

City of Emily

AGENDA

Tuesday, November 14, 2023

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:

- **MINUTES:** October 10, 2023 Council Meeting
July 26, 2023 Special Council Meeting
June 13, 2023 Council Meeting
- **FINANCIAL REPORT:** October Checking Beginning Balance \$956,517.90, Ending Balance \$914,051.34
- **RECEIPTS:** General \$14,940.64, Sewer \$16,766.65, Total \$31,707.29
- **CLAIMS FOR APPROVAL:** \$71,520.64 for Pine River State Bank Checks #60870 to #60967 and automatic withdrawals #330744 to #330749
- **INVESTMENTS (Market Value):** \$386,503.30
- **TOTAL CHECKING/INVESTMENTS:** \$1,300,554.64

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

- SPEAKERS:**
- 6:10 p.m. Alex Voit, S.E.H., with update on preparation for the 2024 Road Improvement Project
 - 6:20 p.m. Rebecca Kurtz, Financial Municipal Advisor, Ehlers, presentation regarding bond/payment scenarios for the 2024 Road Improvement Project
 - 6:30 p.m. Bruce Miller, Vice President, Emily/Outing Snowbirds Snowmobile Club, re: request for use of Ballfield Park for Annual Youth Snowmobile Training
 - 6:35 p.m. Dan Brennan, Emily Mine Information Group, re: North Star Manganese mineral lease request on 800 acres of state land in Emily

FIRE DEPARTMENT

- Emily Fire Relief Association audit reports, including 2023 Schedule Form for Lump-Sum Pension Plans and 2022 Financial and Investment Reporting Entry, with required 2024 municipal contribution to Fire Relief pension reported at \$16,896. *(Information)*
- Resolution 23-40 Ratifying Amended Bylaws of the Emily Firemen's Relief Association, including the following amendments: *(Council action – motion)*
 - Benefit level amount increase from \$1,750 per year to \$2,500 per year effective January 1, 2024 and to \$3,000 per year effective January 1, 2025. (Projected 2024 required municipal contribution of \$60,873.)
 - Employment of all Emily First Response Unit members on the Emily Volunteer Fire Department effective January 1, 2024.

(Revision to Emily City Code and Emily Volunteer Fire Department Bylaws would be needed prior to January 1, 2024.)

- Resolution 23-42 Accepting Donation to the City of \$6,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*

- Minnesota Public Safety Aid estimated at \$37,677, allowable use includes equipment related to fire, rescue, and emergency services, distribution of funds on December 26, 2023, and no reimbursement for expenses prior to receiving the funds. *(Information/Council action – motion)*

FIRST RESPONSE UNIT

POLICE DEPARTMENT

- Update regarding Emily Police Department options, including possible northern outpost for Sheriff Department. *(Information/Council action – motion)*

WASTEWATER

- Resolution 23-44 Regarding Unpaid Sewer Charges to assess a total of \$4,864.34 in unpaid sewer charges to property taxes as identified at the interest rate of 12% per annum per City Code 50.28 Section C. *(Council action – motion)*

PLANNING & ZONING

- Planning Commission recommendation to adopt Ordinance 23-03 Amending the Land Use and Subdivisions Ordinance as it Relates to the Land Use Matrix to modify the allowed uses and processes. *(Council action – motion)*
- Summary of Ordinance Amendment 23-03 Amending the Land Use and Subdivisions Ordinance as it Relates to the Land Use Matrix to modify the allowed uses and processes and publication. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance 23-04 Amending the Land Use and Subdivisions Ordinance as it Relates to Rules of Construction; Definitions to modify the definition of “bluff”. *(Council action – motion)*
- Summary of Ordinance Amendment 23-04 Amending the Land Use and Subdivisions Ordinance as it Relates to Rules of Construction; Definitions to modify the definition of “bluff”. *(Council action – motion)*
- Planning Commission recommendation to deny The Northern Lights Over Roosevelt Lake Homeowners Association’s request for modification to their previously approved plat (application number 09-3327) due to the limited ability to make changes to the conditions recommended by MnDOT during the original plat approval in 2009. The requested changes to the conditions are to allow for parking within the “drop off” area and to allow their docking to be stored on the shoreline. If MnDOT submits comments regarding the requested condition changes, the Planning Commission could further consider the modification request. *(Council action – motion)*

ATTORNEY

ROADS

- Resolution 23-45 Ordering Preparation of Report on Improvement. *(Council action – motion)*
- Ehlers bond/payment scenarios for the 2024 Road Improvement Project. *(Information/Council action – motion)*
- J.F. Brennan invoice for \$12,567.70 for labor, equipment, and materials to repair Emily Dam. *(Council action – motion)*

MAINTENANCE

CITY HALL

- Open Gym Policy and Annual Waiver and Release of Liability revisions. *(Council action – motion)*

CEMETERY

PARKS

- Use of Ballfield Park for Annual Youth Snowmobile Training on Saturday, December 2, 2023 by Emily/Outing Snowbirds Snowmobile Club. *(Council action – motion)*

LIBRARY

PERSONNEL

- Information on Earned Sick and Safe Time effective January 1, 2024. *(Information)*
- Local 49 Union Collective Bargaining Agreement Memorandum of Understanding to acknowledge adherence to MN Statute 181.9445-181.9448 Earned Sick and Safe Time requirements effective January 1, 2024. *(Council action – motion)*
- Bill Spiess resignation from Planning Commission, effective November 14, 2023, and purchase of a plaque. *(Council action – motion)*
- Planning Commission Member renewal applications:
 - David Johnson - Planning Commission Member – 4 year term – January 2024 through December 2027. *(Council action – motion)*

- Denise Vukelich – Planning Commission Member – 4 year term - January 2024 through December 2027. *(Council action – motion)*

- Personnel matter. (Meeting is anticipated to be closed.) *(Council action – motion)*

**EMILY WATERS
ECONOMIC DEV. (EDA)
CODIFICATION**

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Completed review of the 2010/2011 well test results summary provided forwarded by Crow Wing Power. *(Information)*
- Clean Up Day 2023 expenses, Crow Wing Landfill Reimbursement Program reimbursement of \$1,000, cost share of \$1,060.13 with the City of Fifty Lakes, and cost share totals of \$530.06 - Fifty Lakes and \$530.07 - Emily. *(Information)*

NEW BUSINESS:

- Wage Schedule Policy revision. *(Council action – motion)*
- Resolution 23-41 to Support the Efforts of Ideal Township, Crow Wing County, MN, to Improve Their Transfer Station. *(Council action – motion)*
- Resolution 23-43 Regarding Unpaid Administrative Civil Penalties to assess a total of \$2,500.00 in unpaid administrative civil penalties to property taxes as identified. *(Council action – motion)*
- City slogan contest open through 2023. *(Information)*
- Options for application to Sourcewell Consultant Services Reimbursement Program for S.E.H. engineering services. Matching program for up to \$10,000 (\$5,000 reimbursement) on a first come/first served basis: *(Council action – motion)*
 - 2023 Emily Dam Repair - \$7,165.62 total with request for \$3,582.81 reimbursement.
 - 2024 Road Improvements Project for Feasibility Study - \$24,000 project total, \$7,440 billed to date, with future request for \$5,000 reimbursement.
- Approve not waiving the monetary limits on municipal tort liability for the City's LMCIT property/ casualty insurance coverage. *(Council action – motion)*
- Clasen & Schiessl CPAs Audit Engagement Letter for 2024 for audit services not to exceed \$11,950. *(Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County re: ALERT for updates on Crow Wing County's Little Emily Lake Park Project.
- ✓ Local 49 Union re: health and welfare premium increase of \$55 to \$1,475 per union employee on March 1, 2024.
- ✓ MnDOT re: Local Partnership Program Solicitation.
- ✓ Initiative Foundation re: thank you for the donation.

Scheduled Upcoming Meetings:

- Truth in Taxation Public Hearing on Tuesday, December 12, 2023 at 6 p.m.
- Schedule Special Council Meeting for S.E.H. presentation of Feasibility Study for 2024 Road Improvement Project.

ADJOURN