

City of Emily

AGENDA

Wednesday, March 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 2024-02 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- MINUTES: February 13, 2024 Council Meeting
February 20, 2024 Special Council Meeting
- FINANCIAL REPORT: February 2024 Checking Beginning Balance \$1,144,433.26, Ending Balance \$1,058,666.24
- RECEIPTS: General \$18,715.60, Sewer \$4,401.56, Total \$23,117.16
- CLAIMS FOR APPROVAL: **\$66,583.70** for Pine River State Bank Checks #61199 to #61278 and automatic withdrawals #330772 to #330778
- INVESTMENTS (Market Value): \$396,042.67
- TOTAL CHECKING/INVESTMENTS: \$1,454,708.91

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

SPEAKERS: 6:10 p.m. Wayne Dosh, County Highway Engineer, re: bridge report and maintenance
6:30 p.m. Dan Barrett, or representative, re: ballfield scoreboard.

FIRE DEPARTMENT

- Proposed fire protection contract rate decrease from 3.14174% to 2.874% and first response coverage contract rate decrease from .67776% to .51838%, for a total rate decrease from 3.8195% to 3.39238%. *(Council action – motion)*
- Decommission of Fire Department vehicles: *(Council action – motion)*
 - 1999 GMC Fire Pumper Truck
 - **Resolution 24-16 Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same to dispose of the 1999 GMC Fire Pumper Truck to Crooked Lake Township at a price of \$15,000.**
 - 1998 Polaris 6 wheel ATV
 - 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.
 - Resolution Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same for sale.
- **Recognition of Chad Jordan for 17 years of service as a firefighter.** *(Information)*

FIRST RESPONSE UNIT

- Food Shelf request for an AED in the City owned Food Shelf building. *(Council action – motion)*
- **Resolution 24-15 Accepting Donation to the City of \$200 from Beatrice Rhode to the First Response Unit Equipment Fund.** *(Council action – motion)*

LAW ENFORCEMENT

- Decommission of former Police Department vehicles: *(Council action – motion)*
 - 2016 Ford Explorer
 - Option to repurpose vehicle as an EMS rig, pending the total cost to remove equipment and repurpose and to hire inspection and possible repair of the front end
 - Guardian Fleet Safety estimate to purchase 2016 Ford Explorer squad for \$7,500
 - **Enforcement Lighting estimate to decommission vehicle for \$500, including pick up, sale of equipment, and work with Adesa Auto Auction for a 10% sale fee, including title transfer paperwork, and the City could set a minimum bid. The \$500 fee could come out of the auction proceeds for no out of pocket expense to the City.**
 - 2008 Ford Explorer
 - Guardian Fleet Safety estimate to purchase 2008 Ford Explorer squad for \$2,500.
 - **Enforcement Lighting estimate to decommission vehicle for \$500, including pick up, sale of equipment, and work with Adesa Auto Auction for a 10% sale fee, including title transfer paperwork, and the City could set a minimum bid. The \$500 fee could come out of the auction proceeds for no out of pocket expense to the City.**
 - **Resolution 24-17 Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same for sale to dispose of the 2016 Ford Explorer and 2008 Ford Explorer squads with options 1 or 2.**
- Update on plan for northern outpost for Sheriff Department: *(Information)*

WASTEWATER

PLANNING & ZONING

- Quotes to construct a doorway and install a door between the Planning and Zoning Office and Clerk's Office for Clerk's Office counter access and safety: *(Council action – motion)*
 - JP Contracting LLC for \$6,089.05

ATTORNEY

ROADS

- Crow Wing County Bridge Inspection Report for Bridge #L2877 Roosevelt Drive over Crooked Creek and Bridge Maintenance report. *(Information/Council action – motion)*
- Request for S.E.H., City Engineer, to provide an agreement to develop a plan for replacement of the Roosevelt Drive Bridge (budgeted). *(Information)*
- **Schedule Special Meeting for field trip to review roads for Feasibility Study. (Action)**
- McCoy Construction & Forestry Equipment Rental Agreement for 2023 John Deere 320P Backhoe Loader, with option **A, B, or C**, for a total insurable value of \$180,000 with possible trade-in of 1987 backhoe tractor, **no down payment, and purchase/payment at the end of June. (~~Plan to rent the backhoe through the end of March, complete a 90 day loan for the backhoe through the end of June, and purchase the backhoe at the end of June.~~)** *(Council action – motion)*
- Rental of street sweeping broom from RDO Equipment for up to 2 weeks at a rate of \$ per week for an estimated total of \$. **(2023 prices were \$1,638 weekly for total of \$3,276)** *(Council action – motion)*

MAINTENANCE

CITY HALL

- Quotes for purchase and installation of bottle filling station/fountain for City Hall: *(Council action – motion)*
 - Pike Plumbing and Heating for \$3,000, including one year labor and parts warranty.
 - **Crow Wing Energized grant application for reimbursement of up to \$1,500 for an unfiltered bottle filling station/fountain with no installation costs. ELKAY unit from Amazon currently costs \$1,129. 10% in kind match required. Grant awards announced mid-May.**

CEMETERY

PARKS

- Quotes for replacement of the **reefs tops** for two dugouts using Park Funds: *(Council action – motion)*
 - Genz Construction, LLC for total of \$24,909.12 for replacement of four dugout tops.
 - Emily Masonry for \$4,900 for replacement of two dugout tops OR for \$9,000 for four dugout tops.
- **Request quotes for ballfield scoreboard, including installation of electric if electronic scoreboard.** *(Information/Council action – motion)*

- Purchase of electronic 8' X 4' scoreboard from Varsity Scoreboards for a total of \$4,645 with verbal bid from Northern Lakes Electric for \$1,500 for electrical.
- Update on request for quotes to construct new pickleball courts. *(Council action – motion)*

LIBRARY PERSONNEL

- Deputy Clerk Amy Prokott's attendance of the 2024 year two Minnesota Municipal Clerks Institute in St. Cloud May 6 – May 10 at the cost of up to \$560 for registration, 5 nights in hotel not to exceed \$875, and reimbursement of mileage, parking, and food. *(Council action – motion)*
- Pam Roden resignation from the Park Commission effective March 13, 2024. *(Council action – motion)*
- Appointment of Wesley Murnane to the Park Commission for a 3 year term of March 14, 2024 to December 31, 2026. *(Council action – motion)*
- Park Commission members needed. *(Council action – motion)*
- Council Member attendance of LMC Annual Conference from June 26-28 at the Mayo Civic Center in Rochester for \$275 per person (new attendees) with up to \$500 for 2 nights hotel and reimbursement of mileage and meals. *(Council action – motion)*
- Council Member/Planning Commission members/staff attendance of Sourcewell professional development courses as follows: *(Council action – motion)*
 - Land Use 101 on March 27 from 10am to 3pm in Staples, free registration, reimbursement of mileage
 - Open Meeting Law and Data Practices on April 4 from 9am to 12pm in Crosslake, free registration, reimbursement of mileage
 - Practical Leadership – The Art of Everyday Leadership on April 11 from 9am to 3:30pm in Staples, \$20 fee per participant, reimbursement of mileage
 - Practical Leadership – Being a People Leader on April 12 from 9am to 3pm in Staples, \$20 fee per participant, reimbursement of mileage.

EMILY WATERS

- 2024 Emily Waters Committee applications from Jan Mosman, Jean McLeod, and Dan Brennan. *(Council action – motion)*

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2024-02 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2024-02 Fee Schedule Ordinance for publication. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Update on State reimbursement of December 13, 2022 storm damages. *(Information)*
- Update on 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)*
- Update on Department of Natural Resources for burning permit issuance at City level. *(Council action – motion)*

NEW BUSINESS:

- 2023 Summary Financial Report for publication. *(Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County re: 2024 final tax rates.
- ✓ Crow Wing County re: public comment on Land Use Ordinance revisions.
- ✓ MidMinnesota Federal Credit Union request to bid for bank account or investment of excess money.
- ✓ Landsburg Landscape Nursery re: thank you for business last year.
- ✓ WonderTrek Children's Museum re: thank you for hosting February Pop-up Play Lab Event.
- ✓ U.S. Treasury re: updated ARPA FAQs on affordable housing.

Scheduled Upcoming Meetings:

- Schedule meeting to review ordinances for revisions, including for employment of the First Responders on the Fire Department.

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 Wednesday, March 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 2024-02 Fee Schedule Ordinance contains amendments to the following sections:

Section 152 Land Use and Subdivisions	Addition of a fee for modification of variance, conditional use permit, or interim use permit condition(s) Addition of a per_unit description for the interim use permit fee Update to the per_unit descriptions for variance and conditional use permit fees
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The prior 2024-01 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the Ordinance adopting 2024-02 Fee Schedule Ordinance.

The public is invited to attend the March 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 22nd day of February, 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

February 13, 2024

The Emily City Council met for a regular meeting on Tuesday, February 13, 2024 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 2024-01 Fee Schedule Ordinance included amendments to Section 50 Sewer for the annual 3% increase to sewer rates and Section Miscellaneous for addition of a charge to purchase lockers and for reduction of the Contractor Use of Water at Fire Hall fee. 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 KOCH MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER BUTCHER 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 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, and September 27, 2023 Special Council Meeting and the Treasurer's Report from January 2024: Checking Beginning Balance \$1,344,573.03 and Ending Balance \$1,144,433.26; Receipts to General fund \$50,272.93, Sewer fund \$15,371.97, Total \$65,644.90; and Claims for Approval: \$273,290.88 including Pine River State Bank checks #61126 to #61198 and automatic withdrawals #330765 to #330771; Investments \$392,472.27; Total Checking/Investments \$1,536,905.53. **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: Shanda Landes commented on North Star Manganese's mineral lease requests. Landes reported the City is part of the Pine River Watershed and there are many questions and concerns regarding safety and potential environmental impacts, including health impacts from manganese and drilling passing through area aquifers. Landes reported baseline test results from their home for naturally occurring manganese were two times higher than they should be for adults and six times higher than they should be for children. Landes recommended City residents have their water tested. Landes reported being skeptical about an economic boom from a possible future manganese mine. Landes stated an environmental impact study should be completed before discussing mineral lease applications. Landes stated the area's natural resources drive the economy. Landes reported being very concerned about protecting the City's rivers, lakes, streams, soil, water, and groundwater aquifer.

Susan Airhart, Mill Road, reported the current manganese deposit exploration test drilling has changed the water. Airhart recommended the Council have the water tested for manganese in all public facilities. Airhart reported people are not moving to the area due to the manganese deposit exploration activities. Airhart reported manganese deposit exploration activities damage the community and will not help the community prosper. Airhart requested the Council make the test drilling stop due to the change in the aquifer that has happened in homes within one mile of the manganese deposit.

Kevin Kramer, Birchwood Drive, requested an independent survey be conducted of all taxpayers in the City and within a 30 mile radius of the City to determine support of a proposed manganese mine. The Council reported there is currently no proposal for a manganese mine. Kramer stated surrounding communities should be notified if and/or when North Star Manganese proposes mineral lease applications again. The Council reported the City held a public

meeting last summer to provide information on manganese deposit exploration activities. Kramer requested City plans for notification of the community of the trucking route for manganese in the event of an accident and regarding increased road use, noise, and road setbacks. The Council stated the question was premature because there is currently no proposal for a manganese mine. The Council stated the questions would be addressed if a manganese mine were to be proposed in the future.

Gary Hanson, Councilmember, State Highway 6, discussed Councilmember relationships, including his own actions, and requested all Councilmembers work together for residents and keep in mind the viewpoint of residents when making decisions.

Trisha Lee stated her family is extremely concerned regarding a proposed manganese mine, including environmental concerns. Lee stated all people need to work together and take proactive action to understand a proposed manganese mine before approvals. Lee urged the Council to engage the community, listen to their concerns, and to form a group to determine how to proactively research not spoiling the area for generations to come.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported continued metallurgical testing and analysis of drilled samples through mid-2024. Sandri reported 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 will be reinitiated until the site has met the required reclamation levels. NSM continued its discussions with the Department of Natural Resources (DNR) on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing into 2024.

Mayor Jones provided a summary update of the manganese deposit exploration. NSM's new CEO is Brian Savage. Mayor Jones attended a Crow Wing County Committee of the Whole meeting, met with NSM representatives, and met with other parties concerned with the manganese deposit exploration. NSM did not withdraw their mineral lease applications, but tabled the applications for now. The Crosby-Ironton School District Board voted to not support NSM applying for mineral leases. Neither the Crow Wing County Board of Commissioners nor the Emily City Council have voted regarding support for NSM applying for mineral leases. The Executive Council meets quarterly and would consider the mineral lease applications. At this time the DNR does not believe NSM has enough support to warrant presenting the mineral lease applications to the Executive Council.

The Council reviewed 86 submissions for the City Slogan Contest at the last Council Meeting. The Council had decided to further review the submissions and present their top five choices at the next meeting. The top three slogans were, "Woods, water, wildlife – Emily", "All Trails Lead to Emily", and "Emily trees, lakes and trails". The Council did not feel any of the slogan submissions exactly defined the City, so made the decision to reopen the City Slogan Contest.

FIRE DEPARTMENT: Chief Chad Genz reported the January Fire Department meeting was held with 16 members present and reported 1 fire call. All equipment was checked. Training was held on hybrid cars and air bags. Chief Genz requested the Council not require Craig Prokott to repay training costs to the City because he resigned due to health purposes.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT 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 FEBRUARY 13, 2024. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included an ordinance revision would be needed before first responders are eligible for Fire Relief benefits. ROLL CALL VOTE – HANSON, HEMPHILL, AND KOCH VOTED AYE. JONES AND BUTCHER ABSTAINED. THE MOTION PASSED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 24-07 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION TO THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed decommissioning Engine #3 and the Polaris 6 wheeler. If the Polaris 6 wheeler is not decommissioned, then there is an option to make the City's liability insurance coverage primary for \$12 per person,

with no physical damage coverage, for any firefighter using a personal vehicle to tow the trailer and Polaris 6 wheeler. The City purchased a Ranger side by side to replace the Polaris 6 wheeler and purchased a new fire truck to replace Engine #3. **MAYOR JONES MADE THE MOTION TO TABLE DECOMMISSIONING OF CITY VEHICLES, INCLUDING POLICE AND FIRST RESPONSE UNIT VEHICLES, AND HOLD A SPECIAL COUNCIL MEETING TO REVIEW THE VEHICLES IN PERSON. 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 PURCHASE 5 SETS OF TURNOUT GEAR FROM GREAT PLAINS FIRE FOR A TOTAL OF \$15,425 USING PUBLIC SAFETY AID FUNDS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Fire Department Bylaws state the fire training repayment provision does not apply for firefighters resigning due to health purposes. **COUNCILMEMBER KOCH MADE THE MOTION TO ACCEPT THE RESIGNATION OF CRAIG PROKOTT FROM THE FIRE DEPARTMENT EFFECTIVE IMMEDIATELY WITH NO REQUIRED REPAYMENT OF FIRE TRAINING COSTS. 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 February First Response Unit meeting was held with 8 members present and reported 6 calls in January. The First Responders voted to approve joining the Emily Firemen's Relief Association. The First Responders received 13 fully equipped first responder bags and 1 AED from a Sourcewell grant. The First Responders voted to approve repurposing the 2016 Ford Explorer police squad as a First Responder rig, pending the total cost to change the squad to an EMS rig and to hire inspection and possible repair of the front end.

MAYOR JONES MADE THE MOTION TO HIRE KAISER JARVIS AS A FIRST RESPONDER PER FIRST RESPONSE UNIT RECOMMENDATION WITH NO PREEMPLOYMENT SCREENINGS OR BACKGROUND CHECK REQUIRED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included Jarvis was hired as a firefighter in December 2023 and completed preemployment screenings and background check at that time. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO HIRE SARAH JARVIS AS A FIRST RESPONDER PER FIRST RESPONSE UNIT RECOMMENDATION PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. 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 24-08 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE OUTING CHAMBER OF COMMERCE TO THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

LAW ENFORCEMENT: The Council discussed the estimates from Guardian Fleet Safety to purchase the 2016 Ford Explorer squad for \$7,500 and 2008 Ford Explorer squad for \$2,500. Discussion included following the sealed bid process to sell the squads and preparation of the vehicles for the sale. **MAYOR JONES MADE THE MOTION TO TABLE DISCUSSION REGARDING SALE OF THE POLICE SQUADS TO A SPECIAL COUNCIL MEETING TO REVIEW THE VEHICLES IN PERSON. 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 TABLE INSTALLATION OF TWO FLOCK SAFETY AUTOMATIC LICENSE PLATE READER SYSTEMS AND REQUEST CROW WING COUNTY SHERIFF'S OFFICE GIVE A MORE IN DEPTH PRESENTATION ON THE SYSTEMS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Liaison Butcher reported Sheriff Klang is assisting the City with recovery of a police radio. The plan for a northern outpost at the Emily City Hall is on hold until the Hall access systems are updated to allow the Sheriff deputies access. A company has been requested to review the Hall access system, their representative was delayed, and the representative plans to be at the Hall tomorrow.

WASTEWATER: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE PURCHASE OF ONE MAIN LIFTSTATION HYDROMATIC PUMP (CHOPPER) WITH KSB ADAPTOR WITH \$600 INSTALL FOR A TOTAL OF \$15,692 FROM WW GOETSCH PER THE RECOMMENDATION OF THE WASTEWATER OPERATOR. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PLANNING & ZONING: Chair Dave Johnson reported the Planning Commission election results were Dave Johnson as Chair and Pat Rheume as Vice Chair.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT 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, PER THE RECOMMENDATION OF THE PLANNING COMMISSION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Planning Commission requested enforcement of a long term failed SSTS. **MAYOR JONES MADE THE MOTION FOR THE CITY ATTORNEY TO PURSUE ENFORCEMENT OF A LONG TERM FAILED SSTS FOR PIN 21030564. 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 REQUEST QUOTES TO CONSTRUCT A DOORWAY BETWEEN THE PLANNING AND ZONING AND CLERK'S OFFICES TO IMPROVE SAFETY AND AIRFLOW BETWEEN THE OFFICES. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ATTORNEY: The Council discussed an update on the conciliation court case for unpaid attorney fees for a road vacation. Nicholas Cekalla reported in 2019 he requested a road vacation of an unused Little Pine River Road cul de sac. Cekalla wanted to build a garage, but needed the additional land to meet setback requirements. Vacation of the platted cul de sac was approved, but the cost of the vacation exceeded the amount paid. The City Attorney has no authority to settle the case, so Cekalla attended the meeting to work with the Council on setting a fair price for the road vacation. Cekalla reported the cul de sac should have been vacated when the road was extended and he should not be held liable for the road vacation fees. The road vacation fee paid by Cekalla was \$300 and Cekalla was notified that per the Fee Schedule Ordinance when costs associated with processing or reviewing an application exceed the original application fee, the applicant is required to reimburse the City for any additional costs. Some of the costs associated with the cul de sac road vacation included a Public Hearing for a cost of \$250 and a recording fee of \$46. The amount charged to Cekalla was to pay for the City Attorney invoices of \$1,118 for working on the vacation. The total owed has increased to \$1,539 from charges for the City Attorney to process the conciliation court claim. The process for road vacation is defined in the City's Ordinance, the road vacation fee paid did not cover all City costs, and the City did not charge more than costs incurred. The consensus of the Council was not to settle.

ROADS: MAYOR JONES MADE THE MOTION TO APPROVE THE 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. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the current 1987 backhoe tractor needs a new hydraulic pump, which would cost \$13,000, so would be used in the brush dump while operational. The 2024 Budget included \$140,000 for a new backhoe tractor. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE 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. MAYOR JONES SECONDED THE MOTION. Discussion included Corbin Excavating is the Crow Wing County Highway Department approved contractor for 2024 and the amount was included in the 2024 Budget. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The MnDOT speed study results of County Road 1 west of State Highway 6 for the Crow Wing County Highway Department were discussed. The study resulted in a recommendation of 55 mph from the west to Evergreen Drive,

transition to 40 mph between Evergreen Drive and a location approximately 900' west of State Highway 6, and transition to 30 mph to State Highway 6. **COUNCILMEMBER KOCH MADE THE MOTION TO RESPOND TO CROW WING COUNTY HIGHWAY DEPARTMENT THAT THE CITY DOES NOT SEE THE NEED TO INCREASE THE SPEED LIMIT ON WEST COUNTY ROAD 1 BECAUSE A CITY PARK, CITY FIRE DEPARTMENT, AND CITY GARAGES ARE WITHIN THE SPEED ZONE TO BE INCREASED. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAINTENANCE: Nothing new to report.

CITY HALL: **COUNCILMEMBER KOCH MADE THE MOTION TO REQUEST QUOTES FOR PURCHASE AND INSTALLATION OF A BOTTLE FILLING STATION/FOUNTAIN FOR CITY HALL. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included the quotes could be used for a grant application once funds become available. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CEMETERY: Liaison Hanson reported one burial, Neal Buchite.

PARKS: **COUNCILMEMBER KOCH MADE THE MOTION TO REQUEST QUOTES TO CONSTRUCT NEW PICKLEBALL COURTS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LIBRARY: **MAYOR JONES MADE THE MOTION TO REAPPOINT MIKIE WALKER TO THE LIBRARY BOARD FOR A 3 YEAR TERM OF FEBRUARY 14, 2024 THROUGH DECEMBER 31, 2026. 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 REAPPOINT JAN MOSMAN TO THE LIBRARY BOARD FOR A 2 YEAR TERM OF FEBRUARY 14, 2024 THROUGH DECEMBER 31, 2025. 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 REAPPOINT DIANA LEE TO THE LIBRARY BOARD FOR A 2 YEAR TERM OF FEBRUARY 14, 2024 THROUGH DECEMBER 31, 2025. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PERSONNEL: The Pay Equity Implementation Report is required every three years. The City does not report elected officials or employees working less than 67 days in a calendar year. Minnesota Pay Equity reported based on the preliminary review of the Pay Equity Implementation Report the City would be in compliance by passing the alternative analysis test, salary range test, and exceptional service pay test of 100%. **MAYOR JONES MADE THE MOTION TO APPROVE THE PAY EQUITY IMPLEMENTATION REPORT 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 APPOINT FAYE HUGHES TO THE PARK COMMISSION FOR A 3 YEAR TERM OF FEBRUARY 14, 2024 TO DECEMBER 31, 2026. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Department of Labor and Industry issued new guidance that cities are not required to offer Earned Sick and Safe Time (ESST) to firefighters or first responders for calls. Cities are required to offer ESST to firefighters and first responders for meetings and trainings. The Personnel Policy was amended to remove offering ESST to firefighters and first responders for calls and to remove ESST provisions regarding a Police Chief. **MAYOR JONES MADE THE MOTION TO APPROVE THE REVISED PERSONNEL POLICY AS PRESENTED RETROACTIVE TO JANUARY 1, 2024. 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 PAYOUT UNUSED AND ACCRUED SICK LEAVE TO PRIOR POLICE OFFICER MIKE DAVIS FOR A TOTAL OF 50.7 HOURS AT \$20.50 PER HOUR, PER THE PERSONNEL POLICY IN EFFECT AT THE TIME, AFTER THE POSITION WAS TERMINATED ON DECEMBER 12, 2023.

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 PUBLISH A NOTICE FOR UP TO TWO SEASONAL MAINTENANCE WORKER POSITIONS FOR UP TO 32 HOURS PER WEEK AT \$18 PER HOUR. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE ATTENDANCE OF SAFETY AND LOSS CONTROL WORKSHOPS ON APRIL 23 IN ST. CLOUD FOR ADMINISTRATIVE AND MAINTENANCE EMPLOYEES FOR \$20 PER PERSON PLUS REIMBURSEMENT OF MILEAGE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council chose not to attend the LMC City Day on the Hill conference.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The proposed 2024-01 Fee Schedule Ordinance included amendments to Section 50 Sewer for the annual 3% increase to sewer rates and Section Miscellaneous for addition of a charge to purchase lockers for \$5 each and for reduction of the Contractor Use of Water at Fire Hall fee from \$.10 per gallon to \$.01 per gallon. COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT THE AMENDED 2024-01 FEE SCHEDULE ORDINANCE AS PRESENTED. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE SUMMARY OF THE AMENDED 2024-01 FEE SCHEDULE ORDINANCE FOR PUBLICATION. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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.

Clerk Johnson presented the 2023 Annual Clerk/Treasurer Financial Report. The General Fund 2023 beginning balance was \$591,186.90 and the ending balance was \$795,972.32 including investments. The beginning balance for the total of all funds was \$1,082,510.42 and the ending balance was \$1,691,398.51, including \$390,903.82 in investments. The City's outstanding debt at the end of 2023 was \$2,045,061.04, including \$615,061.04 in leases for the fire trucks and SCBAs and \$1,430,000 in bonds for the City Hall improvement, 2014 Road Improvements, and Sewer system. The total for accounts receivable was \$62,780.02 and accounts payable was \$12,666.80. The 2023 Statement of Orders Issued total was \$1,760,878.47. COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE 2023 ANNUAL CLERK/TREASURER FINANCIAL REPORT. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Clerk Johnson presented the Summary Budget Statement. The 2024 General Fund Budget total for revenues was \$1,525,627 and the total for expenditures balanced at \$1,525,627. The 2024 General Fund Budget is 5% lower than last year. The Property Tax Levy required to fund the budget for all funds was \$1,376,810. COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE 2024 SUMMARY BUDGET STATEMENT AND REQUIRED PUBLICATION. MAYOR JONES 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 24-09 ALLOWING ELECTRONIC FUNDS AND WIRE TRANSFERS. 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 MAKE THE ANNUAL EMILY FOOD SHELF DONATION OF \$250 AS INCLUDED IN THE 2024 BUDGET. COUNCILMEMBER BUTCHER 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 24-06 APPROVING A LAWFUL GAMBLING PERMIT FOR OVER THE HILLS GANG ATV CLUB TO HOLD A RAFFLE DRAWING ON

OCTOBER 5, 2024 AT THE LOG CABIN BAR WITH NO WAITING PERIOD. COUNCILMEMBER HEMPHILL 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 24-10 APPROVING A LAWFUL GAMBLING PERMIT FOR CELEBRATE EMILY DAY COMMITTEE AND APPROVING USE OF CITY PARK, PARADE, AND FIREWORKS FOR EMILY DAY. 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 ADOPT 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. COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included the lockers were originally from the Crosby-Ironton School District. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

There was a discussion regarding Clerk's Office issuance of burning permits during business hours. Permittees would need to call the DNR before the permit could be activated. Burning permit applications are also available online. **MAYOR JONES MADE THE MOTION TO APPROVE ISSUING DEPARTMENT OF NATURAL RESOURCES BURNING PERMITS AT THE CITY LEVEL. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed a property owner request for the City to lease land at little to no cost for a public use outdoor gun range on County Road 1. The Council has concerns, including regarding insurance liability.

CORRESPONDENCE: Discussion included Crow Wing Power increase to commercial rates, League of Minnesota Cities Insurance Trust Regional Safety Group Program increase in rates, and Ideal Township thank you for letter of support of grant request from Sourcewell for Ideal Township Transfer Station office.

SCHEDULED UPCOMING MEETINGS: The March regular Council Meeting will be held on Wednesday, March 13, 2024 at 6 p.m. in the Emily City Hall due to a township elections conflict. A Public Hearing for annual Fee Schedule Ordinance update will be held on Wednesday, March 13, 2024 at 6 p.m. A Special Council Meeting will be held on Tuesday, February 20, 2024 at 3 p.m. for a field trip to review fire, first response, and police vehicles. A Special Council Meeting is needed to review ordinances for revisions, including for employment of the First Responders on the Fire Department.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:51 P.M. MAYOR JONES 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

February 20, 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, February 20, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 3:05 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, and Andrew Hemphill were present. Councilmember Gregory Koch was absent. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the Special Council Meeting at 3:06 p.m. for a field trip to review Fire Department and First Response Unit vehicles.

Mayor Jones reopened the meeting at 3:10 p.m. at the Emily Fire Hall, 20837 County Road 1.

The First Response rig is a 2002 Ford Taylor Made Type II Ambulance purchased new in 2001 for \$38,000 with a diesel engine and the mileage is 8,900. The rig is not used to transport patients. The rig is in great shape and training could be completed on how to drive.

The Fire Department 1998 Polaris 6 wheel ATV was purchased new in 1998 for \$6,468.05 and the mileage is 201.

The Fire Department 1999 GMC Fire Truck Pumper was purchased new in 2000 for \$146,603, holds 1,200 gallons, includes a roof ladder, and the mileage is 12,978.

The meeting moved to the Broadway Maintenance Shop, 39819 Broadway.

The 2008 Ford Explorer police squad was purchased new in 2008 for \$24,104.98, includes some equipment, there may be a wiring issue, the squad is not in good shape, and the mileage is 155,181.

The 2016 Ford Explorer police squad was purchased new in 2016 for \$26,654.25 (without equipment), includes a lot of equipment, is in rough shape, and the mileage is 151,160. The First Responders are considering repurposing the squad for use as a First Response rig.

Mayor Jones adjourned the meeting at 3:50 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 2/29/2024

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	49,239.16	0.00	0.00	170,728.36	1,720.79	0.00	554,462.48	119,855.03	674,317.51
Road and Bridge	106,569.71	27.37	0.00	0.00	3,840.00	0.00	0.00	102,757.08	0.00	102,757.08
Small Cities Revolving Loan Fund	15,705.14	1,565.91	0.00	0.00	0.00	0.00	0.00	17,271.05	0.00	17,271.05
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	12.08	0.00	0.00	0.00	0.00	0.00	45,975.83	0.00	45,975.83
Library	1,581.22	0.29	0.00	0.00	0.00	0.00	0.00	1,581.51	0.00	1,581.51
Firemens equip fund 225	86,287.79	5,023.10	0.00	0.00	1,694.62	0.00	0.00	89,616.27	0.00	89,616.27
1st Resp. equip fund 226	53,715.54	5,555.69	0.00	0.00	0.00	540.94	0.00	58,730.29	41,688.70	100,418.99
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	3.17	0.00	0.00	0.00	0.00	0.00	12,130.33	0.00	12,130.33
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	2,264.29	0.00	0.00	43,262.50	0.00	0.00	4,645.57	0.00	4,645.57
Debt Service PRI 2014 304	38,166.14	2,113.40	0.00	0.00	39,046.25	0.00	0.00	1,233.29	0.00	1,233.29
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	959.28	0.00	0.00	0.00	946.63	0.00	48,406.80	72,955.24	121,362.04
CEMETERY CD 407	30,003.82	7.77	0.00	0.00	0.00	0.00	0.00	30,011.59	0.00	30,011.59
SMALL CITIES CD 408	1,326.47	473.60	0.00	0.00	0.00	473.31	0.00	1,326.76	36,477.60	37,804.36
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	338.95	0.00	0.00	0.00	338.08	0.00	3,314.03	26,055.43	29,369.46
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	2.73	0.00	0.00	0.00	0.00	0.00	10,078.92	0.00	10,078.92
CAP. PROJ. FIRE CD 414	5,015.54	1.29	0.00	0.00	0.00	0.00	0.00	5,016.83	0.00	5,016.83
CAP PROJ. RD CD 415	18,601.28	681.06	0.00	0.00	0.00	676.17	0.00	18,606.17	52,110.89	70,717.06
FUT. CITY DEV. CD 416	(2,204.61)	473.31	0.00	0.00	0.00	473.31	0.00	(2,204.61)	36,477.60	34,272.99

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	19,773.53	0.00	0.00	83,092.16	135.23	0.00	39,077.72	10,422.18	49,499.90
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	88,762.06	0.00	0.00	341,663.89	5,304.46	0.00	1,042,288.40	396,042.67	1,438,331.07

For the Period : 2/1/2024 To 2/29/2024

<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	\$643,323.94	\$5,204.23	\$94,065.69	\$554,462.48	\$0.00	\$14,676.26	\$569,138.74
Road and Bridge	\$102,744.28	\$12.80	\$0.00	\$102,757.08	\$0.00	\$0.00	\$102,757.08
Small Cities Revolving Loan Fund	\$16,209.86	\$1,061.19	\$0.00	\$17,271.05	\$0.00	\$0.00	\$17,271.05
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,970.02	\$5.81	\$0.00	\$45,975.83	\$0.00	\$0.00	\$45,975.83
Library	\$1,581.38	\$0.13	\$0.00	\$1,581.51	\$0.00	\$0.00	\$1,581.51
Firemens equip fund 225	\$86,299.54	\$5,011.35	\$1,694.62	\$89,616.27	\$0.00	\$1,694.62	\$91,310.89
1st Resp. equip fund 226	\$53,722.90	\$5,383.23	\$375.84	\$58,730.29	\$0.00	\$0.00	\$58,730.29
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,128.88	\$1.45	\$0.00	\$12,130.33	\$0.00	\$0.00	\$12,130.33
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	\$4,645.04	\$0.53	\$0.00	\$4,645.57	\$0.00	\$0.00	\$4,645.57
Debt Service PRI 2014 304	\$1,233.16	\$0.13	\$0.00	\$1,233.29	\$0.00	\$0.00	\$1,233.29
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$246.08	\$0.00	\$0.00	\$246.08	\$0.00	\$0.00	\$246.08
Park Acquisition and Development (Optional)	\$48,400.73	\$663.78	\$657.71	\$48,406.80	\$0.00	\$0.00	\$48,406.80
CITY HALL CD 406	\$30,007.89	\$3.70	\$0.00	\$30,011.59	\$0.00	\$0.00	\$30,011.59
CEMETERY CD 407	\$1,326.63	\$328.98	\$328.85	\$1,326.76	\$0.00	\$0.00	\$1,326.76
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.63	\$235.29	\$234.89	\$3,314.03	\$0.00	\$0.00	\$3,314.03
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	\$10,077.60	\$1.32	\$0.00	\$10,078.92	\$0.00	\$0.00	\$10,078.92
CAP. PROJ. FIRE CD 414	\$5,016.17	\$0.66	\$0.00	\$5,016.83	\$0.00	\$0.00	\$5,016.83
CAP PROJ. RD CD 415	\$18,603.79	\$472.17	\$469.79	\$18,606.17	\$0.00	\$0.00	\$18,606.17
FUT. CITY DEV. CD 416	(\$2,204.61)	\$328.85	\$328.85	(\$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	\$40,400.89	\$4,401.56	\$5,724.73	\$39,077.72	\$0.00	\$6.96	\$39,084.68
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

<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>
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,123,052.21	\$23,117.16	\$103,880.97	\$1,042,288.40	\$0.00	\$16,377.84	\$1,058,666.24

*Balanced
3-7-24
oj*

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 3/7/2024

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	\$49,239.16	\$172,449.15	\$554,462.48
Road and Bridge	\$106,569.71	\$27.37	\$3,840.00	\$102,757.08
Small Cities Revolving Loan Fund	\$15,705.14	\$1,565.91	\$0.00	\$17,271.05
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,963.75	\$12.08	\$0.00	\$45,975.83
Library	\$1,581.22	\$0.29	\$0.00	\$1,581.51
Firemens equip fund 225	\$86,287.79	\$5,023.10	\$1,694.62	\$89,616.27
1st Resp. equip fund 226	\$53,715.54	\$5,555.69	\$540.94	\$58,730.29
Emily Area Recycling 227	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$12,127.16	\$3.17	\$0.00	\$12,130.33
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	\$2,264.29	\$43,262.50	\$4,645.57
Debt Service PRI 2014 304	\$38,166.14	\$2,113.40	\$39,046.25	\$1,233.29
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
Public Acquisition and Development (Optional)	\$48,394.15	\$959.28	\$946.63	\$48,406.80
CITY HALL CD 406	\$30,003.82	\$7.77	\$0.00	\$30,011.59
CEMETERY CD 407	\$1,326.47	\$473.60	\$473.31	\$1,326.76
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,313.16	\$338.95	\$338.08	\$3,314.03
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	\$2.73	\$0.00	\$10,078.92
CAP. PROJ. FIRE CD 414	\$5,015.54	\$1.29	\$0.00	\$5,016.83
CAP PROJ. RD CD 415	\$18,601.28	\$681.06	\$676.17	\$18,606.17
FUT. CITY DEV. CD 416	(\$2,204.61)	\$473.31	\$473.31	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$102,531.58	\$19,773.53	\$83,227.39	\$39,077.72
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	\$88,762.06	\$346,968.35	\$1,042,288.40

Date of Report : 3/7/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
12/06/2023	61006	Payroll Period Ending 12/06/2023	\$775.36
02/07/2024	61177	Payroll Period Ending 02/07/2024	\$121.90
02/07/2024	61172	AFLAC	\$31.68
02/13/2024	61190	QUILL	\$52.06
02/13/2024	61197	Payroll Period Ending 02/13/2024	\$36.94
02/21/2024	61208	PIKE PLUMBING & HEATING OF BRAINERD	\$709.67
02/21/2024	61209	Uline	\$1,987.84
02/28/2024	61221	Verizon	\$104.02
02/28/2024	61222	LEAGUE OF MINNESOTA CITIES	\$100.00
02/28/2024	61223	Canon Financial Services, Inc.	\$148.93
02/28/2024	61224	Colonial Life	\$76.72
02/28/2024	61225	Sourcewell	\$1,113.75
02/28/2024	61226	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	\$5,900.00
02/28/2024	61227	AUTO VALUE	\$205.56
02/28/2024	61228	GREAT PLAINS FIRE	\$1,694.62
02/28/2024	61229	CUYUNA REGIONAL MEDICAL CENTER	\$1,300.00
02/28/2024	61230	Ehlers Investment Partners, LLC	\$83.00
02/28/2024	61218	Payroll Period Ending 02/28/2024	\$1,616.36
02/29/2024	330774	MINNESOTA REVENUE	\$319.43
Total			\$16,711.11

For the period: 2/1/2024 To 2/29/2024

Investment Type Description
 Money Market/Bonds MMMIF/Municipal Bonds-Varying Maturities,

Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
392,472.27	02/01/2024			
	02/29/2024	825.75		393,298.02
	02/29/2024	287.22		393,585.24
	02/29/2024	502.63		394,087.87
	02/29/2024	251.31		394,339.18
	02/29/2024	179.51		394,518.69
	02/29/2024	359.02		394,877.71
	02/29/2024	251.31		395,129.02
	02/29/2024	71.80		395,200.82
	02/29/2024	254.77		395,455.59
	02/29/2024	88.62		395,544.21
	02/29/2024	155.08		395,699.29
	02/29/2024	77.54		395,776.83
	02/29/2024	55.38		395,832.21
	02/29/2024	110.77		395,942.98
	02/29/2024	77.54		396,020.52
	02/29/2024	22.15		396,042.67
		3,570.40	0.00	396,042.67

Total

Total All Investments

Bond Earned Interest Deposited In

	Bbalance	Re-Investments	Interest	Gain/Loss	Ebalance
MMMF Investments	\$ 1,472.36	\$ (3,972.02)	\$ 2,728.55		\$ 228.89
Money Market Deposit Account	\$ 1,472.36	\$ (3,972.02)	\$ 2,728.55		\$ 228.89
Money Market Total					

Muni Bond/US Treasury Investments

132033GS4	\$ 14,890.05			\$ 2.25	\$ 14,892.30	\$ 259.50
842471BY9	\$ 5,013.05			(7.45)	\$ 5,005.60	
952347WQ1	\$ 75,443.25			(168.00)	\$ 75,275.25	\$ 2,458.13
509262FD8	\$ 19,836.80			(27.20)	\$ 19,809.60	
3130AV3M2	\$ 59,856.00			143.40	\$ 59,999.40	
91282CCC3	\$ 53,232.12			204.66	\$ 53,436.78	
912797LL9	\$ 88,362.76			375.58	\$ 88,738.34	
912797JK4	\$ 52,582.36			223.13	\$ 52,805.49	
912797JMO	\$ 21,783.52	\$ 3,972.02		95.48	\$ 25,851.02	
U.S. Treasury Securities (TSRYS5712678)	\$ 390,999.91	\$ 3,972.02		841.85	\$ 395,813.78	
Municipal Bonds Total						

*Balanced.
3-7-24 cr*

396,042.67

TOTAL INVESTMENTS

	\$ 392,472.27	\$ -	\$ 2,728.55	\$ 841.85	\$ 396,042.67	
			\$ (3,972.02)	\$ 2,728.55		\$ 841.85

	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	\$ 118,774.51	\$ (1,202.06)	\$ 825.75	\$ -	\$ 1,202.06	\$ -	\$ 254.77	\$ 119,855.03	\$ 119,855.03
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 41,312.87	\$ (418.11)	\$ 287.22	\$ -	\$ 418.11	\$ -	\$ 88.62	\$ 41,688.71	\$ 41,688.71
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 72,297.53	\$ (731.69)	\$ 502.63	\$ -	\$ 731.69	\$ -	\$ 155.08	\$ 72,955.24	\$ 72,955.24
407 Cemetery	\$ 35,000.00	\$ 36,148.75	\$ (365.84)	\$ 251.31	\$ -	\$ 365.84	\$ -	\$ 77.54	\$ 36,477.60	\$ 36,477.60
409 Police Department	\$ 25,000.00	\$ 25,820.54	\$ (261.32)	\$ 179.51	\$ -	\$ 261.32	\$ -	\$ 55.38	\$ 26,055.43	\$ 26,055.43
415 Capital Project Roads	\$ 50,000.00	\$ 51,641.09	\$ (522.63)	\$ 359.02	\$ -	\$ 522.63	\$ -	\$ 110.77	\$ 52,110.88	\$ 52,110.88
416 Future City Development	\$ 35,000.00	\$ 36,148.75	\$ (365.84)	\$ 251.31	\$ -	\$ 365.84	\$ -	\$ 77.54	\$ 36,477.60	\$ 36,477.60
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,328.23	\$ (104.53)	\$ 71.80	\$ -	\$ 104.53	\$ -	\$ 22.15	\$ 10,422.18	\$ 10,422.18
Total	\$ 380,000.00	\$ 392,472.27	\$ (3,972.02)	\$ 2,728.55	\$ -	\$ 3,972.02	\$ -	\$ 841.85	\$ 396,042.67	\$ 396,042.67

Fund Name: All Funds

Date Range: 02/01/2024 To 02/29/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/02/2024	Verizon	13269	Monthly Cell Tower Lease Payment	(02/05/2024) -	N Verizon Rental	100-34951-	\$ 1,100.00
							\$ 1,100.00
02/05/2024	UTILITY BILLING	13270	Sewer Charges	(02/05/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 972.11 \$ 17.11
							\$ 989.22
02/05/2024	UTILITY BILLING	13271*	Sewer Charges - ACH	(02/01/2024) -	N Rate Class I	602-37210-	\$ 342.20
							\$ 342.20
02/05/2024	UTILITY BILLING	13272*	Sewer Charges - ACH	(02/05/2024) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
02/05/2024	UTILITY BILLING	13273*	Sewer Charges - ACH	(02/05/2024) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
02/05/2024	UTILITY BILLING	13277	Sewer Charges	(02/06/2024) -	N Rate Class I	602-37210-	\$ 342.20
							\$ 342.20
02/05/2024	Atlas Abstract & Title	13278	Inv. 24-02 Assessment Search	(02/06/2024) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
02/05/2024	James Kellogg	13279	Land Use Permit - ACH	(02/08/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
							\$ 150.00
02/06/2024	Dan Johnson and Heather Mityng	13280*	Small Cities Revolving Loan X2	(02/06/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 724.06
							\$ 724.06
02/08/2024	UTILITY BILLING	13281*	Sewer Charges - ACH	(02/07/2024) -	N Rate Class I	602-37210-	\$ 342.20
							\$ 342.20
02/09/2024	Dan and Fran Barrett	13282*	Small Cities Revolving Loan	(02/14/2024) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51

Fund Name: All Funds

Date Range: 02/01/2024 To 02/29/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/12/2024	April Moritz Davis	13283	Rental Dwelling License	(02/14/2024) -	N Rental Dwelling License	100-32111-	\$ 167.51
02/12/2024	Ruth Lake Retreat	13284	Rental Dwelling License	(02/14/2024) -	N Rental Dwelling License	100-32111-	\$ 100.00
02/13/2024	UTILITY BILLING	13285	Sewer Charges	(02/14/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 342.20 \$ 34.22 \$ 376.42
02/13/2024	Date Kloss	13286	Land Use and SSTS Permits	(02/16/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 710.00
02/14/2024	Matthew Desiderio	13287	Copies X12	(02/21/2024) -	N Copies/Faxes	100-34112-	\$ 710.00
02/16/2024	UTILITY BILLING	13288	Sewer Charges	(02/20/2024) -	N Rate Class I	602-37210-	\$ 3.00
02/16/2024	UTILITY BILLING	13289*	Sewer Charges	(02/20/2024) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 180.72 \$ 79.28 \$ 260.00
02/20/2024	Emily Fire Relief Association	13290	Resolution 24-07 - Fire Equipment Fund	(02/21/2024) -	N Contributions and Donations from Private Sources	225-36230-	\$ 5,000.00
02/20/2024	Outing Chamber of Commerce	13291	Resolution 24-08 - First Response Unit Equipment Fund	(02/21/2024) -	N Contributions and Donations from Private Sources	226-36230-	\$ 5,000.00
02/20/2024	The Title Team	13292	Inv. 24-07 Assessment Search	(02/21/2024) -	N Assessment Searches	100-34107-	\$ 25.00 \$ 25.00

Fund Name: All Funds

Date Range: 01/2024 To 02/29/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
02/20/2024	Red's Storage LLC	13293	Land Use Permit #24-09	(02/21/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 600.00
02/21/2024	UTILITY BILLING	13294	Sewer Charges	(02/22/2024) -	N	Rate Class I	602-37210-	\$ 343.20
					N	Penalties and Forfeited Discounts	602-37260-	\$ 34.32
								\$ 377.52
02/21/2024	UTILITY BILLING	13295*	Sewer Charges - ACH	(02/16/2024) -	N	Rate Class I	602-37210-	\$ 513.30
					N	Penalties and Forfeited Discounts	602-37260-	\$ 70.15
								\$ 583.45
02/26/2024	Don Carlson	13296*	16 Charter School Lockers - 3 partials attached - no charge	(02/27/2024) -	N	Sale of Lockers	100-34306-	\$ 80.00
02/26/2024	Steve Whitney	13297	4 Charter School lockers plus one partial - no charge	(02/27/2024) -	N	Sale of Lockers	100-34306-	\$ 20.00
02/26/2024	Dan Ciskovsky	13298	3 Lockers	(02/27/2024) -	N	Sale of Lockers	100-34306-	\$ 15.00
								\$ 15.00
02/28/2024	Verizon Wireless	13300	Monthly Cell Tower Lease Payment	(02/29/2024) -	N	Verizon Rental	100-34951-	\$ 1,100.00
								\$ 1,100.00
02/29/2024	Jon Stern	13301*	Small Cities Revolving Loan	(02/29/2024) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
								\$ 167.51
02/29/2024	Lakes Area Title	13303	Inv. 24-05 Assessment Search	(02/29/2024) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
02/29/2024	PINE RIVER STATE BANK	13306	Int CR Checking	(02/29/2024) -	N	Interest Earning	100-36210-	\$ 70.71
						Interest Earning	201-36210-	\$ 12.80
						Interest Earning	204-36210-	\$ 2.11
						Interest Earning	206-36210-	\$ 5.81
						Interest Earning	211-36210-	\$ 0.13
						Interest Earning	225-36210-	\$ 11.35

Fund Name: All Funds

Date Range: 02/01/2024 To 02/29/2024

<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>
02/29/2024	Pershing	13307	Int CR MMMF and Muni Bonds (02/29/2024) -	N	Interest Earning	100-36210-	\$ 825.75
					Interest Earning	226-36210-	\$ 287.22
					Interest Earning	404-36210-	\$ 502.63
					Interest Earning	407-36210-	\$ 251.31
					Interest Earning	409-36210-	\$ 179.51
					Interest Earning	415-36210-	\$ 359.02
					Interest Earning	416-36210-	\$ 251.31
					Interest Earning	602-36210-	\$ 71.80
							\$ 2,728.55

02/29/2024	Pershing	13308	Unrealized Gains - Muni Bonds (02/29/2024) -	N	Unrealized Investment Gain	100-39103-	\$ 254.77
					Unrealized Investment Gain	226-39103-	\$ 88.62
					Unrealized Investment Gain	404-39103-	\$ 155.08
					Unrealized Investment Gain	407-39103-	\$ 77.54
					Unrealized Investment Gain	409-39103-	\$ 55.38
					Unrealized Investment Gain	415-39103-	\$ 110.77
					Unrealized Investment Gain	416-39103-	\$ 77.54
					Unrealized Investment Gain	602-39103-	\$ 22.15
							\$ 841.85
							\$ 23,117.16

Total for Selected Receipts

Date Range : 3/13/2024 To 3/13/2024

<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>
03/13/2024	GAMMELLO - PEARSON, PLLC	98402,98403,98404,98407,98408,98411:Retainer ,PersonnelPol,PDSickPay, RdVacatn,SewCourt,SSTS	71191	\$961.00	100-41425-304- 100-42110-304- 100-41425-304- 100-43121-304- 602-49490-304- 100-41910-304-	Clerk Police Administration Clerk Paved Streets Sewer Utilities - Administration and General Planning and Zoning	\$117.00 \$64.00 \$195.00 \$234.00 \$52.00 \$299.00
03/13/2024	Amy Prokott	Mileage: PNP Election/Public Test	71192	\$96.61	100-41410-331-	Elections	\$96.61
03/13/2024	CARI JOHNSON	Mileage: PNP Election/Public Test	71193	\$103.18	100-41410-331-	Elections	\$103.18
03/13/2024	QUILL	Inv. 37457272,37462309,37456179 - Clerk Office Supplies	71194	\$270.03	100-41425-201-	Clerk	\$270.03
03/13/2024	Tri-County Septic Inspection	3-12: DesignRev: 42144 SH6	71195	\$35.00	100-41910-310-	Planning and Zoning	\$35.00
03/13/2024	CROW WING POWER	Monthly - 3-7-24 Invoices	71196	\$2,765.93	100-43160-381- 100-43110-381- 100-43110-381- 100-42280-381- 100-41941-381- 100-49010-381- 602-49470-381- 602-49470-381-	Street Lighting Maintenance-Shop Maintenance-Shop Fire Stations and Buildings City Hall Cemetery Sewer Utilities - Sewer Lift Stations Sewer Utilities - Sewer Lift Stations	\$291.00 \$66.95 \$25.42 \$105.10 \$1,950.85 \$35.45 \$31.30 \$31.52

Date Range : 3/13/2024 To 3/13/2024

<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>
03/13/2024	Elan Financial Services	Feb24:PZ/Sewr/ClerkPost age,ShopMaterials,Park Chemicals,FireAdminOffc Supp	71197	\$504.86	602-49470-381- 100-41941-381- 100-43110-381- 100-45202-381- 100-45202-381-	Sewer Utilities - Sewer Lift Stations City Hall Maintenance-Shop Park Areas Park Areas	\$43.18 \$27.05 \$109.24 \$24.87 \$24.00
03/13/2024	WM Corporate Services, Inc.	garbage - inv. 6820024-1767-8	71198	\$357.16	100-45202-216- 100-43110-215- 100-41425-322- 602-49490-322-	Park Areas Maintenance-Shop Clerk Sewer Utilities - Administration and General	\$27.80 \$96.22 \$272.00 \$53.00
03/13/2024	CROSBY-IRONTON COURIER	2/29/24 Invoice - Classified Ads - Lockers, Seasonal Maint.	71199	\$72.90	100-41910-322- 100-42210-201-	Planning and Zoning Fire Administration	\$3.26 \$52.58
03/13/2024	Quality Fabricating	Inv. 304387 - Fire Truck - Tool Containment - Fixed to Truck	71200	\$345.00	100-43240-384- 100-43110-341- 100-41425-352-	Waste (Refuse) Disposal Maintenance-Shop Clerk	\$357.16 \$49.80 \$23.10
Total For Selected Claims				\$5,511.67	225-42220-240-	Fire Fighting	\$345.00
							\$5,511.67

For the payroll period ending: 03/13/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1410-118	623	Davis, Jane M	186.86
	897	Gannaway, Scott A	224.00
	903	Gooley, Diane	14.00
	85	Johnson, Cari E.	102.70
	722	JOHNSON, DAVID P	12.93
	724	Koch, Gregory A	206.86
	914	Prokott, Amy J	112.04
Account Total			859.39

100-43110-101

Unallocated (Due to rounding) \$0.00

Total For Period \$859.39

Andrew D Hemphill	City Council/Town Board	Date
Bryce L Butcher	City Council/Town Board	Date
HART 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

For the payroll period ending: 03/13/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41910-114	916	Bartel, Lynda C	0
	926	Hughes, Faye A	78.50
	722	JOHNSON, DAVID P	78.50
	924	Rheaume, Patrick T	78.50
	87	Vukelich, Denise L	78.50
Account Total			392.50
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$392.50

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

For the payroll period ending: 03/13/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1410-101	85	Johnson, Cari E.	181.00
	914	Prokott, Amy J	128.14
		Account Total	309.14
100-41425-101	85	Johnson, Cari E.	1,526.54
	914	Prokott, Amy J	865.70
		Account Total	2,392.24
100-41425-103	623	Davis, Jane M	29.87
	909	Fahrendorff, Susan E	312.10
		Account Total	341.97
100-41910-103	909	Fahrendorff, Susan E	660.18
		Account Total	660.18
100-41941-101	451	Foster, Brian D	410.02
	502	Spindler, Calen Chris	369.60
		Account Total	779.62
100-42280-101	451	Foster, Brian D	123.01
	502	Spindler, Calen Chris	77.65
		Account Total	200.66
100-43110-101	451	Foster, Brian D	533.03
	502	Spindler, Calen Chris	563.72
		Account Total	1,096.75
100-43121-101	451	Foster, Brian D	492.03
	502	Spindler, Calen Chris	465.89
		Account Total	957.92
100-45202-101	451	Foster, Brian D	62.32
	502	Spindler, Calen Chris	59.01
		Account Total	121.33
602-49450-101	451	Foster, Brian D	19.68
	502	Spindler, Calen Chris	17.08
		Account Total	36.76
602-49490-101	914	Prokott, Amy J	15.13
		Account Total	15.13
100-43110-101			
		Unallocated (Due to rounding)	\$0.01
		Total For Period	\$6,911.71

Date Range : 3/7/2024 To 3/13/2024

<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>
03/13/2024	American Legal Publishing Corp.	Invs. 32324,32158 - 2024 S-5 Supplement Internet and Pages	71184	\$713.77	100-41130-312-	Ordinances and Proceedings	\$713.77
03/13/2024	INTERNATIONAL UNION OF	Union dues - 3-4-24 Invoice	71185	\$140.00			
03/13/2024	Birchdale Fire and Security	Inv. 150190 - Hall Fire Panel	71186	\$61.80	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
03/13/2024	Demco Inc.	Inv. 7446907 - Library book ends	71187	\$127.15	100-41941-404-	City Hall	\$61.80
03/13/2024	GOPHER STATE ONE-CALL	Inv. 4020382 - Locates	71188	\$5.40	100-45187-201-	Library	\$127.15
03/13/2024	FERRELLGAS	Statement 5008382025: Fire Hall Propane	71189	\$749.95	602-49490-385-	Sewer Utilities - Administration and General	\$5.40
03/13/2024	CROSBY-IRONTON COURIER	2/28/24 Invoices - Public Hearing Fee Schedule Amendment and Summary, Summary Budget Stmt	71190	\$356.16	100-42280-383-	Fire Stations and Buildings	\$749.95
					100-41540-351- 100-41130-351- 100-41130-353-	Internal Auditing Ordinances and Proceedings Ordinances and Proceedings	\$247.05 \$58.36 \$50.75

Date Range : 3/7/2024 To 3/13/2024

<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>
Total For Selected Claims							\$2,154.23

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	

For the payroll period ending: 03/13/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	300.14
	428	HANSON, JR, GERHART L.	346.20
	922	Hemphill, Andrew D	346.31
	724	Koch, Gregory A	300.14
Account Total			1,338.96
100-41310-103	643	JONES, TRACY ALLEN	507.92
Account Total			507.92
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			\$2,094.69

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 : 2/29/2024 To 3/6/2024

<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>
03/06/2024	Tremolo Communications	City phone service - 3/1/2024 invoices	71178	\$811.63	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 \$39.00 \$434.17 \$146.67 \$106.11
03/06/2024	CULLIGAN	Invs:150X01601707,150X 01579200 - Hall Softener Equip Rental/Shop Water Rental	71179	\$61.11			
03/06/2024	The Office Shop, Inc.	3/1/24 Statement for Inv. 330428-0 - Canon Contract Charges	71180	\$691.17	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$45.00 \$16.11
03/06/2024	AFLAC	Monthly employee ins coverage Inv. #179707	71181	\$31.68	100-41425-413-	Clerk	\$691.17
03/06/2024	CROSBY-IRONTON COURIER	1/24/24 and 2/1/24 Invoices - Public Hearings - PZ and Fee Schedule Amendment	71182	\$96.43	100-43110-101-	Maintenance-Shop	\$31.68
03/06/2024	EMILY ACE HARDWARE	Inv.2/29/24:ShopMateria ls	71183	\$76.21	100-41910-351- 100-41130-351-	Planning and Zoning Ordinances and Proceedings	\$40.60 \$55.83
					100-43110-215-	Maintenance-Shop	\$76.21

Date Range : 2/29/2024 To 3/6/2024

<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>
Total For Selected Claims							\$1,768.23

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: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/14/2024	MINNESOTA REVENUE	330776	State Withholding - 2/14/24 Payroll	N	Clerk	100-41425-172-	\$ 145.86
		330776			Planning and Zoning	100-41910-172-	\$ 11.03
		330776			City Hall	100-41941-172-	\$ 23.76
		330776			Patrol	100-42123-172-	\$ 9.10
		330776			Fire Stations and Buildings	100-42280-172-	\$ 4.84
		330776			Maintenance-Shop	100-43110-172-	\$ 94.80
		330776			Paved Streets	100-43121-172-	\$ 52.86
		330776			Waste (Refuse) Disposal	100-43240-172-	\$ 0.99
		330776			Park Areas	100-45202-172-	\$ 2.05
		330776			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.88
		330776					\$ 351.17
02/14/2024	Payroll Period Ending 02/14/2024	61199	Regular Payroll - 1-31 to 2-13	N	Clerk	100-41425-103-	\$ 156.62
		61199			Planning and Zoning	100-41910-103-	\$ 828.39
		61199					\$ 985.01
02/14/2024	Payroll Period Ending 02/14/2024	61200	Regular Payroll - 1-31 to 2-13	N	City Hall	100-41941-101-	\$ 226.91
		61200			Fire Stations and Buildings	100-42280-101-	\$ 62.48
		61200			Maintenance-Shop	100-43110-101-	\$ 904.35
		61200			Paved Streets	100-43121-101-	\$ 432.45
		61200			Park Areas	100-45202-101-	\$ 18.09
		61200					\$ 1,644.28
02/14/2024	Payroll Period Ending 02/14/2024	61201	Regular Payroll - 1-31 to 2-13	N	Clerk	100-41425-101-	\$ 1,851.33
		61201					\$ 1,851.33
02/14/2024	Payroll Period Ending 02/14/2024	61202	Regular Payroll - 1-31 to 2-13	N	Clerk	100-41425-101-	\$ 1,089.05
		61202			Sewer Utilities - Administration and General	602-49490-101-	\$ 145.70
		61202					\$ 1,234.75
02/14/2024	Payroll Period Ending 02/14/2024	61203	Regular Payroll - 1-31 to 2-13	N	City Hall	100-41941-101-	\$ 196.50
		61203			Fire Stations and Buildings	100-42280-101-	\$ 18.86
		61203			Maintenance-Shop	100-43110-101-	\$ (0.01)
		61203			Paved Streets	100-43110-101-	\$ 785.99
		61203			Waste (Refuse) Disposal	100-43121-101-	\$ 531.33
		61203				100-43240-101-	\$ 20.44

Fund Name: All Funds

Date Range: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61203			Park Areas	100-45202-101-	\$ 18.86
		61203					\$ 1,571.97
02/14/2024	CROW WING POWER	61204	Monthly - 2-7-24 Invoices	N	City Hall	100-41941-381-	\$ 2,487.81
		61204				100-41941-381-	\$ 27.37
		61204			Fire Stations and Buildings	100-42280-381-	\$ 119.37
		61204			Maintenance-Shop	100-43110-381-	\$ 74.25
		61204				100-43110-381-	\$ 25.53
		61204			Street Lighting	100-43110-381-	\$ 129.95
		61204			Park Areas	100-43160-381-	\$ 291.00
		61204				100-45202-381-	\$ 24.76
		61204			Cemetery	100-45202-381-	\$ 24.00
		61204			Sewer Utilities - Sewer Lift Stations	100-49010-381-	\$ 36.21
		61204				602-49470-381-	\$ 31.95
		61204				602-49470-381-	\$ 32.06
		61204				602-49470-381-	\$ 44.71
		61204					\$ 3,348.97
02/14/2024	Emily Food Shelf	61205	Donation to Food Shelf	N	Food Shelf	100-49002-490-	\$ 250.00
		61205					\$ 250.00
02/14/2024	Payroll Period Ending 02/14/2024	61206	Mike Davis Unused Sick Pay	N	Patrol	100-42123-103-	\$ 1,012.78
		61206					\$ 1,012.78
02/15/2024	FEDERAL WITHHOLDING/ON LINE	330773	Federal Withholding - 2/14/24	N	Council/Town Board	100-41110-103-	\$ 99.44
		330773	Payroll			100-41110-122-	\$ 80.60
		330773			Mayor	100-41110-135-	\$ 18.84
		330773				100-41310-103-	\$ 38.25
		330773				100-41310-122-	\$ 31.00
		330773				100-41310-135-	\$ 7.25
		330773			Clerk	100-41425-101-	\$ 302.92
		330773				100-41425-103-	\$ 14.50
		330773				100-41425-122-	\$ 11.75
		330773				100-41425-122-	\$ 245.50
		330773				100-41425-135-	\$ 57.42
		330773				100-41425-135-	\$ 2.75
		330773				100-41425-171-	\$ 223.89
		330773			Planning and Zoning	100-41425-171-	\$ 3.98
		330773				100-41910-103-	\$ 76.67
		330773				100-41910-122-	\$ 62.14
		330773				100-41910-135-	\$ 14.53
		330773				100-41910-171-	\$ 21.03

Fund Name: All Funds

Date Range: 1/14/2024 To 02/29/2024

Date Vendor

Description

Void Account Name

F-A-O-P

Total

Check #	Description	Void	Account Name	F-A-O-P	Total
330773			City Hall	100-41941-101-	\$ 43.35
330773				100-41941-122-	\$ 35.14
330773				100-41941-135-	\$ 8.21
330773				100-41941-171-	\$ 32.01
330773			Patrol	100-42123-103-	\$ 15.07
330773				100-42123-135-	\$ 15.07
330773				100-42123-171-	\$ 2.40
330773			Fire Stations and Buildings	100-42280-101-	\$ 8.46
330773				100-42280-122-	\$ 6.86
330773				100-42280-135-	\$ 1.60
330773				100-42280-171-	\$ 7.47
330773			Civil Defense Expenditures	100-42501-103-	\$ 3.06
330773				100-42501-122-	\$ 2.48
330773				100-42501-135-	\$ 0.58
330773			Maintenance-Shop	100-43110-101-	\$ 183.18
330773				100-43110-122-	\$ 148.45
330773				100-43110-135-	\$ 34.73
330773				100-43110-171-	\$ 127.67
330773			Paved Streets	100-43121-101-	\$ 98.06
330773				100-43121-122-	\$ 79.47
330773				100-43121-135-	\$ 18.59
330773				100-43121-171-	\$ 66.98
330773			Waste (Refuse) Disposal	100-43240-101-	\$ 2.01
330773				100-43240-122-	\$ 1.63
330773				100-43240-135-	\$ 0.38
330773				100-43240-171-	\$ 0.78
330773			Library	100-45187-103-	\$ 19.13
330773				100-45187-122-	\$ 15.50
330773				100-45187-135-	\$ 3.63
330773				100-45187-171-	\$ 20.00
330773			Park Areas	100-45202-101-	\$ 3.76
330773				100-45202-122-	\$ 3.05
330773				100-45202-135-	\$ 0.71
330773				100-45202-171-	\$ 2.67
330773			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.29
330773				602-49490-122-	\$ 11.58
330773				602-49490-135-	\$ 2.71
330773				602-49490-171-	\$ 4.09
330773			Total For Check		\$ 2,357.27

Fund Name: All Funds

Date Range: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/21/2024	Aramark	61207	Rugs and Towels - Invs.2530242309,2530242308- CityHall/FireHall	N	City Hall	100-41941-418-	\$ 162.33
		Total For Check 61207			Fire Stations and Buildings	100-42280-418-	\$ 50.58
							\$ 212.91
02/21/2024	PIKE PLUMBING & HEATING OF BRAINERD	61208	Inv. 86644 - City Hall - Boiler Repair/Maint	N	City Hall	100-41941-221-	\$ 49.67
		Total For Check 61208				100-41941-404-	\$ 660.00
							\$ 709.67
02/21/2024	Uline	61209	Inv. 174038472 - Open Gear Locker - Fire Dept, Flammable Storage Cabinet - Shop	N	Fire Stations and Buildings	100-42280-240-	\$ 556.59
		Total For Check 61209			Maintenance-Shop	100-43110-240-	\$ 1,431.25
							\$ 1,987.84
02/21/2024	PEOPLESERVICE, INC.	61210	Inv. PS-INV103938 - March 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,300.00
		Total For Check 61210					\$ 2,300.00
02/21/2024	MPCA	61211	Inv. 10000178289 - Emily WWTP Wastewater Individual Annual Permit Fee	N	Sewer Utilities - Administration and General	602-49490-437-	\$ 505.00
		Total For Check 61211					\$ 505.00
02/21/2024	GAMMELLO - PEARSON, PLLC	61212	97719,97720,97721,97722,9772 4,97725,97726:Retainer, Person nelPol,Audit,SewerCourts,1stRs ps	N	Clerk	100-41425-304-	\$ 52.00
		Total For Check 61212			Internal Auditing	100-41425-304-	\$ 910.00
					Other Protection-1st Response	100-41540-304-	\$ 130.00
					Sewer Utilities - Administration and General	100-42860-304-	\$ 104.00
						602-49490-304-	\$ 773.50
							\$ 1,969.50
02/21/2024	BOUND TREE MEDICAL LLC	61213	Invs.85245066 - 1st Resp Supplies	N	Other Protection-1st Response	100-42860-218-	\$ 320.97
		Total For Check 61213					\$ 320.97

Fund Name: " Funds

Date Range: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/21/2024	Minnesota Life Insurance Company	61214*	December 2023-March 2024 Life Ins - Billing Date 2-20-24 - Policy #0023198	N	Clerk	100-41425-101-	\$ 96.00
		61214*			Maintenance-Shop	100-41425-133-	\$ 47.60
		61214				100-43110-133-	\$ 47.60
		Total For Check					\$ 191.20
02/21/2024	Wex Bank	61215	Inv. 95082397 - Fuel - Road Equip, Cleaning Supp	N	Road and Bridge Equipment	100-43126-211-	\$ 4.82
		61215				100-43126-212-	\$ 1,069.53
		Total For Check					\$ 1,074.35
02/23/2024	PERA	330778	Retirement contributions - 2/14/24 Payroll	N	Clerk	100-41425-101-	\$ 276.75
		330778				100-41425-103-	\$ 12.32
		330778				100-41425-121-	\$ 14.22
		330778			Planning and Zoning	100-41425-121-	\$ 319.33
		330778				100-41910-103-	\$ 65.14
		330778			City Hall	100-41910-121-	\$ 75.16
		330778				100-41941-101-	\$ 39.60
		330778			Fire Stations and Buildings	100-41941-121-	\$ 45.69
		330778				100-42280-101-	\$ 7.74
		330778				100-42280-121-	\$ 8.93
		330778			Maintenance-Shop	100-43110-101-	\$ 158.06
		330778				100-43110-121-	\$ 182.38
		330778			Paved Streets	100-43121-101-	\$ 89.56
		330778				100-43121-121-	\$ 103.34
		330778			Waste (Refuse) Disposal	100-43240-101-	\$ 1.84
		330778				100-43240-121-	\$ 2.12
		330778			Park Areas	100-45202-101-	\$ 3.45
		330778				100-45202-121-	\$ 3.98
		330778			Sewer Utilities - Administration and General	602-49490-101-	\$ 13.31
		330778				602-49490-121-	\$ 15.36
		Total For Check					\$ 1,438.28
02/28/2024	Payroll Period Ending 02/28/2024	61216	Regular Payroll - 2-14 to 2-27	N	Clerk	100-41425-103-	\$ 186.68
		61216			Planning and Zoning	100-41910-103-	\$ 785.60
		Total For Check					\$ 972.28
02/28/2024	Payroll Period Ending 02/28/2024	61217	Regular Payroll - 2-14 to 2-27	N	City Hall	100-41941-101-	\$ 292.83
		61217			Fire Stations and Buildings	100-42280-101-	\$ 20.67

Fund Name: All Funds

Date Range: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		61217			Maintenance-Shop	100-43110-101-	\$ 992.17
		61217			Paved Streets	100-43121-101-	\$ 313.50
		61217			Park Areas	100-45202-101-	\$ 41.34
		61217			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 62.01
Total For Check 61217							\$ 1,722.52
02/28/2024	Payroll Period Ending 02/28/2024	61218	Regular Payroll - 2-14 to 2-27	N	Elections Clerk	100-41410-101- 100-41425-101-	\$ 87.28 \$ 1,529.08
Total For Check 61218							\$ 1,616.36
02/28/2024	Payroll Period Ending 02/28/2024	61219	Regular Payroll - 2-14 to 2-27	N	Elections Clerk	100-41410-101- 100-41425-101-	\$ 81.66 \$ 960.58
		61219			Sewer Utilities - Administration and General	602-49490-101-	\$ 32.23
Total For Check 61219							\$ 1,074.47
02/28/2024	Payroll Period Ending 02/28/2024	61220	Regular Payroll - 2-14 to 2-27	N	City Hall	100-41941-101-	\$ 177.63
		61220			Maintenance-Shop	100-43110-101-	\$ 1,100.38
		61220			Paved Streets	100-43121-101-	\$ 216.93
		61220			Waste (Refuse) Disposal	100-43240-101-	\$ 39.30
		61220			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.73
Total For Check 61220							\$ 1,571.97
02/28/2024	Verizon	61221	Shop - Inv. #9956624579	N	Maintenance-Shop	100-43110-321-	\$ 104.02
Total For Check 61221							\$ 104.02
02/28/2024	LEAGUE OF MINNESOTA CITIES	61222	Inv. 401181: Safety&LossControlWorkshop-Pr okott, Johnson, Fahrendorff, Foster, Spindler	N	Clerk	100-41425-308-	\$ 40.00
		61222			Planning and Zoning	100-41910-308-	\$ 20.00
		61222			Maintenance-Shop	100-43110-308-	\$ 40.00
Total For Check 61222							\$ 100.00
02/28/2024	Canon Financial Services, Inc.	61223	COPIER LEASE-2/19/24 Inv. #32106788	N	Clerk	100-41425-413-	\$ 148.93
Total For Check 61223							\$ 148.93
02/28/2024	Colonial Life	61224	Employee paid insurance - Inv # 47086730205220	N	Clerk	100-41425-101-	\$ 76.72

Fund Name: All Funds

Date Range: 1/14/2024 To 02/29/2024

Date Vendor

Total For Check 61224

Check #

Void Account Name

F-A-O-P

Total

\$ 76.72

02/28/2024 Sourcewell

61225

Planning and Zoning Services for
January - Inv. INV00002689

N Planning and Zoning

100-41910-311-

\$ 1,113.75

Total For Check 61225

\$ 1,113.75

02/28/2024 I.U.O.E. LOCAL 49 FRINGE BENEFIT
FU

61226

Health Insurance April 2024

N Clerk

100-41425-101-

\$ 612.50

61226

2,337.50

Maintenance-Shop

100-41425-131-

\$ 2,337.50

61226

612.50

Maintenance-Shop

100-43110-101-

\$ 612.50

61226

2,337.50

Maintenance-Shop

100-43110-131-

\$ 2,337.50

Total For Check 61226

\$ 5,900.00

02/28/2024 AUTO VALUE

61227

2/25/24
Statement:TractorRepairSupp,2
011&2018
PlowTruckRepairSupp&SmallToo
ls,ShopMaterials

N Maintenance-Shop

100-43110-215-

\$ 15.99

61227

82.16

Road and Bridge Equipment

100-43126-221-

\$ 82.16

61227

38.99

Road and Bridge Equipment

100-43126-240-

\$ 38.99

61227

34.21

Waste (Refuse) Disposal

100-43240-221-

\$ 34.21

61227

34.21

Cemetery

100-49010-221-

\$ 34.21

Total For Check 61227

\$ 205.56

02/28/2024 GREAT PLAINS FIRE

61228*

Invoices
8085,8086:FireHoseNozzles,Fire
TurnoutGear- Boots

N Fire Fighting

225-42220-217-

\$ 587.11

61228*

1,107.51

Other Protection-1st Response

225-42220-240-

\$ 1,107.51

Total For Check 61228

\$ 1,694.62

02/28/2024 CUYUNA REGIONAL MEDICAL
CENTER

61229

Inv.
4496:FireHeartsaverTrainingX11,
1stRespBLS TrainingX4

N Fire Training

100-42240-308-

\$ 1,100.00

61229

200.00

Other Protection-1st Response

100-42860-308-

\$ 200.00

Total For Check 61229

\$ 1,300.00

02/28/2024 Ehlers Investment Partners, LLC

61230

January 2024 Investment
Account Management Fee

N Purchase of Investments

100-49350-307-

\$ 83.00

Total For Check 61230

\$ 83.00

02/29/2024 MINNESOTA REVENUE

330774

State Withholding - 2/28/24
Payroll

N Elections

100-41410-172-

\$ 7.35

Fund Name: All Funds

Date Range: 02/14/2024 To 02/29/2024

<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>
		330774			Clerk	100-41425-172-	\$ 114.39
		330774			Planning and Zoning	100-41910-172-	\$ 9.95
		330774			City Hall	100-41941-172-	\$ 27.38
		330774			Fire Stations and Buildings	100-42280-172-	\$ 1.33
		330774			Maintenance-Shop	100-43110-172-	\$ 116.91
		330774			Paved Streets	100-43121-172-	\$ 30.61
		330774			Waste (Refuse) Disposal	100-43240-172-	\$ 1.90
		330774			Park Areas	100-45202-172-	\$ 2.65
		330774			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 5.80
		330774			Sewer Utilities - Administration and General	602-49490-172-	\$ 1.16
		Total For Check					\$ 319.43
02/29/2024	Money Market/Bonds	IAD2957	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 825.75
		Total For Check					\$ 825.75
02/29/2024	Money Market/Bonds	IAD2958	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 287.22
		Total For Check					\$ 287.22
02/29/2024	Money Market/Bonds	IAD2959	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 502.63
		Total For Check					\$ 502.63
02/29/2024	Money Market/Bonds	IAD2960	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 251.31
		Total For Check					\$ 251.31
02/29/2024	Money Market/Bonds	IAD2961	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 179.51
		Total For Check					\$ 179.51
02/29/2024	Money Market/Bonds	IAD2962	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 359.02
		Total For Check					\$ 359.02
02/29/2024	Money Market/Bonds	IAD2963	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 251.31
		Total For Check					\$ 251.31

Fund Name: All Funds

Date Range: 1/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/29/2024	Money Market/Bonds	IAD2964	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 71.80
		Total For Check IAD2964					\$ 71.80
02/29/2024	Money Market/Bonds	IAD2965	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 254.77
		Total For Check IAD2965					\$ 254.77
02/29/2024	Money Market/Bonds	IAD2966	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 88.62
		Total For Check IAD2966					\$ 88.62
02/29/2024	Money Market/Bonds	IAD2967	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 155.08
		Total For Check IAD2967					\$ 155.08
02/29/2024	Money Market/Bonds	IAD2968	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 77.54
		Total For Check IAD2968					\$ 77.54
02/29/2024	Money Market/Bonds	IAD2969	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 55.38
		Total For Check IAD2969					\$ 55.38
02/29/2024	Money Market/Bonds	IAD2970	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 110.77
		Total For Check IAD2970					\$ 110.77
02/29/2024	Money Market/Bonds	IAD2971	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 77.54
		Total For Check IAD2971					\$ 77.54
02/29/2024	Money Market/Bonds	IAD2972	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 22.15
		Total For Check IAD2972					\$ 22.15
		Total For Selected Checks					\$ 22.15
							\$ 46,891.28

2/29/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	229,467.45	39,712.09	(189,755.36)
Delinquent Ad Valorem Taxes	2,333.32	712.28	(1,621.04)
Mobile Home Tax	4.17	0.00	(4.17)
Fiscal Disparities	241.67	0.00	(241.67)
Total Acct 310	232,046.61	40,424.37	(191,622.24)
Franchise Taxes	0.00	0.00	0.00
Severed Mineral Tax	38.00	0.00	(38.00)
Total Acct 318	38.00	0.00	(38.00)
Penalties and Interest on Ad valorem Taxes	333.33	127.09	(206.24)
Forfeited Tax Sale Apportionments	900.00	0.00	(900.00)
Principal on Special Assessments	83.33	0.00	(83.33)
Penalties and Interest on Special Assessments	0.83	0.00	(0.83)
Total Acct 319	1,317.49	127.09	(1,190.40)
Licenses & Permits	16.67	0.00	(16.67)
Alcoholic Beverages	995.00	0.00	(995.00)
Rental Dwelling License	616.66	650.00	33.34
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	1,628.33	650.00	(978.33)
Building Permits (Excludes surcharge)	4,333.32	1,560.00	(2,773.32)
Animal Licenses	3.33	0.00	(3.33)
Total Acct 322	4,336.65	1,560.00	(2,776.65)
Federal Payments in Lieu of Taxes	0.67	0.00	(0.67)
Total Acct 331	0.67	0.00	(0.67)
Homestead and Agricultural Credit Aid (HACA)	5,449.98	0.00	(5,449.98)
Police Training Reimbursement	0.00	0.00	0.00
State Emergency Management Aid	3,666.65	0.00	(3,666.65)
Agricultural Market Value Credit	95.83	0.00	(95.83)
Fire Training Reimbursement	416.67	0.00	(416.67)
State Fire Aid	2,599.99	0.00	(2,599.99)
Supp. Fire State Aid	466.66	0.00	(466.66)
State Police Aid	0.00	0.00	0.00
Total Acct 334	12,695.78	0.00	(12,695.78)
Grants & Aids from Other LGUs	6,249.98	0.00	(6,249.98)
Total Acct 336	6,249.98	0.00	(6,249.98)
City/Town Hall Rent	120.83	100.00	(20.83)
Zoning and Subdivision Fees	583.33	500.00	(83.33)
Assessment Searches	200.00	175.00	(25.00)
Candidate Filing Fee	2.33	0.00	(2.33)
Copies/Faxes	10.00	5.25	(4.75)
Total Acct 341	916.49	780.25	(136.24)
Special Police Services	0.00	0.00	0.00
Special Fire Protection Services	8,850.30	0.00	(8,850.30)
First Responder Charges	966.66	0.00	(966.66)
Total Acct 342	9,816.96	0.00	(9,816.96)
Sale of Culverts	166.67	0.00	(166.67)
Contractor Water Use	16.67	0.00	(16.67)
Sale of Lockers	0.00	130.00	130.00
Total Acct 343	183.34	130.00	(53.34)
Refuse Collection Charges	0.00	0.00	0.00
Total Acct 344	0.00	0.00	0.00
Cemetery Revenues	83.33	500.00	416.67
Cemetery -Grave openings	750.00	50.00	(700.00)

2/29/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery -Sale of lots	1,933.33	0.00	(1,933.33)
Misc. Rents	1.67	1.00	(0.67)
Verizon Rental	2,199.99	3,300.00	1,100.01
Total Acct 349	4,968.32	3,851.00	(1,117.32)
Court Fines	108.33	0.00	(108.33)
Administrative Fines (Penalties)	250.00	0.00	(250.00)
Total Acct 351	358.33	0.00	(358.33)
Interest Earning	966.66	1,159.85	193.19
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	2,416.66	0.00	(2,416.66)
Total Acct 362	3,383.32	1,159.85	(2,223.47)
Total Revenues	277,940.27	48,682.56	(229,257.71)
Other Financing Sources:			
Unrealized Investment Gain	216.67	556.60	339.93
Total Acct 391	216.67	556.60	339.93
Capital Contributions	0.00	0.00	0.00
Total Acct 397	0.00	0.00	0.00
Sale of Investment	3,333.32	0.00	(3,333.32)
Total Acct 399	3,333.32	0.00	(3,333.32)
Total Other Financing Sources	3,549.99	556.60	(2,993.39)

2/29/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Disbursements:			
Council/Town Board	3,669.17	3,229.48	439.69
Ordinances and Proceedings	1,075.01	500.00	575.01
Total Acct 411	4,744.18	3,729.48	1,014.70
Mayor	1,425.83	1,184.15	241.68
Total Acct 413	1,425.83	1,184.15	241.68
Elections	1,575.33	176.29	1,399.04
Clerk	33,839.04	35,550.45	(1,711.41)
Total Acct 414	35,414.37	35,726.74	(312.37)
Internal Auditing	2,307.50	160.00	2,147.50
Total Acct 415	2,307.50	160.00	2,147.50
Planning and Zoning	10,944.96	7,854.61	3,090.35
General Government Buildings and Plant	428.33	2,313.00	(1,884.67)
City Hall	15,206.63	22,131.48	(6,924.85)
Total Acct 419	26,579.92	32,299.09	(5,719.17)
Police Administration	1,691.67	9,025.00	(7,333.33)
Patrol	333.33	1,054.42	(721.09)
Police Training	0.00	0.00	0.00
Total Acct 421	2,025.00	10,079.42	(8,054.42)
Fire Administration	14,880.09	18,496.34	(3,616.25)
Fire Fighting	21,703.93	2,432.93	19,271.00
Fire Training	2,223.01	3,454.99	(1,231.98)
Fire Stations and Buildings	3,411.66	6,318.21	(2,906.55)
Total Acct 422	42,218.69	30,702.47	11,516.22
Building Inspections Administration	416.66	1,150.00	(733.34)
Rental Inspections	366.67	1,375.00	(1,008.33)
Total Acct 424	783.33	2,525.00	(1,741.67)
Civil Defense Expenditures	191.50	86.12	105.38
Total Acct 425	191.50	86.12	105.38
Traffic Engineering Expenditures	3,199.99	0.00	3,199.99
Total Acct 426	3,199.99	0.00	3,199.99
Other Protection-1st Response	5,779.14	1,759.63	4,019.51
Total Acct 428	5,779.14	1,759.63	4,019.51
Maintenance-Shop	21,395.74	31,725.03	(10,329.29)
Paved Streets	27,064.05	6,821.26	20,242.79
Unpaved Streets	2,708.32	0.00	2,708.32
Ice and Snow Removal	833.33	0.00	833.33
Road and Bridge Equipment	37,232.20	7,353.21	29,878.99
Bridges, Viaducts and Grade Separations	15,883.27	0.00	15,883.27
Street Lighting	616.66	582.00	34.66
Total Acct 431	105,733.57	46,481.50	59,252.07
Waste (Refuse) Disposal	2,254.15	860.09	1,394.06
Total Acct 432	2,254.15	860.09	1,394.06
Historical Society	16.67	0.00	16.67
Total Acct 450	16.67	0.00	16.67
Library	1,006.66	538.26	468.40
Total Acct 451	1,006.66	538.26	468.40
Park Areas	4,441.64	2,301.32	2,140.32
Total Acct 452	4,441.64	2,301.32	2,140.32
Water Resources	166.67	1,000.00	(833.33)
Emily Waters	2,910.83	0.00	2,910.83

2/29/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	3,077.50	1,000.00	2,077.50
Economic Development and Assistance	212.32	0.00	212.32
Total Acct 465	212.32	0.00	212.32
Food Shelf	41.67	250.00	(208.33)
Cemetery	3,316.67	1,045.09	2,271.58
Total Acct 490	3,358.34	1,295.09	2,063.25
Total Disbursements	244,770.30	170,728.36	74,041.94
Other Financing Uses:			
Unrealized Investment Loss	1,000.00	0.00	1,000.00
Purchase of Investments	8,499.97	1,720.79	6,779.18
Total Acct 493	9,499.97	1,720.79	7,779.18
Total Other Financing Uses	9,499.97	1,720.79	7,779.18
Beginning Cash Balance		677,672.47	
Total Receipts and Other Financing Sources		49,239.16	
Total Disbursements and Other Financing Uses		172,449.15	
Cash Balance as of 02/29/2024		554,462.48	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/01/2024 To 02/29/2024

<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>
02/05/2024	UTILITY BILLING	13270	Sewer Charges	(02/05/2024) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 972.11 \$ 17.11 \$ 989.22
02/05/2024	UTILITY BILLING	13271*	Sewer Charges - ACH	(02/01/2024) -	N	Rate Class I	602-37210-	\$ 342.20 \$ 342.20
02/05/2024	UTILITY BILLING	13272*	Sewer Charges - ACH	(02/05/2024) -	N	Rate Class I	602-37210-	\$ 171.10 \$ 171.10
02/05/2024	UTILITY BILLING	13273*	Sewer Charges - ACH	(02/05/2024) -	N	Rate Class I	602-37210-	\$ 171.10 \$ 171.10
02/05/2024	UTILITY BILLING	13277	Sewer Charges	(02/06/2024) -	N	Rate Class I	602-37210-	\$ 342.20 \$ 342.20
02/08/2024	UTILITY BILLING	13281*	Sewer Charges - ACH	(02/07/2024) -	N	Rate Class I	602-37210-	\$ 342.20 \$ 342.20
02/13/2024	UTILITY BILLING	13285	Sewer Charges	(02/14/2024) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 342.20 \$ 34.22 \$ 376.42
02/16/2024	UTILITY BILLING	13288	Sewer Charges	(02/20/2024) -	N	Rate Class I	602-37210-	\$ 347.32 \$ 347.32
02/16/2024	UTILITY BILLING	13289*	Sewer Charges	(02/20/2024) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 180.72 \$ 79.28 \$ 260.00
02/21/2024	UTILITY BILLING	13294	Sewer Charges	(02/22/2024) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 343.20 \$ 34.32 \$ 377.52
02/21/2024	UTILITY BILLING	13295*	Sewer Charges - ACH	(02/21/2024) -	N	Rate Class I	602-37210-	513.30

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/2024 To 02/29/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
02/29/2024	PINE RIVER STATE BANK	13306	Int CR Checking	(02/29/2024) -	Penalties and Forfeited Discounts	602-37260-	\$ 70.15
							\$ 583.45
02/29/2024	Pershing	13307	Int CR MMMF and Muni Bonds	(02/29/2024) -	N Interest Earning	602-36210-	\$ 4.88
							\$ 4.88
02/29/2024	Pershing	13308	Unrealized Gains - Muni Bonds	(02/29/2024) -	N Unrealized Investment Gain	602-39103-	\$ 22.15
							\$ 22.15
							\$ 4,401.56

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/14/2024 To 02/29/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
02/14/2024	MINNESOTA REVENUE	330776	State Withholding - 2/14/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 5.88
	Total For Check	330776					\$ 5.88
02/14/2024	Payroll Period Ending 02/14/2024	61202	Regular Payroll - 1-31 to 2-13	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 145.70
	Total For Check	61202					\$ 145.70
02/14/2024	CROW WING POWER	61204	Monthly - 2-7-24 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.95
		61204				602-49470-381-	\$ 32.06
		61204				602-49470-381-	\$ 44.71
	Total For Check	61204					\$ 108.72
02/15/2024	FEDERAL WITHHOLDING/ON LINE	330773	Federal Withholding - 2/14/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 14.29
		330773				602-49490-122-	\$ 11.58
		330773				602-49490-135-	\$ 2.71
		330773				602-49490-171-	\$ 4.09
	Total For Check	330773					\$ 32.67
02/21/2024	PEOPLESERVICE, INC.	61210	Inv. PS-INV103938 - March 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,300.00
	Total For Check	61210					\$ 2,300.00
02/21/2024	MPCA	61211	Inv. 10000178289 - Emily WWTP Wastewater Individual Annual Permit Fee	N	Sewer Utilities - Administration and General	602-49490-437-	\$ 505.00
	Total For Check	61211					\$ 505.00
02/21/2024	GAMMELLO - PEARSON, PLLC	61212	97719,97720,97721,97722,9772 4,97725,97726:Retainer,Person nelPol,Audit,SewerCourts,1stRs ps	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 773.50
	Total For Check	61212					\$ 773.50
02/23/2024	PERA	330778	Retirement contributions - 2/14/24 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 13.31
		330778				602-49490-121-	\$ 15.36
	Total For Check	330778					\$ 28.67

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 02/14/2024 To 02/29/2024

<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>
02/28/2024	Payroll Period Ending 02/28/2024	61217	Regular Payroll - 2-14 to 2-27	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 62.01
	Total For Check	61217					\$ 62.01
02/28/2024	Payroll Period Ending 02/28/2024	61219	Regular Payroll - 2-14 to 2-27	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 32.23
	Total For Check	61219					\$ 32.23
02/28/2024	Payroll Period Ending 02/28/2024	61220	Regular Payroll - 2-14 to 2-27	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.73
	Total For Check	61220					\$ 37.73
02/29/2024	MINNESOTA REVENUE	330774	State Withholding - 2/28/24 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 5.80
	Total For Check	330774					\$ 5.80
02/29/2024	Money Market/Bonds	IAD2964	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 71.80
	Total For Check	IAD2964					\$ 71.80
02/29/2024	Money Market/Bonds	IAD2972	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 22.15
	Total For Check	IAD2972					\$ 22.15
Total For Selected Checks							\$ 4,133.02

2/29/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	14,402.03	2,082.73	(12,319.30)
Delinquent Ad Valorem Taxes	133.33	73.50	(59.83)
Mobile Home Tax	0.33	0.00	(0.33)
Fiscal Disparities	13.33	0.00	(13.33)
Total Acct 310	14,549.02	2,156.23	(12,392.79)
Severed Mineral Tax	2.00	0.00	(2.00)
Total Acct 318	2.00	0.00	(2.00)
Principal on Special Assessments	625.00	0.00	(625.00)
Penalties and Interest on Special Assessments	37.50	0.00	(37.50)
Total Acct 319	662.50	0.00	(662.50)
Licenses & Permits	20.83	0.00	(20.83)
Public Utilities	20.83	0.00	(20.83)
Total Acct 321	41.66	0.00	(41.66)
Homestead and Agricultural Credit Aid (HACA)	375.00	0.00	(375.00)
Total Acct 334	375.00	0.00	(375.00)
Interest Earning	95.00	97.19	2.19
Total Acct 362	95.00	97.19	2.19
Rate Class I	13,499.95	17,233.76	3,733.81
Connection/Reconnection Fees	333.33	0.00	(333.33)
Penalties and Forfeited Discounts	166.67	237.95	71.28
Hauled Wastewater Fees	75.00	0.00	(75.00)
Total Acct 372	14,074.95	17,471.71	3,396.76
Total Revenues	29,800.13	19,725.13	(10,075.00)
Other Financing Sources:			
Unrealized Investment Gain	20.83	48.40	27.57
Total Acct 391	20.83	48.40	27.57
Sale of Investment	25.00	0.00	(25.00)
Total Acct 399	25.00	0.00	(25.00)
Total Other Financing Sources	45.83	48.40	2.57
Disbursements:			
Bond Principal	9,999.96	60,000.00	(50,000.04)
Total Acct 471	9,999.96	60,000.00	(50,000.04)
Interest - Bonds	4,256.23	13,091.25	(8,835.02)
Total Acct 472	4,256.23	13,091.25	(8,835.02)
Fiscal Agent's Fees	79.17	100.00	(20.83)
Total Acct 475	79.17	100.00	(20.83)
Sewer Utilities - Sanitary Sewer Maintenance	8,871.47	5,244.49	3,626.98
Sewer Utilities - Sanitary Sewer Cleaning	0.00	0.00	0.00
Sewer Utilities - Sewer Lift Stations	4,891.65	1,086.46	3,805.19
Sewer Utilities - Administration and General	1,604.17	3,569.96	(1,965.79)
Total Acct 494	15,367.29	9,900.91	5,466.38
Total Disbursements	29,702.65	83,092.16	(53,389.51)

2/29/2024

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	26.67	0.00	26.67
Purchase of Investments	116.67	135.23	(18.56)
Total Acct 493	<u>143.34</u>	<u>135.23</u>	<u>8.11</u>
Total Other Financing Uses	<u>143.34</u>	<u>135.23</u>	<u>8.11</u>
Beginning Cash Balance		102,531.58	
Total Receipts and Other Financing Sources		19,773.53	
Total Disbursements and Other Financing Uses		<u>83,227.39</u>	
Cash Balance as of 02/29/2024		39,077.72	



February 6, 2024

City of Emily
Cari Johnson, Clerk
City Hall, P.O. Box 68
Emily, Minnesota 56447

Re: Annual Bridge Inspections

Dear Cari Johnson,

The annual bridge inspections for 2023 have been completed in accordance with Minnesota Statutes, Chapter 165. A bridge is defined as a drainage structure with a span of 10-feet or more; therefore, large culverts are considered bridges for inspection purposes as well as the more conventional bridge structures. A copy of the inspection report for bridges inspected in 2023 under your jurisdiction is enclosed. Please note that all bridges are not necessarily inspected each year. Depending on the type and condition of a structure the inspection frequency may be as high as a 48-month interval.

The key information to look at on the inspection report may be the comments made by the Inspector and any change in an element condition from years prior printed in red. The "Sufficiency Rating" has moved to the first page of the "Minnesota Bridge Inspection Report", located on right, just above the first element in the report.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to seriously review each report as well as conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer and Timothy Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

By: _____

Wayne Dosh

Wayne Dosh Senior Engineering Technician

Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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.

**2023 ROUTINE
BRIDGE INSPECTION REPORT**



**BRIDGE # L2877
ROOSEVELT DR (MUN 45) over CROOKED CREEK**

DISTRICT: District 3 COUNTY: Crow Wing CITY/TOWNSHIP: Emily

STATE: Minnesota

Date of Inspection: 10/19/2023

**Equipment Used: Life Jacket, Probing Rod, Other - waders & flashlight
Assisted by Ted Dullum**

Owner: City or Municipal Highway Agency

Inspected By: Dosh, Wayne; Dullum, Ted

**Report Written By: Wayne Dosh
Report Reviewed By: Timothy Bray
Final Report Date: 01/15/2024**



Inspector: Dosh, Wayne
 Inspection Date: 10/19/2023

Structure Number: L2877
 Facility Carried: M 45

Bridge Inspection Report Minnesota Structure Inventory Report

Bridge ID: L2877

ROOSEVELT DR (MUN 45) over CROOKED CREEK

+ GENERAL +	+ ROADWAY ON BRIDGE +	+ INSPECTION +																																																						
Agency Br. No. CITY37 Crew District 03 Maint. Area County 018 - Crow Wing City Emily Township Desc. Loc. 1.7 MI W OF JCT TH 6 Sect., Twp., Range 08 138N - 26W Latitude 46.781239 Longitude -93.998069 Custodian 04 - City or Municipal Highway Agency Owner 04 - City or Municipal Highway Agency Insp Responsibility Crow Wing County Year Built 1960 Date Opened to Traffic MN Year Remodeled 1992 FHWA Year Reconstructed Bridge Plan Location 3 - COUNTY Potential ABC 2 - N/A	Facility M 45 LRS Functional Class 7 - Local ADT 15 YEAR 1986 Urban Code 99999 HCA DT ADTT % National Highway System 0 LRS Mile Point I/D 0.049 / 0.049 Speed Limit Detour Length 99 Lanes 1 Lanes ON Bridge Control Section (TH Only) Function 1 - MAINLINE Type 3 - One lane bridge for 2-way traffic Bridge Match ID 1 Roadway Key Route On Structure	Last Routine Insp Date 10/19/2023 Routine Insp Frequency 12 Inspector Name Dosh, Wayne Status P - Posted for Load																																																						
		+ NBI CONDITION RATINGS +																																																						
		Deck 5 Superstructure 4 Substructure 4 Channel 5 Culvert N																																																						
		+ NBI APPRAISAL RATINGS +																																																						
		Structure Evaluation 4 Deck Geometry 4 Underclearances N Waterway Adequacy 7 Approach Alignment 4																																																						
		+ SAFETY FEATURES +																																																						
		Bridge Railing 0 - SUBSTANDARD GR Transition N - NOT REQUIRED Appr. Guardrail N - NOT REQUIRED GR Termini N - NOT REQUIRED																																																						
		+ SPECIAL INSPECTIONS +																																																						
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		Drainage Area (sq mi) Waterway Opening (sq ft) 300 Navigation Control 0 - No nav. control on waterway Pier Protection Nav. Clr. (ft) Vert. 0.0 Horiz. 0.0 Nav. Vert. Lift Bridge Clear. (ft) 0.0 MN Scour Code P - STBL - PROT INPL Scour Evaluation Year 2016																																																						
		+ CAPACITY RATINGS +																																																						
		Design Load 0 - Other/Unknown Operating Rating 3 - HL-93 0.66 Inventory Rating 3 - HL-93 0.51 Posting VEH: 24 SEMI: 40 DBL: 40 Rating Date 09/30/2020 Overweight Permit Codes A: X B: X C: X																																																						
+ STRUCTURE +	+ RDWY DIMENSIONS ON BRIDGE +																																																							
Service On 1 - Highway Service Under 5 - Waterway Main Span Type 3 - Steel 01 - Beam Span Main Span Detail Appr. Span Type No Approach Span Appr. Span Detail Skew 0 Culvert Type Barrel Length	If Divided: NB-EB SB-WB Roadway Width 19.30 ft ft Vertical Clearance ft ft Max. Vert. Clear. ft ft Horizontal Clear. ft ft Appr. Surface Width 18.0 ft Bridge Roadway Width 19.3 ft Median Width On Bridge ft																																																							
		+ MISC. BRIDGE DATA +																																																						
		Structure Flared 0 - No flare Parallel Structure N - No parallel structure Field Conn. ID Cantilever ID Foundations (Material/Type) Abutment 1 - CONC 3 - FTG PILE Pier N - N/A N - N/A Historic Status 5 - Not eligible On - Off System 0 - OFF																																																						
		+ PAINT +																																																						
		Year Painted Painted Area sq ft Primer Type Finish Type																																																						
		+ BRIDGE SIGNS +																																																						
		Posted Load 2 - Vehicle & Semi (Type R12-5) Traffic 0 - Not Required Horizontal 3 - Object Markers & Width Vertical N - Not Applicable																																																						
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MINNESOTA BRIDGE INSPECTION REPORT

01/15/2024

BRIDGE L2877 M 45 OVER CROOKED CREEK

County: Crow Wing	Location: 1.7 MI W OF JCT TH 6	Length: 43.5 ft.
City: Emily	Route: 10 - MUN 45 Ref. Pt.: 000+00.045	Deck Width: 19.6 ft.
Township:	Control Section:	Rdwy. Area/ Pct. Unsnd: 840 sq. ft. / %
Section: 08 Township: 138N Range: 26W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / %
Span Type: 3 - Steel 2 - Stringer/Multi-beam or Girder	Local Agency Bridge Nbr.: CITY37	Culvert: N/A
List:		Postings: 24 40 40

NBI Deck: 5 Super: 4 Sub: 4 Chan: 5 Culv: N
 Open, Posted, Closed: P - Posted for Load
 MN Scour Code: P - STBL - PROT INPL

Appraisal Ratings - Approach: 4 Waterway: 7	Unofficial Structurally Deficient Y
Required Bridge Signs - Load Posting: 2 - Vehicle & Semi (Type R12-5)	Traffic: 0 - Not Required Unofficial Functionally Obsolete N
Horizontal: 3 - Object Markers & Width Vertical: N - Not Applicable	Unofficial Sufficiency Rating 47.1

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
31	Timber Deck	Routine	10/19/2023	853 SF	683	170	0	0
		Routine	10/25/2022	853 SF	683	170	0	0
Notes: 10/19/2023 - 10/15/2020: Estimate 20% of the underside of the deck has some staining from water leakage through the deck in random locations from above. 10/04/18 - 10/11/16: Deck board appear to be in good shape w/ minor weathering from below.								
510	- Wearing Surfaces	Routine	10/19/2023	840 SF	0	0	840	0
		Routine	10/25/2022	840 SF	0	840	0	0
Notes: 10/19/2023: There are significant unsealed cracks in the bituminous surface throughout. the moisture membrane has failed, moisture is leaking through the deck to the beams. The interior beams are wet today. 10/25/2022: Minor to moderate traverse cracks are open/unsealed at this time. 1' x 6' pot hole has been repaired. 10/15/2020: There are minor to moderate sealed transverse cracks across the entire bituminous surface. Cracks are originating between the deck boards. There is a 1' X 6' pot hole in the SW quadrant of the deck. 10/04/18 - 10/29/14: Minor transverse cracking in the bituminous surface present between the deck boards. The cracks need to be sealed again. There are no potholes present in the bituminous surfacing. 10/15/12: Minor cracking in the bituminous surface present between the deck boards. Cracks have been sealed recently. 10/04/10: A bituminous leveling coarse, membrane, and overlay were placed over the deck. A new load rating was done summer 2010. 10/24/08: Estimate that there is a loose of 1/4"-1/2" of wood in isolated boards at the N end of the bridge in the wheel paths due to abrasion. 11/03/06: Minor abrasion is present in the wheel path. No decay.								
107	Steel Open Girder/Beam	Routine	10/19/2023	387 LF	0	0	344	43
		Routine	10/25/2022	387 LF	0	0	344	43
Notes: 10/19/2023 - 10/25/2022: There is flaking rust throughout the lower flanges, upper flanges, and lower 1/2 of the webs on all beams. Section loss approximated at 5% typical. The flaking rust is more advanced on the south half on beams 4 and 6. Section loss on the lower flange of beam 4 measured at 18% (15/32) and beam 6 at 23% (14/32") (43 ft in CS4). These beams are located below the wheel paths. 10/15/2020: The flaking rust is more advanced the 4th and 6th beams then the rest of the beams at the mid-point of the beam on the lower flanges. There is flaking rust throughout the lower flanges and lower webs beginning in critical areas in all of the beams. Any section loss at this time is minimal. 10/04/18 - 10/11/16: There is flaking rust throughout the lower flanges and lower webs in critical areas in all of the beams. Any section loss is minor at this time. 10/29/14: There is flaking rust throughout the lower flanges and webs in critical areas. Measured the webs and found them to be equal or greater than 3/8" thick. Any section loss is minor at this time. 10/15/12: There is flaking rust throughout the lower flanges and webs in critical areas. 10/24/08: The paint system has failed. There is flaking rust at the lower web and flange connections is isolated areas throughout about 25% of the flange/web connections. At this point the loss of section is minimal. 11/03/06: Paint continues to peel and flake off the beams. 10/28/2002: PAINT IS PEELING AND FLAKING OFF WEBS OF BEAMS.								
515	- Steel Protective Coating	Routine	10/19/2023	1660 SF	0	0	0	1660
		Routine	10/25/2022	1660 SF	0	0	0	1660
Notes: 10/19/2023 - 10/11/2016: Paint system on beams has failed.								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
215	Reinforced Concrete Abutment	Routine	10/19/2023	54 LF	27	27	0	0
		Routine	10/25/2022	54 LF	27	27	0	0
<p>Notes: 10/19/2023 - 10/15/2020: Condition state 2 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no significant changes since the 2000 inspection. The north abutment measured plumb on the west corner and tipping 1/8" toward the river on the east corner.</p> <p>10/04/18 - 10/11/16: Condition state 2 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 1/2" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no significant changes since the 2000 inspection. The north abutment measured plumb on the west corner and tipping 1/8" toward the river on the east corner.</p> <p>10/29/14: Condition state 3 because of past observations that the south abutment is tipped. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no changes since the 2000 inspection.</p> <p>10/15/12: Condition state changed because of past observations that the south abutment is tipped.</p> <p>10/24/08: South abutment is tipped. No significant changes noted.</p> <p>11/03/06: South abutment is tipped.</p> <p>10/28/2002: SMART FLAG!! , SETTLEMENT, STATE #1 Structure L2877 -</p> <p>Wingwall notes: 10/29/14 - 10/15/12: South 2 are tipped with the abutment, the north 2 wingwalls have remained stable.</p> <p>10/24/08: South 2 are tipped with the abutment. Some washing has occurred around all of the wingwalls. no significant changes.</p> <p>11/03/06: South 2 are tipped with the abutment. Some washing has occurred around all of the wingwalls.</p>								
216	Timber Abutment	Routine	10/19/2023	32 LF	0	0	16	16
		Routine	10/25/2022	32 LF	0	0	16	16
<p>Notes: 10/19/2023 - 10/25/2022: SW timber wing wall has failed and repairs are needed. The SW wing-wall is undermined with a large bolder exposed holding back the back fill.</p> <p>10/15/2020: When the bridge was remodeled in 1992 the wing-walls where extended w/ timber elements. The timber elements have moved out of position because of earth pressure behind them. The timber element of the both south wing-wall is failing at the timber section only. The SW wing-wall is undermined with a large bolder exposed holding back the back fill.</p> <p>10/04/18 - 10/15/12: When the bridge was remodeled in 1992 the wing-walls where extended w/ timber elements. The timber elements have moved out of position because of earth pressure behind them. The timber element of the SE wing-wall is failing at the timber section only.</p>								
330	Metal Bridge Railing	Routine	10/19/2023	10 LF	0	8	2	0
		Routine	10/25/2022	10 LF	0	10	0	0
<p>Notes: 10/19/2023: All of the rail posts have some corrosion at this time. The south 2 posts have flaking rust below the deck surface.</p> <p>10/25/2022 - 10/11/2016: The 10 rail posts have minor surface corrosion at this time.</p> <p>10/29/14 - 10/15/12: There is a loose connection on the NE corner. A missing bolt on the NW corner. The lower boards on the NE and SW approaches are broken.</p> <p>11/03/06: Does not meet NCHRP350 standards.</p>								
515 -	Steel Protective Coating	Routine	10/19/2023	40 SF	0	0	0	40
		Routine	10/25/2022	40 SF	0	0	0	40
<p>Notes: 10/19/2023 - 10/11/2016: Paint system has failed, surface rust present on more than 50% of the surface of all the posts.</p>								
332	Timber Bridge Railing	Routine	10/19/2023	88 LF	84	0	1	3
		Routine	10/25/2022	88 LF	85	0	0	3
<p>Notes: 10/19/2023: Post #5 in the west rail is missing a bolt. Lower 3 feet of bridge rail is broken in the SW corner of the bridge.</p> <p>10/25/2022: Lower 3 feet of bridge rail is broken in the SW corner of the bridge.</p> <p>10/15/2020: Repairs have been made, missing or broken elements have been replaced.</p> <p>10/04/18 - 10/15/12: There is a loose connection on the NE corner. A missing bolt on the NW corner. The lower boards on the NE and SW approaches are broken.</p> <p>11/03/06: Does not meet NCHRP350 standards.</p>								
800	Critical Deficiencies or Safety Hazards	Routine	10/19/2023	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.</p>								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
822	Bituminous Approach Roadway	Routine	10/19/2023	2 EA	0	2	0	0
		Routine	10/25/2022	2 EA	2	0	0	0
<p>Notes: 10/19/2023: There is cracking and developing potholes in the bituminous surface in the bridge approaches. The south approach has a repair in the SE corner. 10/25/2022: South approach has been fixed. 10/15/2020: A hole was found on the day of the inspection measuring 3' by 3' on the east shoulder of the south approach. The bit had broken away and daylight could be seen through to the bottom of the abutment. We met the city on site the day of the inspection and the approach has since been repaired. The damage appears to have been caused by erosion from road run off. 10/04/18: Hole has developed at South approach on East side next to abutment at end of railing. Approximately 1' deep 10/11/16 - 10/04/10: The N & S approaches were paved w/ the deck, summer 2010. 11/03/06: S approach has been paved up to the bridge.</p>								
855	Secondary Members (Superstructure)	Routine	10/19/2023	1 EA	0	0	1	0
		Routine	10/25/2022	1 EA	0	0	1	0
<p>Notes: 10/19/2023 - 10/25/2022: Section loss approximated at 5% typical.</p>								
881	Steel Section Loss	Routine	10/19/2023	1 EA	0	0	1	0
		Routine	10/25/2022	1 EA	0	0	1	0
<p>Notes: 10/19/2023 - 10/25/2022: Section loss approximated at 5% throughout beams. The south end of beams 4 and 6 have section loss in the lower flange of 18% and 23% respectfully. 10/15/2020 - 10/15/12: There is minor flaking rust on the lower flanges and webs of all the beams throughout.</p>								
884	Substructure Settlement & Movement	Routine	10/19/2023	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
<p>Notes: 10/19/2023 - 10/29/14: No new settlement of the abutment has occurred since 2000. The lean of the south abutment wall, towards the center of the stream is 5/8" at the west end and 9/16" at the east end. These measurements are the distance from vertical in 6.5 inches of vertical rise. There have been no changes since the 2000 inspection. The settlement at the southeast timber wing-wall looks to have occurred as a result of the paving activities when the bridge deck was paved in 2010. There is bituminous behind the timber wing-wall that is pushed out of alignment. 10/15/12: Settlement has occurred at the southeast timber wing-wall. It could affect the south approach if left unchecked.</p>								
885	Scour	Routine	10/19/2023	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/19/2023: Counter measures are in place and functioning.</p>								
890	Load Posting or Vertical Clearance Signing	Routine	10/19/2023	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/19/2023 - 10/02/2020 Load posted signage is in-place, readable and correct with the new load rating submitted. 10/04/18 - 10/11/16: Required signs are in place at the bridge. [2016] Structure requires a vertical clearance sign or load posting sign.</p>								
891	Other Bridge Signing	Routine	10/19/2023	1 EA	1	0	0	0
		Routine	10/25/2022	1 EA	1	0	0	0
<p>Notes: 10/19/2023: Required signing is in place and functioning.</p>								
892	Slopes & Slope Protection	Routine	10/19/2023	1 EA	0	0	1	0
		Routine	10/25/2022	1 EA	0	0	1	0
<p>Notes: 10/19/2023 - 10/25/2022: Erosion around south wing walls has been fixed and is currently minimal; however, the SW wing wall protects this slope and is in need of repairs. 10/15/2020: Erosion is occurring behind the south wing-walls and abutments. Temporary repairs were made this fall after this inspection to stabilize the approach shoulder. 10/04/18 - 10/04/10: The approaches were paved summer 2010 and changed were drainage occurs. Will continue to monitor. 10/24/08: Some erosion occurring around the wing-wall ends. 11/03/06: Some erosion occurring around the wing-wall ends.</p>								

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
894	Deck & Approach Drainage	Routine	10/19/2023	1 EA	0	0	1	0
		Routine	10/25/2022	1 EA	0	0	1	0
Notes: 10/19/2023 - 10/25/2022: Approach roadway drainage has caused the SW wing wall to fail. 10/15/2020: The south approach and roadway drainage is contributing to the erosion occurring behind the south wing-walls and approaches. 10/04/18 - 10/04/10: The approaches were paved summer 2010 and changed were drainage occurs. Will continue to monitor. 10/24/08: A swale was rip-raped NE of the bridge when the scour improvements were made. Still some erosion occurring behind the S wing-walls. 11/03/06: The drainage off the road is causing the erosion around the wing-walls.								
899	Miscellaneous Items	Routine	10/19/2023	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	1	0	0
Notes: 10/25/2022: Remove large tree that has fallen across NE wing wall and channel. Not affecting the bridge structure but should be removed.								
900	Protected Species	Routine	10/19/2023	1 EA	0	1	0	0
		Routine	10/25/2022	1 EA	0	0	1	0
Notes: 10/19/2023: No birds or bats today. 10/15/2020 - 10/11/16: Birds have been seen today.								

General Notes: 10/19/2023 -10/25/2022: Was able to walk under the bridge. Water is 1.0' deep under the bridge today. SE wing wall boards are not functioning properly. The SW bridge rail has a broken lower member. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/15/2020: Water is 1.5' deep under the bridge today. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/02/2020: Was on site to verify load postage signage is current with the new load posting submitted.
 10/04/18 - 10/11/16: Water is 1.5' deep under the bridge today. Rusting continues in the lower webs and top of the lower flanges with some minor section loss occurring in the middle 1/3 and at the abutments. Some rusting and section loss in the top flange throughout. Paint has failed.
 10/29/14: Stream bed profile survey for scour monitoring was done on 10/24/14 w/ Steve. Water depth is 1 foot or less below the bridge today. Rusting continues in the lower webs and lower flange of the bridge beams with some minor section loss isolated locations.
 10/15/12: Was able to wad beneath the bridge today and see all elements. Water depth below the bridge is less than a 1'. The slope protection after the summers high water event remains in place. Rust and minor section loss continues in the lower 1/2 of the beams.
 10/04/10: The deck surface was paved and a membrane put down summer 2010. Was able to wade under the bridge and see all elements. Rusting of the bridge beams continues.
 10/24/08: Was able to wade under the bridge and see all elements. A 11/2" rock filter and large rock have been placed in the creek along in front of the slope paving. No slumping of the paving was observed. Rusting of the bridge beams is advancing. Has the city change the its usage of salt on this location since the S approach was paved? Beams could be sand blasted and repainted if lead paint is not an issue.
 11/03/06: Was able to wade under the bridge and see all elements. The north abutment at the mid point and going to the west the creek is under the slope paving 1 to 3 feet. It is minor at this point and would be easily fixed.
 10-08-2004: THE LEAN OF THE SOUTH ABUTMENT WALL, TOWARDS THE CENTER OF THE STREAM, IS 5/8" AT THE WEST END AND 9/16" AT THE EAST END. THESE MEASUREMENTS ARE THE LEAN OF THE SOUTH ABUTMENT WALL FROM THE VERTICAL IN 6 1/2" OF VERTICAL RISE.

58. Deck NBI: 10/19/2023: Bituminous surface is moderately deteriorated with cracking, patches and potholes. The wood decking below the bituminous remains in satisfactory condition.
 10/04/18 - 10/29/14: Some minor cracking on the bituminous surface.

36A. Brdg Railings NBI:

36B. Transitions NBI:

36C. Appr Guardrail NBI:

36D. Appr Guardrail Terminal NBI:

59. Superstructure NBI: 10/19/2023 - 10/25/22: Section loss approximated at 5% throughout beams. The flaking rust is more advanced on the south half on beams 4 and 6. Section loss on the lower flange of beam 4 measured at 18% (15/32) and beam 6 at 23% (14/32"). These beams are located below the wheel paths.
 10/04/18 - 10/11/16: Section loss top of lower flange and lower web.
 10/29/14: Flaking rust is present in the lower 1/2 of the webs and on the lower flanges on all of the beams throughout.

60. Substructure NBI: 10/19/2023: The wood wingwall extensions are undermined and misaligned. The abutments remain in fair condition with no new settlement or minimal misalignment.

BRIDGE L2877 M 45 OVER CROOKED CREEK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
			10/04/18:	Loose boards have shifted South abutment.				
			10/29/14:	The south abutment has a history of settlement, that appears to have happened shortly after the bridge was remodeled in 1992. At this time the settlement appears to have stabilized.				
61.	Channel NBI:		10/19/2023 - 10/11/2016:	Trees tipping into upper creek.				
			10/29/14:	The channel is heavily armored to prevent any scour.				
62.	Culvert NBI:							
71.	Waterway Adeq NBI:							
72.	Appr Roadway Alignment NBI:			Poor horizontal and vertical alignments. Narrow bridge, requiring traffic to slow to avoid meeting on the bridge.				

Wayne Dosh
Inspector's Signature

Timothy Bray
Reviewer's Signature



1. 10-19-2023 (62).JPG



2. 10-19-2023 (63).JPG



3. 10-19-2023 (64).JPG



4. 10-19-2023 (65).JPG



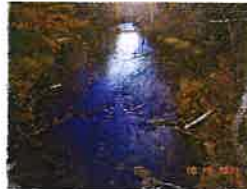
5. 10-19-2023 (66).JPG



6. 10-19-2023 (67).JPG



7. 10-19-2023 (68).JPG



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9. 10-19-2023 (70).JPG



10. 10-19-2023 (71).JPG



11. 10-19-2023 (72).JPG



12. 10-19-2023 (73).JPG



13. 10-19-2023 (74).JPG



14. 10-19-2023 (75).JPG



15. 10-19-2023 (76).JPG



16. 10-19-2023 (77).JPG



17. 10-19-2023 (78).JPG



18. 10-19-2023 (79).JPG



19. 10-19-2023 (80).JPG



20. 10-19-2023 (81).JPG



21. 10-19-2023 (82).JPG



22. 10-19-2023 (83).JPG



23. 10-19-2023 (84).JPG



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37. 10-19-2023 (98).JPG



38. 10-19-2023 (99).JPG



39. 10-19-2023 (100).JPG



40. 10-19-2023 (101).JPG



41. 20230424_134106.jpg



42. 20230428_080556.jpg



43. 20230502_073053.jpg



44. 20230505_131212.jpg

Pictures



Photo 1 - 10-19-2023 (62)



Photo 2 - 10-19-2023 (63)

Pictures



Photo 3 - 10-19-2023 (64)



Photo 4 - 10-19-2023 (65)

Pictures



Photo 5 - 10-19-2023 (66)



Photo 6 - 10-19-2023 (67)

Pictures



Photo 7 - 10-19-2023 (68)



Photo 8 - 10-19-2023 (69)

Pictures



Photo 9 - 10-19-2023 (70)



Photo 10 - 10-19-2023 (71)

Pictures



Photo 11 - 10-19-2023 (72)



Photo 12 - 10-19-2023 (73)

Pictures



Photo 13 - 10-19-2023 (74)



Photo 14 - 10-19-2023 (75)

Pictures



Photo 15 - 10-19-2023 (76)



Photo 16 - 10-19-2023 (77)

Pictures



Photo 17 - 10-19-2023 (78)



Photo 18 - 10-19-2023 (79)

Pictures



Photo 19 - 10-19-2023 (80)



Photo 20 - 10-19-2023 (81)

Pictures



Photo 21 - 10-19-2023 (82)



Photo 22 - 10-19-2023 (83)

Pictures



Photo 23 - 10-19-2023 (84)



Photo 24 - 10-19-2023 (85)

Pictures



Photo 25 - 10-19-2023 (86)



Photo 26 - 10-19-2023 (87)

Pictures



Photo 27 - 10-19-2023 (88)



Photo 28 - 10-19-2023 (89)

Pictures



Photo 29 - 10-19-2023 (90)



Photo 30 - 10-19-2023 (91)

Pictures



Photo 31 - 10-19-2023 (92)



Photo 32 - 10-19-2023 (93)

Pictures



Photo 33 - 10-19-2023 (94)



Photo 34 - 10-19-2023 (95)

Pictures



Photo 35 - 10-19-2023 (96)



Photo 36 - 10-19-2023 (97)

Pictures



Photo 37 - 10-19-2023 (98)



Photo 38 - 10-19-2023 (99)

Pictures



Photo 39 - 10-19-2023 (100)



Photo 40 - 10-19-2023 (101)

Pictures



Photo 41 - 20230424_134106



Photo 42 - 20230428_080556

Pictures



Photo 43 - 20230502_073053



Photo 44 - 20230505_131212



February 6, 2024

City of Emily
Cari Johnson, Clerk
City Hall, P.O. Box 68
Emily, Minnesota 56447

Re: Bridge Maintenance

Dear Cari Johnson,

Bridges represent a considerable investment and as such to get the maximum life out of a bridge they require periodic maintenance. The current funding levels are not adequate to replace all bridges in need of replacement, as a result there is a need to make existing bridges last longer. Often a little preventative maintenance can add 20 or more years of life to a bridge.

Deficiencies and Potential repairs for Bridge Number L2877 (Roosevelt Drive over Crooked Creek).

- The wooden portion of the south wingwalls are shifting, they need to be stabilized. The southwest wingwall has a large boulder exposed holding back fill. These wingwalls serve to protect the inslopes of the bridge.
- The bituminous surfacing over the deck and approaches are deteriorating. Patch and seal the deck as needed. This would help to reduce earth pressures against the abutments by keeping the road runoff from penetrating to the subgrade and slow the deterioration of the interior bridge steel.
- Replace the missing bolt in the lower timber rail on the northwest bridge corner.
- Remove the large tree that is across the NW wingwall and channel.
- There is flaking rust present on the lower webs and top of the lower flanges of the bridge beams with measurable section loss on the interior beams.
- The NBI rating for the superstructure of the bridge is at 4, "Poor Condition".
- Reminder, it is the city's responsibility to monitor this bridge at times of high water and to notify this office when the water level reaches a point above the mark on the monitoring sign so that the water level can be recorded and the bridge cleared of any potential damage inflicted by the high water event.



Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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 bridge is load posted, is considered structurally deficient, and the Local Planning Index (LPI) has dropped to 33. Bridge L2877 is on the county's priority list for replacement. This office supports the advancement of planning and the replacement of this structure.
- This bridge is on a 12-month inspection frequency due to the deterioration of the interior bridge beams.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer; and Tim Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

By: Wayne Dosh
Wayne Dosh Senior Engineering Technician

Request Placement on Agenda
City of Emily
Emily, MN 56447

RECEIVED
MAR 05 2024
BT:.....

Deadline: This form and all supporting material MUST be received in the Clerk's office by noon the Thursday before a Regular Council Meeting.

Name of person making request Dan Barrett
Subject for consideration Ball Field Score Board

Regular Council Meeting Date March 2nd TUE

Or other meeting date _____

Will you attend the meeting? YES or NO

If NO, will you have representation & who? _____

Are you making a monetary request? YES or NO

If YES, please explain (include all bids with City of Emily on bid) Bids to follow FOR Electrical & Score Board

Will you have presentation material or other information for distribution? YES or NO
If yes, the Clerk's office must receive 7 copies for meeting packets.

I understand that my time is limited to 5 minutes:

I further understand that City Council Meetings are public; therefore, all presentation materials distributed are public information:

[Signature] 2-5-24

Signature

Date

Dan Barrett 218 838 3961

Print name

Phone (in case of meeting cancellation)



QUOTATION

106 Max Hurt Drive
Murray KY 42071

Toll-Free: 1-800-323-7745
varsityscoreboards.com

BILL TO:

Luke Genz
lukegenz@yahoo.com
(218) 232-7415
Log Cabin Softball
20754 Beaver Drive Crosby, MN 56441

SHIP TO:

DETAILS

Quote Number: 128704057
Prepared By: Alyssa Barnard
PO Number:
Created On: March 11, 2024

PART #	DESCRIPTION	QTY.	LIST PRICE (\$)	EXTENDED PRICE (\$)
3314-22	8' x 4' BASEBALL SCOREBOARD <ul style="list-style-type: none"> 15" LED digits with Protective Shields Home/Guest score up to 99, Innings up to 9 2" Round - Ball, Strike, Out Indicators Galvanized steel cabinet with powder coat finish Wireless remote control with internal rechargeable battery 5 - Year Limited Warranty 	1	\$3,395.00	\$3,395.00
SPA8-OD	ARCH SPONSOR PANEL 8' OUTDOOR	1	\$635.00	\$635.00
CS5	Controller Carrying Case - Large 19" x 16" x 7" Impact Resistant Water Proof Dust Proof	1	\$150.00	\$150.00

Subtotal: \$4,180.00
SHIPPING AND HANDLING: \$465.00

Quote Total: \$4,645.00

NOTES *NORTHCOU Lakes Electric
Verbal Bid \$1,500*

Quote valid for 30 days. Installation and electrical work not included. Visa, Mastercard, American Express, personal checks, and ACH Check Forms accepted for your convenience.



Scroll down to see your product

Please review these graphics carefully. Changes requested after acceptance of this quote may result in additional charges. Colors are for proofing only and may vary on different printers, monitors, and finished products.

MODEL - 3314

8 ft



Logo creation fee may apply. If you have any questions concerning this quotation or if there is anything else I can do for you, please give me a call. Thank you for the opportunity to quote on your project.

Sincerely,

ALYSSA BARNARD, Sales Associate

alyssa.brown@varsityscoreboards.com

TEL: 800.323.7745



REPORT FOR EMILY CITY COUNCIL MEETING
MARCH 13, 2024

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 15 members at our last meeting
- 0 fire calls since the last meeting
- Checked all equipment

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive, slightly slanted style.

Chad Genz
Chief - Emily Fire Dept.

2024 FIRE AND FIRST RESPONSE CONTRACT FIGURES

	Total Tax Capacity	2024 Fire Budget		2024 1st Response Budget		Recommended Totals
		2023	2024	2023	2024	
City of Emily	4,682,928	3.14174%	2.874%	0.67776%	0.51838%	
Fairfield Township	504,897	\$135,748.02	\$134,587.35	\$29,284.59	\$24,275.36	\$158,862.71
Little Pine Township	382,375	\$15,361.76	\$14,510.74	\$3,313.95	\$2,617.29	\$17,128.02
Ross Lake Township	668,766	\$11,755.92	\$10,989.46	\$2,536.08	\$1,982.16	\$12,971.61
Total	6,238,966	\$19,224.97	\$19,220.33	\$0.00	\$0.00	\$19,220.33
		\$182,090.67	\$179,307.88	\$35,134.62	\$28,874.80	\$208,182.69

Difference
(\$3.31)

	Fire Contract Changes	1st Response Contract Changes	Total Contract Changes
2023 to 2024			
Fairfield Township	(\$851.02)	(\$696.66)	(\$1,547.69)
Little Pine Township	(\$766.46)	(\$553.92)	(\$1,320.39)
Ross Lake Township	(\$4.64)	\$0.00	(\$4.64)

Fire budget includes fire department disbursements and fire training, fire state aid, supplemental state aid, and fire protection services receipts.

First response budget includes first response disbursements and first response services receipts.

FINAL PAYABLE 2024
2023 Assessment, Taxes Payable 2024

EMILY FIRE DISTRICTS

	Total Tax Capacity	***** Land	***** Market Value	***** Building
City of Emily (All)	4,682,928	224,073,525		226,426,085
Fairfield Township (part) All of Sec 1-5; 10-15; 22-27; & 34-36 (VALBYSEC)	504,897	28,924,671		21,873,182
Little Pine (All)	382,375	22,808,198		14,907,205
PART OF Ross Lake TOWNSHIP 07,17,18,19	668,766	37,130,800		28,293,084

2024 Fire Department Budget	
Disbursements	\$253,313
Receipts:	
Fire Training Reimburs	\$2,500
State Fire Aid	\$15,600
Supp. State Fire Aid	\$2,800
Spec. Fire Prot. Serv.	\$53,102
Total	\$179,311

Above Budget includes Leases for 2 fire trucks and SCBAs	
Principal	\$67,379
Interest	\$28,130
Total	\$95,509

2024 First Response Budget	
Disbursements	\$34,675
Receipts:	
First Resp. Charges	\$5,800
Total	\$28,875

2023 FIRE CALLS

ALL 2023 FIRE CALLS:

Total Calls	Municipality	Percentage of Calls
28	Emily	90%
0	Fairfield Township	0%
0	Little Pine Township	0%
1	Ross Lake Township	3%
1	City of Fifty Lakes	3%
1	Crooked Lake Township	3%
<u>31</u>		<u>100%</u>

2023 CONTRACTED FIRE CALLS/2023 BUDGET:

Total Calls	Municipality	Percentage of Calls	2023 Budget
28	Emily	97%	\$226,646
0	Fairfield Township	0%	\$218,831
0	Little Pine Township	0%	\$0
1	Ross Lake Township	3%	\$0
1	Crooked Lake Township	3%	\$7,815
<u>29</u>		<u>100%</u>	<u>\$226,646</u>

2023 FIRE AND FIRST RESPONSE CONTRACT FIGURES

	Total Tax Capacity	2023 Fire Budget		2023 1st Response Budget		Recommended Totals
		2022	2023	2022	2023	
City of Emily	4,320,791	\$79,820.07	\$135,748.02	\$39,228.76	\$29,284.59	\$165,032.61
Fairfield Township	488,957	\$8,269.29	\$15,361.76	\$4,064.07	\$3,313.95	\$18,675.71
Little Pine Township	374,185	\$7,331.11	\$11,755.92	\$3,602.98	\$2,536.08	\$14,292.00
Ross Lake Township	611,921	\$10,287.64	\$19,224.97	\$0.00	\$0.00	\$19,224.97
Total	5,795,854	\$105,708.11	\$182,090.66	\$46,895.81	\$35,134.62	\$217,225.29

Difference
(\$0.71)

	Fire Contract Changes	1st Response Contract Changes	Total Contract Changes
2022 to 2023			
Fairfield Township	\$7,092.47	(\$750.12)	\$6,342.35
Little Pine Township	\$4,424.81	(\$1,066.90)	\$3,357.91
Ross Lake Township	\$8,937.33	\$0.00	\$8,937.33

Fire budget includes fire department disbursements and fire training, fire state aid, supplemental state aid, and fire protection services receipts.

First response budget includes first response disbursements and first response services receipts.



Crooked Lake Fire Department

Chief Nick Usherwood

218-838-8795

March 9, 2024

February Fire Report

Incidents

- Fire/Accident 0
- Medical 1
- Hazmat 0

Office Supplies

-

Equipment

- **Motion to purchase Emily Fire 2000 GMC Fire Engine to Replace our 1982 (632) Fire Engine. For \$15,000. Emily Fire Dept has received their new Engine and has offered up their Engine to us. This Engine is 18 years newer than our current backup Engine. It has a Cat Diesel with an Allison Automatic Transmission. There would be a few items needed to put it in service, like a radio as they are keeping their radio.**

Training

- CPR Training

Misc.

-

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

RESOLUTION NO. 24-16

**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:

1999 GMC Fire Pumper Truck

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 to Crooked Lake Township, another government entity, pursuant to Minn. Stat. 471.64 at a price of \$15,000, 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 March, 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

471.64 MAY GET, DISPOSE OF PROPERTY TO, FROM U.S., STATE AGENCIES.

Subdivision 1. **Ignore statutes, charter.** Any county, city, town, school district, or other political subdivision of the state may enter into any contract with the United States of America or with any agency thereof, any state agency, or with any other political subdivision of the state for the purchase, lease, sale, or other acquisition or disposition of equipment, supplies, materials, or other property, including real property, without regard to statutory or charter provisions. The acquisition or disposition of such property from or to the federal government shall be in accordance with the rules and regulations which may be prescribed by the United States of America or any agency thereof.

Subd. 2. **Designation, authorization.** The governing body of any political subdivision of the state may designate by appropriate resolution or order any officer or employee of its own to enter a bid or bids in its behalf at any sale of equipment, supplies, material or other property, including real property, owned by the United States of America or with any agency thereof, any state agency, or with any other political subdivision of the state and may authorize the officer or employee to make any down payment, or payment in full, required in connection with such bidding.

History: 1945 c 167 s 1,2; 1955 c 637 s 1; 1957 c 148 s 1; 1974 c 260 s 8; 1986 c 327 s 4; 1986 c 444

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

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 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, 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
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Monthly Report

03/05/2024

	February	Cary	Krista	Mark	LeAnn	Nick	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	6	2	2	0	3	4	0	1	4	6	1
Time		57 m	70 m	0 m	110 m	123 m	0 m	27 m	140 m	209 m	30 m
Meeting	1	1	1	0	1	1	1	0	1	1	1
Time	1 hr	0	1 hr	0	1 hr	1 hr	1 hr	0	1 hr	1 hr	1 hr
Trainings	2	2	2	2	2	2	2	2	2	2	2
Quarterly	1	0	1 OQR	1 OQR	1OQR	0	1 OQR	0	0	1 OQR	0
Time	4 hrs	0	4 hrs	4 hrs	4 hrs	0	4 hrs	0	0	4 hrs	0
Year call Total	22	5	5	3	9	5	2	3	9	17	1
Year End Time		5 hrs 57min	8 hrs 10min	7 hrs	10 hrs 55min	6 hrs 03min	8 hrs	3 hrs 27min	6 hrs 50min	13 hrs 39min	4 hrs 30min

Our meeting was held on March 5th with 7 in attendance. We had 6 calls in February. We went over calls and documentation, responder numbers to identify who is on the radio, who can help with meat raffles, what is needed for uniforms this year, protocol books were passed out to everyone, and nominations were picked for next month's Chief and Assistant Chief. It was brought up to me that the Food Shelf would like to have an AED in the building. We have a couple extra right now that we could put one in there with the responders' doing checks on it monthly. This is a city own building, and it would be a good idea to have one there.

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 24-15**

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>
Beatrice Rhode	\$200.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
24-15	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: \$200.00 to the First Response Unit 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 March 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer



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 Sarnick.

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

clerk@emily.net

From: Brant Standridge <info@enforcementlightingmn.com>
Sent: Monday, March 11, 2024 3:27 PM
To: clerk@emily.net
Subject: Police Vehicles

Flag Status: Flagged

Carrie, Thank you again for the call today. As we spoke on the phone we would be able to take you two patrol vehicles and de-commission them, we would then see what parts were able to be sold and would market them for you to sell or we would take in on trade.

We work with Adesa Auto Auction, one of the largest auto auctions in the country, after we have decommissioned the vehicle we would send them over there. Adessa charges a 10% sale fee. So whatever the vehicles sold for they would take 10% for that 10% they will handle all title transfer paperwork as the time of the sale, as well as removal of all vehicle graphics and a complete detail of the vehicle prior to being run through the auction.

Our fee to decommission the vehicle would be approximately \$500.00 per vehicle, however this cost also includes us coming to you to pick up the vehicles. This fee can also be taken out of the sale of the decommissioned vehicle so there is no out of pocket expense to the city.

Please let me know what questions you might have, also I could be available by phone the night of the meeting to answer any questions the council might have if this might help streamline this process for you.



Brant M Standridge
Owner
Enforcement Lighting LLC
763-286-5648
www.EnforcementLightingMN.com

clerk@emily.net

From: Brant Standridge <info@enforcementlightingmn.com>
Sent: Tuesday, March 12, 2024 8:06 PM
To: clerk@emily.net
Subject: Re: Police Vehicles
Attachments: ~WRD0000.jpg

Yes, depending on what the used equipment is, market value we would attempt to find another department that has a need and offer it to them for sale, so yes the hope would be to sell some of the used equipment for additional money back to the city.

Brant

On Tue, Mar 12, 2024, 13:45 <clerk@emily.net> wrote:

Brant,

Thank you so much! For additional clarification would the City possibly receive money for the equipment you would remove so the vehicle could be sold? Is that what you mean by marketing them for us?

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

F 218.763.2481

W www.cityofemily.com

Pop. 862

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

RESOLUTION NO. 24-17

**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:

2016 Ford Explorer and 2008 Ford Explorer Police Squads

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 requested quotes pursuant to Minn. Stat. 471.345 and authorizes the disposal of said property to
 - o **Option 1:** Guardian Fleet Safety for \$7,500 for the 2016 Ford Explorer squad and \$2,500 for the 2008 Ford Explorer squad which is the fair market value of the property.
 - o **Option 2:** Enforcement Lighting to decommission vehicles for \$500, including pick up, sale of equipment, and working with Adesa Auto Auction, for a 10% sale fee including title transfer paperwork, for a minimum bid of \$ _____ for the 2016 Ford Explorer squad and \$ _____ for the 2008 Ford Explorer squad with the \$500 fee for each squad to be paid out of auction proceeds, 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 March, 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

From: Rosene, Josephine <JRosene@lmc.org>
Sent: Monday, February 26, 2024 9:49 AM
To: clerk@emily.net
Subject: RE: Research Question Submission

Good morning,

Thank you for contacting the League of Minnesota Cities with your question.

If the contract cost is expected to be between \$25,000 and \$175,000, the city can choose either to use the competitive bidding process or to directly negotiate the contract. If using direct negotiation, the city must get at least two quotations when possible and keep them on file for at least one year. If, however, the contract will not exceed \$25,000, the council has discretion to make the contract by either obtaining bids or quotes, or simply selling the item on the open market. If the council chooses to obtain quotes it must obtain at least two quotes and keep them on file for at least one year. If the city council decides to solicit sealed bids, it must follow all the requirements of the bidding process and cannot change the process midway through.

As it is likely the city will have to obtain two quotations for the sale of the equipment, my recommendation is to check MemberLink to see whether other cities have asked about companies that repurpose city equipment and/or vehicles. You can also post on the Clerk's Memberlink community to ask how other cities are handling the sale of police vehicles.

The League's Information Memo – Competitive Bidding requirements in Cities

<https://www.lmc.org/resources/competitive-bidding-requirements-in-cities/> and Handbook for Minnesota Cities Chapter 22: Expenditures, Purchasing and Contracts (starting on page 18) <https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-22-expenditures-purchasing-and-contracts/> contain information and resources that may be helpful to you.

I hope this information is helpful. Please feel free to reach out with any other questions you may have. Thank you!

Josie Rosene (she/her) | Staff Attorney
Phone: (651) 281-1205 | jrosene@lmc.org

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

This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney for advice regarding specific situations.

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

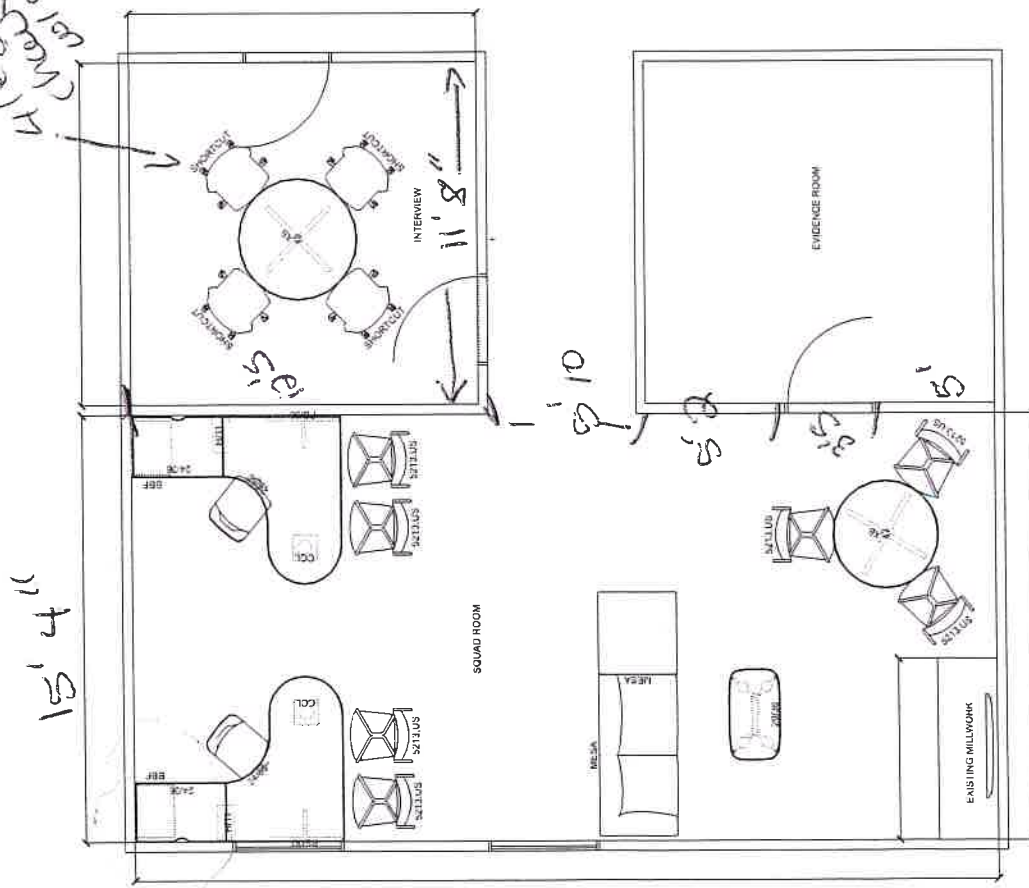
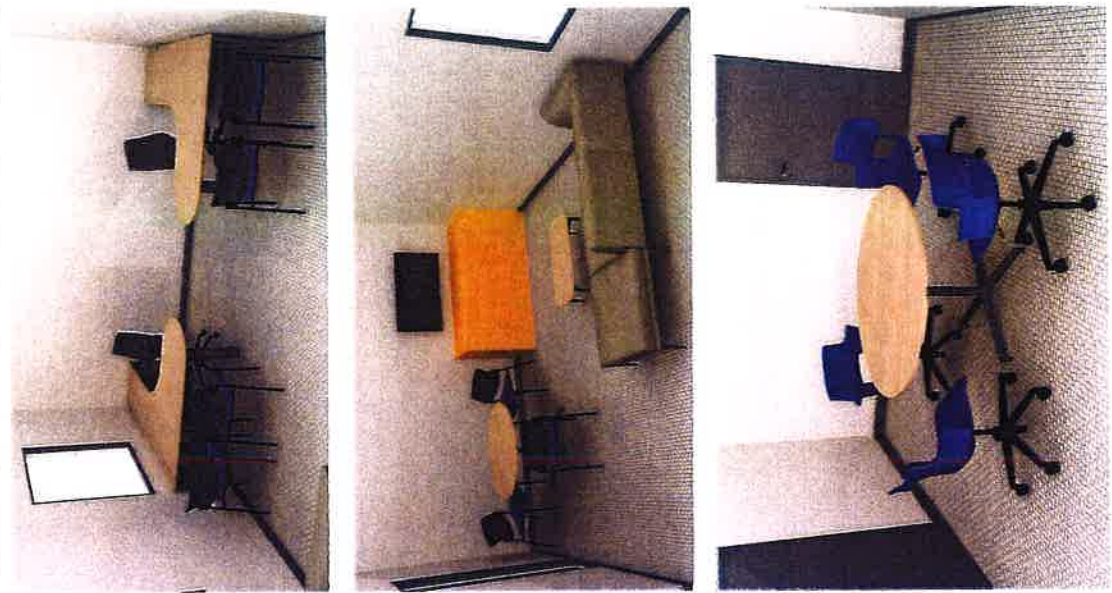
Police Siren - Outfitting of Police Vehicle	\$	7,059.98	3/18/2016
Front Brakes, hoses, Calipers, Steering Gear, 4 Tires, Battery, Radiator leak, Oil change	\$	5,185.57	1/20/2023
Battery & Labor to Install	\$	202.39	10/19/2023
Drain & Refill Crankcase, oil filter, exhaust repair	\$	497.30	3/8/2022
Oil 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
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Oil, filter tire balance & install, new vapor sensor	\$	191.41	1/11/2021
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
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1 station with room to add
DO THA

4 (red)
check
for
cash
com



Scale 1/4" = 1'

SHERIFF'S OFFICE

Project Name: City of Emily Sheriff's Office
Location: City of Emily, MN

CONNECT INTERIORS
701.277.7222
connectinteriors.com



Client Documentation \ City of Emily \ 3-Projects \ Police \ Sheriff's Office \ 2-Drawings & Renderings \ 2a-Drawings \ Sheriff Office

Date: 3/1/2024
Author: BB
Scale: PA



Date: March 13, 2024

To: City of Emily

From: Leland Bundy, Operator

O & M Report: February 2024

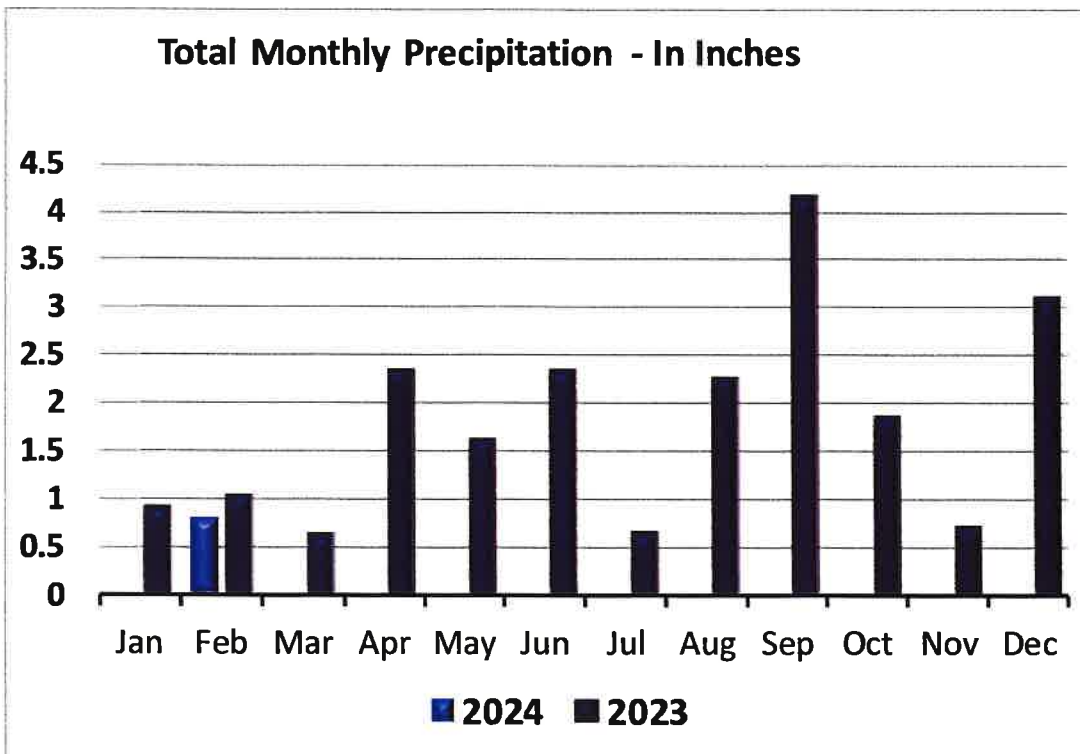
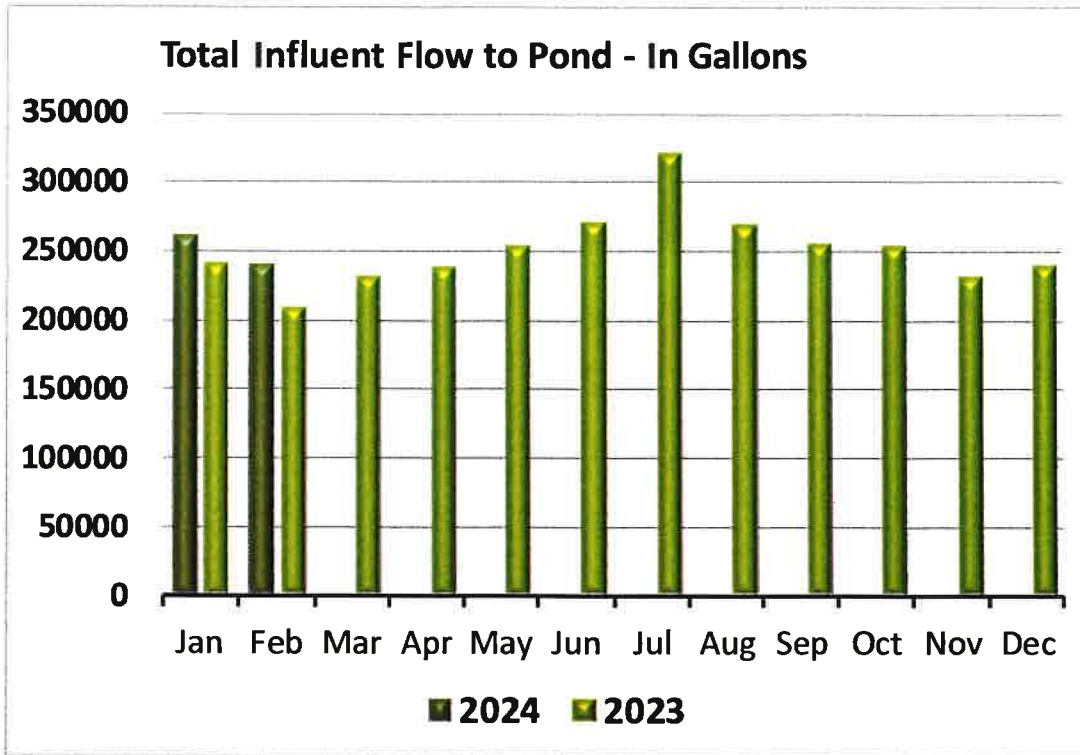
Wastewater Operation & Maintenance

- Lift Station maintenance checks were performed Weekly on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operation reports.
- Lift Station RTM timers are recorded onsite to verify pump efficiency.
- No pond discharges happened in February. Primary ponds are at a height of 45" well short of the maximum height of 72". Secondary pond height is 30".
- Brian and I met at the ponds and discussed how we could do some needed maintenance work to the RIBs. Some of the distribution tubes have been hit and some have been cut off from the tee. We were proposing to replace the tubes back to the way they were installed and then refill the RIBS to the proper level.
- Call from Brian that Mr. Hight's lift was in alarm. Problem resolved itself when we arrived all was in operating condition. Ran tests on pump amp draw, Normal. Floats checks were normal.

PeopleService INC.
Water & Wastewater Professionals

		February-24	January-24	February-23
Wastewater				
CBOD				
CBOD Influent	mg/L	0	0	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	0	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	0	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	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	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,327	8,463	7,522
Influent Flow Monthly Maximum	gallons	12,135	20,292	11,079
Influent Flow Monthly Total	gallons	241,496	262,381	210,619
Precipitation Monthly Total	invches	1	0	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







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

March 6, 2024

Mayor and City Council
City of Emily

Re: March Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on March 6, 2024, at which there were no public hearings. They are not forwarding you any recommendations for this month.

The Planning Commission did have an outdoor market request for the Emily Wesleyan Church. This is similar to the requests they have submitted in previous years. With there being no known concerns from previous events, the Planning Commission did approve this request.

In the coming months, the Planning Commission will be holding a public hearing for an ordinance amendment to the Highway Mixed Use District description (section 152.042 A) at the recommendation of the zoning ordinance subcommittee. More information to come on that proposed modification.

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.

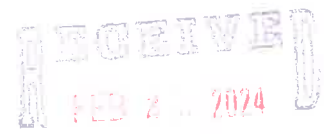
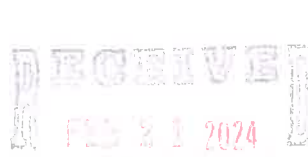
Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator

JP Contracting LLC

29581 Deer Lake Ln
Aitkin, MN 56431 US
jpcontractingllc.jason@gmail.com



BY:

BY:

Estimate

ADDRESS
City of Emily
39811 State Highway 6
Emily, MN 56447

ESTIMATE 1005
DATE 02/20/2024
EXPIRATION DATE 08/20/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	door	1	2,589.05	2,589.05
	Labor	1	3,500.00	3,500.00
	Extra	1	1,000.00	0.00

Contact JP Contracting LLC to pay.


SUBTOTAL	6,089.05
TAX	0.00
TOTAL	\$6,089.05


Accepted By

Accepted Date

2024 Permits--Emily Planning and Zoning

NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
24-01	1/3/2024	2/13/2023	21090613	Red's Storage LLC		42823 State HWY 6	CUP	Six Total Storage Buildings	\$500.00	HMU	
24-02	1/10/2024		21270656	Emily Wesleyan Chpruch	Jason Gressman	40141 State HWY 6	Outdoor Market	Outdoor Market May-September 2024; Saturdays only- Various dates	\$75.00	DMU	
24-03	1/22/2024	1/23/2024	21030519	Proctor	Todd	21438 Evening Star Lane	Camper Permit	Annual Camper Permit	\$25.00	RP	
24-04	2/5/2024	2/6/2024	21270771	Kellogg	James	21498 Ruth Lake Drive	Land Use Permit	Construct a 16'X25' (400 SqFt) addition to dwelling	\$150.00	SR	
24-05	2/12/2024	2/12/2024	21170564	Kloss Homes	James Field	19478 Blue Ln E	Land Use Permit	Construct a 40'X30' (1,200 SqFt) New Dwelling	\$450.00	SR	
24-06	2/12/2024		21150522	Bute	Jeffrey	42144 State HWY 6	Land Use Permit	Construct a 52'X62' (3,224 SqFt) New Dwelling with 60'X60' (3,600 SqFt) Attached garage	\$550.00	HMU	
24-07	2/20/2024	2/20/2024	21170564	Kloss Homes	James Field	19478 Blue Ln E	SSTS	Install a Pressure Bed/Trench Septic System; Type 1, 600 GPD, 2250 Gallon Tank	\$260.00	SR	
24-08	2/20/2024	2/20/2024	21250500	Swinehart	Michael	23372 North Shore Drive	Land Use Permit	Construct a 30'X60' (1,800 SqFt) Addition to existing accessory structure	\$400.00	NR	
24-09	2/20/2024	2/20/2024	21090613	Red's Storage LLC		43823 State Hwy 6	Land Use Permit	Construct a 48'X150' (7,200 SqFt) Commerical Storage Building	\$600.00	HMU	

 Equipment Rental Agreement		PAYMENT METHOD: <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> POWERPLAN			
PLEASE CHOOSE ONE OF THE FOLLOWING: <input type="checkbox"/> DEMO <input checked="" type="checkbox"/> LOANER		DATE 3/6/2024	GOVT. BID NUMBER	DEALER ACCOUNT NUMBER	
LESSEE NAME CITY OF EMILY		CUSTOMER ACCT #: 55408	POWERPLAN #	CREDIT LIMIT:	AVAILABLE CREDIT:
STREET ADDRESS 39811 STATE HWY 6		ACCOUNT STANDING:		POWERPLAN AUTH #:	
CITY EMILY, MN	STATE MN	ZIP CODE 56447	LESSOR NAME McCoy Construction and Forestry, Inc.		
TELEPHONE AREA CODE (218) 763-2480			STREET ADDRESS 34316 US HWY 2 WEST		
NAME OF CONTACT		PURCHASE ORDER NO.	CITY GRAND RAPIDS, MN	STATE MN	ZIP CODE 55744
EQUIPMENT WILL BE USED AT Emily Crow Wing MN		COUNTY CODE	LESSEE WILL NOT REMOVE THE EQUIPMENT FROM THE "USED AT" LOCATION WITHOUT PRIOR PERMISSION FROM LESSOR.		

LESSEE INITIALS: 

Rentals are Payable in Advance of Use of Equipment Unless Otherwise Agreed to in Advance

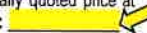
RENTAL TERM: 28 Days (1 month) <small>(unless otherwise specified)</small>	BEGIN DATE:	RENTAL RATE: \$ Per:	Month <input type="checkbox"/> Week <input type="checkbox"/> Other (specify):	Hours Per Month: 176 <small>(unless otherwise specified. Prorated for terms less than one month)</small>
FREIGHT: \$	PAID BY: <input checked="" type="checkbox"/> McCoy CF <input type="checkbox"/> One way <input type="checkbox"/> Round trip	<input type="checkbox"/> CUSTOMER <input type="checkbox"/> One way <input type="checkbox"/> Round trip		NOTES:

DESCRIPTION OF EQUIPMENT (List all equipment and attachments to be rented)					
STOCK UNIT NO.	MODEL	DESCRIPTION OF EQUIPMENT	PRODUCT IDENTIFICATION NO.	HOUR METER READING	INSURABLE VALUE
257660	320P	2023 JOHN DEERE 320P BACKHOE LOADER	1T0320PAKPFX05649	5	\$180,000.00
TOTAL INSURABLE VALUE *					\$180,000.00

SPECIAL TERMS TO BE APPROVED BY GM:

1. INSURANCE. Lessee, at Lessee's expense, will carry: a) general liability insurance with limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, unless greater liability limits are specified: _____ per occurrence / _____ aggregate; and b) automobile liability insurance within limits of liability not less than \$1,000,000 per accident, unless a greater limit is specified _____ per accident. Said insurance policies shall: i) name Lessor as an additional insured thereon; and ii) be primary to any insurance coverage of Lessor. Lessee shall also, at Lessee's expense, during the entire term hereof, keep the Equipment insured against all risks in an amount not less than the Total Insurable Value stated in this Lease and such coverage shall include Lessor as loss payee. Lessee shall, within ten (10) days of the date of this Lease, furnish a certificate of insurance to Lessor's satisfaction evidencing Lessee's compliance with the foregoing requirements. In the event Lessee fails to supply such certificate, Lessor may charge Lessee its standard REP premium for the Equipment. Lessee agrees to make a written report to Lessor and the insurer within 48 hours of Lessee's knowledge of any accident or occurrence involving the Equipment. Lessee shall name the Lessor as an additional insured on the Lessee's general liability policy upon demand by Lessor.

2. MAINTENANCE / REPAIR. Lessee agrees to use and care for the Equipment in a careful and prudent manner. Damage to the Equipment will not abate or excuse the making of prescribed rental payments. **Damage due to neglect, abuse or improper use of equipment will be the full responsibility of the Lessee and will be repaired at the Lessee's expense at current shop rates.** If the Equipment fails to operate or requires repair, Lessee shall immediately cease using the Equipment and notify Lessor. Lessee agrees to perform and pay for all operating and maintenance expenses while the Equipment is out of the Lessor's possession, including but not limited to checking the equipment before each shift, supplying adequate fuel, oil, diesel exhaust fluid (where appropriate) and water, checking the cooling system, and checking tire pressures, battery fluid and charge levels at least once per week. Daily and routine inspections and services such as greasing will be carried out in accordance with the operators' manual provided with the equipment, to include associated attachments and accessories. Maintenance and/or repair costs may be included as additional cost to RPO originally quoted price at lessor's discretion.

LESSEE INITIALS: 

SELECT AND INITIAL ONE OF THE FOLLOWING OPTIONS: 

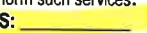
A. Lessee will pay via separate invoice for scheduled, routine and preventative maintenance per the equipment operator's manual. Lessee agrees to contact McCoy Construction & Forestry when the equipment, attachments or accessories become due for preventative maintenance per the equipment operator's manual. It is the Lessee's responsibility to monitor machine condition, hours usage and status for such services. Lessee shall permit Lessor to perform such services. **Lessee at all times remains responsible for wear, tear and damage as set forth in paragraph 3 above and the attached Addendum.**

LESSEE INITIALS: _____

B. Lessee and Lessor agree that scheduled, routine and preventative maintenance costs as set forth in the equipment operator's manual will be incurred by McCoy Construction & Forestry and are included in the rental rate. Lessee agrees to contact McCoy Construction & Forestry when the equipment, attachments or accessories become due for preventative maintenance per the equipment operator's manual. It is the Lessee's responsibility to monitor machine condition, hours usage and status for such services. Lessee shall permit Lessor to perform such services. **Lessee at all times remains responsible for wear, tear and damage as set forth in paragraph 3 above and the attached Addendum.**

LESSEE INITIALS: _____

C. Lessee agrees to perform scheduled, routine and preventative maintenance as set forth in the equipment operator's manual utilizing McCoy Construction & Forestry approved parts. If the lessee is unable to perform the maintenance him/herself, lessee agrees to contact McCoy Construction & Forestry when the equipment, attachments or accessories become due for preventative maintenance per the equipment operator's manual. It is the Lessee's responsibility to monitor machine condition, hours usage and status for such services. Lessee shall permit Lessor to perform such services. **Lessee at all times remains responsible for wear, tear and damage as set forth in paragraph 3 above and the attached Addendum.**

LESSEE INITIALS: 

RENTAL AGREEMENT IS SUBJECT TO ALL TERMS AND CONDITIONS AS SET OUT ON THE FOLLOWING PAGES HEREOF AND ADDENDUM TO EQUIPMENT RENTAL AGREEMENT WHICH IS PART OF THE AGREEMENT

3. LEASE. Lessor hereby leases to Lessee the equipment identified above ("Equipment") for the term and with the rental payments set out above. Rental payments shall be made to Lessor at the address shown above, subject to the provisions of Paragraph 15 on the reverse side hereof. The Equipment will be transported to and from Lessor's place of business during the Rental Term at Lessee's expense. Lessee also agrees to pay any additional charges noted above upon or before receiving the Equipment from the Lessor. **The above rental charges are based on the Equipment being operated for not more than: 8 hours in any one day, 40 hours in any one week, and 176 hours in any one month unless specified otherwise and agreed to in advance.** Lessee agrees to pay additional rent prorated at the applicable daily, weekly or monthly rates for each hour the Equipment is used in excess of such time. The additional rent for excess hours of use will be paid at the time the Equipment is returned or, if the Equipment is leased for more than thirty days, on the first day of the month following such use. If an hour meter is furnished, (1) Lessee agrees to keep it connected to the Equipment and in good working condition at all times, and (2) it will be used as the conclusive measure of the number of hours of operation. If Lessee fails to return the Equipment by the end of the Rental Term, the lease will continue and Lessee will pay additional rent, prorated at the applicable hourly, daily, weekly or monthly rates for each such period that the Equipment remains unreturned.

4. INDEMNITY. Lessee shall defend, indemnify and hold harmless Lessor, its corporate affiliates, and all of their officers, directors, and employees against all loss, liability or expense (including attorney fees) for loss or damage to the Equipment while it is out of Lessor's possession, or any other property damages or bodily injury, including death, sustained by any person arising out of the use, storage, maintenance, or transportation of the Equipment to the extent caused by Lessee's negligence. Lessee's obligation to indemnify Lessor may be limited by applicable state law (i.e. the

minimum motor vehicle financial responsibility requirements or amounts in excess thereof). Lessee shall immediately notify Lessor in writing of any claimed loss, accident or other event which may impose liability upon Lessee under this provision. The amount of any loss or damage to the Equipment will be based on the value shown above.

5. WARRANTIES. Equipment that is new is covered only by warranties, if any, as are made in writing by the manufacturer thereof. As to all Equipment not subject to a manufacturer's warranty, Lessor warrants major power train components (i.e. engine, transmission, final drives, steering clutches, undercarriage & differentials) to be free from defects in material and workmanship for a period of thirty (30) days. During such period, all parts and labor to replace or repair any portion of such power train components will be provided without charge to Lessee at Lessor's facilities or another establishment authorized by Lessor. This warranty does not cover any cost of transporting the Equipment or any damage caused directly or indirectly by misuse of the Equipment or willful act or negligence of the Lessee, its employees, agents or affiliates. **EXCEPT AS SET FORTH IN THIS PARAGRAPH, LESSOR SHALL NOT BE LIABLE FOR DEFECTS IN OR FOR ANY DAMAGES OR LOSS TO THE EQUIPMENT NOR CAUSED BY THE EQUIPMENT, AND UNDER NO CIRCUMSTANCES SHALL LESSOR BE LIABLE AND LESSOR HEREBY SPECIFICALLY DISCLAIMS RESPONSIBILITY FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES TO THE LESSEE OR ANY THIRD PARTY. LESSOR EXPRESSLY DISCLAIMS ANY OTHER WARRANTIES (EXPRESS OR IMPLIED) EXCEPT AS EXPRESSLY SET FORTH IN THIS PARAGRAPH, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** Lessee acknowledges that (a) the Equipment is of a size, design, and capacity selected by Lessee, (b) Lessee is satisfied that the Equipment is suitable for Lessee's purposes, (c) the Equipment contains all safety features deemed necessary by Lessee, (d) Lessor is not the manufacturer of the Equipment, and (e) the warranties expressly set forth in this paragraph are the only representations and warranties made by Lessor regarding the Equipment.

6. PURCHASE OPTION. Upon or before the end of the rental term, provided Lessee has paid in full all rent due and is not in default of this lease, Lessee may elect to purchase the Equipment for the "Rental Purchase Option Price" specified above on this Rental Agreement, plus applicable taxes, including property taxes, and other costs incurred by Lessor, to include but not limited to preventative maintenance and service costs, during the term of the lease and may apply as a credit to such purchase price a percentage specified above on this Rental Agreement of all rentals previously paid less an interest charge on the unpaid monthly balance from the date of this Rental Agreement through the date this purchase option is exercised. An election to purchase will be evidenced by execution of a purchase order form supplied by Lessor. This option shall not be renewed upon any renewal or holdover of the lease, and Lessee must enter into a new option agreement at the time of any such lease renewal.

7. DELIVERY OF EQUIPMENT. Acceptance of delivery of the Equipment by Lessee constitutes acknowledgment by Lessee that the Equipment is in good repair and condition. If the Equipment is not in proper working order when received, Lessee shall notify Lessor of any claimed deficiency in writing by certified mail within 24 hours of delivery, or be deemed to have waived any such claim. Risk of loss to the Equipment shall pass to Lessee when the Equipment leaves Lessor's yard.

8. USE OF EQUIPMENT. The Equipment shall be used solely in the ordinary course of Lessee's business within its rated capacity and only operated by trained, competent and qualified personnel. Lessee shall notify Lessor immediately of any accident or failure involving the Equipment. The Equipment shall not be used (a) to carry persons other than the operator, (b) to transport property for hire, unless all permits and licenses have been obtained by Lessee, or (c) by any person other than Lessee or an employee of Lessee. Equipment utilized in an environment deemed to cause excessive damage, wear and tear or long term internal or external degradation that has not been fully disclosed and approved by Lessor prior to the equipment rental will be the sole responsibility of the Lessee to include the execution of equipment purchase upon disclosure or discovery as deemed prudent by Lessor.

9. RETURN OF EQUIPMENT. Lessee will return the Equipment to Lessor unencumbered and in as good condition as received, reasonable wear and tear excepted, by the end of the Rental Term. If the Equipment is not in such good condition upon its return to Lessor and Lessor elects to repair it, Lessee will pay for such repairs at Lessor's regular shop rates. Lessee shall remain liable for rent under this Lease, and rent shall continue to be charged, for damaged Equipment until the Equipment is repaired to the same condition as received by the Lessee. In the event of the loss or destruction of the Equipment for any reason, or the failure to return the same for any reason, Lessee shall promptly pay Lessor the insurable value thereof as determined by this Lease, plus all outstanding rent due under this Lease. The Equipment shall not be considered as returned, for purposes of calculating lease payments due, or otherwise, until the Equipment is delivered to the Lessor branch facility from which it was rented. The determination of the return date shall not be effected or modified, even if the Equipment is being transported by Lessor, Lessor's agent or a transportation agent chosen by the Lessee.

10. ADDITION OF ACCESSORIES. Lessee will not, without Lessor's written consent, install any accessories or devices on the Equipment if such installation will impair the originally intended function or use of the Equipment. All accessories and devices affixed to the Equipment will become the property of Lessor unless such accessory or device can be removed without in any way affecting the originally intended function or use of the Equipment. Any damage to the Equipment caused by the removal of such accessories or devices will be repaired at Lessee's expense.

11. REPLACEMENT. Lessor may, at Lessor's option, replace the Equipment with a similar machine at any time during the rental term. Lessor will notify Lessee if Lessor intends to exercise this option, and Lessee will have three (3) business days following such notice in which to exercise the purchase option provided in this Lease or return the Equipment to Lessor. Upon return of the Equipment to Lessor, the rental term hereunder shall terminate, and the parties will enter into a new original Rental Agreement covering the replacement machine. Such new Rental Agreement shall extend, at a minimum, for the remainder of this Rental Agreement's rental term and shall have a rental rate no greater than the rate for rental of the Equipment hereunder.

12. COMPLIANCE WITH REGULATIONS. Lessee will comply with all laws and regulations relating to ownership, possession, use, or maintenance of the Equipment.

13. INSPECTION. Lessee will, whenever requested, advise Lessor of the exact location and condition of the Equipment. Lessor and its representatives may remove the Equipment from any job, building or place where the Equipment is located without notice to Lessee if, in the opinion of the Lessor, it is being used beyond its capacity or in any other manner improperly cared for or abused or if Lessor deems Lessee to be in default of any provisions/terms or conditions of this Agreement.

14. ASSIGNMENT. Lessee agrees that Lessor may assign this Rental Agreement and all right, title, and interest in and to the Equipment, and all sums due or to become due to Lessor hereunder (of which assignment Lessee hereby waives notice), and Lessee agrees to recognize such assignment and make payments due hereunder as may be directed by Lessor. Following such assignment, solely for determining assignee's rights hereunder, the term "Lessor" shall be deemed to include or refer to Lessor's assignee. Lessee's obligation to pay rent under this Rental Agreement will apply as to any such assignee and be subject to any diminution arising out of any breach of any obligation hereunder or other liability of Lessor to Lessee. Lessee may not assign this Rental Agreement.

15. DEFAULT. An Event of Default shall occur if: (a) Lessee fails to make any rental payment when due, (b) Lessee abandons or attempts to sell, transfer or encumber the Equipment, (c) Lessee ceases doing business as a going concern, institutes or has instituted against it proceedings under any bankruptcy or insolvency law, or makes an assignment for the benefit of creditors, (d) Lessee fails to comply with any other provision of this Rental Agreement, (e) any attachment, execution, writ or process is levied against the Equipment or any of Lessee's property, or (f) if for any reason Lessor deems itself insecure or the Equipment unsafe.

16. LESSOR REMEDIES. Upon an Event of Default, Lessor shall, in addition to any other rights or remedies allowed by law or equity, be entitled to one or more of the following remedies: Lessor may: (a) terminate this Lease without prejudice to any remedies or claims which Lessor might otherwise have, (b) demand that Lessee deliver the Equipment to Lessor on demand, and Lessor may enter upon any job, building or place where the Equipment is located and take possession of it without notice to Lessee, (c) collect from Lessee all rentals due, damages for any injury to the Equipment, legal expenses, costs of removal of the Equipment from the possession of Lessee, and all freight, storage, transportation and other charges incurred in such removal and return to Lessor at its place of business, (d) accelerate the remaining rental payments to be due and payable immediately, which shall be deemed liquidated damages and not as a penalty, (e) collect from Lessee the insurable value of the Equipment, for loss of use or for any loss or damage to the Equipment, and (f) collect from Lessee the cost to repair or refurbish the Equipment.

17. PERFORMANCE OF OBLIGATIONS / FURTHER ASSURANCE. Payment in full is due thirty (30) days from date of invoice (due date) on all approved open accounts. Any amount not paid within thirty (30) days of the due date (interest free period) will be subject to a monthly service charge of one and one half percent (1.5%) or the maximum rate allowed by law, whichever is less, from the end of the interest-free period. If this is a PowerPlan rental, the terms of PowerPlan shall govern. In the event that Lessee shall fail to promptly perform any of its obligations under this Lease, the Lessor may, but need not, perform such obligations without thereby waiving any default, and any amount paid by Lessor, together with the maximum rate of interest permitted by applicable law, in connection therewith (including attorney's fees) shall be payable by the Lessee upon demand as additional rent for the Equipment. Lessee shall execute and deliver to Lessor, upon request, such additional documents as Lessor deems necessary for the protection of Lessor's rights under this Lease. Lessee authorizes Lessor to act as Lessee's agent and on its behalf to execute, deliver and record a UCC-1 financing statement regarding this Lease.

18. TITLE. This is an agreement for rental only. Nothing herein will be construed as conveying to Lessee any right, title or interest in or to the Equipment, except as a Lessee. The Equipment shall remain personal property, and title thereto shall remain in Lessor exclusively. Lessee shall keep the Equipment free of any and all liens, claims and encumbrances.

19. TAXES. During the term of this Lease, Lessee shall promptly pay all taxes, tangible personal property taxes, assessments and other governmental charges relating to the Equipment (including penalties and interest, if any, and fees for titling or registration, if required) exclusive of any taxes based on the net income of Lessor. Lessee agrees to file, on behalf of Lessor, required tax returns and reports concerning the Equipment not more than thirty (30) days after the due date of such filing and shall send to Lessor confirmation of all such filings.

20. GENERAL. Time is of the essence of this Rental Agreement. Lessor's failure at any time to require strict performance by Lessee of any provision of this Rental Agreement will not waive or

diminish Lessor's right thereafter to demand strict compliance with that or any other provision. Waiver by Lessor of any default will not waive any other default. This Rental Agreement may not be modified except by a written revision signed by the parties hereto. Lessee acknowledges receipt of a signed copy of this Agreement. This Lease shall be governed by the internal laws of the state where products and services originated. Any action or proceeding that relates to this Lease and the Equipment shall be brought in the county where the products and services originated or if litigation is filed by Lessor, as determined by Lessor. Any term or provision of this Lease that is invalid or unenforceable in any situation in any jurisdiction shall not affect the validity or enforceability of the remaining terms and provisions hereof or the validity or enforceability of the offending term or provision in any other situation or in any other jurisdiction.

21. TELEMATICS. The Equipment may be equipped with telematics hardware and software ("Telematics") that transmit data to Lessor, John Deere or other John Deere dealers. Lessee agrees that Lessor, John Deere and other John Deere dealers (their affiliates, successors and assigns), without further notice to Lessee have the right to: (i) access, use, collect and disclose any data generated by, collected by, or stored in, the Equipment or any hardware or devices interfacing with the Equipment ("Machine Data"), (ii) access Machine Data directly through data reporting devices integrated within, or attached to, the Equipment, including Telematics ("Data Reporting Systems"); and (iii) update the Data Reporting Systems software from time to time. Machine Data may be transferred out of the country where it is generated, including to the U.S.A. In the event that the Machine Data includes Lessee's personal information, Lessee hereby consents to the collection, use and disclosure of such personal information, to permit Lessor, John Deere and other John Deere dealers to access and use the Machine Data as set forth herein. Lessee warrants that it has obtained any necessary consent from its employees or any other third parties, including with respect to the transfer of Machine Data to other jurisdictions, to comply with any applicable privacy laws or contractual agreements with such employees or third parties and to permit Lessor, John Deere and other John Deere dealers to access and use the Machine Data as set forth herein. Lessee shall not use the Data Reporting Systems to track the location of any person unless Lessee has first obtained any necessary approvals from such person to permit Lessee, Lessor, John Deere and other John Deere dealers to track such location. Lessee shall not remove, modify or disable any Data Reporting Systems without Lessors's prior written consent.

22. RISK OF LOSS. Lessee unconditionally assumes all risk and liability for, all damages for injuries or death to person and property arising out of or related (whether directly or indirectly) to the use, rental, possession or transportation of the Equipment including any claims Lessor failed to warn Lessee of any risks or dangers associated with use, possession or transportation of the Equipment, failed to assist Lessee load, unload, transport or inspect the Equipment before, during or after the Rental Term.

23. MISCELLANEOUS. A) Lessee is responsible for thoroughly cleaning any machine, before returning the Equipment to Lessor for repairs or upon expiration of lease term. If Equipment is not thoroughly cleaned, prior to delivery to Lessor, Lessor shall be entitled to clean the Equipment at the expense of the Lessee. B) Equipment may not be used on environmentally sensitive lands without proper permitting and governmental authority being obtained prior to placement of Equipment on said environmentally sensitive land C) Lessee is responsible for any costs associated with any recovery or salvage processes necessary to retrieve Equipment from dangerous or threatening conditions (i.e. sinking Equipment in water, soil or other materials). The Lessor, in its sole discretion, shall determine the best method for retrieval/recovery of the Equipment. Lessee shall be responsible for any damages which occur to the Equipment as a result of said recovery/retrieval process. Lessee may use a retrieval/recovery service or retrieval/recovery process service, only if prior written permission is obtained from Lessor. D) Lessee is responsible for protecting Equipment from any acts of vandalism or Acts of God and shall be responsible for any damages or expenses resulting from any vandalism or Acts of God. E) All Equipment must be returned with a full tank of fuel or Lessee will be charged to refill the fuel tanks.

24. CRAWLER DOZERS. In addition to the Maintenance/Repair provisions of paragraph 5 and the Preventative Maintenance provisions of paragraph 6, the Lessee is responsible for the following, including the expenses of any maintenance or repairs related thereto: 1) Monitoring of undercarriage wear to ensure that the pin and bushing groups are turned at the proper interval. Failure to monitor the wear of the pin and bushing groups can result in premature destruction of these components and the Lessee is responsible for the additional expense of replacing undercarriage pin and bushing groups that could have otherwise been turned. Lessor is to be notified in a timely manner, via phone or email to the branch where the equipment was leased prior to the measured wear of the pin and bushing groups reaching 70%, so that repairs can be scheduled. Continued use of the machine beyond 80% wear of the pin and bushing groups is prohibited and will result in Lessee being charged for the entire cost of undercarriage repair and associated expenses. 2) Premature destruction of undercarriage components resulting from improper operation of the machine may occur through excessive use of reverse. Excessive use of reverse shall be defined as operation of the machine in reverse in gears or speeds, which exceed the forward speed or gear used in any given application, and use of reverse that equals or exceeds the forward distance the machine travels during normal operations. All "J" series and later model Crawler Dozers are equipped with monitoring devices which record forward and reverse travel distances and speeds. 3) Premature destruction of undercarriage components resulting from the operation of the machine in highly abrasive conditions, including but not limited to beach restorations or quarry conditions.

ARTICULATED DUMP TRUCKS. In addition to the Maintenance/Repair provisions of paragraph 5 and the Preventative Maintenance provisions of paragraph 6, the Lessee is responsible for the following, including the expenses of any maintenance or repairs related thereto: 1) Monitoring of brake wear to ensure that brake pads are not worn through, resulting in contact of the caliper piston with the brake disc. Damage occurring from contact of any caliper piston with a brake disc will be the responsibility of the Lessee. 2) All John Deere articulated dump trucks are equipped with speed retarding systems to minimize brake use and wear. It is the Lessee's responsibility to ensure that these systems are properly used and kept in good working condition. Failure to properly use or maintain speed retarding systems can result in accelerated brake wear and damage, for which the Lessee is responsible. Please refer to operator's manual(s) for details. 3) Normal brake wear is defined as the need for replacement of the brake pads at not less than 1400 hours of operation to prevent damage to the brake system. In the event that brake pads are prematurely worn, the Lessee will be responsible for the prorated costs of brake pad replacements, including materials and labor, based on the hours the brake pads had been on the machine at the time of the rental, and the hours at which the brake pads required replacement. Lessee is responsible for monitoring brake pad wear and timely notification to the Lessor of the need for brake pad replacement.

26. RECYCLERS/STABILIZERS. In addition to the Maintenance/Repair provisions of paragraph 5 and the Preventative Maintenance provisions of paragraph 6, the Lessee is responsible for the following, including the expenses of any maintenance or repairs related thereto: 1) a Recycler can only be used for soil mixing or asphalt reclamation. 2) a Stabilizer is for mixing or blending soil and can not be used for asphalt reclamation or concrete recycling or reclamation. 3) Rotor assembly must be checked a minimum of twice daily, for signs of worn or damaged teeth or teeth holders. Lessee is responsible for scheduling of replacement of teeth and teeth holders, which replacement shall be the sole cost of the Lessee (including the costs of any repairs/replacement of the rotor housing). 4) Recyclers and Stabilizers will be shipped with either new or used teeth. The degree of wear of the teeth shall be noted on the Equipment Rental Agreement. Upon return of the Equipment, the teeth will be examined and the Lessee will be billed for the costs of parts and labor to replace a complete set of teeth, including any holders, when the degree of wear exceeds the degree of wear when the Equipment was delivered. 5) The Equipment shall be inspected upon return for any damage or wear beyond, what Lessor (in its sole discretion) determines to be considered normal wear or damage. The Lessee shall be notified of any damage or wear, which Lessor believes to be beyond normal, and will be billed for the parts and labor related to the repairs.

27. EXCAVATORS. In addition to the Maintenance/Repair provisions of paragraph 5 and the Preventative Maintenance provisions of paragraph 6, the Lessee is responsible for the following, including the expenses of any maintenance or repairs related thereto: 1) Proper lubrication of all grease points will typically require eight (8) inspections and lubrications, during an eight (8) hour shift. 2) If the Equipment has a centralized lubrication system, the Lessee is responsible for keeping the grease reservoir full, which requires multiple inspections during an eight (8) hour shift. 3) If a grease line or fitting is kinked, plugged, broken, or otherwise not in working order, it is the sole responsibility of the Lessee to correct the situation before continuing to operate the Equipment. 4) Failure of an automatic grease system does not release the Lessee of responsibility for any damages caused by excessive wear to the Equipment. Lessor recommends that the Equipment not be used, while repairs are pending to the automatic grease system. Upon timely written notice to Lessor that the automatic grease system is not operating properly, Lessor may credit the Lessee for downtime and restart the rental charges when the repairs are completed. 5) Upon return of the machine, a complete inspection will be performed and the Lessee will be provided a copy of the written inspection report. Any damages determined by Lessor (in its sole discretion) to be beyond normal wear and tear, including wear to the bucket, teeth, pins, bushings, or need for an alignment boring, shall be the responsibility of the Lessee. Lessor shall provide the Lessee a copy of the written estimate for the repairs, prior to commencing the repairs, and Lessor shall be entitled to bill the Lessee's account for the amount of said repairs. 6) Lessee shall be responsible for any and all costs related to excessive wear to the pins or bushings in the bucket, arm, or boom connection points. Excessive wear shall be defined as more than 10% wear on the pins and bushings per every 300 hours of use. For example, a machine that was rented and returned with 900 hours of use is expected to have no more than 30% wear on the pins and bushings in the bucket, arm or boom connection points from the time that the machine was rented. It is the Lessee's responsibility to lubricate all pins and bushing assemblies as prescribed by the manufacturer. The Lessee may need to increase the lubrication service intervals as necessary to accommodate specific heavy use applications, such as excavating underwater, extremely dense or abrasive materials. Repairs resulting from excessive wear, due to lack of adequate lubrication, can include align boring and pin replacements, which repair expenses shall be the responsibility of the Lessee. 7) Lessee is responsible for any structural damage to the machine or attachments, such as bent linkage assemblies, frames, or other structural components of equipment. 8) Lessee is responsible for premature wear of undercarriage components, regardless of cause. 9) During the term of the rental, the Lessee may, at their sole expense, repair the bucket. Any repairs to the bucket must be done by a certified welder. Lessor must be given prior written notice of the Lessee's intent to have the bucket repaired and Lessor must provide the Lessee with written authority to have the repairs performed and authorize the welder selected by the Lessee.



Lessee Name: CITY OF EMILY

28. HURRICANE OR DISASTER CLEAN UP

1) Under certain conditions which include prior written approval by Lessor, the Lessee may use the Equipment for hurricane or other disaster (i.e. flood, tornado or man made) clean up. 2) In order to be eligible for use in hurricane or disaster clean up this section must first be initiated by the Lessee and the authorized representative of the Lessor. 3) The following additional terms conditions are in addition to all of the Terms and Conditions listed above, as well as on page one and two of the Equipment Rental Agreement. A) The prices and rates related to hurricane disaster clean up are different than the standard prices and rates and are established by the Lessor's regional office, in advance, as set forth in an "Emergency-Natural Disaster Price List". The "Emergency-Natural Disaster Price List" is based upon a single shift of 176 hours per month and attachments are separate charges subject to a specific pricing schedule for each attachment. B) Under no circumstances will the Equipment be considered a "loaner" or "demonstration" unit and the Equipment will be considered as a rental unit. C) All invoices must be paid within ten (10) days of the invoice date or the Lessee shall be deemed to be in default of the Equipment Rental Agreement and the Equipment must be immediately returned or Lessor may pick up the Equipment from the Lessee's worksite. D) If the Lessee's account becomes past due or restricted, the Lessee shall be deemed to be in default of the Equipment Rental Agreement and the Equipment must be immediately returned or Lessor may pick up the Equipment from the Lessee's worksite. E) Lessee must designate, on the front page of the Equipment Rental Agreement, the use and location of the equipment and may not move the Equipment from the designated location, without prior written permission from Lessor. F) **The Equipment shall not be used in salt or brackish water or in an environment that might cause it to come in contact with salt or brackish water.** G) Lessee is responsible for repair costs of all damages, regardless of the cause of the damage, including attachments, buckets, forks, rakes, etc. H) Tire Damage-Lessee is responsible for all tire damage and punctures. Lessee must replace tires with NEW tires of like brand (no mismatched tires). There will be no prorating of tires. I) Transportation charges shall be billed to/from the Lessor's yard (roundtrip) and shall include all wait time or travel time around hurricane/disaster damaged areas. J) Insurance-Lessee is required to carry liability insurance of not less than \$1,000,000; to carry casualty insurance equal to the insurable value agreed to on page one of the Equipment Rental Agreement; provide evidence of the required insurances prior to the Equipment leaving Lessor's facility; the notice of cancellation provisions for all insurance policies must be no less than thirty (30) days; McCoy Construction & Forestry Equipment Company must be listed as a loss payee on all insurance policies; the obtaining of the required insurance policies does not eliminate any liability or obligation of the Lessee to Lessor and payment to Lessor is not subject to Lessee obtaining payment from its insurance carrier or other third party; Damage from vandalism is the responsibility of the Lessee; **NO CONDITIONS CONTAINED IN THIS SUBSECTION 30 MAY BE WAIVED OR MODIFIED IN ANY MANNER, INCLUDING ANY WRITTEN OR ORAL STATEMENTS FROM LESSOR.**

Territory Manager: _____

General Manager: _____

Submitted by: _____

LESSOR (Dealer) – The equipment rented hereunder was set up, inspected and, if new, adjusted according to factory recommendations before delivery. Operation and servicing have been explained to Lessee. This document shall not be binding on Lessor until accepted and approved by an officer of Lessor.

LESSEE (Customer) – All equipment rented hereunder was received with Operator's Manuals, and operation and servicing have been explained to me. I have read and acknowledge additional terms, conditions and warranty disclaimers on reverse side and all addendums.

SIGNATURE

DATE

SIGNATURE

DATE

MAINTENANCE REPORT

3/13/2024

- Grading roads
- Fixing potholes
- Picking up roadside garbage
- Park work
- Cemetery work

Brian Foster
Maintenance Supervisor



P.O. Box 452
830 Brook Street
Brainerd, MN 56401

RECEIVED
FEB 27 2024

SERVING YOU SINCE 1940!
829-4332

BY:

QUOTATION

February 27, 2024

Valid 30 days

To: City of Emily
Attn: Amy
Re: Water Cooler Replacement

We propose to provide labor and material for the following:

- Remove existing water cooler and turn over to owner or dispose of cooler
- Furnish and install:
 - o One Elkay Model LZS8WSLK wall mount cooler and bottle filling station

Labor and material for the sum of: \$3,000.00

Note! No permits are included if needed.

Benjamin Schoepf

Accepted by: _____ Date: _____
Payable in full within 30 days of invoice.

Amy Prokott, Deputy Clerk, City of Emily

From: Kelli Johnson <Kelli.Johnson@crowwing.gov>
Sent: Wednesday, March 13, 2024 10:59 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Cc: Kelli Johnson
Subject: SHIP-hydration station
Attachments: Partner Award Application 2024 (002).docx; Detailed Budget_2024_SHIP Partner Application.xlsx

Hello! I am attaching the partner award for the hydration station. We will not be opening these up until March 22 to others, but am sending this to you individually if you wanted to get going on this.

Please fill out the attached form and budget and we can move forward with this. Being the City Hall is a shelter for CWC, I feel this is very important to have.

You can google hydration station with drinking fountain. Elkay is the brand most people went with. They can be about 1200 to 1400 dollars. If you decided to get the station that needs filters, SHIP is not able to fund those along with any demo or installation.

Let me know if you have any questions. 😊

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.

SHIP Staff

Kelli Johnson
SHIP Coordinator
Crow Wing County
Office: (218) 851-2997
Kelli.Johnson@CrowWing.us



Crow Wing
energized



2024-2025

Partner Award Funding Instructions

Background Information

The Statewide Health Improvement Partnership (SHIP) invests in creating opportunities in partnership with communities that lead to equitable, healthy, and positive conditions that promote the health and well-being of all Minnesotans. Crow Wing County SHIP works locally to support these efforts.

As indicated in Minnesota Statute, [Section 145.986](#), SHIP's purpose is to:

- Address the leading preventable causes of illness and death such as commercial tobacco use or exposure, poor diet, and lack of regular physical activity, and other issues as determined by the commissioner through the statewide health assessment;
- Promote the development, availability, and use of evidence-based, community level, comprehensive strategies to create healthy communities; and
- Measure the impact of the evidence-based, community health improvement practices which over time work to contain health care costs and reduce chronic diseases.

SHIP works to prevent chronic conditions by supporting the implementation of action plans that create sustainable Policy, System and/or Environmental (PSE) changes. Such changes expand opportunities for healthy eating, breastfeeding, physical activity, and tobacco-free living as well as support well-being.

Application Submission

To apply for funding, complete the **application and budget**. Please note that the application process is competitive and awards are available while funds remain. Funding is limited and we cannot guarantee an applicant will receive funding.

Additionally, it is important to note the following:

1. **Allowable expenditures** for Community Partner Funding include:
 - a. Must support or lead to a sustainable SHIP related Policy, Systems, and/or Environmental (PSE) change. Links between the expense and sustainable PSE change must be clear and significant as determined by local review committee.
 - b. Must be able to clearly articulate to community and state-level stakeholders how this PSE expense will improve the health of the community served within the scope of SHIP strategic directions.
2. **Unallowable expenditures include** things such as cement/sidewalks, clothing, direct treatment of disease or disability, entrance fees to parks or recreational facilities for individuals or small groups, maintenance costs, ongoing subsidies of healthier food alternatives, and replacement of equipment.
3. A **10% in-kind match** is required.
4. All expenses will be on a **reimbursement basis only**.
5. All **communications pieces (not including Social Media posts) require prior approval**. This includes all signage. Reach out to Kelli Johnson, SHIP Coordinator, for the SHIP logo and/or for use of the following: *"SHIP is a state-based program that works at the local level to support healthier communities by expanding opportunities for active living, healthy eating, well-being and tobacco-free living, thereby helping to reduce the leading causes of chronic disease."*
6. **Preference will be given to new applications**.
7. **Applications are due April 26, 2024**. Awards will be announced in mid-May. Projects must be completed by July 15, 2024.
8. Funding is limited. Grants are available for amounts up to \$1,500.

After Submission

The Crow Wing County SHIP Coordinator will review your application and budget to ensure it meets minimum requirements set by the Minnesota Department of Health (MDH). We may reach out with questions, ask for additional information, or ask you to consider additional action or budget line items.

Once the funding request amount is finalized and approved by the local review committee, we will send you a Partner Agreement to review and sign.

Once the fully executed (signed) Partner Agreement is on file, we will send you directions about how to invoice us for reimbursement and you are able to begin invoicing for us for approved expenses.

Upon completion of your project, you will be required to submit a final report. You will also be required to submit photos of your completed project which will be used on our social media and for promotional purposes. We also require an article describing your project which will be printed in the Brainerd Dispatch. More details on these requirements will be sent at a later date.

Brown, Nicollet, Le Sueur Waseca Counties (BNLW)
Statewide Health Improvement Partnership (SHIP)



2024-2025
Partner Application
Detailed Budget

Please provide a detailed budget for your project. The budget must show a **minimum** of a **10% match** to the **Total SHIP Funding Requested for reimbursement**. The match may include other funding sources (such as budgeted dollars, donations or other grants) or in-kind contributions (such as staff or volunteer labor). Certain items, may require a greater match. Please connect with your local Crow Wing County SHIP Coordinator for more information and for examples of allowable and unallowable uses of SHIP funds.

Funding Request from Crow Wing County SHIP

Describe what you will use the requested Crow Wing County SHIP funding for:	Amount
1	\$ -
2	\$ -
3	\$ -
4	\$ -
5	\$ -
6	\$ -
7	\$ -
8	\$ -
9	\$ -
10	\$ -
<i>Insert additional rows if needed</i>	
Total SHIP Funding Requested * \$ -	
* Should equal the line A in the Application's Total Project Funding Table	

Match: Other Funding and/or In-Kind Contributions

Source of Match	Project expenses it will cover	Amount
1 e.g. United Way grant	e.g. program coordinator salary	\$ -
2 e.g. Community Member Donation	e.g. concrete for sidewalk	\$ -
3 e.g. Volunteer time (Rate \$31.80/hour)	e.g. labor to install garden	\$ -
4 e.g. Staff time/Wages	e.g. staff time for training	\$ -
5 e.g. Wellness Budget Dollars	e.g. match for sit-stand desks	\$ -
6		\$ -
7		\$ -
8		\$ -
<i>Insert additional rows if needed</i>		
Total Other Funding or In-Kind Contributions ** \$ -		

Deliver to City
Emily 56447

All ▾ elkay water filling station

EN ▾ Home City Account & Lists ▾ Orders

Subtotal
\$12.49

All Medical Care ▾ Buy Again Amazon Basics Livestreams Coupons

Reinventing wholesale, join Amazon Business

Tools & Home Improvement Best Sellers Deals & Savings Gift Ideas Power & Hand Tools Lighting & Ceiling Fans Kitchen & Bath Fixtures Smart Home

Shop now

Back to results

Sponsored



EZS8WSLK EZH2O Filling Station with ADA Cooler, Non-Filtered 8 GPH, 46.30 x 18.30 x 19.00 inches, Gray Granite

Elkay Store 85 ratings
Choice Overall Pick

260 bought in past month

~~\$1,186.99~~ **\$1,129.99**

List Price: ~~\$1,186.99~~

Or **\$226.00 /mo** (5 mo). [Select from 2 plans](#)

FREE Returns

Amazon Business, you would have \$87.37 in the last year. Create a free account and save up to 4% today.

Pay \$94.17/month for 12 months, interest-free upon approval for Amazon Visa

Color	Light Gray Granite
Material	Metal
Capacity	3000 Gallons
Brand	Elkay
Product Dimensions	18.38"D x 19"W x 39.06"H

About this item

- Touchless, sensor activation (bottle filler) designed for easy use; easy-to-operate push-bar activation (bubbler).
- Hermetically sealed refrigeration system provides chilled water to satisfy thirst. Fill rate is 1.1 GPM.
- Green Ticker informs user of number of 20 oz. plastic water bottles saved from waste.
- Laminar flow provides clean fill with minimal splash.
- Real drain system eliminates standing water.

[See more product details](#)

Customer ratings by feature

Flavor	5.0
Value for money	4.8
Easy to install	4.5

[See all reviews](#)

Add your free 30-day trial of Prime and get fast, free delivery

\$1,129.99

FREE Returns

FREE delivery **Wednesday, March 20.** Order within 19 hrs 16 mins

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:

- 3-Year Protection for **\$119.99**
- 4-Year Protection for **\$149.99**
- Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for **\$16.99/month**

Add a gift receipt for easy returns

Add to List

amazon business

Save up to 4% on this product with business-only pricing.

Create a free account

New (6) from **\$1,129.99 & FREE Shipping.**

ENVIRONMENTALLY FRIENDLY

Bottle filling stations provide a quick fill of water for people on the go. They encourage the use of reusable water bottles to reduce plastic waste for lasting environmental sustainability.

ELKAY.

Roll over image to zoom in





Emily Masonry

Luke Genz
Business Number 2182327415
PO BOX 308
2182327415
luke@emilymasonry.com

RECEIVED
MAR 13 2024

INVOICE
INV0069

BY:

DATE
03/13/2024

DUE
On Receipt

BALANCE DUE
USD \$4,900.00

BILL TO

Tracy Jones

☐ 2188515866

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Renovate the 2 roadside or the 2 worst shape dugouts. Do whatever is needed to improve/fix them. Most likely replace tops and siding.	\$4,900.00	1	\$4,900.00
---	------------	---	------------

Total materials and labor.... \$4,900

We would love to fix the other 2 while we are there if the council will approve for all four. They do need some tlc. If approve all four...

Total labor and material.... \$9,000

We are very proud of our fields and honored that the city has allowed us to bring softball back to Emily. We host games every Monday on both fields now and so far 2 tournaments a year. Everyone complements our fields and dugouts! I hope we can continue to grow and keep adding business to our city!


Sincerely,
Luke Genz

Go-Log-Go!
You're back to back league champs!

TOTAL	\$4,900.00
--------------	-------------------

BALANCE DUE

USD \$4,900.00

 Paid in full



MINNESOTA MUNICIPAL CLERKS INSTITUTE (MMCI)

May 6-10, 2024

Registration coming soon

Online Registration

Invoice/Check Registration

The Minnesota Clerks and Finance Officers Association (MCFOA) and St. Cloud State University's Department of Professional and Continuing Education (PACE) are pleased to present the Minnesota Municipal Clerks Institute (MMCI or Institute) in May of each year. The MMCI is a three-year continuing education program leading to professional accreditation. Each year the Institute consists of a required five-day, 40-hour curriculum, for a total of 120 hours of programming over the three-year period. The MCFOA Board recommends that **first-year participants have completed at least 9 – 12 months** of employment in a municipal setting before attending the Institute in order to receive a full understanding of the information provided throughout the program.

General Program Description

The MMCI (Institute) is a three-year continuing education program leading to professional accreditation.

Each year the Institute consists of a required five day, 40 hour curriculum, for a total of 120 hours of programming over the three year period. Once participants have completed the mandatory 120 hour curriculum, they become graduates of the Institute.

This is an exceptional and internationally accredited program, for which SCSU is the only authorized provider in Minnesota. The International Institute of Municipal Clerks (IIMC) has set forth the guidelines and accredits the Institute.

Clerks successfully completing the three year Institute program are awarded 50 points toward the Education requirements of the Minnesota Certified Municipal Clerk (MCMC) designation. Graduates must apply to the MCFOA for this certification, showing 25 points in the Experience category and 3 years of active membership in the MCFOA in addition to their 50 Education points.

MMCI graduates can also apply for certification from the International Institute of Municipal Clerks for the Certified Municipal Clerk (CMC) designation which requires 60 points in Education and 50 experiences points with two years of active membership in the IIMC.

Sponsors

- [Minnesota Clerks & Finance Officers Association \(MCFOA\)](#)
- [League of Minnesota Cities \(LMC\)](#)
- [The Center for Continuing Studies at St. Cloud State University](#)

+ Why Attend

— 2024 Registration

Registration Fees

If you are applying for a scholarship, register after you receive notification from the MCFOA of its decision. You will be able to complete your registration prior to the early registration deadline.

- MCFOA members is \$560
- Non-MCFOA Member is \$560

Registration closes on April 22, 2024, except for special circumstances. Those approved to register after April 22, 2022, will be charged a \$25 late registration fee.

Cancellations and Refunds

- A refund, minus a \$30 processing fee, will be granted if you cancel by April 22, 2024.
- If you cancel after this date, you will not be eligible for a refund.
- The University reserves the right to cancel the Institute if necessary, in which case a full refund will be issued.

— Accommodations - Rates

The [Holiday Inn & Suites St. Cloud](#) has a block of rooms at a special rate of \$109.00.

[Book online](#) or Call 320-253-9000

Registration deadline date is April 5th. After this date, please call to make your reservation.

Rooms are available until sold out.

You will need to scroll to change the dates you are staying and then "search" to get rooms.

Location:

Holiday Inn & Suites St. Cloud

75 S 37th Ave

St. Cloud MN 56301

— Schedule and Details

Week at a Glance

coming soon

+ Institute Policies

+ Scholarships

Contact: Kassidi Andres, kassidi.andres@stcloudstate.edu, 320-308-5759

Registration: Roxann Neu, reneu@stcloudstate.edu, 320-308-4962

March 1, 2024

RECEIVED
MAR 01 2024

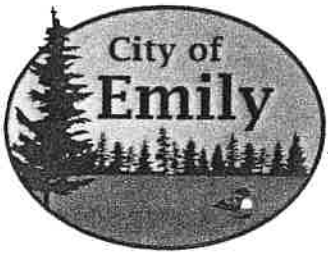
BY:.....

City of Emily
Emily City Council

Effective immediately, I respectfully resign my position on the Park Commission. Thank you for the opportunity to serve my community.

Sincerely,

Pam Roden



For Office Use Only
 Date Rec'd _____
 By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: PARK COMMISSION

Name: Wesley Murnane

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H() C() W()

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? _____

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain _____

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: _____

What do you have to offer to the City of Emily Commission or Committee? In my early career I worked on several landscape projects directly connected to several parks in the Twin Cities. Now that I am retired I have the time and desire to help in the community.

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. degree in Forestry with a minor in Horticulture. I worked 10 years in the landscape and horticulture field before taking a warehouse management position at a electronics distribution company.

Applicant's Signature: Wesley Murnane Date: 3/13/2024

Please return to City hall drop box or clerk@emily.net.

PARKS COMMISSION MEMBERS

Member	Term	Begin Date	End Date
Patrick Rheaume	3 years	1/11/2023	12/31/2025
Faye Hughes	3 years	2/14/2024	12/31/2026
Wesley Murnane	3 years	3/14/2024	12/31/2026
Pam Roden	3 years	5/10/2023	3/13/2024



39811 State highway 6
PO Box 68
Emily, Mn 56447
(218) 763-2480

Park Commission Position

The City of Emily is seeking applicants to be considered for a position on the Park Commission for a **term of three years.**

The commission's purpose is to advise the City Council on all matters relating to the operation and control of the City of Emily parks and the park dedication funds. **The applicant must be a resident of Emily.**

Individuals interested in being appointed to this position should submit an application for committee / commission appointment to:

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

or

clerk@emily.net

The application may be found at the City Clerk's Office or online at www.cityofemily.com.

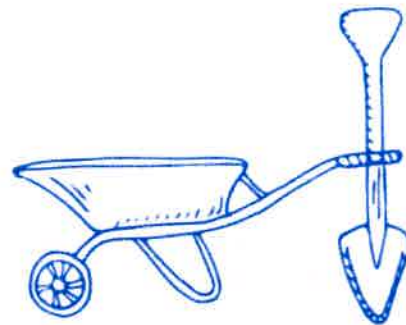
The City of Emily is an Equal Opportunity Employer



2024 LMC Annual Conference

Welcome to the Work Zone:
Minnesota's largest city
conference!

Join hundreds of city
officials from across
the state as we work
together to build a
solid foundation for
thriving cities.



Registration now open! Register by
May 3 and save!

Pricing and Early Bird Deadlines:

\$425 – Regular Attendee (\$475 after May 3)

\$275 – First-Time Attendee (\$475 after May 3)

\$275 – Cities with Populations Under 2,500 (\$475 after May 3)

\$675 – Company Representative (For companies who are not exhibiting)

Hotel Information

Find rates and contact information for Rochester-area hotels.

Agenda

Review the full conference agenda, packed with learning and networking opportunities.

Educational Sessions

Join your peers for information-packed sessions brought to you by government and industry leaders.

Pre-Conference Workshops

Dig deeper and network with peers during these half-day workshops.

Mobile Tours

Get inspired and explore city initiatives within the booming city of Rochester.

Keynote Speakers

Hear from keynote speakers who will share insights on topics such as building thriving communities and overcoming adversity.

Exhibitor Information

Register for the exhibit hall, learn about promotional opportunities, and more!



Agenda

2024 LMC Annual Conference Schedule.

Please note, this agenda may be subject to change.

Wednesday, June 26

10 a.m. – 12 p.m. – Pre-Conference Mobile Tours

10 a.m. – 1 p.m. – Pre-Conference Workshops

1 – 2 p.m. – Attendee Meetups:

- First-time Attendees
- Minnesota GreenStep Cities
- Minnesota Association of Small Cities
- Diversity, Equity, and Inclusion

2 – 3:30 p.m. – Opening Ceremony and Keynote Speaker

3:30 – 6:30 p.m. – Exhibit Hall

Thursday, June 27

7:45 – 8:45 a.m. – Coalition of Greater Minnesota Cities Breakfast and Meeting

7:45 – 8:45 a.m.– Metro Cities Breakfast and Meeting

7:45 – 9 a.m. – Breakfast for all attendees

9 – 10 a.m. – Legislative Update from the Intergovernmental Relations Team

10 – 10:15 a.m.– Break/passing time

10:15 – 11:15 a.m.– Educational Sessions 1

10:15 a.m. – 2:15 p.m.– Work Space open

11:15 – 11:30 a.m.– Break/passing time

11:30 a.m. – 1:00 p.m. – Lunch & Annual Business Meeting

1 – 1:15 p.m. – Break/passing time

1:15 – 2:15 p.m.– Educational Sessions 2

2:15 – 2:30 p.m.– Break/passing time

2:15 – 3:15 p.m.– LMC Resource Center

2:30 – 3:15 p.m.– Themed Networking:

- Elected Officials
- City Managers/Administrators/Clerks (Top Appointed)
- IGR/Legislative advocacy

2:30 – 4:30 p.m.– Mobile Tour

3:15 – 3:30 p.m.– Break/passing time

3:30 – 4:30 p.m.– Educational Sessions 3

4:30 – 5:15 p.m.– Awards Reception

5:30 – 7 p.m. – Awards Show and Dinner

Friday, June 28

7:45 – 8:45 a.m.– Mayors Breakfast hosted by Minnesota Mayors Association

8 – 8:45 a.m.– Breakfast for all attendees

9 – 10 a.m.– Educational Sessions 4

10:15 – 11 a.m. – Governor Walz (Invited)

11 – 11:45 a.m.– Closing Keynote

11:45 a.m. – 12 p.m.– Closing remarks

[Return to 2024 LMC Annual Conference page.](#)

Your LMC Resource

Carlie Windom

Event Manager

(651) 281-1258

cwindom@lmc.org



Hotel Information

The LMC Annual Conference will be held at Mayo Civic Center in Rochester.

Lodging is not included in the conference registration fee. To receive special conference rates, make your reservations by May 24 and ask for the League of Minnesota Cities block.



Hilton Rochester Mayo Clinic Area

10 E Center St
Rochester, MN 55904
(507) 258-5757
\$219/night + parking in public ramp adjacent to hotel – parking rates vary



Hilton Garden Inn Downtown Rochester

225 Broadway Ave S
Rochester, MN 55904
(507) 285-1234
\$189/night + \$8 daily parking



Hyatt House Rochester Mayo Clinic Area

110 Civic Center Drive NW
Rochester, MN 55901
(507) 361-4649
\$142 + complimentary parking



Indigo Rochester

220 South Broadway Ave
Rochester, MN 55904
(507) 252-8200
\$129-\$139/night + \$16 daily parking



The Kahler Grand Hotel

20 2nd Ave SW
Rochester, MN 55902
(507) 280-6200
\$128/night + \$8 daily parking



The Kahler Inn and Suites

9 3rd Ave NW
Rochester, MN 55901
(507) 285-9200
\$119/night + \$8 daily parking



Marriott Rochester Mayo Clinic Area

101 1st Ave SW
Rochester, MN 55902
(507) 280-6000
\$150/night + \$8 daily parking



Towne Place Suites Rochester Mayo Clinic Area

601 2nd St SW
Rochester, MN 55902
(507) 361-0050
\$149/night + \$10 daily parking (garage)

[Return to the 2024 LMC Annual Conference page.](#)

Your LMC Resource

Ellie Hartmann

Event Coordinator

(651) 281-1274

ehartmann@lmc.org

[< Back to training & events](#)

Land Use 101

Land Use 101

March 27, 2024 | 10 a.m.-3 p.m. | Sourcewell

[Register](#)

This training will help cities to approach zoning questions with increased confidence.

Date: March 27, 2024

Time: 10 a.m.-3 p.m.

Location: Sourcewell

Cost:

Free, registration required

Learning objectives:

- Understand zoning administration.
- Learn how to apply an understanding of land use in your city.
- Develop a plan for applications and managing processes.

Description:

This is a beginner training session. This workshop is intended to help build capacity for city leaders, zoning administrators, and Planning Commission members when it comes to a foundational understanding of land use.

About the leader:

Jason Kuboushek will lead this training. Kuboushek is a partner at Iverson Reuvers and has been with the firm since its inception. His practice involves helping clients across Minnesota cities, counties, and townships.

Recommended follow-up:

Attend the [Land Use 201](#) workshop offered on April 3, 2024 at Sourcewell.

Event Registration

Registration deadline: March 20, 2024

Check-in: 9:30 a.m.

Questions: community@sourcewell-mn.gov

[Register](#)

[See event policies](#)



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Open Meeting Law and Data Practices

Open Meeting Law and Data Practices

April 4, 2024 | 9 a.m.-12 p.m. | Crosslake Fire Hall Training Room (south side of building)

[Register](#)

Gain a solid understanding and learn how to work within the parameters of open meeting law and data practices.

Date: April 4, 2024

Time: 9 a.m.-12 p.m.

Location: Crosslake Fire Hall Training Room (south side of building)

Cost:

Free

Prerequisites: None

Learning objectives:

- Understanding of the Open Meeting Law and data laws
- Learn best practices related to behavior and governance
- Practice interactive/facilitated exercise(s) to uncover the nuances of these laws

Description:

This is a specialized training on both practical and legal considerations of open meeting law and data practices. Participants will gain an understanding of these very complicated laws, learn how to access appropriate tools, and leave with practical knowledge for working within the laws' parameters.

About the leader:

Pamela Whitmore is a municipal and litigation attorney, as well as a Rule 114 Qualified Neutral and facilitator. Whitmore serves as the lead attorney and educator for Kennedy & Graven Chartered with focuses on collaboration, conflict management, organizational and change assessment, and public engagement solutions.

Event Registration

Registration deadline: April 2, 2024

Check-in: 8:30 a.m.

Questions: community@sourcewell-mn.gov

[Register](#)

[See event policies](#)



[About](#) [Careers](#) [Compliance & Legal](#) [Contact](#) [News](#)

[Terms & Conditions](#) [Privacy Policy](#) [Accessibility](#)



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Practical Leadership - The Art of Everyday Leadership

Practical Leadership - The Art of Everyday Leadership

April 11, 2024 | 9 a.m.-3:30 p.m. | Sourcewell

[Register](#)

Learn practical skills, like coping with stress and uncertainty, asking powerful questions, and holding difficult conversations.

Date: April 11, 2024

Time: 9 a.m.-3:30 p.m.

Location: Sourcewell

Cost:

\$20 per participant

Learning objectives:

- Cultivate self-awareness for fostering positive organizational culture.
- Increase comfort at holding a range of conversations.
- Practice how to surface conflict and different perspectives.

Description:

Often when we think of leaders, we think of those individuals in positions of authority or of "the boss." In reality, leadership is an activity that any of us can choose to embrace no matter what role or job we hold. In this session, learn that we are able to influence and lead from any role in an organization.

About the leader:

Lisa Negstad will lead this training. Negstad consults with a diverse clientele of government, nonprofit, and philanthropies in the area of leadership, organizational, and network development. She has worked with over 150 client organizations and trained over 5,000 people.

Similar Sourcewell courses:

[Practical Leadership - Being a Good People Leader](#)

Event Registration

Registration deadline: April 4, 2024

Check-in: 8:30 a.m.

Questions: community@sourcewell-mn.gov

[Register](#)

[See event policies](#)



[About](#)

[Careers](#)

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Practical Leadership - Being a People Leader

Practical Leadership - Being a People Leader

April 12, 2024 | 9 a.m.-3 p.m. | Sourcewell

[Register](#)

Learn strategies for cultivating thriving one-on-one supervisory relationships.

Date: April 12, 2024

Time: 9 a.m.-3 p.m.

Location: Sourcewell

Cost:

\$20 per participant

Learning objectives:

- Increase skill in knowing when to be the “boss” and when to “coach.”
- Practice fundamental components of “coach approach” —listening and inquiry.
- Learn how to help employees to solve their own challenges.

Description:

Effectively carrying out a supervisor role is more “art” than science. This session offers a dynamic session focused on both the intangible ingredients to being an effective people leader and the critical skills of competent supervision.

About the leader:

Lisa Negstad will lead this training. Negstad consults with a diverse clientele of government, nonprofit, and philanthropies in the area of leadership, organizational, and network development. She has worked with over 150 client organizations and trained over 5,000 people.

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Event Registration

Registration deadline: April 5, 2024

Check-in: 8:30 a.m.

Questions: community@sourcewell-mn.gov

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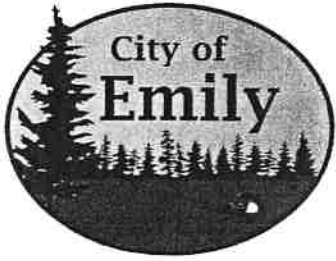
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RECEIVED
MAR 05 2024

BY:

For Office Use Only	
Date Rec'd	_____
By	_____

Application for Appointment Commissions and Committees

Commission or Committee applying for: CITY OF EMILY WATERS COMMITTEE

Name: JEAN MCLEOD

Street Address: _____

City: EMILY State: MN Zip code: 50447

Mailing Address (if different than above): _____

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 I HAVE BEEN SERVING ON THE EMILY LAKES RIVER ASSOCIATION SINCE 2020

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:
I HAVE BEEN A SECRETARY ON THE ELRA BOARD AND A DIRECTOR ON THE ELRA

What do you have to offer to the City of Emily Commission or Committee? I WOULD LIKE TO KEEP THE ELRA ASSOCIATION INFORMED REGARDING ANY WATER QUALITY ISSUES/ INITIATIVES IMPACTING ELRA

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

I HAVE A MASTERS IN HUMAN RESOURCE EDUCATION FROM THE U OF MN. I WAS EMPLOYED AS A PROGRAM DIRECTOR AT THE U OF M FOR 31 YEARS - AM NOW RETIRED

Applicant's Signature: Jean F McLeod Date: MARCH 4, 2024



City of Emily

RECEIVED
MAR 03 2024
BY:

For Office Use Only	
Date Rec'd	_____
By	_____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Emily Lakes and Rivers Protection Committee

Name: Daniel Brennan

Street Address: _____

City: Emily, State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H(____) _____ C(____) _____ 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 _____

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: _____

Member of Emily Lakes and Rivers Committee - 2020-23

What do you have to offer to the City of Emily Commission or Committee? _____

Experience as the president and board member of the Ruth Lake Improvement District including, but not limited to, experience with overseeing RLID's milfoil remediation project.

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? In addition to the above, I have a law degree that will help

me assist the committee with any potential legal issues that might arise in the administration of grant monies. Last, I have 4 years prior experience as a committee member.

Applicant's Signature: /s/ Daniel Brennan Date: 3/8/2024

PROPOSED ORDINANCE NO. 2024-02
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 2024-01 adopted on February 13, 2024 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
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Pawnbroker	110	6
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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
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 land use 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 land use permit fees.	152.018, 152.155
Interim Use Permit	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.157
Modification of Variance, Conditional Use Permit, or Interim Use Permit Condition(s)	\$375	per process to modify condition(s) of existing approved variances, conditional use permits, or interim use permits. Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include land use permit fees.	152.018, 152.155, 152.156, 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

Ordinance and Description	Fee	per unit	Reference
MISCELLANEOUS (Continued)			
Reduced Rentals (Gym, Multipurpose or Conference Rooms)	\$10	Local Clubs, Associations, Sporting Events, Churches and Fund Raisers	90.03
Free Rentals (Gym, Multipurpose or Conference Rooms)	\$100	Damage Deposit	90.03
	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
Park Rental	\$100	Damage Deposit	90.03
Request for Special Council Meeting or Planning Commission Meeting/Public Hearing	\$0	Pavilions, Tennis Courts, and Ball fields are reservable.	
	\$300	per meeting	
<u>Copies</u>			
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 March, 2024.

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

**ORDINANCE NO. 2024-02
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. 2024-02, approved by the City Council of the City of Emily, on the 13th day of March, 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 152 Land Use and Subdivisions	Addition of a fee for modification of variance, conditional use permit, or interim use permit condition(s) Addition of a per_unit description for the interim use permit fee Update to the per_unit descriptions for variance and conditional use permit fees
---------------------------------------	---

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 March, 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

March 12, 2024

RE: Emily Manganese Project Update – February 2024

In February, Electric Metals (USA) Ltd, North Star's parent company, hired Mr. Brian Savage as the new President and Chief Executive Officer. Mr. Savage holds a BSc in Mining Engineering and an MSc in Mineral Economics from the Colorado School of Mines. Mr. Savage has a long history of identifying, building, transforming and growing businesses in the mining and metals industry and has spent years developing mining projects in various countries including Kazakhstan, Russia, Ukraine, Guinea and the Congo, as well as a number of operations in the United States.

On the Emily Project, North Star is completing a new Resource Estimate with Forte Dynamics, Inc., Golden, Colorado, on the drilled portion of the Emily Deposit. This report is expected to be released this Spring. Additionally, the metallurgical testing and analysis of drilled samples continue to be assessed at Kemetco Research Inc., Vancouver, British Columbia. This work is expected to continue through mid-2024.

Environmental visits associated with site reclamation (regrowth in disturbed areas), were reinitiated, and then later suspended, associated with the freeze / thaw conditions at the site. As the weather gets warmer, the environmental visits associated with site reclamation will be reinitiated on a regular basis until the site has met the required reclamation levels.

North Star continued its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on certain 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.

North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401
Cell: 1-651-788-3775
hs@nsmanganese.com



Please note that our office address has changed to:

North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D.
North Star Manganese Inc



North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401
Cell: 1-651-788-3775
hs@nsmanganese.com



Payment Advice

To
Vendor ID: 0000201498
Vendor Location: 001
Vendor Name: EMILY CITY OF
Vendor Address: PO BOX 68
 EMILY, MN 56447

Reference Information
Pay Cycle: DLYEFT
Pay Cycle Seq Number: 3189

Payment Information
Payment Reference: 0008674847
Payment Date: 02/29/2024
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
P07 / EMER MGMT - PA	651/201-7400	22 00980620	02/28/2024	EMGP-20240228-6917		21,114.82
Total:						21,114.82 USD

clerk@emily.net

From: hsemrecovery.org <no-reply@emgrants.com>
Sent: Thursday, February 29, 2024 2:27 AM
To: Cari Johnson
Subject: Payment Notification

Dear Cari Johnson,

Applicant Name: EMILY FIPS #: 035-19286-00 Event #: SD-070

This is a confirmation that a payment of **\$21,114.82** has been processed against the following Project(s) PW # Please notify your Finance Department of this payment.

This is an automated email sent by HSEM from <https://hsemrecovery.org/>. Please do not reply to this email. Please contact HSEM Public Assistance for any further inquiries.

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.

clerk@emily.net

From: Montelibano, Antonio <amontelibano@lmc.org>
Sent: Friday, March 8, 2024 11:43 AM
To: clerk@emily.net
Subject: RE: City Outdoor Shooting Range
Attachments: Archery - Range Guidelines and Layout - AMO - 2000.pdf; Archery - Sample Range Rules.pdf; Archery Waiver (003).docx

Cari,

It's not clear to me what your city's involvement is. If this is a private endeavor by a business in the city? I don't know why your city would be involved, unless your city is issuing a business license, or the property owner is requesting some land use decision by the city such as a conditional use permit.

But I'm guessing your city will have some involvement. There is no exclusion in the city's coverage that applies and there is no direct effect on the city's liability premium, although claims could affect future rates.

If your city is hiring someone else (an independent contractor) to operate the range, the city can transfer much of the risk through insurance and indemnification requirements. As you note, the city's LMCIT coverage would not extend to a contractor. City employees would be automatically covered by the city's liability coverage.

Your city would have park and recreation immunity for most claims. Park and recreation immunity can be lost if the trespasser standard of care is violated, i.e., there is a hidden condition created or maintained by the city that is likely to cause serious bodily harm, and the city does not warn of the condition.

I have attached an updated waiver that includes specific "negligence" language in Paragraph 4 which is necessary due to a Minnesota Supreme Court decision a couple of years ago that said "negligence" must be specifically disclaimed.

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](#)

From: clerk@emily.net <clerk@emily.net>
Sent: Friday, March 8, 2024 9:12 AM
To: Montelibano, Antonio <amontelibano@lmc.org>
Subject: City Outdoor Shooting Range

You don't often get email from clerk@emily.net. [Learn why this is important](#)

Antonio,

The City of Emily has received a request from a local property owner to lease his property and develop a City outdoor shooting range for guns and archery. What would the impact be to the City's insurance for a City provided outdoor shooting range?

Thank you for your assistance!

Cari Johnson, MCMC

City Clerk/Treasurer

City of Emily

PO Box 68

Emily, MN 56447

E clerk@emily.net

P 218.763.2480

F 218.763.2481

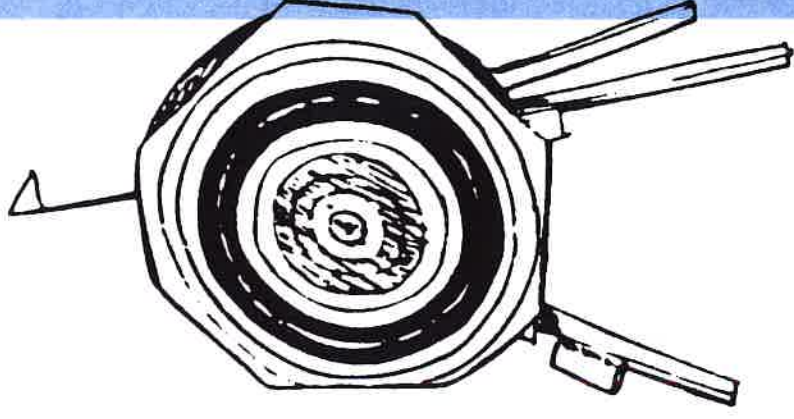
W www.cityofemily.com

Pop. 862

Effecting Positive Change

AMO
FIELD PUBLICATION FP-4
2000

ARCHERY AND BOWHUNTER RANGE GUIDELINES



Reprinted by:



ARCHERY MANUFACTURERS AND MERCHANTS ORGANIZATION
4131 NW 28TH LANE, #7
GAINESVILLE, FL 32606
(352) 377-8262 phone
www.amo-archery.org

Paul H. Davison
Councilman, Southeastern Section,
National Field Archery Association

INTRODUCTION

In 1991, as part of a nationwide program to develop new and more places for bowhunters and recreational archers to learn, practice and demonstrate their skills, the American Archery Council (AAC), under principal sponsorship of the Archery Manufacturers and Merchants Organization (AMO), began providing some basic guidelines for the acquisition and development of archery and bowhunter ranges. The fourth and most popular booklet in the series was Archery and Bowhunter Ranges Guidelines, revised most recently in 1995, and now out of print. The fifth booklet, Cost Sharing the Development of Archery Ranges, revised most recently in 1994, was published by the AMO as a comprehensive guide to sources of financial and advisory assistance. Although still somewhat useful, the guidelines listed in both booklets are out of date.

The original Archery and Bowhunter Ranges Guidelines defined range, target butt, and safety design criteria for virtually every indoor and outdoor archery game offered by the major, competition-oriented, archery and bowhunter organizations in the United States. The amount of detail describing the games in this document is substantially reduced, and is limited to summaries of those games sanctioned by the National Field Archery Association (NFAA) in the USA, and to subtle variations of these games sanctioned worldwide by the International Field Archery Association (IFAA). The range design criteria presented, however, are little different from that published in the original Archery and Bowhunter Range Guidelines.

These guidelines contain very little original material. All target and round descriptions are merely summaries of official rules and regulations documented in the NFAA Constitution and By-Laws and the IFAA Book of Rules. Specific shooting and scoring rules are not delineated herein. Furthermore, these guidelines do not address any aspects of commercial archery range development; such as, design specifications, drawings, financing, construction, insurance and retail management. To be more emphatic:

THE GUIDELINES HEREIN ARE NOT INTENDED TO BE STAND ALONE. NO ATTEMPT SHOULD BE MADE TO SET UP A RANGE OR COMPETITIVE ARCHERY PROGRAM WITHOUT CONTACTING AND/OR JOINING THE NFAA OR OTHER IFAA AFFILIATED NATIONAL ORGANIZATION.

SPECIAL NOTICES

There are no restrictions on the reproduction and distribution of this material; however, it will be appreciated if acknowledgment is made of its source, its author, and its sponsors (NFAA, IFAA and AMO).

These guidelines are summarized and updated range guidelines originally documented in Archery and Bowhunter Range Guidelines, published by the author and the Archery Manufacturers and Merchants Organization (AMO) during the period 1992-1995. These guidelines are presented for information only, and are not to be treated as officially certified design specifications. Neither the author, the NFAA, the IFAA, nor the AMO assume any liability for the use or misuse of these guidelines.

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PART I

Fun and Exciting Archery Games

An Archery Activity for Everyone

TARGET: The most commonly practiced form of archery, target tournaments are held both indoors and outdoors. The archers shoot from a line which runs parallel to and is a designated distance from the target faces. Targets are comprised of multi-colored concentric circles which each have point values. A shot in the innermost circle scores the highest point value (usually 10), while a shot in the outermost circle scores the fewest (usually one). No points are awarded for a shot that misses the target. Target divisions include the recurve (Olympic) bow, compound bow and barebow. Events at the Olympic Games are in the outdoor target discipline, using the recurve (Olympic) bow only, and are shot at a single common distance, 70 meters (230 feet).

FIELD: A challenging outdoor discipline in which the archer takes on the terrain along with the target, field archery has widespread participation. A course is set up with 24 targets which are marked with the distance to the shooting line. The distances to another 24 targets remain unmarked. Three arrows are shot on each target for a total of 144. The targets are placed with such difficulty that the shots do not resemble target archery. Many of the shots are made uphill or downhill and require consideration for obstacles. Field events are held for the recurve (Olympic) bow, compound bow and barebow divisions.

3-D ARCHERY: Targets in 3-D events are life-size replicas of a variety of wildlife. These events combine the skills of determining distance to the target, determining what part of the target to hit and the actual shot. The majority of these events are outdoor, but several indoor tournaments exist. Most archers who compete in these events use a compound bow. Archers competing in the typical 3-D tournament walk a course and shoot 40 arrows at 40 different targets. The tournament is usually held over either one or two days.

SKI-ARCHERY: (aka Ski-Arc): A relatively new discipline, Ski-Archery combines archery with cross country skiing. It is performed much like the Olympic Biathlon, which features rifle shooting instead of archery. Bows are carried in a special backpack by the archers while they are skiing. The course is 12 kilometers long for the men and eight for the women. One end of four arrows is shot every four kilometers, and, in one of those ends, the archer shoots from a kneeling position.

Targets are 16 centimeters in diameter and are positioned 18 meters from the shooter. Each shot is either a hit or a miss. For every target missed, the archer must ski a 350 meter penalty circuit before leaving the target site. The first athlete to complete the course is the winner.

ARCATHLON: A summer arcathlon event is a combination of target archery shooting and running, a challenging experience. The athlete is required to run a course and stop at prescribed points to shoot at fixed targets. The typical course is between 5 and 12 km. Athletes make three shooting stops, shooting four arrows at each. The typical event consists of a one-mile run followed by four arrows shot from a standing position, then another one-mile run followed by four arrows shot from the kneeling position, then another one-mile run followed by four arrows shot from the standing position.

Bows are normally stored at the shooting range, but competitors have the option of carrying them. Targets are 16 centimeters in diameter and are positioned 18 meters from the shooter.

CROSSBOW: Crossbow events are held in target (indoor and outdoor) and clout. Outdoor target events are shot at a 60-cm, 10-ring multi-colored target face. Indoor rounds are shot at a 40-cm, 10-ring target face. In the clout round, six ends of six arrows are shot from 165 meters at a 48-ft diameter target on the ground.

FLIGHT: Shooting for distance is the objective of Flight archery. Two types of arrows, regular flight and broadhead flight (arrows with cutting heads, suitable for hunting), are used and can be combined with many types of bows: standard recurve and compound bows, crossbows, flight bows that have an extended handle and a large overdraw, "primitive" bows and the "footbow". Records are kept for each combination of bow, arrow and shooter class sanctioned by the NAA's Flight Committee. In a flight tournament, each archer shoots four ends of six arrows. Each end may be in a different class. A different bow can be used for each class or the archer may shoot the same bow for all four classes. Note that the world's record for the footbow is over a mile!

CLOUT: A rarely practiced discipline, most archers take part in clout archery only for fun. Basically, it is a test of trajectory skill, the same talent used in the lighting of the flame at the 1992 Summer Olympic Opening Ceremonies. In clout archery, the target (15 meters in diameter) consists of five concentric circular scoring zones on the ground, which are outlined on the ground. The innermost circle is worth five points, and scores decrease to one point in the outermost circle. Each archer shoots 36 arrows at the target, 165 meters away for men and 125 for women.

PART II

Outdoor Range Layout

And Size Requirements

General

Safety is the overwhelming factor dictating range size. The actual shooting lane dimensions account for only a very small fraction of the total area requirement. Terrain is also quite important, especially in the layout of field and bowhunter ranges. Proper use of terrain can alleviate many safety concerns, particularly in providing natural backstops and buffers.

Field Archery Range

The development of a good field archery range always starts with a well thought-out plan.

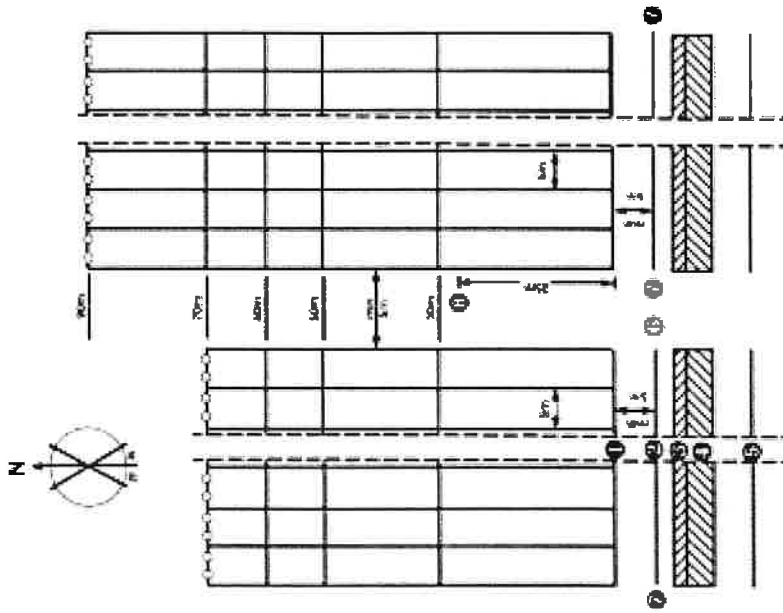
- 1) Make a surveyor-type sketch of the property showing significant contours, creeks, etc. Better yet, use a large scale topographical map.
- 2) Make a preliminary range layout on the topo sketch or map, considering all the safety criteria described below. [Be conservative!]
- 3) With three teams of two people each, stake each target's shooting line and target butt position carefully with respect to:
 - The current target's orientation (distance and direction).
 - The previous target's orientation, particularly the location of its target butt.
 - The next target's orientation, particularly the location of its shooting line.

Hopefully, these steps will provide some assurance that you can actually have a good and safe range before committing lots of labor and dollars.

The NFAA has four size-related guidelines for laying out a field range (the NAA's requirements are similar, but not as definitive):
 If the target is not backstopped (either fabricated or earthen), 25 yards or one-half of the target distance, whichever greater, shall be cleared behind the butt.
 [Note: This guideline was formulated in the recurve era. Today, it is suggested that "more-the-better"]

A minimum clearance of 25 to 50 (safest) feet, depending on terrain and target distance, shall be provided between any path or shooting lane paralleling another shooting lane. Fifteen yards (45 feet) is a good compromise.

The target lanes must be sufficiently wide to support two archers shoot-



FITA Outdoor Target Archery Range Layout

- ① SHOOTING LINE
- ② WAITING LINE
- ③ EQUIPMENT AREA
- ④ SITTING AREA
- ⑤ SPECTATORS BARRIER
- ⑥ DIRECTOR OF SHOOTING
- ⑦ JUDGES SEATS
- ⑧ LIGHTS/DIGITAL CLOCKS

ing simultaneously side-by-side. Four-wide is highly recommended for the longer walk-up targets, which always seem to take longer to shoot.

In summary, and for initial range layout planning, the recommended safety zones to each side and behind field archery target butts are:

Target Distance	Half-Width at Butt	Depth Behind Butt
Up to 30 yds	15 yds	25 yds
30 to 50 yds	One-half target distance	25 yds
50 to 80 yds	One-half target distance	One-half target distance

The foregoing safety guidelines assume that in no case should an errant arrow cross the range boundary, even if the adjoining property is uninhabited. In other words, all the safety buffer zones must be included within the total range area requirements.

As mentioned before, terrain has a significant influence on field archery range layout and size. Ideally, the targets are laid out such that the archer never has to walk back on the lane just shot. [Exceptions are targets about 30 yards and less.] These walk-back targets require less land, but are an aggravation during tournaments because of the time wasted waiting for the lane to clear. More walking is required, too. "Walk-throughs," as on a golf course, are always preferred.

A reasonably shallow (and dry) gully, ravine, arroyo or similarly hilly terrain can be a great asset to a field or bowhunter range. Shooting from bank-to-bank, back-and-forth, across the gully not only provides natural backstopping, but reduces area and shooting-time requirements. Box gullies or canyons, which may be considered "waste areas" by others, are ideally suited to the field archer or bowhunter. On the other hand, waste areas subject to flooding are really only suited for large tournaments using temporary facilities. Flood plains are too flat and too risky. [Foam butts and 3-D targets float!]

Field ranges are often laid out in 14-target "loops," where all of the shots are outward, away from the center of the loop. This arrangement requires more land area because the center of the loop is not used, and because a large buffer area is needed around the perimeter. With judicious planning, however, the central core could contain a clubhouse and/or parking lot. In any case, the range should be laid out such that the Target 1 (and 15) entrance and Target 14 (and 28) exit are near the clubhouse or assembly area.

With the right terrain and under perfect conditions, a safe, 28-target field range, with no long walk-backs and with no fabricated backstops, but with a 10-target practice range, clubhouse and modest parking lot, can fit on about 20 acres. Thirty acres is more comfortable. 28-target ranges with lots of walk-backs and backstops can fit on as little as 15 acres. 14-, 42- and 56-target field range

size requirements are proportional to the 28-target requirement, considering that about two acres is needed for a nice practice range, and about one acre is needed for the parking lot and building(s). For initial planning purposes, a rule-of-thumb is one acre per target.

Target Archery Range

Outdoor target archery range size requirements are easy to define because: (1) terrain is not a factor, and (2) all targets are walk-backs. Factors relating to a "first class" outdoor target range layout are:

- The ground should be flat, free of obstructions, and the shooting direction should be within 45° of true north in the Northern Hemisphere (shooter less likely to face sun).
- Each shooting lane should be no narrower than 10 feet or about 3 yards.
- Safety (buffer) lanes along the side boundaries should be no less than 15 yards.

The safety area behind the target at the longest distance should be no less than 40 yards. Five yards minimum is recommended behind the shooting line for the competitors, plus at least another 5 yards for bow racks, chairs, etc.

A 10-target range would fit nicely on a standard soccer or football field, including side and end zones.

3-D Range

As with field archery ranges, the actual land area required between the shooting stakes and targets is a small fraction of the total 3-D range area required. Although the distances shot on a 3-D range average less than those shot on a field range, there are several factors which make the total area requirements greater:

- Arrow speed as well as the probability of arrow ricochet are higher for the 3-D archer than for the field archer.
- Since fabricated backstops are not desired (for the sake of realism), the safety zones should be at least twice the size suggested for a field range. Earthen backstops, however, either man-made or natural, will help quite a bit.
- Paths to and from the target should never be along the sight-line between the shooting stake and target. Again, for realism and fairness to all, more area is required to preserve the natural habitat behind and in front of the target.

A 3-D range is rarely shot the same way twice. That is, either the targets or stakes, or both, are relocated for each tournament. This practice obviously requires a land "reserve" not needed for a permanent range. (Remember,

PART III

Outdoor Target Butt & Backstop Construction

And Size Requirements

Field Archery

The minimum size requirements for field archery butts are based on the target faces being shot. For example, the following table relates butt dimensions with target configuration:

Distance	Critical Target	Minimum Butt Dimension
Up to 15 yds	4 x 4 - 20-cm	36" x 36"
15 to 35 yds	2 x 2 - 35-cm	30" x 30"
35 to 40 yds	2 - 50-cm	30" x 42"
40 to 80 yds	Group 1 Animal	42" x 42"

Considering that a compressed bale of excelsior is about 15" x 15" x 42", two-bale butts are barely adequate for field targets from 15 to 40 yards (assuming no vertical Group 1 Animals). Butts three bales high are required for the "snake eyes" and all target distances 40 yards and greater. Butts four feet square are amply sized for both field and target archery.

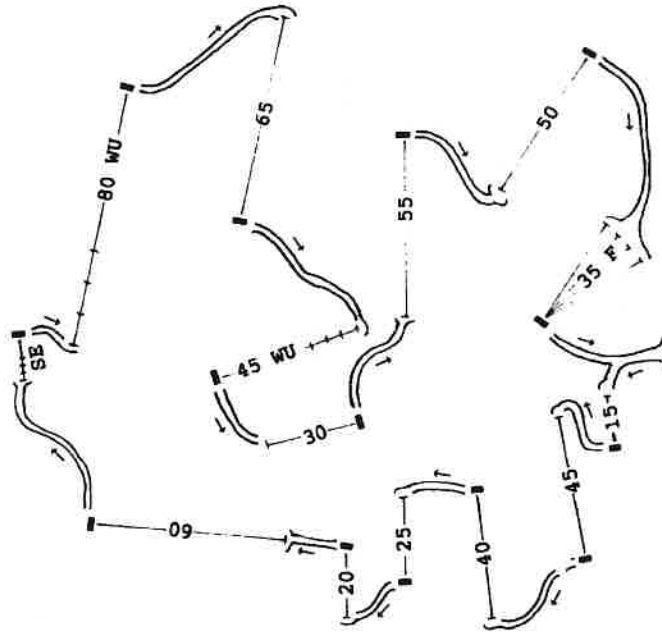
It wasn't too long ago that excelsior was the most common target butt material. Today, however, there are literally hundreds of different materials available worldwide, including various fibrous natural materials, forest or agricultural by-products, bundled rags and recycled plastic, but mostly a wide variety of the more expensive castable or moldable foams and composite materials. Moreover, the trend seems to be toward the purchase of commercial, full-sized, pre-fabricated, target butts.

A medium cost compromise is the do-it-yourself fabrication using cardboard, insulation board, or any one of many sheet foam materials, stacked and compressed in a custom made screw-down frame. Foams have several advantages: (1) they're available in a variety of thicknesses and densities, (2) they can be cut to any size or shape, and (3) they're both weather-proof and varmint-proof. Unfortunately, some foams have great "grabbing power," making it difficult to extract the arrows; plus, some foams tend to 'goop up' arrow shafts, especially

however, 3-D ranges with permanent butts or man-made earthen backstops do not have the same freedom of relocating the targets for each shoot. Only the stakes can be moved.)

Ideally, the animal targets should be matched with their habitats. If you use a large variety of targets, then you need a large variety of habitats; thus requiring more land area.

In summary, a rough estimate of the land area required for a bowhunter range is 50% more per target than for a field range. A typical field range requires about an acre per target; therefore, a typical unmarked bowhunter range needs about 1.5 acres per target. Therefore, a 20-target range needs 30 acres minimum. The more the better, however.



A fun and challenging range can be designed using the available topography. Make sure in the design that safety considerations are always followed. Never position targets in the way of archers, and make sure that safety emergency equipment has full access to your range.

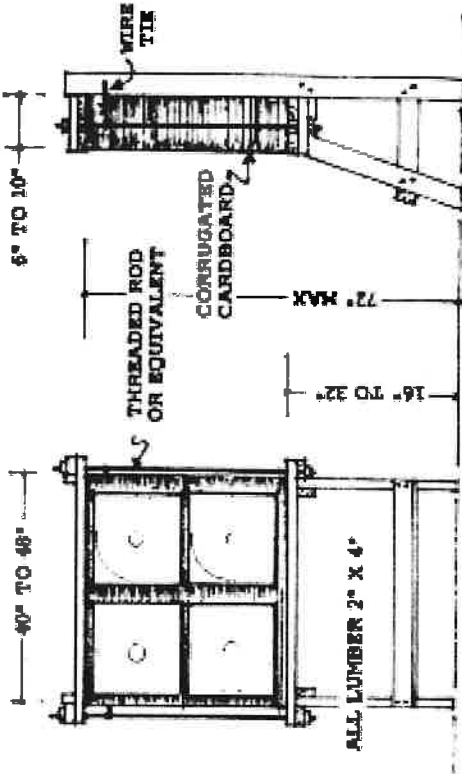
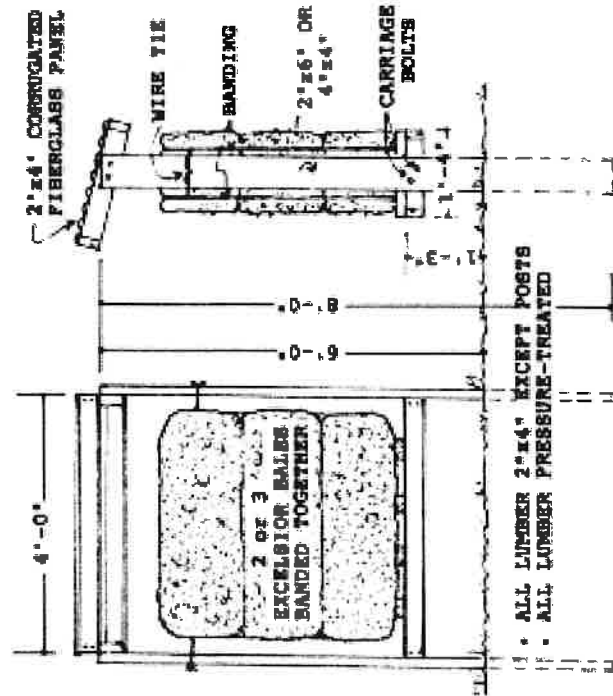
those made of composite materials.

Although the target butt may be waterproof, ordinary paper target faces need protection from the rain, especially if they're to be shot more than one day. A simple roof over the butt will suffice. The roof should be a little higher than six feet from the ground (to allow for head clearance), and about four feet wide.

Unlike indoor archery, there is no minimum height above the ground for field archery target faces. Since a standard wooden pallet is the most common base, about 5 inches is the practical minimum. A platform about 16 inches above the ground is much better, since the center of the target would then be about waist-high, making it easy to score and extract arrows.

The butt platform, roof and supporting posts should be made from materials that won't damage an errant arrow. Ordinary pressure-treated pine is good. If steel fence posts are used to hold the butt upright, then keep the posts at the edges, but behind the butt out of sight. It is also a good idea (and welcomed by all novice shooters) to keep the ground around the butts free of rocks and large stones, especially at targets longer than 50 yards.

With a little luck and ingenuity, a two-bale excelsior target butt, with platform and roof, can be constructed for less than \$100, excluding labor and equipment purchase or rental.

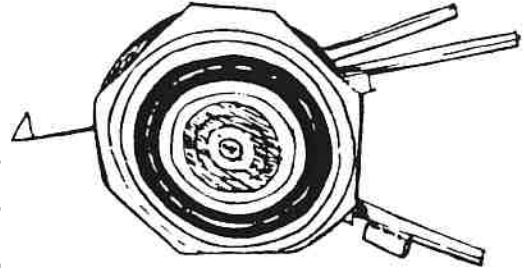


As noted above, unnatural target backstops are not desired on a field archery range unless dictated by safety concerns. Besides, fabricated backstops are eyesores, and can be quite expensive, unless natural materials, such as stacked logs, can be used.

A rule-of-thumb for backstop size is three butt-widths wide and two butt-heights high. For example, a backstop behind a 4 x 4-ft butt would be 12-ft wide by 8-ft high. That equates to three, 4 x 8-ft, Ω-in (or thicker), exterior-grade, plywood panels mounted vertically. Of course, other materials are available. The only requirement is that the backstop must decelerate the arrow to zero, without substantial damage to the arrow, and without endangering anyone on or off the range.

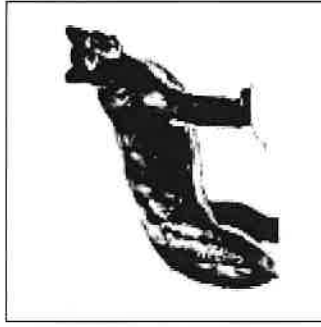
Target Archery

A few years ago, the most common butt used for outdoor target archery was the classic, circular, 50-inch diameter, grass butt. These heavy and expensive butts, however, may no longer be in production. Square butts made of the newer, lighter weight, foam or composite materials are now much more popular, and are sized to hold the standard 122-cm FITA face. Light weight and portability are also desired to accommodate those tournaments where the shooting line remains fixed while the butts and their standards (easels) are moved as the distances are changed.



Target butts similar to those used on a field archery range may also be used, as long as portability is not required, and if the butts are sufficiently large to hold a standard 122-cm FITA face. Moreover, FITA faces are mounted such that the center is about 50 inches above ground, and tilted about 15° from vertical. For target rounds other than the 900 or American Round, common sense prevails. Obviously kids shooting target archery at summer camp need targets sufficiently low to reach their arrows.

Backstops are rarely required on a target archery range primarily because all the archers are shooting at the same time, and no one is allowed behind the targets except when all are scoring their arrows. Likewise, spectators must be clear of the safety zone behind the targets.



2-D Animal Targets

If required, target butts and backstops needed for a two-dimensional animal round, such as the WBHC Compulsory Round, are the same as those used on a field archery range.

Broadhead target butts and backstops are not addressed herein.

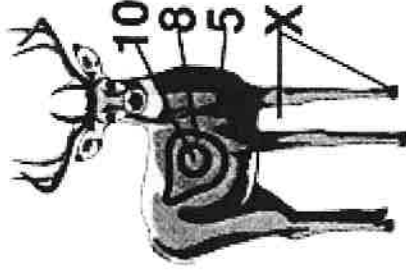
3-D Animal Targets

A wide variety of very durable and realistic three-dimensional animal targets are now commercially available. The more popular brands have standard scoring lines engraved, and have replaceable sections, plugs, and/or back-up blocks for do-it yourself target refurbishment.

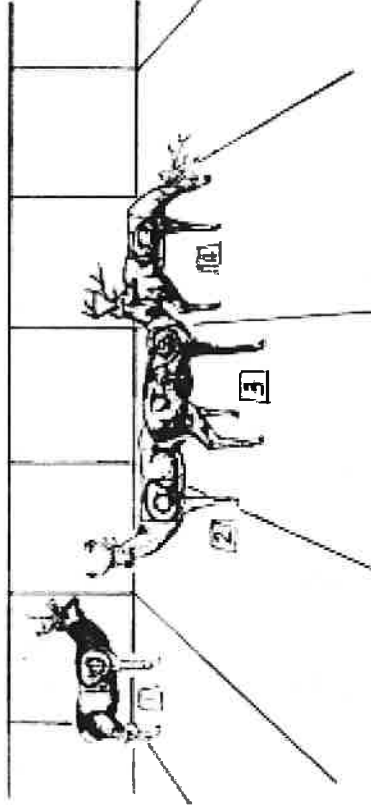
Reasonably realistic semi 3-D animal targets can also be handmade. A full-sized, color-printed, paper, animal target is glued on cardboard, and backed up by an ethafoam (or similar) slab. The complete target is then cut out around the animal outline.

3-D animal targets are generally very portable, which means that a completely different bowhunter range can be set up overnight. Some targets even have integral support stakes, while others are merely tied to any convenient tree or sapling.

The price of these 3-D animal targets is heavily dependent on size, realism and durability; and whether you buy or make them.



A typical 3-D target is made from molded high-density foam, and has scoring circles molded into its "vitals" area. A wide range of animal species are available from several manufacturers.



3-D courses can be arranged outdoors in a natural setting, or even indoors in a simpler format. Just vary the shooting distances to make the range more interesting.

PART IV

Designing an Outdoor Range for Safety

Your First Priority

General Range Safety

Safety on any archery range is comprised of three elements:

- Archery tackle.
- "Stupid Human Tricks."
- Range layout, targets and backstops.

Since target archery range layouts and shooting rules are specifically structured to avoid unsafe conditions, safety issues are fairly rare. Likewise, proper archery training and/or bowhunter education should handle the tackle and human elements.

It should be remembered that range design criteria can't be separated from range safety criteria. The first priority is always every archery and bowhunter range must be designed for safety. The following material, therefore, emphasizes the most important safety issues related to the range and equipment design criteria.

Field Archery Range Safety

Field archery range safety may be divided into two categories: (1) factors related to range layout and terrain, and (2) factors related to maintainable items, such as target butts, target lanes and lane obstructions. The NFAA addresses both of these factors quite well in its Range Inspection Requirements. NFAA-chartered clubs with field ranges must be re-inspected every two years, and it's obvious that a club won't host many tournaments, invitationals or even club shoots, without being certified safe, and subsequently proven safe by repeated use.

With temporary ranges set up specifically for large sectional or national tournaments, problems may be the result of (1) too many ranges being built on not enough land, (2) not enough help, and (3) not enough time. Very few ranges are perfectly safe the first time, which means that unless inspection teams conduct a "shoot-through" on the new range, there's a good chance that there will

be a significant safety issue during the first day's round.

Here's the kind of things often missed because of not having a "shoot-through":

- Waiting areas and shooting positions at the next target within the danger zone of the preceding target. This is the result of not having enough land. The NFAA's outdoor range safety guidelines, as described above, are good rules-of-thumb.
- Target butt positioned such that a road, path or another target is directly behind the butt, even if at a reasonably safe distance. Any unnatural movement in the sight window can cause an equally unnatural flinch and inadvertent arrow release.
- Lack of backstop or inadequately cleared area behind target butt. People will miss, and they will look for that missed arrow. Uncleared brush not only increases the chance of a ricochet, but it also increases the exposure of the search party to danger zones behind other targets.
- "Leaky" butts. Even if you never miss, pass-throughs put you in the same position as the guy who does miss the target.
- Non-backstopped target positioned on a brow of a hill, such that a missed shot becomes a flight-shot.
- Uncleared paths to and between targets. Here, we're talking about safety afoot. The usual method of clearing field archery lanes is to brush-hog the saplings about one or two inches above the ground — just high enough to trip head-over-heels.
- Inadequate clearance above target lane. Even with a "shoot-through," the range inspectors often miss the fact that light-bowed and traditional shooters require more vertical clearance.

- Walk-ups which are also fan shaped. The problem here is that unlike a straight walk-up, an angled walk-up often gives the option of shooting four at a time. It depends on the angle of the fan whether this is safe or not. If there's any question, don't shoot!

3-D Range Safety

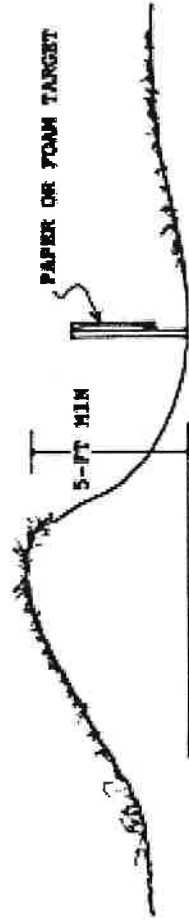
Here are some problems unique to 3-D ranges, some of which are noted elsewhere here:

Non-yielding obstructions (e.g., trees and limbs) blocking the animal kill area. When setting up a 3-D target, don't make the shot any different from that you would take in a real hunting situation. Moreover, remember the short person, the left-hander and the light-bowed bowhunter.

Overlapping "miss" areas behind the targets. Because of no backstops and because of more missed shots (at 3-D targets), special care must be taken to make sure that a missed arrow doesn't end up behind another target.

Steeplejack treestand shots. Shooting from elevated platforms is fun (although often bottlenecks), but don't make the shots ridiculously difficult — like hanging out over the railing. Also, make sure that the bow limb won't slap any part of the tree or platform upon release.

Again, the "On Deck" area and shooting stakes at the next target being in the danger zone of the preceding target. The NFAA's safety buffer rule is even more important on a bowhunter range, especially if it's heavily wooded (more ricochets)



Earth Berm Safety Backstop

PART V

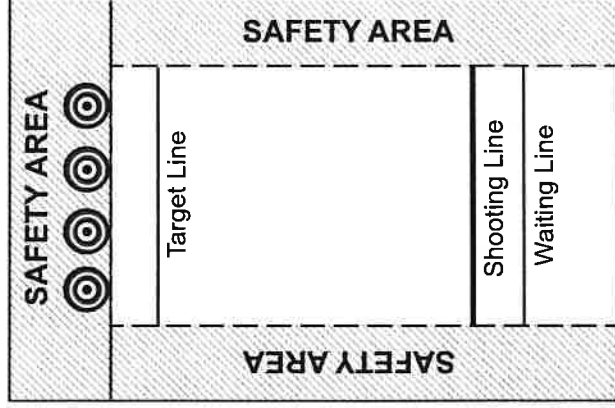
Indoor Range Layout

And Size Requirements

Shooting Distances

The most common indoor shooting distance is 20 yards maximum, which encompasses the 18 meters used at the World Archery Festival, as well as at most FITA and JOAD indoor tournaments.

Total depth of an indoor range is the maximum shooting distance, plus, of course, the clearance distances needed behind both the shooting line and the target butts. Normally, a minimum clearance of 5 feet is required behind the butts to allow for a backstop, as well as sufficient "elbow room" to retrieve arrows which may have passed through the target butts. Clearance behind the shooting line should not be less than about 15 feet to allow room for bow racks, benches, tables, traffic, etc. Ten yards (30 feet) is much more desirable.



Controlled Access/Spectator Area

Therefore, a "standard" 20-yard indoor archery range requires a total depth of nominally 80 feet. A depth greater than 80 feet will permit either more "roaming" room or greater shooting distances.

Lane Width and Side Clearance

The absolute minimum lane width is 24 inches. For "mature" adults, however, 30 inches is much better. Of course, the target butts must be spaced accordingly. For two lanes per butt, the 30-inch lane means that the butt centerlines are 5 feet apart. The 24-inch lane means that the nominally 48-inch butts are touching side-by-side.

The NFAA requires that, "All pillars or structural parts of the building, ... shall be properly protected so as not to damage arrows and to prevent rebound to the shooting lines."

Height Clearance

For a 20-yr range, the NFAA requires a minimum vertical clearance of 8 feet, 6 inches. For kids with light bows, 10 feet is probably better. This clearance is between the floor and anything hanging from the ceiling in the line-of-fire, such as structural beams or light fixtures. Obviously, light fixtures immediately above the target butt are not in the line-of-fire, and only need to be head-height.

Overall Range Dimensions

Assuming 5 feet per target butt (two lanes), a 30-foot wide range will support 12 lanes, or 24 people in two shooting lines of league play. Widths greater or less than 30 feet should be divisible by 5 feet (or slightly less) in order to accommodate whole units of target butts. Obviously there is no minimum or maximum range width requirement ... only what's affordable.

In addition to both the 80-foot depth requirement and the recommended 30-foot minimum width, sufficient floor space should be allocated for:

- An entry area.
- Registration counter (or cashier).
- Score tallying and posting area.
- Restroom(s).
- Heating and/or air conditioning facilities.
- Utility, storage and/or office area.
- Designated smoking area.
- Pro shop or retail sales area.

INDOOR TARGET BUTT AND BACKSTOP CONSTRUCTION

Target Butt Dimensions

If square or rectangular, the width or height of a target butt shall not be less than 40 inches. 48 inches is preferred; and if a circular butt is used, the minimum diameter shall not be less than 48 inches. Butts of these sizes will hold four NFAA/IFAA or WAF target faces.

NFAA requires that the bottom of the target butt be at least 16 inches from the floor.

For easel-mounted butts, the backward tilt cannot be more than 15° from vertical, and the tilt-angle must be the same for all butts used in a tournament. A perfectly vertical target face is ideal, but care must be taken to avoid having the butt pitch forward during arrow removal.

The thickness of a target butt should be no greater than the length of the shortest arrow. A completely buried "pass-through" is almost impossible to extract.

Target Butt and Backstop Materials

As with outdoor target butts, an indoor target butt may be constructed of any material as long as:

- It doesn't damage or "goop up" the arrows.
- It doesn't allow frequent pass-throughs.
- It allows the arrows to be withdrawn easily, or at least without much effort.

Excelsior, or corrugated cardboard sheets are the most common materials used for "permanent" indoor target butts. Although cardboard is relatively inexpensive, especially if scrap can be found, a frame must be constructed for each butt to hold the compressed cardboard sheets in a neat vertical stack.

As with outdoor butts, a variety of foam materials are also suitable for indoor use. Portable versions on standards (easels) are quite popular at the large, arena-sized, indoor tournaments. Unfortunately, some of these foams have great "grabbing power," making it difficult to extract the arrows. Other foams tend to leave a messy residue on the arrow shafts.

An indoor target backstop may be made of any material as long as it doesn't damage any pass-through, overshot or sideshot arrow. The NFAA requires the backstop to be at least 8 feet high. Standard sheets of (thick) plywood, butted side-by-side, are commonly used as backstops. For large tournaments in temporary facilities, a curtain-like, closed-mesh fabric backstop is also common.

PART VI

Designing a Range for Wheelchair Accessibility

Make Your Range Fun for All

Disabled individuals can enjoy archery and successfully compete as well!!

Disabled archers participated in the 1996 Paralympics and were separated into three classes:

- *Quadriplegic*— Requires wheelchair at all times on the range, and can use specially adapted archery tackle.
- *Paraplegic*— Requires chair (not necessarily wheelchair) at the shooting line. No provision for special tackle.
- *Standing*— Has the ability to stand at the shooting line, but requires assistance (prosthesis, crutch, wheelchair, etc.) to move around the range.

"Wheelchairs" come in various classes, too. The motorized versions with small balloon tires are ideally suited for all outdoor archery games. The classic, narrow-wheeled, manual wheelchairs are best suited for indoor shooting or on "soccer field" target ranges.

Indoor Ranges

Assuming that the building is already wheelchair accessible, nothing special is needed for an indoor range, except to provide more maneuvering room behind the shooting line. Also, since a wheelchair requires extra lane width at the shooting line, it's customary not to have two shooters on the same butt. This custom applies to target archery, too.

Outdoor Target Ranges

Because of the flat terrain, outdoor target archery ranges require very little modification for the wheelchair archer. Narrow-wheeled wheelchairs, however, just don't work in sand, loose soil or gravel. Unless some assistance is provided in scoring and retrieving the shooter's arrows, lanes to the target must also be hard packed and free of obstructions (rocks, stumps, etc.).

Field Archery and 3-D Ranges

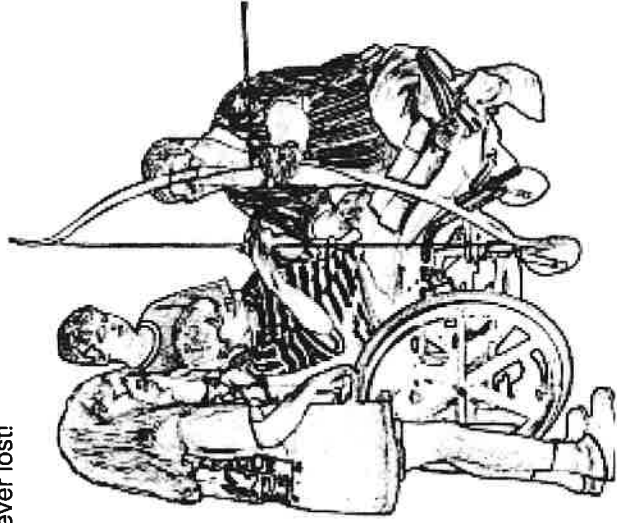
Designing for manual wheelchair accessibility on roving-type archery ranges is most challenging. Here are the general design criteria:

- Grade less than 10% (about 6°).
- Avoid walk-through target arrangements.
- Use hard packed soil.
- Lanes and paths clear of rocks, brush, stumps, etc.
- Extra wide shooting lanes.
- All bridges wheelchair accessible and wheelchair-safe.
- Other accessibility features in place, such as restrooms, etc.

Because of the desire to have both a varied target layout and natural habitat realism, a 3-D range with manual wheelchair accessibility is almost improbable. As noted above, if the terrain is very flat, or if the disabled archer can use an ATV (and has a buddy to help score and retrieve arrows), then the challenge to hold a wheelchair accessible 3-D Round is somewhat lessened.

Alternatively, and if cost is of little concern, an 100% accessible wheelchair bowhunter range can be (and has been) built. It's possible to have easy access to the 3-D animal targets (to retrieve arrows), and to even have elevated platforms (simulating treestands or downhill shots). With paved paths (or boardwalks), fabricated ramps, and targets fixed in-place, some realism is obviously lost.

The fun, however, is never lost!



Facilities and Accessories

Making Your Range the Best

Items Any Outdoor Archery Range Can Use

- Adequate parking area.
- Covered shelter, pavilion or clubhouse.
- Registration table or counter.
- Storage shed for spare targets, butts, stakes, target pins, tools, etc.
- Picnic tables and benches
- Scoreboard.
- Toilet facilities (primitive, portable or otherwise).
- Practice area (covering longest distances on actual range).
- Bow racks, at both practice area and registration area.
- Bulletin board for target assignments, tournament rules, and other announcements.
- Public address system, at least for large tournaments.
- Waste containers.
- Water jugs and cups, throughout the range.
- Concession area.
- WARNING! ARCHERY RANGE** signs around range boundary

Field Archery Range Items

- Bow racks at each target butt
- Direction signs.
- Target number and target distance signs.
- Benches, at least five yards behind farthest shooting stake.

Target Archery Range Items

- Portable bow racks behind shooting line
- Target number placards.
- Wind direction indicators.
- Chairs and beach umbrellas, if not provided by the competitors
- Timing lights.
- Tournament Director's platform.

Bowhunter Range Items

- "On Deck" area, at least ten yards behind the next target's shooting stake
- Trail markers (signs, cord or tape).
- Target number and description signs (post in "On Deck" areas).
- Novelty event set-up, such as running deer, long-distance shoot, archery poker, etc.

INDOOR RANGE SPECIAL EQUIPMENT AND SAFETY Lighting

The minimum illumination recommended is 30 foot-candles, measured at the target faces. 30 foot-candles throughout the range is good; however, care must be taken to shield the shooters' eyes while standing at the shooting line. On the other hand, there must be sufficient illumination at the line for reading sight marks and doing other close work.

Fluorescent overhead light fixtures are recommended because of the uniform illumination and lack of harsh shadows. Floor-mounted fixtures in front of the butts are sometimes used to augment target illumination. Special precautions, however, are advised to avoid tripping over these fixtures on the way to and from the target butts.

Routine Indoor Range Accessories

- Items needed for both drop-in and league shooters include:
 - Bow racks. These must be located at least 5 feet behind the shooting line.
 - Remember to provide enough racks to handle a full-house of shooters (two times the number of lanes). Also, remember that many bows have extra long stabilizers and/or extra short limbs.
 - Equipment tables. Places are needed to store tackle boxes and to assemble/repair archery tackle. Inexpensive, folding, "cafeteria" tables are quite adequate.
 - Chairs or benches. These, along with the tables noted above, should be located behind the bow racks, and should provide sufficient seating for the expected number of spectators, plus at least one-half the number of shooters.
 - Coat racks or hooks.
 - Water fountain, restroom(s), designated smoking area, etc.

Specific Items Needed for Indoor Leagues and Tournaments

Some things that may or may not be provided by league or tournament sponsors include:

A 10-foot "dropped arrow" line.
Visual timer. Depending on the tournament, a stoplight-like timer is usually required. Green is for START SHOOTING, amber is for ONE MINUTE TO GO, and red is for STOP SHOOTING. The timer may be overridden by a tournament official behind the shooting line.
Raised platform behind the shooting line for the Tournament Director and Clock/Timer Operator.
Scorecards and scoreboard.
Target faces.

Special Safety Precautions for Indoor Ranges

Some additional common sense safety rules include:

- Never let anyone draw a bow, with or without an arrow, except while standing at the shooting line and pointed toward a clear target.
- Never allow crossbows or bows with unguarded overdraws to be shot in an indoor archery range.
- Never let anyone shoot obviously damaged or defective equipment.
- Unless the range is specifically designed for it, never allow broadheads to be shot indoors.

PART VIII

Resources

Where to Go for Help

A simple archery range can be designed and built very easily if you keep in mind safety and common sense. However, exciting archery ranges can also be built using the latest techniques, targeting systems and games. These designs generally require previous experience.

There are many archery/bowhunting related organizations who may have local chapters and individuals which can act as valuable resources for your archery range project. These resources may be able to help you evaluate equipment needs and provide archery instructor-training to you or your staff.

Also, be sure to include your local archery/bowhunting dealer in your planning. He/she may have excellent suggestions and resources to help. Here are a few of the national archery associations that may be able to help:

Archery Shooters Association

P.O. Box 399
Kennesaw, GA 30144
770-795-0232 phone
770-795-0953 fax

National Bowhunter Education Association

101 1/2 North Front
Townsend, MT 59644
406-266-3237 phone
406-266-3239 Fax

International Bowhunting Organization

P.O. Box 398
3049 E Liberty Ave.
Vermillion, OH 44089
440-967-2137 phone
440-967-2052 Fax

National Field Archery Association

31407 Outer I-10
Redlands, CA 92373
909-794-2133 phone
909-794-8512 fax

Physically Challenged Bowhunters of America

Rd. #1, Box 470
New Alexandria, PA 15670
412-668-7439 phone

National Archery Association

1750 E Boulder Ave.
Boulder, CO 80909
719-578-4576 phone
719-632-4733 fax

United Foundation For Disabled Archers

P.O. Box 50
Glenwoos, MN 56334
320-634-3660 phone

ARCHERY RANGE RULES:

1. Know and obey all range commands. (listed below)
2. Keep your arrows in your quiver until you are told to shoot.
3. Only use the arrows the instructor gave you. Remember what they look like.
4. Always keep your arrows pointed down or towards the target.
5. If you drop an arrow, leave it on the ground. Raise your hand and the instructor will bring you another arrow.
6. Always walk at the archery range.
7. Always be absolutely sure that the path to the target and beyond is clear.
8. Only release the bow string at full draw when there is an arrow on the string.
9. Secure all loose clothing.
10. Always treat your archery equipment with respect.
11. Always treat your fellow archers with respect.

WHISTLE COMMANDS:

- One Blast- "Shoot"
Two Blasts- "Get Bows"
Three Blasts- "Go get Arrows"
Five or more Blasts- "STOP SHOOTING"

ARCHERY RANGE PROCEDURES:

Stand behind the waiting line until you hear 2 whistles. Archer's can pick up their bows from the rack and walk to the shooting line.

Place your bow on your toes. Keep your arrows in your quiver until you hear the 1 whistle blast to begin shooting.

After you have shot all your arrows, step back from the shooting line, set your bow on the rack, and wait behind the waiting line.

Once everyone is done shooting and all archers are completely behind the waiting line, the instructor will blow the whistle 3 times to walk forward to the target line. One archer at a time per target will then pull arrows.

IMPORTANT TERMS TO KNOW:

Let Down- returning from full draw to the undrawn position with control and not releasing the string.

Draw- to pull the bow string back.

Anchor- consistent placement of the drawing hand to a position on the face, mouth, or jaw.

End- a set number of arrows that are shot before going to the target to score and retrieve them.

Follow through- maintaining the motion of the upper body muscles after releasing the string.

11 Steps to Archery Success:

1. STANCE- Open foot position
2. NOCK- Nock arrow onto string
3. DRAWING HAND SET- Hook the bow string in the archer's groove
4. BOW HAND SET- Center the bow's grip under the lifeline of the relaxed bow hand
5. PRE-DRAW- Raise the bow arm and drawing arm to eye level
6. DRAW- Pull the string to the side of the face
7. ANCHOR- index finger at the corner of the mouth
8. AIM- Align the string, riser, arrow rest, and/or arrow point on the target
9. SHOT SET-UP- Begin a slight rearward movement of the drawing shoulder, arm, and elbow. Initiate release anytime during the movement
10. RELEASE- relax the hooked fingers and the back of the drawing hand all at once
11. FOLLOW THROUGH- the drawing hand thumb touches or is near the shoulder.

City of _____, Minnesota Archery Tournament
Waiver and Release of Liability

Please read carefully before signing.

1. I wish to participate in the archery tournament (the "Activity") sponsored by the City of _____, Minnesota (the "City") on _____, 20____.
2. My participation in the Activity is voluntary. I acknowledge that participating in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Injuries may result from the use of archery equipment and ranges including, but not limited to the failure of equipment, being struck by arrows, and the failure of others to observe safety rules. Such injuries include minor injuries and catastrophic injuries including paralysis and death. I assume any and all risks, both known and unknown, while participating in the Activity.
3. To the best of my knowledge I have no physical or medical condition that would prevent me from participating in the Activity.
4. In consideration of being allowed to participate in the Activity, I understand and agree that neither the City nor any person acting on behalf of the City, may be held liable in any way for any event which occurs in connection with this Activity which may result in harm, death, injury or other damage to me, including claims arising from the City's negligence. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.
5. I agree to comply with all rules related to the Activity. If I observe any unusual or significant hazard during my participation in the Activity, I will stop participating and immediately notify the nearest official.
6. I agree to defend, indemnify and hold harmless the City for any expense or liability the City may incur as a result of my conduct, actions or omissions while performing the Activity.
7. It is my express intent that this Waiver and Release shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives if I am deceased.
8. I grant permission for the use of any photographs, motion pictures, recording, or any other record of my participation in this event for any legitimate purpose, without financial or other compensation or royalties.
9. If any court finds any portion of this Waiver and Release of Liability to be contrary to law, invalid, or unenforceable, the remainder of the Waiver and Release of Liability will remain in full force and effect.

10. I have read the above and understand the legal significance of signing this document.

Name (Please Print)

Street Address

Signature

City, State, Zip

Date

NOTICE: Participants under eighteen (18) years of age must have this waiver and release co-signed by their parent or legal guardian.

I certify that I am the parent or legal guardian of the above individual and hereby consent to his or her participation in the Activity. I have read and understand the above waiver and release of liability and I agree to be bound by the terms stated therein.

Parent/Guardian Signature

Date

**CITY OF EMILY
SUMMARY FINANCIAL REPORT**

The purpose of this report is to provide a summary of 2023 financial information concerning the City of Emily to interested citizens. The complete 2023 financial statements may be examined at the Emily City Hall, 39811 State Highway 6. Questions about this report should be directed to Cari Johnson, City Clerk/Treasurer at (218) 763-2480.

**Receipts and Disbursements for General Operations
General Fund**

RECEIPTS	Total 2022	Total 2023	Percent Increase (Decrease)
Property Taxes	1,096,116	1,224,113	11.68%
Franchise Taxes	4,045	0	-100.00%
Special Assessments	24,579	14,841	-39.62%
Licenses and Permits	35,009	39,944	14.10%
Intergovernmental	189,932	145,731	-23.27%
Charges for Services	87,652	86,389	-1.44%
Fines and Forfeits	927	3,911	321.90%
Miscellaneous	95,712	91,211	-4.70%
Investment Earnings	20,560	19,736	-4.01%
Other Financing Sources	1,041	5,757	453.03%
Transfers from Other Funds	11,918	163,156	1268.99%
Sale of Investments	858,922	35,564	-95.86%
Total Receipts	2,426,413	1,830,353	-24.57%
Per Capita	2,878	2,078	-27.82%
 DISBURSEMENTS			
<u>Current</u>			
General Government	340,024	349,623	2.82%
Public Safety	340,024	231,150	-32.02%
Streets and Highways	226,295	310,507	37.21%
Sanitation	14,437	16,783	16.25%
Culture and Recreation	37,962	28,980	-23.66%
Housing and Economic Development	46,706	450	-99.04%
Conservation of Natural Resources	12,167	12,256	0.73%
Miscellaneous	250	14,250	5600.00%
Cemetery	12,567	12,900	2.65%
Capital Outlay	170,262	230,621	100.00%
<u>Debt Service</u>			
Principal	75,000	75,000	0.00%
Long-Term Indebtedness	44,222	66,742	50.92%
Interest and Other Charges	23,510	44,119	87.66%
<u>Other Financing Sources (Uses)</u>			
Investments - Purchased	812,269	60,793	-92.52%
Other Financing Uses	0	0	0.00%
Transfers to Governmental Funds	11,918	163,156	1268.99%
Total Disbursements	2,167,613	1,617,330	-25.39%
Per Capita	2,571	1,836	-28.60%
 Total Long-Term Indebtedness w/Sewer			
Per Capita	2,246,803	2,045,061	-8.98%
	2,665	2,321	-12.91%
 100 General Fund Cash Balance - Dec. 31*			
Per Capita	688,882	795,972	15.55%
	817	903	10.56%

*Includes General Fund Investments

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	(475.00)
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

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 CALCULATIONS

CITY OF EMILY
**** FINAL RATES**

01-Mar-24

CITY OF EMILY
PAYABLE 2024

INITIAL TAX CAPACITY:	4,682,928
less TIF Value:	0
less FD Contrib Value:	41,333
TAXABLE TAX CAPACITY:	4,641,595

PREV FD CONT:	33,338
Population	881

LGA Relief: 0
 Rate: 0.000%

PREV TAXABLE MV:	416,657,378	8.1%	REF MV:	202,262,145
PREV TC:	4,287,453	8.3%	TAX MV:	450,499,610
PREV LEVY:	1,311,248	5.0%	EST MV:	459,277,100
PREV FD DIST:	3,882	4.6%	NEW CONST:	4,611,690
PREV FINAL LEVY:	1,307,366	5.0%	PREV RATE:	30.493%
				-0.918%

TYPE FUND NAME	TOTAL LEVY REQUEST	TACONITE AID	TIF EXCESS	ADJUSTED LEVY	FISC DISP DISTRIB	FINAL LEVY	SPREAD LEVY	GENERAL RATE
10 CITY REVENUE	1,213,489	0	0	1,213,489	3,578.38	1,209,911	1,209,924.57	26.067%
323 CIP & IMP REF BONDS 2012A	46,909	0	0	46,909	138.33	46,770	46,787.28	1.008%
326 G.O. SEWER REV REF BONDS 2013A	86,413	0	0	86,413	254.82	86,158	86,148.00	1.856%
336 G.O. PERM IMP REV FUND BONDS 20-	30,000	0	0	30,000	88.47	29,912	29,891.87	0.644%
TOTAL	1,376,810	0	0	1,376,810	4,060.00	1,372,750	1,372,751.72	29.575%

REQUIRED DEBT LEVY: \$127,272.99
Debt Levy Okay

CITY OF EMILY

CROW WING COUNTY TAX RATES FOR TAXES PAYABLE IN THE YEAR 2024

01-Mar-24 (Print Date)

COUNTY RATES:

Generally	22.295%	SCHOOL DISTRICT RATES:					
City of Baxter	22.295%	ISD 181 general	19.589%				
City of Brainerd general	21.963%	ISD 181, in Brainerd general	19.484%				
Brainerd Rural Service Dist	22.016%	ISD 181, in Brainerd RSD	19.571%				
City of Crosby	21.850%	ISD 182 general	9.485%				
City of Deerwood	22.258%	ISD 182, in Crosby only	9.274%				
City of Ironton	21.955%	ISD 182, in Deerwood City only	9.440%				
		ISD 182, in Ironton only	9.080%				
		ISD 186	7.105%				
		ISD 001	7.007%				
		ISD 2174	4.119%				
		ISD 480	11.884%				
		ISD 482	13.882%				
		ISD 484	21.638%				

CITY RATES:

Baxter	49.994%						
Brainerd Generally	54.183%						
Brainerd Rural Service Dist	30.858%						
Breezy Point	35.732%						
Crosby	65.160%						
Crosslake	18.783%						
Cuyuna	50.249%						
Deerwood	61.353%						
Emily	29.575%						
Fifty Lakes	19.314%						
Fort Ripley	21.891%						
Garrison	62.886%						
Ironton	83.269%						
Jenkins	36.089%						
Manhattan Beach	11.409%						
Nisswa	24.324%						
Pequot Lakes	45.382%						
Riverton	25.454%						
Trommald	23.027%						

State General Tax Rate:

Applied to Comm Ind
Applied to Seas Rec Res/Seas Com

29.294%
10.640%

Agricultural Credit:

Eligibility: Ag Homestead classification
First \$115,000 Ag MV 0.3%
Ag MV over \$115,000 0.1%
Maximum Ag Credit Allowed \$490
(Max Ag Credit reached at \$260,000 Ag MV)

SCHOOL DISTRICT RATES:

ISD 181 general	19.589%						
ISD 181, in Brainerd general	19.484%						
ISD 181, in Brainerd RSD	19.571%						
ISD 182 general	9.485%						
ISD 182, in Crosby only	9.274%						
ISD 182, in Deerwood City only	9.440%						
ISD 182, in Ironton only	9.080%						
ISD 186	7.105%						
ISD 001	7.007%						
ISD 2174	4.119%						
ISD 480	11.884%						
ISD 482	13.882%						
ISD 484	21.638%						

SPECIAL TAXING DISTRICT (STD) RATES:

Region 5 (countywide)	0.088%						
County HRA (applies to all ex. Brainerd, Crosby, Pequot)	0.404%						
Cuyuna Hospital Dist (HD)	1.148%						
City of Brainerd HRA	1.343%						
City of Pequot Lakes HRA	1.304%						
Garrison-Kathio-West Mille Lacs Sewer Dist. (SD)	14.443%						

Areawide Rate Iron Range Fiscal Disparities:

159.509%

Homestead Market Value Exclusion:

The exclusion is \$30,400 minus 9% of the value over \$76,000.
The exclusion is 40% for values \$76,000 and under.
For values over \$413,800 there is no exclusion.

TOWNSHIP RATES:

Bay lake Fire Dist 1	6.715%						
Bay lake Fire Dist 2	6.922%						
Center	13.442%						
Crow Wing	19.499%						
Daggett Brook	12.866%						
Deerwood	12.534%						
Fairfield	12.599%						
Fort Ripley	10.254%						
Gail Lake	3.049%						
Garrison	13.315%						
Ideal	7.380%						
Irondale	24.236%						
Jenkins	6.126%						
Lake Edward	4.991%						
Little Pine	22.001%						
Long Lake	12.628%						
Maple Grove	9.394%						
Mission	10.878%						
Nokay Lake	23.220%						
Oak Lawn	12.640%						
Pelican	7.758%						
Perry Lake	7.436%						
Platte Lake	11.348%						
Rabbit Lake	15.224%						
Roosevelt	9.009%						
Ross Lake	11.289%						
St. Mathias	17.721%						
Timothy	3.169%						
Wolford	9.972%						
Unorganized - Dean lake	24.594%						
Unorganized - 1st Assmt	8.442%						

COMPONENTS OF TOTAL RATES EXAMPLE:

City of Brainerd general =
21.963% + 54.183% + 19.484% + 0.088% + 1.343% = 97.166%

TOTAL RATES BY DISTRICT ON REVERSE SIDE



PRESS RELEASE

FOR IMMEDIATE RELEASE
Date: February 21, 2024

Contact: Chris Pence
Phone: (218) 824-1010

CROW WING COUNTY SEEKS PUBLIC COMMENT ON LAND USE ORDINANCE REVISIONS

The Crow Wing County Land Services Department is requesting public comment on proposed revisions to the County Land Use Ordinance. The ordinance revisions and supporting information can be viewed on the County website at www.crowwing.gov/214/Ordinance-Policy. Written comments on the proposed changes will be accepted until March 22, 2024 at 5:00pm and may be submitted to the Land Services Department at landservices@crowwing.gov or mailed to 322 Laurel Street, Suite 15 Brainerd, MN 56401, attn.: "Ordinance".

These are the Articles in the Land Use Ordinance that are being revised and are listed below:

- Article 1 General Ordinance Provisions
- Article 2 General Zoning Provisions
- Article 3 Administration
- Article 5 Nonconformities
- Article 8 Variances
- Article 9 Subdivisions
- Article 10 Land Use Classification List
- Article 11 Shoreland District Standards
- Article 12 Agricultural/Forestry District Standards
- Article 14 Rural Residential District Standards
- Article 17 Commercial Storage Facilities
- Article 21 Floodplain
- Article 25 Animals in Residential Districts
- Article 33 Residential Development Standards
- Article 34 Resorts
- Article 37 -Subsurface Sewage Treatment Systems – Technical Standards and Criteria
- Article 39 Wetland Protection Standards
- Article 40 Signs
- Article 43 Tower Facility Standards
- Article 46 Definitions

The Land Services Department is committed to providing excellent customer service while helping landowners make wise choices that protect Crow Wing County's extraordinary natural resources. Citizens are encouraged to contact the Land Services Office at (218) 824-1010 or landservices@crowwing.gov to discuss land use activities. Crow Wing County information and resources can be found at www.crowwing.gov.

Land Services Department

322 Laurel Street, Suite 15
Brainerd, MN 56401

Office: (218) 824-1010

Fax: (218) 824-1126

www.crowwing.gov

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.



MEMORANDUM

Land Services Department

TO: County Commissioners
Crow Wing County Administrator
Crow Wing County Senior Management
Crow Wing County Planning Commission/Board of Adjustment
Townships, Crow Wing County
Municipalities, Crow Wing County
Cass County Environmental Services
Aitkin County Planning and Zoning
Morrison County Planning and Zoning
MN Department of Natural Resources
Minnesota Pollution Control Agency
Mississippi Headwaters Board
Crow Wing Soil & Water Conservation District
Lake Associations and Lake Improvement Districts
Land Services Staff
County Attorney

FROM: Chris Pence, Environmental Services Manager – Crow Wing County Land Services Department

DATE: February 21, 2024

SUBJECT: Proposed Revisions to the Crow Wing County Land Use Ordinance

Attached for your consideration and comment are proposed revisions to the Crow Wing County Land Use Ordinance.

Please see the attached documents:

- Press release
- Summary of proposed Ordinance Revisions
- Full proposed ordinance revisions

Land Services will be accepting comments on the proposed revisions until March 22, 2024. Please submit comments to landservices@crowwing.gov or mail them to 322 Laurel Street, Suite 15, Brainerd, MN 56401. Land Services can also be reached at (218) 824-1010 with any questions. The information regarding revisions to the ordinance is available at the Crow Wing County Website at www.crowwing.gov/214/Ordinance-Policy.

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.

Land Use Ordinance Revision Summary
February 20, 2024

Housekeeping/Clarification Items/Eliminate Redundancies

Substantive Policy Change

Article 1.5 Repeal Existing Ordinances – should refer to the most recent ordinance of July 11, 2023, instead of July 8, 2005.

Article 2.3 – Clarify when a parcel is covered by multiple land use districts, the location of where the use is occurring shall govern – same concept applies to overlap of lake classifications.

Article 3.1 – Clarify that the Environmental Services Manager is the administrator of the Land Use Ordinance.

Article 3.2 – Add Land Use and Shoreland Alteration Permits to the title of the section.

Article 3.2 D – Exempt Land Use Map Amendments from submitting certain application requirements.

Article 3.2 F – Change shall to may for compliance inspection requirements

Article 3.4 – Change to allow for permit extensions.

Article 3.8 – Eliminate redundant language for permit review timeline and refer to MN Statute 15.99

Article 3.9 – Eliminate redundant language to clarify when environmental review is required and refer to Statute Chapters 116 B and 116 D as well MN Rules Chapter 4410

Article 5 – Eliminate redundant language and simply refer to the statute.

Article 8.1 C – Remove the requirement that the administrator needs to file an administrative decision with the County Administrator if it is determined a survey is not needed for a variance application.

Article 8.5 A – Fix proper ordinance citation – housekeeping.

Article 8.7 – Clarify the process for appeals of administrative decisions made by staff.

Article 9.5 A 3 – Boundary line adjustments are exempt from County approval if the resulting parcels are greater than 10 acres in size.

Article 9.5 B 4 h – Allows a non-riparian lot to be divided from a riparian lot by an administrative subdivision instead of a plat.

Article 9.6 A 3 – Clarifies that boundary line adjustments must be recorded in 12 months of approval – similar to administrative subdivisions.

Article 9.6 B 3 – Housekeeping to clarify the Administrator title.

Article 9.6 C 4 – Deleted wetland requirements as it is redundant since it is covered under Article 9.6 C 5

Article 9.6 E 1,2 – Require electronic copies of a plat and not paper. Clarify the term for Administrator and remove County Auditor needing to receive a copy of a preliminary plat.

Article 9.6 E 8 – Remove the requirement for engineering plans for roads, stormwater etc. as that will be covered as part of final plat

Article 9.6 F 2 d, e – Clarify that the land use district for the subdivision is included as part of the preliminary plat and that existing land conditions within 30' of the subdivision must be included – current standard is 100'.

Article 9.6 F 3-6 – Delete the need for erosion and sediment control plans, stormwater, MPCA permits and soil survey data as part of preliminary plat as that will be part of the final plat

Article 9.6 F 11-13 – Remove the need for a preliminary title opinion as that is covered at final plat. The other change is to clarify that engineered plans for improvements are not required for preliminary plat as well financial assurances and a developer's agreement as that is handled through the final plat process.

Article 9.6 G 1 – Clarify that administrator title and that electronic copies of the final plat are required not paper.

Article 9.6 G 4 – Clarify the role of Recorder instead of Auditor for final plat review

Article 9.6 H 3 – Require engineered construction plans for roads and stormwater, financial assurances, developer's agreement, and written approval from County Engineer for Final Plat

Article 9.6 H – Require title commitment not title opinion.

Article 9.8 E – Clarify that all plats must have an engineered erosion and sediment control plan.

Article 9.9 – Clarify when a developer's agreement is required.

Article 9.9 B 3 – Clarify when financial assurance is returned to the developer.

Article 10 – Clarify duplex standards in industrial zoning. Rename Storage Buildings Commercial to Commercial Storage Facilities. Conservation Development as a use and require a CUP and Plat.

Article 11.5 C 1 – Require a conditional use permit if there will be a change in grade and elevation of a lot that may adversely affect neighboring properties.

Article 11.8 A 9 – To allow patios to be constructed using deck materials.

Article 11.14 A&B - Retaining walls don't need to meet side yard setbacks.

Article 11.21 C 1, 2, 3 – Sets dirt moving standards for commercial properties based on lake classification.

Article 11.21 F 10 – Rip Rap only allowed where erosion is evident or undercutting of the shoreline.

Article 12.2 E – No permit needed for up to two accessory structures totaling no more than 320 square feet cumulatively

Article 14.3 D - No permit needed for up to two accessory structures totaling no more than 320 square feet cumulatively

Article 17 – New Article with performance standards for Commercial Storage Facilities

Article 21 – Revised the floodplain standards to be consistent with MN Rules 6120 following the DNR Floodplain Ordinance model.

Article 25.1 B 1 – One animal unit allowed on 5 acres (2.5 acres is the current standard) on residentially zoned property.

Article 33.7 B- Clarify open space requirements for conservation style developments.

Article 33.8 – Require conservation developments to obtain an approved CUP and be platted.

Article 33.12 D – clarify that water-oriented accessory structures are allowed in SIZ 1 as part of platted lots.

Article 34.13 – Resort Conversions update to meet state standards in MN Rule 6120.

Article 37.19 A 1 – Clarify when a compliance inspection is required for a septic system related to permitting and property transfers.

Article 37.19 A 4 – Clarify septic tank sizing for upgrading a septic system.

Article 37.26 – A 4 - Clarified timing for when winter agreements are accepted.

Article 37.26 1 – Further clarification on compliance inspection requirements for septic systems

Article 39.2 B 1 – Change Land Services Supervisor to Environmental Services Manager

Article 39.2 B 3 – Delete the need for a local appeals process for WCA as this now handled by BWSR.

Article 40.7 – Require that off-premise signs that are removed must be under the Counties jurisdiction.

Article 40.7 B – Allow two sign faces per each off-premise sign facing opposite directions.

Article 40.7 D 6 – If residential structures are constructed after a sign has been erected and is closer than 500 feet, the off-premise sign will be considered a legal nonconformity.

Article 40.7 F – Digital/LED signs would not be allowed on County or Township roads.

Article 43.6 A – Currently, towers are required to be the height of the tower plus 10 feet away from property lines. This revision allows towers to be closer to the property lines provided that the tower has been designed to have a fall zone radius.

Article 46 Definitions

- o Base Flood
- o Base Flood Elevation
- o Channel
- o Commercial Storage Facilities
- o FEMA
- o Flood Insurance Study
- o General Floodplain

Regulatory Flood Protection Elevation

Stage Increase

Water Course

Start of Construction



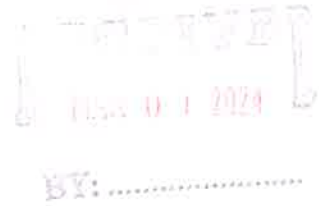
MIDMINNESOTA
FEDERAL CREDIT UNION

CROSBY | 117 W Main St | Crosby, MN 56441 | (218) 546-5428 | mmfcu.org

March 1, 2024

*****AUTO**ALL FOR AADC 553
CARI JOHNSON, CLERK-TREASUER
CITY OF EMILY
PO BOX 68
EMILY MN 56447-0068

t1
p3



RE: Request to Bid for Bank Account or Investment of Excess Money

We would like to be included in future requests for proposals in accordance with Section 471 of the MN Statutes for management of funds for municipalities.

When it comes to growing your funds and maintaining a stable financial position, Mid Minnesota Federal Credit Union (MMFCU) has a wide range of options. Term Share Certificates, as well as, dividend paying checking accounts provide attractive interest rates, predictable returns, and term lengths to meet your specific needs, all while ensuring the safety and security of your funds.

As a local credit union, MMFCU is owned by our members and not shareholders. Membership is geographically based, meaning we serve the same people, our community. MMFCU's mission is to improve financial well-being. This is accomplished by investing in our services, the community, and our members through higher dividends, lower interest rates on loans and expanded services.

We would welcome the opportunity to introduce you to the credit union difference and discuss the financial solutions the credit union has to offer as well as any questions you have. Please reach out and consider us for future Request for Bid that you will be conducting.



Brandi Avelsgard
Branch Manager
p: (218) 545-0123
e: bavelsgard@mmfcu.org



Scott Antolak
Business Lender
p: (218) 822-5110
e: santolak@mmfcu.org

City of Emily Staff,
Thank you for your business the
past year. We look forward to
watching the trees in the city
park grow over the years. We
wish you a good 2024!

John & Tina Landberg
The Staff at Landberg Landscape
Nessing.

Thank you for hosting our
February Pop-up Play Lab event!
We had almost 20 kids come
to play, learn, and explore with us!
We look forward to visiting Emily
in the future. Please do not
hesitate to reach out about any
events you'd like us to attend!

Sincerely, WonderTrek
Team

From: slfrf@treasury.gov
Sent: Tuesday, March 5, 2024 12:00 PM
To: clerk@emily.net
Subject: Coronavirus State and Local Fiscal Recovery Funds Program – Updated FAQ on Affordable Housing

Dear SLFRF recipient:

We are writing to inform you that the U.S. Department of the Treasury (Treasury) has updated [frequently asked question \(FAQ\) 2.14](#) for the State and Local Fiscal Recovery Funds (SLFRF) program. **There is no action required at this time.**

This update to FAQ 2.14 clarifies how funds can be used for investments in affordable housing. First, Treasury will presume that any project that is eligible to be funded under (or in certain cases, that are funded under) an expanded list of federal housing program is an eligible use of SLFRF funds as a response to the negative economic impacts of the pandemic. This includes projects financed with loans purchased by Fannie Mae or Freddie Mac under certain affordable and workforce housing programs.

Second, Treasury will presume that an investment in the development, repair, or operation of any affordable rental housing unit is an eligible use of SLFRF funds to respond to the negative economic impacts of the pandemic if the unit has a limited maximum income of 120% area median income, as imposed through a covenant, land use restriction agreement, or other enforceable legal requirement for a period of at least 20 years.

Additional details about each of these presumptions are available in [FAQ 2.14](#).

Deputy Secretary of the Treasury Wally Adeyemo published a [blog post](#) today highlighting this update and other Treasury actions related to affordable housing.

Treasury understands that in many cases, state and local zoning and land-use requirements may present a barrier to the construction of new affordable housing. In tandem with this guidance update clarifying eligible uses of SLFRF funds, Treasury encourages recipients to consider making any zoning and land-use policy changes necessary to effectively make investments in affordable housing.

Additional information about the SLFRF program is available at the links below and on the SLFRF program [website](#).

- [SLFRF FAQs](#)
- [2022 Final Rule](#)
- [Overview of the 2022 Final Rule](#)
- [2023 Interim Final Rule](#)
- [Overview of the 2023 Interim Final Rule](#)
- [Obligation Interim Final Rule](#)
- [Obligation Interim Final Rule Quick Reference Guide](#)
- [Compliance and Reporting Guidance](#)

If you have any questions, please send an email to SLFRF@treasury.gov. Thank you for your partnership in implementing the SLFRF program.

Regards,

