

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

September 17, 2024
Special Meeting

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

The Emily City Council met for a Special Meeting on Tuesday, September 17, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:06 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

The Council discussed propane vendor quotes. **COUNCILMEMBER BUTCHER MADE THE MOTION TO CONTRACT WITH FERRELLGAS FOR \$1.199 PER GALLON FIXED PRICE THROUGH NOVEMBER 30, 2024 AND THEN CAPPED AT \$1.459 PER GALLON FROM DECEMBER 1, 2024 THROUGH JUNE 30, 2025 WITH WAIVER OF ALL DELIVERY FEES DURING THE CONTRACT TERM. MAYOR JONES SECONDED THE MOTION.** Discussion included Ferrellgas is the current propane provider for the City and has provided great service. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Councilmember Butcher recused himself from the meeting.

Mayor Jones opened the sealed quotes for 1,000 yards of Class 5 aggregate, including loading and storage on site. The quotes received were:

- Moritz Excavating & Septic for 1,000 yards of Class 5, use of a loader to load the Class 5, and storage on site for a total of \$12,000.
- Emily Sand & Gravel for 1,000 yards of Class 5 at \$11.20 per yard for a total of \$11,200, including storage on site and use of a loader to load the Class 5.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 24-45 TO CONTRACT WITH A CITY OFFICIAL TO CONTRACT WITH BRYCE BUTCHER, COUNCILMEMBER AND OWNER OF EMILY SAND & GRAVEL, TO PURCHASE 1,000 YARDS OF CLASS 5 AGGREGATE FOR \$11,200, INCLUDING STORAGE ON SITE AND USE OF A LOADER. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION PASSED.

Councilmember Butcher rejoined the meeting.

MAYOR JONES MADE THE MOTION TO HIRE MIDWEST SECURITY AND FIRE TO PURCHASE AND INSTALL TWO MULTI CLASS READERS AND UPDATED KEYPADS FOR READER CONNECTION FOR THE NORTHERN OUTPOST FOR A TOTAL OF \$1,179.72. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the proposed Capital Improvement Plan (CIP) Projects by Funding Source 2025-2029 spreadsheet. Meetings were held with department heads to review the proposed Preliminary Budget and proposed CIP. The City could apply for a FEMA or USDA grant for a City Hall generator and work with Sourcewell for potential reimbursement for the grant writing. Planning for a FEMA or USDA grant for the City Hall generator made applying for funds from the Sourcewell Community Impact Fund available for other options. The Council plans to apply for Sourcewell Community Impact Funds for a zero-turn gas lawnmower, two radios and one pager for the Fire and Rescue Department, a security camera for the Library, and a Genesis Brute Combi Tool for the Fire and Rescue Department. The Sewer Fund additions include \$20,000 for replacement of the main liftstation pump as part of a 6 year replacement plan and saving \$30,000 to replace the influent control structure in 5 years. Revisions to the proposed CIP included:

- Removal of the purchase of a tire changer/balancer for \$3,000.
- Moved purchase of a used First Responder vehicle/ambulance for \$100,000 from 2025 to 2027.
- Moved purchase of a Fire and Rescue Department brush rig for \$60,000 from 2025 to 2027.
- Removal of the 2026 purchase of a stump grinder for \$5,000.
- Removal of the 2026 purchase of a tree spade Bobcat attachment for \$15,000.
- Addition of a second electronic speed sign for County Road 1 East for an additional \$3,200.

The Council discussed the proposed 2025 Preliminary Budget for the 100 General Fund. Revisions to the Budget for receipts included:

- Addition to Grants & Aids from Other LGUs for reimbursement to grant writer for FEMA/USDA grant application of \$1,500 for combined total of \$2,500.

The City Hall budget includes \$4,000 for preventative maintenance of the HVAC system. The Fire Administration budget includes the required contribution of \$48,010, which includes the additional First Responders, and an additional \$20,000 towards the Fire Relief pension deficit. Clean Up Day is planned for 2025. The budget includes \$50,000 for the historic 125th year celebration. Revisions to the Budget for disbursements included:

- Removal of Council/Mayor wage increases of \$25 per meeting.
- Increase to City Hall, Professional Services: Administrative for grant writing for the FEMA/USDA grant application to \$2,500.
- Addition of \$3,200 for a second electronic speed sign for total of \$6,400 in the Traffic Engineering Expenditures budget.
- Removal of \$3,000 for a tire changer in the Maintenance Shop budget.
- Purchase of a security camera for the Library will be added to a Sourcewell Impact Funds grant application.
- Reduction of the Emily Waters budget from \$29,750 to \$20,000.

The planned total of \$313,909.43 for a 2025 street improvement project with Crow Wing County includes Small Cities Assistance – Streets from 2021 (remainder), 2024, and estimated amount of \$54,923 for 2025, \$33,347.80 from the 2023 budgeted transfer originally planned for the maintenance truck, \$65,689.88 budgeted in 2024 to be saved for 2025, and \$95,116.25 budgeted for 2025.

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 2013 Refunding of Sewer Revenue. Projected debt service fund balances at year end 2025 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$45,753.75
Fund 304	Recommended levy addition of \$29,500.00 (Ehlers recommended \$20,271.61)
Fund 602	Recommended levy addition of \$120,843.75 with additional \$57,924.00 for sewer maintenance for new main liftstation pump and \$30,000 towards replacement of the influent control structure (Ehlers recommended \$62,919.75)

The Council discussed the proposed 2025 Property Tax Values provided by Crow Wing County. The target used for the proposed preliminary budget was a 5% increase. Property tax increases for a 6% property tax levy were reviewed.

MAYOR JONES MADE THE MOTION TO APPROVE THE 2025-2029 CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS BY FUNDING SOURCE SPREADSHEET AS REVISED. 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 THE 2025 PRELIMINARY BUDGET FOR THE 100 GENERAL FUND AT \$1,767,388.74 AS REVISED AND FOR THE 602 SEWER FUND AT \$213,507.75. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

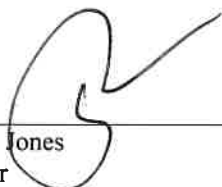
MAYOR JONES MADE THE MOTION TO ADOPT THE 2025 PRELIMINARY CITY TAX LEVY AT 1,445,650.74. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the Preliminary City Tax Levy is a 5% increase from last year and includes the following additions for bonds: \$45,753.75 for the Fund 303 CIP City Hall, \$29,500.00 for the Fund 304 2014 Road Improvements, and \$120,843.75 for the Fund 602 2013 Refunding of Sewer Revenue. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 7:47 p.m.

Respectfully submitted,

Attest:


Cari Johnson, MCMC
City Clerk/Treasurer


Tracy Jones
Mayor