

City of Emily

AGENDA

Tuesday, September 12, 2023

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 2023-03 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- FINANCIAL REPORT: July Checking Beginning Balance \$1,214,860.72, Ending Balance \$1,050,943.61
- RECEIPTS: General \$14,055.30, Sewer \$1,682.13, Total \$15,737.43
- CLAIMS FOR APPROVAL: \$157,441.52 for Pine River State Bank Checks #60675 to #60780 and automatic withdrawals #330719 to #330736
- INVESTMENTS (Market Value): \$383,599.32
- TOTAL CHECKING/INVESTMENTS: \$1,434,542.93

PUBLIC FORUM (Opportunity for public to address the Council during the Council Meeting.)**SPEAKERS:** 6:10 p.m. Susan Schiessl, City Auditor, Clasen & Schiessl CPAs, re: 2022 draft Audit.**FIRE DEPARTMENT**

- Preliminary approval of combination of Emily Volunteer Fire Department and Emily First Response Unit with the following revisions to the Emily Firemen's Relief Association Bylaws. Projected City 2024 contributions with and without additional members and increases to lump sum benefits: *(Council action – motion)*
 - Addition of 10 Emily First Responders to the Emily Firemen's Relief Association.
 - Increase to annual lump sum benefit requested at \$2,500 from \$1,750.

Emily Volunteer Fire Department Bylaws, Emily First Response Unit Policies and Procedures, Emily Firemen's Relief Association Bylaws, and Emily City Code must be revised before final Council approval.
- Fire Engine #1 lease payment of \$34,664.96 to Santander Leasing as budgeted. *(Council action – motion)*
- Fire Engine #2 lease payment of \$44,900 to Community Leasing Partners as budgeted. *(Council action – motion)*
- 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. *(Council action – motion)*
- Resolution 23-37 to Approve Internal Reinvestment of Funds, Including Moving Funds Between Investment Accounting Funds and Transferring Between Checking Account Accounting 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. *(Council action – motion)*

FIRST RESPONSE UNIT

- First Response Unit recommendation to hire Nicholas Davis as a first responder pending preemployment screenings and background check. *(Council action – motion)*
- Resolution 23-36 Accepting Donation to the City of \$3,000 from the Outing Chamber of Commerce for the First Response Unit equipment fund. *(Council action – motion)*
- 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. *(Council action – motion)*

POLICE DEPARTMENT

- Emily Police Department. *(Information/Council action – motion)*
 - Application period open until filled for full-time Police Chief. *(Information)*

WASTEWATER

PLANNING & ZONING

- Resolution 23-33, Amended, 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. *(Council action – motion)*

ATTORNEY

ROADS

- JF Brennan Agreement to repair the Emily Dam on a time and materials basis for an estimated \$18,575.70, after required 4 days' notice per Emily Dam Easement Agreement.
- Results of MnDOT speed zone study of State Highway 6.

MAINTENANCE

CITY HALL

- Waiver of City Hall rental deposit for Crosby-Ironton School District Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. in the City Hall gymnasium. *(Council action – motion)*

CEMETERY

PARKS

- Future plans for park improvements. *(Information/Council action – motion)*

LIBRARY

PERSONNEL

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2023-03 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2023-03 Fee Schedule Ordinance for publication. *(Council action – motion)*
- Proposed Crow Wing County Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. *(Information)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Update on Emily Manganese Deposit Exploration Meeting on Tuesday, August 15. *(Information)*
- Emily Roll-Off quote for providing dumpsters and removal for Clean Up Day 2023 (September 16): two 30 yard dumpsters - \$650 each and three 20 yard dumpsters - \$550 each for a total of \$ with tax. Additional dumpsters could be delivered as needed. *(Council action – motion)*

NEW BUSINESS:

- Draft 2022 Financial Statement and Independent Auditor's Report and Communications Letter, pending City Clerk/Treasurer review. *(Council action – motion)*
- Development of City slogan/tagline, including options. *(Council action – motion)*
- Propane pricing vendor options: *(Council action – motion)*
 - Ferrellgas (current vendor) \$1.399 per gallon fixed price through October 31, 2023 and \$1.499 per gallon fixed from November 1, 2023 through June 30, 2024. All delivery fees to be waived for the contract term.
 - Superior Fuel options:

- \$1.339/gallon fixed with option of 1, 2, or 3 years
 - Beaudry Oil & Propane \$1.599 per gallon fixed price through April 15, 2024 with delivery charge of \$8 per delivery.
- League of Minnesota Cities annual membership dues for \$1,200. *(Council action – motion)*
- Renewal of LMCIT Workers’ Compensation Plan options. *(Council action – motion)*
- 2024 Preliminary Budget and Preliminary City Tax Levy due October 2, 2023. *(Information)*
- Preparation for Capital Improvement Plan update with development of project priorities. *(Information)*
- Wage Schedule Policy revision. *(Council action – motion)*
- Repair/repaint City of Emily welcome sign and location of installation. *(Council action – motion)*
- Request from City of Fifty Lakes for 50/50 cost share of emergency siren(s) to be installed on County Road 136 and Kego Lake Road for \$8,863.20 for two (Emily \$4,431.60) or \$4,431.60 for one (Emily \$2,215.80). Funds of \$50,000 provided by Sourcewell Community Impact Funds grant. *(Council action – motion)*
- League of Minnesota Cities Loss Control Survey including options for better plow truck traction, City Hall security, and Emergency Action Plan. *(Information/Council action – motion)*
- Crow Wing County request 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. Voting Operations, Technology & Election Resources (VOTER) Account, County – Municipality Agreement for the City to receive no direct VOTER allocation (average of \$76.89 per precinct). *(Council action – motion)*
- Update on Little Emily Lake County Park construction. *(Information)*

CORRESPONDENCE:

- ✓ Local 49 Union re: payroll audit.
- ✓ Crow Wing County re: upcoming election dates.
- ✓ Ehlers re: potential refunding of existing bonds.
- ✓ Ehlers re: increase of annualized fee for assets under management.

Scheduled Upcoming Meetings:

- Schedule 2024 Preliminary Budget meeting(s) in September.
- 2023 Clean Up Day on Saturday, September 16, 2023 from 9 a.m. to noon.
- Crosby-Ironton School District 182 Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium.
- Truth in Taxation Public Hearing on Tuesday, December 12, 2023 at 6 p.m.

ADJOURN