

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 <sup>st</sup> Resp. – Radios	Purchase plan for \$5,000 per year for 2025-2031 added
1 <sup>st</sup> Resp. – Pagers	Reduced to \$0
1 <sup>st</sup> 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