

## AGENDA

CITY OF EMILY  
Emily, MN 56447

July 28, 2025

### SPECIAL COUNCIL MEETING

3:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- 125<sup>th</sup> Anniversary budget and expenses
  - Silent Partner Production invoice for two mobile stages for Emily Day for a total of \$2,000 *(Council action – motion)*
- Resolution 25-28 Authorizing City of Emily to Make Application To and Accept Funds From IRRRB Culture and Tourism Grant for a Park and Public Communication Improvements Project. *(Council action – motion)*
- Hiring of part-time Seasonal Maintenance Worker for up to 32 hours per week per recommendation of Personnel Committee with wage of \$18 per hour and start date of August 11, 2025 pending preemployment screenings and background check as per drafted Job Offer letter. *(Council action – motion)*
- Crow Wing Power options for security light installation at Emily City Park: *(Council action – motion)*
  - Crow Wing Power installation of new pole next to existing pole and security light for \$4,000.
  - Crow Wing Power installation of pole on south side of 2<sup>nd</sup> Street next to the junction box for \$2,000.
  - Hire an electrician to use existing pole and wire a security light owned and maintained by the City.

ADJOURN

## Emily 125th Anniversary Budget/Expenses

**Total Budget**

**\$50,000**

Planned Expenses - Total of Projects			
ResPyro	Fireworks (\$20,000 Total)	\$10,000.00	\$5,000 Fire Relief/\$5,000 Outing Chamber
Time Music Agency/Time Machine/ Circus Productions	Time Machine Band	\$6,750.00	
Up North Electric	Electrical for band	\$520.00	
Holiday Outdoor Décor	Streetlight Banners	\$1,666.10	
Outdoor Movie at the Ballfield	(See Below Breakdown)	\$3,090.49	\$5120 approved
Pickleball Tournament	(See Below Breakdown)	\$624.43	\$700 approved
Emily City Park Sign	(See Below Breakdown)	\$4,492.48	\$4420 approved/\$700 budgeted
Downtown Intersection Improvements	(See Below Breakdown)	\$7,149.51	\$9600 approved
Al's Sewer	Portable Toilets - Hall and BB Field	\$500.00	
Dallman Signs	Car Show Banner	\$257.70	
Silent Partner Productions	2 Stages	\$2,000.00	Pending approval

**Remaining Budget**

**\$12,949.29**

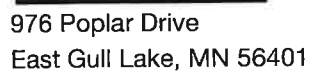
### Additional Details Below:

<b>Outdoor Movie</b>		\$5,120.00	
Criterion Pictures USA	Movie license-The Sandlot	\$850.00	
Best Buy	Projector, DVD player, speakers, cable	\$992.95	
Best Buy	Speaker	\$305.34	
VistaPrint	Outdoor Movie Night signs	\$103.46	
Target	19' Inflatable screen	\$0.50	After return
Menards	Extension cord/splitter, Water Coolers, Napkins, S'more forks	\$219.60	After returns
WalMart	16' inflatable screen	\$137.31	Estimated after returns
Menards	Games and prizes	\$90.53	After returns
Costco	S'more ingredients and popcorn	\$39.96	Estimated after returns
WalMart	Movie and prizes	\$57.98	Estimated after returns
Target	Prizes and game	\$87.22	
Emily Ace Hardware	DIY movie screen (tarp, paint, bungees)	\$136.78	
Emily Ace Hardware	Batteries	\$13.01	
Menards	Games	\$10.77	
SuperOne	S'more ingredients, water, cups, ice	\$45.08	Estimated after returns
<b>Movie Night Total</b>		<b>\$3,090.49</b>	
Amount Remaining		\$2,029.51	

<b>Pickleball Tournament</b>		\$700.00	
Elan Financial Services (credit card)	White board, banners, canopies/weights, tags, balls	\$535.64	
Target	Pickle prizes, water, gatorade, granola bars	\$72.92	After returns
SuperOne	Pickle prize and ice	\$15.87	
<b>Tournament Total</b>		<b>\$624.43</b>	
Amount Remaining		\$75.57	

<b>Emily City Park Sign</b>		<b>\$4,420.00</b>	<i>Estimated</i>
Quality Fabricating	Metal sign	\$4,420.00	
Emily Ace Hardware	Concrete and posts	\$72.48	
<b>Sign Total</b>		<b>\$4,492.48</b>	
Amount Remaining		-\$72.48	

<b>Downtown Intersection Improvements</b>		<b>\$9,600.00</b>
Menards	Pergola	\$4,570.65
Backyard Greenhouse	Plants	\$77.94
Emily Ace Hardware	Soil, landscape fabric, fasteners	\$373.59
Elan Financial Services (credit card)	Solar lights	\$129.39
Upland Advertising & Design	City map and historic photos	\$1,450.00
Amazon	3 Planters	\$547.94
<b>Downtown Improvements Total</b>		<b>\$7,149.51</b>
Amount Remaining		\$2,450.49



BY:.....

# Invoice

Bill To
City of Emily PO Box 68 Emily, MN 56447

Date	Invoice No.	P.O. Number	Terms	Project
07/21/25	3698			

Item	Description	Quantity	Rate	Amount
Stage	20x16 Mobile stages for 2025 Emily Day	2	1,000.00	2,000.00
Thank You!!			Subtotal	\$2,000.00

Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$2,000.00</b>

### Movie Night

#### **-three large tubs with sealing gasket**

- This one is large and has wheels depending on where in city hall you have to store it this may be to large to lift onto a shelf

<https://www.walmart.com/ip/Sterilite-Storage-Tote-Clear-Polypropylene-19334304/489648606>

\$60X1=\$60

- Two of these should still be easily liftable onto a shelf for storage- one for the electronics and one for the screen (one extension cord per tub)

<https://www.walmart.com/ip/Sterilite-Storage-Tote-Clear-Polypropylene-19334304/107543065>

\$16X2 or 3=\$32- \$48

#### **-Bluetooth transmitter receiver**

- This allows the DVD player to communicate sound to the speakers

<https://www.amazon.com/Bluetooth-Transmitter-Receiver>

\$40

#### **-Solar lights for pavilion**

- Lighting in this space has always been a challenge. The solar lights we purchased for the downtown streetscape project worked great, i recommend buying two more for this pavilion, and please consider adding them to future outdoor public projects **(could be included in the IRRRB grant)**

<https://www.homedepot.com/p/Hampton-Bay-10-Light-20-ft-Outdoor-Solar-LED-Edison-Bulb-String-Light-SL20-10-SOL-V1-HD/321956811>

\$60 x 2 = \$120

**Total=\$200 to \$250**

### **Downtown streetscape and photo history project- additions to consider**

#### **-brass plaque for veterans bench**

- "Honoring all who serve"

**\$100-200**

#### **- three more planters (could be included in the IRRRB grant)**

- Repeated visual elements create a sense of place and order in a community, and the positive response from citizens has been overwhelming. Other towns in the area, like Crosby and Ironton have lovely large planters on every block through town. We recommend one more planter at the other end of the parking lot near the methodist church on the grassy bump out where you turn into the parking lot. Two more planters could be placed at the entrance of City Hall.



<https://www.amazon.com/Vego-Garden-Planter-Vegetables-Flowers>

\$170 x 3= \$510

Dirt and plants budget including next years maintenance= \$1500

**- three more maps for wayfinding around the city (could be included in the IRRRB grant)**

- Add three smaller maps, focusing on and located at West Park, City Park, and City Hall. These would be paired down versions of the original map, to be located at the main City properties in downtown. They could give more information, history, and detail about each location

\$140x3= \$420



**-Additional printed historic photos x4**

- Again, huge positive response from the public- I got compliments from people as far away as Nisswa who came to Emily days and reached out to compliment the project. We had discussed the historic photos returning to City Hall at the end of the Anniversary year, but there may be photos we would like printed specifically to hang at City Hall that weren't included in the original run. Specifically the photo of Emily's first Fourth of July, which was panoramic and didnt fit the format of the outdoor project
- We ask that you consider printing a few photos nicely and having them framed or mounted in a way that would celebrate our town's history for all who pass through City Hall

Printed like the outdoor ones:

\$165x4=\$660

Or upgrade the prints to indoor quality

[https://www.shutterfly.com/p/home-decor/single-piece-wall-art/gallery-of-one-pano-wall-art?interceptSource=mweb/dyn\\_personalization/product\\_detail\\_pages/home\\_decor/apc-pip-1/next\\_best\\_action/non\\_personalized/carousel](https://www.shutterfly.com/p/home-decor/single-piece-wall-art/gallery-of-one-pano-wall-art?interceptSource=mweb/dyn_personalization/product_detail_pages/home_decor/apc-pip-1/next_best_action/non_personalized/carousel)

Printed Pano on mounted photo board 12x36= \$80

<https://www.shutterfly.com/p/home-decor/single-piece-wall-art/photo-gallery-wall-art?productCode=1508286&categoryCode=1091993&skuCode=1514842&frame-color=Black&material-name=Mounted>

Printed high quality on hardboard with frame 24"x36"= \$240

Upgrade = \$1,040

**Streetscape additional component Total= \$3,190 to \$3,670**

**Both projects max cost (padded for shipping and unforeseen extras) \$4,000**

**Ongoing Parks and recreation budget items:**

**Annual maintenance for all planters \$500**

**Annual budget for movie nights \$1,000-\$5,000 we have had offers of local business sponsorship that may reduce cost**

**CITY OF EMILY  
COUNTY OF CROW WING  
STATE OF MINNESOTA  
RESOLUTION NO. 25-28**

**RESOLUTION AUTHORIZING CITY OF EMILY TO MAKE  
APPLICATION TO AND ACCEPT FUNDS FROM  
IRRRB CULTURE AND TOURISM GRANT**

**WHEREAS**, the Emily City Council approves of the attached IRRRB Culture and Tourism Grant (“Grant”) application for the Park and Public Communication Improvements project (“Project”); and

**WHEREAS**, the Emily City Council approves of requesting matching grant funds to complete the following Project:

- Installation of an outdoor information kiosk providing a directory, public amenities map, and community calendar of events at the city’s central intersection.
- Construction of a multi-use pavilion for families, visitors, and community events in the City Hall Park providing much needed sun shelter adjacent to the newly constructed handicap accessible pickleball courts.
- Planting of trees in the City Hall Park to provide additional sun shelter and enhance the current green space.
- Installation of individual handicap accessible covered picnic table shelters with ADA compliant tables and park grills.
- Installation of additional electrical capacity in the Emily City Park to increase the capacity to support events and performances in the park.
- Replacement of some of the dated and deteriorating signs and wooden sculpture with new more appealing and engaging signs that include updated information and the City logo.

**NOW, THEREFORE, BE IT RESOLVED**, the Emily City Council agrees to accept Grant funding for the Project if approved by IRRRB and to proceed with the Project subject to the following:

1. The City agrees to abide by all terms and conditions required to receive the Grant to complete the Project.
2. Mayor Tracy Jones is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
3. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
4. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
5. The Authorizing Agent is granted the authority to direct City staff in matters related to accepting the Grant and completing the Project.
6. The City Clerk shall serve as the City’s official liaison with the entity issuing the Grant.

Adopted by the City Council of Emily, Minnesota this 28<sup>th</sup> day of July, 2025.

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Tracy Jones, Mayor

ATTEST: \_\_\_\_\_  
City Clerk/Treasurer Cari Johnson, MCMC



## Project Summary

This project is designed to provide a more engaging tourist and public experience that focuses on access, beautification, enhanced public features, and expanded public amenities. This project includes:

- Creating an engaging central outdoor information kiosk that provides a directory, public amenities map, and community calendar of events. This outdoor information center will be located at the city's central intersection to provide easy visitor access to a directory of City amenities. It is designed to complement the newly created pergola, with planters, a veteran's memorial bench, and decorative safety fence. This portion of the project was put together in conjunction with the GoNorthMn organization, the Emily Park Commission, and City Council. It supports the projects identified by the public in the Emily City Comprehensive Plan.
- Enhancing the City Hall Park by planting trees and constructing a multi-use pavilion for families, visitors, and community events. The shelter will be constructed by local contractors, and it will provide a much-needed sun shelter adjacent to the newly constructed handicap accessible pickleball courts.
- Expanding the park amenities to include individual ~~handicap~~ (Google says to say only "accessible" now.) accessible covered picnic table shelters with ADA compliant tables, and park grills. Adding additional electrical capacity to the City Park that will increase the capacity to support events and performances in the park. (This has already been done. Is more needed?)
- Beautifying the existing parks by removing some of the dated and deteriorating signs and wooden sculptures, and replacing them with new more appealing and engaging signs that include the updated information and the city logo. (Is the plan to replace Willie the Walleye somehow? He is shown as a photo/selfie op on the pergola map. He's a good tourism addition. Brian recommends he be replaced with a fiberglass sculpture instead of wood to last longer.)
  - Project start date: Oct 1, 2025
  - Project end date Oct 1, 2026
  - Amount requested: \$30,000
  - Total project cost: \$74,000

## Project Narrative – Evaluation Criteria Culture, History, Tourism and Recreation

- 1 **Enhances Quality of Life:** This project provides significant enhancements for the visitors to Emily MN by improving access to information on the city, parks and amenities, and expansion of public amenities and features.
  - a. Provides easy visitor access via a beautified central outdoor information kiosk adjacent to the new pergola, planters and veteran's bench. This 3-sided kiosk will include a community event calendar, a park directory listing the amenities by location, and a city message board. This kiosk will be illuminated with solar lighting
  - b. A new 20'x36' multi-purpose pavilion will be constructed adjacent to the new ~~handicap~~ accessible pickleball courts that were constructed in 2024. The shelter can be used for community and family events as well as a sun shelter for those recreating in the park. The shelter will include both standard and ADA compliant maintenance free picnic tables.
  - c. This project includes the addition of 2 picnic table mini-shelters. One mini-shelter will have a standard maintenance free picnic table and the other mini-shelter will have an ADA compliant maintenance free picnic table.
  - d. Outdoor pedestal grills will be added to the City Hall Park for visitors and families to use and enjoy.
- 2 **Economic Impact:** This project was initiated to move forward on Emily's Comprehensive Plan which outlines the following economic development goals:
  - a. Support small business growth and facilitate job creation.
  - b. Continue to revitalize the downtown area, transforming it into the social and cultural hub of the community.
  - c. Promote the unique local assets of the city and market the community.

The intent of this project is not just to expand amenities and beautify our community, but to stir engagement to attract more visitors. By making things more accessible, enhancing features and amenities, providing some infrastructure improvements to support city events, and beautifying the city, this project will all help bolster tourism in our community.

- 3 **Community benefit and partnerships:** This project has involved and evolved from the direct and indirect participation of the Emily Park Commission, the Emily Day Committee, the GoNorthMn organization, Emily's Comprehensive Plan (based on public input), and individual contributors. The City Council even hosted a "meet the council" night for local businesses, so they could openly share their perspectives and concerns. This project is the culmination of ~~all of~~ many collaborators engaging to find ways to promote our city and enrich the lives of those visiting and joining our community.

The Emily Day Committee worked with the City Council to mutually address some improvements to make park events easier to host. The GoNorthMn organization also worked with the city to add a beautiful pergola outfitted with outdoor black & white photos on metal. These metal photos have also been placed around town to give visitors a view into the culture and historical background of Emily. This project continues to leverage and build upon these initiatives.

- 4 **Diversity, equity, inclusion and accessibility:** There are many ways this project serves the diverse population. The most obvious ways are making sure we are including things like ~~handicap~~ accessible amenities (ADA picnic tables, ~~handicap~~ accessible courts, wide fence openings etc.).

In addition to physical accessibility, this project will be providing easy to use information by improving our outdoor signage both in design and location. This project includes a 3-sided information kiosk. The 3-sided kiosk will have the ability to display a city directory of amenities, a community event calendar, as well as city information and city postings ~~side~~ site for jobs, meetings, and committees. This directory will be conveniently located at the main intersection in town in the public parking lot next to a veteran's bench. It will be lit with solar lighting. This intersection location already has ~~accessible~~ crosswalks and ~~handicap~~ curb ramps.

Emily has a large percentage of retired ~~people~~ full-time and seasonal residents. This factors into the types of amenities, their design and features. The pickleball courts the city put in last year are more attractive for seniors than some of the other sports amenities in town like tennis and baseball. The pavilion being added to this park area adds a much-needed sun shelter appreciated by the seniors who are now enjoying these pickleball courts.

Emily also has an economically diverse population, so none of the amenities included in this project require any fees to use. The grills and shelters are free to use, and the city already provides pickleball paddles and balls to use for free.

We hope to use a woman-owned company to purchase the new picnic tables, but we have been unable to confirm product availability and pricing at this time. We will continue working to source products for this project from targeted vendors (women-owned, veteran-owned, racial minority-owned, Tribal-owned, LGBTQIA+ owned, or disability-owned businesses).

This is the City of Emily's first time applying for an IRRRB Culture and Tourism grant.

- 5 **Environmental impact and mitigation:** During the planning and design phase for this project, we looked for ways to go green. As a result, we are planning to use solar lights for our information kiosk. All of the picnic tables including in this grant application will be made out of recycled materials. The pavilion and mini shelters will be constructed out of wood and wood glulams.

In order to preserve the existing environment, the pavilion and the 2 mini shelters will all be constructed on level ground and they will not require removing any trees or shrubs. Following construction, trees and new grass will be planted around this area to promote the natural vitality of this park. Based on public input to the Comprehensive Plan, we will be using different varieties of trees in this project as well.

The pavilion included in this plan will be near the existing pickleball courts, but care is being taken to keep the pavilion far enough away to provide enough pervious surface area to promote water absorption while also providing for reasonable drainage to curb run-off.

- 6 **Visibility of project:** This project involves 3 distinct locations. The city information kiosk will be located at the corner of ~~the~~ Emily's main intersection (State Highway 6 and County Road 1). It will be placed in the public parking lot adjacent to the pergola with the veteran's bench and existing flower planters. This will be very visible to anyone going through town.

The planned pavilion, park grills, and mini-shelters will be located at the Emily City Hall & Community Center and Park. While these amenities are not directly visible from Highway 6, the pavilion, grills and mini-shelters will be visible to anyone going to the Emily City Hall & Community Center. In addition, the City Hall sign, which is on the driveway and located on Hwy 6 will be replaced with a new sign that clearly lists the Emily City Hall & Community Center and Park along with the amenities [pickleball courts (indoor and outdoor), basketball court, playground, pavilion, and park grills]. These amenities will also be added to the Emily City website with their location.

The new city information kiosk as well as the adjacent pergola will include a directory with the location and amenities for the Emily City Hall & Community Center and Park identifying these new amenities.

A new and much more visible Emily City Park sign was just installed in time for our 125<sup>th</sup> Anniversary celebration. This sign style will be used to update other city signs to maintain a consistent and sharper city image for City branding.

- 7 **Job impact:** While it is difficult to predict how many jobs, if any, will be directly created and retained, there will definitely be an indirect increase in employment.

At this time, I do not anticipate any jobs will be directly created by receipt of this grant.

This project will definitely provide construction jobs that will be sourced locally. This includes an excavating company to prepare the building site for the concrete pads for the pavilion and mini-shelters. There will be a cement contractor employed to set the rebar, pour and finish the cement pads. Then a general contractor will build the pavilion and two mini-shelters. A local electrician will be contracted to put in electrical service for the pavilion.

In addition to the construction jobs, a local nursery will be contracted to deliver and plant the trees. A sign company will be contracted to make and setup the new sign for the Emily City Hall & Community Center and Park. The City's maintenance crew will install the kiosk and complete the final grading and seeding.

Other workforce indirect impacts include: approximately 6 additional seasonal full time and part time seasonal staff to handle the additional customer demand on local

businesses that will be generated by the beautification, enhanced and expanded amenities delivered by this project. This project will also help ensure that existing business and community jobs are retained through increased customer traffic at all local businesses.

# PATRICK R

Emily Parks Commission Chairman, Address Telephone Email

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## LETTER OF SUPPORT FOR CITY OF EMILY'S CULTURE & TOURISM GRANT APPLICATION

25 July 2025

Danae Beaudette  
MN Dept. of Iron Range Resources & Rehabilitation  
P.O. Box 441, 4261 Hwy 53 South  
Eveleth, MN 55734

Dear Danae & Commissioners,

I am writing to express my strong support for the City of Emily's Culture & Tourism Grant application. As chairman of the Emily City Park's Commission, I see firsthand how community and park improvement projects like this help to revitalize and boost the local economy. This is evident by an influx of local and regional visitors to our new outdoor pickle ball courts, located at City Hall.

This initiative to beautify, enhance and expand public amenities not only aligns with and supports the City of Emily's comprehensive plan, but it helps to stimulate local businesses by creating a more captivating and exciting experience for visitors and the local community as well. Emily is a small town with limited means, so awarding these additional grants funds to Emily will provide the means to jump start our long-term improvement plans.

I am excited about this grant opportunity and hope you will approve our city's grant application.

Thank you for your consideration

Sincerely,



Patrick T. Rheume

As on 7/28/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	767,466.35	620,318.45	365.21	0.00	544,618.37	5,777.92	0.00	837,753.72	127,984.76	965,738.48
Road and Bridge	132,835.14	99.07	0.00	0.00	0.00	0.00	0.00	132,934.21	0.00	132,934.21
Small Cities Revolving Loan Fund	23,933.46	10,404.02	0.00	0.00	0.00	0.00	0.00	34,337.48	0.00	34,337.48
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library	2,030.21	101.70	0.00	0.00	0.00	0.00	0.00	2,131.91	0.00	2,131.91
Firemens equip fund 225	88,613.01	7,055.07	59.39	0.00	29,785.39	702.80	0.00	65,239.28	20,811.44	86,050.72
1st Resp. equip fund 226	62,679.74	7,543.26	127.03	0.00	654.53	1,503.28	0.00	68,192.22	44,516.41	112,708.63
Emily Area Recycling 227	0.00	194.63	0.00	0.00	150.00	0.00	0.00	44.63	0.00	44.63
Police Fund 228	12,146.32	9.04	0.00	0.00	0.00	0.00	0.00	12,155.36	0.00	12,155.36
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	46,469.17	1,851.83	0.00	0.00	44,700.00	0.00	0.00	3,621.00	0.00	3,621.00
Debt Service PRI 2014 304	40,856.36	1,401.38	0.00	0.00	42,102.50	0.00	0.00	155.24	0.00	155.24
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	53.80	0.00	0.00	0.00	0.00	0.00	53.80	0.00	53.80
Park Acquisition and Development (Optional) CITY HALL CD 406	3,434.27	2,307.56	190.54	0.00	2,782.16	2,254.95	0.00	895.26	66,774.65	67,669.91
CEMETERY CD 407	5,468.83	4.96	0.00	0.00	0.00	0.00	0.00	5,473.79	0.00	5,473.79
SMALL CITIES CD 408	1,328.35	1,316.32	111.15	0.00	111.15	1,315.40	0.00	1,329.27	38,951.90	40,281.17
POLICE DEPART. 409	3,318.21	941.99	79.39	0.00	79.39	939.56	0.00	3,320.64	27,822.77	31,143.41
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	10,091.76	7.49	0.00	0.00	0.00	0.00	0.00	10,099.25	0.00	10,099.25
CAP. PROJ. FIRE CD 414	5,023.17	3.70	0.00	0.00	0.00	0.00	0.00	5,026.87	0.00	5,026.87
CAP PROJ. RD CD 415	181,405.75	2,014.18	158.79	0.00	158.79	1,879.11	0.00	181,540.82	55,645.53	237,186.35
FUT. CITY DEV. CD 416	(758.43)	988.42	83.52	0.00	83.52	988.42	0.00	(758.43)	29,269.56	28,511.13



Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Bala	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	106,750.61	42,872.65	31.75	0.00	115,784.35	375.81	0.00	33,494.85	11,129.11	44,623.96
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
<b>Total:</b>	<b>1,493,096.69</b>	<b>699,489.52</b>	<b>1,206.77</b>	<b>0.00</b>	<b>781,010.15</b>	<b>15,737.25</b>	<b>0.00</b>	<b>1,397,045.58</b>	<b>422,906.13</b>	<b>1,819,951.71</b>

Priority Legend:  
A: Urgent - Fund if at all possible  
B: High Priority - Do when funding available  
C: Worthwhile - May be deferred for funding

D: Desirable (Nonessential)

City of Emily

**CAPITAL IMPROVEMENT PLAN**  
2025 through 2029  
PROJECTS BY FUNDING SOURCE

7/28/2025 8:01

ARPA  
FEMA/USDA  
Sourcewell Pub. Safe.  
Impact

Savings  
public safety  
Sourcewell Pub. Safe.  
Grant or Savings

Purchased

Code Source	Balance (12-13-24)	Priority	2024	2025	2026	2027	2028	2029	2030-2034	TOTAL	
<b>100 General Fund</b>	\$1,073,525										
Shop - 12,000 lbs. Two Post Hoist		B	\$ 13,950.18							\$ 13,950.18	Community Impact Funds Grant App or Purchase
Shop - Plasma Cutter		C	\$ 3,000.00	\$ 3,000.00						\$ 3,000.00	Community Impact Funds Grant App or Purchase
Shop - Sweeper Vacuum		C	\$ 13,778.80							\$ 13,778.80	Community Impact Funds Grant App
Shop - Zero Turn Gas Lawnmower		C		\$ 20,000.00						\$ 20,000.00	Community Impact Funds Grant App
Shop - Pressure Washer		B		\$ 5,000.00						\$ 5,000.00	Community Impact Funds Grant App
Hall - Bottle Filling Station/Fountain		C	\$ 1,500.00							\$ 1,500.00	FEMA/USDA Grant
Hall - Emergency Generator		B	\$ 65,000.00	\$ 65,000.00						\$ 65,000.00	FEMA/USDA Grant
Hall - Access/Security System Upgrade (25: Panic Buttons)		A	\$ 13,934.84	\$ 1,000.00						\$ 14,934.84	24: \$30k from savings from 2023 transfer
Rotational Computer Replacement - Clerk & PZ Offices		B	\$ 874.94	\$ 4,000.00	\$ 2,000.00		\$ 1,000.00	\$ 6,000.00		\$ 13,874.94	5 yr replacement plan/25: Community Impact Funds or Purchase
PZ - Used Fireproof Filing Cabinet		C		\$ 2,500.00						\$ 2,500.00	
PZ - Desk		C		\$ 1,500.00						\$ 1,500.00	
PZ/Clerk - Connecting Door w/Electrical		B	\$ 14,635.12							\$ 14,635.12	\$4k budgeted/Used 40% Access/Security System Upgrade Funds for remainder
Electronic Speed Signs X 3 (\$3,200 each)		A	\$ 6,022.00	\$ 6,400.00						\$ 12,422.00	
Hall - Upgrade of Council Chambers AV Equipment		C	\$ 20,845.00							\$ 20,845.00	
<b>201 Road and Bridge (Small Cities Assistance)</b>	\$129,053										
<b>206 American Rescue Plan Fund</b>	\$0										
<b>211 Library</b>	\$2,030			\$ 500.00						\$ 500.00	
Security Camera		B									
<b>225 Firemens Equipment Fund (w/Public Safety Aid)</b>	\$104,338										
Replacement of Expired Turnout Gear (\$3,000 each)		A	\$ 15,425.00	\$ 3,811.00						\$ 19,236.00	Public Safety Aid
Radios (\$6,000 each)		A	\$ 5,000.00	\$ 12,000.00						\$ 17,000.00	25: PS Sourcewell or savings
Pagers (\$550 each)		B	\$ 1,000.00	\$ 550.00						\$ 1,550.00	25: PS Sourcewell or savings
Genesis 32" Push/Pull Ram Extrication Tool		A	\$ 12,420.00	\$ 12,420.00						\$ 24,840.00	25: Public Safety Aid
Genesis Brute Comb Tool		B	\$ 15,500.00	\$ 15,500.00						\$ 31,000.00	25: PS Sourcewell or savings
Brush Rig 4 Door Pickup Truck		B		\$ 60,000.00						\$ 60,000.00	225 Fire Equip.
Engine #1 - Lease to Purchase Program		A	\$ 24,074.96	\$ 34,664.96						\$ 58,739.92	
Engine #2 - Lease to Purchase Program (10 Years)		A	\$ 41,500.00	\$ 44,900.00	\$ 79,564.96	\$ 79,564.96	\$ 79,564.96	\$ 318,259.84		\$ 726,319.68	
SCBAs - Lease to Purchase Program		A	\$ 15,544.03	\$ 15,944.03						\$ 31,488.06	
Fire Station - Generator and Install		A	\$ 4,350.00	\$ 20,000.00						\$ 24,350.00	
<b>226 Medical Services/1st Resp. Equipment Fund</b>	\$105,637										
Radios (\$6,000 each)		A	\$ 8,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		\$ 36,000.00	25: PS Sourcewell or savings
Pagers (\$550 each)		B	\$ 1,100.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 2,750.00		\$ 5,500.00	25: PS Sourcewell or savings
First Responder Vehicle/Ambulance (Used)		B		\$ 100,000.00						\$ 100,000.00	* State contract needed
AEDs (\$2,500 each)		C		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00		\$ 12,500.00	25: PS Sourcewell or savings
<b>227 Emily Area Recycling</b>	-\$164										
<b>228 Police Fund</b>	\$12,145									\$ 10,000.00	24: \$10k from savings from 2023 transfer 5 14 24: Use ARPA funds for remaining \$8,821.22
Paint/carpet/desks/office chairs			\$ 10,000.00							\$ 10,000.00	
<b>404 Park Acquisition and Development</b>	\$67,881										
City Hall Park Phased Construction:											
1 - Pickleball Courts X2 (\$57,271)		B	\$ 47,470.78	\$ 21,000.00						\$ 68,470.78	\$47,470.78 Park Dedication/\$9,800 from donations/\$57,270.78 Total
2 - Picnic Shelter, Sand Volleyball Court, Pickleball Court		B		\$ 30,000.00						\$ 30,000.00	(\$4,283.81 Park Dedication Funds remaining)
3 - Shuffleboard Courts and/or Splash Pad		B		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00		\$ 80,000.00	* Non-Park dedication savings
Resurfacing of Tennis/Pickleball Courts		B	\$ 6,000.00	\$ 5,000.00						\$ 11,000.00	
Baseball Field Dugouts Siding Repairs		B	\$ 7,648.00							\$ 7,648.00	From Park Dedication Funds
Baseball Field Scoreboard (Electronic)		B		\$ 5,000.00						\$ 5,000.00	
<b>406 City Hall</b>	\$8,289										
Gym Floor Repair		B		\$ 11,500.00						\$ 11,500.00	
City Hall Outdoor Lights Repair		A									
<b>407 Cemetery</b>	\$38,923										
Second Addition Preparation: Need trees		C	\$ 4,000.00	\$ 4,000.00						\$ 8,000.00	
Benches for Memorial Circle		C	\$ 7,000.00	\$ 7,000.00						\$ 14,000.00	
Flagpoles for Memorial Circle		C	\$ 2,000.00	\$ 2,000.00						\$ 4,000.00	
Visible Block Markers		C									
<b>409 Law Enforcement/Emily Sheriff's Office</b>	\$30,171										
<b>413 Rehab Projects</b>	\$50,090										
55,023											
<b>414 Capital Projects - Fire</b>	\$72,334										
<b>415 Capital Projects - Roads</b>											
2 Year Rotating Crack Sealing Plan		B	\$ 65,689.88	\$ 118,518.71	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 135,000.00	\$ 243,000.00	
Rotating Poly Sealing Plan		B		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	\$ 135,000.00	
Street Improvements - Budgeted		B		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00	\$ 405,208.59	24: Save for 2025





39811 State Highway 6  
PO Box 68  
Emily, MN 56447  
218-763-2480

July 28, 2025

Jeffrey Klatt  
18251 Wood Lake Blvd.  
Fifty Lakes, MN 56448

Dear Jeff,

I am pleased to confirm the City of Emily's employment offer to you for the position of Seasonal Maintenance Worker. This seasonal position is classified as part-time, non-exempt (overtime eligible) and subject to the Minnesota/Federal Minimum Wage law. The seasonal position is for a total of no more than 6 months. A copy of the position description is enclosed.

In accordance with city policy and applicable law, the following deductions will be made from your payroll checks:

- Federal and state withholding for taxes, social security, etc.

You will be expected to work no more than eight hours/day and no more than 32 hours/week. Your starting wage will be \$18.00 per hour and your first day of work will be Monday, August 11, 2025 pending the results of a preemployment physical, drug test, and background check. Although the position is seasonal and you may work up to 6 months, due to the late start in the summer the position will be through Friday, November 7, 2025. Per our standard procedure, this offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period of time.

Your position is subject to a 14 day pay period and our regularly scheduled pay period is every other Wednesday. Since your start date is planned for August 11, 2025, your first pay day will be on August 13, 2025.

As a part-time seasonal employee, you will not accrue vacation, but you will be eligible to accrue Earned Sick and Safe Leave. A copy of the City's personnel policy is included with this offer letter.

Please report to the Broadway Maintenance Shop (unless otherwise informed) on Monday, August 11, 2025 at 7:00 a.m. Do not hesitate to call if you have any questions prior to that time. We are pleased that you will be joining our staff and look forward to working with you. If you have any questions prior to your start date, please contact Brian Foster, Maintenance Supervisor, at 218-838-3631.

Sincerely,

Tracy Jones  
Mayor

cc: Personnel File

**clerk@emily.net**

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**m:** Becka Magnan CWP Member Service <magnan@cwpower.com>  
**Sent:** Monday, July 14, 2025 8:46 AM  
**To:** clerk@emily.net  
**Subject:** Security light quotes

Hello,

Our field Engineer visited your sited and determined the following:

First option is to install a security light and a new pole next to the existing pole (Old Bungalow pole that the city of Emily owns) that would be a cost of \$4,000.

Second option would be to put a pole on the south side of 2<sup>nd</sup> St next to the junction box and that cost would be \$2,000.

Third option would be to hire an Electrician and use the existing Bungalow pole and wire in a light that the city would own and maintain.

Please reach out to me directly if you would like to go with the first two options or have any further questions.

Have a great week!

Thank you,



**Becka Magnan**  
Member Service

17330 State Hwy 371 N  
Brainerd, MN 56401  
P: 218-825-2681

