

## City of Emily

**AGENDA**

Tuesday, January 9, 2024

**6:00 p.m. CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- FINANCIAL REPORT: December 2023 Checking Beginning Balance \$894,045.39, Ending Balance \$1,344,573.03
- RECEIPTS: General \$691,097.37, Sewer \$25,219.44, Total \$716,316.81
- CLAIMS FOR APPROVAL: \$218,121.74 for Pine River State Bank Checks #61071 to #61125 and automatic withdrawals #330759 to #330764
- INVESTMENTS (Market Value): \$390,903.82
- TOTAL CHECKING/INVESTMENTS: \$1,735,476.85

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

- Confirmation of Fire Department election results as follows: Chief Chad Genz, Assistant Chief Tyson Kinkaid, Treasurer Michael Armbrust, Secretary Josh Rooker, and Training/Safety Officer Brian Foster. *(Council action – motion)*
- Resolution 24-02 Ratifying Amended Bylaws of the Emily Firemen's Relief Association, including amendments to Article III Section 7 Compensation, addition of Article VIII Section 4 Disability Benefit Qualification, addition of Article IX Section 3 General Fund, and miscellaneous revisions. (Revisions do not include benefit level increase or addition of Emily First Responders.) *(Council action – motion)*
- Resolution 24-03 Ratifying Amended Bylaws of the Emily Firemen's Relief Association with amendment to Attachment A – Benefit Level with benefit level amount increase from \$1,750 per year to \$2,500 per year retroactive to January 1, 2024. (Projected 2025 required municipal contribution of \$50,873.) *(Council action – motion)*
- Required 2024 municipal contribution to the Emily Firemen's Relief Association of \$16,896. (Additional budgeted \$44,000 municipal contribution planned after receipt of general property tax funds in June.) *(Council action – motion)*
- Decommission of Fire Department vehicles. *(Council action – motion)*
- Public Safety Aid of \$37,678 received. *(Information)*

**FIRST RESPONSE UNIT****LAW ENFORCEMENT**

- Guardian Fleet Safety estimates to purchase 2016 Ford Explorer squad for \$7,500 and 2008 Ford Explorer squad for \$2,500. Possible plan to repurpose one vehicle as First Responder vehicle after removal of equipment. *(Council action – motion)*
- Plan for northern outpost for Sheriff Department: *(Information/Council action – motion)*
  - Law enforcement services contract required by LMCIT for cancellation of Police Department liability insurance.

**WASTEWATER****PLANNING & ZONING**

**ATTORNEY  
ROADS  
MAINTENANCE**

- Purchase of decals for all City vehicles and equipment as needed. *(Council action – motion)*

**CITY HALL  
CEMETERY  
PARKS  
LIBRARY**

**PERSONNEL**

- Personnel matter. (Meeting is anticipated to be closed.) *(Council action – motion)*
- Revised Personnel Policy, including State Earned Sick and Safe Time requirements, pending City Attorney review, retroactive to January 1, 2024. *(Council action – motion)*

**EMILY WATERS**

- Publication of notice requesting applications for Emily Waters Committee members and announcement regarding acceptance period of Emily Lakes and Rivers Fund Appropriation Applications. *(Council action – motion)*

**ECONOMIC DEV. (EDA)  
CODIFICATION**

**UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*

**NEW BUSINESS:**

- Submissions for City slogan contest. *(Council action – motion)*
- 2024 legal newspaper designation quote(s): *(Council action – motion)*
  - Crosby-Ironton Courier \$10.15 per column inch for 7 point legals, \$9.15 per column inch for display legals, coverage of Council recap at no charge, and public posting of all legals on Courier website with no required subscription
- Reorganization: Resolution 24-01 Stating Annual Designations (*To be determined*) *(Council action – motion)*
  - *Designation of:*
  - *Place, date and time of regular City Council meetings*
  - *Official newspaper (Courier OR Echo), City Attorney (Tom Pearson), City Engineer (SEH), Emergency Management Director (Kenny Roden)*
  - *Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.*
  - *Assignment of Duties (Acting Mayor and Council Liaisons) (change as needed):*
    - *Acting Mayor, Planning and Zoning, Park, Cemetery, City Hall/Clerk's Office, Fire Department, First Response, Law Enforcement, Wastewater, Library/Library Board Member, Emily Waters, Maintenance/Safety, ATV and Snowmobile Trails, and Emily 125<sup>th</sup> Anniversary (2025)*
    - *Authority/committee members: EDA (full Council and City Clerk), Budget Committee (full Council and City Clerk), Personnel Committee, Road Committee, Ordinance Review, Land Use Ordinance Subcommittee, and Emily Manganese Deposit,*
  - *Wastewater Committee (Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk)*
  - *Firemen's Relief Association Municipal Trustees (Mayor/Councilmember and City Clerk)*
  - *City Housing Official (Sadusky Renovations)*
  - *SSTS Inspector (Greg Kossan)*
- Resolution 24-04 Designating a Depository for City Funds. *(Council action – motion)*
- Resolution 24-05 Approving Pine River State Bank and Pershing Wealth Solutions BNY Mellon Account(s) Signers: *(Council action – motion)*
  - Pine River State Bank signers Tracy Jones, Acting Mayor Gerhart Hanson, Alternate Council Member Gregory Koch, Cari Johnson, and Amy Prokott
  - Pershing Wealth Solutions BNY Mellon signers Tracy Jones, Acting Mayor Gerhart Hanson, and Cari Johnson
- Pine River State Bank pledged securities for City of Emily checking account. *(Council action – motion)*

- 2024 IRS standard federal mileage rate set at \$.67 per mile. *(Council action – motion)*
- Bond Trust Services payments for a total of \$154,825 plus \$675 in agent fees as follows: *(Council action – motion)*
  - 303 Debt Service Fund – 2012 City Hall Improvement - \$42,787.50 and \$475
  - 304 Debt Service Fund – 2014 Road Improvement - \$38,946.25 and \$100
  - 602 Debt Service Fund – 2013 Sewer - \$73,091.25 and \$100
- Criminal History Background Checks Policy for Employment and License Applicants revision. *(Council action – motion)*
- Request for Downtown Park Pavilion reservation for annual blood tracking dog testing event for May 2 through 5, 2024. *(Council action – motion)*

**CORRESPONDENCE:**

- ✓ Ehlers re: annual Written Municipal Advisor Client Disclosure.

**Scheduled Upcoming Meetings:**

- Public Hearing for annual Fee Schedule Ordinance update on Tuesday, February 13, 2024.

**ADJOURN**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING**

**Call to Order (Immediately following Council Meeting)**

**Agenda**

- Economic development priorities

**ADJOURN**