

City of Emily

AGENDA

Tuesday, August 8, 2023

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 2023-02 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- MINUTES: July 11, 2023 Council Meeting Minutes
- FINANCIAL REPORT: June Checking Beginning Balance \$1,142,686.34, Ending Balance \$1,214,860.72
- RECEIPTS: General \$228,267.04, Sewer \$56,762.53, Total \$285,029.57
- CLAIMS FOR APPROVAL: \$221,140.65 for Pine River State Bank Checks #60643 to #60674 and automatic withdrawals #330714 to #330718
- INVESTMENTS (Market Value): \$377,705.88
- TOTAL CHECKING/INVESTMENTS: \$1,592,566.60

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

SPEAKERS: 6:10 p.m. Crow Wing County Commissioners Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Doug Houge, County Administrator Tim Houle, Land Services Director Gary Griffin, and Environmental Services Specialist Tom Strack presentation of concept plan for Little Emily Lake County Park

6:20 p.m. Jack Henderson, City Summer Marketing Intern, presentation of proposed new City website

FIRE DEPARTMENT

- Resolution 23-32 Accepting Donation to the City of \$2,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund. *(Council action – motion)*
- Payment to Custom Fire for Engine #2 of \$25,000 planned down payment and \$75,541.20 for the change order for a total of \$100,541.20 from donated Firemen's Equipment Funds. *(Council action – motion)*

FIRST RESPONSE UNIT

- Resolution 23-30 Accepting Donation of \$1,127.17 to the City from the Emily Volunteer Fire Department for the First Response Unit equipment fund. *(Council action – motion)*
- Hands Only CPR and AED Training on Thursday, August 17, 2023 at 7 p.m. in the Emily City Hall Gymnasium for the public for no cost. *(Information)*

POLICE DEPARTMENT**WASTEWATER**

- Ritter and Ritter reported cancellation of Agreement for Maintenance Services for the City of Emily in 2022. Quotes for cleaning and televising half of the City's sewer mains and liftstations: *(Council action – motion)*

- Ritter and Ritter - mobilization of \$3,500 and cleaning and televising 6,000' of sewer main at \$2.60 per linear foot for \$15,600 for a total of \$19,100.
- Nelson Sanitation and Rental - two year proposal with annual costs of mobilization of \$300 and cleaning and televising 7,500' of sewer main at \$1.37 per linear foot for \$10,275 for an annual total of \$10,575 plus additional liftstation cleaning of \$290 per hour.

PLANNING & ZONING

- Resolution 23-33 Adopting Findings of Fact and Conditions of Approval for Conditional Use Permit Application of Emily Ace Storage LLC to operate a commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the property located at 40109 Sawmill Rd, PIN 21270736. *(Council action – motion)*
- Resolution 23-34 Adopting Findings of Fact and Conditions of Approval for Modification to Previously Approved Conditional Use Permit Application of Redd's Storage LLC to operate a commercial mini storage business within the Highway Mixed Use zoning district on the property located at 43823 State Highway 6, PIN 21090613. *(Council action – motion)*

ATTORNEY

ROADS

- Resolution 23-35 Revising the 2023 Adopted Budget for funding for the Emily Dam Repair Project as follows: *(Council action – motion)*
 - Police Patrol: squad car (\$16,000)
 - Road and Bridge Equipment: maintenance truck (\$4,000)
 - Bridges, Viaducts and Grade Separations: Emily Dam repair \$20,000
- Time and materials estimate from JF Brennan for the 2023 Emily Dam Repair Project for an estimated \$15,000 to \$20,000 with options of injecting chemical grout or pouring a concrete box in the corner of the weir, pending DNR permit if needed. *(Council action – motion)*
- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

MAINTENANCE

CITY HALL

- Replacement of current Catalis website with proposed new Wix website (\$432 annually) developed by Summer Marketing Intern, including transfer of domain name, or Catalis website renewal for \$1,995 annually. *(Council action – motion)*

CEMETERY

- Clerk and Deputy Clerk attendance at Minnesota Association of Cemeteries Cemetery Management Course on Wednesday, September 20, 2023 in Prior Lake for \$125 per person plus reimbursement of hotel, mileage, and meals. *(Council action – motion)*

PARKS

- Crow Wing County concept plan for Little Emily Lake County Park. *(Council action – motion)*
- Resolution 23-27 Accepting Donation to the City of a memorial park bench by the family and friends of Joshua Thesing to be installed at the Downtown City Park to City specifications and in the same style as the existing benches. *(Council action – motion)*
- Resignation of Matthew Horwath from the Park Commission effective July 19, 2023. *(Council action – motion)*
- Resignation of Kale Jones from the Park Commission effective July 20, 2023. *(Council action – motion)*

LIBRARY

- Resolution 23-31 Accepting Donation to the City of \$409 from multiple anonymous donors at the July 14 Book Sale to Fund 211 Library for use by the City of Emily Public Library. *(Council action – motion)*
- Resignation of Edie Brekken from the Library Board effective July 15, 2023. *(Council action – motion)*

PERSONNEL

- Appointment of Kenny Roden to the Emergency Management Director position effective August 9, 2023. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2023-02 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2023-02 Fee Schedule Ordinance for publication. *(Council action – motion)*

- Possible public comment period for Crow Wing County Cannabis Public Use Ordinance. *(Information)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Emily Manganese Deposit Exploration Meeting on Tuesday, August 15, including open house from 2 to 6 p.m. and panel discussion from 6:30 to 9 p.m. with light refreshments provided by City. *(Council action – motion)*
- 2023 Clean Up Day preparation. *(Council action – motion)*

NEW BUSINESS:

- Council attendance of Sourcewell Open Meeting Law and Data Practices training for free on Thursday, September 7, 2023 from 9 a.m. to noon in Staples plus reimbursement of mileage and meals. *(Council action – motion)*
- **2024 Preliminary City Tax Levy due October 2, 2023.** *(Information)*

CORRESPONDENCE:

Scheduled Upcoming Meetings:

- Emily Manganese Deposit Exploration Meeting on Tuesday, August 15, from 2 to 9 p.m.
- Schedule Truth in Taxation Public Hearing for Tuesday, December 12, 2023 at 6 p.m. *(Council action – motion)*

ADJOURN