no classes with a salary range.

Explanation of Computer Reports

Information contained in the next few pages is intended to explain the three reports produced by the Pay Equity Management System Software. Look at the sample reports as you read the following explanations. Each numbered explanation corresponds to a shaded number on the examples on pages three, five and six. For informational purposes, a sample of a graph produced with the Pay Equity Analysis software is shown on page seven.

Compliance Report

Pay Equity Implementation Report data. Parts II, III and IV of the Compliance Report give test results. For more detail on each test, refer to [Minnesota Rules Chapter 3920](#).

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from the

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	8	4	2	14
# Employees	14	4	24	42
Avg. Max Monthly Pay Per Employee	1,537.22	1,796.87		1,656.86

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.0*

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50	25.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16	Value of T = -3.732
a. Avg. diff. in pay from predicted pay for male jobs = \$2	
b. Avg. diff. in pay from predicted pay for female jobs = \$75	

III. SALARY RANGE TEST = 105.71% (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.29
- B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 50.00% (Result is B divided by A)

- A. % of male classes receiving ESP 50.00*
 - B. % of female classes receiving ESP 25.00
- *(If 20% or less, test result will be 0.00.)

Compliance Report

Explanations below correspond to shaded numbers on page three.

- 1. Average Maximum Monthly Salary for Employees in Male Classes**
- 2. Average Maximum Monthly Salary for Employees in Female Classes**
- 3. Overall Average Maximum Monthly Salary for an Employee**
- 4. Underpayment Ratio**

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay (item five) by the percentage of female classes below predicted pay (item six). In the example on page three, $37.5 \div 25 = 150\%$. Jurisdictions with an underpayment ratio below 80% can improve their score by increasing salaries for female classes to at or above predicted pay. More details regarding predicted pay are on pages six through 13.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results (explained in item 7) are not statistically significant. The t-test measures the average dollar difference from predicted pay for male and female classes.

5. Percentage of Male Classes Below Predicted Pay

This percentage is calculated by dividing the number of male classes below predicted pay by the overall total of male classes. In the example on page three, the total of male classes is eight, and three fall below predicted pay. Therefore, $3 \div 8 = 37.50\%$.

6. Percentage of Female Classes Below Predicted Pay

This percentage is calculated by dividing the number of female classes below predicted pay by the overall total of female classes. In the example on page three, the total of female classes is four and one of those falls below predicted pay. Therefore, $1 \div 4 = 25\%$.

7. T-Test & Degrees of Freedom

These numbers are used only for jurisdictions with an underpayment ratio below 80%, at least six male classes and at least one class with a salary range. If the underpayment ratio is 80% or more, these numbers are not used nor are they used for jurisdictions in the alternative analysis.

These numbers show the average dollar amount that males and females are from predicted pay and answer the question: Are females paid less than males on average and, is the underpayment of females statistically significant?

To determine if these numbers show statistical significance, they must be checked against the table on page five. Find the DF number in the “Degrees of Freedom” column and then look across for the “Value of T.” If the “value of t” on the compliance report is less than the “value of t” on the table, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant. If the t-test number is the same or more than the “value of t” on the table, the underpayment for female classes is statistically significant and the jurisdiction would not pass the test.

Salary increases for female classes sufficient to eliminate statistical significance would allow a jurisdiction to pass the statistical analysis test even with an underpayment ratio below 80%.

In the example on page three, t-test results would not be used because the underpayment ratio is above 80%, but let's assume we needed to check these results. First, we would find 16 in the DF column

and then look across to find the value of t at 1.746. Since our t-test number is -3.732, well below the value of t on the table, these results would show that on average, females are not underpaid compared to males.

DF	Value of t	DF	Value of t	DF	Value of t
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

While the entire method for calculating t-test results cannot be explained here, it is a commonly accepted mathematical technique for measuring statistical significance. The formula is fairly complex, but basically it factors in predicted pay, the dollar difference from predicted pay and the number of employees. The DF number is the total number of employees in male or female dominated classes only, minus two.

by reducing the number of years it takes for female classes to reach maximum salaries, increasing the number of years for males to reach maximum salaries, or some combination of both. A result of 0% would mean that either there are no male classes with an established number of years to move through a salary range, no female classes with an established number of years to move through a salary range, or both. A description of how the salary range test is calculated is on page 18.

8. Average Dollar Amount Male Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for male classes, on average, is \$2 above predicted pay.

9. Average Dollar Amount Female Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for female classes, on average, is \$75 above predicted pay.

10. Salary Range Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 105.71% is passing. Jurisdictions not passing this test can pass it

11. Exceptional Service Pay Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 50% is not passing. Jurisdictions not passing this test can pass it by either increasing the number of female classes that receive exceptional service pay, decreasing the number of male classes that receive exceptional service pay, or some combination of both. A result of 0% could mean that fewer than 20% of male classes receive exceptional service pay or that no female classes receive exceptional service pay. A description of how the exceptional service pay test is calculated is on page 19.

Statistical Analysis

Explanations correspond to shaded numbers below.



This report can be printed after the results are computed. The predicted pay and pay difference columns are helpful in analyzing the cost of adjusting the salary for any given class.

1. Predicted Pay

The most simplistic definition of predicted pay is that it is the average pay of male classes at any given point value. Predicted pay is calculated by averaging the maximum monthly salaries for male classes in the jurisdiction. It is the standard for comparing how males and females are compensated. Predicted pay is a mirror, or reflection, of the current compensation practice within a jurisdiction for male classes, but is not necessarily the salary that "should" be paid at any particular point level. Specific details of the method used to calculate predicted pay is explained in pages eight through 13. The graph on page seven shows a "predicted pay line" and how male and female classes scatter around that line. Predicted pay amounts are determined only from the jurisdiction itself, not from any external factors or salaries.

2. Pay Difference

Shows the dollar amount that maximum monthly salaries fall above or below predicted pay. If a jurisdiction does not pass the statistical test and needs to increase salaries for female classes, either to reach an underpayment ratio of 80% or eliminate the statistical significance of the t-test, this information is useful in calculating the cost. For example, the cost to increase the female class of "stage manager" to predicted pay would be \$6.20 per month.

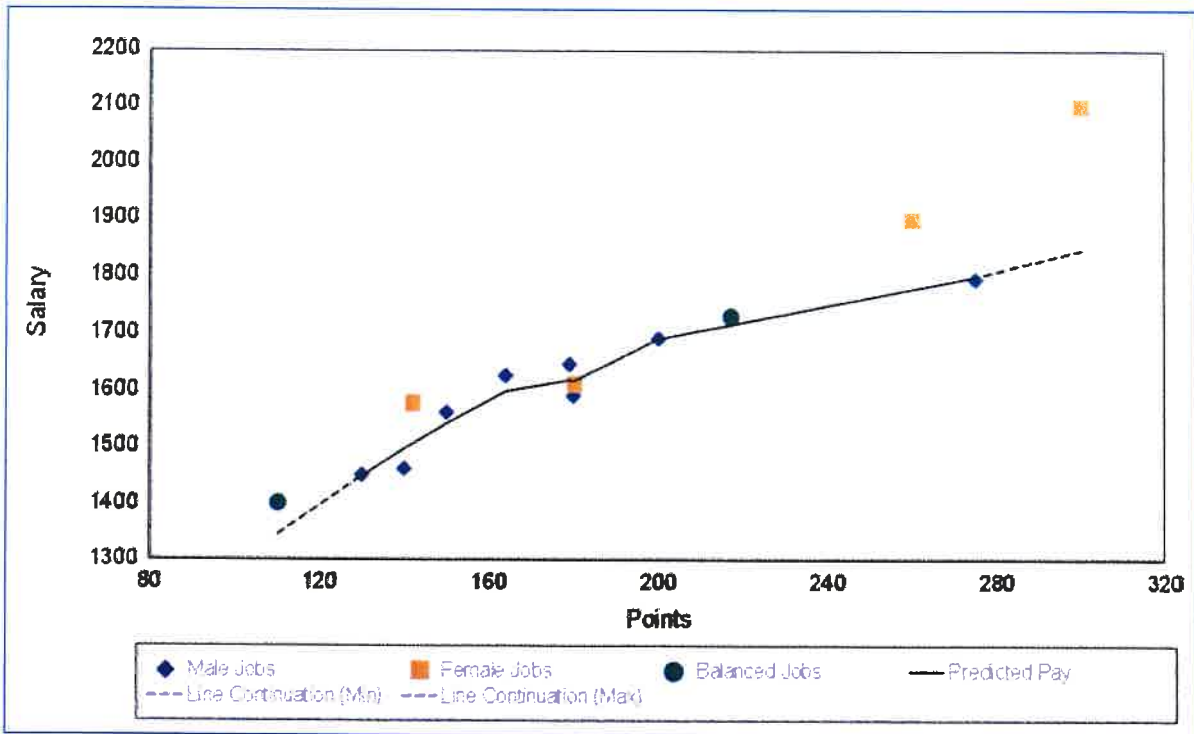
Predicted Pay Report for Stageville Theater First Step To Broadway!
Case: 2011

10/0/2016

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Box Office	1	1	2	Balance	110	\$1,400.41	\$1,344.82	\$55.59
2	Stage Crew	0	1	1	Male	130	\$1,460.28	\$1,447.15	\$3.11
3	Props Chief	1	0	1	Male	140	\$1,400.94	\$1,405.59	(\$34.65)
4	Costume Designer	0	1	1	Female	142	\$1,575.89	\$1,605.17	\$70.72
5	Set Tech.	1	0	1	Male	150	\$1,500.75	\$1,540.12	\$20.03
6	Lighting Tech.	1	0	1	Male	164	\$1,625.50	\$1,588.54	\$20.98
7	Effects Eng.	1	0	1	Male	179	\$1,845.22	\$1,817.17	\$28.05
8	Stage Manager	0	1	1	Female	180	\$1,810.30	\$1,816.50	(\$6.20)
9	Writer	1	0	1	Male	180	\$1,690.19	\$1,816.50	(\$20.31)
10	Marketing Director	1	0	1	Male	200	\$1,690.95	\$1,699.43	\$1.42
11	Actor/Actress	10	12	22	Balance	217	\$1,730.85	\$1,748.34	(\$17.49)
12	Producer	0	1	1	Female	260	\$1,900.00	\$1,773.81	\$126.19
13	Director	1	0	1	Male	275	\$1,795.79	\$1,800.99	(\$5.20)
14	General Manager	0	1	1	Female	300	\$2,100.07	\$1,845.29	\$254.39

Job Number Count: 14

Predicted Pay Graph



Job Class Data Entry List Report

Shows the data that has been entered for computation. This report should be carefully reviewed before computing the results. If any errors are found, they must be corrected before computing results.

Job Class Data Entry Verification List

Stageville Theater First Step To Broadway!
LGID 1

Case: 2011

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Box Office	1	1	B	110	\$1,200.00	\$1,400.41	4.00	0.00	
2	Stage Crew	6	1	M	130	\$1,250.00	\$1,450.26	5.00	0.00	Longevity
3	Props Chief	1	0	M	140	\$1,260.00	\$1,460.94	5.00	0.00	Longevity
4	Costume Designer	0	1	F	142	\$1,375.00	\$1,575.89	5.00	0.00	
5	Set Tech.	1	0	M	150	\$1,360.00	\$1,560.75	5.00	0.00	Longevity
6	Lighting Tech.	1	0	M	164	\$1,400.00	\$1,625.50	6.00	0.00	Longevity
7	Effects Eng.	1	0	M	179	\$1,425.00	\$1,645.22	6.00	0.00	
8	Stage Manager	0	1	F	180	\$1,425.00	\$1,610.30	5.00	0.00	Longevity
9	Writer	1	0	M	180	\$1,400.00	\$1,590.19	6.00	0.00	
10	Marketing Director	1	0	M	200	\$1,490.00	\$1,690.85	4.00	0.00	
11	Actor/Actress	10	12	B	217	\$1,500.00	\$1,730.85	4.00	0.00	Performance
13	Producer	0	1	F	260	\$1,700.00	\$1,900.00	0.00	1.00	
12	Director	1	0	M	275	\$1,600.00	\$1,795.76	0.00	3.00	
14	General Manager	0	1	F	300	\$1,800.00	\$2,100.67	0.00	5.00	

Job Number Count: 14

Method Used for Predicted Pay Calculation in the Statistical Analysis

The following explanation is a general description of how predicted pay is calculated but does not include all details of the formula in [Minnesota Rules Chapter 3920](#).

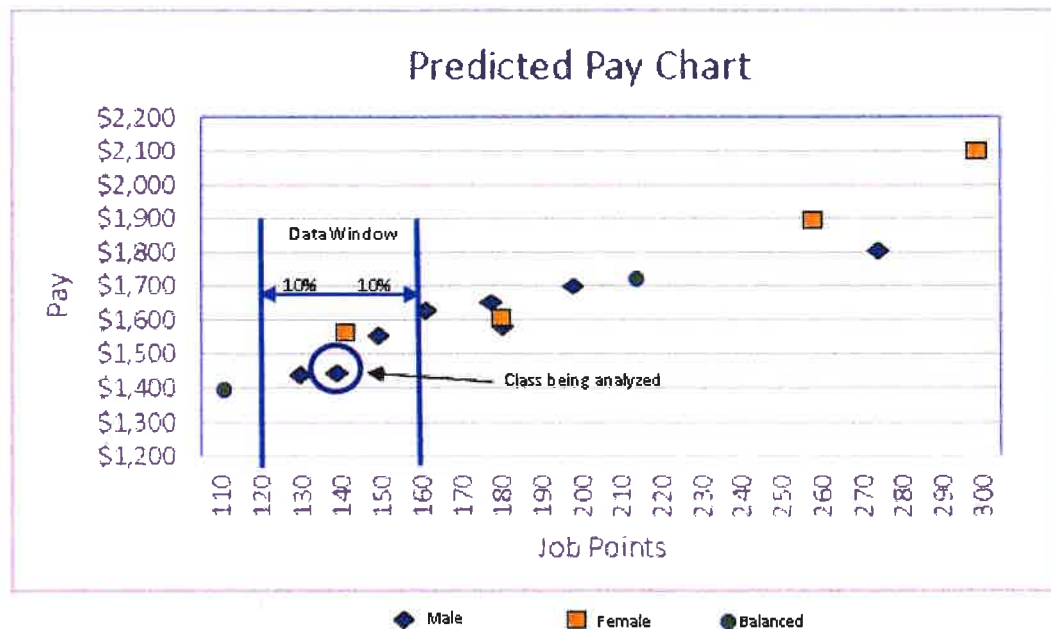
Basis of the Statistical Analysis

The definition in the Local Government Pay Equity Act for equitable compensation relationship says “...compensation for female-dominated classes is not consistently below the compensation for male-dominated classes of comparable value...”

The formula for the statistical analysis is based on three concepts found in the above definition: comparable value, male compensation and consistently below.

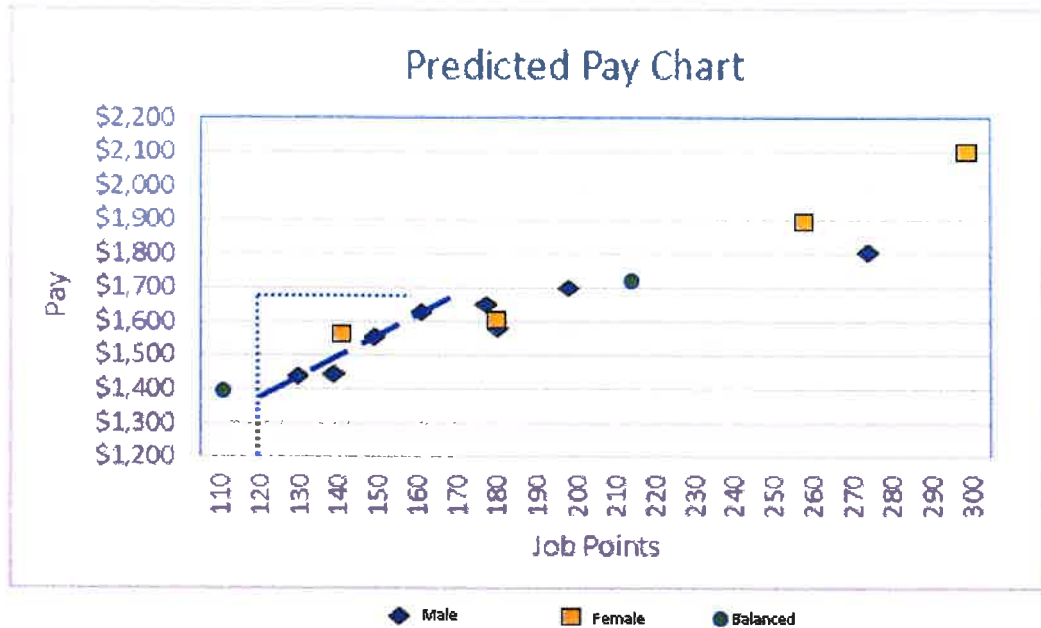
I. Defining “Comparable Value”

Except for classes in the lower and upper 10% of the point range, comparable value is defined by drawing a 20% window around the job class being analyzed. Each window extends 10% of the range of points on each side of the class. In the example, there is a range of 200 points from lowest to highest, so 10% would be 20 points. Each window must have at least three male classes (two of which have different points) and must include at least 20% of all male classes in the jurisdiction. If this criteria is not met, the window will expand at 5% increments on either side until the required number of male classes are included. The drawing below shows one window for one class.

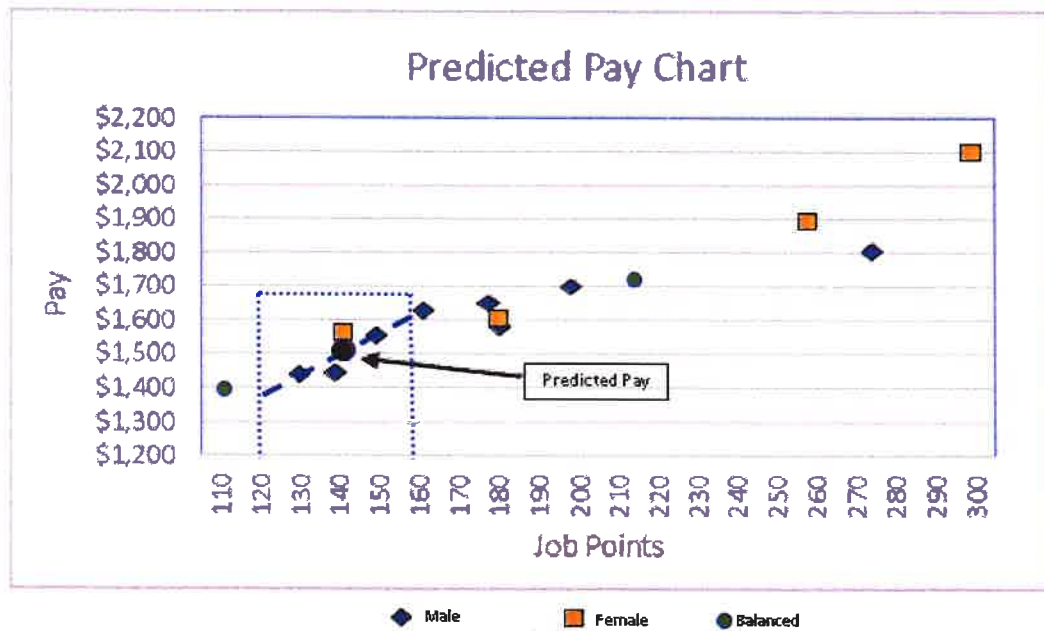


II. Defining “Male Compensation” or “Predicted Pay

- A. The first step in defining male compensation is to draw a "mini" regression line through the male classes in the window.

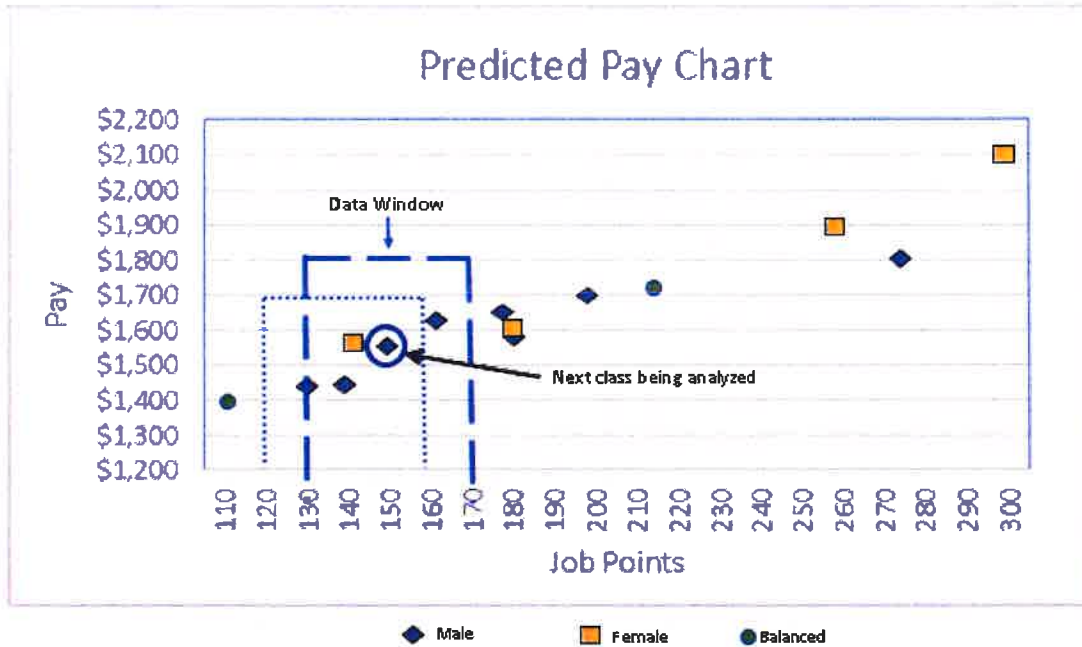


- B. The second step in defining male compensation is to look at the class being analyzed and the same point on the mini regression line. This point is called predicted pay.

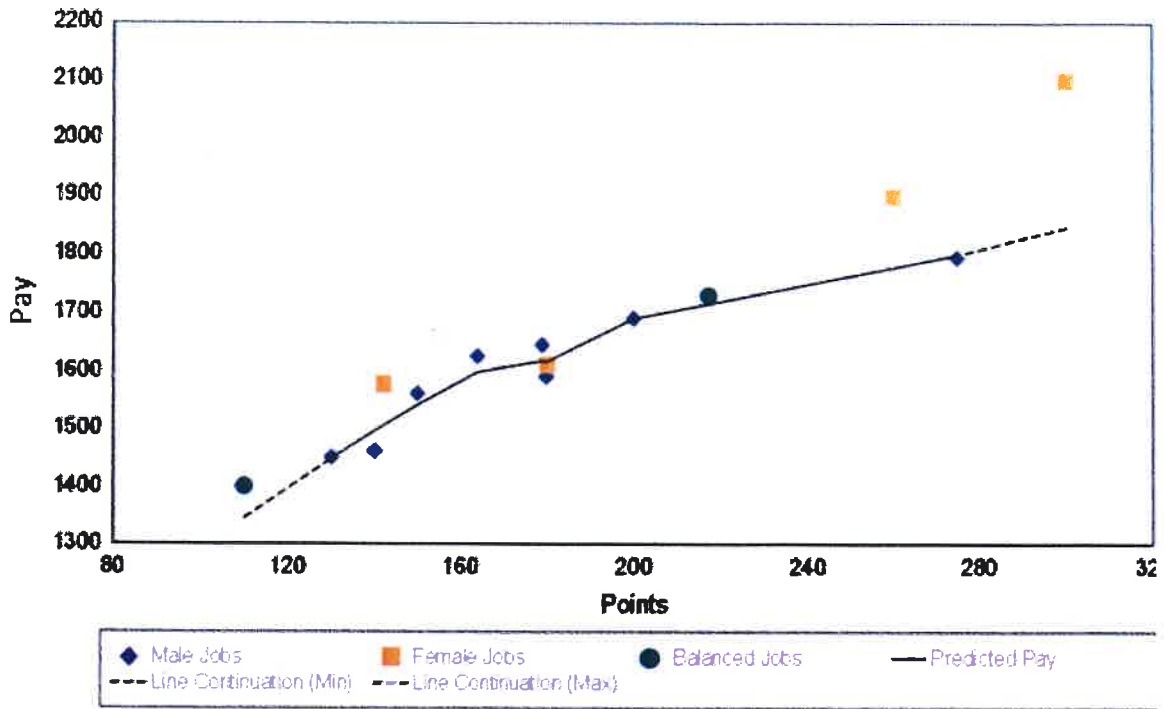


III. Defining “Consistently Below”

- A. A determination is made as to whether the class being analyzed falls above or below predicted pay. In the example, the female class being analyzed is above predicted pay.
- B. A new window is drawn when the next class is analyzed. This continues until all classes have been analyzed.



C. When all the classes have been analyzed, a predicted pay line is drawn.



D. The tabulation of the number of male and female classes above and below the predicted pay line is made.

For example:

F above	=	3	M above	=	5
F below	=	1	M below	=	3
Total	=	4	Total	=	8

E. The percentage of male and female classes below predicted pay is calculated by dividing the number of classes below by the total number of classes in each group.

Female classes:	$1 \div 4$	=	25.00%
Male classes:	$3 \div 8$	=	37.50%

F. The percentage of male classes below predicted pay is divided by the percentage of female classes below predicted pay. This produces the “underpayment ratio.”

$$37.50\% \div 25.00\% = 150.00\%$$

G. An underpayment ratio below 80% shows that female classes are compensated “consistently below” male classes of comparable value. If the underpayment ratio is below 80%, further analysis is done to determine if the underpayment of females is statistically significant. Using the t-test, a determination is made whether or not the dollar difference is statistically significant. Details of the t-test can be found on page four.

Alternative Analysis Test

The minimum requirement to pass this test is that:

- a. there is no compensation disadvantage for at least 80% of female classes compared to male classes; or,
- b. compensation differences can be accounted for by years of service or performance.

On the next few pages the four possibilities that exist for inequities or a compensation disadvantage are described.

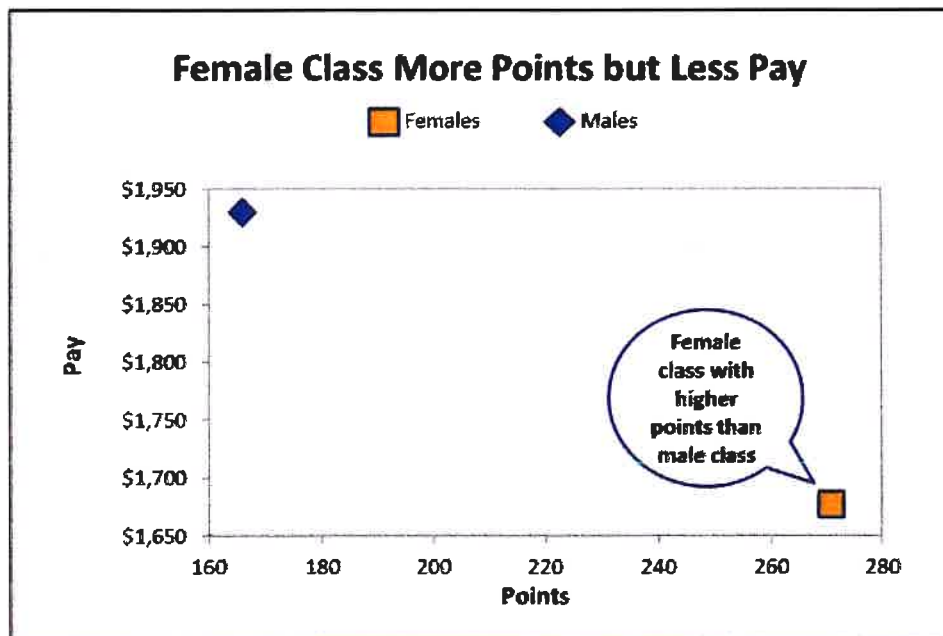
1. A female class with higher points has less compensation than a male class with lower points.

Example: In this case, the female job class of city clerk has more points but less pay than the male job class of maintenance supervisor.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$1665
Maint. Sup.	M	171	\$1925

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to that of the male class.

Graph illustrating inequity for female job class.



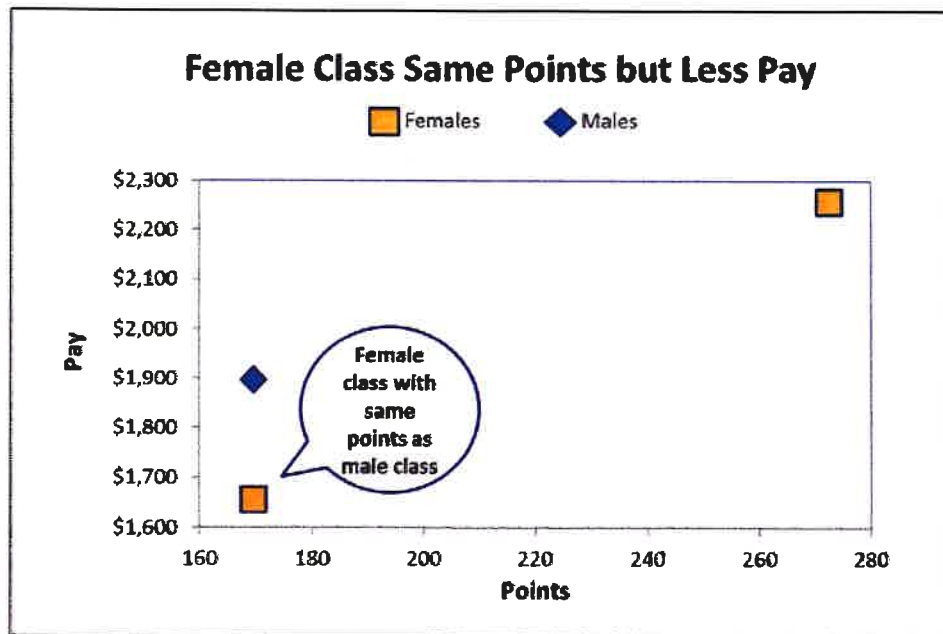
2. A female class has the same points as a male class but less compensation.

Example: In this case, the female job class of secretary and the male job class of maintenance have the same points but the secretary receives less pay.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$2265
Maintenance	M	171	\$1900
Secretary	F	171	\$1630

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to the male class.

Graph illustrating inequity for female job class.



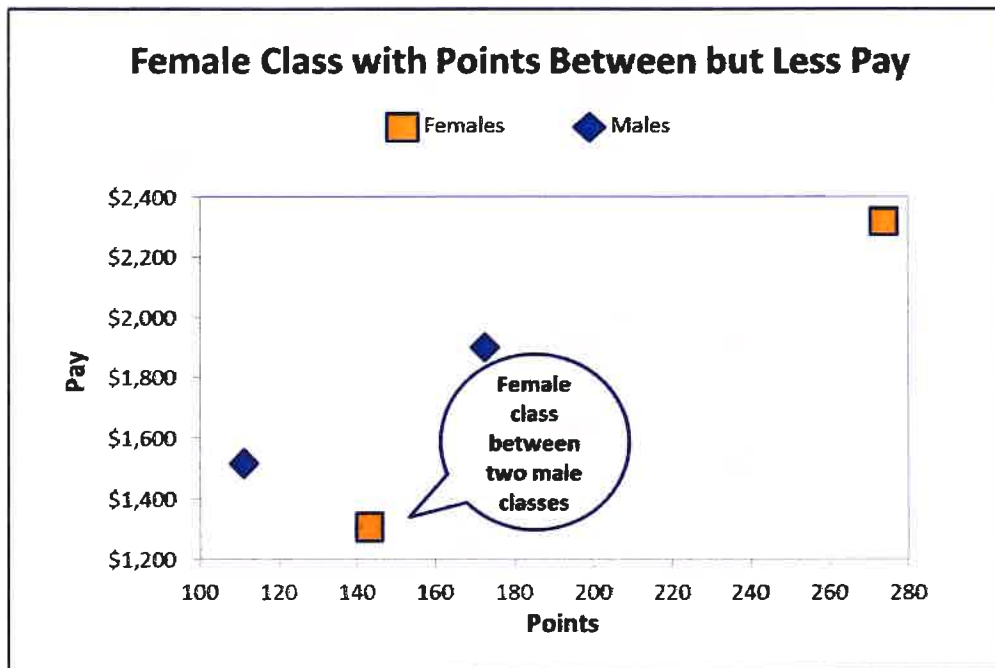
3. A female class has points between two male classes but compensation is not between or above the two male classes.

Example: In this case, the female job class of receptionist has points between two male classes but receives less pay than either of them.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$2370
Maintenance	M	171	\$1900
Receptionist	F	141	\$1250
Custodian	M	111	\$1500

The minimum requirement to correct this inequity is that the female class must have a salary somewhere between the two male classes.

Graph illustrating inequity for female job class.



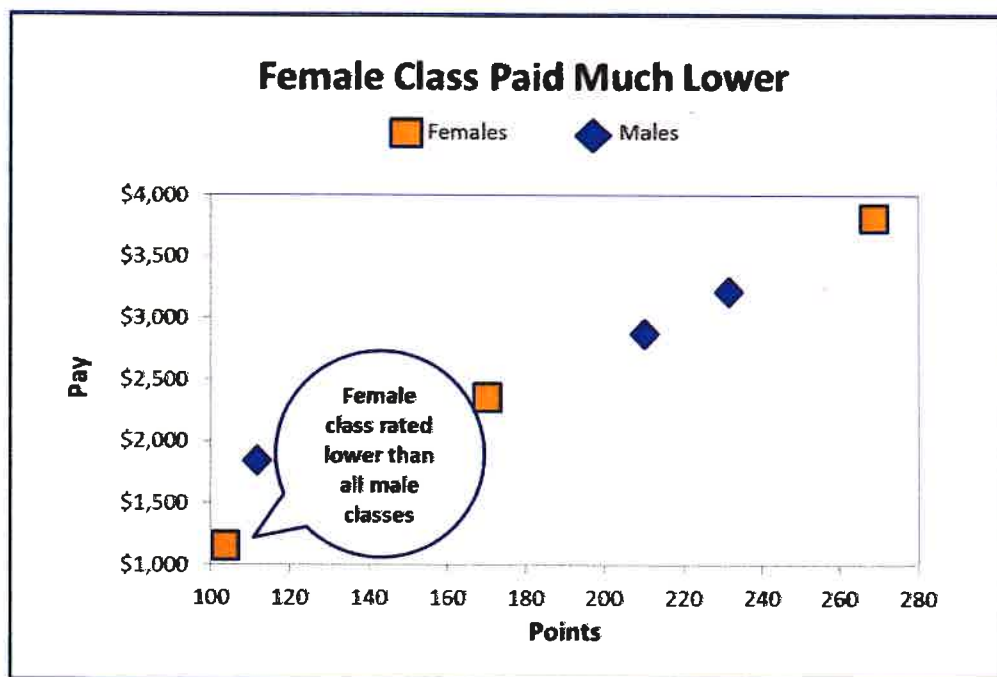
4. A female class, rated lower than all male classes, is not compensated as reasonably proportionate to points as other classes.

Example: In this case, the retail clerk has a salary of \$700 per month below the custodian but only six fewer points. For all other job classes where there is a salary difference, there is a larger difference in points. For example, the maintenance supervisor’s salary is \$300/month less than the police officer and there is a difference of 23 points.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk/Admin	F	275	\$3800
Police Officer	M	236	\$3200
Maintenance Sup	M	213	\$2900
Admin. Sec.	F	173	\$2400
Custodian	M	111	\$1800
Retail Clerk	F	105	\$1100

While some difference in salary is acceptable due to the point difference, the salary for the retail clerk with 105 points must be much closer to the salary for the custodian with 111 points. When there is a question regarding the salary for female class or classes rated lower than all male classes, the judgment is made on a case-by-case basis, and the main considerations are the relationship of points and pay between other classes in the jurisdiction and past history of pay relationships that were previously in compliance. In this case, the minimum requirement to correct this inequity would be that the salary for the retail clerk would be approximately \$1,650/month.

Graph illustrating inequity for female class.



Salary Range Test

This is an example to show how the salary range test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. Information is recorded for male or female classes only, not balanced classes. The information for this example is taken from the Data Entry List Report on page seven.

JURISDICTION: Stageville Theatre

Step 1

Look at the “years to max” column and identify male classes with an established number of years to move through a salary range.

Title	Years to Max
Stage Crew	5
Props Chief	5
Set Tech	5
Lighting Tech	6
Effects Tech	6
Writer	6
<u>Marketing Director</u>	<u>4</u>
7 <i>total classes</i>	37 <i>total years</i>

Step 2

Calculate the average years to reach maximum salary for male classes:

A. Total years from Step 1	37	
B. Total classes from Step 1	<u>7</u>	
C. Divide 2A by 2B	$37 \div 7 =$	5.28 <i>average years to max</i>

Step 3

Look at the “years to max” column and identify female classes with an established number of years to move through a salary range.

Title	Years to Max
Costume Designer	5
<u>Stage Manager</u>	<u>5</u>
2 <i>total classes</i>	10 <i>total years</i>

Step 4

Calculate the average years to reach maximum salary for female classes:

A. Total years from Step 3	10	
B. Total classes from Step 3	<u>2</u>	
C. Divide 4A by 4B	$10 \div 2 =$	5 <i>average years to max</i>

Step 5

Divide 2C by 4C and multiply by 100. $5.28 \div 5 = 1.05 \times 100 = 105\%$

Enter this result in Part C of the Pay Equity Implementation Report.

Exceptional Service Pay Test

This is an example to show how the exceptional service pay test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. The information for this example is taken from the Data Entry List Report on page seven. Information is recorded for male or female classes only, not balanced classes.

Step 1

Look at the “exceptional service pay” column and calculate the percentage of male classes receiving exceptional service pay.

- | | |
|---|---|
| A. Total number of male classes where an employee receives exceptional service pay. | 4 |
| B. Total number of male classes in the jurisdiction. | 8 |
| C. Divide 1A by 1B and multiply by 100. | $4 \div 8 = .50 \times 100 = \mathbf{50\%}$ |

If result of 1C is 20% or less, stop here and check appropriate box in Part D of report form.

If result is more than 20%, go on to Step 2.

Step 2

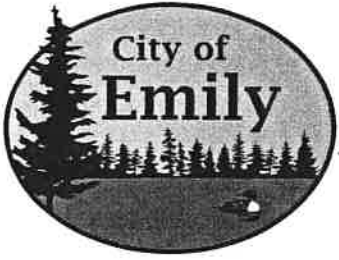
Look at the “exceptional service pay” column and calculate the percentage of female classes receiving exceptional service pay.

- | | |
|---|---|
| A. Total number of female classes where an employee receives exceptional service pay. | 1 |
| B. Total number of female classes. | 4 |
| C. Divide 2A by 2B and multiply by 100. | $1 \div 4 = .25 \times 100 = \mathbf{25\%}$ |

Step 3

Calculate the ratio of female/male classes receiving exceptional service pay.

- | | |
|--------------------------------------|---|
| Divide 2C by 1C and multiply by 100. | $.25 \div .50 = .50 \times 100 = \mathbf{50\%}$ |
|--------------------------------------|---|



RECEIVED
FEB 06 2024

BY:

For Office Use Only
Date Rec'd _____
By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Park Commission

Name: Faye Hughes

Street Address: _____

City: Emily State: MI Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H() _____ W() _____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? 23 years

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain Planning & Zoning Alternate

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held:
City Council

What do you have to offer to the City of Emily Commission or Committee? I enjoy the outdoors and know its important to plan for outdoor activities.

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

Applicant's Signature: Faye Hughes Date: 2-6-24

Please return to City hall drop box or clerk@emily.net.

PARKS COMMISSION MEMBERS

<u>Member</u>	<u>Term</u>	<u>Begin Date</u>	<u>End Date</u>
Patrick Rheaume	3 years	1/11/2023	12/31/2025
Pam Roden	3 years	5/10/2023	12/31/2025
Faye Hughes	3 years	2/14/2024	12/31/2026

Personnel Policy

Article XI. LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 11.01 Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off and applies to all employees (including full-time employees, part-time employees, temporary employees, seasonal employees, full-time salaried and exempt employees, part-time salaried employees, volunteer firefighters, volunteer first responders, commission and board members, and election judges) performing work for at least 80 hours in a calendar year for the city. Effective January 1, 2024 any unused sick leave earned and accrued before January 1, 2024 will be converted to Earned Sick and Safe Leave.

(a) Accrual of Earned Sick and Safe Leave

1. Full-time, part-time, temporary, and seasonal employees scheduled to work at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the collective bargaining agreement or the Fee Schedule Ordinance.
- ~~2. Full-time salaried and exempt employees (Police Chief) performing work for at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked and can earn a maximum of 48 hours each calendar year. Full-time salaried and exempt employees are presumed to work 40 hours per week for the purposes of Earned Sick and Safe Leave accrual calculation. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Employment Agreement.~~
3. Part-time salaried employees (Librarian) performing work for at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked and can earn a maximum of 48 hours each calendar year. Part-time salaried employees will track daily hours worked. The amount of Earned Sick and Safe time that may be used for an absence will be the average hours worked on the applicable day. The hourly rate of Earned Sick and Safe Leave is the employee's monthly salary per the Fee Schedule Ordinance divided by the average number of hours worked per month.
4. Volunteer firefighters performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:

- One hour for each meeting.
- Three hours for each training.

~~○ The amount of time on the applicable run sheet for each call.~~

The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.

5. Volunteer first responders performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:
 - One hour for each meeting.
 - Two hours for each monthly training.
 - Four hours for each quarterly training.

~~○ The amount of time on the applicable run sheet for each call.~~

The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.

6. Commission and board members performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended meeting will be the length of the applicable meeting. The rate of Earned Sick and Safe Leave will be at the same rate of pay as the unattended meeting per the Fee Schedule Ordinance divided by the length of the applicable unattended meeting.
7. Election judges performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended training or election will be the length of the applicable unattended activity. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Fee Schedule Ordinance.
8. For employees holding multiple positions performing work for at least 80 hours per calendar year all hours worked will contribute to Earned Sick and Safe time accrual up to the maximum of 48 hours each calendar year. Accrual is not based on separate positions. Accrued Earned Sick and Safe time may be used for all positions held by an employee.
9. Employees performing work for less than 80 hours per calendar year do not qualify for Earned Sick and Safe Leave.
10. Per the Minnesota Department of Labor and Industry elected officials are not considered employees and are exempt from Earned Sick and Safe Leave.
11. Once an employee performs work for more than 80 hours per calendar year, the employee's annual eligibility threshold is met. Once the annual eligibility threshold is met, the accrual calculation includes all hours worked back to the first hour worked for the employer. Once the annual eligibility threshold is met, the employee will accrue one hour for every thirty hours worked in compliance with the Carry Over and Pay Out requirements below.

(b) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (.25 hours) or, for volunteer firefighters and first responders, as described below, for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition:
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization

- Obtain psychological or other counseling
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For volunteer firefighters and first responders, leave may be used as it is accrued for the activities noted in Section (a), subsections 4 and 5. The request to use Earned Sick and Safe Leave for any unattended activity must be made in the month that it occurred. A form must be filled out with the applicable chief noting the unattended meeting/training/~~call~~ in order to use the leave. The firefighter/first responder will be paid the normal pay for the unattended activity with the annual payroll and the deduction of the employee's Earned Sick and Safe Leave will be made in the amount standardized above for each activity.

- (c) For Earned Sick and Safe Leave purposes, family member includes an employee's:
- Spouse or registered domestic partner
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
 - Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
 - Grandchild, foster grandchild or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
 - Any of the above family members of a spouse or registered domestic partner
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - Up to one individual annually designated by the employee

(d) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the

Section 23.04 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities corresponding to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities inconsistent with their gender identity.

Approved by the Emily City Council on the 13th day of February, 2024.

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

From: Joyce Hottinger via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Wednesday, January 10, 2024 7:48 AM
To: clerk@emily.net
Subject: City Finance Officers-Treasurers : ESST FAQ Update



City Finance Officers-Treasurers

[Post New Message](#)

[ESST FAQ Update](#)

[Reply to Group](#)

[Reply to Sender](#)

[Reply to Sender
via Email](#)



Jan 10, 2024 7:48 AM
[Joyce Hottinger](#)

Good Morning Everyone,

We have updated our ESST question "Are paid-on-call firefighters, EMTs, elected officials and election judges eligible for ESST?" with the following information relating to paid-on-call firefighters and ambulance personnel:

www.lmc.org/resources/...

Cities raised numerous questions asking how ESST may be used by paid-on-call fire and ambulance personnel responding to a pager, especially when the staff is not scheduled to work for a specific day or shift. League staff reached out to the Minnesota Department of Labor and Industry (DOLI) for guidance. In early January 2024, DOLI Commissioner Nicole Blissenbach advised ESST provides paid leave from work so if an employee is not scheduled to work, the ESST law does not require an employer to allow employees to use ESST. Thus, this guidance effectively means in the absence of an assigned shift, a city is not required to permit firefighters or ambulance personnel who respond to pager calls to use any accrued ESST for an unassigned shift absence. For cities with "duty crews" (assigned shifts), scheduled trainings, required meetings, and other events, those scheduled events would indeed be absences that could fall under the umbrella of ESST eligible use.


Keep in mind, ESST law permits employers to be more generous, so a city could choose within their policies to allow paid-on-call firefighters and ambulance staff to use ESST to cover

unassigned shift absences. If a city chooses to do be more generous and allow paid-on-call firefighters and ambulance personnel to use ESST to cover absences for responding to unassigned shifts like pager call outs, it is important to consult with the city attorney to determine if the leave is protected for pension-related credits under the anti-retaliation provisions of the ESST law.

We hope you find this information helpful. Have a wonderful day.

Joyce Hottinger
Assistant HR Director
League of Minnesota Cities
Saint Paul MN
(651) 281-1216

[Reply to Group Online](#) [Reply to Sender via Email](#) [View Thread](#) [Recommend](#) [Forward](#)



You are subscribed to "City Finance Officers-Treasurers" as clerk@emily.net. To change your subscriptions, go to [My Subscriptions](#). To unsubscribe from this community discussion, go to [Unsubscribe](#).

Davis Vacation/Sick as of 2-9-24

Max of 360 Hours			
Pay Rate	Unused vacation leave hours	Vacation leave accrued hours	Accrued sick leave to max of 240 hours
\$20.50	21.64	0	50.7
	21.64		

Total Hours Vacation/Sick 72.34

Total Payout \$1,482.97

Per PERA - No PERA contributions

Per Auditor - Yes to Federal, State, Medicare withholdings



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

PART-TIME SEASONAL **MAINTENANCE WORKER**

The City of Emily is accepting applications for the position of a Part-Time Seasonal Maintenance Worker. This position will perform various types of semi-skilled and skilled work and operate equipment involved in the repair and maintenance to City grounds, facilities, parks, streets, and other municipal property. Minimum qualifications: high school diploma or GED, at least 18 years of age, valid, current Minnesota driver's license with acceptable driving record, experience in grounds maintenance, operation of trucks and light equipment, and operation of hand and power tools; such as lawnmowers, chainsaws, weed trimmers, and wood chippers. One year experience in grounds maintenance preferred. Weekly schedule of up to 32 hours per week, non-exempt. Wage of \$18.00 per hour. Application and job description are available at www.cityofemily.com or the City Clerk's Office at 39811 State Hwy 6, PO Box 68, Emily, MN 56447, 218-763-2480 or clerk@emily.net. A completed City employment application form is required for consideration. Applications will be accepted through Friday, March 29, 2024 at noon. EOE

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

2024

**NEW THIS YEAR: FOCUS ON ADA
(Americans with Disabilities Act)**

This track is open to anyone who wants to gain valuable insights into modern accessibility and disability inclusion.

SAFETY AND LOSS CONTROL WORKSHOPS



Long Safety and Loss Control Workshops are back!

Brought to you by the League of Minnesota Cities Insurance Trust, these workshops focus on providing practical information to help cities reduce costs and avoid losses.



DATES & LOCATIONS:

MARCH 26
MAHNOMEN

MARCH 27
ALEXANDRIA

APRIL 3
SLEEPY EYE

APRIL 4
WILLMAR

APRIL 10
VIRGINIA

APRIL 16
ROCHESTER

APRIL 18
ST. PAUL

APRIL 23
ST. CLOUD

APRIL 25
**BROOKLYN
PARK**

REGISTER TODAY AT [LMC.ORG/LCW2024](https://lmc.org/lcw2024)

Questions? Call (651) 281-1249 or (800) 925-1122 or email registration@lmc.org.

WORKSHOP FEE:

**ONLY
\$20** Lunch Included

ADMINISTRATIVE



Employee Wellness: Moving in the Right Direction

Dig into successful employee wellness initiatives. We will discuss stretch-and-bend programs, return-to-work processes, managed care plans, and experience modification (e-mod) rates.

HR EO

POLICE



In Pursuit: Public Safety Wellness

Experienced public safety leaders share tips for creating a continuous wellness strategy in your agency. Explore resources that support the health and wellness of every officer from recruitment to retirement.

HR EO

PUBLIC WORKS / PARKS & REC



Accessible Design: MnDOT's Public Right-of-Way Initiative

From curb ramps to signal lights, learn how the Minnesota Department of Transportation scopes, designs, and constructs accessible, usable facilities that support requirements outlined by the Americans with Disabilities Act (ADA).

8:30 - 9:30

9:45 - 10:45

10:45 - 11:30

Timely Tech Topics (for Busy People)

A treasure trove of tech topics! We will explore upcoming trends and share approaches to receiving federal funding, harnessing artificial intelligence tools, securing successful IT support contracts, and making your website ADA compliant.

SC

Learning From the Best: Research Insights From Top-Performing Agencies

Benchmark Analytics reveals how top-performing agencies reduce incidents, officer injuries, and turnover. We will dig into what the data shows following a multi-year analysis with LMCIT member agencies in Minnesota.

EO HR



SC

At Risk: Loss Control Strategies for Real Life

Practice navigating the complex landscape of risk management. We are taking a hands-on approach to identifying, assessing, and mitigating potential losses by applying real management strategies to actual scenarios.

SC EO AGENTS

Physical Abilities Testing for New Officers

The job of physically testing police candidates just got a whole lot easier! Learn how LMC can assist police departments with physical testing for new officers in a way that is legal, fair, and validated as job related.

HR

Asbestos and Lead: Facility and Project Safety

Planning a renovation or demolition project? Dealing with a pre-1980 structure? We will review asbestos and lead hazards, safety requirements, and best practices for managing these materials.

ADMINISTRATIVE TRACK CONTINUES IN THE AFTERNOON!

EXPLORE AFTERNOON TRACKS!

We have more opportunities to learn and earn additional credits. Stick around for Focus on ADA (Americans with Disabilities Act).



EO Suggested for elected officials

HR Suggested for human resources staff

SC Suggested for small cities

AGENTS Suggested for agents

PW/P&R/POs Suggested for public works, parks & rec, and police

REGISTER TODAY AT LMC.ORG/LCW2024

Questions? Call (651) 281-1249 or (800) 925-1122 or email registration@lmc.org.

ADMINISTRATIVE



INSURANCE AGENTS



FOCUS ON ADA

(AMERICANS WITH DISABILITIES ACT)



12:15 - 1:15

Granting and Denying City Licenses

Learn when, and on what grounds, a city can approve or deny a license. We will review the various licenses cities may issue and what should be included in the city's licensing ordinances.

EO

LMCIT Updates PLUS Cyber Crime Trends

Don't miss these important updates! Hear about recent coverage, rate, and other changes to the property/casualty and workers' compensation programs. We will also explore trends in cyber-based claims.

Advancing Accessibility: Moving Beyond ADA to Disability Inclusion

Accessibility is about more than legal requirements. This session outlines the role of disability in diversity, equity, and inclusion work. We will discuss how cities can create more welcoming, accommodating communities and workplaces.

SC HR PW/P&R/POs

1:15 - 3:30

COMBINED TRACK FOR ADMINISTRATION & INSURANCE AGENTS

City Workplace Safety

Plan, recognize, respond, and report — we are sharing tools to manage threats to your community. We will discuss adapting a safety plan for your specific city in terms of communication and guidelines for security. Plus, learn to recognize and de-escalate behavior, diffuse confrontation, recognize risk factors, and plan for an exit strategy.

- PLAN
- RECOGNIZE
- RESPOND
- REPORT

SC PW/P&R/POs

Unlocking Access: Navigating the Top 6 Common ADA Deficiencies in City Buildings

From libraries to police departments, we will review the most prevalent ADA deficiencies observed in city-owned buildings. Gain valuable insights into key areas that often require attention and equip yourself with practical solutions to enhance accessibility compliance.

EO PW/P&R/POs

1:15 - 1:45

Time for an ADA Checkup

This session will explore the most common and/or complex issues and trends we see when city employers need to address employee and applicant medical issues in the workplace.

HR PW/P&R/POs

2:00 - 3:30

©2024 League of Minnesota Cities. All Rights Reserved.

EO Suggested for elected officials

HR Suggested for human resources staff

SC Suggested for small cities

AGENTS Suggested for agents

PW/P&R/POs Suggested for public works, parks & rec, and police

REGISTER TODAY AT LMC.ORG/LCW2024

Questions? Call (651) 281-1249 or (800) 925-1122 or email registration@lmc.org.

ONLY \$20 Lunch Included

AT THESE WORKSHOPS YOU WILL:

- Hear the latest news that impacts the work you do for your city.
- Get tips and tricks for managing risk and common safety challenges.
- Learn about new regulations and laws that affect you.
- Network with peers from neighboring cities.

6513 T28 P11 *****SCH 5-DIGIT 56434

Cari Johnson
 Clerk-Treasurer
 CITY OF Emily
 PO Box 68
 Emily MN 56447-0068

WHO SHOULD ATTEND?

- City Administrators/Managers
- Clerks
- First Responders
- Firefighters
- Police
- Human Resources
- Parks & Rec
- Public Works
- Engineers
- Risk Managers
- DEI Specialists
- Elected Officials
- City Insurance Agents

CONTINUING EDUCATION CREDITS/CONTACT HOURS SOUGHT FOR:

- Claims Adjusters
- Insurance Agents
- Police and Public Safety Personnel
- Water and Wastewater Operators

LEAGUE OF MINNESOTA CITIES
 INSURANCE TRUST

2024

NEW THIS YEAR: FOCUS ON ADA (Americans with Disabilities Act)
 This track is open to anyone who wants to gain valuable insights into modern accessibility and disability inclusion.

SAFETY AND LOSS CONTROL WORKSHOPS

REGISTER TODAY AT LMC.ORG/LCW2024

LEAGUE OF MINNESOTA CITIES



CITY DAY ON THE HILL

MARCH 7: DOUBLETREE BY HILTON
ST. PAUL DOWNTOWN



VIEW THE AGENDA AND REGISTER:
LMC.ORG/CITYDAY24

FEE:

\$125

Cities with
a population
less than
2,500

**HELP
REPRESENT
CITIES!**

Spend the morning learning, networking, and hearing from legislative leaders. In the afternoon, buses will take you to and from the Capitol to meet with legislators before returning for an evening reception where you'll have an opportunity to discuss city priorities with policymakers.



BE A VOICE FOR CITIES' 2024 PRIORITIES!

VIEW THE AGENDA AND REGISTER: LMC.ORG/CITYDAY24

ADVOCATE for cities' legislative priorities.

**Attend
City Day on
the Hill to:**

LEARN about important legislative issues impacting cities, including housing, emergency medical services (EMS), infrastructure funding, and other key priorities.

ENGAGE with state policymakers about legislative proposals and their potential impacts on cities.

LODGING DoubleTree by Hilton St. Paul Downtown — 651-291-8800
Reserve your hotel room by Feb. 11 to receive the discounted conference rate.

QUESTIONS? Contact Event Registration at 651-281-1200 or registration@lmc.org

PSRPT STD
US POSTAGE PAID
TWIN CITIES MN
PERMIT NO. 3223

LMC LEAGUE of
MINNESOTA CITIES
145 University Ave. West
St. Paul, MN 55103-2044

2759



PROPOSED ORDINANCE NO. 2024-01
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2023-03 adopted on September 12, 2023 is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

TABLE OF CONTENTS		
Description	Ordinance	Page(s)
Rules of Construction; General Penalty	10	2
Sewer	50	3, 4
Cemetery	90.01	4
Road Vacation	90.33	5
Animals	92	5
Right-of-Way Management	94	5, 6
Pawnbroker	110	6
Liquor Licenses	111	6, 7
Gambling	131	7
Rental Properties	150	7
Land Use and Subdivisions	152	8, 9, 10, 11
Miscellaneous	90.03	11, 12, 13

Ordinance and Description	Fee	per ___ unit	Reference
10 RULES OF CONSTRUCTION; GENERAL			
Administrative Civil Penalty	\$100	Administrative Civil Penalty may be issued for violations including, but not limited to, the following: cleanup, nuisance, SSTS failure to comply, storm water, unauthorized camping, or unauthorized rental. Each individual day a violation continues to exist is considered a separate violation, not to exceed \$2,000 per separate offense.	10.99, 150.45, 152.163
Administration Charge	\$25	per unpaid Administrative Civil Penalty for processing assessment of each unpaid fine against the property of the owner charged with the violation as provided in Minnesota Statute 429.101	10.99
Administrative Hearing Officer	\$150	per hour	10.99
<u>Administrative Citations</u>		Violators have 90 days to pay Administrative Citation. Failure to pay will result in Administrative Citation being dismissed and a new Misdemeanor Citation issued under Minnesota Statute 609.033.	
Repeat Offender Violations	\$60	per subsequent violation within 12 months after a compliance letter has been issued to the same owner for the same or similar offense.	10.99
License Violations	\$60	per violation; including not having a license	10.99
Traffic or Parking Violations	\$60	per violation; includes all motorized vehicles and overnight parking	10.99,70.99 71.99
Sidewalk Obstruction Violations	\$60	per violation; obstructions on sidewalks, including signs and snow or ice dumped on sidewalk, will be removed during plowing/clearing of sidewalks. Removed personal property will be available for pickup at the City after payment of the fine.	10.99,93.03
Sidewalk Operation Violations	\$60	per violation; operation on sidewalk violation	10.99,71.03
Animal License Violations	\$35	per violation	10.99,92.99
Noise Violations	\$60	per violation	10.99,
Mowing Fee for City Code Violations	\$65	per hour	10.99

Ordinance and Description	Fee	per unit	Reference
50 SEWER			
Residential Rate	\$176.22	2024 rate. Billed quarterly	50.08, 50.25
Commercial Flat Rate	\$198.25	2024 flat rate for all commercial accounts unless set individually based on prior metered usage.	50.08, 50.26
St. Emily Church Flat Rate	\$199.72	2024 rate. Billed quarterly	50.08, 50.26
Log Cabin Flat Rate	\$277.63	2024 rate. Billed quarterly	50.08, 50.26
Emily Meats Flat Rate	\$233.51	2024 rate. Billed quarterly	50.08, 50.26
JMKS Properties Flat Rate	\$437.55	2024 rate. Billed quarterly	50.08, 50.26
Sweets N Such Flat Rate	\$248.48	2024 rate. Billed quarterly	50.08, 50.26
Diner's Chicken Shack Flat Rate	\$271.52	2024 rate. Billed quarterly	50.08, 50.26
Dollar General Flat Rate	\$211.47	2024 rate. Billed quarterly	50.08, 50.26
Holiday Stationstores Flat Rate	\$277.56	2024 rate. Billed quarterly	50.08, 50.26
Penalty/Late Fee	10%	Calculated 30 days after each quarterly billing using entire balance due.	50.08, 50.26
Annual Increase on January 1	3%	Sewer rates and charges	50.26
Laundromat Evaporation Credit	7%	per gallon	50.26
Residential/Commercial Building Sewer Permit Fee	\$50		50.05
Sewer Permit Fee for Establishments Producing Industrial Wastes	\$250		50.05
Residential Sewer Service Connection	\$2,000	per equivalent residential connection (ERC)	50.03, 50.26
Commercial or Industrial Sewer Service Connection		Determined by City Engineer or Wastewater Operator by determining the appropriate equivalent number of ERCs by which to multiply the connection charge.	50.26
Availability Charge if Deferred Connection or Vacant but served by a lateral sewer	25%	of the connection charge	50.26
Sewer Contractor License Fee	\$125		50.05
Contractor Sewer License and Permit Bond to the City	\$2,000		50.05
Hauled Wastewater Discharge Disposal Rate	\$30	per 1,000 gallons	50.06, 50.10
Agricultural Hauled Wastewater Discharge Disposal Rate	\$50	per 1,000 gallons	50.06, 50.10
Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10

Ordinance and Description	Fee	per ___ unit	Reference
50 SEWER (Continued)			
Agricultural Hauled Wastewater Discharge Annual Permit or Annual Renewal Application Fee	\$50	Nonrefundable	50.06, 50.10
90.01 CEMETERY			
One Lot for Resident/Property Owner (Including Little Pine Township)	\$300		90.01
One Lot for Non-Resident/Non-Property Owner	\$750		90.01
Summer Casket Burial (Monday, Tuesday, Wednesday, or Thursday)	\$300		90.01
Summer Casket Burial (Friday, Saturday, Sunday, and Holidays)	\$500		90.01
Winter Casket Burial (Every Day)	\$600		90.01
Summer Cremation Burial (Monday, Tuesday, Wednesday, or Thursday)	\$150	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$200	per burial if container/urn size is 16" X 16" or larger	90.01
Summer Cremation Burial (Friday, Saturday, Sunday, and Holidays)	\$300	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$350	per burial if container/urn size is 16" X 16" or larger	90.01
Winter Cremation Burial (Every Day)	\$450	per burial if container/urn size is under 16" X 16"	90.01
Large Container/Urn Burial	\$500	per burial if container/urn size is 16" X 16" or larger	90.01
Columbarium Cremation Burial	\$50	per burial	90.01
Cremation Disinterment Fee	\$150	per disinterment of cremation burial. Requirements: Disinterment shall only be completed during Maintenance Personnel regular working hours (no overtime). Disinterment shall only be completed when the ground is not frozen.	90.01
Monument Staking	\$50	per staking: Single or Husband/Wife	90.01
Transfer of Cemetery Deed	\$15		

Ordinance and Description	Fee	per ___ unit	Reference
90.33 ROAD VACATION			
Road Vacation Petition Processing Fee	\$2,000	Nonrefundable. When City costs associated with reviewing or processing a petition exceed the original \$2,000 processing fee; the petitioner(s) shall reimburse the City for any City costs incurred over the \$2,000 processing fee. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire.	90.33
92 ANIMALS			
New or Replacement Dog/Cat License	\$5	Annual or renewal with replacement tag. Must provide proof of current rabies vaccination.	92.02
Renewal of Dog/Cat License	\$2	Annual - tag not needed. Must provide proof of current rabies vaccination.	92.02
License for Potentially Dangerous Dog	\$5	License must be purchased within 14 days after receiving notice that a dog has been declared potentially dangerous and annually thereafter.	92.15
License for Dangerous Dog	\$20	License must be purchased within 14 days after receiving notice that a dog has been declared dangerous and annually thereafter.	92.15
Charge for Disposal of an Animal Presenting a Danger to the Health and Safety of the City	\$175		92.12
Fine for Violation of Clean Up of Litter/Feces	\$25		92.09
Late fee	\$5	per month after February 15th	
94 RIGHT-OF-WAY MANAGEMENT			
Excavation Permit	\$250	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Obstruction Permit	\$50	Valid for Dates Specified in Permit. Nonrefundable	94.03,94.09 94.10,94.12
Delay Penalty	\$50	per day for each additional day	94.03,94.09
Permit Extension Fee	\$50	per permit	94.09
Franchise Management	\$0		94.10,94.12
Restoration Cost	Actual Cost	When City restores the right-of-way, the permittee shall pay the costs within 30 days of billing.	94.03,94.13

Ordinance and Description	Fee	per ___ unit	Reference
94 RIGHT-OF-WAY MANAGEMENT (Continued)			
Construction Performance Bond	\$2,000	If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond.	94.03,94.10 94.13
<u>Degradation Fees</u>			
Degradation Fee; Turf Replacement	\$4.50	per square yard	94.03,94.13
Degradation Fee; Pavement Restoration	\$40.00	per square yard, calculated at time of permit	94.03,94.13
Revoked Permit	Actual Cost	When permit revoked, the permittee shall reimburse the city for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with the revocation.	94.24
Damage to Other Facilities	Actual Cost	Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages.	94.26
110 PAWNBROKER			
Pawnbroker Annual License Fee	\$1,500		110.03
New Manager In State Investigation Fee	\$500		110.04
New Manager Out of State Investigation Fee	Cost of Investigation	Shall not exceed \$10,000	110.04
Pawnbroker Bond	\$5,000		110.05
111 LIQUOR LICENSES			
On Sale Intoxicating	\$1,200	Annual License Fee (3 Allowed per Ordinance)	111.23
On Sale Wine	\$600	Annual License Fee	111.23
On Sale 3.2 Malt Liquor	\$75	Annual License Fee	111.23
Sunday On Sale	\$200	Annual License Fee	111.22, 111.23
Off Sale Intoxicating	\$200	Annual License Fee (4 Allowed per Ordinance)	111.22, 111.23
Off Sale 3.2 Malt Liquor	\$25	Annual License Fee	111.23

Ordinance and Description	Fee	per ___ unit	Reference
111 LIQUOR LICENSES (Continued)			
Temporary On Sale Intoxicating	\$25		111.22, 111.23
Temporary On Sale 3.2	\$10		111.23
Temporary Off Sale Wine	\$25		111.22
Brewpub On Sale Intoxicating	\$200	Only allowed for a Restaurant that also holds an on sale intoxicating license. Restaurant exclusion would apply.	111.22
Brewpub On Sale 3.2	\$75	Only allowed for a Restaurant that also holds an on sale intoxicating license. Restaurant exclusion would apply.	111.22
Brewer Taproom	\$150	Brewer taproom - Retail portion of a small brewery to sell their own product for consumption on the premise. Cannot hold license to sell any other type of alcohol or any beer but theirs. Does not count toward allowed number of licenses per Ordinance.	111.23
Brewer (Growler) Off Sale Intoxicating	\$100	Does not count toward allowed number of licenses per Ordinance.	111.22
Brewer Temporary On Sale Intoxicating	\$25		111.23
Microdistillery Cocktail Room	\$25		111.23
Culinary Class Limited On Sale	\$25		111.23
One Day Consumption and Display Permit	\$20		111.23
Liquor License Application and Background Investigation Fee	\$100	Nonrefundable	111.29
131 GAMBLING (Establish by Resolution)			
Gambling Permit Investigation Fee	\$100	for organizations applying for a state-issued premises permit.	131.08
Local Gambling Permit	\$10		131.09
150 RENTAL PROPERTIES			
Rental Inspection Fee	\$50	per unit	
Multi Unit Rental Inspection Fee	\$50	for first unit and \$10 for each additional unit	
Initial Rental Dwelling License	\$75	per unit annually for first year licensed only.	150.17
Annual Rental Dwelling License	\$50	per unit annually after first year licensed.	150.18
Initial Multi-Unit Dwelling License Annual License	\$75	for first unit and \$10 for each additional unit for first year licensed only.	
Annual Multi-Unit Dwelling License Annual License	\$50	for first unit and \$10 for each additional unit annually after first year licensed.	

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS			
<u>Residential</u>			
<i>Principal Dwelling</i>		All construction represents actual footprint of dwelling plus attached garage, deck, porch or other usable area being constructed.	
Up to 1,000 sq. ft.	\$250		152.018
1,001 to 2,000 sq. ft.	\$450		152.018
over 2,001 sq. ft.	\$550		152.018
Sewage Treatment System	\$260	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$300		152.018
Extra Site Visit/Inspection	\$100		152.018
<i>Accessory Structures</i>		Includes sheds, pole barns, decks, garages, porches, etc.	152.018
0 to 200 sq. ft.	\$75		152.018
201 to 600 sq. ft.	\$150		152.018
601 to 1,200 sq. ft.	\$250		152.018
over 1,201 sq. ft.	\$400		152.018
Solar Panels	\$75		152.018
<u>Commercial</u>			
Up to 1,000 sq. ft.	\$400	All construction based on actual square footage of structure footprint.	152.018
over 1,001 sq. ft.	\$600		152.018
Sewage Treatment System	\$250	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$500		152.018
<u>Other</u>			
Extra Site Visit/Inspection	\$100		152.018
Temporary Commercial Structure	\$60		152.018
<u>Other</u>			
Grade and Fill	\$100	Wetlands issued only after SWCD and/or COE approval.	152.018
Annual Ice Ridge Grading	\$60		152.018
Signs (On/Off Site)	\$60		152.018
E911 Address Assignment and Signs	\$100	Payable to CWC Treasurer. Property owner needs to send the fee to CWC.	152.018
Fences	\$60		152.018

Ordinance and Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Retaining Wall	\$60		152.018
Stairway	\$60		152.018
Lot Splits	\$150		152.018
Boundary Line Adjustments	\$150		152.018
Variance	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018, 152.156
Conditional Use Permit	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018, 152.155
Interim Use Permit	\$500		152.018, 152.157
Zoning Map Change/Zoning Ordinance Amendment	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018
Preliminary Plat Approval	\$500	Six lots or fewer	152.018, 152.159
Preliminary Plat Approval	\$1000 plus \$200 per lot escrow	More than six lots. All preliminary plat applications shall be accompanied by cash placed in escrow. The escrow amount placed with the City shall be \$1,000 plus \$200 per lot for each proposed lot within the subdivision. The escrow amount shall be used to cover the City's costs in reviewing and processing the application. Itemized accounting of the funds used from the escrow account shall be provided to the applicant. If at any point the escrow amount falls below \$1,000, the applicant shall be notified and given 20 days to replenish the account to the original amount. Failure to replenish the account shall result in suspension of the application review and processing. All remaining escrow shall be returned to the applicant within 30 days of final action on the subdivision by the City.	152.018, 152.159

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Final Plat Approval	\$300 plus \$25 per lot		152.018, 152.159
PZ/BOA Special Meeting	\$500		152.018
Property Assessment Search	\$25		152.018
Home Occupation Permit (One Time)	\$25	CUP also needed for Type III and IV	152.018
RV/Camper Permit	\$25	Annual Fee	152.018
RV/Camper Permit	\$200	Long term fee	152.018
Outdoor Market Permit	\$75	Annual Fee	152.115
Demolition Permit	\$50	for demolition of any structure containing plumbing facilities provided the structure is not being replaced.	
Recording Fee	\$46	Payable to Crow Wing County Recorder	152.018
Late Permit Application	\$50	Resolved within 15 days of notice.	152.018
After the Fact Fees for Permitted Construction/Work		10 times base fee (permit included)	152.018, 152.160
Permit Extension Request	\$50	for second request for a land use permit extension to go before the Planning Commission. Nonrefundable.	152.018
Penalty When Violation Must be Corrected by Removal or Restoration		50% of penalty fee - Work or construction NOT allowed by the Land Use Ordinance.	152.018
Copies			
Zoning Ordinance	\$20	Bound books	152.018
Subdivision Ordinance	\$0.25	per page	152.018
Comprehensive Plan	\$5	Text only	152.018
Comprehensive Plan	\$25	Graphic version	152.018
All other ordinances	\$0.25	per page	152.018
Land Use Map	\$5	Small	152.018
Land Use Map	\$15	Poster size	152.018
Miscellaneous	\$0.25	per page	152.018
Over 100 copies	\$0.25	per page - Includes time and materials	152.018
Appeals			
To Board of Adjustment	\$0	from action of Zoning Administrator	152.018
To Council	\$200	from action of Planning Commission or Board of Adjustment.	152.018

Ordinance and Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
NOTE		When costs associated with processing or reviewing an application exceed the original application fees; the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire in reviewing permits.	152.018
NOTE		Outstanding fees shall be paid before issuance of the permit and any construction of the project begins.	152.018
Background Investigation Prior to Issuance of a License to Operate an Adult Oriented Uses Business	\$500		152.108
License to Operate an Adult Oriented Uses Business	\$2,500	Annually	152.108
Antenna/Tower Permit and/or Application Fee	\$100		152.089
Park Dedication Fees		Set by Planning Commission, with the concurrence of the City Council, after taking into consideration the open space, park, recreational or common areas and facilities which the applicant proposes to reserve for public use within the subdivision.	152.140
MISCELLANEOUS			
Road Grading or Plowing an Adjacent City/Township	\$200	per hour - 1 hour minimum fee. No private road grading or snowplowing.	
8 inch PVC Culvert	\$9.70	per foot - 20 foot sections	
10 inch PVC Culvert	\$12.50	per foot - 20 foot sections	
12 inch PVC Culvert	\$13.00	per foot - 20 foot sections	
Culvert Delivery	\$25	Within City Boundaries	
City Brush Dump		Only for use by City Property Owners or Contractor working for City Property Owner	
Stump Disposal - Residential	\$5	per stump	
Stump Disposal - Contractor	\$55	per Single Axle Dump Truck	
Stump Disposal - Contractor	\$75	per Double Axle Dump Truck	
Locker	\$5	per locker for old Charter School lockers	

Ordinance and Description	Fee	per ___ unit	Reference
MISCELLANEOUS (Continued)			
Contractor Use of Water at Fire Hall	\$0.10 \$0.01	per gallon. Contractor must submit total gallons used to Clerk's Office daily to be invoiced biweekly.	
<u>Hall Rental</u>		Rental Agreement and payment required prior to reservation and rental. Damage deposit is returned after rental, minus cost of clean up and repairs made by the City. Additional costs will be billed to the renter.	
Gym	\$100	Property owner or long term renter	90.03
	\$100	Property owner or long term renter damage deposit	90.03
	\$250	Non Property owner	90.03
	\$250	Non Property owner damage deposit	90.03
Multipurpose or Conference Room	\$30	Property owner or long term renter	90.03
	\$30	Property owner or long term renter damage deposit	90.03
	\$75	Non Property owner	90.03
	\$75	Non Property owner damage deposit	90.03
Reduced Rentals (Gym, Multipurpose or Conference Rooms)	\$10	Local Clubs, Associations, Sporting Events, Churches and Fund Raisers	90.03
	\$100	Damage Deposit	90.03
Free Rentals (Gym, Multipurpose or Conference Rooms)	Free	Local Nonprofits, Community Services, Government Agencies, Red Cross, Funerals, Senior Birthdays & Anniversaries	90.03
	\$100	Damage Deposit	90.03
Police Supervision	\$250	Up to six hours of Emily Police Department supervision when liquor and/or beer are served during rental of the Hall.	
Open Gym	Free	No Damage Deposit	90.03
Tables	\$5	per table per day	90.03
Chairs	\$1	per chair per day	90.03
	\$100	Damage Deposit	90.03
Park Rental	\$0	Pavilions, Tennis Courts, and Ball fields are reservable.	
Request for Special Council Meeting or Planning Commission Meeting/Public Hearing	\$300	per meeting	

Ordinance and Description	Fee	per unit	Reference
MISCELLANEOUS (Continued)			
<i>Copies</i>			
Letter size (8.5X11)	\$0.25	Per side, over 100 - cost and labor first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 13th day of February, 2024.

Attest:

 Mayor Tracy Jones

 Cari Johnson, MCMC
 City Clerk/Treasurer

Date of Publication: _____

**ORDINANCE NO. 2024-01
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2024-01, approved by the City Council of the City of Emily, on the 13th day of February, 2024.

The purpose of this Ordinance is to revise the Fee Schedule Ordinance establishing a schedule of fees and charges for permits, licenses, and services as follows:

Section 50 Sewer	Update of 2024 Sewer Rates for annual 3% increase
Section Miscellaneous	Addition of a charge to purchase lockers and reduction of the Contractor Water Use fee

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 13th day of February, 2024, by a ___/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer



Emily City Council
ATTN: Mayor Jones
PO Box 68
Emily, MN 56447

February 12, 2024

RE: Emily Manganese Project Update – January 2024

In January, North Star continued the metallurgical testing and analysis of drilled samples at Kemetco Research Inc., Vancouver, British Columbia. It is expected that this work will continue through mid-2024.

Environmental visits associated with site reclamation (regrowth in disturbed areas), were suspended pending the winter / frozen conditions at the site. When the weather gets warmer, the environmental visits associated with site reclamation will be reinitiated until the site has met the required reclamation levels.

In January, North Star continued its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on State mineral lands in the Emily area. This activity will be on-going into 2024.

Information on the Emily Project is reported periodically by North Star's parent, Electric Metals (USA) Limited, and can be found on the internet at: www.electricmetals.com.

North Star is committed to work with the City of Emily and the Emily City Council on the Emily Manganese Project and North Star will keep the Emily City Council apprised of developments of the Project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D.
North Star Manganese Inc

2345 Rice Street, Suite 230
Roseville MN 55113 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com

1/23/2024

----- Forwarded message -----

Hello Mayor Jones and Acting Mayor/Councilperson Hemphill,

My family has owned property in Emily since the 1970s.

Our Tree Farm is managed for conservation and we are stewards of the environment. Our property on Ruth Lake has a natural shoreline to keep Ruth Lake as clean as possible.

We have known about the possible manganese mine for several years.

We were led to believe it was going to be a small operation on 180 acres. Now we are informed that North Star Manganese is asking for approval to lease and acquire mineral rights another 720 acres. We believe the land, underground water and lakes surrounding this mine will suffer an environmental disaster if this is allowed to be expanded.

We are OPPOSED to this expansion. As our representatives in the City of Emily, please express our opposition to this expansion in the Jan. 30th meeting.

Respectfully Submitted,

Ann and Chris Aanestad
41779 Birchwood Drive
Chris Cell # 612-508-6487



From: Jane Davis <janemarcellad@gmail.com>
Sent: Sunday, February 11, 2024 2:13 PM
To: City of Emily
Subject: Thoughts regarding the North Star Manganese Mine project

Mayor Jones, and Council members,

A few years ago I was on the fence about the mine operation. Now I'm saying not yet.

I understand the future desire for manganese, but what still concerns me is the unknown consequence of extensive mining in our water-rich area. To date I've seen no studies presented from any similar environmental area of concern that might move me to reconsider.

In addition, like many of my friends and neighbors, it's hard to know who to trust given the much talked about CWP impropriety in recent years regarding individuals and perhaps others who have a personal incentive to push this project forward.

Clean water is crucial to residents and our economy. We have an obligation to preserve what we have for us and future generations. Please consider taking a pause on this project until more evidence arises to make it viable.

Sincerely

Jane Davis

43864 State Hwy 6

Emily Mn 56447

clerk@emily.net

From: William Millard <bill0525@gmail.com>
Sent: Monday, January 22, 2024 8:08 PM
To: clerk@emily.net; deputyclerk@emily.net
Subject: Emily Manganese Mine

Dear City of Emily,

My wife and I live at 19399 Blue Lake road in Emily, MN. We understand there is a city council meeting on Tuesday, Jan 30th at 100 PM in regards to the Emily Manganese Mine project.

We are unable to attend and we want our voice or vote to be heard.

We are OPPOSED to this project!

Thank you!

William and Bridgett Millard

clerk@emily.net

From: Traci Groninga <tracig.clt@yahoo.com>
Sent: Monday, January 22, 2024 7:50 PM
To: mayor.tracyjones@cityofemily.com; Council.GregKoch@cityofemily.com;
council.andyhemphill@cityofemily.com
Cc: clerk@emily.net
Subject: Emily Mine

I am sending this e-mail to show support for the Emily Mine. I feel the city would benefit from the jobs and the money these jobs would bring to the area. There needs to be more housing and jobs that are full time in our area. There are lots of part time seasonal jobs, but very few that are full time with benefits. I think this would help grow our community. We need something to keep the next generation in the area and without jobs, and housing, there is no reason for high school kids to stay or come back to the area after college.

I would love to hear that Bryce Butcher and Gary Hanson also seen this e-mail. They do not have one listed on your website.

Traci Groninga

Sent from my iPad

clerk@emily.net

From: Catherine Mahr <reply-to+7a49e156509c@crm.wix.com>
Sent: Saturday, February 10, 2024 10:47 AM
To: clerk@emily.net
Subject: [City of Emily] Get in Touch - new submission

Catherine Mahr just submitted your form: Get in Touch
on [City of Emily](#)

Message Details:

First Name: Catherine

Last Name: Mahr

Email: Camahr@gmail.com

Message, Comment, or Question: Unable to attend City Council meeting, but would like to voice my concerns and opposition to the proposed mining operations in the city of Emily. Our land and water resources need to be protected.

If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.

City of Emily Slogan Contest Submissions Council Top 5 Picks

<u>Slogan</u>	<u>Votes</u>
Woods, water, wildlife – Emily	xxx
All Trails Lead to Emily	xx
Emily trees, lakes and trails	xx
The Hidden Gem Where Adventures Begin	x
Emily Paul Bunyan’s daughter	x
Emily where your heart lives	x
Small Town Big Heart	x
Emily: where adventure awaits!	x
Emily – your outdoor adventure	x

City of Emily Slogan Contest Submissions

- a. The Little Lake Town With a Big Heart
- b. The Little Lake Town With a Lot of Charm
- c. The Little Lake Town of the North Star State
- d. Serenity by the Shoreline
- e. The Hidden Gem in the Land of 10,000 Lakes
- f. The Lake Life Capital
- g. Small Town Comforts, Lakeside Wonder
- h. Life Flourishes at the Lakes
- i. Where the Water is Your Neighbor
- j. Where the Waters Flow as the Community Grows
- k. Embrace Life by the Lake
- l. The Warm Community on the Lake Shore
- m. Where Community and Waters Live in Harmony
- n. Rural Serenity and Lakeside Beauty
- o. Where Country Roads Lead to Lakeside Dreams
- p. Lakeside Charm, Minnesota Nice
- q. Community Meets Water at the Center of the Trail
- r. Lakes, Trails, and Warm Welcomings
- s. Home to Minnesota's Best Lakes and Off-Road Trails
- t. Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- u. Where Adventures Begin and Memories are Made
- v. The Hidden Gem Where Adventures Begin
- w. Small town with a big heart
- x. In Emily, you're family
- y. Small Town Big Heart
- z. The Most Impressive City Around
- aa. Live life the Emily way
- bb. Live life the Emily way: simple and serene
- cc. Emily: where nature's beauty meets small town charm
- dd. Emily: a hidden gem
- ee. Get ready for Emily!
- ff. Emily: where adventure awaits!
- gg. Experience Emily
- hh. Jump into the joy of Emily
- ii. Embrace the lakeside charm of Emily!
- jj. Em, I love you
- kk. Emily: topping the charts for decades!
- ll. Emily is everything!
- mm. Emily means eager and hard work.
- nn. Emily is beautiful.
- oo. You always have a family here.
- pp. The Emerald Wilderness
- qq. Emerald Forests & Silvery Waters

- rr.** God's Pine Covered Footstool
ss. Find your Family in Emily
tt. Explore the Outdoors with Emily
uu. All Trails Lead to Emily
vv. A City for All Seasons
ww. Emily says yes!
xx. Emily is always there
yy. Emily cares
zz. Emily knows
aaa. Emily made me
bbb. Emily understands
ccc. There's no place like Emily
ddd. Unique. Historic. Emily.
eee. A little bit of Emily's all I need
fff. All you need is Emily
ggg. History. Beauty. Emily.
hhh. A small town to make long-lasting em-ories! (memories)
iii. Make Emily your new friend!
jjj. Emily: Where the deer and northern pike play!
kkk. Let the City of Emily whisper to you of its water and woods.
lll. Emily isn't just a city . . . it's a love affair with nature!
mmm. Come to the City of Emily, and in the excitement of her smile, find peace, beauty and adventure.
nnn. This is the only City in the WORLD named Emily.
ooo. Emily... raises your spirit and lowers your blood pressure.
ppp. Emily... lifts moods and lowers blood pressure.
qqq. A piece of heaven on earth.
rrr. Emily your favorite stop north of the river
sss. Emily up north's backyard
ttt. Emily relax you are up north
uuu. Emily it's all here trees, trails, tranquility
vvv. Emily wander no more, you are here
www. Emily vacationlands backyard
xxx. Emily where life slows down
yyy. Emily up Norths at its finest
zzz. Emily up north's gem
aaaa. Emily trees, lakes and trails
bbbb. Emily where your heart lives
cccc. Emily the gem of the north
dddd. Emily as beautiful as it sounds
eeee. Emily Paul Bunyan's daughter
ffff. Emily home of the three sisters (Emily, Mary, Ruth)
gggg. Emily see the forest through the trees
hhhh. Emily yours to explore
iiii. Woods, water, wildlife - Emily

NOTICE OF PRESIDENTIAL NOMINATION PRIMARY

To the voters of the City of Emily in the County of Crow Wing, State of Minnesota:

NOTICE IS HEREBY GIVEN: That pursuant to Minnesota Statute 207A.11, a Presidential Nomination Primary will be held in the above-named Precinct at:

Emily City Hall, 39811 State Hwy 6, Emily
(Location of Polling Place)

on Tuesday, the fifth (5th) day of March, 2024, at which the polls will be open from the hour of seven (7) o'clock A.M., to the hour of eight (8) o'clock P.M.

Presidential nomination primary voters must be registered to vote pursuant to Minnesota Statute 201.054, subd. 1.

Nomination primary voters must also request the ballot of the major political party for whose candidate the individual wishes to vote. Polling place election judges must record in the polling place roster the name of the major political party whose ballot the voter requested. The county auditor must include the name of the major political party whose ballot the voter requested with the voting history of the nomination primary election.

The major political party ballot selected by a nomination primary voter is private data, except that it will be shared with the chair of the major political party in the State of Minnesota that the voter selected.

Dated February 12, 2024

Cari Johnson, CLERK
City of Emily
Crow Wing County, Minnesota



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

2023 ANNUAL CLERK/TREASURER FINANCIAL REPORT

I, Cari Johnson, City Clerk/Treasurer of the City of Emily, hereby submit the 2023 Annual Clerk/Treasurer Financial Report to the Emily City Council as required by Minnesota Statute 471.698. The Annual Clerk/Treasurer Financial Report includes the following:

- Schedule 1: Statement of Receipts, Disbursements and Balances
- Schedule 2: Statements of Receipts and Disbursements
- Schedule 4: Statement of Revenues and Expenses for the Sewer Fund
- Schedule 5: Statement of Cash Flows for the Sewer Fund
- Schedule 6: Statement of Indebtedness
- Schedule 7: Accounts Receivable and Accounts Payable
- Schedule 8: Investment Activity
- Schedule 9: Statement of Orders Issued

Respectfully,

A handwritten signature in black ink that reads "Cari Johnson".

Cari Johnson, MCMC
City Clerk/Treasurer

As on 12/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,186.90	1,397,012.08	16,569.18	0.00	1,141,806.89	22,885.69	162,403.11	677,672.47	118,299.85	795,972.32
Road and Bridge	51,342.08	67.42	0.00	75,320.21	20,160.00	0.00	0.00	106,569.71	0.00	106,569.71
Small Cities Revolving Loan Fund	7,687.12	8,018.02	0.00	0.00	0.00	0.00	0.00	15,705.14	0.00	15,705.14
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,908.01	55.74	0.00	0.00	0.00	0.00	0.00	45,963.75	0.00	45,963.75
Library	1,154.84	426.38	0.00	0.00	0.00	0.00	0.00	1,581.22	0.00	1,581.22
Firemens equip fund 225	105,662.55	74,746.26	15,356.15	33,892.08	127,524.68	15,844.57	0.00	86,287.79	0.00	86,287.79
1st Resp. equip fund 226	33,667.26	10,378.55	570.84	12,600.00	858.93	2,642.18	0.00	53,715.54	41,147.76	94,863.30
Emily Area Recycling 227	(0.12)	273.09	0.00	590.82	863.79	0.00	0.00	0.00	0.00	0.00
Police Fund 228	2,123.37	3.79	0.00	10,000.00	0.00	0.00	0.00	12,127.16	0.00	12,127.16
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	28,486.60	63,757.18	0.00	0.00	46,600.00	0.00	0.00	45,643.78	0.00	45,643.78
Debt Service PRI 2014 304	33,261.40	47,903.97	0.00	753.27	43,752.50	0.00	0.00	38,166.14	0.00	38,166.14
Debt Service PRI 2004 305	0.00	6.70	0.00	0.00	0.00	0.00	6.70	0.00	0.00	0.00
Debt Service PRI 2005 306	37.78	708.79	0.00	0.00	0.00	0.00	746.57	0.00	0.00	0.00
Park Acquisition and Development (Optional)	48,335.33	4,670.99	998.97	0.00	987.32	4,623.82	0.00	48,394.15	72,008.61	120,402.76
CITY HALL CD 406	0.00	3.82	0.00	30,000.00	0.00	0.00	0.00	30,003.82	0.00	30,003.82
CEMETERY CD 407	1,324.98	2,307.55	499.47	0.00	493.64	2,311.89	0.00	1,326.47	36,004.29	37,330.76
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,309.20	1,651.14	356.76	0.00	352.60	1,651.34	0.00	3,313.16	25,717.35	29,030.51
SEWER EQUIP. 410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,063.89	12.30	0.00	0.00	0.00	0.00	0.00	10,076.19	0.00	10,076.19
CAP. PROJ. FIRE CD 414	5,009.20	6.34	0.00	0.00	0.00	0.00	0.00	5,015.54	0.00	5,015.54
CAP PROJ. RD CD 415	18,578.55	3,317.14	713.56	0.00	705.24	3,302.73	0.00	18,601.28	51,434.72	70,036.00
FUT. CITY DEV. CD 416	(2,204.61)	2,306.07	499.49	0.00	493.66	2,311.90	0.00	(2,204.61)	36,004.29	33,799.68

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
SHOP BLDG CD 417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewage Collection and Disposal	97,571.68	148,365.90	142.72	0.00	142,888.16	660.56	0.00	102,531.58	10,286.95	112,818.53
SEWER 617	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Grant 801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donor pass thru 851	0.00	14,000.00	0.00	0.00	14,000.00	0.00	0.00	0.00	0.00	0.00
Total:	1,082,510.42	1,779,999.22	35,707.14	163,156.38	1,541,487.41	56,234.68	163,156.38	1,300,494.69	390,903.82	1,691,398.51

SCHEDULE 2

As of 12/31/2023

100: General Fund

Receipts:

Taxes

Current Ad Valorem Taxes	1,108,355.32	
Delinquent Ad Valorem Taxes	12,419.37	
Mobile Home Tax	27.74	
Fiscal Disparities	1,449.20	
Severed Mineral Tax	227.89	
Penalties and Interest on Ad valorem Taxes	933.70	
Forfeited Tax Sale Apportionments	4,763.55	
Principal on Special Assessments	500.00	
Penalties and Interest on Special Assessments	3.75	
Total		1,128,680.52

Licenses and Permits

Alcoholic Beverages	5,969.00	
Rental Dwelling License	3,700.00	
Building Permits (Excludes surcharge)	30,255.00	
Animal Licenses	20.00	
Total		39,944.00

Intergovernmental Revenues (IGR)

Federal Grants - Emergency Preparedness/Emergency Management Aid	24,671.46	
Federal Payments in Lieu of Taxes	4.84	
Homestead and Agricultural Credit Aid (HACA)	23,203.64	
State Emergency Management Aid	13,384.99	
Agricultural Market Value Credit	883.52	
Fire Training Reimbursement	1,300.00	
State Fire Aid	15,565.36	
Supp. Fire State Aid	2,830.45	
State Police Aid	14,714.07	
Other County Grants and Aids	1,000.00	
Grants & Aids from Other LGUs	8,429.81	
Total		105,988.14

Charges for Services

City/Town Hall Rent	726.00
Zoning and Subdivision Fees	1,950.00
Assessment Searches	1,336.00
Copies/Faxes	84.15
Special Police Services	600.00
Special Fire Protection Services	46,342.65
First Responder Charges	5,850.03
Sale of Culverts	640.00
Contractor Water Use	1,880.00
Refuse Collection Charges	1,748.06
Cemetery Revenues	500.00
Cemetery -Grave openings	4,300.00

SCHEDULE 2

As Of: 12/31/2023

100: General Fund (Continued)

Receipts: (Continued)

Charges for Services (Continued)

Cemetery -Sale of lots	7,215.00	
Misc. Rents	1.00	
Verizon Rental	13,200.00	
Total		86,372.89

Fines and Forfeits

Court Fines	518.11	
Administrative Fines (Penalties)	3,392.50	
Total		3,910.61

Miscellaneous

Interest Earning	5,885.34	
Refunds	24,531.37	
Total		30,416.71

Total Receipts**1,395,312.87**

Other Financing Sources:

Sale of Assets	1,699.21
Sale of Investments	16,569.18

Disbursements:

General Government

Council/Town Board- Current	20,298.00	
Ordinances and Proceedings- Current	1,599.00	
Mayor- Current	7,444.98	
Elections- Current	0.71	
Clerk- Current	187,698.68	
Internal Auditing- Current	18,400.00	
Planning and Zoning- Current	57,599.43	
General Government Buildings and Plant- Current	2,416.00	
City Hall- Current	54,166.21	
Total		349,623.01

SCHEDULE 2

As of: 12/31/2023

100: General Fund (Continued)

Disbursements: (Continued)

Public Safety

Police Administration- Current	26,010.91	
Patrol- Current	54,534.72	
Police Training- Current	21.93	
Police Stations and Buildings- Current	233.25	
Fire Administration- Current	55,912.51	
Fire Fighting- Current	113,886.16	
Fire Training- Current	8,914.92	
Fire Stations and Buildings- Current	13,019.39	
Building Inspections Administration- Current	1,087.50	
Rental Inspections- Current	1,712.50	
Civil Defense Expenditures- Current	551.20	
Traffic Engineering Expenditures- Current	6,063.14	
Other Protection-1st Response- Current	27,983.60	
Total		309,931.73

Public Works

Maintenance-Shop- Current	116,486.82	
Maintenance-Shop- Capital Outlay	19,500.00	
Paved Streets- Current	68,843.65	
Unpaved Streets- Current	44,316.00	
Ice and Snow Removal- Current	1,840.00	
Road and Bridge Equipment- Current	35,577.28	
Road and Bridge Equipment- Capital Outlay	100,240.66	
Bridges, Viaducts and Grade Separations- Current	19,733.32	
Street Lighting- Current	3,549.50	
Waste (Refuse) Disposal- Current	15,919.09	
Total		426,006.32

Culture and Recreation

Historical Society- Current	100.00	
Library- Current	3,492.50	
Park Areas- Current	25,387.38	
Total		28,979.88

Conservation of Natural Resources

Water Resources- Current	1,000.00	
Emily Waters- Current	11,256.00	
Economic Development and Assistance- Current	450.00	
Total		12,706.00

Miscellaneous Expenditures

Food Shelf- Current	250.00	
Cemetery- Current	12,899.50	
Total		13,149.50

Total Disbursements**1,140,396.44**

SCHEDULE 2

As Of: 12/31/2023

100: General Fund (Continued)

Other Financing Uses:

Other Financing Uses	1,410.45
Purchase of Investments	22,885.69
Transfers to other Funds	162,403.11

SCHEDULE 2

As Of: 12/31/2023

201. Road and Bridge

Receipts:

Miscellaneous

Interest Earning

67.42

Total

67.42

Total Receipts

67.42

Other Financing Sources:

Transfers from other Funds

75,320.21

Disbursements:

Public Works

Paved Streets- Current

20,160.00

Total

20,160.00

Total Disbursements

20,160.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

204: Small Cities Revolving Loan Fund

Receipts:

Miscellaneous

State MIF Business Loans COVID-19

8,002.57

Interest Earning

15.45

Total

8,018.02

Total Receipts

8,018.02

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2023

205: Small Cities Housing Rehabilitation Fund

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

206: American Rescue Plan Fund

Receipts:

Miscellaneous

Interest Earning

55.74

Total

55.74

Total Receipts

55.74

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

12/31/2023

211: Library

Receipts:

Charges for Services

Sale of Library Books/Materials

15.71

Total

15.71

Miscellaneous

Interest Earning

1.67

Contributions and Donations from Private Sources

409.00

Total

410.67

Total Receipts

426.38

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

225: Firemens equip fund 225

Receipts:

Intergovernmental Revenues (IGR)

Public Safety Aid

37,678.00

Total

37,678.00

Miscellaneous

Interest Earning

677.98

Contributions and Donations from Private Sources

36,300.00

Total

36,977.98**Total Receipts****74,655.98**

Other Financing Sources:

Sale of Assets

90.28

Transfers from other Funds

33,892.08

Sale of Investments

15,356.15

Disbursements:

Public Safety

Fire Administration- Current

533.30

Fire Fighting- Current

260.00

Fire Fighting- Capital Outlay

101,810.12

Fire Stations and Buildings- Current

15,639.73

Fire Stations and Buildings- Capital Outlay

9,069.96

Total

127,313.11**Total Disbursements****127,313.11**

Other Financing Uses:

Other Financing Uses

211.57

Purchase of Investments

15,844.57

SCHEDULE 2

As of 12/31/2023

226: 1st Resp. equip fund 226

Receipts:

Miscellaneous

Interest Earning	2,060.96	
Contributions and Donations from Private Sources	7,695.17	
Total		<u>9,756.13</u>
Total Receipts		<u>9,756.13</u>

Other Financing Sources:

Sale of Assets	622.42
Transfers from other Funds	12,600.00
Sale of Investments	570.84

Disbursements:

Public Safety

Other Protection-1st Response- Current	294.75	
Total		<u>294.75</u>
Total Disbursements		<u>294.75</u>

Other Financing Uses:

Other Financing Uses	564.18
Purchase of Investments	2,642.18

SCHEDULE 2

As Of: 12/31/2023

227: Emily Area Recycling 227

Receipts:

Proprietary Fund Revenues

Oil Recycling

273.09

Total

273.09

Total Receipts

273.09

Other Financing Sources:

Transfers from other Funds

590.82

Disbursements:

Public Works

Waste (Refuse) Collection- Current

863.79

Total

863.79

Total Disbursements

863.79

Other Financing Uses:

SCHEDULE 2

As of: 12/31/2023

228: Police Fund 228

Receipts:

Miscellaneous

Interest Earning

3.79

Total

3.79

Total Receipts

3.79

Other Financing Sources:

Transfers from other Funds

10,000.00

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

229: FORFEITURE FUND 229

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

A 12/31/2023

301: General Debt Service (Identify)

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

302: Debt Service PRI 2007 302

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2023

303: Debt Service GOCIP 2012 303 and 305

Receipts:

Taxes

Current Ad Valorem Taxes	61,905.54	
Delinquent Ad Valorem Taxes	544.04	
Mobile Home Tax	0.96	
Fiscal Disparities	80.60	
Severed Mineral Tax	12.75	
Total		62,543.89

Intergovernmental Revenues (IGR)

Homestead and Agricultural Credit Aid (HACA)	1,193.66	
Total		1,193.66

Miscellaneous

Interest Earning	19.63	
Total		19.63

Total Receipts

63,757.18

Other Financing Sources:

Disbursements:

Debt Service

Bond Principal- Current	40,000.00	
Interest - Bonds- Current	6,025.00	
Fiscal Agent's Fees- Current	575.00	
Total		46,600.00

Total Disbursements

46,600.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

304: Debt Service PRI 2014 304

Receipts:

Taxes

Current Ad Valorem Taxes	31,872.72	
Delinquent Ad Valorem Taxes	375.57	
Mobile Home Tax	0.80	
Fiscal Disparities	42.33	
Severed Mineral Tax	6.51	
Penalties and Interest on Ad valorem Taxes	6.76	
Forfeited Tax Sale Apportionments	1,023.52	
Principal on Special Assessments	13,624.75	
Penalties and Interest on Special Assessments	62.67	
Total		47,015.63

Intergovernmental Revenues (IGR)

Homestead and Agricultural Credit Aid (HACA)	870.93	
Total		870.93

Miscellaneous

Interest Earning	17.41	
Total		17.41

Total Receipts**47,903.97**

Other Financing Sources:

Transfers from other Funds	753.27	
----------------------------	--------	--

Disbursements:

Debt Service

Bond Principal- Current	35,000.00	
Interest - Bonds- Current	8,277.50	
Fiscal Agent's Fees- Current	475.00	
Total		43,752.50

Total Disbursements**43,752.50**

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

305. Debt Service PRI 2004 305

Receipts:

Taxes

Delinquent Ad Valorem Taxes

6.70

Total

6.70

Total Receipts

6.70

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Transfers to other Funds

6.70

SCHEDULE 2

As Of: 12/31/2023

306: Debt Service PRI 2005 306

Receipts:

Taxes

Current Ad Valorem Taxes	27.40	
Delinquent Ad Valorem Taxes	29.69	
Mobile Home Tax	0.64	
Principal on Special Assessments	419.12	
Penalties and Interest on Special Assessments	230.95	
Total		<u>707.80</u>

Miscellaneous

Interest Earning	0.99	
Total		<u>0.99</u>

Total Receipts **708.79**

Other Financing Sources:

Disbursements:

Total Disbursements **0.00**

Other Financing Uses:

Transfers to other Funds	746.57	
--------------------------	--------	--

SCHEDULE 2

As of 12/31/2023

404: Park Acquisition and Development (Optional)

Receipts:

Miscellaneous

Interest Earning

3,581.74

Total

3,581.74

Total Receipts

3,581.74

Other Financing Sources:

Sale of Assets

1,089.25

Sale of Investments

998.97

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

987.32

Purchase of Investments

4,623.82

SCHEDULE 2

As Of: 12/31/2023

406: CITY HALL CD 406

Receipts:

Miscellaneous

Interest Earning

3.82

Total

3.82

Total Receipts

3.82

Other Financing Sources:

Transfers from other Funds

30,000.00

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

Period: 12/31/2023

407: CEMETERY CD 407

Receipts:

Miscellaneous

Interest Earning

1,762.93

Total

1,762.93

Total Receipts

1,762.93

Other Financing Sources:

Sale of Assets

544.62

Sale of Investments

499.47

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

493.64

Purchase of Investments

2,311.89

SCHEDULE 2

As Of: 12/31/2023

408: SMALL CITIES CD 408

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of: 12/31/2023

409: POLICE DEPART. 409

Receipts:

Miscellaneous

Interest Earning

1,262.12

Total

1,262.12

Total Receipts

1,262.12

Other Financing Sources:

Sale of Assets

389.02

Sale of Investments

356.76

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

352.60

Purchase of Investments

1,651.34

SCHEDULE 2

As Of: 12/31/2023

410: SEWER EQUIP. 410

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As of 12/31/2023

412: EDA CD 412

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

413: REHAB. PROJ. CD 413

Receipts:

Miscellaneous

Interest Earning

12.30

Total

12.30

Total Receipts

12.30

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

A 12/31/2023

414: CAP. PROJ. FIRE CD 414

Receipts:

Miscellaneous

Interest Earning

Total

6.34

6.34

Total Receipts

6.34

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

415: CAP PROJ. RD CD 415

Receipts:

Miscellaneous

Interest Earning

2,539.11

Total

2,539.11**Total Receipts****2,539.11**

Other Financing Sources:

Sale of Assets

778.03

Sale of Investments

713.56

Disbursements:

Total Disbursements0.00

Other Financing Uses:

Other Financing Uses

705.24

Purchase of Investments

3,302.73

SCHEDULE 2

As of 12/31/2023

416: FUT. CITY DEV. CD 416

Receipts:

Miscellaneous

Interest Earning

1,761.44

Total

1,761.44

Total Receipts

1,761.44

Other Financing Sources:

Sale of Assets

544.63

Sale of Investments

499.49

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

Other Financing Uses

493.66

Purchase of Investments

2,311.90

SCHEDULE 2

As Of: 12/31/2023

417: SHOP BLDG CD 417

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

A 12/31/2023

602: Sewage Collection and Disposal

Receipts:

Taxes

Current Ad Valorem Taxes	58,507.54	
Delinquent Ad Valorem Taxes	728.74	
Mobile Home Tax	1.78	
Fiscal Disparities	77.60	
Severed Mineral Tax	11.95	
Principal on Special Assessments	3,477.14	
Penalties and Interest on Special Assessments	94.02	
Total		<u>62,898.77</u>

Licenses and Permits

Licenses & Permits	125.00	
Total		<u>125.00</u>

Intergovernmental Revenues (IGR)

Homestead and Agricultural Credit Aid (HACA)	1,582.22	
Total		<u>1,582.22</u>

Miscellaneous

Interest Earning	592.62	
Refunds	4.00	
Total		<u>596.62</u>

Proprietary Fund Revenues

Rate Class I	77,835.52	
Connection/Reconnection Fees	4,000.00	
Penalties and Forfeited Discounts	1,172.16	
Total		<u>83,007.68</u>

Total Receipts

148,210.29

Other Financing Sources:

Sale of Assets	155.61
Sale of Investments	142.72

Disbursements:

Debt Service

Bond Principal- Current	60,000.00	
Interest - Bonds- Current	26,782.50	
Fiscal Agent's Fees- Current	475.00	
Total		<u>87,257.50</u>

Miscellaneous Expenditures

Sewer Utilities - Sanitary Sewer Maintenance- Current	32,113.65	
Sewer Utilities - Sanitary Sewer Cleaning- Current	12,183.35	
Sewer Utilities - Sewer Lift Stations- Current	2,193.05	
Sewer Utilities - Administration and General- Current	8,999.55	
Total		<u>55,489.60</u>

SCHEDULE 2

As Of: 12/31/2023

602: Sewage Collection and Disposal (Continued)

Total Disbursements

142,747.10

Other Financing Uses:

Other Financing Uses

141.06

Purchase of Investments

660.56

SCHEDULE 2

As of 12/31/2023

617: SEWER 617

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

As Of: 12/31/2023

801: Small Cities Grant 801

Receipts:

Total Receipts

0.00

Other Financing Sources:

Disbursements:

Total Disbursements

0.00

Other Financing Uses:

SCHEDULE 2

12/31/2023

851: Donor pass thru 851

Receipts:

Miscellaneous

Contributions and Donations from Private Sources

14,000.00

Total

14,000.00

Total Receipts

14,000.00

Other Financing Sources:

Disbursements:

Miscellaneous Expenditures

Emily Day (pass through)- Current

14,000.00

Total

14,000.00

Total Disbursements

14,000.00

Other Financing Uses:

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2023

Operating Revenues

Licenses & Permits	125.00
Rate Class I	77,835.52
Connection/Reconnection Fees	4,000.00
Penalties and Forfeited Discounts	1,172.16
Total Operating Revenues	<u>83,132.68</u>

Operating Expenses

Sewer Utilities - Sanitary Sewer Maintenance	32,113.65
Sewer Utilities - Sanitary Sewer Cleaning	12,183.35
Sewer Utilities - Sewer Lift Stations	2,193.05
Sewer Utilities - Administration and General	8,999.55
Total Operating Expenses	<u>55,489.60</u>

Operating Income (Loss)

27,643.08

Nonoperating Revenue (Expenses)

Current Ad Valorem Taxes	58,507.54
Delinquent Ad Valorem Taxes	728.74
Mobile Home Tax	1.78
Fiscal Disparities	77.60
Severed Mineral Tax	11.95
Principal on Special Assessments	3,477.14
Penalties and Interest on Special Assessments	94.02
Homestead and Agricultural Credit Aid (HACA)	1,582.22
Interest Earning	592.62
Refunds	4.00
Unrealized Investment Gain	155.61
Interest - Bonds	(26,782.50)
Fiscal Agent's Fees	(475.)
Total Nonoperating Revenues (Expenses)	<u>37,975.72</u>

Net Income (Loss) Before Operating Transfers

65,618.80

Sewage Collection and Disposal

STATEMENT OF REVENUES AND EXPENSES

For the Year Ended December 31, 2023

Transfers From Other Funds	0.00
Transfers To Other Funds	0.00
Net Income	<hr/> 65,618.80

CITY OF EMILY

Sewage Collection and Disposal

Statement of Cash Flows

Schedule 5

For the Year Ended December 31, 2023

Cash Flows From Operating Activities

Licenses & Permits	125.00
Rate Class I	77,835.52
Connection/Reconnection Fees	4,000.00
Penalties and Forfeited Discounts	1,172.16
Sewer Utilities - Sanitary Sewer Maintenance	(32,113.65)
Sewer Utilities - Sanitary Sewer Cleaning	(12,183.35)
Sewer Utilities - Sewer Lift Stations	(2,193.05)
Sewer Utilities - Administration and General	(8,999.55)
Net Cash Provided (Used) for Operating Activities	27,643.08

Cash Flows From Noncapital Financing Activities

Current Ad Valorem Taxes	58,507.54
Delinquent Ad Valorem Taxes	728.74
Mobile Home Tax	1.78
Fiscal Disparities	77.60
Severed Mineral Tax	11.95
Principal on Special Assessments	3,477.14
Penalties and Interest on Special Assessments	94.02
Homestead and Agricultural Credit Aid (HACA)	1,582.22
Refunds	4.00
Net Cash Provided (Used) for Noncapital Financing Activities	64,484.99

Cash Flows From Capital and Related Financing Activities

Unrealized Investment Gain	155.61
Bond Principal	(60,000.00)
Interest - Bonds	(26,782.50)
Fiscal Agent's Fees	(475.00)
Unrealized Investment Loss	(141.06)
Net Cash Provided (Used) for Capital and Related Financing Activities	(87,242.95)

Cash Flows From Investing Activities

Interest Earning	592.62
Sale of Investment	142.72
Purchase of Investments	(660.56)
Net Cash Provided (Used) for Investing Activities	74.78

Net Increase (Decrease) in Cash and Cash Equivalents 4,959.90

Cash and Cash Equivalents, January 1 97,571.68

Cash and Cash Equivalents, December 31 102,531.58

CITY OF EMILY

STATEMENT OF INDEBTEDNESS

For The Year Ended December 31, 2023

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2023	Issued in 2023	Paid in 2023	Outstanding Dec 31, 2023
General Obligation*							
303 - GO Capital Improvement Plan(\$930,000 Total)	2.25-2.25	03/08/2012	02/01/2028	\$250,000.00	\$0.00	\$40,000.00	210,000.00
304 - GO PRI FUND BONDS	2.20	12/03/2014	02/01/2030	\$310,000.00	\$0.00	\$35,000.00	275,000.00
Total General Obligation*				\$560,000.00	\$0.00	\$75,000.00	485,000.00
General Obligation Revenue Bonds							
602 - GO Sewer Revenue Refunding Bond	2.00	01/09/2013	02/01/2036	\$1,005,000.00	\$0.00	\$60,000.00	945,000.00
Total General Obligation Revenue Bonds				\$1,005,000.00	\$0.00	\$60,000.00	945,000.00
Total Bonded Indebtedness				\$1,565,000.00	\$0.00	\$135,000.00	1,430,000.00
Other Long Term Debt							
100 - Custom Fire Pumper Truck	4.88	11/01/2022	10/01/2032	\$525,000.00	\$0.00	\$21,108.41	503,891.59
100 - Fire Truck Lease to Purchase	3.29	12/28/2015	10/01/2025	\$97,509.52	\$0.00	\$31,456.90	66,052.62
100 - SCBAs Lease to Purchase	2.98	08/10/2021	08/10/2026	\$59,293.90	\$0.00	\$14,177.07	45,116.83
Total Other Long Term Debt				\$681,803.42	\$0.00	\$66,742.38	615,061.04
Total City Indebtedness				\$2,246,803.42	\$0.00	\$201,742.38	2,045,061.04
				[a]		[b]	[c]

Note:

[*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds.

[a] The Jan. 1 balance should agree with the Dec. 31 balance of the prior year.

[b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.

[c] Bonds Maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31

Schedule 7 - Accounts Receivable

2/9/2024 8:55

Payor	Receipt Date	Receipt #	Total	2023 Amount	2023 Account Allocation	Notes
Black Bear Real Estate	1/8/2024	13235	\$ 25.00	\$ 25.00	100-34107	25.00 Inv. 23-76 Asst Search
Susan Ball	1/8/2024	13236	\$ 25.00	\$ 25.00	100-34107	25.00 Inv. 23-77 Asst Search
Lakes Area Title	1/22/2024	13258	\$ 25.00	\$ 25.00	100-34107	25.00 Inv. 23-67 Asst Search
Crow Wing County	1/24/2024	13260	\$ 47,330.01	\$ 47,330.01	100-31010	39,712.09 General and Delinquent Prop.
					100-31020	7,12.28 Taxes, P & I.
					602-31020	29.26 Special Assessments,
					306-31020	12.07 and Spec. Assessments P & I
					303-31010	2,222.36
					303-31020	40.77
					602-31010	2,082.73
					602-31020	44.24
					304-31010	1,135.39
					304-31020	11.30
					100-31910	127.09
					306-31951	189.58
					304-31951	913.98
					304-31952	52.43
					306-31952	44.43
					304-31952	0.01
2023 TOTALS				\$ 47,405.01	\$ 47,405.01	

Utility Billing	Receipt Date	Receipt #	Total	2023 Amount	2023 Account Allocation	Notes
2023 Quarter 4 Billing	1/2/2024	13231	\$ 200.00	\$ 88.84	602-37210	88.84
	1/12/2024	13244	\$ 1,564.13	\$ 1,564.13	602-37210	1,564.13
	1/12/2024	13245	\$ 1,422.80	\$ 1,422.80	602-37210	1,422.80
	1/17/2024	13247	\$ 87.45	\$ 87.45	602-37210	84.59 Inv. 23-64 transfer of service after 3rd Qtr UB
					602-37260	2.86
	1/17/2024	13248	\$ 171.10	\$ 171.10	602-37210	171.10
	1/17/2024	13249	\$ 171.10	\$ 171.10	602-37210	171.10
	1/18/2024	13250	\$ 171.10	\$ 171.10	602-37210	171.10
	1/18/2024	13251	\$ 1,564.24	\$ 1,564.24	602-37210	1,564.23
					602-37260	0.01
	1/18/2024	13252	\$ 271.66	\$ 271.66	602-37210	271.66
	1/18/2024	13253	\$ 2,305.53	\$ 2,305.53	602-37210	2,305.53
	1/18/2024	13254	\$ 171.10	\$ 171.10	602-37210	171.10
	1/26/2024	13261	\$ 3,138.21	\$ 3,138.21	602-37210	3,138.21
	1/26/2024	13262	\$ 171.10	\$ 171.10	602-37210	171.10
	1/26/2024	13263	\$ 171.10	\$ 171.10	602-37210	171.10
	1/30/2024	13265	\$ 1,075.06	\$ 1,075.06	602-37210	1,075.06
	1/30/2024	13266	\$ 342.20	\$ 342.20	602-37210	342.20
	1/31/2024	13267	\$ 171.10	\$ 171.10	602-37210	171.10
	2/5/2024	13270	\$ 989.22	\$ 948.39	602-37210	931.28
					602-37260	17.11
	2/5/2024	13271	\$ 342.20	\$ 342.20	602-37210	342.20
	2/5/2024	13272	\$ 171.10	\$ 171.10	602-37210	171.10
	2/5/2024	13273	\$ 171.10	\$ 171.10	602-37210	171.10
	2/5/2024	13277	\$ 342.20	\$ 342.20	602-37210	342.20
	2/8/2024	13281	\$ 342.20	\$ 342.20	602-37210	342.20
2023 TOTALS				\$ 15,375.01	\$ 15,375.01	
					\$ 62,780.02	

SCHEDULE 7 - ACCOUNTS PAYABLE

2/9/2024 9:16

(paid in 2024 for 2023)

DESCRIPTION	\$ AMOUNT	DATE PAID	CHECK #	ACCOUNT	\$ AMOUNT
Craig Prokott	\$ 78.99	1/3/2024	61103	42240	\$ 78.99
Amy Prokott	\$ 11.33	1/3/2024	61104	41425	\$ 9.43
				49490	\$ 1.90
Canon Financial Services	\$ 148.93	1/3/2024	61105	41425	\$ 148.93
Emily Ace Hardware	\$ 389.00	1/3/2024	61108	41941	\$ 13.01
				42220	\$ 11.30
				42220	\$ 325.95
				42280	\$ 7.05
				42280	\$ 18.59
				43110	\$ 13.10
Pomp's Tire Service Inc.	\$ 80.00	1/3/2024	61109	3126	\$ 16.00
				43126	\$ 64.00
Elan Financial Services	\$ 433.86	1/9/2024	61110	41425	\$ 164.41
				41910	\$ 13.96
				41941	\$ 13.94
				42860	\$ 38.65
				42860	\$ 8.56
				43110	\$ 75.37
				43110	\$ 17.16
				43110	\$ 16.10
				43126	\$ 34.71
				49490	\$ 51.00
Lakes Area Rental	\$ 252.33	1/9/2024	61114	49010	\$ 252.33
Verizon	\$ 29.50	1/9/2024	61117	42110	\$ 29.50
A W Research Laboratories	\$ 92.00	1/10/2024	61131	49450	\$ 92.00
Sourcewell	\$ 412.50	1/17/2024	61139	41910	\$ 412.50
AFLAC	\$ 31.68	1/17/2024	61140	43110	\$ 31.68
Gammello-Pearson, PLLC	\$ 1,430.00	1/17/2024	61141	41425	\$ 1,131.00
				42860	\$ 143.00
				43121	\$ 156.00
Crow Wing Power	\$ 2,844.23	1/17/2024	61142	41941	\$ 2,037.58
				42280	\$ 113.82
				43110	\$ 208.90
				43160	\$ 291.00
				45202	\$ 48.98
				49010	\$ 36.21
				49470	\$ 107.74
WM Corporate Services, Inc.	\$ 357.16	1/17/2024	61144	43240	\$ 357.16
Wex Bank	\$ 1,016.82	1/24/2024	61149	42220	\$ 185.00
				43126	\$ 831.76
Ehlers Investment Partners, LLC	\$ 82.61	1/24/2024	61152	49350	\$ 82.61
Sadusky Renovations, Inc.	\$ 2,525.00	1/31/2024	61160	42401	\$ 1,150.00
				42411	\$ 1,375.00
Minnesota Fire Service Cert. Board	\$ 126.00	1/31/2024	61164	42240	\$ 126.00
Auto Value	\$ 231.98	1/31/2024	61165	43110	\$ 111.48
				43126	\$ 40.16
				43240	\$ 40.17
				49010	\$ 40.17
Federal Withholding (12/21/23-1/3/24)	\$ 1,688.92	1/5/2024	330765	41425	\$ 254.41
				41425	\$ 206.18
				41425	\$ 48.23

2024

\$ 44.64

Mileage to fire training
Mileage:bank, PO,kiosk
Copier lease
Fire/Shop materials, small tools, Hall Maint
Tire repair
Clerk/PZ/Sewer/1st Resp Postage, Hall/
1st Resp/Shop Office Supp, Shop Small
Tools, Shop Subscription, Road vehicle
repair/maintenance
Cemetery equipment rental
Police cell phone
Sewer ponds testing
Zoning Admin Services
Employee paid insurance
Legal Fees - Clerk, 1st Resp, Rd Vacation
Electrical service
Garbage
Fuel - Fire and Roads vehicles
Management Fee
Complaint and Rental Inspector
Hazmat Exam
Shop Materials and Road/Brush Dump/
Cemetery repair/maint
Federal withholding

\$ 80.80
\$ 65.18
\$ 506.67

DESCRIPTION	\$ AMOUNT	DATE PAID	CHECK #	ACCOUNT	\$ AMOUNT	2024	Description
				100 41425	171	\$	149.26
				100 41425	103	\$	9.37
				100 41425	122	\$	7.59
				100 41425	135	\$	1.78
				100 41910	103	\$	74.29
				100 41910	122	\$	60.21
				100 41910	135	\$	14.08
				100 41941	101	\$	22.87
				100 41941	122	\$	18.54
				100 41941	135	\$	4.33
				100 41941	171	\$	18.50
				100 42280	101	\$	3.88
				100 42280	122	\$	3.14
				100 42280	135	\$	0.74
				100 42280	171	\$	2.45
				100 43110	101	\$	242.89
				100 43110	122	\$	196.86
				100 43110	135	\$	46.03
				100 43110	171	\$	144.52
				100 43121	101	\$	53.19
				100 43121	122	\$	43.11
				100 43121	135	\$	10.08
				100 43121	171	\$	38.50
				602 49490	101	\$	6.56
				602 49490	122	\$	5.32
				602 49490	135	\$	1.24
				602 49490	171	\$	0.77
Minnesota Revenue (12/21/23-1/3/24)	\$ 294.54	1/11/2024	330767	100 41425	172	\$	110.43
				100 41910	172	\$	7.28
				100 41941	172	\$	12.88
				100 42280	172	\$	2.09
				100 43110	172	\$	130.08
				100 43121	172	\$	29.37
				602 49490	172	\$	2.41
PERA (12/21/23 - 1/3/24)	\$ 1,310.87	1/12/2024	330769	100 41425	101	\$	236.07
				100 41425	121	\$	272.38
				100 41425	103	\$	7.96
				100 41425	121	\$	9.19
				100 41910	103	\$	63.12
				100 41910	121	\$	72.83
				100 41941	101	\$	20.92
				100 41941	121	\$	24.14
				100 42280	101	\$	3.55
				100 42280	121	\$	4.10
				100 43110	101	\$	222.15
				100 43110	121	\$	256.32
				100 43121	101	\$	48.64
				100 43121	121	\$	56.12
				602 49490	101	\$	6.21
				602 49490	121	\$	7.17
Total Payables						\$	13,868.25
Total 2024 Balances	\$					\$	1,201.45
TOTAL 2023 PAYABLES						\$	12,666.80

\$ 88.36 State Withholding

\$ 393.26 PERA

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	371,289.36	01/01/2023			
			01/31/2023	152.77		371,442.13
			01/31/2023	22.92		371,465.05
			01/31/2023	61.11		371,526.16
			01/31/2023	106.94		371,633.10
			01/31/2023	53.47		371,686.57
			01/31/2023	38.19		371,724.76
			01/31/2023	76.39		371,801.15
			01/31/2023	53.47		371,854.62
			01/31/2023	15.28		371,869.90
			01/31/2023	179.95		372,049.85
			01/31/2023	26.99		372,076.84
			01/31/2023	71.98		372,148.82
			01/31/2023	125.96		372,274.78
			01/31/2023	62.99		372,337.77
			01/31/2023	44.99		372,382.76
			01/31/2023	89.97		372,472.73
			01/31/2023	62.98		372,535.71
			01/31/2023	17.99		372,553.70
			02/28/2023	1,550.24		374,103.94
			02/28/2023	232.54		374,336.48
			02/28/2023	620.10		374,956.58
			02/28/2023	1,085.17		376,041.75
			02/28/2023	542.59		376,584.34
			02/28/2023	387.56		376,971.90
			02/28/2023	775.12		377,747.02
			02/28/2023	542.59		378,289.61
			02/28/2023	155.02		378,444.63
			02/28/2023		16.65	378,427.98
			02/28/2023		2.50	378,425.48
			02/28/2023		6.66	378,418.82
			02/28/2023		11.65	378,407.17
			02/28/2023		5.83	378,401.34
			02/28/2023		4.16	378,397.18

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			02/28/2023		8.32	378,388.86
			02/28/2023		5.83	378,383.03
			02/28/2023		1.66	378,381.37
			02/28/2023		552.07	377,829.30
			02/28/2023		82.81	377,746.49
			02/28/2023		220.83	377,525.66
			02/28/2023		386.45	377,139.21
			02/28/2023		193.22	376,945.99
			02/28/2023		138.02	376,807.97
			02/28/2023		276.04	376,531.93
			02/28/2023		193.22	376,338.71
			02/28/2023		55.21	376,283.50
			03/31/2023	21.16		376,304.66
			03/31/2023	3.16		376,307.82
			03/31/2023	8.46		376,316.28
			03/31/2023	14.81		376,331.09
			03/31/2023	7.41		376,338.50
			03/31/2023	5.29		376,343.79
			03/31/2023	10.58		376,354.37
			03/31/2023	7.41		376,361.78
			03/31/2023	2.12		376,363.90
			03/31/2023	275.83		376,639.73
			03/31/2023	41.38		376,681.11
			03/31/2023	110.33		376,791.44
			03/31/2023	193.08		376,984.52
			03/31/2023	96.54		377,081.06
			03/31/2023	68.96		377,150.02
			03/31/2023	137.91		377,287.93
			03/31/2023	96.54		377,384.47
			03/31/2023	27.58		377,412.05
			04/30/2023	0.17		377,412.22
			04/30/2023	0.03		377,412.25
			04/30/2023	0.07		377,412.32
			04/30/2023	0.12		377,412.44

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
		0.05	04/30/2023	0.05		377,412.49
		0.04	04/30/2023	0.04		377,412.53
		0.09	04/30/2023	0.09		377,412.62
		0.06	04/30/2023	0.06		377,412.68
		0.02	04/30/2023	0.02		377,412.70
			04/30/2023		315.78	377,096.92
			04/30/2023		47.37	377,049.55
			04/30/2023		126.31	376,923.24
			04/30/2023		221.04	376,702.20
			04/30/2023		110.52	376,591.68
			04/30/2023		78.94	376,512.74
			04/30/2023		157.89	376,354.85
			04/30/2023		110.52	376,244.33
			04/30/2023		31.58	376,212.75
		320.95	05/31/2023	320.95		376,533.70
		48.14	05/31/2023	48.14		376,581.84
		128.38	05/31/2023	128.38		376,710.22
		224.67	05/31/2023	224.67		376,934.89
		112.33	05/31/2023	112.33		377,047.22
		80.24	05/31/2023	80.24		377,127.46
		160.48	05/31/2023	160.48		377,287.94
		112.32	05/31/2023	112.32		377,400.26
		32.10	05/31/2023	32.10		377,432.36
			05/31/2023		426.55	377,005.81
			05/31/2023		63.98	376,941.83
			05/31/2023		170.62	376,771.21
			05/31/2023		298.59	376,472.62
			05/31/2023		149.28	376,323.34
			05/31/2023		106.64	376,216.70
			05/31/2023		213.28	376,003.42
			05/31/2023		149.30	375,854.12
			05/31/2023		42.66	375,811.46
		126.08	06/30/2023	126.08		375,937.54
		18.91	06/30/2023	18.91		375,956.45

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			06/30/2023	50.43		376,006.88
			06/30/2023	88.26		376,095.14
			06/30/2023	44.13		376,139.27
			06/30/2023	31.51		376,170.78
			06/30/2023	63.04		376,233.82
			06/30/2023	44.13		376,277.95
			06/30/2023	12.61		376,290.56
			06/30/2023	246.71		376,537.27
			06/30/2023	37.01		376,574.28
			06/30/2023	98.68		376,672.96
			06/30/2023	172.70		376,845.66
			06/30/2023	86.35		376,932.01
			06/30/2023	61.67		376,993.68
			06/30/2023	123.36		377,117.04
			06/30/2023	86.35		377,203.39
			06/30/2023	24.67		377,228.06
			06/30/2023		116.05	377,112.01
			06/30/2023		17.41	377,094.60
			06/30/2023		46.42	377,048.18
			06/30/2023		81.24	376,966.94
			06/30/2023		40.62	376,926.32
			06/30/2023		29.00	376,897.32
			06/30/2023		58.03	376,839.29
			06/30/2023		40.62	376,798.67
			06/30/2023		11.61	376,787.06
			07/31/2023	150.58		376,937.64
			07/31/2023	22.59		376,960.23
			07/31/2023	60.24		377,020.47
			07/31/2023	105.41		377,125.88
			07/31/2023	52.70		377,178.58
			07/31/2023	37.65		377,216.23
			07/31/2023	75.29		377,291.52
			07/31/2023	52.70		377,344.22
			07/31/2023	15.06		377,359.28

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			07/31/2023	91.21		377,450.49
			07/31/2023	13.68		377,464.17
			07/31/2023	36.48		377,500.65
			07/31/2023	63.85		377,564.50
			07/31/2023	31.92		377,596.42
			07/31/2023	22.80		377,619.22
			07/31/2023	45.61		377,664.83
			07/31/2023	31.93		377,696.76
			07/31/2023	9.12		377,705.88
			08/31/2023	1,496.06		379,201.94
			08/31/2023	224.41		379,426.35
			08/31/2023	598.42		380,024.77
			08/31/2023	1,047.24		381,072.01
			08/31/2023	523.61		381,595.62
			08/31/2023	374.01		381,969.63
			08/31/2023	748.03		382,717.66
			08/31/2023	523.62		383,241.28
			08/31/2023	149.61		383,390.89
			08/31/2023	54.85		383,445.74
			08/31/2023	8.23		383,453.97
			08/31/2023	21.94		383,475.91
			08/31/2023	38.39		383,514.30
			08/31/2023	19.20		383,533.50
			08/31/2023	13.71		383,547.21
			08/31/2023	27.42		383,574.63
			08/31/2023	19.20		383,593.83
			08/31/2023	5.49		383,599.32
			09/12/2023	15,142.08		398,741.40
			09/12/2023		15,142.08	383,599.32
			09/30/2023	570.37		384,169.69
			09/30/2023	198.39		384,368.08
			09/30/2023	347.18		384,715.26
			09/30/2023	173.59		384,888.85
			09/30/2023	124.00		385,012.85

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			09/30/2023	247.99		385,260.84
			09/30/2023	173.59		385,434.43
			09/30/2023	49.60		385,484.03
			09/30/2023	79.46		385,563.49
			09/30/2023	27.64		385,591.13
			09/30/2023	48.37		385,639.50
			09/30/2023	24.18		385,663.68
			09/30/2023	17.27		385,680.95
			09/30/2023	34.55		385,715.50
			09/30/2023	24.18		385,739.68
			09/30/2023	6.91		385,746.59
			10/31/2023	4.88		385,751.47
			10/31/2023	1.70		385,753.17
			10/31/2023	2.97		385,756.14
			10/31/2023	1.48		385,757.62
			10/31/2023	1.06		385,758.68
			10/31/2023	2.12		385,760.80
			10/31/2023	1.48		385,762.28
			10/31/2023	0.42		385,762.70
			10/31/2023	224.13		385,986.83
			10/31/2023	77.96		386,064.79
			10/31/2023	136.43		386,201.22
			10/31/2023	68.21		386,269.43
			10/31/2023	48.72		386,318.15
			10/31/2023	97.45		386,415.60
			10/31/2023	68.21		386,483.81
			10/31/2023	19.49		386,503.30
			11/30/2023	23.76		386,527.06
			11/30/2023	8.26		386,535.32
			11/30/2023	14.46		386,549.78
			11/30/2023	7.23		386,557.01
			11/30/2023	5.16		386,562.17
			11/30/2023	10.33		386,572.50
			11/30/2023	7.23		386,579.73

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
			11/30/2023	2.07		386,581.80
			11/30/2023	368.83		386,950.63
			11/30/2023	128.29		387,078.92
			11/30/2023	224.51		387,303.43
			11/30/2023	112.26		387,415.69
			11/30/2023	80.18		387,495.87
			11/30/2023	160.36		387,656.23
			11/30/2023	112.25		387,768.48
			11/30/2023	32.07		387,800.55
			11/30/2023	364.76		388,165.31
			11/30/2023	126.87		388,292.18
			11/30/2023	222.03		388,514.21
			11/30/2023	111.01		388,625.22
			11/30/2023	79.30		388,704.52
			11/30/2023	158.59		388,863.11
			11/30/2023	111.02		388,974.13
			11/30/2023	31.72		389,005.85
			12/31/2023	1.62		389,007.47
			12/31/2023	0.57		389,008.04
			12/31/2023	0.98		389,009.02
			12/31/2023	0.49		389,009.51
			12/31/2023	0.35		389,009.86
			12/31/2023	0.70		389,010.56
			12/31/2023	0.49		389,011.05
			12/31/2023	0.14		389,011.19
			12/31/2023	143.75		389,154.94
			12/31/2023	50.00		389,204.94
			12/31/2023	87.50		389,292.44
			12/31/2023	43.75		389,336.19
			12/31/2023	31.25		389,367.44
			12/31/2023	62.50		389,429.94
			12/31/2023	43.75		389,473.69
			12/31/2023	12.50		389,486.19
			12/31/2023	429.02		389,915.21

For the period: 1/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
		149.22	12/31/2023	149.22		390,064.43
		261.14	12/31/2023	261.14		390,325.57
		130.57	12/31/2023	130.57		390,456.14
		93.27	12/31/2023	93.27		390,549.41
		186.53	12/31/2023	186.53		390,735.94
		130.57	12/31/2023	130.57		390,866.51
		37.31	12/31/2023	37.31		390,903.82

Total **40,179.52** **20,565.06** **390,903.82**

Total All Investments **40,179.52** **20,565.06** **390,903.82**

As of 12/31/2023

Personal Services

AFLAC	411.84
Colonial Life	920.64
Department of Employment and	11,031.30
Emily Fire Relief Association	47,371.81
FEDERAL WITHHOLDING/ON LINE	68,207.57
I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	67,860.00
INTERNATIONAL UNION OF	1,680.00
LEAGUE MN CITIES INS. TRUST WC	25,738.00
League of MN Cities Insurance Trust	1,070.97
Minnesota Child Support Payment Ctr	3,608.62
Minnesota Life Insurance Company	475.50
MINNESOTA REVENUE	11,353.03
Payroll Period Ending 01/04/2023	8,207.30
Payroll Period Ending 01/10/2023	1,790.27
Payroll Period Ending 01/18/2023	9,041.36
Payroll Period Ending 02/01/2023	8,979.78
Payroll Period Ending 02/14/2023	1,862.62
Payroll Period Ending 02/15/2023	8,508.69
Payroll Period Ending 03/01/2023	8,737.00
Payroll Period Ending 03/14/2023	11,877.05
Payroll Period Ending 03/29/2023	8,907.68
Payroll Period Ending 04/11/2023	2,720.36
Payroll Period Ending 04/12/2023	8,878.19
Payroll Period Ending 04/26/2023	8,797.77
Payroll Period Ending 05/03/2023	341.68

As of 12/31/2023

Personal Services (Continued)

Payroll Period Ending 05/09/2023	1,962.28
Payroll Period Ending 05/10/2023	9,419.73
Payroll Period Ending 05/24/2023	10,325.88
Payroll Period Ending 06/07/2023	8,466.46
Payroll Period Ending 06/13/2023	2,043.70
Payroll Period Ending 06/21/2023	9,342.11
Payroll Period Ending 06/28/2023	1,130.14
Payroll Period Ending 07/05/2023	13,558.70
Payroll Period Ending 07/10/2023	1,910.12
Payroll Period Ending 07/19/2023	9,461.83
Payroll Period Ending 08/02/2023	9,063.03
Payroll Period Ending 08/08/2023	2,139.74
Payroll Period Ending 08/16/2023	9,170.65
Payroll Period Ending 08/30/2023	8,753.86
Payroll Period Ending 09/06/2023	221.64
Payroll Period Ending 09/12/2023	1,910.12
Payroll Period Ending 09/13/2023	8,104.85
Payroll Period Ending 09/27/2023	8,887.99
Payroll Period Ending 10/04/2023	313.99
Payroll Period Ending 10/10/2023	2,275.62
Payroll Period Ending 10/11/2023	8,157.64
Payroll Period Ending 10/25/2023	8,026.58
Payroll Period Ending 11/01/2023	184.70
Payroll Period Ending 11/08/2023	6,966.36
Payroll Period Ending 11/14/2023	1,910.12

As of 12/31/2023

Personal Services (Continued)

Payroll Period Ending 11/15/2023	51.78
Payroll Period Ending 11/22/2023	7,020.46
Payroll Period Ending 12/06/2023	20,132.96
Payroll Period Ending 12/07/2023	17,775.84
Payroll Period Ending 12/08/2023	417.58
Payroll Period Ending 12/20/2023	7,825.67
PERA	46,806.74
United States Treasury	242.39

572,360.29

Supplies

AUTO VALUE	3,415.93
AutoSmith Service Group	5,098.70
BOUND TREE MEDICAL LLC	557.80
Brainerd Pipe Supply	1,442.62
Cardmember Service	5,994.30
Cat's Minnesota T's	1,937.95
Classic Renovations, Inc.	100.00
Coil's Flags and Flagpoles	950.00
Creative Threads Inc	1,239.00
CROW WING COUNTY HIGHWAY DEPARTMENT	624.88
Crow Wing Door Co., LLC	224.00
Crysteel Truck Equipment Inc.	57.94
Dahlheimer Beverage	661.80
Dollar General - Regions 410526	49.53
Econo Signs, LLC.	2,255.86

As of 12/31/2023

Supplies (Continued)

Elan Financial Services	8,067.17
EMILY ACE HARDWARE	6,300.82
Farm-Rite Equipment Inc.	2,463.44
GALLS, LLC	141.98
GFC Industrial	6,065.86
Godfrey Plumbing & Heating, LLC	55.09
Highway 18 Collision Center, Inc.	1,026.84
J. F. Brennan Co., Inc.	1,183.90
K&M SIGNS INC.	390.00
LAKE COUNTRY FOODS	1,362.88
LAKERS LIONS	30.00
Lakes Area Plumbing	65.00
Laminate Specialist Inc.	100.00
LITTLE FALLS MACHINE, INC.	865.85
MENARDS-BAXTER	372.27
Midwest Machinery Co.	3,251.04
MILLS AUTOMOTIVE GROUP	30.24
Minnesota Pump Works	368.56
Momentum Truck Group	999.22
NAK Machining & Repair	494.97
NAPA of Crosslake	153.44
NORTHLAND FIRE PROTECTION	997.90
Pauline's Tailor Shop	38.85
PIKE PLUMBING & HEATING OF BRAINERD	38.87
POWERPLAN	75.83

As of 12/31/2023

Supplies (Continued)

Quality Fabricating	1,232.00
QUILL	489.23
R & R Landscaping & Constructn Inc.	1,840.00
Richard Reichenbach	78.25
SAWYER TIMBER COMPANY, LLP	480.00
SHANNON'S AUTO BODY	1,313.13
Team Laboratory Chemical, LLC	839.50
The Office Shop, Inc.	746.64
TowMaster Truck Equipment	475.58
Tremolo Communications	1,122.00
VICTOR LUNDEEN COMPANY	524.28
Wex Bank	17,543.23

86,234.17

Other Services and Charges

A W Research Laboratories	1,964.00
Active911, Inc.	450.00
Alex Air Apparatus 2, LLC	260.00
AL'S SEWER SERVICE	2,158.00
American Legal Publishing Corp.	450.00
Amy Prokott	491.75
Aramark	2,596.76
AutoSmith Service Group	2,218.80
Banyon Data Systems	1,135.00
Bill Spiess	16.16
Birchdale Fire and Security	949.42

As of 12/31/2023

Other Services and Charges (Continued)

Canon Financial Services, Inc.	1,787.16
Cardmember Service	1,841.96
CARI JOHNSON	415.57
CELEBRATE EMILY DAY COMMITTEE	14,000.00
CITY OF CROSBY	116.75
CITY OF FIFTY LAKES	750.00
Clasen & Schiessel CPAs Ltd	16,850.00
Classic Renovations, Inc.	550.00
Clean Up Day	250.00
Corbin Excavating, Inc.	10,566.00
Crescent Security and Investigative	1,956.60
CROSBY-IRONTON COURIER	245.98
Crow Wing County	1,125.00
Crow Wing County Attorney's Office	2,500.00
CROW WING COUNTY HIGHWAY DEPARTMENT	125.28
Crow Wing County Historical Society	100.00
CROW WING COUNTY LANDFILL, LLC	100.00
CROW WING COUNTY SHERIFF'S OFFICE	1,965.00
Crow Wing Door Co., LLC	420.00
CROW WING POWER	25,972.42
CULLIGAN	1,339.83
Cuyuna Range Fire Chief's Assoc.	300.00
CUYUNA REGIONAL MEDICAL CENTER	2,651.00
Dave Johnson	41.92
Denise Vukelich	40.59

As of 12/31/2023

Other Services and Charges (Continued)

EAST SIDE OIL COMPANIES, INC.	361.00
Ehlers Investment Partners, LLC	1,699.82
Elan Financial Services	2,789.33
EMILY ACE HARDWARE	8.00
Emily Food Shelf	250.00
Emily Roll-Off	3,018.13
EMILY SAND & GRAVEL	33,000.00
F.I.R.E.	4,550.00
FERRELLGAS	8,738.17
Forum Communications Company	31.08
FreshWater Scientific Services	1,590.00
GAMMELLO - PEARSON, PLLC	12,673.00
GERHART L. HANSON JR.	168.34
Godfrey Plumbing & Heating, LLC	255.00
GOPHER STATE ONE-CALL	102.65
Gregory Koch	170.30
Highway 18 Collision Center, Inc.	5,400.00
Hwy 18 Collision Center	1,645.80
IIMC	310.00
Initiative Foundation	450.00
J. F. Brennan Co., Inc.	11,383.80
Jack Henderson	132.57
K&M SIGNS INC.	170.00
Kirvida Fire	4,511.01
Lakes Area Plumbing	200.00

As of 12/31/2023

Other Services and Charges (Continued)	
Laminate Specialist Inc.	1,225.00
Landsburg Landscape Nursery	2,998.00
LEAGUE MN CITIES INS. TRUST P&C	35,784.00
LEAGUE OF MINNESOTA CITIES	1,330.00
League of MN Cities Insurance Trust	250.00
LINESCAPE LINSTRIPIING	2,987.00
Lynn Bartel	27.51
MCFOA	100.00
MFSCB	210.00
Midwest Machinery Co.	869.66
Minnesota Association of Cemeteries	325.00
Minnesota Pump Works	360.00
MINNESOTA REVENUE	144.49
MINNESOTA STATE FIRE DEPT. ASSOC.	175.00
Minnesota Unemployment Insurance	25.00
MPCA	505.00
NAK Machining & Repair	450.00
Nathan Pietz	1,300.00
Nelson Sanitation & Rental, Inc.	12,183.35
Northern Lakes Building & Renovatio	4,000.00
Northern Pines Mental Health	300.00
NORTHLAND FIRE PROTECTION	1,034.00
NORTHLAND PRESS	2,777.50
OmniSite	870.00
Patrick Rheaume	49.96

As of 12/31/2023

Other Services and Charges (Continued)

Pavestripe LLC	450.00
PEOPLESERVICE, INC.	24,997.95
Pershing	63.26
PIKE PLUMBING & HEATING OF BRAINERD	1,660.06
PINE RIVER STATE BANK	70.00
PLM Lake and Land Management Corp.	9,666.00
POSTMASTER	146.00
Premier Auto Center, Inc.	868.93
Priority Transport LLC	150.00
RDO Equipment Co.	1,442.00
Richard Reichenbach	155.00
Sadusky Renovations, Inc.	2,800.00
SHANNON'S AUTO BODY	935.00
Short Elliott Hendrickson, Inc.	27,325.62
Sourcewell	13,942.50
Sue Fahrendorff	62.23
The Office Shop, Inc.	1,980.30
Thomson Reuters - West	794.64
Tim Strobel	100.00
Total Compliance Solutions, Inc.	448.00
Tremolo Communications	10,764.14
Tri-County Septic Inspection	4,975.00
University of Minnesota	78.90
Verizon	1,946.18
WM Corporate Services, Inc.	4,282.23

As of 12/31/2023

		372,693.36
Capital Outlay		
Alex Air Apparatus 2, LLC	1,268.92	
Custom Fire Apparatus, Inc.	100,541.20	
Elan Financial Services	710.53	
Northern Lakes Building & Renovatio	19,500.00	
Northstar Truck Sales	99,530.13	
Progressive Forest Products	9,069.96	
		230,620.74
Debt Service		
Bond Trust Services Corporation	177,610.00	
Community First National Bank	44,900.00	
Santander Leasing, LLC	34,664.96	
Tax-Exempt Leasing Corp.	15,944.03	
		273,118.99
Other Financing Uses		
225 Firemen's Equipment Fund	15,142.08	
Beachcombers LLC	150.00	
CARI JOHNSON	487.00	
Crow Wing County	1,226.22	
Fund 100	15,142.08	
Funds 201, 225, 226, 228, 406	146,670.21	
Funds 227 and 304	1,344.09	
Money Market/Bonds	40,179.52	
PAM RODEN	100.00	
Penny Hodges	50.00	
Pershing	5,359.72	
		225,850.92

CITY OF EMILY Summary Budget Statement

The purpose of this report is to provide 2024 summary budget information concerning the City of Emily to interested citizens. The budget is published in accordance with MN Statute 471.6965. This is not a complete city budget. The complete city budget may be examined at the City Clerk's Office, 39811 State Hwy. 6, Emily. The City Council approved the preliminary levy at the special meeting on September 27, 2023 and adopted the final levy at the Council meeting on December 21, 2023.

GENERAL FUND BUDGET	2023	2024
REVENUES		
Property Taxes	1,153,256	1,213,489
All Other Taxes	29,840	23,103
Special Assessments	35	505
Licenses and Permits	33,645	35,790
Federal Grants	2	4
State General Purpose Aid	42,780	33,275
State Categorical Aid	32,755	42,900
Grants from County and Other Local Governments	4,320	37,500
Charges for Services	77,495	95,311
Fines and Forfeits	1,320	2,150
Interest on Investments	254,250	27,100
Miscellaneous Revenues	6,100	14,500
TOTAL REVENUES	1,635,798	1,525,627
EXPENDITURES		
General Government	375,345	402,832
Public Safety	364,279	210,328
Streets and Highways	304,235	365,645
Sanitation	16,785	13,525
Culture and Recreation	30,145	32,790
Conservation of Natural Resources	15,750	18,465
Economic Development	1,279	1,274
Miscellaneous Current Expenditures	19,540	20,150
Debt Service - Principal	66,750	67,379
Interest and Fiscal Charges	28,770	28,130
Capital Outlay	154,820	308,109
Other Financing Uses	258,100	57,000
TOTAL	1,635,798	1,525,627
Transfers to Other Funds	-	-
TOTAL EXPENDITURES	1,635,798	1,525,627
PROPERTY TAX LEVY REQUIRED TO FUND THIS BUDGET (ALL FUNDS)		
	1,311,248	1,376,810
Net Unrealized Gain (or Loss) from Investments	553	
General Fund Ending Cash Balance	795,972	

Cari Johnson, City Clerk/Treasurer

RESOLUTION NO. 24-09

A RESOLUTION ALLOWING ELECTRONIC FUNDS AND WIRE TRANSFERS

WHEREAS, the City Council of the City of Emily, County of Crow Wing, State of Minnesota, acknowledges the need for electronic funds and wire transfers for payments and receipts where deemed prudent and the most efficient method of payment or receipt.

NOW, THEREFORE, BE IT RESOLVED that the City Council shall authorize the City Clerk/Treasurer to make payments through electronic funds and wire transfers for such things as payroll withholdings, investments, and other payments and to receipt intergovernmental payments, grant payments, investments, sewer payments, license and permit payments, and other revenues. These payments and receipts will be approved at the appropriate Council Meeting.

Adopted by the City Council of the City of Emily, Minnesota this the 13th day of February, 2024.

ATTEST:

Tracy Jones, Mayor

Cari Johnson, City Clerk/Treasurer



Our Mission:

"To provide food and other necessities to members of our community who are struggling to make ends meet and to maintain dignity and privacy for the people we serve".

RECEIVED
FEB 12 2024

BY:

February 1, 2024

City of Emily
PO Box 68
Emily, MN 56447

Dear City of Emily,

Thank you for your very generous donation of \$250.00 to the Emily Food Shelf in 2023. Your contribution came at a critical time for the friends and neighbors in our community. In 2023 we experienced a 225% increase in the number of families we served. There are a number of reasons for this increase but the rising cost of food is definitely one of the main contributing factors.

In 2023 we also became the only certified SuperShelf in Crow Wing County. This means that we are committed to providing the healthiest food options we can for our neighbors and not just "empty calories".

Another addition that we added in 2023 was our Bonus Room. This is a small room that has items like coats, hats, shoes, cookware, and other household items in an effort to meet these additional needs of our neighbors. These donated items go a long way in helping them.

We also now have a volunteer that is at the food shelf every Tuesday that helps people find other resources such as energy assistance, medical insurance, etc. and also helps them through the application process for these programs. We have found that the application process can be tedious and just providing this level of support has greatly increased the success rate of our neighbors actually gaining access to these resources. We have also found that with earlier intervention it increases the timeframe in which our neighbors can get back on their feet and work towards self-sufficiency - which is always our goal.

Again, we are grateful for your partnership and your support. We truly could not accomplish all we have without you. We hope that the work we are doing on behalf of our community makes you proud. We are committed to continuing to work hard on the behalf of our community. We would also like to humbly request your continued support for 2024 for which we would be truly grateful for.

If you have any questions please feel free to reach out to me directly. My direct number is 701-651-9378. We also hope that if time allows that you would be able to stop by for a visit sometime. We would love to give you a tour and share more about all we are doing.

With our Deepest Gratitude,

Andrea Gressman & The EFS Board of Directors
EFS Director

Emily Food Shelf PO Box 93, 20948 CO Rd 1, Emily, MN 56447
rmilyfoodshelfdirector@gmail.com www.emilyfoodshelf.com

Please follow us on Facebook and Instagram.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-06

RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT

WHEREAS, the City Council of the City of Emily allows gambling licenses to be issued within the city;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

That Over the Hills Gang ATV Club's request for a gambling permit at the Log Cabin Bar, 40012 State Highway 6, Emily, for a raffle drawing on October 5, 2024, hereby be approved with no waiting period, thereby allowing sale of raffle tickets immediately after approval of the application by the Minnesota Gambling Control Board.

Adopted effective the 13th day of February 2024 by ___/fifths voice vote:

Tracy Jones
Mayor

Dated

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Dated

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Over The Hills Gang, ATV Club Previous Gambling Permit Number: X- 92116-19-013

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 88-05166415

Mailing Address: PO Box 40

City: Outing State: MN Zip: 56662 County: Cass

Name of Chief Executive Officer (CEO): Steve Beneke

CEO Daytime Phone: 6127477579 CEO Email: president@overthehillsgang.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): overthehillsgang@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Log Cabin Bar

Physical Address (do not use P.O. box): 40012 MN HWY 6

Check one:
 City: Emily Zip: 56447 County: Crow Wing
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October August 5th, 2024

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 2/3/27
(Signature must be CEO's signature; designee may not sign)

Print Name: Steve Beneke

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Checklist for Exempt Raffle

Organization Name: Over The Hills Gang, ATV Club	Previous Gambling Permit #: X- 92116-19-013	Date of Raffle Drawing: August 5th, 2024
--	---	--

INSTRUCTIONS:

- The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual* chapter on raffles; 3) the online class, *“Conduct of Raffles”*; and 4) the *phone number and email address* of your county’s Compliance Specialist.
- After reading each checklist item, mark “Yes” to indicate that you understand the requirement and agree to comply. After answering “Yes” to each applicable item, your organization’s CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.

		<ul style="list-style-type: none"> • If tickets will be sold prior to the event, mark “Yes” to item #1 and mark “N/A” to items #2 and #3. • If tickets are sold only at the event using theater tickets, mark “N/A” to item #1 and answer “Yes” to items #2 and #3. 	Yes	Conduct
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310 .	<input checked="" type="checkbox"/>	9. Only cash, personal checks, cashier’s checks, money orders, travelers’ check, and debit cards may be accepted (NO CREDIT CARDS). (349.2127) (7861.0260)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)	<input checked="" type="checkbox"/>	10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)	<input checked="" type="checkbox"/>	11. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
Yes	Prizes		<input checked="" type="checkbox"/>	12. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
<input checked="" type="checkbox"/>		4. The organization is the sole owner of all the real or personal property to be awarded. (7861.0260)	<input checked="" type="checkbox"/>	13. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
			Yes	House Rules
<input checked="" type="checkbox"/>		5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)	<input checked="" type="checkbox"/>	14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
			Yes	Post Raffle Conduct
<input checked="" type="checkbox"/>		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)	<input checked="" type="checkbox"/>	15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
<input checked="" type="checkbox"/>		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)	<input checked="" type="checkbox"/>	16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)
<input checked="" type="checkbox"/>		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)	<input checked="" type="checkbox"/>	17. Gambling records must be kept for 3½ years. (7861.0310)

CHIEF EXECUTIVE OFFICER’S SIGNATURE (required)

Noncompliant Activity: I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.

Signature:	Date: 2/3/24	Print Name: Steve Beneke
------------	---------------------	---------------------------------

<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization’s qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization’s qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.</small></p>	<p><small>Your organization’s name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization’s name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota’s Department of Public</small></p>	<p><small>Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>
---	---	--

This form will be made available in alternative format (i.e., large print, braille) upon request.

An equal opportunity employer

<p align="center">How You May Spend Gambling Funds</p>	<p align="center">How You May Not Spend Gambling Funds</p>
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-10

**RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT AND
APPROVING USE OF CITY PARK, PARADE, AND FIREWORKS**

WHEREAS, the City Council of the City of Emily allows gambling licenses to be issued within the city;

WHEREAS, The Emily City Council agrees to grant consent to the Celebrate Emily Day Committee to use the City Park on Saturday, July 20, 2024 and to hold a parade and provide fireworks during the Emily Day Celebration and,

WHEREAS, In the interest of public health, safety and welfare, the Emily City Council agrees to limit the throwing of items by the parade participants during the Emily Day Parade and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA that Celebrate Emily Day Committee's request for a gambling permit at the City Park, Emily, for a raffle drawing on July 20, 2024 hereby be approved with no waiting period, thereby allowing sale of raffle tickets immediately after approval of the application by the Minnesota Gambling Control Board.

BE IT FURTHER RESOLVED that the throwing of candy, balloons or any other items which may cause children or other parade viewers to run into the path of the Emily Day Parade shall be limited to "side-walkers" (persons walking within 5 feet of the street edge for the purpose of giving out the aforementioned items) and that any and all matters pertaining to the Emily Day Celebration be approved by the Emily City Council in support of that event.

Adopted: February 13, 2024

Tracy Jones
Mayor

I, Cari Johnson, City Clerk of the City of Emily, hereby certify that the above is an exact copy of a resolution adopted at the Emily City Council meeting on February 13, 2024.

Cari Johnson, MCMC
City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Celebrate Emily Day Committee Previous Gambling Permit Number: X-04296-22-013

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 47-0947173

Mailing Address: PO Box 72

City: Emily State: MN Zip: 56447 County: Crow Wing

Name of Chief Executive Officer (CEO): Tracy Jones

CEO Daytime Phone: 218-851-5866 CEO Email: emilymeats@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:
(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Emily Downtown City Park

Physical Address (do not use P.O. box): County Road 1 and Lake Street

Check one:
 City: Emily Zip: 56447 County: Crow Wing
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 20, 2024

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Tracy Jones

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use of sharing of information after this notice was given; and anyone with your written consent.

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use of sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-13

**A RESOLUTION DECLARING EQUIPMENT OR PROPERTY AS SURPLUS AND
AUTHORIZING THE SALE OF THE SAME.**

WHEREAS, the City Council of the City of Emily Minnesota has been advised by staff that the following item(s) or equipment are no longer needed for current or future municipal operations:

Old Charter School lockers

AND WHEREAS, the value of this/these item(s) is estimated to be less than \$25,000,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, AS FOLLOWS:

1. The council declares the property listed above as surplus.
2. The council authorizes the disposal of said property by advertising it for sale on the open market pursuant to Minn. Stat. 471.345 at a price of \$5.00 per locker, which is the fair market value of the property.
3. Pursuant to Minn. Stat. 15.054, the property will not be sold to a city officer or employee.
4. All sales shall be final and the property is to be sold in "as-is" condition.

Passed by the City Council of Emily, Minnesota this 13th day of February 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

15.054 SALE OR PURCHASE OF STATE PROPERTY; PENALTY.

No officer or employee of the state or any of its political subdivisions shall sell or procure for sale or possess or control for sale to any other officer or employee of the state or subdivision, as appropriate, any property or materials owned by the state or subdivision except pursuant to conditions provided in this section. Property or materials owned by the state or a subdivision and not needed for public purposes, may be sold to an employee of the state or subdivision after reasonable public notice at a public auction or by sealed response, if the employee is not directly involved in the auction or process pertaining to the administration and collection of sealed responses. Requirements for reasonable public notice may be prescribed by other law or ordinance so long as at least one week's published notice is specified. An employee of the state or a political subdivision may purchase no more than one motor vehicle from the state at any one auction. A person violating the provisions of this section is guilty of a misdemeanor. This section shall not apply to the sale of property or materials acquired or produced by the state or subdivision for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the state or a political subdivision from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or normal course of the employee's duties.

History: 1977 c 347 s 5; 1986 c 444; 1998 c 386 art 1 s 1; 2004 c 262 art 1 s 1; 2005 c 156 art 2 s 11

From: Roscoe Curry <reply-to+10ae3f4b3eee@crm.wix.com>
Sent: Monday, January 22, 2024 9:16 AM
To: clerk@emily.net
Subject: [City of Emily] Get in Touch - new submission

Roscoe Curry just submitted your form: Get in Touch
on [City of Emily](#)

Message Details:

First Name: Roscoe

Last Name: Curry

Email: scoecole@gmail.com

Message, Comment, or Question: Hello I own property on CR1 in Emily. Like many Emily residents I enjoy archery and shooting guns. Thus I am wondering if the city of Emily would be interested in leasing land at no or little cost for a public use outdoor gun range. I've been thinking about this for a few years, but just started to dig into it. The state of MN offers grant money for this with an emphasis on rural ranges. Thank you, Roscoe.

If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.



The power of human connections

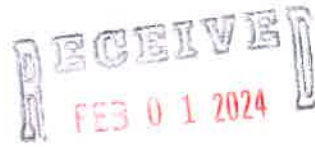
P.O. Box 507
Highway 371 North
Brainerd, Minnesota 56401
218-829-2827
1-800-648-9401
Fax: 218-825-2209
Web Site: www.cwpower.com

"This institution is an equal opportunity provider."

A Touchstone Energy[®] Cooperative 

January 29, 2024

Emily City Of
PO Box 68
Emily MN 56447



BY:

Dear Emily City Of,

We hope this letter finds you well, and we extend our sincere gratitude for your continued membership and support of Crow Wing Power. As a valued member, we believe in keeping you informed about matters that may impact your cooperative experience.

Over the past five years, our industry has faced numerous challenges, including rising energy costs and inflation impacting electrical equipment and infrastructure. As a result, a rate adjustment is necessary to ensure that we can continue to deliver the high-quality service you expect from Crow Wing Power.

This letter highlights changes to our Commercial Rates. The details of your adjustment are shown below. This adjustment will take effect on March 1, 2024, which will be reflected on your April electric bill depending on your billing schedule.

Your rate changes are reflected below.

- Rate 25 or 26 (Small Commercial)
 - Current Rate Structure
 - Base Rate = \$24.00 per month
 - kWh Rate = \$0.109 per kWh
 - Demand Charge = \$0.00
 - New Rate Structure
 - Base Rate = \$29.50 per month
 - kWh Rate = \$0.1145 per kWh
 - Demand Charge = \$0.00

If you have any questions or would like more information, please do not hesitate to contact me.

Thank you for your understanding, and we look forward to continuing to serve you.

Sincerely,

Luke Christiansen
Key Accounts Coordinator
218-825-2223 Christiansen@cwpower.com

From: Jason Gorr <jgorr@mmua.org>
Sent: Wednesday, January 31, 2024 1:14 PM
Cc: Edwardson, Ashley; Michael Sewell
Subject: Regional Safety Group Memo
Attachments: LMCIT Memo (1-30-2024).pdf

Importance: High

Flag Status: Flagged

Good morning everyone, the following is a memo from Ashley at LMCIT whom oversees the RSG program. She asked me to pass along the following message:

"Dear RSG Member,

Thank you for participating in the League of Minnesota Cities Insurance Trust's Regional Safety Group program. I have attached a letter describing rate changes.

Invoices for the 2023 year will be sent out soon, and you can also expect to see a renewal agreement from LMCIT for the RSG program along with the invoice. Please direct any questions to Ashley Edwardson, copied on this email."

Thanks everyone, I hope you all have a great 2024!



Jason Gorr
Regional Safety Coordinator
Minnesota Municipal Utilities Association
3131 Fernbrook Lane N., Ste. 200
Plymouth, MN 55447-5337

jgorr@mmua.org



January 30, 2024

Dear Regional Safety Group member,

Greetings from the League of Minnesota Cities Insurance Trust Regional Safety Group Program Coordinator Ashley Edwardson. I am writing to inform you that the Board has approved a three-year contract renewal with the Minnesota Municipal Utilities Association (MMUA) for Regional Safety Group (RSG) trainers. Under the contract terms, the cost of MMUA training meetings will increase from \$1,650 to \$1,732.50 per meeting in 2024 and a 5% increase yearly in 2025 and 2026. LMCIT will continue to pay 55% of the cost, leaving each group to pay the remaining 45%.

The program's cost increase went into effect on January 1, 2024.

The Board believes these cost increases contribute to maintaining the RSG program's reputation as a personalized, top-tier, and affordable training program. Please feel free to contact me if you have any questions about the decision to renew our contract with MMUA.

Sincerely,

Ashley Edwardson
651-281-1268
Aedwardson@lmc.org

Ashley Edwardson

clerk@emily.net

From: Ronald Ommen <raommen@gmail.com>
Sent: Saturday, January 20, 2024 7:32 PM
To: sojerner@uslink.net; Okerman, Krista; Loni Porta; clerk@fiftylakesmn.com; clerk@emily.net; clerk@manhattanbeachmn.org; cityhall@pequotlakes-mn.gov; mlyonais@cityofcrosslake.org; missionsupjon@gmail.com; dcmorris@brainerd.net
Cc: Ideal Township; dave.peterson
Subject: Thanks for your support

We had requested each of you to provide a letter or resolution of support for a grant request to Sourcewell to build an office at the Ideal Township Transfer Station. You responded positively to our request and we are now in the final draft of the request and will submit it with your support documents.

We can't thank you enough for working with us to get this grant request finished and on its way to the Sourcewell committee.

It is great to have good neighbors.

Ron Ommen, Supervisor
Ideal Township