

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

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December 10, 2024

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The Emily City Council met for a regular meeting on Tuesday, December 10, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:04 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, Alex Voit, S.E.H., City Engineer, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting at 6:07 p.m. and opened the Public Hearing for the Truth in Taxation meeting. The 2025 100 General Fund Preliminary Budget total receipts and disbursements balance at \$1,767,388.74. The additions to the 2025 Preliminary Budget include \$45,753.75 for the planned and proposed levy for Debt Service Fund (DSF) 303 for the 2012 CIP City Hall Bond, the planned levy for DSF 304 for the 2014 Road Improvement Bond is \$20,271.61, but the recommended levy is \$29,500 to provide adequate funds at the end of 2025 to make the corresponding bond payment the following January, and the planned levy for Sewer Fund 602 for the Sewer Refunding Bond is \$62,919.75, but the proposed levy is \$120,843.75 to provide additional funds for the future influent control structure replacement project and the liftstation pump annual replacement plan. The 2025 602 Sewer Fund Preliminary Budget total receipts and disbursements balance at \$213,507.75. The remaining balances for bonded debt are as follows: 2012 CIP City Hall Bond - \$170,000, 2014 Road Improvement Bond - \$240,000, and Sewer Refunding Bond - \$885,000. The remaining balances for long term debt are as follows: fire truck - \$33,560.79, SCBAs - \$30,517.28, and custom fire pumper truck - \$483,604.18. The 2025 Preliminary Budget for the 100 General Fund was \$1,767,388.74 which is a 5.21% increase from 2024. The 2025 Preliminary City Tax Levy was \$1,445,650.74 which was a 5% increase from 2024. The planned projects for 2025 include a zero turn gas lawnmower for \$20,000, emergency generator for City Hall for \$65,000 contingent upon receipt of a FEMA grant, Phase 2 City Hall Park picnic shelter, sand volleyball court, and pickleball court for \$20,000, 2025 Road Improvement Project for \$95,116.25, funds saved for the Roosevelt Drive Bridge replacement plan of \$25,000, funds saved for South Shore Drive Bridge repair of \$14,000, funds saved for a grader of \$50,000, liftstation pump replacement program for \$20,000, and five year savings plan for replacement of the influent control structure for \$30,000 annually. The City must end the year with at least 50% of the next year's City Tax Levy, which would be \$723,000 at year end 2024. The City is currently on target to end the year with adequate funds to meet the requirement. The City has received 58% of the 2024 budgeted funds to date and has spent 69% of the 2024 budgeted funds to date. Mayor Jones requested public comment. Jan Mosman commented on the planned budget addition for the Emily 125<sup>th</sup> Anniversary celebration. Mosman stated local history can bring people together. Mosman thanked the Council for the budget addition. Mayor Jones requested additional public comment. There were no additional comments. Mayor Jones closed the Truth in Taxation Public Hearing at 6:12 p.m.

Mayor Jones opened the Public Hearing at 6:12 p.m. for proposed Ordinance Amendment 24-07, which was separated into individual ordinance amendments as follows:

- Ordinance 24-07 with repeal of Chapter 33: Public Safety, Police Department Sections 33.65 through 33.70 and addition of Chapter 33: Public Safety, Section 33.65 Law Enforcement regarding statutory law enforcement coverage by Crow Wing County Sheriff's Office.
- Ordinance 24-08 amending Chapter 111: Liquor Regulations, Section 111.05 Consumption in Public Places regarding alcohol consumption and possession in the Fire Hall.
- Ordinance 24-09 amending Section 90.01 Pine Ridge Cemetery regarding wording updates, including revising "lot" to "plot", and clean up.
- Ordinance 24-10 amending Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters.
- Ordinance 24-11 amending Chapter 50: Sewer, Section 50.05(F) Building Sewers and Connections regarding addition of guest quarters sewer service connections.

- Ordinance 24-12 amending Chapter 92: Animals regarding animal licensing and contracting with Animal Control Enforcement Officer.
- Ordinance 24-13 amending Chapter 50: Sewer, Section 50.01 Definitions with addition of a definition for guest quarters.

Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:14 p.m.

Mayor Jones opened the Public Hearing at 6:14 p.m. for the proposed Fee Schedule Ordinance 24-03 with addition of Section 30 City Council Wages and amendments to the following sections: 50 Sewer, 90.01 Cemetery, 92 Animals, 152 Land Use and Subdivisions, and Section Miscellaneous. The proposed ordinance transfers Council wages from the Wage Schedule Policy to the Fee Schedule Ordinance, clarifies individual commercial sewer rate calculation, adds a quarterly sewer commercial rate for Paul Huynh (Red Pine Cookhouse), revises all cemetery references of “lot” to “plot”, adds a description for transfer of cemetery deed, removes animal license fees and late animal license fees, increases commercial sewage treatment system fee, removes PZ/BOA Special Meeting fee, and adds ordinance reference for Request for Special Council Meeting or Planning Commission Meeting/Public Hearing. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing at 6:16 p.m. and reopened the regular Council Meeting.

**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 the Treasurer’s Report from November 2024: Checking Beginning Balance \$1,204,274.68 and Ending Balance \$1,116,606.62; Receipts to General fund \$52,567.92, Sewer fund \$2,510.59, Total \$55,078.51; and Claims for Approval: \$149,227.02 including Pine River State Bank checks #61904 to #61997 and automatic withdrawals #330839 to #330848; Investments \$408,168.17; Total Checking/Investments \$1,524,774.79. **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:** Anna Battistini reported organization of a Lantern Parade to be held on Saturday, December 21. Battistini reported the parade will begin at the Emily City Hall parking lot and the participants will walk through the City to the Baseball Field Park Pavilion. Battistini reported free lantern making workshops will be held prior to the event.

**FIRE AND RESCUE DEPARTMENT:** Liaison Butcher reported the November Fire and Rescue Department meeting was held with 15 members present and reported 1 fire call. All equipment and SCBAs were checked.

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURES. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included clarification is needed on page 4 of the SOPs, Age and Limitation Section from “bi-annual” in the following sentence, “All Emily Fire and Rescue Department members shall have a bi-annual test by Med Compass or equivalent company that does health testing.” to “every two years”. Additional clarification was discussed on page 4 of the SOPs, Age and Limitation Section from “bi-annually” in the following sentence, “All Emily Fire and Rescue Department members who reach the age of 45 shall be required to have a physical examination bi-annually.” to “every two years”. The Council’s plan is to approve the Standard Operating Procedures as a beginning framework and the Fire and Rescue Chief will work with department officers to revise the plan. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Fire and Rescue Department is a combined department and all personnel, including emergency medical services personnel and fire suppression operations personnel, have the right to vote for the Fire and Rescue Chief. The Fire and Rescue Department election for the Fire and Rescue Chief will be held on Tuesday, December 17. The Fire and Rescue Chief is appointed by the Council taking into consideration the recommendation of the members of the department. The Fire and Rescue Chief appoints the Assistant Chief positions pending Council approval.

**COUNCILMEMBER HANSON MADE THE MOTION TO REPEAL THE BY-LAWS OF THE EMILY VOLUNTEER FIRE DEPARTMENT AND EMILY FIRST RESPONSE UNIT POLICIES AND PROCEDURES. 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 APPROVE THE FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included the maximum number of members in item #2 will be revised from thirty-five to forty. Item #2 was also revised from at least 67% of members shall have passed a Firefighter 1 course to 50% and from at least 33% of the members shall have passed First Responder training to 50%. Item #17 was revised from the presence at any meeting of 15 active members shall constitute a quorum to the presence at any meeting of 51% of active members shall constitute a quorum. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE THE ALCOHOL AND DRUG USE: FIRE AND RESCUE DEPARTMENT MEMBER “ZERO TOLERANCE” RESPONSE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council tabled the proposed Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT) until the January Council Meeting for additional review.

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 24-53 ACCEPTING DONATION TO THE CITY OF \$10,000 FROM THE EMILY FIREMEN’S RELIEF ASSOCIATION FOR THE FIREMEN’S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LAW ENFORCEMENT: No report.

WASTEWATER: The Council reviewed the S.E.H. Wastewater Stabilization Pond Influent Splitter Box Assessment memo. S.E.H. recommended the City replace the influent control structure to ensure a longer-lasting and more reliable solution. S.E.H. reported based on recent comparable projects, the anticipated construction cost is approximately \$125,000, with engineering services estimated at \$25,000, bringing the total project cost to around \$150,000. S.E.H. reported rehabilitation is not always the more cost-effective option due to increased labor and potential risks associated with change orders. S.E.H. reported at a minimum rehabilitation would require bypassing, replacing the cover slab, valves, and lining the structure, which may justify replacing the entire structure. S.E.H. reported the structure’s failure is not imminent, but replacement should be included in the Capital Improvement Plan. The City plans to replace the structure in 2029 to allow time to save for the project. S.E.H. reported the timeline is acceptable, but regular inspections should be conducted and any changes should trigger a re-evaluation of the timeline.

The Wastewater Committee reviewed commercial sewer rates and made a recommendation for an increase to the rate for Red Pine Cookhouse. The proposed rate was calculated using the rates of similar businesses.

**COUNCILMEMBER KOCH MADE THE MOTION TO INCREASE THE QUARTERLY COMMERCIAL FLAT SEWER RATE FOR PAUL HUYNH, RED PINE COOKHOUSE, FROM \$198.25 TO \$270.00 EFFECTIVE JANUARY 1, 2025 DUE TO THE CHANGE IN THE BUSINESS TO A RESTAURANT, SUBJECT TO ADDITIONAL 3% ANNUAL SEWER RATE INCREASE ON JANUARY 1, 2025 TO \$278.10, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HANSON MADE THE MOTION TO DENY THE FEBRUARY 2024 SECOND REQUEST FROM CREATIVE THREADS, 39948 STATE HIGHWAY 6, TO CHANGE FROM A COMMERCIAL FLAT SEWER RATE OF \$198.25 TO A RESIDENTIAL RATE OF \$176.22, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HANSON MADE THE MOTION TO DENY THE FEBRUARY 2024 REQUEST TO WAIVE LATE FEES FOR 40099 HITE LANE, PER THE RECOMMENDATION OF THE WASTEWATER COMMITTEE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PLANNING & ZONING: Liaison Koch reported the Land Use Ordinance Subcommittee is working on revising the City’s Ordinance, applications, and processes regarding variances due to changes in State Statute.

ATTORNEY: City Attorney Pearson provided a memo on the Statutory processes to address the long term nuisance property located at 39945 West Trout Avenue regarding Ordinance 91.18 (O) and 91.20 violations. The Council gave approval for Pearson to write to the property owner, recite the long term history of the nuisances, and invite the property owner to attend the January Council Meeting to address the issues.

City Attorney Pearson reported the City received a Conditional Use Permit (CUP) application from Northern Lights Over Roosevelt Homeowner's Association today. The process to consider the application requires more time than the 60 day timeline would allow due to meeting dates, so Steve Jones, Planning and Zoning Administrator, will work with Pearson to request an additional 60 day timeline extension for consideration of the CUP application.

City Attorney Pearson reported the purchase of two lots from Pennie Plesnicar closed, so the lots are now owned by the City. The purchase costs, including closing costs and attorney's fees, for a total of \$7,474.53 to date plus any additional attorney's fees will be paid from the Future City Development Fund.

ROADS: Alex Voit, S.E.H., attended the meeting regarding the determination of roads to include in the 2025 Road Improvement Project to be included with Crow Wing County (CWC) Highway Department's planned 2025 rehabilitation project. **MAYOR JONES MADE THE MOTION TO INCLUDE THE FULL LENGTH OF PAR WEST AND YELLOW BIRCH LANE IN THE 2025 ROAD IMPROVEMENT PROJECT PENDING THE COST ESTIMATE OF THE PROPOSED PROJECT FROM S.E.H. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the tax forfeited portion of Anna Drive. CWC is working with the County Attorney on scenarios that will allow CWC to sell the road property back to the City. CWC reported the State is no longer allowing CWC to sell property to the City for \$1 due to State requirements. CWC reported the tax forfeited portion of Anna Drive is not planned to be added to auctions because it is a City road. CWC will notify the City if CWC receives any updates from the State regarding tax forfeited roads.

Wayne Dosh, Senior Engineering Technician, CWC, reported the traffic count on Roosevelt Drive Bridge was completed. Dosh reported the average daily count is 90 cars per day and the previous traffic count completed in 1986 was 10 cars per day. Dosh reported a traffic count under 100 per day keeps the required width of the bridge down and keeps bridge replacement costs lower. Dosh reported the traffic count numbers will put the bridge deck/roadway requirement at 28 feet with a clear zone of 9 feet.

MAINTENANCE: No report.

CITY HALL: A squirrel caused a City Hall transformer fuse to blow and there have been resulting electrical issues throughout the Hall.

CEMETERY: Liaison Hanson reported one lot transfer, two lots sold, and one cremation burial: Cassandra Stange.

**COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE PINE RIDGE CEMETERY POLICY AS PRESENTED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PARKS: Liaison Koch reported a Park Commission meeting will be held tomorrow.

LIBRARY: No report.

**PERSONNEL: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE DAN BRENNAN TO ATTEND THE 2025 ELECTED LEADERS INSTITUTE FOUNDATIONAL PROGRAM FOR \$350, UP TO 2 NIGHTS IN HOTEL NOT TO EXCEED \$500, AND REIMBURSEMENT OF MILEAGE AND MEALS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council did not approve attendance of the 2025 Elected Leaders Institute: Advanced Program.

EMILY WATERS: The three Emily lake associations/improvement district are applying for the DNR 2025 invasive aquatic plant management grant. Only one application is allowed per lake, so the City is not able to apply.

ECONOMIC DEVELOPMENT: No report.

**CODIFICATION: MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-07 ADOPTING ADDITION OF SECTION 33.65 LAW ENFORCEMENT REGARDING LAW ENFORCEMENT COVERAGE BY THE CROW WING COUNTY SHERIFF'S OFFICE AND REPEAL OF CHAPTER 33: PUBLIC SAFETY, POLICE DEPARTMENT, SECTIONS 33.65 THROUGH 33.70. 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 APPROVE THE SUMMARY OF ORDINANCE 24-07 SECTION 33.65 LAW ENFORCEMENT AMENDMENTS FOR PUBLICATION. 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 ORDINANCE 24-08 ADOPTING REVISION OF CHAPTER 111: LIQUOR REGULATIONS, SECTION 111.05 CONSUMPTION IN PUBLIC PLACES REGARDING ALCOHOL CONSUMPTION AND POSSESSION IN THE FIRE HALL. 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 APPROVE THE SUMMARY OF ORDINANCE 24-08 SECTION 111.05 AMENDMENT FOR PUBLICATION. 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 ORDINANCE 24-09 ADOPTING REVISIONS OF SECTION 90.01 PINE RIDGE CEMETERY REGARDING WORDING REVISIONS AND UPDATES. 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 APPROVE THE SUMMARY OF ORDINANCE 24-09 SECTION 90.01 PINE RIDGE CEMETERY AMENDMENT FOR PUBLICATION. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the proposed Ordinance 24-10 adopting revision of Chapter 50: Sewer, Section 50.26 Determination of Sewer Service Charges regarding addition of sewer service charges for guest quarters. The issue came up due to a land use permit application for a garage with living quarters that the property owner is considering renting. If there is more than one residence on a property, the ordinance amendment would require the property owner of guest quarters to pay quarterly residential sewer rates and the residential sewer service connection fee. City Attorney Pearson recommended approval of the Sewer Ordinance amendments as presented and the Council to review individual situations for possible exemption in the future. **COUNCILMEMBER HANSON MADE THE MOTION TO ADOPT ORDINANCE 24-10 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.26 DETERMINATION OF SEWER SERVICE CHARGES REGARDING ADDITION OF SEWER SERVICE CHARGES FOR GUEST QUARTERS. 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 APPROVE THE SUMMARY OF ORDINANCE 24-10 SECTION 50.26 DETERMINATION OF SEWER SERVICE CHARGES AMENDMENT FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-11 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.05(F) BUILDING SEWERS AND CONNECTIONS REGARDING ADDITION OF SEWER SERVICE CONNECTION OF GUEST QUARTERS. 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 APPROVE THE SUMMARY OF ORDINANCE 24-11 SECTION 50.05(F) AMENDMENTS FOR PUBLICATION. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

City Attorney Pearson reported an Animal Control Enforcement Officer would be required to enforce the dangerous dogs ordinance requirements. Pearson reported the City could contract with the Animal Control Enforcement Officer in the County or a resident of the City could be appointed. The Animal Control Enforcement Officer would require the City to contract with an animal shelter before working with the City. The Council tabled the proposed Ordinance 24-12 amendment of Chapter 92: Animals for additional research.

**MAYOR JONES MADE THE MOTION TO ADOPT ORDINANCE 24-13 ADOPTING REVISION OF CHAPTER 50: SEWER, SECTION 50.01 DEFINITIONS REGARDING ADDITION OF A DEFINITION FOR GUEST QUARTERS.**

**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 APPROVE THE SUMMARY OF ORDINANCE 24-13 SECTION 50.01 AMENDMENT FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT FEE SCHEDULE ORDINANCE 24-03 WITH ADDITION OF SECTION 30 CITY COUNCIL WAGES AND AMENDMENTS TO THE FOLLOWING SECTIONS: 50 SEWER, 90.01 CEMETERY, 152 LAND USE AND SUBDIVISIONS, AND SECTION MISCELLANEOUS AS REVISED TO NOT INCLUDE SECTION 92: ANIMALS AMENDMENTS. 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 APPROVE THE SUMMARY OF FEE SCHEDULE ORDINANCE 24-03 FOR PUBLICATION AS REVISED TO NOT INCLUDE SECTION 92: ANIMALS AMENDMENTS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued its work on engineering and process optimization, including flowsheet development, to advance towards a Scoping Study/Preliminary Economic Assessment. This work will continue into 2025. Sandri reported winter environmental visits associated with site reclamation are being suspended as the Emily site has become frozen and/or snow covered. The visits and the corresponding reclamation activities will be reinitiated with any field activities and/or after spring thaw. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

**MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-46, AMENDED, REVISING THE 2024 ADOPTED BUDGET. 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 ADOPT RESOLUTION 24-47, AMENDED, TO APPROVE INTERNAL REINVESTMENT OF FUNDS, INCLUDING MOVING FUNDS BETWEEN INVESTMENT ACCOUNTING FUNDS AND TRANSFERRING BETWEEN CHECKING ACCOUNT ACCOUNTING FUNDS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

NEW BUSINESS: Contract options were not received from the Animal Control Enforcement Officer. The Animals Ordinance was tabled, so the Council tabled the proposed HART Service Agreement and proposed HART Service Contract.

**MAYOR JONES MADE THE MOTION TO APPROVE INCREASING FROM EIGHT TO TWELVE CUYUNA RANGE REGIONAL SAFETY GROUP TRAINING SESSIONS PER YEAR. COUNCILMEMBER HANSON SECONDED THE MOTION. Discussion included the training is for Maintenance and office personnel and costs are covered by Sourcewell and the League of Minnesota Cities. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City received a Notice of Pay Equity Compliance for successfully meeting the requirements of the Local Government Pay Equity Act. The notice was a result of the official review of the City's 2024 Pay Equity Report.

**MAYOR JONES MADE THE MOTION TO APPROVE THE CLASEN & SCHIESSL CPAS AUDIT ENGAGEMENT LETTER FOR AUDIT SERVICES IN 2025 FOR \$14,850. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Final City Tax Levy is due December 30, 2024.

CORRESPONDENCE: Discussion included AllPaid regarding an increase to minimum service and operator assistance fees for credit card users, Ehlers regarding potential refunding of existing bonds would not generate a significant savings, Sourcewell regarding the Sourcewell Board of Directors election, Sourcewell regarding Active

Violence – What Community and Elected Leaders Should Know training, and Verizon regarding cell tower operation and management agreement with Vertical Bridge. Vertical Bridge will exclusively lease, operate and manage the cell tower site, will be making all required payments, and would enter into any further documentation and discussions related to the cell tower site.

SCHEDULED UPCOMING MEETINGS: A Special Council Meeting was scheduled for Wednesday, December 18 at 6 p.m. for the proposed 2025 Final Budget, proposed 2025 Final City Tax Levy, and appointment of the Fire and Rescue Chief.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:30 P.M. COUNCILMEMBER HEMPHILL 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