

City of Emily

AGENDA

Tuesday, February 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 2024-01 Fee Schedule Ordinance

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- MINUTES: 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
- FINANCIAL REPORT: January 2024 Checking Beginning Balance \$1,344,573.03, Ending Balance \$1,144,433.26
- RECEIPTS: General \$50,272.93, Sewer \$15,371.97, Total \$65,644.90
- CLAIMS FOR APPROVAL: \$227,905.39 for Pine River State Bank Checks #61126 to #61177 and automatic withdrawals #330765 to #330771
- INVESTMENTS (Market Value): \$392,472.27
- TOTAL CHECKING/INVESTMENTS: \$1,536,905.53

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

FIRE DEPARTMENT

- 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. (Ordinance revision would be needed before first responders are eligible for Fire Relief benefits.) *(Council action – motion)*
- Resolution 24-07 Accepting Donation to the City of \$5,000 from the Emily Firemen’s Relief Association to the Firemen’s Equipment Fund. *(Council action – motion)*
- Decommission of Fire Department vehicles, including 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. *(Council action – motion)*
- Quotes for purchase of items using Public Safety Aid funds (total of \$37,678): *(Council action – motion)*
 - Great Plains Fire for purchase of 5 sets of turnout gear for a total of \$15,425.
- Resignation of Craig Prokott from the Fire Department with required repayment of fire training of a total of \$1,604.99 (over \$100 per EVFD Bylaws) OR repayment provisions do not apply. *(Council action – motion)*

FIRST RESPONSE UNIT

- First Response Unit voted to approve joining the Emily Firemen’s Relief Association. *(Information)*

- First Response Unit voted to approve repurposing the 2016 police squad pending the total cost to change the squad to an EMS rig and to hire inspection and possible repair of the front end. *(Information)*
- First Response Unit recommendation to hire Kaiser Jarvis as a first responder with no preemployment screenings or background check required. (Jarvis was hired as a firefighter in December 2023 and completed preemployment screenings and background check at that time.) *(Council approval – motion)*
- First Response Unit recommendation to hire Sarah Jarvis as a first responder pending preemployment screenings and background check. *(Council action – motion)*
- Resolution 24-08 Accepting Donation to the City of \$5,000 from the Outing Chamber of Commerce to the First Response Unit Equipment Fund. *(Council action – motion)*

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)*
- Crow Wing County Sheriff's Office request to give presentation on partnering with the City for installation of a minimum of two Flock Safety automatic license plate reader systems for approximately \$2,500 to \$3,000 per system annually. *(Information/Council action – motion)*

WASTEWATER

- Quotes for budgeted liftstation pump replacement (one per year - 2024 - \$20,000) with Wastewater Operator recommendation of one WW Goetsch main liftstation pump: *(Council action – motion)*
 - WW Goetsch replacement liftstation pumps:
 - **Main liftstation** - hydromatic pump (chopper) with KSB adaptor, install additional, for \$15,092
 - White Pine liftstation – hydromatic pump (vortex) with KSB adaptor, install additional, for \$7,404
 - East County Road 1 liftstation – hydromatic pump (vortex) with KSB adaptor, install additional, for \$7,377
 - Pump Professional Pump Services:
 - **Main liftstation** – Sulzer ABS pump, including installation, for \$23,789
 - East County Road 1 liftstation - Sulzer ABS pump, including installation, for \$15,899

PLANNING & ZONING

- 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. *(Council action – motion)*
- Planning Commission request for enforcement of long term failed SSTS for PIN 21030564. *(Council action – motion)*
- Request for quotes to construct a doorway between the Planning and Zoning Office and Clerk's Office for Clerk's Office counter access and safety. *(Council action – motion)*

ATTORNEY

- Update on conciliation court case for unpaid attorney fees for a road vacation. *(Council action – motion)*

ROADS

- Crow Wing County Annual Bridge Inspection Report for Bridge #L2877 Roosevelt Drive over Crooked Creek. *(Information/Council action – motion)*
- Request for S.E.H., City Engineer, to develop plan for replacement of the Roosevelt Drive Bridge in 2024 (budgeted). *(Council action – motion)*
- 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. *(Council action – motion)*
- 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. (Crow Wing County 2024 contractor). *(Council action – motion)*
- MnDOT speed study results of County Road 1 west of State Highway 6 for Crow Wing County Highway Department. *(Information)*

MAINTENANCE

CITY HALL

- Options for purchase and installation of bottle filling station/fountain for City Hall, including budgeted purchase or submission of grant application once funds become available. *(Council action – motion)*

CEMETERY

PARKS

- Request quotes to construct new pickleball courts. *(Council action – motion)*

LIBRARY

- Reappointment of Mikie Walker to the Library Board for a 3 year term of February 14, 2024 through December 31, 2026. *(Council action – motion)*
- Reappointment of Jan Mosman to the Library Board for a 2 year term of February 14, 2024 through December 31, 2025. *(Council action – motion)*
- Reappointment of Diana Lee to the Library Board for a 2 year term of February 14, 2024 through December 31, 2025. *(Council action – motion)*

PERSONNEL

- Pay Equity Implementation Report. *(Council action – motion)*
- Appointment of Faye Hughes to the Park Commission for a 3 year term of February 14, 2024 to December 31, 2026. *(Council action – motion)*
- Proposed Personnel Policy for revisions to Earned Sick and Safe Time (ESST) requirements for firefighters and first responders after League of Minnesota Cities (LMC) and Department of Labor and Industry guidance and removal of Section 11.01, Subsection a, Item #2 regarding Police Chief ESST calculations retroactive to January 1, 2024. *(Council action – motion)*
- Payout of Police Officer Mike Davis unused and accrued vacation and sick leave for a total of 72.34 hours for a total payout of \$1,482.97 after position terminated on December 12, 2023 . *(Council action – motion)*
- Publication of Seasonal Maintenance Worker position(s) for up to 32 hours per week at \$18 per hour. *(Council action – motion)*
- Employee attendance of Safety and Loss Control Workshops on April 23 in St. Cloud with administrative and maintenance for \$20 per person plus reimbursement of mileage. *(Council action – motion)*
- Council attendance of LMC City Day on the Hill on March 7 for \$99 per person, hotel for up to \$250, and reimbursement of mileage and meals. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2024-01 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2024-01 Fee Schedule Ordinance for publication. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Manganese deposit exploration update. *(Information)*
- Submissions for City slogan contest. *(Council action – motion)*

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. *(Information)*
- 2023 Annual Clerk/Treasurer Financial Report. *(Council action – motion)*
- 2024 Summary Budget Statement and required publication. *(Council action – motion)*
- Resolution 24-09 Allowing Electronic Funds and Wire Transfers. *(Council action – motion)*
- Annual Emily Food Shelf request for a donation of \$250 (included in 2024 Budget). *(Council action – motion)*
- Resolution 24-06 Approving a Lawful Gambling Permit for Over the Hills Gang ATV Club to hold a raffle drawing on August 5, 2024 at the Log Cabin Bar with no waiting period. *(Council action – motion)*
- Resolution 24-10 Approving a Lawful Gambling Permit and Approving Use of City Park, Parade, and Fireworks for Emily Day. *(Council action – motion)*

- 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. *(Council action – motion)*
- Department of Natural Resources for burning permit issuance at City level. *(Council action – motion)*
- 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)*

CORRESPONDENCE:

- ✓ Crow Wing Power re: commercial rate increase effective March 1, 2024.
- ✓ LMCIT re: increase in Regional Safety Group Program rates.
- ✓ Ideal Township re: thank you for support of grant request from Sourcewell for Ideal Township Transfer Station office.

Scheduled Upcoming Meetings:

- March regular Council Meeting to be held on Wednesday, March 13, 2024 at 6 p.m. in the Emily City Hall Council Chambers due to township elections conflict.
- Public Hearing for Fee Schedule Ordinance revision recommended by Planning Commission on Wednesday, March 13, 2024 at 6 p.m.
- Schedule meeting to review ordinances for revisions, including additional firefighters.

ADJOURN