

City of Emily

AGENDA

Tuesday, June 10, 2025

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.

PUBLIC HEARING – Proposed 2025-02 Fee Schedule Ordinance

APPROVE AGENDA (*Council action – motion*)

CONSENT AGENDA: One motion to approve:

- MINUTES: May 13, 2025 Council Meeting
- FINANCIAL REPORT: May 2025 Checking Beginning Balance \$1,116,891.81, Ending Balance \$1,090,205.96
- RECEIPTS: General \$31,255.28, Sewer \$1,641.77, Total \$32,897.05
- CLAIMS FOR APPROVAL: \$75,128.00 for Pine River State Bank Checks #62356 to #62421 and automatic withdrawals #330881 to #330889
- INVESTMENTS (Market Value): \$420,939.19
- TOTAL CHECKING/INVESTMENTS: \$1,511,145.15

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

SPEAKERS: 6:10 p.m. Jordan White, City Auditor, Clasen & Schiessl CPAs, re: 2024 draft Audit.

FIRE AND RESCUE DEPARTMENT

- Public Safety Contract between the City and Township of Little Pine with fire protection contract rate of 3.05495% and first response coverage contract rate of .555505%. (*Council action – motion*)
- Public Safety Contract between the City and Fairfield Township with fire protection contract rate of 3.05495% and first response coverage contract rate of .555505%. (*Council action – motion*)
- Public Safety Contract between the City and Ross Lake Township with fire protection contract rate of 3.05495%, including addition of Section 30. (*Council action – motion*)
- Apportionment Agreement of Fire Service Area to revise the percentage of Ross Lake Township coverage between Emily Fire and Rescue Department and Aitkin Fire Department with the addition of Section 30. (*Council action – motion*)
- Resolution 25-20 Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same to sell the 1998 Polaris 6 wheel ATV and trailer by sealed bids with a minimum bid of \$500, sealed bids accepted until noon on Thursday, July 3, 2025, bids to be opened at the July 8, 2025 Council Meeting, surplus property awarded to highest bidder, highest bidder will have 30 days to remove the property from the Fire Hall and register/transfer the property, and proceeds deposited in the 225 Firemen's Equipment Fund. (*Council action – motion*)
- DSC Communications quote for two Minitor 7 pagers for \$495 each and programming/cloning for \$45 for a total of \$1,055 with ½ from 225 Firemen's Equipment Fund and ½ from 226 First Responder Equipment Fund, per Capital Improvement Plan. (*Council action – motion*)
- Great Plains Fire turnout gear quotes for three pairs of gloves and one pair of boots for a total of \$715 (remaining budget of \$526.25 and \$188.75 from Firemen's Equipment Fund). (*Council action – motion*)

- Resolution 25-19 Accepting Donation to the City of \$2,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund for Fire Hall renovations. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Kaiser Jarvis to a volunteer Executive Review Board member position effective June 11, 2025 through December 31, 2026. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Connie Pollock to a volunteer Executive Review Board member position effective June 11, 2025 through December 31, 2025. *(Council action – motion)*
- Chief Mileski attendance of Minnesota State Fire Department Association Annual Conference and Fire School in Breezy Point September 18 through 20 for \$250 (MBFTE reimbursable) with reimbursement of mileage and meals. *(Council action – motion)*
- DNR request to utilize the Emily Fire Hall site as a chronic wasting disease station September 13, 2025 through January 1, 2026. *(Council action – motion)*

LAW ENFORCEMENT

WASTEWATER

- Nelson Sanitation and Rental sanitary sewer jetting and televising 2024-2026 pricing of \$300 for mobilization and \$10,275 for cleaning and televising 7,500' of sewer main at \$1.37 per linear foot for a total of \$10,575 plus additional liftstation cleaning of \$290 per hour. *(Council action – motion)*

PLANNING & ZONING

ATTORNEY

- Property owner deadline of June 9, 2025 to address long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations. *(Council action – motion)*

ROADS

- Update on the City's 2025 Road Improvement Project to overlay Par West and Yellow Birch Lane. *(Information)*
- Braun Intertec proposal to complete a geotechnical evaluation for the proposed Roosevelt Drive Bridge replacement for a total of \$24,093.50. (\$25,000 budgeted to save for the Roosevelt Drive Bridge replacement project.) *(Council action – motion)*

MAINTENANCE

- Maintenance Supervisor and Maintenance Worker attendance of 2025 MN Fall Maintenance Expo in St. Cloud on October 2 for \$45 each with reimbursement of meals. *(Council action – motion)*

CITY HALL

CEMETERY

PARKS

LIBRARY

PERSONNEL

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2025-02 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2025-02 Fee Schedule Ordinance for publication. *(Council action – motion)*

125th ANNIVERSARY

- Update on 125th Anniversary celebration preparation and budget. *(Information)*
- GoNorthMn proposal for downtown intersection improvements in the Public Parking Lot, including pergola, planters, City map, historic photos, solar lights, and fencing for an estimated \$9,600. *(Council action – motion)*
 - City submission of IRRRB Culture and Tourism Grant application (requiring matching funds) for \$4,800. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- 2025 Clean Up Day:
 - Crow Wing County Landfill Reimbursement Application for a rebate of up to \$1,000 for reimbursement of 2025 Clean Up Day waste disposal charges (waste receipts required). *(Council action – motion)*

NEW BUSINESS:

- Draft 2024 Financial Statement and Independent Auditor's Report, Communications Letter, and Representation Letter, pending City Clerk/Treasurer review and Auditor finalization. (*Council action – motion*)
- Crow Wing County request for classification to non-conservation and future sale of tax forfeited lands of landlocked parcel ID 2134P001. (*Council action – motion*)
- Sourcewell Boost Funds – Local Government application to upgrade the Clerk's computer, dual monitors, and webcam for \$1,912.38 with no match required. (*Council action – motion*)

CORRESPONDENCE:

- ✓ Minnesota Office of Cannabis re: law change impacting retail registrations.

Scheduled Upcoming Meetings:**ADJOURN**