

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)*
- **Carry in access on Dahler Lake.** *(Council action – motion)*

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
 - **Pineandlakes Echo Journal \$8.50 per column inch and posting online at no additional charge**
- 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 125th 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

As on 12/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,186.90	1,397,012.08	16,569.18	0.00	1,141,806.89	22,885.69	162,403.11	677,672.47	118,299.85	795,972.32
Road and Bridge	51,342.08	67.42	0.00	75,320.21	20,160.00	0.00	0.00	106,569.71	0.00	106,569.71
Small Cities Revolving Loan Fund	7,687.12	8,018.02	0.00	0.00	0.00	0.00	0.00	15,705.14	0.00	15,705.14
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	45,908.01	55.74	0.00	0.00	0.00	0.00	0.00	45,963.75	0.00	45,963.75
Library	1,154.84	426.38	0.00	0.00	0.00	0.00	0.00	1,581.22	0.00	1,581.22
Firemens equip fund 225	105,662.55	74,746.26	15,356.15	33,892.08	127,524.68	15,844.57	0.00	86,287.79	0.00	86,287.79
1st Resp. equip fund 226	33,667.26	10,378.55	570.84	12,600.00	858.93	2,642.18	0.00	53,715.54	41,147.76	94,863.30
Emily Area Recycling 227	(0.12)	273.09	0.00	590.82	863.79	0.00	0.00	0.00	0.00	0.00
Police Fund 228	2,123.37	3.79	0.00	10,000.00	0.00	0.00	0.00	12,127.16	0.00	12,127.16
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	28,486.60	63,757.18	0.00	0.00	46,600.00	0.00	0.00	45,643.78	0.00	45,643.78
Debt Service PRI 2014 304	33,261.40	47,903.97	0.00	753.27	43,752.50	0.00	0.00	38,166.14	0.00	38,166.14
Debt Service PRI 2004 305	0.00	6.70	0.00	0.00	0.00	0.00	6.70	0.00	0.00	0.00
Debt Service PRI 2005 306	37.78	708.79	0.00	0.00	0.00	0.00	746.57	0.00	0.00	0.00
Park Acquisition and Development (Optional) CITY HALL CD 406	48,335.33	4,670.99	998.97	0.00	987.32	4,623.82	0.00	48,394.15	72,008.61	120,402.76
CEMETERY CD 407	0.00	3.82	0.00	30,000.00	0.00	0.00	0.00	30,003.82	0.00	30,003.82
SMALL CITIES CD 408	1,324.98	2,307.55	499.47	0.00	493.64	2,311.89	0.00	1,326.47	36,004.29	37,330.76
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	3,309.20	1,651.14	356.76	0.00	352.60	1,651.34	0.00	3,313.16	25,717.35	29,030.51
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	10,063.89	12.30	0.00	0.00	0.00	0.00	0.00	10,076.19	0.00	10,076.19
CAP. PROJ. FIRE CD 414	5,009.20	6.34	0.00	0.00	0.00	0.00	0.00	5,015.54	0.00	5,015.54
CAP PROJ. RD CD 415	18,578.55	3,317.14	713.56	0.00	705.24	3,302.73	0.00	18,601.28	51,434.72	70,036.00
FUT. CITY DEV. CD 416	(2,204.61)	2,306.07	499.49	0.00	493.66	2,311.90	0.00	(2,204.61)	36,004.29	33,799.68

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	97,571.68	148,365.90	142.72	0.00	142,888.16	660.56	0.00	102,531.58	10,286.95	112,818.53
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	14,000.00	0.00	0.00	14,000.00	0.00	0.00	0.00	0.00	0.00
Total:	1,082,510.42	1,779,999.22	35,707.14	163,156.38	1,541,487.41	56,234.68	163,156.38	1,300,494.69	390,903.82	1,691,398.51

For the Period : 12/1/2023 To 12/31/2023

<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	\$472,452.10	\$456,446.77	\$251,226.40	\$677,672.47	\$0.00	\$25,894.99	\$703,567.46
Road and Bridge	\$37,234.93	\$75,334.78	\$6,000.00	\$106,569.71	\$0.00	\$6,000.00	\$112,569.71
Small Cities Revolving Loan Fund	\$14,644.08	\$1,061.06	\$0.00	\$15,705.14	\$0.00	\$0.00	\$15,705.14
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,957.85	\$5.90	\$0.00	\$45,963.75	\$0.00	\$0.00	\$45,963.75
Library	\$1,581.05	\$0.17	\$0.00	\$1,581.22	\$0.00	\$0.00	\$1,581.22
Firemens equip fund 225	\$28,377.61	\$59,439.10	\$1,528.92	\$86,287.79	\$0.00	\$0.00	\$86,287.79
1st Resp. equip fund 226	\$41,108.60	\$12,806.73	\$199.79	\$53,715.54	\$0.00	\$0.00	\$53,715.54
Emily Area Recycling 227	(\$463.01)	\$590.82	\$127.81	\$0.00	\$0.00	\$0.00	\$0.00
Police Fund 228	\$2,125.60	\$10,001.56	\$0.00	\$12,127.16	\$0.00	\$0.00	\$12,127.16
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	\$20,803.87	\$24,839.91	\$0.00	\$45,643.78	\$0.00	\$0.00	\$45,643.78
Debt Service PRI 2014 304	\$18,815.10	\$19,351.04	\$0.00	\$38,166.14	\$0.00	\$0.00	\$38,166.14
Debt Service PRI 2004 305	\$6.70	\$0.00	\$6.70	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$615.79	\$130.78	\$746.57	\$0.00	\$0.00	\$0.00	\$0.00
Park Acquisition and Development (Optional)	\$48,387.91	\$355.86	\$349.62	\$48,394.15	\$0.00	\$0.00	\$48,394.15
CITY HALL CD 406	\$0.00	\$30,003.82	\$0.00	\$30,003.82	\$0.00	\$0.00	\$30,003.82
CEMETERY CD 407	\$1,326.30	\$174.98	\$174.81	\$1,326.47	\$0.00	\$0.00	\$1,326.47
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,312.81	\$125.22	\$124.87	\$3,313.16	\$0.00	\$0.00	\$3,313.16
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	\$10,074.98	\$1.21	\$0.00	\$10,076.19	\$0.00	\$0.00	\$10,076.19
CAP. PROJ. FIRE CD 414	\$5,014.85	\$0.69	\$0.00	\$5,015.54	\$0.00	\$0.00	\$5,015.54
CAP PROJ. RD CD 415	\$18,598.85	\$252.16	\$249.73	\$18,601.28	\$0.00	\$0.00	\$18,601.28
FUT. CITY DEV. CD 416	(\$2,204.61)	\$174.81	\$174.81	(\$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	\$92,723.80	\$25,219.44	\$15,411.66	\$102,531.58	\$0.00	\$12,183.35	\$114,714.93
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

Plus
 Outstanding Checks \$0.00
 Total Per Bank Statement \$0.00
 Less Deposits In Transit \$0.00
 Ending Balance \$1,300,494.69
 Total Disbursed \$276,321.69
 Total Receipts \$716,316.81
 Beginning Balance \$860,499.57
 Donor pass thru 851
 Total \$1,344,573.03

Balanced
1-2-2024
PO

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
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 1/2/2024

Fiscal Year : 2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$591,186.90	\$1,413,581.26	\$1,327,095.69	\$677,672.47
Road and Bridge	\$51,342.08	\$75,387.63	\$20,160.00	\$106,569.71
Small Cities Revolving Loan Fund	\$7,687.12	\$8,018.02	\$0.00	\$15,705.14
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$55.74	\$0.00	\$45,963.75
Library	\$1,154.84	\$426.38	\$0.00	\$1,581.22
Firemens equip fund 225	\$105,662.55	\$123,994.49	\$143,369.25	\$86,287.79
1st Resp. equip fund 226	\$33,667.26	\$23,549.39	\$3,501.11	\$53,715.54
Emily Area Recycling 227	(\$0.12)	\$863.91	\$863.79	\$0.00
Police Fund 228	\$2,123.37	\$10,003.79	\$0.00	\$12,127.16
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	\$28,486.60	\$63,757.18	\$46,600.00	\$45,643.78
Debt Service PRI 2014 304	\$33,261.40	\$48,657.24	\$43,752.50	\$38,166.14
Debt Service PRI 2004 305	\$0.00	\$6.70	\$6.70	\$0.00
Debt Service PRI 2005 306	\$37.78	\$708.79	\$746.57	\$0.00
P Acquisition and Development (Optional)	\$48,335.33	\$5,669.96	\$5,611.14	\$48,394.15
CITY HALL CD 406	\$0.00	\$30,003.82	\$0.00	\$30,003.82
CEMETERY CD 407	\$1,324.98	\$2,807.02	\$2,805.53	\$1,326.47
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$2,007.90	\$2,003.94	\$3,313.16
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	\$10,063.89	\$12.30	\$0.00	\$10,076.19
CAP. PROJ. FIRE CD 414	\$5,009.20	\$6.34	\$0.00	\$5,015.54
CAP PROJ. RD CD 415	\$18,578.55	\$4,030.70	\$4,007.97	\$18,601.28
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,805.56	\$2,805.56	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,571.68	\$148,508.62	\$143,548.72	\$102,531.58
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	\$14,000.00	\$14,000.00	\$0.00
Total :	\$1,082,510.42	\$1,978,862.74	\$1,760,878.47	\$1,300,494.69

Date of Report : 1/2/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
11/15/2023	60972	Emily Fire Relief Association	\$18,395.81
12/06/2023	61104	Payroll Period Ending 12/06/2023	\$387.87
12/06/2023	61005	Payroll Period Ending 12/06/2023	\$129.29
12/06/2023	61006	Payroll Period Ending 12/06/2023	\$775.36
12/06/2023	61012	Payroll Period Ending 12/06/2023	\$360.16
12/06/2023	61014	Payroll Period Ending 12/06/2023	\$18.47
12/07/2023	61057	Payroll Period Ending 12/07/2023	\$387.87
12/12/2023	61048	Econo Signs, LLC.	\$101.63
12/12/2023	61050	Total Compliance Solutions, Inc.	\$175.00
12/20/2023	61084	PIKE PLUMBING & HEATING OF BRAINERD	\$220.00
12/20/2023	61085	R & R Landscaping & Constructn Inc.	\$1,840.00
12/20/2023	61086	Nelson Sanitation & Rental, Inc.	\$12,183.35
12/20/2023	61087	Sourcewell	\$508.75
12/20/2023	61088	Short Elliott Hendrickson, Inc.	\$6,000.00
12/27/2023	61089	Ehlers Investment Partners, LLC	\$79.38
12/27/2023	61090	GERHART L. HANSON JR.	\$168.34
12/27/2023	61091	Verizon	\$104.00
12/27/2023	61092	Colonial Life	\$76.72
12/27/2023	61093	Aramark	\$209.16
12/27/2023	61094	AUTO VALUE	\$149.04
12/27/2023	61095	PIKE PLUMBING & HEATING OF BRAINERD	\$312.87
12/27/2023	61096	Momentum Truck Group	\$8
12/27/2023	61097	Wex Bank	\$601.28
		Total	\$44,078.34

For the period: 12/1/2023 To 12/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MIMMF/Municipal Bonds:Varying Maturities,	389,005.85	12/01/2023			
			12/31/2023	1.62		389,007.47
			12/31/2023	0.57		389,008.04
			12/31/2023	0.98		389,009.02
			12/31/2023	0.49		389,009.51
			12/31/2023	0.35		389,009.86
			12/31/2023	0.70		389,010.56
			12/31/2023	0.49		389,011.05
			12/31/2023	0.14		389,011.19
			12/31/2023	143.75		389,154.94
			12/31/2023	50.00		389,204.94
			12/31/2023	87.50		389,292.44
			12/31/2023	43.75		389,336.19
			12/31/2023	31.25		389,367.44
			12/31/2023	62.50		389,429.94
			12/31/2023	43.75		389,473.69
			12/31/2023	12.50		389,486.19
			12/31/2023	429.02		389,915.21
			12/31/2023	149.22		390,064.43
			12/31/2023	261.14		390,325.57
			12/31/2023	130.57		390,456.14
			12/31/2023	93.27		390,549.41
			12/31/2023	186.53		390,735.94
			12/31/2023	130.57		390,866.51
			12/31/2023	37.31		390,903.82
Total				1,897.97	0.00	390,903.82

Total

Total All Investments

0.00

0.00

1,897.97

1,897.97

390,903.82

390,903.82

Bond Earned
Interest
Deposited in
MMDA12

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance
Cash/Dreyfus Money Market Deposit Account	\$ 2,039.86	\$ (1,143.94)	\$ 5.34	\$ -	\$ 901.26
Money Market Total	\$ 2,039.86	\$ (1,143.94)	\$ 5.34	\$ -	\$ 901.26
Muni Bond/US Treasury Investments					
132033GS4 Cambria County PA	\$ 14,810.40		\$ 55.95	\$ -	\$ 14,866.35
842471BY9 Southern CA Pub Pwr Auth	\$ 5,004.45		\$ 9.05	\$ -	\$ 5,013.50
952347WQ1 West Contra Costa CA	\$ 75,285.00		\$ 133.50	\$ -	\$ 75,418.50
509262FD8 Lake Cnty ILL Crmnty Unit Sch Bds	\$ 19,717.80		\$ 91.20	\$ -	\$ 19,809.00
3130AU6T6 Federal Home Ln Bks Cons	\$ 19,995.20	\$ (20,475.00)	\$ 475.00	\$ -	\$ 0.00
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,712.00		\$ 121.80	\$ -	\$ 59,833.80
91282CCC3 U.S. Treasury Securities	\$ 52,772.58		\$ 257.04	\$ -	\$ 53,029.62
912797LL9 U.S. Treasury Securities	\$ 87,565.32		\$ 420.97	\$ -	\$ 87,986.29
912797JK4 U.S. Treasury Securities	\$ 52,103.24		\$ 253.34	\$ -	\$ 52,356.58
912797JMO U.S. Treasury Securities	\$ -	\$ 21,618.94	\$ 69.98	\$ -	\$ 21,688.92
Municipal Bonds Total	\$ 386,965.99	\$ 1,143.94	\$ 475.00	\$ 1,417.63	\$ 390,002.56
TOTAL INVESTMENTS	\$ 389,005.85	\$ -	\$ 480.34	\$ 1,417.63	\$ 390,903.82

*Balanced.
1-2-2024*

	Original Investment	Beginning Balance	MMMFM Reinvest	MMMFM Interest	MMMFM Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 117,725.46	\$ (346.19)	\$ 1.62	\$ -	\$ 346.19	\$ 143.75	\$ 429.02	\$ 118,299.85	\$ 118,299.85
226 1st Resp. Equipment Fund	\$ 40,000.00	\$ 40,947.98	\$ (20.42)	\$ 0.57	\$ -	\$ 120.42	\$ 50.00	\$ 149.22	\$ 41,147.77	\$ 41,147.77
404 Park Acquisition and Devt	\$ 70,000.00	\$ 71,658.99	\$ (210.73)	\$ 0.98	\$ -	\$ 210.73	\$ 87.50	\$ 261.14	\$ 72,008.61	\$ 72,008.61
407 Cemetery	\$ 35,000.00	\$ 35,829.48	\$ (105.36)	\$ 0.49	\$ -	\$ 105.36	\$ 43.75	\$ 130.57	\$ 36,004.29	\$ 36,004.29
409 Police Department	\$ 25,000.00	\$ 25,592.48	\$ (75.26)	\$ 0.35	\$ -	\$ 75.26	\$ 31.25	\$ 93.27	\$ 25,717.35	\$ 25,717.35
415 Capital Project Roads	\$ 50,000.00	\$ 51,184.98	\$ (150.52)	\$ 0.70	\$ -	\$ 150.52	\$ 62.50	\$ 186.53	\$ 51,434.71	\$ 51,434.71
416 Future City Development	\$ 35,000.00	\$ 35,829.48	\$ (105.36)	\$ 0.49	\$ -	\$ 105.36	\$ 43.75	\$ 130.57	\$ 36,004.29	\$ 36,004.29
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,237.00	\$ (30.10)	\$ 0.14	\$ -	\$ 30.10	\$ 12.50	\$ 37.31	\$ 10,286.95	\$ 10,286.95
Total	\$ 380,000.00	\$ 389,005.85	\$ (1,143.94)	\$ 5.34	\$ -	\$ 1,143.94	\$ 475.00	\$ 1,417.63	\$ 390,903.82	\$ 390,903.82

Fund Name: All Funds

Date Range: 12/01/2023 To 12/31/2023

<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>
12/01/2023	City of Fifty Lakes	13193	Inv. 23-68 Clean Up Day 2023	(12/06/2023) -	N	Refuse Collection Charges	100-34403-006	\$ 530.06
								\$ 530.06
12/01/2023	Crow Wing County	13199	Curr&DelPropTax,MobileHome ,P&J,FiscDisp, SpecAssts,SpecAsstsP&I	(12/01/2023) -	N	Current Ad Valorem Taxes	100-31010-	\$ 441,707.58
						Delinquent Ad Valorem Taxes	100-31020-	\$ 4,871.70
						Mobile Home Tax	100-31030-	\$ 8.06
						Fiscal Disparities	100-31040-	\$ (1,697.41)
						Penalties and Interest on Ad valorem Taxes	100-31910-	\$ 452.26
						Principal on Special Assessments	100-31951-	\$ 500.00
						Penalties and Interest on Special Assessments	100-31952-	\$ 3.75
						Current Ad Valorem Taxes	303-31010-	\$ 24,706.61
						Delinquent Ad Valorem Taxes	303-31020-	\$ 221.90
						Mobile Home Tax	303-31030-	\$ 0.44
						Fiscal Disparities	303-31040-	\$ (94.94)
						Current Ad Valorem Taxes	304-31010-	\$ 12,632.34
						Delinquent Ad Valorem Taxes	304-31020-	\$ 117.55
						Mobile Home Tax	304-31030-	\$ 0.24
						Fiscal Disparities	304-31040-	\$ (48.55)
						Principal on Special Assessments	304-31951-	\$ 5,852.31
						Penalties and Interest on Special Assessments	304-31952-	\$ 39.02
						Current Ad Valorem Taxes	306-31010-	\$ 27.40
						Principal on Special Assessments	306-31951-	\$ 103.38
						Current Ad Valorem Taxes	602-31010-	\$ 53.64
						Current Ad Valorem Taxes	602-31010-	\$ 23,173.01
						Delinquent Ad Valorem Taxes	602-31020-	\$ 269.37
						Mobile Home Tax	602-31030-	\$ 0.42
						Fiscal Disparities	602-31040-	\$ (89.05)
						Principal on Special Assessments	602-31951-	\$ 1,437.48
						Penalties and Interest on Special Assessments	602-31952-	\$ 33.54
								\$ 514,282.05

Fund Name: All Funds

Date Range: 12/01/2023 To 12/31/2023

<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>
12/04/2023	Verizon	13194	Monthly Cell Tower Lease Payment	(12/06/2023) -	N	Verizon Rental	100-34951-	\$ 1,100.00
								<u>\$ 1,100.00</u>
12/04/2023	Sourcewell	13195	Consultant Reimbursement for Engineering Services for Emily Dam Repair	(12/06/2023) -	N	Grants & Aids from Other LGUs	100-33631-	\$ 3,582.81
								<u>\$ 3,582.81</u>
12/04/2023	Lakes Area Title	13196	Inv. 23-66 Assessment Search	(12/06/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
12/04/2023	Bea Carpenter	13197	Cemetery Lot - Blk 20 Lot 6 N 1/4 of S 1/2	(12/06/2023) -	N	Cemetery -Sale of lots	100-34942-	\$ 300.00
								<u>\$ 300.00</u>
12/04/2023	Sandra Nelson	13198	Copies X2	(12/06/2023) -	N	Copies/Faxes	100-34112-	\$ 0.50
								<u>\$ 0.50</u>
12/05/2023	Matthew Larson	13201	Rental Dwelling License Renewal	(12/06/2023) -	N	Rental Dwelling License	100-32111-	\$ 100.00
								<u>\$ 100.00</u>
12/05/2023	Gwen Potter	13202	Rental Dwelling License Renewal	(12/06/2023) -	N	Rental Dwelling License	100-32111-	\$ 100.00
								<u>\$ 100.00</u>
12/05/2023	Millianne Miglieri	13203	Cemetery Lots X3	(12/06/2023) -	N	Cemetery -Sale of lots	100-34942-	\$ 900.00
								<u>\$ 900.00</u>
12/06/2023	Black Bear Real Estate LLC	13206	Inv. 23-69, 23-70 Assessment SearchX2	(12/12/2023) -	N	Assessment Searches	100-34107-	\$ 50.00
								<u>\$ 50.00</u>
12/07/2023	William Pendzimas	13207	Camper Permit	(12/12/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								<u>\$ 25.00</u>
12/11/2023	Ball	13208	Inv. 23-73 Assessment Search	(12/11/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>

Fund Name: All Funds

Date Range: 12/01/2023 To 12/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
12/11/2023	The Title Team	13209	Inv. 23-71 Assessment Search	(12/12/2023) -	N Assessment Searches	100-34107-	\$ 25.00
12/11/2023	United States Treasury	13210	941 Quarter 3 Refund	(12/12/2023) -	N Refunds	100-36240-	\$ 242.41
12/11/2023	Cindy Davis	13211	2024 Animal License Replacement Tag	(12/12/2023) -	N Animal Licenses	100-32240-	\$ 5.00
12/12/2023	Lakes Area Title	13212	Inv. 23-47, 23-50 Assessment Searches	(12/19/2023) -	N Assessment Searches	100-34107-	\$ 50.00
12/13/2023	League of Minnesota Cities	13213	2023 Property/Casualty Insurance Dividend	(12/19/2023) -	N Refunds	100-36240-	\$ 1,232.00
12/13/2023	Emily Firemen's Relief Association	13214	Res. 23-47 Fire Equipment	(12/19/2023) -	N Contributions and Donations from Private Sources	225-36230-	\$ 3,000.00
12/18/2023	KOOP FUNERAL HOME	13215	Casket Burial - David Hughes Sr. Blk 20 Lot 6 N 1/4 of S 1/2	(12/19/2023) -	N Cemetery -Grave openings	100-34941-	\$ 600.00
12/18/2023	Alice Thibodeau	13216	Copy	(12/19/2023) -	N Copies/Faxes	100-34112-	\$ 0.25
12/21/2023	Dale and Debra Forsell	13217	Permit 23-102	(12/27/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
12/21/2023	100 General Fund/305 and 306 DSF	TRF122120:	Year End Transfers to 227 and 304 Funds from 100 General Fund/305 and 306 DSF	(12/21/2023) -	N Transfer From General Fund	227-39201-	\$ 590.82
						304-39201-	\$ 6.70

Fund Name: All Funds

Date Range: 12/01/2023 To 12/31/2023

<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>
12/21/2023	100 General Fund	TRF122120:	Budgeted Year End Transfers to 201, 225, 226, 228, 406 Funds from 100 General Fund	(12/21/2023) -	N Transfer From General Fund	201-39201-	\$ 17,320.21
							\$ 746.57
							\$ 1,344.09
12/26/2023	Minnesota Revenue	13218	Public Safety Aid, MV Credit Ag, Prior Year MV Credit Ag	(12/26/2023) -	N Agricultural Market Value Credit	100-33426-	\$ 472.25
12/26/2023	Dan and Fran Barrett	13219*	Small Cities Revolving Loan - Inv. 23-75	(12/27/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.41
12/26/2023	Dan Johnson and Heather Mityng	13220*	Small Cities Revolving Loan - Inv. 23-74	(12/27/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 724.06
12/26/2023	Northstar Truck Sales	13221	Warranty Reimbursement - 2011 Snowplow Truck	(12/27/2023) -	N Refunds	100-36240-	\$ 394.22
12/26/2023	Jon Stern	13222*	Small Cities Revolving Loan	(12/28/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
12/29/2023	Pat Rheume	13223	Copies X 105	(12/29/2023) -	N Copies/Faxes	100-34112-	\$ 26.25
12/29/2023	Andrea Hallelund	13224	Sewer Charges	(12/29/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210-602-37260-	\$ 123.83
							\$ 76.17
							\$ 146,670.21
							\$ 38,150.25
							\$ 167.41
							\$ 724.06
							\$ 394.22
							\$ 394.22
							\$ 167.51
							\$ 167.51
							\$ 26.25
							\$ 26.25

Fund Name: All Funds

Date Range: 12/01/2023 To 12/31/2023

<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>
12/31/2023	Pershing	13229	Unrealized Gains - Muni Bonds (12/31/2023) -		N	Unrealized Investment Gain	100-39103-	\$ 429.02
						Unrealized Investment Gain	226-39103-	\$ 149.22
						Unrealized Investment Gain	404-39103-	\$ 261.14
						Unrealized Investment Gain	407-39103-	\$ 130.57
						Unrealized Investment Gain	409-39103-	\$ 93.27
						Unrealized Investment Gain	415-39103-	\$ 186.53
						Unrealized Investment Gain	416-39103-	\$ 130.57
						Unrealized Investment Gain	602-39103-	\$ 37.31
Total for Selected Receipts								\$ 1,417.63
								\$ 716,316.81

Date Range : 1/4/2024 To 1/9/2024

<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>
01/09/2024	Elan Financial Services	Dec23:PostagePZ,Clerk,S ew,1stResp;OffsSuppHall ,1stResp;Shop;ShopSmITr s;MaintSubscpn;RdRpr	71093	\$433.86	100-41910-322- 100-41425-322- 602-49490-322-	Planning and Zoning Clerk Sewer Utilities - Administration and General	\$13.96 \$164.41 \$51.00
01/09/2024	OmniSite	Inv. 91951: 1 Year Wireless Service - Emily Main, White Pine liftstation 2, liftstation 3	71094	\$870.00	100-42860-322- 100-41941-201- 100-43110-240- 100-42860-201- 100-43110-201- 100-43110-433- 100-43126-221-	Other Protection-1st Response City Hall Maintenance-Shop Other Protection-1st Response Maintenance-Shop Maintenance-Shop Road and Bridge Equipment	\$8.56 \$13.94 \$17.16 \$38.65 \$75.37 \$16.10 \$34.71
01/09/2024	American Legal Publishing Corp.	Inv. 30376 - Annual Web Hosting Fee 2024	71095	\$500.00	602-49470-309-	Sewer Utilities - Sewer Lift Stations	\$870.00
01/09/2024	Crow Wing County Attorney's Office	Annual cost of Prosecution for 2024 - 12/12/23 Invoice	71096	\$2,500.00	100-41130-309-	Ordinances and Proceedings	\$500.00
01/09/2024	LAKES AREA RENTAL	Inv. 1-543300 - Mini X Rental - Cemetery	71097	\$252.33	100-42110-304- 100-49010-416-	Police Administration Cemetery	\$2,500.00 \$252.33
01/09/2024	MINNESOTA STATE FIRE DEPT. ASSOC.	2024 MSFDA membership dues	71098	\$175.00	100-42210-433-	Fire Administration	\$175.00

Date Range : 1/4/2024 To 1/9/2024

<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>
01/09/2024	CULLIGAN	Invs:150X01551407,150X 01537000 - Salt and Hall Softener Equip Rental/Shop Water Rental	71099	\$57.81	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$41.70 \$16.11
01/09/2024	Verizon	Police - Inv. #9952521013	71100	\$29.50	100-42110-321-	Police Administration	\$29.50
01/09/2024	CITY OF CROSBY	Registrations:18Intl,06ChevSil,11Frht,00ChevGM4, 19 DumpTrlr,22Ford,09Trlr,2 OTrlr	71101	\$201.00	100-43126-433- 100-42220-433-	Road and Bridge Equipment Fire Fighting	\$181.75 \$19.25
Total For Selected Claims				\$5,019.50			\$5,019.50

For the payroll period ending: 01/09/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	392.49
	428	HANSON, JR, GERHART L.	389.70
	922	Hemphill, Andrew D	392.49
	724	Koch, Gregory A	392.49
Account Total			1,567.17
100-41310-103	643	JONES, TRACY ALLEN	554.10
Account Total			554.10
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			\$2,369.08

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 : 12/28/2023 To 1/3/2024

<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>
01/03/2024	Craig Prokott	Fire Training Mileage	71086	\$78.99	100-42240-331-	Fire Training	\$78.99
01/03/2024	Amy Prokott	Mileage: PO,kiosk,bank,postings,s ewer notices	71087	\$11.33	100-41425-331- 602-49490-331-	Clerk Sewer Utilities - Administration and General	\$9.43 \$1.90
01/03/2024	Canon Financial Services, Inc.	COPIER LEASE- 12/21/23 Inv. #31777786	71088	\$148.93	100-41425-413-	Clerk	\$148.93
01/03/2024	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance February 2024	71089	\$5,680.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$590.00 \$2,250.00 \$590.00 \$2,250.00
01/03/2024	Tremolo Communications	City phone service - 1/1/2024 invoices	71090	\$811.53	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 \$38.90 \$434.17 \$146.67 \$106.11
01/03/2024	EMILY ACE HARDWARE	Inv.12-31:ShopMaterials, FireShopMat/CleaningSu pp/ SmITIs,HallRepair/Maint Supp	71091	\$389.00	100-43110-215- 100-42220-215- 100-42280-211- 100-42220-240- 100-42280-240- 100-41941-221-	Maintenance-Shop Fire Fighting Fire Stations and Buildings Fire Fighting Fire Stations and Buildings City Hall	\$13.10 \$11.30 \$7.05 \$325.95 \$18.59 \$13.01

Date Range : 12/28/2023 To 1/3/2024

<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>
01/03/2024	Pomp's Tire Service Inc	Inv. 2300004027 - Tire Repair	71092	\$80.00	100-43126-404-	Road and Bridge Equipment	\$64.00
					100-43126-221-	Road and Bridge Equipment	\$16.00
Total For Selected Claims				\$7,199.78			\$7,199.78

Andrew D Hemphill	City Council/Town Board	Date
Bryce I 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: 01/03/2024

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,500.00
	914	Prokott, Amy J	950.21
		Account Total	2,502.64
100-41425-103	909	Fahrendorff, Susan E	104.22
		Account Total	104.22
100-41910-103	909	Fahrendorff, Susan E	826.34
		Account Total	826.34
100-41941-101	451	Foster, Brian D	161.81
	502	Spindler, Calen Chris	59.69
		Account Total	221.50
100-42280-101	451	Foster, Brian D	19.42
	502	Spindler, Calen Chris	18.85
		Account Total	38.27
100-43110-101	451	Foster, Brian D	1,113.22
	502	Spindler, Calen Chris	1,295.87
		Account Total	2,409.09
100-43121-101	451	Foster, Brian D	323.61
	502	Spindler, Calen Chris	196.34
		Account Total	519.95
602-49490-101	914	Prokott, Amy J	67.91
		Account Total	67.91
100-43110-101		Unallocated (Due to rounding)	(\$0.01)
		Total For Period	\$6,689.91

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: 12/13/2023 To 12/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/13/2023	AFLAC	61071	Monthly employee ins coverage Inv. #226476	N	Maintenance-Shop	100-43110-101-	\$ 31.68
Total For Check 61071							\$ 31.68
12/13/2023	WM Corporate Services, Inc.	61072	garbage - inv. 6808389-1767-1	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
Total For Check 61072							\$ 357.16
12/13/2023	Tri-County Septic Inspection	61073	12-8:Septicinspn:19345BlueLnE	N	Planning and Zoning	100-41910-310-	\$ 175.00
Total For Check 61073							\$ 175.00
12/13/2023	CROW WING POWER	61074	Monthly - 12-7-23 Invoices	N	City Hall	100-41941-381-	\$ 1,853.49
		61074				100-41941-381-	\$ 27.27
		61074			Fire Stations and Buildings	100-42280-381-	\$ 115.45
		61074			Maintenance-Shop	100-43110-381-	\$ 58.77
		61074				100-43110-381-	\$ 25.53
		61074			Street Lighting	100-43110-381-	\$ 108.70
		61074			Park Areas	100-43160-381-	\$ 291.00
		61074				100-45202-381-	\$ 24.87
		61074				100-45202-381-	\$ 24.00
		61074			Cemetery	100-49010-381-	\$ 35.77
		61074			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.52
		61074				602-49470-381-	\$ 31.63
		61074				602-49470-381-	\$ 42.75
Total For Check 61074							\$ 2,670.75
12/13/2023	GAMMELLO - PEARSON, PLLC	61075	96738,96740,96743,96744:Retain, SewerCollectn, 1stRespsns, D/APolicy	N	Clerk	100-41425-304-	\$ 78.00
		61075				100-41425-304-	\$ 221.00
		61075			Other Protection-1st Response	100-42860-304-	\$ 728.00
		61075			Sewer Utilities - Administration and General	602-49490-304-	\$ 52.00
Total For Check 61075							\$ 1,079.00
12/13/2023	CARI JOHNSON	61076*	Reimbursement - IIMC Annual Conference Fee per Council motion 12-12-23	N	Clerk	100-41425-810-	\$ 485.00
Total For Check 61076							\$ 485.00

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

Date: 12/14/2023 Vendor: MINNESOTA REVENUE

Check #	Description	Void	Account Name	F-A-O-P	Total
330761	State Withholding - 12/6/23 Payroll	N	Clerk	100-41425-172-	\$ 102.87
330761			Planning and Zoning	100-41910-172-	4.70
330761			City Hall	100-41941-172-	18.36
330761			Fire Administration	100-42210-172-	10.30
330761			Fire Fighting	100-42220-172-	12.88
330761			Fire Training	100-42240-172-	8.23
330761			Fire Stations and Buildings	100-42280-172-	6.55
330761			Maintenance-Shop	100-43110-172-	111.49
330761			Paved Streets	100-43121-172-	27.49
330761			Waste (Refuse) Disposal	100-43240-172-	2.20
330761			Park Areas	100-45202-172-	6.55
330761			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	4.43
330761			Sewer Utilities - Administration and General	602-49490-172-	5.74
Total For Check 330761					\$ 321.79
330760	Retirement contributions - 12/6/23 Payroll	N	Clerk	100-41425-101-	\$ 210.67
330760				100-41425-103-	40.95
330760				100-41425-121-	47.25
330760				100-41425-121-	243.09
330760			Planning and Zoning	100-41910-103-	31.53
330760				100-41910-121-	36.38
330760			City Hall	100-41941-101-	30.99
330760				100-41941-121-	35.76
330760			Fire Stations and Buildings	100-42280-101-	10.87
330760				100-42280-121-	12.55
330760			Maintenance-Shop	100-43110-101-	183.22
330760				100-43110-121-	211.38
330760			Paved Streets	100-43121-101-	47.04
330760				100-43121-121-	54.28
330760			Waste (Refuse) Disposal	100-43240-101-	3.67
330760				100-43240-121-	4.24
330760			Park Areas	100-45202-101-	10.87
330760				100-45202-121-	12.55
330760			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	7.35
330760				602-49450-121-	8.48
330760			Sewer Utilities - Administration and General	602-49490-101-	14.59

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

<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>
		330760				602-49490-121-	16.83
		330760					1,274.54
12/20/2023	MINNESOTA REVENUE	330763	State Withholding - 12/20/23 Payroll	N	Clerk	100-41425-172-	154.34
		330763			Planning and Zoning	100-41910-172-	8.10
		330763			City Hall	100-41941-172-	36.17
		330763			Fire Stations and Buildings	100-42280-172-	5.94
		330763			Maintenance-Shop	100-43110-172-	62.46
		330763			Paved Streets	100-43121-172-	111.59
		330763			Cemetery	100-49010-172-	23.40
		330763			Sewer Utilities - Administration and General	602-49490-172-	4.27
		330763					406.27
12/20/2023	Payroll Period Ending 12/20/2023	61077	Regular Payroll - 12-6 to 12-19	N	Clerk	100-41425-103-	254.72
		61077			Planning and Zoning	100-41910-103-	695.74
		61077					950.46
12/20/2023	Payroll Period Ending 12/20/2023	61078	Regular Payroll - 12-6 to 12-19	N	City Hall	100-41941-101-	307.62
		61078			Fire Stations and Buildings	100-42280-101-	21.69
		61078			Maintenance-Shop	100-43110-101-	552.13
		61078			Paved Streets	100-43121-101-	901.16
		61078			Cemetery	100-49010-101-	189.30
		61078					1,971.90
12/20/2023	Payroll Period Ending 12/20/2023	61079	Regular Payroll - 12-6 to 12-19	N	Clerk	100-41425-101-	1,882.69
		61079					1,882.69
12/20/2023	Payroll Period Ending 12/20/2023	61080	Regular Payroll - 12-6 to 12-19	N	Clerk	100-41425-101-	1,082.87
		61080			Sewer Utilities - Administration and General	602-49490-101-	104.49
		61080					1,187.36
12/20/2023	Payroll Period Ending 12/20/2023	61081	Regular Payroll - 12-6 to 12-19	N	City Hall	100-41941-101-	263.99
		61081			Fire Stations and Buildings	100-42280-101-	80.66
		61081			Maintenance-Shop	100-43110-101-	428.98
		61081			Paved Streets	100-43121-101-	876.30
		61081			Cemetery	100-49010-101-	183.33
		61081					1,833.26

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/20/2023	PEOPLESERVICE, INC.	61082	Inv. PS-INV103486 - January 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
Total For Check 61082							\$ 2,090.00
12/20/2023	Momentum Truck Group	61083	***VOID\$1148.83***Invs. X500013360:01 - Dump Truck	Y	Road and Bridge Equipment	100-43126-221-	\$ -
Total For Check 61083							\$ -
12/20/2023	PIKE PLUMBING & HEATING OF BRAINERD	61084	Inv. 86010 - City Hall - Monthly Boiler Inspection	N	City Hall	100-41941-404-	\$ 220.00
Total For Check 61084							\$ 220.00
12/20/2023	R & R Landscaping & Constructn Inc.	61085	40 tons of salt sand @46.00	N	Ice and Snow Removal	100-43125-224-	\$ 1,840.00
Total For Check 61085							\$ 1,840.00
12/20/2023	Nelson Sanitation & Rental, Inc.	61086	Invs:Inv/2023/17545-17546-17547	N	Sewer Utilities - Sanitary Sewer Cleaning	602-49460-407-	\$ 12,183.35
Total For Check 61086							\$ 12,183.35
12/20/2023	Sourcewell	61087	Planning and Zoning Services for November - Inv. INV00002535	N	Planning and Zoning	100-41910-311-	\$ 508.75
Total For Check 61087							\$ 508.75
12/20/2023	Short Elliott Hendrickson, Inc.	61088	Invs. 458261-2025RdImprovementsFeasibility Study	N	Paved Streets	201-43121-303-	\$ 6,000.00
Total For Check 61088							\$ 6,000.00
12/21/2023	FEDERAL WITHHOLDING/ON LINE	330762	Federal Withholding - 12/20/23 Payroll	N	Council/Town Board	100-41110-103-	\$ 99.44
		330762				100-41110-122-	\$ 80.60
		330762				100-41110-135-	\$ 18.84
		330762			Mayor	100-41310-103-	\$ 38.25
		330762				100-41310-122-	\$ 31.00
		330762			Clerk	100-41310-135-	\$ 7.25
		330762				100-41425-101-	\$ 322.26
		330762				100-41425-103-	\$ 22.96
		330762				100-41425-122-	\$ 18.61
		330762				100-41425-122-	\$ 261.18
		330762				100-41425-135-	\$ 61.08

Fund Name: All Funds

Date Range: 4/13/2023 To 12/31/2023

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330762				100-41425-135-	\$ 4.35
330762				100-41425-171-	\$ 240.24
330762			Planning and Zoning	100-41910-103-	\$ 62.72
330762				100-41910-122-	\$ 50.83
330762			City Hall	100-41910-135-	\$ 11.89
330762				100-41941-101-	\$ 62.72
330762				100-41941-122-	\$ 50.83
330762				100-41941-135-	\$ 11.89
330762			Fire Stations and Buildings	100-41941-171-	\$ 55.23
330762				100-42280-101-	\$ 10.80
330762				100-42280-122-	\$ 8.75
330762				100-42280-135-	\$ 2.05
330762				100-42280-171-	\$ 6.63
330762			Civil Defense Expenditures	100-42501-103-	\$ 3.06
330762				100-42501-122-	\$ 2.48
330762				100-42501-135-	\$ 0.58
330762			Other Protection-1st Response	100-42860-112-	\$ 1,314.28
330762				100-42860-122-	\$ 1,065.16
330762				100-42860-135-	\$ 249.12
330762			Maintenance-Shop	100-43110-101-	\$ 109.50
330762				100-43110-122-	\$ 88.76
330762				100-43110-135-	\$ 20.74
330762				100-43110-171-	\$ 97.14
330762			Paved Streets	100-43121-101-	\$ 194.29
330762				100-43121-122-	\$ 157.46
330762				100-43121-135-	\$ 36.83
330762				100-43121-171-	\$ 166.31
330762			Waste (Refuse) Disposal	100-43240-101-	\$ 1.11
330762				100-43240-122-	\$ 0.90
330762				100-43240-135-	\$ 0.21
330762			Library	100-45187-103-	\$ 19.13
330762				100-45187-122-	\$ 15.50
330762				100-45187-135-	\$ 3.63
330762			Park Areas	100-45187-171-	\$ 20.00
330762				100-45202-101-	\$ 0.86
330762				100-45202-122-	\$ 0.70
330762				100-45202-135-	\$ 0.16
330762			Cemetery	100-49010-101-	\$ 40.02
330762				100-49010-122-	\$ 32.43
330762				100-49010-135-	\$ 7.59
330762				100-49010-171-	\$ 34.90
330762			Waste (Refuse) Collection	227-43230-101-	\$ 0.06

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

<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>
		330762				227-43230-122-	\$ 0.05
		330762			Sewer Utilities - Sanitary Sewer Maintenance	227-43230-135-	\$ 0.01
		330762				602-49450-101-	\$ 0.36
		330762				602-49450-122-	\$ 0.29
		330762			Sewer Utilities - Administration and General	602-49450-135-	\$ 0.07
		330762				602-49490-101-	\$ 10.28
		330762				602-49490-122-	\$ 8.33
		330762				602-49490-135-	\$ 1.95
		330762				602-49490-171-	\$ 3.10
		330762					\$ 5,247.75
12/21/2023	PERA	330764	Retirement contributions - 12/20/23 Payroll	N	Clerk	100-41425-101-	\$ 292.81
		330764				100-41425-103-	\$ 19.51
		330764				100-41425-121-	\$ 22.51
		330764			Planning and Zoning	100-41425-121-	\$ 337.86
		330764				100-41910-103-	\$ 53.29
		330764			City Hall	100-41910-121-	\$ 61.49
		330764				100-41941-101-	\$ 56.32
		330764			Fire Stations and Buildings	100-41941-121-	\$ 64.99
		330764				100-42280-101-	\$ 9.71
		330764				100-42280-121-	\$ 11.20
		330764			Maintenance-Shop	100-43110-101-	\$ 98.25
		330764				100-43110-121-	\$ 113.35
		330764			Paved Streets	100-43121-101-	\$ 174.52
		330764				100-43121-121-	\$ 201.37
		330764			Waste (Refuse) Disposal	100-43240-101-	\$ 0.95
		330764				100-43240-121-	\$ 1.10
		330764			Park Areas	100-45202-101-	\$ 0.74
		330764				100-45202-121-	\$ 0.85
		330764			Cemetery	100-49010-101-	\$ 35.98
		330764				100-49010-121-	\$ 41.52
		330764			Waste (Refuse) Collection	227-43230-101-	\$ 0.06
		330764				227-43230-121-	\$ 0.07
		330764			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 0.30
		330764				602-49450-121-	\$ 0.35
		330764			Sewer Utilities - Administration and General	602-49490-101-	\$ 9.57
		330764				602-49490-121-	\$ 11.04

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

<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>
12/21/2023	Funds 227 and 304	TRF12212023	Transfers from 100 General Fund and 302, 305, 306 Debt Service Funds to Funds 227 and 304	N	Transfer To Governmental Fund	100-49360-720-	\$ 590.82
		TRF12212023				305-49360-720-	\$ 6.70
		TRF12212023				306-49360-720-	\$ 746.57
	Total For Check	TRF12212023					\$ 1,344.09
12/21/2023	Funds 201, 225, 226, 228, 406	TRF12212023	Transfers from 100 General Fund to Funds 201, 225, 226, 228, 406	N	Transfer To Governmental Fund	100-49360-720-	\$ 146,670.21
	Total For Check	TRF12212023					\$ 146,670.21
12/27/2023	Ehlers Investment Partners, LLC	61089	November 2023 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 79.38
	Total For Check	61089					\$ 79.38
12/27/2023	GERHART L. HANSON JR.	61090	2023 Mileage for roads	N	Paved Streets	100-43121-331-	\$ 168.34
	Total For Check	61090					\$ 168.34
12/27/2023	Verizon	61091	Maint - Inv. #9951690174	N	Maintenance-Shop	100-43110-321-	\$ 104.00
	Total For Check	61091					\$ 104.00
12/27/2023	Colonial Life	61092	Employee paid insurance - Inv # 47086731205283	N	Clerk	100-41425-101-	\$ 76.72
	Total For Check	61092					\$ 76.72
12/27/2023	Aramark	61093	Rugs and Towels - Invs.2530222016,2530222015-CityHall/FireHall	N	City Hall	100-41941-418-	\$ 162.33
	Total For Check	61093					\$ 162.33
12/27/2023	AUTO VALUE	61094	12/25/23 Statement:ShopRepairMaint/Sm all Tools	N	Maintenance-Shop	100-43110-221-	\$ 125.05
	Total For Check	61094					\$ 125.05
		61094				100-43110-240-	\$ 23.99
	Total For Check	61094					\$ 149.04

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/27/2023	PIKE PLUMBING & HEATING OF BRAINERD	61095	Inv. 86191 - City Hall - service&test both steam boilers, replace sight glass on Electro	N	City Hall	100-41941-221-	\$ 38.87
	Total For Check	61095				100-41941-404-	\$ 275.00
							\$ 313.87
12/27/2023	Momentum Truck Group	61096	Invs. X500013595:01 - Dump Truck	N	Road and Bridge Equipment	100-43126-221-	\$ 892.99
	Total For Check	61096					\$ 892.99
12/27/2023	Wex Bank	61097	Inv. 93795275 - Fuel - Road Equip, Fire	N	Fire Fighting	100-42220-212-	\$ 111.24
	Total For Check	61097			Road and Bridge Equipment	100-43126-212-	\$ 490.04
							\$ 601.28
12/31/2023	Money Market/Bonds	IAD2917	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 1.62
	Total For Check	IAD2917					\$ 1.62
12/31/2023	Money Market/Bonds	IAD2918	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 0.57
	Total For Check	IAD2918					\$ 0.57
12/31/2023	Money Market/Bonds	IAD2919	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 0.98
	Total For Check	IAD2919					\$ 0.98
12/31/2023	Money Market/Bonds	IAD2920	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 0.49
	Total For Check	IAD2920					\$ 0.49
12/31/2023	Money Market/Bonds	IAD2921	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 0.35
	Total For Check	IAD2921					\$ 0.35
12/31/2023	Money Market/Bonds	IAD2922	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 0.70
	Total For Check	IAD2922					\$ 0.70
12/31/2023	Money Market/Bonds	IAD2923	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 0.49
	Total For Check	IAD2923					\$ 0.49

Fund Name: All Funds

Date Range: 4/13/2023 To 12/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/31/2023	Money Market/Bonds	IAD2924	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 0.14
		Total For Check					\$ 0.14
12/31/2023	Money Market/Bonds	IAD2925	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-493350-800-	\$ 143.75
		Total For Check					\$ 143.75
12/31/2023	Money Market/Bonds	IAD2926	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-493350-800-	\$ 50.00
		Total For Check					\$ 50.00
12/31/2023	Money Market/Bonds	IAD2927	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-493350-800-	\$ 87.50
		Total For Check					\$ 87.50
12/31/2023	Money Market/Bonds	IAD2928	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-493350-800-	\$ 43.75
		Total For Check					\$ 43.75
12/31/2023	Money Market/Bonds	IAD2929	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-493350-800-	\$ 31.25
		Total For Check					\$ 31.25
12/31/2023	Money Market/Bonds	IAD2930	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-493350-800-	\$ 62.50
		Total For Check					\$ 62.50
12/31/2023	Money Market/Bonds	IAD2931	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-493350-800-	\$ 43.75
		Total For Check					\$ 43.75
12/31/2023	Money Market/Bonds	IAD2932	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 12.50
		Total For Check					\$ 12.50
12/31/2023	Money Market/Bonds	IAD2933	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-493350-800-	\$ 429.02
		Total For Check					\$ 429.02
12/31/2023	Money Market/Bonds	IAD2934	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-493350-800-	\$ 149.22

Fund Name: All Funds

Date Range: 12/13/2023 To 12/31/2023

Date Vendor Total For Check Check #

Void Account Name F-A-O-P

Description Total

\$ 149.22

\$ 261.14

\$ 261.14

\$ 130.57

\$ 130.57

\$ 93.27

\$ 93.27

\$ 186.53

\$ 186.53

\$ 130.57

\$ 130.57

\$ 37.31

\$ 37.31

\$ 196,843.47

12/31/2023 Money Market/Bonds IAD2934 IAD2935 N Purchase of Investments 404-49350-800-
Deposit Into Money
Market/Bonds

12/31/2023 Money Market/Bonds IAD2935 IAD2935 N Purchase of Investments 407-49350-800-
Deposit Into Money
Market/Bonds

12/31/2023 Money Market/Bonds IAD2936 IAD2936 N Purchase of Investments 409-49350-800-
Deposit Into Money
Market/Bonds

12/31/2023 Money Market/Bonds IAD2937 IAD2937 N Purchase of Investments 415-49350-800-
Deposit Into Money
Market/Bonds

12/31/2023 Money Market/Bonds IAD2938 IAD2938 N Purchase of Investments 416-49350-800-
Deposit Into Money
Market/Bonds

12/31/2023 Money Market/Bonds IAD2939 IAD2939 N Purchase of Investments 602-49350-800-
Deposit Into Money
Market/Bonds

Total For Selected Checks

12/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	1,311,247.84	1,108,355.32	(202,892.52)
Delinquent Ad Valorem Taxes	15,900.00	12,419.37	(3,480.63)
Mobile Home Tax	10.00	27.74	17.74
Fiscal Disparities	2,000.00	1,449.20	(550.80)
Total Acct 310	1,329,157.84	1,122,251.63	(206,906.21)
Franchise Taxes	3,750.00	0.00	(3,750.00)
Severed Mineral Tax	215.00	227.89	12.89
Total Acct 318	3,965.00	227.89	(3,737.11)
Penalties and Interest on Ad valorem Taxes	2,565.00	933.70	(1,631.30)
Forfeited Tax Sale Apportionments	5,400.00	4,763.55	(636.45)
Principal on Special Assessments	0.00	500.00	500.00
Penalties and Interest on Special Assessments	35.00	3.75	(31.25)
Total Acct 319	8,000.00	6,201.00	(1,799.00)
Licenses & Permits	100.00	0.00	(100.00)
Alcoholic Beverages	7,255.00	5,969.00	(1,286.00)
Rental Dwelling License	3,500.00	3,700.00	200.00
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	10,855.00	9,669.00	(1,186.00)
Building Permits (Excludes surcharge)	22,750.00	30,255.00	7,505.00
Animal Licenses	40.00	20.00	(20.00)
Total Acct 322	22,790.00	30,275.00	7,485.00
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	24,671.46	24,671.46
Federal Payments in Lieu of Taxes	2.00	4.84	2.84
Total Acct 331	2.00	24,676.30	24,674.30
Homestead and Agricultural Credit Aid (HACA)	42,250.00	23,203.64	(19,046.36)
Police Training Reimbursement	500.00	0.00	(500.00)
State Emergency Management Aid	0.00	13,384.99	13,384.99
Agricultural Market Value Credit	530.00	883.52	353.52
Fire Training Reimbursement	4,000.00	1,300.00	(2,700.00)
State Fire Aid	12,255.00	15,565.36	3,310.36
Supp. Fire State Aid	2,500.00	2,830.45	330.45
State Police Aid	13,500.00	14,714.07	1,214.07
Total Acct 334	75,535.00	71,882.03	(3,652.97)
Other County Grants and Aids	0.00	1,000.00	1,000.00
Grants & Aids from Other LGUs	4,320.00	8,429.81	4,109.81
Total Acct 336	4,320.00	9,429.81	5,109.81
City/Town Hall Rent	500.00	726.00	226.00
Zoning and Subdivision Fees	3,700.00	1,950.00	(1,750.00)
Assessment Searches	1,000.00	1,336.00	336.00
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	70.00	84.15	14.15
Total Acct 341	5,270.00	4,096.15	(1,173.85)
Special Police Services	2,400.00	600.00	(1,800.00)
Special Fire Protection Services	25,800.00	46,342.65	20,542.65
First Responder Charges	7,660.00	5,850.03	(1,809.97)
Total Acct 342	35,860.00	52,792.68	16,932.68
Sale of Culverts	1,120.00	640.00	(480.00)
Contractor Water Use	0.00	1,880.00	1,880.00
Total Acct 343	1,120.00	2,520.00	1,400.00
Refuse Collection Charges	3,000.00	1,748.06	(1,251.94)
Total Acct 344	3,000.00	1,748.06	(1,251.94)

12/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery Revenues	500.00	500.00	0.00
Cemetery -Grave openings	5,525.00	4,300.00	(1,225.00)
Cemetery -Sale of lots	13,000.00	7,215.00	(5,785.00)
Misc. Rents	20.00	1.00	(19.00)
Verizon Rental	13,200.00	13,200.00	0.00
Total Acct 349	32,245.00	25,216.00	(7,029.00)
Court Fines	820.00	518.11	(301.89)
Administrative Fines (Penalties)	500.00	3,392.50	2,892.50
Total Acct 351	1,320.00	3,910.61	2,590.61
Interest Earning	4,000.00	5,885.34	1,885.34
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	6,000.00	24,531.37	18,531.37
Total Acct 362	10,000.00	30,416.71	20,416.71
Total Revenues	1,543,439.84	1,395,312.87	(148,126.97)
Other Financing Sources:			
Unrealized Investment Gain	250.00	1,699.21	1,449.21
Total Acct 391	250.00	1,699.21	1,449.21
Capital Contributions	100.00	0.00	(100.00)
Total Acct 397	100.00	0.00	(100.00)
Sale of Investment	250,000.00	16,569.18	(233,430.82)
Total Acct 399	250,000.00	16,569.18	(233,430.82)
Total Other Financing Sources	250,350.00	18,268.39	(232,081.61)

12/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	22,835.00	20,298.00	2,537.00
Ordinances and Proceedings	5,350.00	1,599.00	3,751.00
Total Acct 411	28,185.00	21,897.00	6,288.00
Mayor	7,935.00	7,444.98	490.02
Total Acct 413	7,935.00	7,444.98	490.02
Elections	100.00	0.71	99.29
Clerk	202,065.00	187,698.68	14,366.32
Total Acct 414	202,165.00	187,699.39	14,465.61
Internal Auditing	12,170.00	18,400.00	(6,230.00)
Total Acct 415	12,170.00	18,400.00	(6,230.00)
Planning and Zoning	62,315.00	57,599.43	4,715.57
General Government Buildings and Plant	3,420.00	2,416.00	1,004.00
City Hall	59,155.00	54,166.21	4,988.79
Total Acct 419	124,890.00	114,181.64	10,708.36
Police Administration	38,217.00	26,010.91	12,206.09
Patrol	138,408.00	54,534.72	83,873.28
Police Training	2,339.00	21.93	2,317.07
Police Stations and Buildings	0.00	233.25	(233.25)
Total Acct 421	178,964.00	80,800.81	98,163.19
Fire Administration	52,121.00	55,912.51	(3,791.51)
Fire Fighting	149,185.00	113,886.16	35,298.84
Fire Training	11,100.00	8,914.92	2,185.08
Fire Stations and Buildings	14,240.00	13,019.39	1,220.61
Total Acct 422	226,646.00	191,732.98	34,913.02
Building Inspections Administration	3,500.00	1,087.50	2,412.50
Rental Inspections	2,200.00	1,712.50	487.50
Total Acct 424	5,700.00	2,800.00	2,900.00
Civil Defense Expenditures	1,144.00	551.20	592.80
Total Acct 425	1,144.00	551.20	592.80
Traffic Engineering Expenditures	4,550.00	6,063.14	(1,513.14)
Total Acct 426	4,550.00	6,063.14	(1,513.14)
Other Protection-1st Response	42,795.00	27,983.60	14,811.40
Total Acct 428	42,795.00	27,983.60	14,811.40
Maintenance-Shop	138,760.00	135,986.82	2,773.18
Paved Streets	79,475.00	68,843.65	10,631.35
Unpaved Streets	50,450.00	44,316.00	6,134.00
Ice and Snow Removal	4,500.00	1,840.00	2,660.00
Road and Bridge Equipment	162,070.21	135,817.94	26,252.27
Bridges, Viaducts and Grade Separations	20,300.00	19,733.32	566.68
Street Lighting	3,500.00	3,549.50	(49.50)
Total Acct 431	459,055.21	410,087.23	48,967.98
Waste (Refuse) Disposal	16,785.00	15,919.09	865.91
Total Acct 432	16,785.00	15,919.09	865.91
Historical Society	100.00	100.00	0.00
Total Acct 450	100.00	100.00	0.00
Library	5,675.00	3,492.50	2,182.50
Total Acct 451	5,675.00	3,492.50	2,182.50
Park Areas	24,370.00	25,387.38	(1,017.38)
Total Acct 452	24,370.00	25,387.38	(1,017.38)
Water Resources	1,000.00	1,000.00	0.00

12/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Emily Waters	14,750.00	11,256.00	3,494.00
Total Acct 461	15,750.00	12,256.00	3,494.00
Economic Development and Assistance	1,279.00	450.00	829.00
Total Acct 465	1,279.00	450.00	829.00
Food Shelf	250.00	250.00	0.00
Cemetery	19,290.00	12,899.50	6,390.50
Total Acct 490	19,540.00	13,149.50	6,390.50
Total Disbursements	1,377,698.21	1,140,396.44	237,301.77
Other Financing Uses:			
Unrealized Investment Loss	6,500.00	1,410.45	5,089.55
Purchase of Investments	251,600.00	22,885.69	228,714.31
Transfer To Governmental Fund	0.00	162,403.11	(162,403.11)
Total Acct 493	258,100.00	186,699.25	71,400.75
Total Other Financing Uses	258,100.00	186,699.25	71,400.75
Beginning Cash Balance		591,186.90	
Total Receipts and Other Financing Sources		1,413,581.26	
Total Disbursements and Other Financing Uses		1,327,095.69	
Cash Balance as of 12/31/2023		677,672.47	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 12/01/2023 To 12/31/2023

<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>
12/01/2023	Crow Wing County	13199	Curr&DelPropTax,MobileHome ,P&I,FiscDisp, SpecAssts,SpecAsstsP&I	(12/01/2023) -	N Current Ad Valorem Taxes	602-31010-	\$ 53.64
					Current Ad Valorem Taxes	602-31010-	\$ 23,173.01
					Delinquent Ad Valorem Taxes	602-31020-	\$ 269.37
					Mobile Home Tax	602-31030-	\$ 0.42
					Fiscal Disparities	602-31040-	\$ (89.05)
					Principal on Special Assessments	602-31951-	\$ 1,437.48
					Penalties and Interest on Special Assessments	602-31952-	\$ 33.54
							\$ 24,878.41
12/29/2023	Andrea Halleland	13224	Sewer Charges	(12/29/2023) -	N Rate Class I	602-37210-	\$ 123.83
					Penalties and Forfeited Discounts	602-37260-	\$ 76.17
							\$ 200.00
12/29/2023	Andrea Halleland	13225	Sewer Charges	(12/29/2023) -	N Rate Class I	602-37210-	\$ 47.27
					Penalties and Forfeited Discounts	602-37260-	\$ 29.07
							\$ 76.34
12/31/2023	PINE RIVER STATE BANK	13227	Int CR Checking	(12/31/2023) -	N Interest Earning	602-36210-	\$ 14.74
							\$ 14.74
12/31/2023	Pershing	13228	Int CR MMMF and Muni Bonds	(12/31/2023) -	N Interest Earning	602-36210-	\$ 0.14
					Interest Earning	602-36210-	\$ 12.50
							\$ 12.64
12/31/2023	Pershing	13229	Unrealized Gains - Muni Bonds	(12/31/2023) -	N Unrealized Investment Gain	602-39103-	\$ 37.31
							\$ 37.31
							\$ 25,219.44

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 12/13/2023 To 12/31/2023

<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>
12/13/2023	CROW WING POWER	61074	Monthly - 12-7-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.52
		61074				602-49470-381-	\$ 31.63
		61074				602-49470-381-	\$ 42.75
	Total For Check	61074					\$ 105.90
12/13/2023	GAMMELLO - PEARSON, PLLC	61075	96738,96740,96743,96744:Retailer,SewerCollectn,1stRespsn,D/APolicy	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 52.00
	Total For Check	61075					\$ 52.00
12/14/2023	MINNESOTA REVENUE	330761	State Withholding - 12/6/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 4.43
		330761			Sewer Utilities - Administration and General	602-49490-172-	\$ 5.74
	Total For Check	330761					\$ 10.17
12/15/2023	PERA	330760	Retirement contributions - 12/6/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.35
		330760				602-49450-121-	\$ 8.48
		330760				602-49490-101-	\$ 14.59
	Total For Check	330760					\$ 16.83
12/20/2023	MINNESOTA REVENUE	330763	State Withholding - 12/20/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 4.27
	Total For Check	330763					\$ 4.27
12/20/2023	Payroll Period Ending 12/20/2023	61080	Regular Payroll - 12-6 to 12-19	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 104.49
	Total For Check	61080					\$ 104.49
12/20/2023	PEOPLESERVICE, INC.	61082	Inv. PS-INV103486 - January 2024 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
	Total For Check	61082					\$ 2,090.00
12/20/2023	Nelson Sanitation & Rental, Inc.	61086	Invs:Inv/2023/17545-17546-17547	N	Sewer Utilities - Sanitary Sewer Cleaning	602-49460-407-	\$ 12,183.35

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 12/13/2023 To 12/31/2023

<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>
		Total For Check					12,183.35
12/21/2023	FEDERAL WITHHOLDING/ON LINE	330762	Federal Withholding - 12/20/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 0.36
		330762				602-49450-122-	\$ 0.29
		330762				602-49450-135-	\$ 0.07
		330762				602-49490-101-	\$ 10.28
		Total For Check					24.38
12/21/2023	PERA	330764	Retirement contributions - 12/20/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 0.30
		330764				602-49450-121-	\$ 0.35
		330764				602-49490-101-	\$ 9.57
		Total For Check					11.04
12/31/2023	Money Market/Bonds	IAD2924	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 0.14
		Total For Check					0.14
12/31/2023	Money Market/Bonds	IAD2932	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 12.50
		Total For Check					12.50
12/31/2023	Money Market/Bonds	IAD2940	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-493350-800-	\$ 37.31
		Total For Check					37.31
		Total For Selected Checks					14,693.02

12/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	60,491.63	58,507.54	(1,984.09)
Delinquent Ad Valorem Taxes	1,500.00	728.74	(771.26)
Mobile Home Tax	0.50	1.78	1.28
Fiscal Disparities	200.00	77.60	(122.40)
Total Acct 310	62,192.13	59,315.66	(2,876.47)
Severed Mineral Tax	15.00	11.95	(3.05)
Total Acct 318	15.00	11.95	(3.05)
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	2,860.00	3,477.14	617.14
Penalties and Interest on Special Assessments	350.00	94.02	(255.98)
Total Acct 319	3,210.00	3,571.16	361.16
Licenses & Permits	0.00	125.00	125.00
Public Utilities	125.00	0.00	(125.00)
Total Acct 321	125.00	125.00	0.00
Homestead and Agricultural Credit Aid (HACA)	1,550.00	1,582.22	32.22
Total Acct 334	1,550.00	1,582.22	32.22
Interest Earning	450.00	592.62	142.62
Refunds	0.00	4.00	4.00
Total Acct 362	450.00	596.62	146.62
Rate Class I	79,000.00	77,835.52	(1,164.48)
Connection/Reconnection Fees	0.00	4,000.00	4,000.00
Penalties and Forfeited Discounts	900.00	1,172.16	272.16
Hauled Wastewater Fees	450.00	0.00	(450.00)
Total Acct 372	80,350.00	83,007.68	2,657.68
Total Revenues	147,892.13	148,210.29	318.16
Other Financing Sources:			
Unrealized Investment Gain	200.00	155.61	(44.39)
Total Acct 391	200.00	155.61	(44.39)
Sale of Investment	25,000.00	142.72	(24,857.28)
Total Acct 399	25,000.00	142.72	(24,857.28)
Total Other Financing Sources	25,200.00	298.33	(24,901.67)
Disbursements:			
Bond Principal	60,000.00	60,000.00	0.00
Total Acct 471	60,000.00	60,000.00	0.00
Interest - Bonds	26,782.50	26,782.50	0.00
Total Acct 472	26,782.50	26,782.50	0.00
Fiscal Agent's Fees	475.00	475.00	0.00
Total Acct 475	475.00	475.00	0.00
Sewer Utilities - Sanitary Sewer Maintenance	38,475.00	32,113.65	6,361.35
Sewer Utilities - Sanitary Sewer Cleaning	6,000.00	12,183.35	(6,183.35)
Sewer Utilities - Sewer Lift Stations	8,510.00	2,193.05	6,316.95
Sewer Utilities - Administration and General	6,845.00	8,999.55	(2,154.55)
Total Acct 494	59,830.00	55,489.60	4,340.40
Total Disbursements	147,087.50	142,747.10	4,340.40

12/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	625.00	141.06	483.94
Purchase of Investments	25,379.63	660.56	24,719.07
Total Acct 493	<u>26,004.63</u>	<u>801.62</u>	<u>25,203.01</u>
Total Other Financing Uses	<u>26,004.63</u>	<u>801.62</u>	<u>25,203.01</u>
Beginning Cash Balance		97,571.68	
Total Receipts and Other Financing Sources		148,508.62	
Total Disbursements and Other Financing Uses		<u>143,548.72</u>	
Cash Balance as of 12/31/2023		102,531.58	

REPORT FOR EMILY CITY COUNCIL MEETING
JANUARY 9TH, 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 18 members at our last meeting
- 0 fire calls since the last meeting
- Checked all equipment
- We held elections and no changes
- We cleaned up the fire hall

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive style with a long, sweeping underline.

Chad Genz
Chief - Emily Fire Dept.

EMILY VOLUNTEER FIRE DEPARTMENT OFFICERS

FIRE CHIEF	Chad Genz
ASSISTANT FIRE CHIEF	Tyson Kinkaid
SECRETARY	Josh Rooker
TREASURER	Michael Armbrust
TRAINING/SAFETY OFFICER	Brian Foster

EMILY FIREMEN'S RELIEF ASSOCIATION BOARD OF TRUSTEES

PRESIDENT	Jon Chmielecki
VICE-PRESIDENT	Calen Spindler
SECRETARY	Josh Rooker
TREASURER	Michael Armbrust
TRUSTEES	Chad Wosmek
	Jon Friesner
FIRE CHIEF	Chad Genz
COUNCILMEMBER	Bryce Butcher
CITY CLERK	Cari Johnson

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

RESOLUTION NO. 24-02

**RESOLUTION RATIFYING AMENDED BYLAWS OF THE
EMILY FIREMEN'S RELIEF ASSOCIATION**

WHEREAS, the Emily Firemen's Relief Association is required to have bylaws; and

WHEREAS, amendments to those bylaws are sometimes needed which require City Council ratification;
and

WHEREAS, the amendments were adopted by the Emily Firemen's Relief Association on
December 19, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Emily City Council ratifies the amendments to the bylaws of
the Emily Firemen's Relief Association.

Passed by the City Council of Emily, Minnesota this 9th day of January, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (**Fire Department**) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

~~If the city has approved the employment on the Fire Department of volunteer emergency medical personnel, individuals who solely perform or supervise volunteer emergency medical duties are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.~~

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city ~~or, for volunteer emergency medical personnel, either the date volunteer emergency medical personnel were approved to become members of the Association or, if after the approval date, the date the volunteer emergency medical employee was hired by the city.~~

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to

the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

~~Section 7 – COMPENSATION. Trustees of the Association identified in Attachment B may be paid a salary out of the Special Fund. The amount paid in salary is limited to the amount listed in Attachment B. Only after the amounts listed in Attachment B have been approved by Emily Firemen's Relief Association (the governing body of the entity responsible for meeting any minimum obligation) may salaries be paid to non-Officer Trustees. For all Trustees, itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.~~

~~No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.~~

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association, ~~including volunteer emergency medical personnel~~, will be held in ~~January~~ ~~December~~ of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of ~~10%~~ ~~(at least ten percent)~~ percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board’s regular meetings will be kept on file at the Board’s primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board’s principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS.

~~A 51% (not less than ten percent of members entitled to vote)~~ percent ~~age~~ of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS.

~~A 51% (not less than 33 percent)~~ percent ~~age~~ of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary’s report
5. Treasurer’s report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

~~Note that the Association has flexibility to adopt percentage amounts that are equal to or less than those provided in the sample vesting schedule below.~~

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of

service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 – DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 – SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 – GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 – BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI - UNCLAIMED BENEFITS

Section 1 - UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII - AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 - AMENDMENTS. These bylaws may be amended when necessary by a 66% (~~majority or greater~~) of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 - CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subds. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 - DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen's Relief

Association on this ____ day of _____, 20____.

President

date: _____

Secretary

date: _____

Treasurer

date: _____

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (Fire Department) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city.

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The

President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 7 – COMPENSATION. No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association will be held in December of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 10 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board’s regular meetings will be kept on file at the Board’s primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board’s principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS.

51 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS.

51 percent of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary’s report

5. Treasurer's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be

entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 – DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 – SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 – GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 18A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 – BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII – AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 – AMENDMENTS. These bylaws may be amended when necessary by a 66% of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 – CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subs. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 - DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen's Relief

Association on this 19 day of December, 2023.




President

date: 12/19/23



Secretary

date: 12/19/23



Treasurer

date: 12/19/23

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

RESOLUTION NO. 24-03

**RESOLUTION RATIFYING AMENDED BYLAWS OF THE
EMILY FIREMEN'S RELIEF ASSOCIATION**

WHEREAS, the Emily Firemen's Relief Association is required to have bylaws; and

WHEREAS, amendments to those bylaws are sometimes needed which require City Council ratification;
and

WHEREAS, the amendment to Attachment A – Benefit Level was adopted by the Emily Firemen's Relief Association on December 19, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Emily City Council ratifies the amendment to the bylaws of the Emily Firemen's Relief Association.

Passed by the City Council of Emily, Minnesota this 9th day of January, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

ATTACHMENT A - BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$750 per year	January 12, 2010	January 12, 2010
\$1,500 per year	October 11, 2016	January 1, 2017
\$1,750 per year	August 12, 2020	January 1, 2021
\$2,500 per year		January 1, 2024

Emily Fire Relief Projections

8/21/2023

Prepared by: Stephanie Lippert & Susan Schiessl

Benefit Amount	Add First Responders	2024 Required Municipal Contribution
1,750	No	16,896
1,750	Yes	23,896
2,000	No	28,219
2,000	Yes	36,219
2,500	No	50,873
2,500	Yes	60,873

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

To be eligible for fire state aid this Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2023, and submitted to the Office of the State Auditor.

Relief Association Officer Certification

I have obtained a copy of the schedule form with Confirmation Id c3b74478-1df4-467a-a82a-f3797d70e4bd displayed in the lower left corner of each page.

We, the officers of the Emily Fire Relief Association certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that:

- 1) The annual benefit level of \$1,750 per year of service was approved by the Relief Association's board of trustees and, if required by Minn. Stat. § 424A.092, ratified by the affiliated municipal governing board or independent nonprofit firefighting corporation;
- 2) We understand that this form shows that the Relief Association has a projected DEFICIT of \$84,770 and a projected funding ratio of 82.20 percent; and
- 3) The required 2024 contribution is \$16,896 based on the financial requirements of the Relief Association's Special Fund for the 2023 calendar year.

9be8c415-0648-4da7-9b35-943d6f075b5a	Jon	Chmielecki	10/20/2023
Signature of President	First Name	Last Name	Date
259a2625-7c36-4166-9dee-3a000feedd8d	Joshua	Rooker	10/20/2023
Signature of Secretary	First Name	Last Name	Date
5a5e3e84-95dd-4453-9412-0e969fbb99b3	Michael	Armbrust	10/20/2023
Signature of Treasurer	First Name	Last Name	Date

Municipal Clerk / Independent Secretary Certification*

I received the completed Schedule Form from the Emily Fire Relief Association with Confirmation Id c3b74478-1df4-467a-a82a-f3797d70e4bd displayed in the lower left corner of each page.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

88719cd2-f655-4a55-95ca-1ed30afafdb4	Cari	Johnson	10/20/2023
Signature of Municipal Clerk / Secretary of independent nonprofit firefighting corporation	First Name	Last Name	Date

* See the form instructions for additional information about certification requirements.

OFFICE OF THE STATE AUDITOR

Financial Projections

	2023	2024	
Total Active Member Liabilities	434,320	470,180	
Total Deferred Member Liabilities	41,990	41,990	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 476,310	B. 512,170	
Normal Cost (Cell B minus Cell A)			C. 35,860

Projection of Net Assets for Year Ending December 31, 2023

Special Fund Assets at December 31, 2022 (FIRE-22 Form ending assets) 1

Projected Income for 2023

Fire State Aid (2022 fire state aid of \$12,254 may be increased by up to 3.5%)	D.	<input type="text" value="12,254"/>
Supplemental State Aid (actual 2022 supplemental state aid)	E.	<input type="text" value="2,473"/>
Municipal / Independent Fire Dept. Contributions	F.	<input type="text" value="29,340"/>
Interest / Dividends	G.	<input type="text" value="4,800"/>
Appreciation / (Depreciation)	H.	<input type="text"/>
Member Dues	I.	<input type="text"/>
Other Revenues	J.	<input type="text"/>
Total Projected Income for 2023 (Add Lines D through J)		2 <input type="text" value="48,867"/>

Projected Expenses for 2023

Service Pensions (fill in individual pension amounts below) K.

Names:	\$ Amounts:

Other Benefits L.
 Administrative Expenses M.

Total Projected Expenses for 2023 (Add Lines K through M) 3

Projected Net Assets at December 31, 2023 (Add Lines 1 and 2, subtract Line 3) 4

Projection of Surplus or (Deficit) as of December 31, 2023

Projected Assets (Line 4)	5	<input type="text" value="391,540"/>
2023 Accrued Liability (Page 4, cell A)	6	<input type="text" value="476,310"/>
Surplus or (Deficit) (Line 5 minus Line 6)	7	<input type="text" value="(84,770)"/>

OFFICE OF THE STATE AUDITOR

Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2022	Original Amount	Amount Retired as of 12/31/2023	Amount Left to Retire 1/1/2024
2014	0	0			
2015	0	0			
2016	125,118	116,173			
2017	0	0			
2018	0	0			
2019	23,799	7,140	23,799	9,520	14,279
2020	0	0			
2021	45,666	4,567	45,666	9,134	36,532
2022	0	0			
2023			33,959		33,959
Totals	194,583	127,880	103,424	18,654	84,770


Normal Cost		8	35,860
Projected Administrative Expense	Enter 2022 Admin Exp here:	9	4,998
Amortization of Deficit (Total of Original Amount column x 0.10)		10	10,342
10% of Surplus		11	0
Fire and Supplemental State Aid		12	14,727
Member Dues		13	0
5% of Projected Assets at December 31, 2023		14	19,577
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)		15	16,896

The required contribution must be made during 2024.

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



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: 3145

Payment Information
Payment Reference: 0008537403
Payment Date: 12/22/2023
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 10530867	12/26/2023	23370A21824002M0 01	CITY-182400 PUBSAFETY_AID	37,678.00
G90 / REVENUE/INTERGOVT	651/556-6092	PUBLIC SAFETY AID 00 10530868	12/26/2023	23370A21824002W0 01	CITY-182400 MVCREDIT_AGRIC	411.27
G90 / REVENUE/INTERGOVT	651/556-6092	MV CREDIT-AGRICULTURAL 00 10530869	12/26/2023	23370A21824002X00 1	CITY-182400 PYADJ_MVCREDIT	60.98
Total:						38,150.25 USD

PRIOR YR ADJ-MV CREDIT



CITY OF EMILY JANUARY 2024 REPORT

DECEMBER WAS A TRAINING FOR VARIANCES

THERE WERE A TOTAL OF 10 CALLS UNFORUNTELY THERE WAS 2 THAT RESPONDERS WERE NOT ABLE TO RESPOND TO.

January meeting on 1/2/24 nominations made for a temporary Asst Chief

Nominations are Connie Pollack and Cindy Thompson. Plan to vote at the February meeting.

Cindy Thompson and Krista Kommer will be attending the Arrowhead EMS conference. 1/18-1/20/24

February will be a training with the fire department CPR/BLS recertification 2/6/24



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

From: Jamie Koop <jamie@koopinsurance.com>
Sent: Monday, December 18, 2023 12:00 PM
To: clerk@emily.net
Subject: FW: Emily Police Department Deactivation
Attachments: 20231218114413.pdf

Flag Status: Flagged

Hi Cari,

I am forwarding the email exchange regarding police deactivation. As you see the League carrier needs a copy of the actual police protection contract with the county. Thanks.

Jamie

From: Montelibano, Antonio <amontelibano@lmc.org>
Sent: Monday, December 18, 2023 11:22 AM
To: Jamie Koop <jamie@koopinsurance.com>
Subject: FW: Emily Police Department Deactivation

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,

We need to see a copy of the police contract before we can delete police liability from the city's policy to make sure that police liability has been transferred to the county. If police liability has been transferred to the county, then we can delete the police charge from the city's policy depending on the date of the contract and then would return any premium charges. With regards to the deleting that police autos from the policy midterm, as you know, there are no premium adjustments for the auto whenever a vehicle is added or deleted midterm.

Please send me a copy of the police contract as soon as possible so that we can have our league attorney review and determine if police liability has been transferred to the county or not.

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: Jamie Koop <jamie@koopinsurance.com>
Sent: Monday, December 18, 2023 11:10 AM

clerk@emily.net

From: Jamie Koop <jamie@koopinsurance.com>
Sent: Friday, January 5, 2024 10:49 AM
To: clerk@emily.net
Subject: FW: Emily Police Department Deactivation

Hi Cari,
I am forwarding the LMCIT underwriter's reply pertaining to the insurance cost for the police exposure.
Jamie Koop

From: Montelibano, Antonio <amontelibano@lmc.org>
Sent: Friday, January 5, 2024 9:20 AM
To: Jamie Koop <jamie@koopinsurance.com>
Subject: RE: Emily Police Department Deactivation

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 premium savings would be about \$3,700.

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: Jamie Koop <jamie@koopinsurance.com>
Sent: Thursday, January 4, 2024 3:31 PM
To: Montelibano, Antonio <amontelibano@lmc.org>
Subject: FW: Emily Police Department Deactivation

Hi Antonio,
I am forwarding the recent email correspondence regarding police department deactivation for city of Emily. Can you tell me what they would save on premium if they did enter into a contract with the county wherein the county assumes all liability? Appreciate your help. Thanks.
Jamie Koop

2023 Permit Applications

New Construction Dwellings	15
Accessory Structures	31
Dwelling Additions	2
Accessory Structure Additions	4
Septic Systems	20
Camper (Seasonal & Long Term)	10
Solar Panel Systems	1
Outdoor Market	1
Misc Permits-Deck; Exterior steps; Fence; Sign	9
After the Fact Permit-Accessory Structure	1
Conditional Use Permits	2
Commerical Land Use Permit	1
Total Permit	97

Metes & Bounds-Rezoning-Lot Splits	2
Ordinance Changes	4
Variance	0

2023 Permits--Emily Planning and Zoning

NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
23-01	1/3/2023	1/3/2023	21040581	Wes Hanson Builders;Kosiak	Rhonda Kosiak	20048 Roosevelt Ridge	Land Use	42'X28' (1,176 SqFt) Addition to existing accessory structure pole shed	\$250.00	RP	
23-02	1/30/2023	1/31/2022	21030519	Proctor	Todd	21438 Evening Star Lane	After-The-Fact Land Use	Construct 10'X16' (160 SqFt) Accessory Structure shed	\$750.00	RP	1/31/2022
23-03	2/2/2023	2/7/2022	21260620	Rheume	Patrick & Jacqueline	40900 Yellow Birch Lane	Land Use	36" wide stairs from existing deck to ground level for access	\$60.00	SR	NA
23-04	2/22/2023	5/23/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	SSTS	Installing a new holding tank in existing septic system	\$250.00	NR	Yes- Greg Kossan 8/1/2023
23-05	2/22/2023	3/7/2023	21170518	Krumwiede	Kevin & Valetta	42865 Minnie Lake Drive	Land Use	Construct New 28'X64' (1,792 SqFt) Modular home and 24'X30' (720 sqft) Accessory Structure garage	\$700.00	NR	
23-06	2/27/2023	3/7/2023	21080521	Real Solar		19573 Blue Lake Rd	Land Use-Solar Panels	Install 14.85 KW DC solar system on flush mount roof racking	\$75.00	SR	Yes- SF 4/24/2023 per email notification
23-07	2/27/2023	2/28/2023	21080517	Angell	Stacey	43876 Roosevelt Dr	Land Use	Construct a 60'X104' (6,240 SqFt) pole shed	\$400.00	SR	
23-08	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use	Construct a 11'X24' (264 SqFt) shed	\$150.00	RP	
23-09	2/27/2023	2/28/2023	21030519	Proctor	Todd	21438 Evening Star Lane	Land Use-Camper	Annual Camper Permit	\$25.00	RP	

<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
23-10	3/13/2023	4/4/2023	21270656	Emily Wesleyan Church	Kris Balvin	40141 State HWY 6	Outdoor Market Permit	Outdoor Market Permit Construct a 10'X16' (160 SqFt) deck to existing home	\$75.00	DM	
23-11	3/15/2023	3/22/2023	21090670	Gorsuch	Beverly	20529 Cleanwater Dr	Land Use	Construct a 45'X48' (2,160 SqFt) Accessory Structure	\$75.00	NR	
23-12	3/20/2023	3/22/2023	21250526	Adamsheck	Jeff	23252 South Shore Dr	Land Use	Construct a 20X29 (580 SqFt) 3 season dwelling with 20X6(120 SqFt) Porch	\$400.00	SR	
23-13	4/3/2023	4/11/2023	21060502	Sundstrom	Kari & Eeva	44865 Preserve Pt	Land Use	Install-roof-mounted-solar-system-44-panels-2-inverters-16-28-KW	\$250.00	SR	
23-14	4/11/2023	Denied-6/6/2023	21080576	Trever-Southards	Timothy Gillespie	18774-Crooked-Creek-Rd	Land-Use-Solar-Panels	After-The-Fact Permit 8'X10' and 10'X16' Accessory Structure	75-Need-to-Pay	SR	
23-15	4/24/2023	6/27/2027	21080567	Patnode	Loren	19590 Blue Lake Rd	Land Use	Construct a 16'X24' (384 SqFt) Accessory Structure	\$1,500.00	SR	
23-16	4/26/2023	5/2/2023	21030558	Mallery	leonard	44924 S Smokey Hollow Rd	Land Use	Construct a 24X35 (840 SqFt) Accessory structure (garage) AND 24X25 (600 SqFt) secondary dwelling with deck	\$150.00	SR	
23-17	5/9/2023	5/9/2023	21220582	Huff	Crystal	21343 Mill Rd	Land Use		\$400.00	NR	
<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>

23-18	05/16/23	5/16/2023	21040541	Worley	Scott & Paula	20741 Levitt Ln	Land Use	Construct a 16'X12' Arctic Entry attached to existing home	\$150.00	SR	
23-19	5/16/2023	5/16/2023	21330616	Istvanovich	John & Jessica	20125 Cty Rd 1	Land Use	Construct a 8'X32' (256 SqFt) accessory structure(chicken coopw/run) and 14'X16' (224 SqFt) free standing deck	\$150.00	RP	
23-20	5/16/2023	5/16/2023	21270610	Stern	Jon & Karen	40213 Bloomquist Dr	Land Use	New Dwelling 25'X56' (1,400 SqFt) with 23'X24' (552 SqFt) attached garage.	\$450.00	DMU	
23-21	5/17/2023	7/5/2023	21150526	Usherwood	Nicolas	42524 St HWY 6	Conditional Use Permit	Small business use; Machine shop & repair shop	500 Plus \$46.00 to CWC	HMU	
23-22	5/22/2023	5/23/2023	21220529	Beachcombers-LLC	Dawn-Kerinek	40948 Poplar	Land-Use-Permit	Install a 264-SqFt Paver-Patio-with-20-FT-boulder-edgdn	\$150.00	SR	
23-23	5/22/2023	5/23/2023	21190569	Keller	Dean & Barb	17875 Emerald Dr	Land Use Permit	Construct a 30'X40' (1,200 SqFt) garage	\$250.00	SR	
23-24	5/23/2023	5/23/2023	21060533	Sorg	Robert	18526 Woodlake Blvd	Land Use Permit	New Dwelling Construction 40'X30' (1,200 SqFt)	\$450.00	SR	
23-25	5/23/2023	5/23/2023	21060533	Sorg	Robert	18526 Woodlake Blvd	SSTS Permit	Install a Type 1 Mound Design SSTS System. 300 GPD, 1,500 gallons 2 compartment tank	\$250.00	SR	Yes-GK 10/3/2023
23-26	5/23/2023	5/23/2023	21220504	Edmonds	James	41122 Poplar Dr	Land Use Permit	Construct a 36'X56' (2,016 SqFt) Accessory Structure	\$400.00	SR	
23-27	5/30/2023	5/30/2023	21170528	Gerlach	Ryan	43251 Minnie Lake Dr	Land Use Permit	construct a 76'X32' (2,432 SqFt) Dwelling	\$550.00	SR	
23-28	5/30/2023	5/30/2023	21170528	Gerlach	Ryan	43251 Minnie Lake Dr	SSTS	Install a Type 1 Trench/Pressure Bed design, 750 GPD, 2250 Gallons 1 tank	\$250.00	SR	Yes-GK 9/19/2023

NUMBER	Recd	NA-Cass-City	RE CODE	LAST	FIRST	ADDRESS	Annual-Camper-Permit	DESCRIPTION	Did-not-pay-Fee	SR	Cass County
		Appvrd					TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
23-29	5/30/2023	NA-Cass-City	21060584	Wilhelmi	Billy	17960 Wood-Lake Blvd		Place a RV Fishhouse on lot. Porta Potty on site		SR	
23-30	6/5/2023	6/6/2023	21230550	Linhoff	Samuel	22084 County Rd 1	Land Use Permit	Construct a 12'X43' (516 SqFt) Deck attached to dwelling	\$150.00	SR	
23-31	6/5/2023	6/6/2023	21250528	Nolby	Brent	23248 South Shore Dr	Land Use Permit	Construct a 44'X30' (1,320 SqFt) Accessory Structure	\$400.00	SR	
23-32	6/6/2023	6/6/2023	21210514	Kelly	Shaun	40883 State Hwy 6	Land Use Permit	Construct a 12'X32' (384 SqFt) Accessory Structure with Class 5 Gravel Driveway	\$150.00	FR	
23-33	6/6/2023	6/6/2023	21030505	Blackwell	Tim	21310 Evening Star Lane	Camper Permit-Permanent	Permenant camper permit with connection to existing septic system	\$200.00	RP	
23-34	6/6/2023	6/6/2023	21300505	Pendizmas	William	40206 Marshview Dr	SSTS Permit	Install a Type 1 Trench/Seepage Bed design system; 300 GPD; 1,500 Gallon 2 compartment tank	\$250.00	SR	Yes-Greg Kossan 8/10/2023
23-35	6/6/2023	6/6/2023	21300505	Pendizmas	William	40206 Marshview Dr	Land Use Permit	New construction Dwelling 35'X24' (840 SqFt) with 13'X24 (312 SqFt) Attached Garage	\$450.00	SR	
23-36	6/7/2023	6/13/2023	21220583	Holcomb	Jeffrey	21321 Mill Rd	SSTS Permit	Install a Type 1 Trench/Pressure Bed design 450 GPD, 1,500 gallon 1 compartment tank. Adding an effluent filter to outlet and 500 gallon lift tank & alarm	\$250.00	NR	YES-GK 8/1/2023
23-37	6/7/2023	6/13/2023	21060586 & 21060585	Schmoll	Tom & Karen	10 Woodlakes Trl NE-fifty Lakes	Land Use Permit	Construct a 30'X30'(900 SqFt) addition to existing pole shed structure	\$250.00	SR	YES-11/6/2023

23-38	6/8/2023	6/27/2023	21080576	Gillespie	Timothy Gillespie	18774 Crooked Creek Rd	Land Use Permit	Install roof mounted solar system 44 panels, 2 inverters, 16.28 KW	\$75.00	SR	
23-39	6/12/2023	6/13/2023	21220583	Holcomb	Jeffrey	21321 Mill Rd	Land Use Permit	New construction Dwelling 74'X28' (2,072 SqFt) with a 30'X40' (1,200 SqFt) Accessory Structure pole shed	\$550.00	NR	9/21/2023 CUP sent to CWC for recording
23-40	6/12/2023	8/1/2023	21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	CUP	Construct 4 135'X40' Storage Buildings	\$500.00	CT	
23-41	6/12/2023	6/13/2023	21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	Land Use Permit	6' Fence around perimeter of lot (195'X375')	\$60.00	CT	
23-42	6/12/2023	6/13/2023	21300504	RZ Plumbing	Tom Andresen	40190 Marshview Dr	Land Use Permit	New Construction Dwelling 32'X52' (1,664 SqFt) with attached garage and covered porch	\$450.00	SR	
23-43	6/12/2023	6/13/2023	21300504	RZ Plumbing	Tom Andresen	40190 Marshview Dr	SSTS Permit	Install Type 1, Trench/Pressure Bed Design; 300 GPD; 1,500 gallon tank with 2 compartments	\$250.00	SR	YES-Greg Kossan 8/2/2023 REINSPECTED 10-6-2023
23-44	6/13/2023	6/13/2023	21220550	Hummel	Kevin & Cindy	41336 Poplar Dr	Land Use Permit	Construct a 12'X18' (216 SqFt) dwelling addition and 20'X24 (480 SqFt) Accessory Structure addition	\$250.00	SR	
23-45	6/20/2023	6/27/2023	21270581	Happy Ours LLC	Randall Provart	40411 Pinewood Dr	Land Use Permit	Construct a 25'X30' (750 SqFt) Accessory Structure	\$250.00	SR	Yes-driveby 12/4/2023
23-46	6/20/2023	6/27/2023	21270581	Happy Ours LLC	Randall Provart	40411 Pinewood Dr	SSTS	Install a Type 1, 300 GPD, 1,500 gallon tank	\$250.00	SR	YES-Greg Kossan 10/25/2023
23-47	6/26/2023	7/20/2023	21060531	Gothmann	Ronald & Renee	18550 Woodlake Blvd	SSTS	Remove existing Tank and Install a Type 1, 600 GPD Mound Septic System with 2 tank combo	\$250.00	SR	YES-Greg Kossan 9/27/2023

23-48	6/27/2023	6/27/2023	21270561	Trenn	Robert & Karen	40321 Pinewood Dr	SSTS	Install a Type 1, 450 GPD, 1,500 Gallon, 1 Trench/Pressure Bed System	\$250.00	SR	YES-Greg Kossan 7/11/2023
23-49	7/5/2023	7/5/2023	21080565 & 21080566	Hanson	Mary T.	19604 Blue Lake Rd	Land Use Permit	Temporary tubular frame carport-Through August 2023	\$75.00	SR	
23-50	7/6/2023	7/11/2023	21250582	Anderson	George & Kelly	23740 N. Shore Dr	Land Use Permit	Construct New Dwelling (64'X40' (2,560 SqFt) and detached accessory structure 64'X40' (2,560 SqFt)	\$950.00	NR	
23-51	7/9/2023	7/11/2023	21250582	Anderson	George & Kelly	23740 N. Shore Dr	SSTS	Install a Type I, 300 GPD, 1,500 gallon tank Mound Design system	\$250.00	NR	
23-52	7/12/2023	7/17/2023	21270740	EM Brothers, LLC	Leah Hegerston	40138 Sawmill Rd	Land Use Permit	Fence	\$60.00	CT/LI	
23-53	7/10/2023	7/17/2023	21260571	Ronayne	Brian	40107 E. Emily Dr.	Camper Land Use Permit	Annual Camper Permit	\$25.00	SR	
23-54	7/18/2023	7/25/2023	21170539	Nordahl	Dave	19345 Blue Lane E	Land Use Permit	Construct a 24'X40' Dwelling Addition to existing garage w/ 12'X12' 3 Season Porch	\$400.00	NR	
23-55	7/20/2023	7/25/2023	21170526	Lindstrom	Duane	43167 Minnie Lake Dr	Land Use Permit	Construct a 24'X36' (864 SqFt) Accessory Structure	\$150.00	SR	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
23-56	7/26/2023	8/1/2023	21030582	Meehan	Darrell	44418 State HWY 6	Land Use Permit	Construct a 28'X32' (896 SqFt) Accessory Structure	\$250.00	NR	
23-57	7/31/2023	8/1/2023	21170541	Johnson	Gary & Susan	19281 Faye Court	Camper Land Use Permit	Annual Camper Permit	\$25.00	NR	
23-58	8/1/2023	8/1/2023	21090535	Frericks	Brian	20052 Blue Lake Rd	SSTS	Install Type 1, Trench/Pressure Bed Design; 600 GPD; 1,500 gallon tank with 2 compartments	\$250.00	SR	YES-Greg Kossan 8/3/2023

23-59	8/1/2023	8/2/2023	21250547	Winker	Chuck	23145 N Shore Drive	Land Use Permit	Construct a 24'X24' (576 SqFt) Accessory Structure attaching to existing dwelling.	\$250.00	SR
23-60	8/2/2023	8/8/2023	21090513	Johannes	Charles	XXXX Blue Lake Rd	Land Use Permit	Construct a 60'X80' (4,800 SqFt) Accessory Structure	\$400.00	NR
23-61	8/7/2023	8/8/2023	21260634	Peck	Robert	40401 Little Pine River Rd	Camper/RV Land Use Permit	Annual Camper/RV	\$25.00	NR
23-62	8/8/2023	8/8/2023	21220518	Northern Lakes Landscaping/Steve Peterson	Travis Rabe/Owner	41156 Loon Trail	Land Use Permit	Replace Existing Stairs to lake	\$60.00	SR
23-63	8/9/2023	8/15/2023	21330513	Marty	Joshua	40498 Sandhill Dr	Land Use Permit	Construct a 40'X24' (960 SqFt) Accessory Structure garage- attached to dwelling	\$250.00	SR
23-64	8/14/2023	8/23/2023	21040586	Kodada	David & Janice	44796 Roosevelt Lane	Land Use Permit	Construct a 32'X32' (1,024 SqFt) Accessory Structure	\$250.00	SR
23-65	8/14/2023	8/15/2023	21090552	Geiwitz	Alan	20158 Clearwater Dr	Land Use Permit	Construct a 20'X20' (400 SqFt) Dwelling Addition; 14'X17' (238 SqFt) Screened Porch; 12'X55' Deck	\$400.00	SR
23-66	8/15/2023	8/15/2023	21300505	Pendzirras	William	40206 Marshview Dr	Land Use Permit/Camper	Annual Camper Permit	\$25.00	SR
23-67	8/22/2023	8/29/2023	21330588	Bussler	Bob	39376 West Trout Ave	Land Use Permit	Construct a 10'x16' (160 SqFt) Accessory Structure	\$75.00	SR
23-68	8/25/2023	9/26/2023	21250532	Des Marais	Michael	23092 South Shore Dr.	Land Use Permit	Construct a 30'X40' (1,200 SqFt) Dwelling with a 12'X14' (168 SqFt) 3 season porch	\$450.00	SR
23-69	8/25/2023	8/29/2023	21090596	Moritz	Andy	TBD Blue Lake Rd	Land Use Permit	Construct a 4'X8' permanent aluminum non lighted sign	\$60.00	NR

23-70	9/6/2023	9/12/2023	21230512	Scherf	Patrick	41100 Yellow Birch Ln	Land Use Permit	Construct a 10'X24' (240 SqFt) addition to accessory structure and 10'X10' (100 SqFt) deck addition to existing deck.	\$150.00	NR	
23-71	9/6/2023	9/12/2023	21300511	McMahon	Natasha	40470 Sandhill Dr	SSTS Permit	Install a Type I Trench/Pressure Bed Design 600 GPD, 1500 Gallon 2 compartment 1 tank system	\$250.00	SR	
23-72	9/7/2023	9/12/2023	21090575	St. Martin	Joe	43433 Eladron Dr	SSTS Permit	Install a Type I Trench/Pressure Bed Design, 750 GPD, 1500 gallons 2 compartment 1 tank system	\$250.00	SR	
23-73	9/7/2023	9/12/2023	21090575	St. Martin	Joe	43433 Eladron Dr	Land Use Permit	Construct New Dwelling 52'X32' (1,664 SqFt); 28'X48' (1,344 SqFt) attached garage; 20'X20' (400 SqFt) attached porch	\$550.00	SR	
23-74	9/7/2023	9/19/2023	TBD-Lot Split	Friesner	Jon	42665 Blue Ln W	Land Use Permit	Construct New Dwelling 40'X60' (2,400 SqFt) and 40'X48' (1,920 SqFt) attached accessory structure	\$700.00	NR	
23-75	9/7/2023	9/19/2023	TBD-Lot Split	Friesner	Jon	42665 Blue Ln W	SSTS Permit	Install a Type I Trench/Pressure Bed Design, 750 GPD, 1500 gallons 2 compartment 1 tank system	\$250.00	NR	
23-76	9/7/2023	9/12/2023	21300511	McMahon	Natasha	40470 Sandhill Dr.	Land Use Permit	Construct New Dwelling 56'X30' (1,680 SqFt) with 28'X28' (784 SqFt) Attached Garage; 12'X16' (192 SqFt) Deck attached to home	\$550.00	SR	YES-GK 11/27/2023

23-77	9/13/2023	NA-Denied		21330625	Werth	Benjamin	39664 West-Front Ave	Land Use Permit	Construct a 50'X90' (4,500 SqFt) Accessory Structure w/ living quarters & garage	\$400.00	SR	Denied by Zoning Administrator.
23-78	9/18/2023	9/25/2023		21160500	French	Marilyn	42037 State Hwy 6	Land Use Permit	Construct a 20'X22' (440 SqFt) Accessory Structure	\$150.00	HMU	
23-79	9/12/2023	9/19/2023		21090503	Smith	Reginald & Karen	20621 Cleanwater Drive	Land Use Permit	Construct the following: 10'X12' (120 sqft) Deck; 12'X16'(192 SqFt) shed; 16'X20' (320 SqFt) Shed; 15'X10' (150 SqFt) Shed- (150 SqFt) Shed- shelter logic brand; 8'X5' (40 SqFt) motorcycle garage shed and 20'X18' (360 SqFt) carport	\$250.00	NR	
23-80	9/19/2023	9/19/2023		21270736	Emily Ace Storage LLC	Dan Erickson	40109 Sawmill Rd	Commercial Land Use Permit	Construct 4 110'X40' Storage Buildings with concrete slab.	\$600.00	CT	
23-81	9/19/2023	9/19/2023		21100516	Capra	Fred & Janet	43330 State HWY 6	SSTS Permit	Install a limited use Holding Tank SSTS System; Less than 150 GPD; 2250 gallon tank- Campers	\$260.00	NR	Yes- Greg Kossan 10-5-2023
23-82	9/25/2023	9/26/2023		21250532	Des Marais	Michael	23092 S. Shore Dr.	SSTS Permit	Install a limited use Holding Tank SSTS System; Less than 150 GPD; 1,500 gallon tank	\$260.00	SR	
23-83	9/25/2023	9/26/2023		21170572	Berning	Dan	42806 Blue Lane W	SSTS Permit	Install a Type I Pressure Bed/Trench SSTS System; 750 GPD; 1,500 Gallons 1 Tank-2 Compartments	\$260.00	SR	YES- Greg Kossan 11/29/2023
23-84	9/25/2023	9/26/2023		21170572	Berning	Dan	42806 Blue Lane W	Land Use Permit	Construct a 30'X42' (1,260 SqFt) Accessory Structure and 10'X42' (420 SqFt) attached lean to.	\$400.00	SR	

23-85	9/25/2023	9/26/2023	21030537	Manders	Jim	44701 Twilight Ct	SSTS Permit	Install a Type I Trench/Pressure Bed SSTS Design: 450 GPD; 1,500 Gallon 1 Tank-2 Compartment	\$260.00	RP	
23-86	9/25/2023	10/17/2023	21170549	Howard	Mike	19557 Blue Lane E	Land Use Permit	Construct a 40'X80; (3,200 SqFt) Accessory Structure-Storage Tent	\$400.00	NR	
23-87	9/26/2023	9/26/2023	21170567	Sagerer	Donald & Linda	42694 Blue Lane W	SSTS Permit	Install a Type I Trench/Pressure Bed system; 600 GPD; 1,500 Gallon tank with 2 compartments	\$260.00	SR	Yes-Greg Kossan 10-27-2023
23-88	9/26/2023	9/26/2023	21170567	Sagerer	Donald & Linda	42694 Blue Lane W	Land Use Permit	Construct a 34'X54' (1,836 SqFt) 15' high Accessory Struction meeting all setback requirements.	\$450.00	SR	
NUMBER	Recd	Appvrd	RE CODE	LAST	FIRST	ADDRESS	TYPE	DESCRIPTION	FEE	DISTRICT	Project Completed Y/N
23-89	9/27/2023	10/3/2023	21340893	Mileski	Blair	39844 State HWY 6	Land Use Permit	Construct a 9'X40' (360 SqFt) garage addition	\$150.00	SR	
23-90	10/10/2023	10/10/2023	21270513	Ehlers	Kurt	21437 Cty Rd 1	Land Use Permit	Construct a 6' tall wooden fence	\$60.00	SR	
23-91	10/10/2023	10/10/2023	21260556	Hill	Bryan	40482 Bemis Ct	Land Use Permit	Construct a 24'X24' (576 SqFt) Accessory Structure	\$150.00	NR	
23-92	10/16/2023	10/17/2023	21170513	Hemmelgarn	Matthew	43148 Minnie Lake Dr	Camper X2Land Use Permit	2 long term camper permit	\$400.00	NR	YES-SF
23-93	10/18/2023	10/18/2023	21100516	Capra	Janet	43330 State HWY 6	Camper Permit-Permenant	Long Term Camper Permit	\$200.00	NR	YES-SF
23-94	10/23/2023	10/31/2023	21330594	Murnane	Wesley	39480 W Trout Ave	Land Use Permit	Construct a 24'X20' (480 SqFt) garage	\$150.00	SR	
23-95	11/13/2023	11/14/2023	21030537	Manders	James & Catherine	44701 Twilight Ct	Land Use Permit	Construct New Dwelling 24'X36' (864 SqFt); Garage 24'X40' (1120 SqFt) & Porch 8'X16' (128 SqFt)	\$550.00	RP	

23-96	11/13/2023	11/14/2023	21260550	Sanders	Christopher & Regina	21843 Whitetail Dr.	Camper Permit-Annual 2024	Short Term Camper Permit for 2024 Porta Potty on site	\$25.00	NR	
23-97	11/14/2023	11/21/2023	21340977	Hansor	Thomas	21030 Dahler Ave	Land Use Permit	Construct a 50'X80' (4,000 SqFt) Accessory Structure	\$400.00	CT/LI	
23-98	11/16/2023	11/21/2023	21170575	Lueck	Jeffrey	42886 Blue Lane W	Land Use Permit	Construct a 12'X20' (240 SqFt) Accessory Structure	\$150.00	SR	
23-99	11/27/2023	12/4/2023	21170539	Nordahi	Doug	19345 Blue Lane E	SSTS Permit	Install Type I Trench/Pressure Bed SSTS Design, 450 GPD; 1,500 Gallon, 2 compartment tank	\$260.00	NR	Yes 12/7/2023 GK
23-101	12/11/2023	12/11/2023	21300505	Penzimas	William	40206 Marshview Dr	Camper Permit	Annual Camper Permit	\$25.00	SR	
23-102	12/18/2023	12/18/2023	21030552	Forsell	Dale & Debra	44844 S. Smokey Hollow Rd	Land Use Permit	Construct a 14'X32' (448 SqFt) Accessory Structure	\$150.00	SR	

MAINTENANCE REPORT

1/9/2024

- Plowing & sanding roads
- Cutting trees
- General maintenance, buildings & equipment

Brian Foster
Maintenance Supervisor

HUMAN RESOURCES & BENEFITS INFORMATION PERSONNEL POLICY

Article I. INTRODUCTION

Section 1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the city of Emily. They should not be construed as contract terms for any city employees. No supervisor or city representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Policy, or in other City of Emily policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times. Except where noted otherwise, the City Council is charged with ensuring compliance with these personnel policies.

Except as otherwise prohibited by law, the City of Emily has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Section 1.02 Scope

Except as otherwise specifically provided, these policies apply to all employees of the City, whether paid or volunteer, except the following:

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. If any specific provisions of the personnel policies conflict with any written employment agreement with an Employee, the written employment agreement with that Employee will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. **Departments may have special work rules deemed necessary by the supervisor and approved by the Personnel Committee for the achievement of objectives of that department. Each employee will be given a copy of such work**

rules by the department upon hiring and those rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Section 1.03 EEO Policy Statement

The City of Emily is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, **transfer**, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Emily will not discriminate against any employee or job applicant on the basis of race, **(including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists)** color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the city clerk. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Section 1.05 Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the mayor or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the mayor. No city employee is authorized to speak on behalf of the city without prior authorization from the mayor or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the mayor of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the mayor. An appropriate response would

be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the mayor.

When/if the mayor authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city ~~and approved by the city administrator.~~
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter."
~~Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city administrator on this topic.~~
- ~~Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware data transmitted or stored may be subject to the Minnesota Government Data Practices Act.~~

Section 1.06 Personal Communications and Use of Social Media

It is important for city employees to remember **that** the personal communications of employees may reflect on the city, especially if employees are commenting on city business **or commenting on issues that implicate their city employment.** As city representatives, employees share in the responsibility of earning and preserving the public's trust in the city. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The

City can act on the personal communication that violates this policy without waiting for the actual disruption.

- Remember what you write or post ~~is public and will cannot easily~~ be ~~so for a long time undone~~. It may also be spread to ~~large audiences~~ a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation ~~concerning a co-worker or between co-workers~~ that would not be permissible in the workplace is not permissible ~~between co-workers~~ online, even if it is done after hours, from home and on home computers.
- The city expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race; ~~(including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists)~~ national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to city business ~~and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to~~ identify yourself and use a disclaimer such as, ~~"I am an employee of the City of Emily. However, these~~ These are my own opinions and do not represent those of the city of Emily."
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a ~~parks employee should not access a park after hours even though he or she may have a key~~; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., City of Emily Cop).

Article II. CITYWIDE WORK RULES & CODE OF CONDUCT

Section 2.01 Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Emily. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Emily. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by the personnel committee and employee's supervisor.
- Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion.

Employee may hold outside employment so long as it does not impact the ability to effectively perform their duties.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Emily ~~require that~~ requires employees be at work unless valid reasons warrant absence or an employee has a position ~~that has been~~ approved to work remotely.

In order for a team to function efficiently and effectively, employees must fully understand the goals ~~that have been~~ set for them and the time required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message ~~that includes with~~ a telephone number where ~~he/she they~~ can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.

- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her their name and the serial number (if applicable) or identifying information about the equipment with his/her their supervisor.

All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the Personnel Committee. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Tracking of City Owned Vehicles (As per MN Statute 626A.35)

~~The city reserves the right to install Global Positioning System (GPS) tracking devices in any of its vehicles whether owned or leased. The tracking policy applies to all regular, seasonal, and temporary city employees who drive city vehicles. The tracking policy is designed and intended to provide vehicle location and other information while in the field and enhance employee safety and security; lower maintenance costs through better preventative and predictive maintenance schedules; improve fuel economy, reduce vehicle idling, optimize vehicle utilization; and improve driver behavior while operating a city vehicle. The GPS device will allow the city to record location, route, speed, ignition status and other important diagnostic information of its vehicles. Employees should understand that GPS data may be used to make decisions regarding employee use of equipment based solely, or in part, on GPS data. Employees should also understand that they have no expectations of privacy when using city vehicles.~~

~~All Police Department vehicles, all Maintenance Department vehicles, and all snowplow trucks will be equipped with GPS tracking devices. Under the direction of the City Council GPS tracking software will be managed by the clerk's office. Reports will be made available upon request by Council Member or applicable department head. city vehicles that are GPS equipped will have a sticker affixed in a prominent location in every vehicle stating, "Notice: This equipment is monitored by GPS".~~

~~City's goals and objectives for GPS device data collection includes educating and informing employees about idling, speeding, out of service area travel, odd hours/days travel and how to become safer and more fuel-efficient drivers. Information may be used during investigation into allegations of employee misconduct or in cases of substandard performance.~~

~~Employees who purposely disable, tamper or remove the GPS device shall be subject to disciplinary action, up to and including termination of employment.~~

~~The City Council is responsible for the development, establishment, and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable laws, City ordinances, policies and rules.~~

~~Drivers of City Owned Vehicles (Except fire and first response vehicle drivers)~~

- ~~• The city will conduct a Motor Vehicle Records (MVR) check annually for any employee required to drive a city-owned vehicle.~~
- ~~• The city will conduct a MVR check as part of pre-employment screening for all prospective new hires who will be required to drive a city-owned vehicle.~~

~~Commercial Driver's License~~

~~If a driver is required by the city to hold a Commercial Driver's License (CDL), they MUST register with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.~~

- ~~• The city will conduct an annual **Limited** query with the FMCSA Clearinghouse for all employees that hold a CDL as a job requirement.~~
- ~~• The city will conduct a **Full** query with the FMCSA Clearinghouse for all prospective employees that hold a CDL as a job requirement.~~

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

Section 2.05 Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, **he/she they** should consult with the Personnel Committee.

Section 2.06 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Section 2.07 Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Section 2.09 Smoking

The City of Emily observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees ~~18~~ 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Article III. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Section 3.01 Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

Section 3.02 Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Section 3.03 Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Section 3.04 Core Hours

The core hours all employees (exempt and non-exempt) are expected to work are ~~9 a.m. to 3:30 p.m., Monday through Friday. Police, fire, and first response public works~~ unless employees do not have core hours and work the schedules established by their supervisors.

Section 3.04 Demotion

The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.05 Employee

An individual who has successfully completed all stages of the selection process, including the training period.

Section 3.06 Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Section 3.07 FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). -These amounts may change if required by law.

Section 3.8 Fiscal Year

The period from January 1 to December 31.

Section 3.9 Full-Time Employee

Employees who are required to work thirty-two (32) or more hours per week year-round in an ongoing position.

~~In compliance with federal health care reform laws and regulations, the city employs fewer than 50 full-time and full-time equivalent employees, so is exempt from the employer mandate penalty.~~

Section 3.10 Hours of Operation

The city's regular hours of operation for the city hall are Monday through Wednesday, from 8 a.m. to 4:30 p.m., and Thursday and Friday, 8 a.m. to 12:00 p.m., and for public works are Monday through Friday, from 7 a.m. to 3:30 p.m.

~~**Section 3.11 Management Employee**~~

~~An employee who is responsible for managing a department or division of the city.~~

Section 3.11 Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Section 3.12 Part-Time Employee

Employees who are required to work less than thirty-two (~~32~~) hours per week year-round in an ongoing position.

Section 3.13 Pay Period

A fourteen (~~14~~) day period beginning at 12 a.m. (midnight) on Wednesday through 11:59 p.m. on Tuesday, fourteen (~~14~~) days later.

Section 3.14 PERA (Public Employees Retirement Association)

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Section 3.15 Promotion

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Section 3.16 Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Section 3.17 Seasonal Employee

Employees who work only part of the year (~~6-month~~ 100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn ~~benefits or~~ credit for seniority and see Article XII: Leaves of Absence section 12.01 for Earned Sick and Safe Leave.

Section 3.18 Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Section 3.19 Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn ~~benefits or~~ credit for seniority and see Article XII: Leaves of Absence section 12.01 for Earned Sick and Safe Leave.

Section 3.20 Training/Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) ~~that is~~ designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. **The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.**

An employee serving ~~his/her~~ the initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply ~~that~~ after completion of the probationary period, an employee has any vested interest or property right to continued city employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Section 3.21 Transfer

~~Movement of an employee from one city position to another of equivalent pay.~~

Section 3.22 Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object ~~that has been~~ modified to serve as a weapon or ~~that~~ has the primary purpose of serving as a weapon.

Section 3.23 Workweek

~~A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the Personnel Committee, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, parks and recreation department).~~

Article IV. EMPLOYEE RECRUITMENT & SELECTION

Section 4.01 Scope

The Personnel Committee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

The Personnel Committee will determine if a vacancy will be filled through an open recruitment or by promotion, ~~transfer~~, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will ~~generally~~ be made by application forms provided by the city. ~~Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the Personnel Committee. Supplemental questionnaires may be required in certain situations.~~ All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the Personnel Committee. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.03 Testing and Examinations

Applicant qualifications ~~may~~ will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items likely to be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job testing the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The ~~Personnel Committee~~ City Council will establish minimum qualifications for each position with input from the appropriate supervisor, ~~with approval from the City Council~~. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Section 4.04 Pre-Employment Medical Exams

The ~~Personnel Committee~~ City Council may determine ~~that~~ a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the ~~Personnel Committee that~~ city clerk a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug ~~and/or alcohol~~ test, if applicable.

If the candidate requires accommodation to perform one or more of the essential functions of the job, the Personnel Committee will confer with the physician and candidate regarding reasonable

and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.05 Selection Process

The selection process will be a cooperative effort between the Personnel Committee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for re-hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience, and City of Emily needs.

Section 4.06 Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the Personnel Committee will determine the level of background check to be conducted based on the position being filled.

Section 4.07 Training/Probationary Period

The training/probationary period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations.

Training periods apply to new hires, transfers, promotions, and rehires. Training periods are twelve six months in duration, but may be extended by, for example, an unpaid leave of absence.

Article V. ORGANIZATION

Section 5.01 Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the **Personnel Committee City Council** and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure ~~that~~ the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Council.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the Personnel Committee.

Section 5.03 Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Council.

Section 5.04 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the Personnel Committee, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Article VI. HOURS OF WORK

Section 6.01 Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the Personnel Committee. The regular workweek for employees is five days in addition to a lunch period, Monday through Friday, except as otherwise approved by the Personnel Committee in accordance with the customs and needs of the individual departments.

Section 6.02 Core Hours

To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during their respective department hours, Monday through Friday, unless away from the work site for a work-related activity or on approved leave.

Section 6.03 Meal Breaks and Rest Periods

A paid fifteen ~~(15)~~ minute break is allowed within each four ~~(4)~~ consecutive hours of work. An unpaid thirty ~~(30)~~ minute lunch period is provided when an employee works six ~~(6)~~ or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work.

Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the supervisor or Personnel Committee.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the Personnel Committee, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

In the event the city closes due to weather or other public emergency, see Article XII: Leaves of Absence section 12.01 for Earned Sick and Safe Leave.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the Personnel Committee.

Article VII. COMPENSATION

Full-time employees of the city will be compensated according to the collective bargaining agreement and schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

Article VIII. PAYCHECKS

Section 8.01 Paychecks

Paychecks will be distributed by supervisors and will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee. Distribution of paychecks to city employees is to be accomplished in a timely manner using accurate, consistent procedures.

Employees are responsible for notifying the city clerk of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Section 8.02 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the city determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar

year of the overpayment are considered “prior year overpayments” and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the city has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 8.03 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets and Maintenance Department timecards. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis.

Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

All Maintenance Department employees must use the provided time clock for punch in and out at the beginning and end of every workday and the beginning and end of every lunch period.

Emily Volunteer Fire Department and Emily Volunteer First Response Unit Members

It is a great benefit to the community to allow employees who are members of the Fire Department or First Response Unit to respond to calls during work hours. The Fair Labor Standards Act (FLSA) regulates employees holding multiple positions with the same employer if an employee works more than 40 hours in one workweek. When a full-time nonexempt employee responds to a fire call or first responder call during City work hours, the employee is no longer considered a volunteer per Code of Federal Regulations (C.F.R.) Title 29, Part 553.101 and must be paid overtime at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek. (See also 29 C.F.R. Part 541 regarding first responders.) A city may establish an extended workweek for firefighters. An extended firefighter workweek would be the maximum cumulative hours that may be worked in multiple City positions before overtime is earned. The City shall define a longer workweek for firefighters as one calendar month, with 212 hours per 28 days plus an additional 7.57 hours per remaining calendar days, if applicable. (Example: 219.57 hours for day 29, 227.14 hours for day 30, and 234.71 hours for day 31) The City shall claim the small fire department exemption for any City employee who performs fire protection work if the City has fewer than five employees who perform fire protection work during the workweek.

Effective December 1, 2022, full-time nonexempt employees may continue to respond to a fire or first responder call during work hours, taking into consideration the workload of the employee’s department. Employees shall not contribute to PERA and receive service credit for a Fire Relief pension at the same time due to Minnesota law pension credit requirements.

- Full-time nonexempt employee/volunteer firefighter:

- Respond to Calls During Work Hours:
 - The employee will be paid their regular rate of pay,
 - contribute to PERA,
 - will not receive the applicable per call rate as set on the Fee Schedule Ordinance to prevent double-dipping,
 - will not receive service credit for their Fire Relief pension.
 - The employee must clock out to respond while earning overtime wages.
- Respond to Calls or Attend Meetings or Drills/Trainings After Work Hours Up to and Including Maximum Defined Firefighter Workweek Hours:
 - The employee will receive the applicable per call, per meeting, per drill/training rates as set on the Fee Schedule Ordinance,
 - will receive service credit for their Fire Relief pension,
 - will not contribute to PERA.
- Respond to Calls or Attend Meetings or Drills/Trainings After Work Hours AND Over Maximum Defined Firefighter Workweek Hours AND Fewer Than 5 Firefighters Worked:
 - The City will claim the small department exemption.
 - The employee will receive the applicable per call, per meeting, per drill/training rates as set on the Fee Schedule Ordinance,
 - will receive service credit for their Fire Relief pension,
 - will not contribute to PERA.
- Respond to Calls or Attend Meetings or Drills/Trainings After Work Hours AND Over Maximum Defined Firefighter Workweek Hours AND 5 or More Firefighters Worked:
 - The City will determine a weighted average hourly rate and pay overtime hours at one and one-half times that rate per the Procedure for Paying Maintenance Department/ Firefighter Wages for Responding to Fire Calls.
 - The employee will not contribute to PERA for the overtime,
 - will not receive the applicable per call, per meeting, or per drill/training rates as set on the Fee Schedule Ordinance to prevent double-dipping,
 - will receive service credit for each call responded to for their Fire Relief pension.
 - Overtime will be calculated after the end of every month and paid on the first Wednesday of the following month.
- Full-time nonexempt employee/volunteer first responder:
 - The employee will be paid their regular rate of pay and contribute to PERA when responding to calls during work hours, but will not receive the applicable per call rate as set on the Fee Schedule Ordinance to prevent double-dipping.
 - When responding to calls after work hours or attending meetings or drills/trainings, the City will determine a weighted average hourly rate for each week and pay overtime hours at one and one-half times that rate per the weighted average calculation in the Procedure for Paying Maintenance Department/Firefighter Wages for Responding to Fire Calls.
 - The employee will not contribute to PERA for the overtime,
 - will not receive the applicable per call, per meeting, or per drill/training rates as set on the Fee Schedule Ordinance to prevent double-dipping.

- Overtime will be calculated after the end of every month and paid on the first Wednesday of the following month.

Part-time nonexempt employees/volunteer firefighters and/or first responders shall be covered by the above conditions as applicable. Seasonal Part-Time employees who are members of the Fire Department or First Response Unit shall not respond to calls during work hours.

City employees need to abide by the applicable Drug and Alcohol Testing Policy for each position.

Section 8.04 Overtime

The City of Emily has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. **The City Council will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime.**

In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Section 8.05 Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.”

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Council.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date.

Section 8.06 Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Emily will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- To offset compensation received for military pay. If an employee works part of the week in military service, the city still must pay the entire week salary to the employee, but the city could offset the amount of the military pay for the week against the employee's salary.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full work week and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Emily may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Emily will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future. If an employee thinks that a wage deduction was made in error, please contact the city clerk promptly.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Section 8.08 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours.

If one of the above employees is regularly absent from work under this policy and it is found there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the Personnel Committee for specific situations as determined necessary.

Article IX. BENEFITS

Section 9.01 Retirement/PERA

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately.

The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the clerk's office.

Article X. HOLIDAYS

All regular full-time and part-time employees who have been in the employment of the city for more than thirty (30) days shall be entitled to the following official holidays observed by the city:

- | | |
|---|--|
| 1. January 1 | New Year's Day |
| 2. 3 rd Monday in January | Martin Luther King, Jr. Day |
| 3. 3 rd Monday in February | Washington and Lincoln's Birthday
Presidents Day |
| 4. Last Monday in May | Memorial Day |
| 5. June 19 | Juneteenth |
| 6. July 4 | Independence Day |
| 7. 1 st Monday in September | Labor Day |
| 8. November 11 | Veterans Day |
| 9. 4 th Thursday in November | Thanksgiving Day |
| 10. 4 th Friday in November | Day after Thanksgiving |
| 11. December 25 | Christmas Day |
| 12. Floater | Employee's Choice |

All full-time employees and regular part time employees are entitled to time off with full pay on holidays. The City shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions require. Work performed on the above-mentioned holidays shall be compensated at 1.5 times the employee's straight hourly rate. When employee is required to work on any above-mentioned holiday they shall be compensated up to the equivalent in hours to the employee's regularly scheduled workday. (Example: Employee works 4 hours on a holiday on a day regularly scheduled to work 8 hours is paid 4 hours wage at 1.5 times the straight hourly rate and 4 hours at straight hourly rate.)

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four ~~(24)~~ hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities ~~that are~~ closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time ~~pay~~ rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

Article XI. LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time ~~(e.g. the Family and Medical Leave Act is likely to apply during a workers' compensation absence)~~. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 11.01 Earned Sick and Safe Leave

~~Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right.~~

~~Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.~~

~~1. Full-time employees will accumulate sick leave at a rate of 4 hours per calendar month.~~

2. ~~Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule, but not less than 2 hours per calendar month.~~
3. ~~Part-time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.~~
4. ~~Temporary and seasonal employees will not earn or accrue sick leave.~~
5. ~~Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.~~

Carryover

~~Employees may carryover unused accrued sick leave to the following year up to a maximum of 480 hours, prorated for the amount of hours the employee works per week: 480 hours for full-time employees working 40 hours per week (100%), 384 hours for full-time employees working 32 hours per week (80%), and 312 hours for part-time employees working 26 hours per week (65%).~~

Sick leave may be used as follows:

1. ~~When an employee is unable to perform work duties due to illness or disability (including pregnancy).~~
2. ~~For medical, dental or other care provider appointments.~~
3. ~~When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.~~
4. ~~To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.~~
5. ~~To take children, or other family members to a medical, dental or other care provider appointment.~~
6. ~~To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.~~

~~Safety leave [New July 1, 2014] Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.~~

~~After accrued sick leave has been exhausted, vacation leave may be used upon approval of the Personnel Committee, to the extent the employee is entitled to such leave.~~

To be eligible for sick leave pay, the employee will:

1. ~~Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;~~
2. ~~Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;~~
3. ~~Submit a physician's statement upon request.~~

~~After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.~~

~~work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.~~

~~The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.~~

~~Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.~~

~~Employees must normally use sick leave prior to using paid vacation prior to an unpaid leave of absence during a medical leave.~~

~~In the event of termination of employment, every employee will receive a lump sum payment for all accrued sick time up to a prorated maximum: 240 hours for full-time employees. Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the Personnel Committee.~~

~~Sick leave cannot be transferred from one employee to another.~~

“Earned Sick and Safe Leave” is paid time off and applies to all employees (including full-time employees, part-time employees, temporary employees, seasonal employees, full-time salaried and exempt employees, part-time salaried employees, volunteer firefighters, volunteer first responders, commission and board members, and election judges) performing work for at least 80 hours in a calendar year for the city. Effective January 1, 2024 any unused sick leave earned and accrued before January 1, 2024 will be converted to Earned Sick and Safe Leave.

(a) Accrual of Earned Sick and Safe Leave

1. Full-time, part-time, temporary, and seasonal employees scheduled to work at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Local No. 49 Union Agreement or the Fee Schedule Ordinance.
2. Full-time salaried and exempt employees (Police Chief) performing work for at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked and can earn a maximum of 48 hours each calendar year. Full-time salaried and exempt employees are presumed to work 40 hours per week for the purposes of Earned Sick and Safe Leave accrual calculation. The hourly rate of Earned

Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Employment Agreement.

3. Part-time salaried employees (Librarian) performing work for at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked and can earn a maximum of 48 hours each calendar year. Part-time salaried employees will track daily hours worked. The amount of Earned Sick and Safe time that may be used for an absence will be the average hours worked on the applicable day. The hourly rate of Earned Sick and Safe Leave is the employee's monthly salary per the Fee Schedule Ordinance divided by the average number of hours worked per month.
4. Volunteer firefighters and first responders performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:
 - o One hour for each meeting.
 - o Three hours for each training.
 - o The amount of time on the applicable run sheet for each call.

The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.

5. Volunteer first responders performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each calendar year. For purposes of hours worked since the departments are on an on call basis, firefighters and first responders will be considered to have worked the following hours for each of the following activities:
 - o One hour for each meeting.
 - o Two hours for each monthly training.
 - o Four hours for each quarterly training.
 - o The amount of time on the applicable run sheet for each call.

The hourly rate of Earned Sick and Safe Leave will be at the same rate for the activity being claimed per the Fee Schedule Ordinance.

6. Commission and board members performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended meeting will be the length of the applicable meeting. The rate of Earned Sick and Safe Leave will be at the same rate of pay as the unattended meeting per the Fee Schedule Ordinance divided by the length of the applicable unattended meeting.
7. Election judges performing work for at least 80 hours per calendar year will earn one hour of Earned Sick and Safe Leave for every 30 hours worked and can earn a maximum of 48 hours each year. The amount of Earned Sick and Safe time that may be used for an unattended training or election will be the length of the applicable unattended activity. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City per the Fee Schedule Ordinance.
8. For employees holding multiple positions performing work for at least 80 hours per calendar year all hours worked will contribute to Earned Sick and Safe time accrual up to

- the maximum of 48 hours each calendar year. Accrual is not based on separate positions. Accrued Earned Sick and Safe time may be used for all positions held by an employee.
9. Employees performing work for less than 80 hours per calendar year do not qualify for Earned Sick and Safe Leave.
 10. Per the Minnesota Department of Labor and Industry elected officials are not considered employees and are exempt from Earned Sick and Safe Leave.
 11. Once an employee performs work for more than 80 hours per calendar year, the employee's eligibility threshold is met. Once the eligibility threshold is met, the accrual calculation includes all hours worked back to the first hour worked for the employer. Once the eligibility threshold is met, the employee will accrue one hour for every thirty hours worked moving forward, in compliance with the Carry Over and Pay Out requirements below, even if the employee does not meet the threshold of 80 hours in subsequent calendar years.

(b) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (.25 hours) or, for volunteer firefighters and first responders, as described below, for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition:
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition

- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For volunteer firefighters and first responders, leave may be used as it is accrued for the activities noted in Article XII, Section (a), Subsection 3. The request to use Earned Sick and Safe Leave for any unattended activity must be made in the month that it occurred. A form must be filled out with the applicable chief noting the unattended meeting/training/call in order to use the leave. The firefighter/first responder will be paid the normal pay for the unattended activity with the annual payroll and the deduction of the employee's Earned Sick and Safe Leave will be made in the amount standardized above for each activity.

- (c) For Earned Sick and Safe Leave purposes, family member includes an employee's:
- Spouse or registered domestic partner
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
 - Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
 - Grandchild, foster grandchild or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
 - Any of the above family members of a spouse or registered domestic partner
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - Up to one individual annually designated by the employee

(d) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

(e) Carry Over and Pay Out of Earned Sick and Safe Leave

Full-time employees, full-time salaried and exempt employees, and permanent part-time employees working a minimum of 20 hours per week may carryover unused Earned Sick and Safe time into the following year up to a maximum of 480 hours, prorated for the number of hours the employee works per week: 480 hours for full-time employees working 40 hours per week (100%), 384 hours for full-time employees working 32 hours per week (80%) unless otherwise stated in the collective bargaining agreement, 336 hours for permanent part-time employees working 28 hours per week (70%), or the applicable percentage for permanent part-time employees working more or less hours per week. A lump sum payment prorated for the number of hours the employee works per week up to a maximum of 240 hours of accrued Earned Sick and Safe time will be paid out when a full-time employee, full-time salaried and exempt employee, or permanent part-time employee working a minimum of 20 hours per week leaves their job, either voluntarily or involuntarily, upon completion of a carry over waiver. An employee who transfers positions retains their accrued Earned Sick and Safe time.

Part-time employees working less than 20 hours per week, part-time salaried employees, temporary employees, seasonal employees, volunteer firefighters and first responders, commission and board members, and election judges performing work for 80 hours per calendar year may carryover unused Earned Sick and Safe time into the next calendar year, but at no time may the accrued Earned Sick and Safe time exceed 80 hours. Accrued Earned Sick and Safe time will not be paid out when an employee leaves their job, either voluntarily or involuntarily. An employee who transfers positions retains their accrued Earned Sick and Safe time. An employee who returns to work for the same employer within 180 days of separation is entitled to the Earned Sick and Safe time accrued before leaving.



Alternatively, the city may wish to avoid the carry over by providing eligible employees with one of these options:

- 48 hours of "front loaded" Earned Sick and Safe Leave for the year, available for the employee's immediate use and then pay out any accrued but unused Earned Sick and Safe Leave at the end of the year at the employee's hourly rate of pay, OR
- 80 hours of Earned Sick and Safe Leave for the year, available for the employee's immediate use, without any pay out to the employee for accrued but unused Earned Sick and Safe Leave.

Other than a city elected payout as described above, there is no requirement under statute to pay out any accrued but unused accrued Earned Sick and Safe Leave.

(f) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(g) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee, including a seasonal employee, is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Section 11.02 Vacation Leave

The city believes that vacation is important to the health and well-being of our employees and as such, provides paid vacation for eligible employees for rest and recuperation.

Vacation Leave Schedule

Full-time Employees

Years of Service	Annual Accrual on January 1*
One Year	40 Hours
Two Years	80 Hours
Five Years	120 Hours
Ten Years	120 Hours, plus 8 additional hours per year up to a maximum of 160 hours

* Earned vacation will be granted on January 1 of each year per the above schedule unless the employee is a new hire (see below).

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations, sick leave, or holidays (Federal or otherwise). These benefits are a matter of agreement between an employer and an employee (or the employee's representative).

New Hires

Employees hired during the preceding year will not be granted vacation leave until the one year anniversary of their hire date, but will accrue vacation leave according to the Vacation Leave Schedule. After a new hire's one year anniversary the employee would be granted the earned vacation leave from the prior year. On January 1 following the new hire anniversary, the employee would be granted the accrued vacation earned through the prior year, which would be a prorated amount.

Example:

Hire FT Employee November 15, 2021	
1 year Anniversary November 15, 2022	40 hours of vacation granted
January 1, 2023	Prorated amount of vacation granted for November 16, 2022 through December 31, 2022
January 1, 2024	80 hours of vacation granted

(a) Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least 20 hours per week on a regular basis will **earn accrue** vacation leave on a prorated basis of the **above** full-time employee schedule for the corresponding year of service.

Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

(b) Accrual Rate

Full-time employees may accrue vacation leave to a maximum of 360 hours.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the above full-time employee schedule for the corresponding year of service.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

(c) Carryover

Employees may carryover unused ~~earned accrued~~ vacation of up to two weeks, calculated on a prorated basis as applicable, to the following year up to a maximum of 80 hours.

(d) Earnings and Use

After one year of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Unless approved by the Personnel Committee, vacation leave will not be earned during an unpaid leave of absence.

An employee will not earn any vacation leave for any pay period unless ~~he/she is they are~~ employed by the city on the last scheduled ~~work day~~ workday of the pay period. Further, vacation leave will stop accruing as of the effective date of termination. Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor or Personnel Committee.

Vacation can be requested in increments as small as one hour up to the total amount of the ~~earned accrued~~ leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee. ~~Employees may accrue vacation leave up to a maximum of one and a half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council.~~ Vacation leave cannot be converted into cash payments except at termination.

(e) Vacation Separation Payout

Full-time employees and part-time employees who work at least 20 hours per week on a regular basis will be paid unused earned and accrued vacation, accrued through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) following termination of employment. The rate of pay will be the employee's base rate of pay at the employee's termination date. ~~Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).~~ In the event of the employee's death, unused earned vacation time will be paid to the employee's surviving spouse directly, (if there is not personal representative of the estate appointed) up to statutory limits.

(f) Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all ~~earned accrued~~ annual leave prior to taking an unpaid leave.

Other Benefits

Benefit accruals, such as vacation and holiday pay benefits, will be suspended at the beginning of the first full month of unpaid leave and will resume upon your return to active employment.

Section 11.03 Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the Personnel Committee depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Medical Certification

~~Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.~~

~~A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.~~

Returning to Work After a Medical Absence

~~After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.~~

~~Any work restrictions must be stated clearly on the return to work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.~~

~~The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.~~

Section 11.04 Military Leave

State and federal laws provide ~~protections~~ **protection** and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of **15 days workdays** in any calendar year. **City compensation is in addition to the military pay for these 15 days, as per MN Attorney General's Opinion.**

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to

continue in military or naval service beyond the fifteen ~~(15)~~ day paid leave of absence. Employees on extended unpaid military leave will receive fifteen ~~(15)~~ days paid leave of absence in each calendar year, not to exceed five years. Where possible, notice is to be provided to the city at least ten working days in advance of the requested leave. **A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the city.** If an employee has not yet used his/her fifteen ~~(15)~~ days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job ~~that~~ they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen ~~(15)~~ days will follow the same procedures as for any employee on an unpaid leave of absence.

Section 11.05 Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota.

Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Section 11.06 Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten ~~(10)~~ working days of unpaid leave whose immediate family member **(defined as a person's parent, child, grandparents, siblings or spouse)** is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Section 11.07 Civil Air Patrol

The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use vacation ~~or PTO~~ leave while on Civil Air Patrol Leave but are not required to do so.

Section 11.08 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take **earned accrued** vacation time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, **he/she they** will receive compensation for the jury duty time.

Section 11.09 Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Section 11.10 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony **or is the to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, may have** reasonable time off from work to attend criminal proceedings related to the victim's case. **An employee must give 48 hours advance notice to the city of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The city may request verification that supports the employee's reason for being absent from the workplace. [See also: Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members].**

Section 11.11 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify **his/her their** supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 11.12 Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 3 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use earned accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying).

For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Effective July 1, 2023, the city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Section 11.13 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the Personnel Committee with the approval of the City Council.

Section 11.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 11.15 School Conference Leave

Effective July 1, 2023, any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the

conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Section 11.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of leave accrued time the employee has earned.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Effective July 1, 2023, an employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Section 11.17 Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off ~~without~~ **with** pay for purposes of serving as an election judge, provided ~~that~~ the employee gives the city at least twenty ~~(20)~~ days written notice, **including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.**

The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. **Effective July 1, 2023, employees may be absent from work for the time necessary to vote to include voting during the period allowed for voting in person before election day.**

Section 11.18 Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings

of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/PTO leave during their absence.

Section 11.19 Regular Leave without Pay

The Personnel Committee may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council.

~~Typically, employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety days when the leave is for medical reasons and FMLA has been exhausted.~~

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave (annual leave). Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave (annual leave) based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, **or FMLA**, will be guaranteed return to the original position.

Employees receiving leave without pay in excess of thirty calendar days, for reasons other than qualified Parenting Leave **or FMLA**, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the Personnel Committee subject to approval of the City Council.

Note: "volunteer" firefighter may count as employees if paid at or near minimum wage. Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

Section 11.20 Family and Medical Leave

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

The City of Emily does not employ 50 employees so employees do not qualify for FMLA protected leave. The employee calculation is based on employees earning minimum wage or above and excludes elected officials.

Section 11.21 Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk. The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private. An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Section 11.22 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the Personnel Committee on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the Personnel Committee. The Personnel Committee reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify the supervisor in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability.

The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the Personnel Committee. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions. It is at the discretion of the Personnel Committee whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. ~~The city will not,~~

however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Section 11.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks.
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Section 11.24 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

Article XIII. DIVERSITY, EQUITY AND INCLUSION

Section 12.01 General

The city of Emily is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Our policy is to be welcoming, safe, and equitable to all employees and members of the community. By embracing the diversity of our workforce and community, the city seeks to not only meet, but also exceed, our obligations under federal and state law. The goal of our policy is for the work environment to be free of harassment, discrimination, and retaliation. Furthermore, it is our belief that:

- We are more efficient when all are valued and included.

- We are more effective when we leverage our different ideas, backgrounds and identities.
- We are more responsive when we acknowledge and reflect the identity and experience of our residents and colleagues.

Section 12.02 Definitions within this section

Cultural Competence: The ability to interact effectively across difference. We acknowledge that a ‘one size fits all’ approach is not effective and actively seek ways to make our services accessible and culturally relevant.

Discrimination: Unfair treatment because of a protected class status.

Diversity: Recognizes the unique differences of all individuals. This includes the many apparent and non-apparent ways which people differ in their identity such as: age, gender and gender identity, race, ethnicity, national origin, language, religious beliefs, sexual orientation, veteran status, gender identity, mental or physical ability, marital status, family status, or educational background.

Equity: The principle of fairness by seeking to remove barriers and increase access to services. This includes understanding and acknowledging historical and ongoing inequities between groups of people and a commitment to actions that challenge those inequities.

Harassment: Unwelcome conduct that is based on a protected class status that is intimidating, hostile or abusive. This includes sexual harassment.

Inclusion: An environment that is built on respect and which creates a sense of belonging for all who live and work here. By being inclusive we acknowledge and value individual contribution as well as the background and identity of those with whom we work, partner, or serve.

Section 12.03 Policy Statement

It is the city’s policy to respect culture and reduce bias in our workplace and service delivery.

The commitment to inclusion, diversity, and equity influences the work that is performed by the city, the workplace environment, relationships between employees, and relationships between the city and community. While individual employees have their own beliefs and values, performing work on behalf of the city requires upholding cultural competence and respect to ensure work occurs that not only meets, but also exceeds, our obligations under federal and state law.

The city of Emily values all diversity and recognizes individual protected-class status as defined under state and federal law and seeks to ensure equal opportunities in all phases of employment. The city expects each employee to cooperate to achieve this goal and personally stand behind the principles as defined within this policy.

All employees of the city are expected to act and perform their work professionally, including respecting cultural differences. Pursuant to the city's Respectful Workplace Policy, discrimination, including harassment, will not be tolerated. Any employee found to have exhibited any inappropriate conduct or behavior may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy should follow the reporting procedures within the city's Respectful Workplace Policy.

SEXUAL HARASSMENT PREVENTION

General

The city of Emily is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome or repeated action of an individual against another individual, using sexual overtones.

Article XIII. SEXUAL HARASSMENT PREVENTION AND RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the City of Emily for respectful workplace conduct both in the workplace and other city-sponsored social events.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from the public.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor, the Personnel Committee, or the city attorney. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Again, employees must notify their supervisor, the Personnel Committee, or the city attorney about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a

particular behavior is appropriate, the employee should request clarification from their supervisor or the Personnel Committee.

Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a supervisor, the Personnel Committee, or city attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact the Personnel Committee.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or the Personnel Committee. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the Personnel Committee, the mayor or councilmember of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the Personnel Committee.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the Personnel Committee, the mayor or the city attorney.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the Personnel Committee, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of his/her own

choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The supervisor must notify the Personnel Committee about the allegations (assuming the allegations do not involve a member of the Personnel Committee). For more information about what to do when allegations involve the Personnel Committee, the mayor, or a councilmember, see “Special Reporting Requirements” below.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

The city is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Personnel Committee who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If a member of the Personnel Committee is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the Personnel Committee and referred to the city attorney. In cases such as these, it is common for the city council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The city will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the Personnel Committee may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the city attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Personnel Committee;
3. Mayor or city councilmember
4. In the event an employee feels retaliation has occurred by a member of the Personnel Committee or the city council, then reporting may be made to the city attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the Personnel Committee, or if the complaint is against a member of the Personnel Committee to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this

policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XIV. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see Article III for definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Article XV. SEPARATION FROM SERVICE

Section 15.01 Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. **Exempt employees must give thirty calendar days' notice.** The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice. **Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.**

Section 16.02 Severance Pay

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100 percent of unused earned and accrued vacation (annual leave).

Article XVI. DISCIPLINE

Section 16.01 General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the city of Emily. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The Personnel Committee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 16.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 16.03 Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job ~~he/she performs they perform~~.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

(a) Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice ~~that~~ the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

(b) Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Personnel Committee with prior approval from the City Council.

A written reprimand will: (1) state ~~what did happen happened~~; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. ~~Employees' signatures do~~ An employees' signature does not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

(c) Suspension With or Without Pay

The Personnel Committee may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the

City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

(d) Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the Personnel Committee determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

(e) Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

(f) Dismissal

The Personnel Committee, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed **his/her** **their** initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Article XVII. GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty-one days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly

violated, and the remedy requested, by the employee to the Personnel Committee within seven days after the supervisor’s response is due. The Personnel Committee will respond to the employee in writing within seven calendar days. The decision of the Personnel Committee is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Section 17.01 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city’s last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

Article XVIII. EMPLOYEE EDUCATION & TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure ~~that~~ employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Section 18.01 Policy

The city will pay for the costs of an employee’s participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Section 18.02 Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee’s work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives ~~that have been~~ developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee’s duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The Personnel Committee are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 18.03 Job-Related Meetings

Attendance at professional meetings costing \$ [redacted] or less and directly related to the performance of the employee's work responsibilities do not require the approval of the Personnel Committee. Advance supervisor approval is required to ensure adequate department coverage.

Section 18.04 Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Budgeted requests totaling more than \$ [redacted] must be approved by the employee's City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Section 18.06 Not to Exceed Figure

Payment of training and/or conference expenses must not exceed the total budgeted training amount \$ _____ per employee per fiscal year, excluding travel and subsistence costs. Exceptions must receive approval by the City Council.

Section 18.07 Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Section 18.08 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the City Council is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Section 18.09 Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. ~~However, the~~ In no case will city funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is

held as a breakfast, lunch or dinner meeting. The city will also not reimburse employees for the costs for travel of family members.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$10.00 per breakfast, \$12.50 per lunch, and \$15.00 per dinner per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Article XIX. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the city of Emily regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the Personnel Committee. Any city employee accepting employment in an outside position determined by the Personnel Committee to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the Personnel Committee.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

Article XX. DRUG FREE WORKPLACE

In accordance with federal law, the city of Emily has adopted the following policy on drugs in the workplace:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
2. The unlawful manufacture, distribution, possession, or use of ~~a controlled substance~~ drugs on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
4. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Article XXI. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

Article XXII. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties.

This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure city employees exercise the highest standards of propriety in their use.

Section 22.01 General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city.

Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times.
Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a state law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”.

Cell phone records about city business are subject to the Minnesota Government Data Practices Act. If a data request were received, the city would determine what information is public data and what information is private data and would review the employee’s phone records and possibly need access to the phone itself in order to provide the data being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

~~An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor.~~ Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the

~~circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.~~

~~Personal calls will be made or received only when absolutely necessary during working hours. Such calls must not interfere with working operations and are to be completed as quickly as possible.~~

~~In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.~~

Section 22.02 Procedures

It is the objective of the city of Emily to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Section 22.03 Responsibility

The Personnel Committee will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

Article XXIII. SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city.

To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Section 23.01 Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require ~~that~~ all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to ~~his/her~~ **their** supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms ~~that may be~~ necessary related to an injury or illness on the job.

Section 23.02 Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Per MN Statue 5207.0100 safety vests/high visibility apparel will be provided and must comply with appropriate ANSI/ISEA 107-2004 standards. Each safety vest/high visibility apparel will be printed with "City of Emily". Safety vests/high visibility apparel shall be worn by all Maintenance Department employees and other employees as necessary when performing, inspecting, or observing work within the right-of-way of the road or when performing or

inspecting work that would cause the employee to periodically be exposed to vehicle traffic or construction equipment. Employees must properly care for, clean and store assigned vests/high visibility apparel and monitor the condition of the vests/high visibility apparel and replace as needed.

The City will purchase one Class 2 or higher winter jacket (once every 3 years) for each full-time Maintenance Department employee, five Class 2 t-shirts (annually) for each full-time Maintenance Department employee, and three Class 2 t-shirts (annually) for each Seasonal Maintenance Department employee.

Section 23.03 Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee’s behavior violates the city’s personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Section 23.04 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities corresponding to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee’s request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities inconsistent with their gender identity.

Approved by the Emily City Council on the 9th day of January, 2024.

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer



2024 EMILY WATERS COMMITTEE

The City of Emily is taking applications for the **Emily Waters Committee for 2024**. As a committee member, you will review, research, and propose awards to the Council from budgeted funds, as related to the protection of Emily waters. Applicants must live within Emily city limits. For an application, contact the City Clerk's office or go to the City's website at www.cityofemily.com and click the link at the bottom of the Employment/Volunteer Opportunities page. All applications must be received in the Clerk's office by Friday, March 8, 2023 at 12:00 p.m. For questions and submissions, please contact the Clerk's office at 218.763.2480, clerk@emily.net, PO Box 68, 39811 State Highway 6, Emily, MN 56447.



2024 Emily Lakes and Rivers Protection Fund

For 2024 the City of Emily budgeted funds of \$17,465 for the Emily Lakes and Rivers Protection Fund with \$17,215 designated for the survey and treatment of aquatic invasive species. The intention of this fund is to protect local waterways and wetlands against pollution, invasive species, and other practical obstacles that cause deterioration of the health and quality of Emily's waters. Such deterioration impacts not only the ecosystem of the lakes, but also the economy and property values in the area. The Council set up the Emily Waters Committee to recommend how to spend the budgeted amount on projects with a clear public purpose.

The City of Emily is now taking Appropriation Applications for the fiscal year 2024. Lake associations and improvement districts are encouraged to apply for funds for their projects that have a public purpose and benefit the City by protecting its waters. Those interested in applying must write a proposal and submit it along with an application to the City of Emily by 12:00 p.m. on Friday, March 22, 2024 at the City Clerk's office. Please include the following criteria to be considered for funding:

1. Appropriation Application
2. Specific work to be done in 2024
3. Scope of project, including existing conditions, description of need and the end results expected
4. Amount requested from the Emily Lakes and Rivers Protection Fund
5. Amount towards project provided by applicant
6. Local importance and effects the project will have on other communities
7. Long range goals and the future funding needs beyond 2024
8. Vendors used for project
9. Any additional information that will give a broader understanding of the applicant and project

Submit application and proposal to:

City of Emily
Emily Waters Committee
39811 State Highway 6
P.O. Box 68
Emily, MN 56447
clerk@emily.net
Phone 218.763.2480
Fax 218.763.2481
www.cityofemily.com



Emily City Council
ATTN: Mayor Jones
PO Box 68
Emily, MN 56447

January 5, 2024

RE: Emily Manganese Project Update – December 2023

In December, North Star continued assessing the core samples at the metallurgical facilities of Kemetco Research Inc., in Vancouver, British Columbia. Earlier work undertaken by Crow Wing Power was also undertaken at Kemetco. It is expected that this work will continue through early Spring.

North Star's environmental consultants continued to visit the site in December to ensure all operations comply with the State's environmental requirements. Since the primary purpose of the environmental visits deal with site reclamation (regrowth in disturbed areas), visits will be suspended during winter / frozen conditions at the determination of the consultants.

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

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

Sincerely,

Rick Sandri

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

2345 Rice Street, Suite 230
Roseville MN 55113 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Dahler Avenue

Date: 11/29/2023 Time: 1:46 PM



Dahler Lake Public Water Access Site

Directions to access: 1.8 miles SW of Emily, on Dahler Ave, 0.5 miles W on Hwy 6, on the north shore.

Bing (<https://bing.com/maps/default.aspx?cp=46.722314--93.970335&rtp=~pos:46.722314 -93.970335 Dahler Lake Public Water Access Site&vl=12>) |

Google (<https://maps.google.com/maps?daddr=46.722314,-93.970335>) | [Google Earth](#)

([https://maps1.dnr.state.mn.us/cgi-bin/mapserv?](https://maps1.dnr.state.mn.us/cgi-bin/mapserv?map=COMPASS_KML_MAPFILE&mode=itemquery&qitem=id&qstring=WAS01592&qlayer=water_access_sites)

[map=COMPASS_KML_MAPFILE&mode=itemquery&qitem=id&qstring=WAS01592&qlayer=water_access_sites](https://maps1.dnr.state.mn.us/cgi-bin/mapserv?map=COMPASS_KML_MAPFILE&mode=itemquery&qitem=id&qstring=WAS01592&qlayer=water_access_sites))

[map=COMPASS_KML_MAPFILE&mode=itemquery&qitem=id&qstring=WAS01592&qlayer=water_access_sites](https://maps1.dnr.state.mn.us/cgi-bin/mapserv?map=COMPASS_KML_MAPFILE&mode=itemquery&qitem=id&qstring=WAS01592&qlayer=water_access_sites))

Administrator: City of Emily

Facilities:

- 1 ramp (type=natural)
- 1 parking lot (type=natural)
- no vehicle parking spaces
- 2 vehicle/trailer parking spaces
- no accessible parking spaces
- no docks
- no restrooms

Lat/Lon: 46.722314, -93.970335



DISCLAIMER: The public water access database is a work in progress and errors do exist. Information deemed reliable, but not guaranteed.

Questions?

Call 651-296-6157 or 888-646-6367

Email us: info.dnr@state.mn.us

Sign up for email updates

Email address

[Subscribe](#)



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City of Emily Slogan Contest Submissions

- a. The Little Lake Town With a Big Heart
- b. The Little Lake Town With a Lot of Charm
- c. The Little Lake Town of the North Star State
- d. Serenity by the Shoreline
- e. The Hidden Gem in the Land of 10,000 Lakes
- f. The Lake Life Capital
- g. Small Town Comforts, Lakeside Wonder
- h. Life Flourishes at the Lakes
- i. Where the Water is Your Neighbor
- j. Where the Waters Flow as the Community Grows
- k. Embrace Life by the Lake
- l. The Warm Community on the Lake Shore
- m. Where Community and Waters Live in Harmony
- n. Rural Serenity and Lakeside Beauty
- o. Where Country Roads Lead to Lakeside Dreams
- p. Lakeside Charm, Minnesota Nice
- q. Community Meets Water at the Center of the Trail
- r. Lakes, Trails, and Warm Welcomings
- s. Home to Minnesota's Best Lakes and Off-Road Trails
- t. Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- u. Where Adventures Begin and Memories are Made
- v. The Hidden Gem Where Adventures Begin
- w. Small town with a big heart
- x. In Emily, you're family
- y. Small Town Big Heart
- z. The Most Empressive City Around
- aa. Live life the Emily way
- bb. Live life the Emily way: simple and serene
- cc. Emily: where natures beauty meets small town charm
- dd. Emily: a hidden gem
- ee. Get ready for Emily!
- ff. Emily: where adventure awaits!
- gg. Experience Emily
- hh. Jump into the joy of Emily
- ii. Embrace the lakeside charm of Emily!
- jj. Em, I love you
- kk. Emily: topping the charts for decades!
- ll. Emily is everything!
- mm. Emily means eager and hard work.
- nn. Emily is beautiful.
- oo. You always have a family here.
- pp. The Emerald Wilderness
- qq. Emerald Forests & Silvery Waters

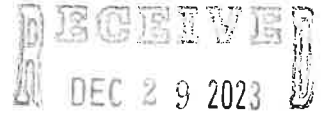
- rr.** God's Pine Covered Footstool
- ss.** Find your Family in Emily
- tt.** Explore the Outdoors with Emily
- uu.** All Trails Lead to Emily
- vv.** A City for All Seasons
- ww.** Emily says yes!
- xx.** Emily is always there
- yy.** Emily cares
- zz.** Emily knows
- aaa.** Emily made me
- bbb.** Emily understands
- ccc.** There's no place like Emily
- ddd.** Unique. Historic. Emily.
- eee.** A little bit of Emily's all I need
- fff.** All you need is Emily
- ggg.** History. Beauty. Emily.
- hhh.** A small town to make long-lasting em-ories! (memories)
- iii.** Make Emily your new friend!
- jjj.** Emily: Where the deer and northern pike play!
- kkk.** Let the City of Emily whisper to you of its water and woods.
- lll.** Emily isn't just a city . . . it's a love affair with nature!
- mmm.** Come to the City of Emily, and in the excitement of her smile, find peace, beauty and adventure.
- nnn.** This is the only City in the WORLD named Emily.
- ooo.** Emily... raises your spirit and lowers your blood pressure.
- ppp.** Emily... lifts moods and lowers blood pressure.
- qqq.** A piece of heaven on earth.
- rrr.** Emily your favorite stop north of the river
- sss.** Emily up north's backyard
- ttt.** Emily relax you are up north
- uuu.** Emily it's all here trees, trails, tranquility
- vvv.** Emily wander no more, you are here
- www.** Emily vacationlands backyard
- xxx.** Emily where life slows down
- yyy.** Emily up Norths at its finest
- zzz.** Emily up north's gem
- aaaa.** Emily trees, lakes and trails
- bbbb.** Emily where your heart lives
- cccc.** Emily the gem of the north
- dddd.** Emily as beautiful as it sounds
- eeee.** Emily Paul Bunyan's daughter
- ffff.** Emily home of the three sisters (Emily, Mary, Ruth)
- gggg.** Emily see the forest through the trees
- hhhh.** Emily yours to explore



LORI J. LaBORDE, Publisher
LINDA PEEPLES, News Editor
KRISTA WYNN, Advertising Production
BRENDA BOOTH, Photography and Front Office Manager

12 East Main Street • P.O. Box 67 • Crosby, MN 56441
Phone: 218-546-5029 • Fax: 218-546-8352
E-mail: courier@crosbyironton.net

Dec. 29, 2023



Dear Emily City Council:

BY:

It is our privilege to offer continued coverage of news and legal publications for the city of Emily. Our council meeting reporting is accurate and professionally written in a timely manner to keep the taxpayers and the community up-to-date with city news at no cost to the city.

The Crosby-Ironton Courier does post all legals at no charge to the public on our Web site (www.c-icourier.com) and through the Minnesota Newspaper Association's Web site. The community does not have to subscribe to have access to legal publications.

The Crosby-Ironton Courier respectfully submits the following bid for your legal publications for the 2024 year.

- Rate for 7 point legals, \$10.15 per column inch
- Display legals (boxed with larger print), \$9.15 per column inch
- Guarantee font quoted will be used in all legal advertisements
- Immediate response to requests for corrections or clarifications (if needed)
- Affidavit of Publication will be mailed upon completion of scheduled run
- All legals are posted to the C-I Courier's Web site and the Minnesota Newspaper Association's Public Notices Web site at no additional charge

The Crosby-Ironton Courier serves the community with general news, features/human interest stories, sports, special reports and coverage of council recap at no charge. We have been providing this service to the community for over 112 years. The C-I Courier distributes 2,800 copies to area residents and over-the-counter sales weekly; plus we currently have 205 paid on-line subscribers with more snowbirds preparing to leave in January/February.

My business partner, Betty J. Swensen, is a taxpaying resident of Emily.

Thank you for your consideration in allowing us the opportunity to serve you in 2024.

Lori LaBorde

Lori J. LaBorde

Publisher

Crosby-Ironton Courier, Inc.

clerk@emily.net

From: Pete Mohs <Pete.Mohs@brainerddispatch.com>
Sent: Tuesday, January 9, 2024 8:51 AM
To: clerk@emily.net
Subject: Re: Quote for 2024

RECEIVED
JAN 09 2024

BT:

To: The Emily City Council
Re: Legal newspaper for 2024

The Pineandlakes Echo Journal is applying to be the legal publication for the City of Emily in 2024. We're proud of the relationship with the city over the years, including publishing news coverage of the monthly council meetings.

All legal notices are published in the weekly Pineandlakes Echo Journal classified section and also available on the pineandlakes.com website.

The Pineandlakes Echo Journal publishing legal rate for 2024 remains at \$8.50 per column inch, which includes being posted online at no additional charge.

Thanks for considering the Pineandlakes Echo Journal for publishing City of Emily legal notices in 2024.

Pete Mohs
Publisher
Echo Journal/Brainerd Dispatch
(218) 855-5855

Pete Mohs

Northern Lakes Publisher

t: 218-855-5855 | e: pete.mohs@brainerddispatch.com

Brainerd Dispatch, PineandLakes Echo Journal, Bemidji Pioneer, Park Rapids Enterprise, Detroit Lakes Tribune, Perham Focus, Wadena Pioneer Journal, Blackduck American - A Forum Communications Company
506 James St., Brainerd, MN 56401



On Tue, Jan 9, 2024 at 8:49 AM Pete Mohs <Pete.Mohs@brainerddispatch.com> wrote:

I did mail them last Wednesday before I left for Florida.

I know the mail service is slow, so I will email a document.

Pete Mohs

Northern Lakes Publisher

RESOLUTION 24-01

A RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting, certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2024:

1. The place, date and time of regular City Council meetings shall be the second Tuesday of the month at 6:00 p.m. in Emily City Hall. Due to a date conflict with the 2024 Annual Township Elections in March, the March regular Council Meeting will be held on Wednesday, March 13, 2024 at 6 p.m. Due to a date conflict with the 2024 State Primary Election in August, the August regular Council Meeting will be held on Monday, August 12, 2024 at 6 p.m. Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to the Open Meeting Law and agendas will be posted at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.
2. The official newspaper of the City of Emily Council shall be the _____.
3. The City Attorney for legal advising, litigation and prosecutions shall be Tom Pearson of Gammello-Pearson.
4. The City Engineer shall be S.E.H.
5. The Emergency Management Director shall be Kenny Roden.
6. The appointed Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.
7. The Acting Mayor who shall preside and perform duties in absence of the Mayor shall be *Gerhart Hanson, Jr.*
8. The Council shall be liaisons to City committees and commissions. Committee meetings shall also comply with the Open Meeting Law. Liaisons of the listed committees and commissions for 2024 shall be as follows:
 - Planning and Zoning: *Greg Koch* _____
 - Park: *Tracy Jones* _____
 - Cemetery: *Bryce Butcher* _____
 - City Hall/Clerk's Office: Tracy Jones
 - Fire Department: *Bryce Butcher* _____
 - First Response: *Andrew Hemphill* _____
 - Law Enforcement: *Tracy Jones* _____
 - Wastewater: *Tracy Jones* _____
 - Library/Library Board Member: *Greg Koch* _____
 - Emily Waters: *Andrew Hemphill* _____

- Maintenance/Safety: *Gerhart Hanson, Jr.* _____
- ATV and Snowmobile Trails: *Gerhart Hanson, Jr.* _____
- Emily 125th Anniversary (2025): _____

9. The Council shall be members of the following authorities and committees and comply with Open Meeting Law:

- Economic Development Authority (EDA): Full Council and City Clerk
- Budget Committee: Full Council and City Clerk
- Personnel Committee: *Tracy Jones and Gerhart Hanson, Jr. with alternate Andrew Hemphill* _____
- Road Committee: *Tracy Jones and Gerhart Hanson, Jr. with Brian Foster, Maintenance* _____
- Ordinance Review: Full Council
- Land Use Ordinance Subcommittee: *Gerhart Hanson, Jr. and Greg Koch* with Planning Commission members David Johnson and representative _____
- Emily Manganese Deposit: *Tracy Jones and Bryce Butcher* _____

10. Members of the Wastewater Committee are the Council Liaison, Roger Brekken, Dave Johnson, and Deputy Clerk Amy Prokott.

11. The two Municipal Trustees of the Emily Firemen’s Relief Association are designated as Councilmember Bryce Butcher and City Clerk/Treasurer Cari Johnson.

12. The City Housing Official shall be Sadusky Renovations.

13. The SSTS Inspector shall be Greg Kossan.

Passed by a majority vote of the City of Emily Council this 9th day of January, 2024.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, MCMC
City Clerk/Treasurer

RESOLUTION NO. 24-04

A RESOLUTION DESIGNATING A DEPOSITORY FOR CITY FUNDS

SECTION 1. RESOLVED, That the Pine River State Bank is hereby designated as a depository for the funds of the City of Emily. The city treasurer is authorized to deposit city funds therein to the amount of Two Million Dollars (\$2,000,000.00).

SECTION 2. RESOLVES ALSO, That the City's account with Pershing Wealth Solutions BNY Mellon is hereby designated as a custodial investment account for the invested funds of the City of Emily. The city treasurer is authorized to invest city funds therein to the amount of Two Million Dollars (\$2,000,000.00).

SECTION 3. RESOLVED ALSO, That before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository's cutoff hour. The bond is subject to the approval of the city council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

SECTION 4. RESOLVED FURTHER, That, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free of exchange or any other charges, the collateral pledged.

SECTION 5. RESOLVED FURTHER, All collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the city council.

In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until January 14, 2025.

Passed by the City Council of Emily, Minnesota this 9th day of January, 2024.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer

RESOLUTION NO. 24-05

**A RESOLUTION APPROVING PINE RIVER STATE BANK AND
PERSHING WEALTH SOLUTIONS BNY MELLON ACCOUNT(S) SIGNERS**

WHEREAS, signers need to be designated for the City of Emily's Pine River State Bank account(s) and Pershing Wealth Solutions BNY Mellon account(s).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA that the following are designated as approved signers of the City of Emily's Pine River State Bank account(s):

Cari Johnson, City Clerk/Treasurer
Tracy Jones, Mayor
Gerhart Hanson, Jr., Acting Mayor
Gregory Koch, Alternate Council Member
Amy Prokott, Deputy Clerk

BE IT FURTHER RESOLVED that the following are designated as approved signers of the City of Emily's Pershing Wealth Solutions BNY Mellon account(s):

Tracy Jones, Mayor
Gerhart Hanson, Jr., Acting Mayor
Cari Johnson, City Clerk/Treasurer

Passed by the City Council of Emily, Minnesota this 9th day of January, 2024.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

Investment Portfolio Pledged Securities

PINE RIVER STATE BANK
PINE RIVER, MN

InTrader (pledged)
Last : 11/30/2023
As-of: 12/31/2023
1406 101213

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value			
PLEGGED TO: j06 CITY OF EMILY											
91282CCL3		US TREASURY NOTE	UNITED BANKERS BANK			248,000.00 AA+	12/27/2023	247,170.34			
UBB	166013835		.375	07/15/2024	010	248,000.00 Aaa	07/07/2022	241,703.13			
3130APNH4		FED HOME LOAN BANK	UNITED BANKERS BANK			100,000.00 AA+	12/27/2023	100,000.00			
UBB	216060667	QTRLY CALLABLE 2/18/22	1.2	11/18/2025	100	100,000.00 Aaa	05/24/2022	94,259.09			
3130AQT37		FED HOME LOAN BANK	UNITED BANKERS BANK			122,000.00 AA+	12/27/2023	122,000.00			
UBB	216062427	ONE TIME CALLABLE 2/28/23	1.5	02/28/2025	100	122,000.00 Aaa	05/24/2022	117,475.49			
3130AQT37		FED HOME LOAN BANK	UNITED BANKERS BANK			48,000.00 AA+	12/27/2023	48,000.00			
UBB	216062427	ONE TIME CALLABLE 2/28/23	1.5	02/28/2025	100	48,000.00 Aaa	05/24/2022	46,219.86			
169894AS1		CHIPPEWA VALLEY BANK CD	UNITED BANKERS BANK			200,000.00		200,000.00			
UBB	166011812	FDIC INSURED CERT 12322	.6	06/24/2025	400	200,000.00	10/14/2020	200,000.00			
20056QTH6		COMMERCE BANK CD	UNITED BANKERS BANK			200,000.00		200,000.00			
UBB	166011821	FDIC INSURED CERT 10212	.5	06/30/2025	400	200,000.00	01/26/2021	200,000.00			
254673M37		DISCOVER BANK CD	UNITED BANKERS BANK			150,000.00	09/29/2023	150,000.00			
UBB	166014460	FDIC INSURED CERT 5649	3.3	07/20/2026	400	150,000.00	07/07/2023	150,000.00			
TOTAL FOR PLEDGE ID j06							Pledged: 7	Orig Face: 1,068,000.00	Current Face: 1,068,000.00	Market: 1,049,657.57	Book: 1,067,170.34



Sales: 800-558-6875
Operations: 800-558-6876

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IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the

standard mileage rate is chosen.

Notice 2024-08 [PDF](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 14-Dec-2023

1/25/24

Amy Prokott, Deputy Clerk, City of Emily

From: payingagent@ehlers-inc.com
Sent: Tuesday, December 12, 2023 7:51 AM
To: clerk@emily.net; deputyclerk@emily.net
Subject: Bond Trust Services - Debt Service Invoice(s)
Attachments: 83700.docx; 83701.docx; 83702.docx
Importance: High

RECEIVED
DEC 12 2023
BY:

Greetings,

The following bond issues have upcoming Debt Service payments. Please review each attached invoice for payment due dates, payment amounts, and remit payment based on instructions.

Invoice #	Issue	Checks Due By	Wires Due By	Total Due
83700	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	01/25/2024	01/31/2024	\$42,787.50
83702	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	01/25/2024	01/31/2024	\$38,946.25
83701	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	01/25/2024	01/31/2024	\$73,091.2

Contact Bond Trust Services at 651-209-1010 or email payingagent@ehlers-inc.com with any questions.

Thank You,
Ehlers Bond Trust Services



Individual invoices may have different payment dates, so it is important that each invoice be reviewed separately.

This e-mail and any attachments may contain information which is privileged or confidential. If you are not the intended recipient, note that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please destroy it and notify us immediately by return e-mail or at our telephone number, 800-552-1171. Any views or opinions presented in this e-mail are solely those of the author and may not represent the views or opinions of Ehlers Companies.

Debt Service Statement

City of Emily
 39811 State Highway 6
 PO Box 68
 Emily, MN 56447-0068

RECEIVED
 DEC 14 2023
 BY:

Statement #: 83700
 Statement Date: December 12, 2023

RE: \$930,000.00 General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2024	291254BV1	\$40,000.00	\$2,787.50	\$42,787.50

Payment Instructions

WIRES due by January 31, 2024

Wells Fargo Bank, San Francisco, CA
 ABA #: 121000248
 BNF: BTSC Paying Agent Account
 Account #: 4126695238
 Ref: 38035

CHECKS due by January 25, 2024

Make check payable to:
 Bond Trust Services Corporation
 Ref: 38035
 Send to:
 Bond Trust Services Corporation
 Attn: Accounts Receivable
 3060 Centre Pointe Drive, Suite 110
 Roseville, MN 55113-1105

Please direct any questions to:
 Accounts Receivable, (651) 209-1010

303-47110-601 40,000.00 Principal
 303-47210-611 2,787.50 Interest

For your convenience, multiple Statements/Invoices may be combined in one payment.

Thank you for your business!

Debt Service Statement

WIRES due by January 31, 2024
CHECKS due by January 25, 2024

RECEIVED
 DEC 12 2023

City of Emily
 39811 State Highway 6
 PO Box 68
 Emily, MN 56447-0068

BY:

Statement #: 83702
 Statement Date: December 12, 2023

RE: \$540,000.00 General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2024	291254DK3	\$35,000.00	\$3,946.25	\$38,946.25

Payment Instructions

WIRES due by January 31, 2024

Wells Fargo Bank, San Francisco, CA
 ABA #: 121000248
 BNF: BTSC Paying Agent Account
 Account #: 4126695238
 Ref: 327521

CHECKS due by January 25, 2024

Make check payable to:
 Bond Trust Services Corporation
 Ref: 327521
 Send to:
 Bond Trust Services Corporation
 Attn: Accounts Receivable
 3060 Centre Pointe Drive, Suite 110
 Roseville, MN 55113-1105

Please direct any questions to:
 Accounts Receivable, (651) 209-1010

304-47110-601 35,000.00 Principal
 304-47210-611 3,946.25 Interest

**For your convenience, multiple Statements/Invoices may be combined in one payment.
 Thank you for your business!**

Debt Service Statement

WIRES due by January 31, 2024
CHECKS due by January 25, 2024

RECEIVED
 DEC 12 2023

City of Emily
 39811 State Highway 6
 PO Box 68
 Emily, MN 56447-0068

BY:

Statement #: 83701
 Statement Date: December 12, 2023

RE: \$1,505,000.00 General Obligation Sewer Revenue Refunding Bonds, Series 2013A

<u>Debt Service Date</u>	<u>CUSIP</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>
02-01-2024	291254CP3	\$60,000.00	\$13,091.25	\$73,091.25

Payment Instructions

WIRES due by January 31, 2024

Wells Fargo Bank, San Francisco, CA
 ABA #: 121000248
 BNF: BTSC Paying Agent Account
 Account #: 4126695238
 Ref: 38889

CHECKS due by January 25, 2024

Make check payable to:
 Bond Trust Services Corporation
 Ref: 38889
 Send to:
 Bond Trust Services Corporation
 Attn: Accounts Receivable
 3060 Centre Pointe Drive, Suite 110
 Roseville, MN 55113-1105

Please direct any questions to:
 Accounts Receivable, (651) 209-1010

602-47110-601
 602-47210-611

60,000.00 Principal
 13,091.25 Interest

For your convenience, multiple Statements/Invoices may be combined in one payment.

Thank you for your business!

1/25/24

Amy Prokott, Deputy Clerk, City of Emily

From: payingagent@ehlers-inc.com
Sent: Tuesday, December 12, 2023 8:23 AM
To: clerk@emily.net; deputyclerk@emily.net
Subject: Bond Trust Services - Paying Agent Fee Invoice(s)
Attachments: 84948.docx; 84949.docx; 84950.docx



Importance: High

Greetings,

The following bond issues have upcoming Paying Agent Fee payments. Please review each attached invoice for payment due dates, payment amounts, and remit payment based on instructions.

Invoice #	Issue	Checks Due By	Wires Due By	Total Due
84948	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	01/25/2024	01/31/2024	\$475.00
84950	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	01/25/2024	01/31/2024	\$100.00
84949	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	01/25/2024	01/31/2024	\$100.00

Contact Bond Trust Services at 651-209-1010 or email payingagent@ehlers-inc.com with any questions.

Thank You,
Ehlers Bond Trust Services



Individual invoices may have different payment dates, so it is important that each invoice be reviewed separately.

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Paying Agent Fee Invoice

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

RECEIVED
DEC 13 2023
BY:

Invoice #: 84948
Invoice Date: 12/12/2023

Re: \$930,000.00 General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A

Due Date: 2/1/2024	Paying Agent Fee:	\$475.00
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Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 84948-PA

Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

303-47501-620



Paying Agent Fee Invoice

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

RECEIVED
DEC 14 2023
BY: _____

Invoice #: 84950
Invoice Date: 12/12/2023

Re: \$540,000.00 General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A

Due Date: 2/1/2024	Paying Agent Fee:	\$0.00
	Term Bond Fee:	\$100.00
	Total Amount Due:	\$100.00

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 84950-PA

Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

304-47501-620



Paying Agent Fee Invoice

City of Emily
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

RECEIVED
DEC 12 2023
BY:

Invoice #: 84949
Invoice Date: 12/12/2023

Re: \$1,505,000.00 General Obligation Sewer Revenue Refunding Bonds, Series 2013A

Due Date: 2/1/2024	Paying Agent Fee:	\$0.00
	Term Bond Fee:	\$100.00
	Total Amount Due:	\$100.00

Payment Instructions

Terms: Upon Receipt

Make check payable to:
Bond Trust Services Corporation
Ref: 84949-PA

Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

602-47501-620



City of Emily, Minnesota Criminal History Background Checks Policy for Employment and License Applicants

PURPOSE

The purpose of this policy is to provide guidance to the ~~city's police department or designee Crow Wing County Sheriff's Office~~ when accessing Minnesota's criminal history information database for purposes of **City of Emily** employment and licensing background checks under Minn. Stat. § 299C.72.

APPLICANTS FOR EMPLOYMENT

Consistent with the provisions of Minn. Stat. § 299C.72, the ~~Emily Police Department or designee Crow Wing County Sheriff's Office~~ will conduct a criminal history background investigation on the applicants for the following positions within the city, unless the city's hiring authority concludes that a background investigation is not needed:

Employment positions:

- All regular part-time or full-time employees, including seasonal and intern employees, of the City of Emily.
- Other volunteer positions that work with children or vulnerable adults, including the Librarian and volunteer Library Assistants, of the City of Emily in compliance with the Minnesota Child, Elder and Individuals with Disabilities Protection Background Check Act (Minn. Stat. § 299C.61 & 62). Background checks shall be conducted through the ~~Emily Police Department or designee Crow Wing County Sheriff's Office~~ and the Bureau of Criminal Apprehension.

~~An independent contractor will be hired to conduct the criminal background investigations on applicants for the Emily Police Department. The Crow Wing County Sheriff's Department will also conduct criminal background investigations on applicants for the Emily Police Department.~~

Drivers' license checks will be conducted through the Minnesota Driver and Vehicle Services (DVS). The ~~Emily Police Department or designee Crow Wing County Sheriff's Office~~ may not conduct drivers' license checks because the BCA limits access to driving records for law enforcement purposes only.

In conducting the criminal history background investigation in order to screen employment applicants, the ~~Emily Police Department or designee Crow Wing County Sheriff's Office~~ is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's criminal history information data base in accordance with Minn. Stat. §299C.72. The ~~Emily Police Department or designee Crow Wing County Sheriff's Office~~ will conduct a criminal and traffic background search, make a pass/fail determination based on the following parameters/disqualifiers, and inform the City Council, City Clerk, or other staff involved in the hiring process:

- A felony in Minnesota or any other state or federal jurisdiction.
- Assault in the Fifth Degree under Minnesota Statute §609.224 or relevant statute in any other state or federal jurisdiction.
- Domestic Assault in the Fifth Degree under Minnesota Statute §609.2242
- Crimes listed under Minnesota Statutes §609.23, 609.231, 609.2325, 609.233, 609.2335, 609.234, (Mistreatment, Crimes Against Vulnerable Adults and Related Statutes).
- Prostitution related acts under Minnesota Statutes §609.322, 609.324.
- Presenting False Claims to a Public Officer or Body under Minnesota Statute §609-465.
- Medical Assistance Fraud under Minnesota Statute §609-466.
- Theft under Minnesota Statute §609.52 (any dollar amount).
- Disorderly Conduct as a caregiver under Minnesota Statute §609.72, Subd. 3.
- The applicant must not be required to register as a predatory offender under Minnesota Statutes §243.166 or §243.167.
- Under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statute §152.18 (discharge or dismissal hearing) or other similar law of another state or federal law; or of any crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.
- Possession of burglary or theft tools under Minnesota Statute §609.59.
- A crime for which the penalty was enhanced under Minnesota Statute §626.5531(Bias Motivated).
- Any Obstruction of the Legal Process, Arrest, or Firefighting under Minnesota Statute §609.50 within the previous 60 months.
- Leaving the Scene of an Accident within the previous 60 months.
- Any No-Insurance conviction under Minnesota Statutes §169.792 or §65B.48 within the previous 12 months or two convictions within 60 months; or having a driver's license suspended twice for No Insurance within the previous 60 months.
- A Driver's License Suspension, Revocation, Cancellation or Withdrawal for No-Proof of Insurance twice within the previous 60 months.
- Driver's License Revocation under implied consent laws within the last 60 months.
- Misdemeanor or Gross Misdemeanor Driving Under the Influence, Careless or Reckless Driving within the last 60 months.
- Two traffic violations within the previous 12 months, three within the previous 36 months or four or more within the previous 60 months. This includes: continued for dismissal and Dimler violations.
- Driving after suspension, revocation, cancellation or withdrawal in the previous 60 months

For firefighter background checks, the fire chief will be directly informed of the pass/fail determination for review per Minn. Stat. 299F.035, subd 2(b) and will inform the Clerk's Office of the determination. All criminal history data must be maintained securely and consistent with section Minn. Stat. §364.05.

Before the investigation is undertaken, the applicant must authorize the **Emily Police Department or designee Crow Wing County Sheriff's Office** by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Ch. 13 regarding the collection, maintenance, and use of the information. Except for the positions set forth in Minn. Stat. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail

sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

- A. The grounds and reasons for the denial.
- B. The applicant complaint and grievance procedure set forth in Minn. Stat. § 364.06.
- C. The earliest date the applicant may reapply for employment.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

APPLICANTS FOR CITY LICENSES

Consistent with the authority provided in Minn. Stat. Sec. 299C.72, the ~~Emily Police Department~~ ~~or designee~~ **Crow Wing County Sheriff's Office** will conduct a criminal history background investigation on the applicants for the following licenses within the city:

- Pawnbroker per City Code 110.04 and 110.14
- Liquor per City Codes 111.29 and 111.30 and Minn. Stat. 340A. 402, excluding temporary
- Gambling Premises Permits per City Code 131.08
- Local Gambling Permits per City Code 131.09
- Adult-Oriented Uses Business per City Code 152.108

In conducting the criminal history background investigation in order to screen license applicants, the ~~Emily Police Department~~ ~~or designee~~ **Crow Wing County Sheriff's Office** is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's criminal history information systems data base in accordance with Minn. Stat. §299C.72. Any data that is accessed and acquired shall be maintained securely and consistently with Minn. Stat. §364.05 by the ~~Emily Police Department~~ ~~or designee~~ **Crow Wing County Sheriff's Office**. The ~~Emily Police Department~~ ~~or designee~~ **Crow Wing County Sheriff's Office** will conduct a criminal and traffic background search, make a pass/fail determination based on the following parameters/disqualifiers, and inform the City Council, City Clerk, or other staff involved in the license approval process:

- A felony in Minnesota or any other state or federal jurisdiction.
- Assault in the Fifth Degree under Minnesota Statute §609.224 or relevant statute in any other state or federal jurisdiction.
- Domestic Assault in the Fifth Degree under Minnesota Statute §609.2242
- Crimes listed under Minnesota Statutes §609.23, 609.231, 609.2325, 609.233, 609.2335, 609.234, (Mistreatment, Crimes Against Vulnerable Adults and Related Statutes).
- Prostitution related acts under Minnesota Statutes §609.322, 609.324.
- Presenting False Claims to a Public Officer or Body under Minnesota Statute §609-465.
- Medical Assistance Fraud under Minnesota Statute §609-466.
- Theft under Minnesota Statute §609.52 (any dollar amount).
- Disorderly Conduct as a caregiver under Minnesota Statute §609.72, Subd. 3.
- The applicant must not be required to register as a predatory offender under Minnesota Statutes §243.166 or §243.167.
- Under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statute §152.18 (discharge or dismissal hearing) or other similar law of another state or federal law; or of any crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.
- Possession of burglary or theft tools under Minnesota Statute §609.59.
- A crime for which the penalty was enhanced under Minnesota Statute §626.5531 (Bias Motivated).

- Any Obstruction of the Legal Process, Arrest, or Firefighting under Minnesota Statute §609.50 within the previous 60 months.
- Leaving the Scene of an Accident within the previous 60 months.
- Any No-Insurance conviction under Minnesota Statutes §169.792 or §65B.48 within the previous 12 months or two convictions within 60 months; or having a driver's license suspended twice for No Insurance within the previous 60 months.
- A Driver's License Suspension, Revocation, Cancellation or Withdrawal for No-Proof of Insurance twice within the previous 60 months.
- Driver's License Revocation under implied consent laws within the last 60 months.
- Misdemeanor or Gross Misdemeanor Driving Under the Influence, Careless or Reckless Driving within the last 60 months.
- Two traffic violations within the previous 12 months, three within the previous 36 months or four or more within the previous 60 months. This includes: continued for dismissal and Dimler violations.
- Driving after suspension, revocation, cancellation or withdrawal in the previous 60 months.

Before the investigation is undertaken, the applicant must authorize the ~~Emily Police Department~~ **Crow Wing County Sheriff's Office** by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Ch. 13 regarding the collection, maintenance, and use of the information. Except for the positions set forth in Minn. Stat. § 364.09, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

- A. The grounds and reasons for the denial.
- B. The applicant complaint and grievance procedure set forth in Minn. Stat. § 364.06.
- C. The earliest date the applicant may reapply for the license.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

Adopted by Emily City Council January 9, 2024

Tracy Jones, Mayor

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer



39811 State Highway 6, P.O. Box 68
Emily, MN 56447
Phone: (218) 763-2480 Fax: (218) 763-2481
Email: clerk@emily.net

RECEIVED
JAN 08 2024

BY:

PARK PAVILION RESERVATION FORM

RESERVATION DATE May 2nd-May 5th TIME All Day
NAME David Little - Minnesota Tracking Dogs

ADDRESS 1246 Silverwood Ct. Woodbury MN 55125

TELEPHONE 651-724-3380

PARK PAVILION (Please circle one): City West Park (Ballfield)

ACTIVITY (Wedding, Meeting, Etc.) Bloodtracking Dogs Testing Event

DATE 01/05/2024


SIGNATURE

Resident Non-Resident

CITY EMPLOYEE SIGNATURE _____

December 13, 2023

Cari Johnson, City Clerk/Treasurer
City of Emily, Minnesota
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

Re: Written Municipal Advisor Client Disclosure with the City of Emily ("Client") Pursuant to MSRB Rules G-10 and G-42

Dear Cari:

For Ehlers & Associates, Inc., to engage in municipal advisory activities - as defined in the Securities Exchange Act and Municipal Securities Rulemaking Board (MSRB) Rules - we are required to provide certain information and disclosures in an annual written Municipal Advisor Disclosure. This letter serves as our disclosure for the period from December 13, 2023 through December 31, 2024 for municipal advisory activities provided to Client. Under MSRB Rule G-42, Ehlers & Associates is required to:

1. Act in a fiduciary capacity, which includes a duty of loyalty and a duty of care.
2. Provide written disclosure of all material conflicts of interest, including any actual or potential conflicts that might impair our ability to render advice to you in accordance with our fiduciary duty, along with our efforts to mitigate such conflicts. This information and other required disclosures are attached as **Appendix A**.

Ehlers & Associates will provide municipal advisor advice and services at the rates described in **Appendix B** unless a project-specific disclosure is provided that sets forth the amount and nature of fees and charges relative to that project's scope of engagement.

This documentation and all attached appendices will be effective during the period indicated above unless otherwise terminated by either party upon 30 days written notice to the other.

This Municipal Advisor Disclosure will be amended or supplemented to reflect any material changes during the term of our municipal advisory relationship.

Sincerely,

Ehlers & Associates

A handwritten signature in black ink that reads 'Rebecca Kurtz'. The signature is written in a cursive, slightly slanted style.

Rebecca Kurtz
Senior Municipal Advisor/Vice President

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

MSRB Rule G-42 requires that a municipal advisor disclose all material conflicts of interest, whether the firm engages in certain business practices that could present a material conflict of interest, and any legal or disciplinary events that are material to the client's evaluation of the municipal advisor or the integrity of its management or advisory personnel. Any mitigation activities related to any conflicts must similarly be disclosed in writing.

Municipal Advisor Registration and Investor Brochure

Ehlers & Associates is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB).

MSRB Contact Information

The website address of the MSRB is www.msrb.org. A municipal advisory client brochure is available and posted on the MSRB's website. The brochure describes the protections that may be provided by MSRB rules and how to file a complaint with an appropriate regulatory authority.

Client may access Ehlers & Associates' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) under either our company name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers & Associates has not made any material changes to Form MA or Form MA-I since the previous Municipal Advisor Disclosure.

Material Legal or Disciplinary Events

Neither Ehlers & Associates nor any of its associated persons have been involved in any legal or disciplinary events reported on Form MA or Form MA-I, nor are there any other material legal or disciplinary events to be reported. Ehlers & Associates' application for permanent registration as a municipal advisor with the SEC was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. Ehlers & Associates did not list any information on legal or disciplinary disclosures on its application.

CONFLICTS

Affiliated Entities

Ehlers Companies is the holding company for three wholly owned subsidiaries. Ehlers & Associates is a registered municipal advisor that provides municipal advisory, as well as other financial and consulting services. Bond Trust Services Corporation (BTSC), commonly referred to as "Ehlers Paying Agent Services," provides fiscal agency services. Ehlers Investment Partners, LLC (EIP), commonly referred to as "Ehlers Investments," is an SEC-registered investment adviser that provides services with respect to the investment of bond proceeds and other investable assets. While engaged as municipal advisor by Client, Ehlers & Associates may solicit services on behalf of BTSC and EIP. If Client wishes to retain BTSC and/or EIP, a separate agreement will be provided for Client's consideration. Ehlers & Associates, BTSC and EIP do not share fees and no personnel of Ehlers & Associates are compensated for specific engagement of BTSC and EIP. However, compensation paid to personnel of Ehlers & Associates and its affiliates is based on the overall profitability of Ehlers Companies and, therefore, fees earned by the affiliates of Ehlers & Associates may affect the compensation of Ehlers & Associates personnel.

Ehlers Companies does not participate in the day-to-day operations of Ehlers & Associates.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers & Associates does not use solicitors to secure municipal advisor engagements, nor make direct or indirect payments to obtain or retain municipal advisory engagements with Client.

Payments from Third Parties

Ehlers & Associates does not receive any direct or indirect payments from third parties as an inducement for Ehlers & Associates to recommend third-party services to Client in relation to any municipal securities transaction(s) or municipal financial product(s).

Payments/Fee-splitting Arrangements

Ehlers & Associates does not share fees with any unaffiliated parties that provide services to the Client. However, within a joint proposal with other professional service providers, Ehlers & Associates could be the contracting party, or a subcontractor to the contracting party, resulting in a fee splitting arrangement. In such cases, the fee due Ehlers & Associates will be identified in a Municipal Advisor Disclosure or project specific disclosure, and no other fees will be paid to Ehlers & Associates from any of the other participating professionals in the joint proposal.

Conflicts Arising from Compensation, Including Compensation Contingent on the Size or Closing of Any Transaction

Ehlers & Associates' fees may be contingent on the size and successful closing of a transaction. Compensation contingent on the size of a transaction presents a conflict of interest, as there is an incentive to advise the Client to increase the size of the securities issue for the purpose of increasing compensation. Compensation contingent on the closing of the transaction presents a conflict, as there may be an incentive to recommend unnecessary or unsuitable financings to the Client. In addition, if the transaction is delayed or fails to close, there may be an incentive to discourage a full consideration by the Client of such facts and circumstances or alternatives that may result in the cancellation of the transaction. Ehlers & Associates shall disclose the contingent nature of any fee and Client may select an alternative form of compensation that best meets the Client's needs related to a specific engagement and agreed-upon scope of services.

If Client is concerned about conflicts arising from any compensation contingent on size and/or closing of a transaction, Ehlers & Associates is willing to provide another form of municipal advisor compensation. The Client must notify Ehlers & Associates in writing of such request within 10 days of receipt of this Municipal Advisor Disclosure. Ehlers & Associates is required to uphold its fiduciary obligation regardless of the method of compensation.

Appendix B

GENERAL CONSULTING SERVICES

As part of our Municipal Advisory relationship, Ehlers & Associates ordinarily provides Client with certain ongoing services, in some cases without compensation. Examples of such services include:

- Respond to Client questions and provide general information on finance approaches
- Act as a public finance resource for Client
- Provide educational and informational materials
- Provide current debt schedules for existing Client obligations
- Answer questions pertaining to existing Client debt obligations
- Provide periodic analysis of and recommendations for refunding of existing Client debt obligations
- Participation in surveillance calls conducted by bond rating services
- Preliminary debt issuance planning, which may include, but not be limited to:
 - Discuss potential projects with Client and Client's objectives relating thereto
 - Identify feasible financing option(s) suitable for Client
 - Structure possible financing option(s) and estimate the financial impact(s)
 - Solicit input from Client on financing options
 - Develop a preliminary financing plan for Client's preferred option(s)

Ehlers & Associates may charge Client for these or other general consulting services depending on the time required to provide the service, the level of analysis needed, or degree of complexity involved. Prior to charging Client, Ehlers & Associates will first advise Client of the anticipated charges and receive authorization to proceed. Unless another basis for compensation is agreed to by Client and Ehlers & Associates, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task(s) and personnel required to meet Client request(s) at no less than \$125/hour and not to exceed \$400/hour. Ehlers & Associates will provide a Municipal Advisor Disclosure or project-specific disclosure with scope of work and associated fee(s) for any specific engagement involving municipal advisor advice.

ECONOMIC DEVELOPMENT AUTHORITY

§ 31.50 DEFINITIONS.

For the purpose of this subchapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

AUTHORITY. The Emily Economic Development Authority.

CITY. The City of Emily, Minnesota.

COUNCIL. The duly elected governing body of the city.

ENABLING RESOLUTION. The resolution of the Council establishing the city's Economic Development Authority pursuant to the Act, and all amendments thereto.

THE ACT. M.S. Ch. 469, as it may be amended from time to time.

(Ord. 210, passed - -)

§ 31.51 ESTABLISHMENT.

There is hereby created in the city an Economic Development Authority which, subject to the provisions of the enabling resolution of 7-1-1997, and thereafter amended, shall have all of the powers, duties and responsibilities of an Economic Development Authority created pursuant to M.S. §§ 469.001 through 469.047, 469.090 through 469.108 and 469.124 through 469.133, as they may be amended from time to time. It shall be the role and responsibility of the Economic Development Authority to carry out economic and industrial development and redevelopment within the city in accordance with such general policies as may from time to time be established by the Council and pursuant to such by-laws as may be adopted by the authority with approval of the Council.

(Ord. 210, passed - -)

§ 31.52 NAME.

The Economic Development Authority created by the enabling resolution shall be known as the "Emily Economic Development Authority".

(Ord. 210, passed - -)

§ 31.53 MEMBERS.

The Authority shall be comprised of all five members of the City Council, who shall serve as the Authority Commissioners.

(Ord. 210, passed - -)

§ 31.54 ADMINISTRATION.

The administration of the Authority shall be as determined in the by-laws of the Authority, which by-laws to be effective shall require approval of the Council.

(Ord. 210, passed - -)

§ 31.55 POWERS.

The Authority shall have such powers as may be mandated by the Act and such other powers may be permitted by the Act and conferred by the Council.

clerk@emily.net

From: Crystal Ballard <CrystalB@firstchildrensfinance.org>
Sent: Thursday, December 14, 2023 12:49 PM
Cc: Jessica Beyer; Candace Cegla; Trisha Lien
Subject: Greetings from First Children's Finance - Rural Child Care Innovation Program

Hello MN Community Contacts,

Applications will open on January 8, 2024, for the Rural Child Care Innovation Program.

Through generous funding from the MN Department of Human Services, First Children's Finance is pleased to offer the Rural Child Care Innovation Program. The RCCIP is an **innovative community engagement process** designed to address the challenges of child care in rural America. We know that child care is an economic driver for rural communities across the United States and many communities are facing shortages of high-quality child care. While many communities have child care shortages, only some are ready to roll up their sleeves and embark on the journey to address this critical community issue.

Applicants can include a single city, a cluster of small towns, a school district, or a single county. The Twin Cities metro area, Fargo-Moorhead metro area, Duluth, Rochester, and St. Cloud metro area are excluded as applicants. Preference is given to truly rural communities.

Round 2: RCCIP Applications will be open January 8, 2024, and will be due February 2, 2024, by 5:00 PM CST.

For more information about RCCIP go to:

<https://www.ruralchildcare.org/get-involved>

To learn more about the RCCIP process attend our webinar:

January 22, 2024, from 2:30 PM – 3:00 PM

[Click here to Register](#) or go

to <https://us06web.zoom.us/meeting/register/tZUrce6oqTsuH9Yy1a9EvfEo4PzU6HH8zt7c>

Contact us at infomn@firstchildrensfinance.org for additional questions.

Crystal Ballard

Program Specialist - Communities

(she/her/hers)

651-309-4188