

City of Emily

AGENDA

Tuesday, September 12, 2023

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.**PUBLIC HEARING – Proposed 2023-03 Fee Schedule Ordinance****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- FINANCIAL REPORT: July Checking Beginning Balance \$1,214,860.72, Ending Balance \$1,050,943.61
- RECEIPTS: General \$14,055.30, Sewer \$1,682.13, Total \$15,737.43
- CLAIMS FOR APPROVAL: \$176,576.13 for Pine River State Bank Checks #60675 to #60803 and automatic withdrawals #330719 to #330736
- INVESTMENTS (Market Value): \$383,599.32
- TOTAL CHECKING/INVESTMENTS: \$1,434,542.93

PUBLIC FORUM (Opportunity for public to address the Council during the Council Meeting.)**SPEAKERS:** 6:10 p.m. Susan Schiessl, City Auditor, Clasen & Schiessl CPAs, re: 2022 draft Audit.**FIRE DEPARTMENT**

- Preliminary approval of combination of Emily Volunteer Fire Department and Emily First Response Unit with the following revisions to the Emily Firemen's Relief Association Bylaws. Projected City 2024 contributions with and without additional members and increases to lump sum benefits:
(Information/Council action – motion)
 - Addition of 10 Emily First Responders to the Emily Firemen's Relief Association.
 - Increase to annual lump sum benefit requested at \$2,500 from \$1,750.
- Emily Volunteer Fire Department Bylaws, Emily First Response Unit Policies and Procedures, Emily Firemen's Relief Association Bylaws, and Emily City Code must be revised before final Council approval.
- Fire Engine #1 lease payment of \$34,664.96 to Santander Leasing as budgeted. *(Council action – motion)*
- Fire Engine #2 lease payment of \$44,900 to Community Leasing Partners as budgeted. *(Council action – motion)*
- Resolution 23-39 Accepting Donation to the City of \$10,000 from the Emily Firemen's Relief Association with \$6,000 to the Firemen's Equipment Fund and \$4,000 to the Celebrate Emily Day Committee for Emily Day fireworks. *(Council action – motion)*
- Resolution 23-37 to Approve Internal Reinvestment of Funds, Including Moving Funds Between Investment Accounting Funds and Transferring Between Checking Account Accounting Funds to move \$15,000 in invested funds for Fire Engine #2 from 225 Firemen's Equipment Fund to 100 General Fund and to transfer \$15,000 from the checking account 100 General Fund to 225 Firemen's Equipment Fund for the purpose of keeping the current investment portfolio total and balancing the Accounting Funds. The market value amount of the investment will be used as needed. *(Council action – motion)*

FIRST RESPONSE UNIT

- First Response Unit recommendation to hire Nicholas Davis as a first responder pending preemployment screenings and background check. *(Council action – motion)*
- Resolution 23-36 Accepting Donation to the City of \$3,000 from the Outing Chamber of Commerce for the First Response Unit equipment fund. *(Council action – motion)*
- Resolution 23-38 Accepting Donation to the City of \$1,568 from the Roosevelt and Lawrence Area Lakes Association to the First Response Unit equipment fund. *(Council action – motion)*

POLICE DEPARTMENT

- Emily Police Department. *(Information/Council action – motion)*
 - Application period open until filled for full-time Police Chief. *(Information)*

WASTEWATER

PLANNING & ZONING

- Resolution 23-33 ~~Amended~~, Adopting Findings of Fact and Conditions of Approval for Conditional Use Permit Application of Emily Ace Storage LLC to operate a commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the property located at 40109 Sawmill Rd, PIN 21270736. *(Council action – motion)*

ATTORNEY

ROADS

- JF Brennan Agreement to repair the Emily Dam on a time and materials basis for an estimated \$18,575.70, after required 4 days' notice per Emily Dam Easement Agreement.
- Results of MnDOT speed zone study of State Highway 6.

MAINTENANCE

CITY HALL

- Waiver of City Hall rental deposit for Crosby-Ironton School District Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. in the City Hall gymnasium. *(Council action – motion)*

CEMETERY

PARKS

- Future plans for park improvements. *(Information/Council action – motion)*

LIBRARY

PERSONNEL

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2023-03 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2023-03 Fee Schedule Ordinance for publication. *(Council action – motion)*
- Proposed Crow Wing County Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. *(Information)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Update on Emily Manganese Deposit Exploration Meeting on Tuesday, August 15. *(Information)*
 - **Statement from Cooperative Mineral Resources and Barr Engineering regarding Emily well water testing from 2010 and 2011.**
- Emily Roll-Off quote for providing dumpsters and removal for Clean Up Day 2023 (September 16): two 30 yard dumpsters - \$650 each and three 20 yard dumpsters - \$550 each for a total of **\$3,237.63** with tax. ~~Additional dumpsters could be delivered as needed.~~ *(Council action – motion)*

NEW BUSINESS:

- Draft 2022 Financial Statement and Independent Auditor's Report and Communications Letter, pending City Clerk/Treasurer review. *(Council action – motion)*
- Development of City slogan/tagline, including options. *(Council action – motion)*

- Propane pricing vendor options: *(Council action – motion)*
 - Ferrellgas (current vendor) \$1.399 per gallon fixed price through October 31, 2023 and \$1.499 per gallon fixed from November 1, 2023 through June 30, 2024. All delivery fees to be waived for the contract term.
 - Superior Fuel options:
 - \$1.339/gallon fixed with option of 1, 2, or 3 years
 - Beaudry Oil & Propane \$1.599 per gallon fixed price through April 15, 2024 with delivery charge of \$8 per delivery.
- League of Minnesota Cities annual membership dues for \$1,200. *(Council action – motion)*
- Renewal of LMCIT Workers' Compensation Plan options. *(Council action – motion)*
- 2024 Preliminary Budget and Preliminary City Tax Levy due October 2, 2023. *(Information)*
- Preparation for Capital Improvement Plan update with development of project priorities. *(Information)*
- Wage Schedule Policy revision. *(Council action – motion)*
- Repair/repaint City of Emily welcome sign and location of installation. *(Council action – motion)*
- Request from City of Fifty Lakes for 50/50 cost share of emergency siren(s) to be installed on County Road 136 and Kego Lake Road for \$8,863.20 for two (Emily \$4,431.60) or \$4,431.60 for one (Emily \$2,215.80). Funds of \$50,000 provided by Sourcewell Community Impact Funds grant. *(Council action – motion)*
- League of Minnesota Cities Loss Control Survey including options for better plow truck traction, City Hall security, and Emergency Action Plan. *(Information/Council action – motion)*
- Crow Wing County request to receive 100% of State of Minnesota Voting Operations, Technology & Election Resources (VOTER) funds for County costs associated with elections, including equipment purchases and maintenance, programming, ballots, materials, and supplies. Voting Operations, Technology & Election Resources (VOTER) Account, County – Municipality Agreement for the City to receive no direct VOTER allocation (average of \$76.89 per precinct). *(Council action – motion)*
- Update on Little Emily Lake County Park construction. *(Information)*

CORRESPONDENCE:

- ✓ Local 49 Union re: payroll audit.
- ✓ Crow Wing County re: upcoming election dates.
- ✓ Ehlers re: potential refunding of existing bonds.
- ✓ Ehlers re: increase of annualized fee for assets under management.

Scheduled Upcoming Meetings:

- Schedule 2024 Preliminary Budget meeting(s) in September.
- 2023 Clean Up Day on Saturday, September 16, 2023 from 9 a.m. to noon.
- Crosby-Ironton School District 182 Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium.
- Truth in Taxation Public Hearing on Tuesday, December 12, 2023 at 6 p.m.

ADJOURN



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

**PUBLIC HEARING
ON ADOPTING AMENDED
FEE SCHEDULE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, September 12, 2023 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2023-03 Fee Schedule Ordinance contains amendments to the following sections:
Section 152 Land Use and Subdivisions Update to Sewage Treatment System fee
Addition of Boundary Line Adjustments fee

The prior 2023-02 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2023-03 Fee Schedule Ordinance.

The public is invited to attend the September 12, 2023 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Fee Schedule Ordinance is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended Fee Schedule Ordinance shall take effect upon publication of the ordinance in the City's official newspaper.

Dated this 21th day of August, 2023.

Cari Johnson, MCMC
City Clerk/Treasurer

As on 8/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,174.01	854,134.24	1,427.10	0.00	748,817.35	5,179.96	0.00	692,738.04	100,947.19	793,685.23
Road and Bridge	51,342.08	35.44	0.00	0.00	4,800.00	0.00	0.00	46,577.52	0.00	46,577.52
Small Cities Revolving Loan Fund	7,687.12	5,221.93	0.00	0.00	0.00	0.00	0.00	12,909.05	0.00	12,909.05
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	32.33	0.00	0.00	0.00	0.00	0.00	45,940.34	0.00	45,940.34
Library	1,154.84	425.51	0.00	0.00	0.00	0.00	0.00	1,580.35	0.00	1,580.35
Firemens equip fund 225	105,662.55	12,050.34	214.07	0.00	125,462.46	702.49	0.00	(8,237.99)	15,142.08	6,904.09
1st Resp. equip fund 226	33,667.26	5,018.96	570.84	0.00	798.18	1,873.28	0.00	36,585.60	40,378.86	76,964.46
Emily Area Recycling 227	(0.12)	109.80	0.00	0.00	369.66	0.00	0.00	(259.98)	0.00	(259.98)
Police Fund 228	2,123.37	1.53	0.00	0.00	0.00	0.00	0.00	2,124.90	0.00	2,124.90
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	38,909.27	0.00	0.00	46,600.00	0.00	0.00	20,795.87	0.00	20,795.87
Debt Service PRI 2014 304	33,200.99	29,298.92	0.00	0.00	43,752.50	0.00	0.00	18,747.41	0.00	18,747.41
Debt Service PRI 2004 305	0.00	6.70	0.00	0.00	0.00	0.00	0.00	6.70	0.00	6.70
Debt Service PRI 2005 306	0.00	577.66	0.00	0.00	0.00	0.00	0.00	577.66	0.00	577.66
Park Acquisition and Development (Optional) CITY HALL CD 406	48,335.33	3,300.74	998.97	0.00	987.32	3,278.25	0.00	48,369.47	70,663.04	119,032.51
CEMETERY CD 407	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SMALL CITIES CD 408	1,324.98	1,634.26	499.47	0.00	493.64	1,639.12	0.00	1,325.95	35,331.52	36,657.47
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	1,168.94	356.76	0.00	352.60	1,170.78	0.00	3,311.52	25,236.79	28,548.31
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	7.20	0.00	0.00	0.00	0.00	0.00	10,071.09	0.00	10,071.09
CAP. PROJ. FIRE CD 414	5,009.20	3.77	0.00	0.00	0.00	0.00	0.00	5,012.97	0.00	5,012.97
CAP PROJ. RD CD 415	18,578.55	2,346.55	713.56	0.00	705.24	2,341.61	0.00	18,591.81	50,473.60	69,065.41
FUT. CITY DEV. CD 416	(2,204.61)	1,633.30	499.49	0.00	493.66	1,639.13	0.00	(2,204.61)	35,331.52	33,126.91

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 SEWER 617	97,682.76	97,961.36	142.72	0.00	116,559.56	468.33	0.00	78,758.95	10,094.72	88,853.67
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	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Total:	1,082,510.42	1,063,878.75	5,422.98	0.00	1,100,192.17	18,292.95	0.00	1,033,327.03	383,599.32	1,416,926.35

For the Period : 8/1/2023 To 8/31/2023

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$767,141.18	\$5,765.34	\$80,168.48	\$692,738.04	\$0.00	\$14,853.61	\$707,591.65
Road and Bridge	\$49,210.91	\$6.61	\$2,640.00	\$46,577.52	\$0.00	\$1,920.00	\$48,497.52
Small Cities Revolving Loan Fund	\$12,378.19	\$530.86	\$0.00	\$12,909.05	\$0.00	\$0.00	\$12,909.05
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,934.16	\$6.18	\$0.00	\$45,940.34	\$0.00	\$0.00	\$45,940.34
Library	\$1,171.21	\$409.14	\$0.00	\$1,580.35	\$0.00	\$0.00	\$1,580.35
Firemens equip fund 225	\$90,303.21	\$2,232.64	\$100,773.84	(\$8,237.99)	\$0.00	\$0.00	(\$8,237.99)
1st Resp. equip fund 226	\$35,453.54	\$1,752.42	\$620.36	\$36,585.60	\$0.00	\$0.00	\$36,585.60
Emily Area Recycling 227	(\$144.85)	\$0.00	\$115.13	(\$259.98)	\$0.00	\$0.22	(\$259.76)
Police Fund 228	\$2,124.61	\$0.29	\$0.00	\$2,124.90	\$0.00	\$0.00	\$2,124.90
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	\$20,792.99	\$2.88	\$0.00	\$20,795.87	\$0.00	\$0.00	\$20,795.87
Debt Service PRI 2014 304	\$18,744.82	\$2.59	\$0.00	\$18,747.41	\$0.00	\$0.00	\$18,747.41
Debt Service PRI 2004 305	\$6.70	\$0.00	\$0.00	\$6.70	\$0.00	\$0.00	\$6.70
Debt Service PRI 2005 306	\$577.52	\$0.14	\$0.00	\$577.66	\$0.00	\$0.00	\$577.66
Park Acquisition and Development (Optional)	\$48,362.86	\$1,092.24	\$1,085.63	\$48,369.47	\$0.00	\$0.00	\$48,369.47
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,325.81	\$542.95	\$542.81	\$1,325.95	\$0.00	\$0.00	\$1,325.95
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,311.09	\$388.15	\$387.72	\$3,311.52	\$0.00	\$0.00	\$3,311.52
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	\$10,069.80	\$1.29	\$0.00	\$10,071.09	\$0.00	\$0.00	\$10,071.09
CAP. PROJ. FIRE CD 414	\$5,012.25	\$0.72	\$0.00	\$5,012.97	\$0.00	\$0.00	\$5,012.97
CAP PROJ. RD CD 415	\$18,589.22	\$778.04	\$775.45	\$18,591.81	\$0.00	\$0.00	\$18,591.81
FUT. CITY DEV. CD 416	(\$2,204.61)	\$542.82	\$542.82	(\$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	\$82,702.94	\$1,682.13	\$5,626.12	\$78,758.95	\$0.00	\$842.75	\$79,601.70
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

Total
Per Bank
Statement
 \$0.00
\$1,050,943.61
Balance
9-1-23
ej

Plus
Outstanding
Checks
 \$0.00
 \$17,616.58

Less
Deposits
In Transit
 \$0.00
 \$0.00

Ending
Balance
 \$0.00
 \$1,033,327.03

Total
Disbursed
 \$0.00
 \$193,278.36

Total
Receipts
 \$0.00
 \$15,737.43

Beginning
Balance
 \$0.00
 \$1,210,867.96

Name of Fund
 Donor pass thru 851
 Total

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 9/5/2023

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	\$591,174.01	\$855,561.34	\$753,997.31	\$692,738.04
Road and Bridge	\$51,342.08	\$35.44	\$4,800.00	\$46,577.52
Small Cities Revolving Loan Fund	\$7,687.12	\$5,221.93	\$0.00	\$12,909.05
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$32.33	\$0.00	\$45,940.34
Library	\$1,154.84	\$425.51	\$0.00	\$1,580.35
Firemens equip fund 225	\$105,662.55	\$12,264.41	\$126,164.95	(\$8,237.99)
1st Resp. equip fund 226	\$33,667.26	\$5,589.80	\$2,671.46	\$36,585.60
Emily Area Recycling 227	(\$0.12)	\$109.80	\$369.66	(\$259.98)
Police Fund 228	\$2,123.37	\$1.53	\$0.00	\$2,124.90
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	\$38,909.27	\$46,600.00	\$20,795.87
Debt Service PRI 2014 304	\$33,200.99	\$29,298.92	\$43,752.50	\$18,747.41
Debt Service PRI 2004 305	\$0.00	\$6.70	\$0.00	\$6.70
Debt Service PRI 2005 306	\$0.00	\$577.66	\$0.00	\$577.66
Parcel Acquisition and Development (Optional)	\$48,335.33	\$4,299.71	\$4,265.57	\$48,369.47
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,324.98	\$2,133.73	\$2,132.76	\$1,325.95
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$1,525.70	\$1,523.38	\$3,311.52
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	\$7.20	\$0.00	\$10,071.09
CAP. PROJ. FIRE CD 414	\$5,009.20	\$3.77	\$0.00	\$5,012.97
CAP PROJ. RD CD 415	\$18,578.55	\$3,060.11	\$3,046.85	\$18,591.81
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,132.79	\$2,132.79	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,682.76	\$98,104.08	\$117,027.89	\$78,758.95
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	\$10,000.00	\$10,000.00	\$0.00
Total :	\$1,082,510.42	\$1,069,301.73	\$1,118,485.12	\$1,033,327.03

Date of Report : 9/5/2023

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
08/02/2023	60685	Payroll Period Ending 08/02/2023	\$36.94
08/16/2023	60745	Minnesota Association of Cemeteries	\$250.00
08/23/2023	60751	Short Elliott Hendrickson, Inc.	\$4,414.00
08/23/2023	60753	PLM Lake and Land Management Corp.	\$4,833.00
08/23/2023	60755	Wex Bank	\$815.24
08/23/2023	60756	MFSCB	\$210.00
08/30/2023	60765	Colonial Life	\$76.72
08/30/2023	60766	AFLAC	\$31.68
08/30/2023	60767	Banyon Data Systems	\$1,135.00
08/30/2023	60768	Canon Financial Services, Inc.	\$148.93
08/30/2023	60769	NORTHLAND PRESS	\$123.50
08/30/2023	60770	Tri-County Septic Inspection	\$25.00
08/30/2023	60771	Aramark	\$193.08
08/30/2023	60772	AUTO VALUE	\$502.90
08/30/2023	60774	Brainerd Pipe Supply	\$424.80
08/30/2023	60773	Tremolo Communications	\$962.00
08/30/2023	60758	Payroll Period Ending 08/30/2023	\$980.87
08/30/2023	60760	Payroll Period Ending 08/30/2023	\$376.20
08/30/2023	60764	Payroll Period Ending 08/30/2023	\$1,687.05
08/31/2023	330734	MINNESOTA REVENUE	\$389.67
		Total	\$17, .8

For the period: 8/1/2023 To 8/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	377,705.88	08/01/2023			
			08/31/2023	1,496.06		379,201.94
			08/31/2023	224.41		379,426.35
			08/31/2023	598.42		380,024.77
			08/31/2023	1,047.24		381,072.01
			08/31/2023	523.61		381,595.62
			08/31/2023	374.01		381,969.63
			08/31/2023	748.03		382,717.66
			08/31/2023	523.62		383,241.28
			08/31/2023	149.61		383,390.89
			08/31/2023	54.85		383,445.74
			08/31/2023	8.23		383,453.97
			08/31/2023	21.94		383,475.91
			08/31/2023	38.39		383,514.30
			08/31/2023	19.20		383,533.50
			08/31/2023	13.71		383,547.21
			08/31/2023	27.42		383,574.63
			08/31/2023	19.20		383,593.83
			08/31/2023	5.49		383,599.32
				5,893.44	0.00	383,599.32
				5,893.44	0.00	383,599.32

Total

Total All Investments

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA12
MMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 1,853.11	\$ 80,000.00	\$ 5,685.01	\$ -	\$ 87,538.12	\$ 5,339.63
Money Market Total	\$ 1,853.11	\$ 80,000.00	\$ 5,685.01	\$ -	\$ 87,538.12	
Muni Bond/US Treasury Investments						
132033GS4 Cambria County PA	\$ 14,686.35		\$ 27.45	\$ -	\$ 14,713.80	\$ 259.50
842471BY9 Southern CA Pub Pwr Auth	\$ 4,992.40		\$ 4.55	\$ -	\$ 4,996.95	
952347WQ1 West Contra Costa CA	\$ 155,322.40	\$ (80,000.00)	\$ (48.65)	\$ -	\$ 75,273.75	\$ 5,080.13
509262FD8 Lake Cnty ILL Crimty Unit Sch Bds	\$ 19,605.00		\$ 18.40	\$ -	\$ 19,623.40	
3130ATZ42 Federal Home Ln Bks Cons	\$ 49,880.00		\$ 5.00	\$ -	\$ 49,885.00	
3130AU6T6 Federal Home Ln Bks Cons	\$ 19,939.00		\$ 6.20	\$ -	\$ 19,945.20	
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,564.40		\$ (21.60)	\$ -	\$ 59,542.80	
91282CCC3 U.S. Treasury Securities	\$ 51,863.22		\$ 217.08	\$ -	\$ 52,080.30	
Municipal Bonds Total	\$ 375,852.77	\$ (80,000.00)	\$ -	\$ 208.43	\$ 296,061.20	
TOTAL INVESTMENTS	\$ 377,705.88	\$ -	\$ 5,685.01	\$ 208.43	\$ 383,599.32	

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 100,000.00	\$ 99,396.28	\$ 21,052.64	\$ 1,496.06	\$ -	\$ (21,052.64)	\$ -	\$ 54.85	\$ 100,947.19	\$ 100,947.19
225 Firemens Equipment Fund	\$ 15,000.00	\$ 14,909.44	\$ 3,157.89	\$ 224.41	\$ -	\$ (3,157.89)	\$ -	\$ 8.23	\$ 15,142.08	\$ 15,142.08
226 1st Resp Equipment Fund	\$ 40,000.00	\$ 39,758.51	\$ 8,421.05	\$ 598.42	\$ -	\$ (8,421.05)	\$ -	\$ 21.94	\$ 40,378.87	\$ 40,378.87
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 69,577.41	\$ 14,736.84	\$ 1,047.24	\$ -	\$ (14,736.84)	\$ -	\$ 38.39	\$ 70,663.04	\$ 70,663.04
407 Cemetery	\$ 35,000.00	\$ 34,788.71	\$ 7,368.42	\$ 523.61	\$ -	\$ (7,368.42)	\$ -	\$ 19.20	\$ 35,331.52	\$ 35,331.52
409 Police Department	\$ 25,000.00	\$ 24,849.07	\$ 5,263.16	\$ 374.01	\$ -	\$ (5,263.16)	\$ -	\$ 13.71	\$ 25,236.79	\$ 25,236.79
415 Capital Project Roads	\$ 50,000.00	\$ 49,698.14	\$ 10,526.32	\$ 748.03	\$ -	\$ (10,526.32)	\$ -	\$ 27.42	\$ 50,473.59	\$ 50,473.59
416 Future City Development	\$ 35,000.00	\$ 34,788.70	\$ 7,368.42	\$ 523.62	\$ -	\$ (7,368.42)	\$ -	\$ 19.20	\$ 35,331.52	\$ 35,331.52
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 9,939.62	\$ 2,105.26	\$ 149.61	\$ -	\$ (2,105.26)	\$ -	\$ 5.49	\$ 10,094.72	\$ 10,094.72
Total	\$ 380,000.00	\$ 377,705.88	\$ 80,000.00	\$ 5,685.01	\$ -	\$ (80,000.00)	\$ -	\$ 208.43	\$ 383,599.32	\$ 383,599.32

Balance
9-5-23 of

Fund Name: All Funds

Date Range: 08/01/2023 To 08/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
08/01/2023	Charles Winkler	12985	Land Use Permit - ACH	(08/03/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
08/01/2023	UTILITY BILLING	12986*	Sewer Charges - ACH	(08/02/2023) -	N Rate Class I	602-37210-	\$ 171.10
08/01/2023	UTILITY BILLING	12987*	Sewer Charges - ACH	(08/02/2023) -	N Rate Class I	602-37210-	\$ 171.10
08/01/2023	Cheryl Ahlstrom	12988	Staking Fee - Shirley Kardell - Blk 22 Lot 23 S 1/4 of S 1/2	(08/04/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
08/01/2023	Dan Johnson/Heather Mityling	12989	Small Cities Revolving Loan Fund Small Business Loan August 23	(08/03/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
08/02/2023	Brian Frericks	12990	SSTS Permit 23-58	(08/03/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
08/02/2023	Darrell Meehan	12991	Land Use Permit 23-56	(08/03/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
08/02/2023	Kris Vonk	12992	Copies X 4	(08/03/2023) -	N Copies/Faxes	100-34112-	\$ 1.00
08/02/2023	Verizon Wireless	12993	Monthly Lease Payment	(08/03/2023) -	N Verizon Rental	100-34951-	\$ 1,100.00
08/07/2023	Lakes Area Title	12994	Inv. 23-27: Assessment Search	(08/16/2023) -	N Assessment Searches	100-34107-	\$ 25.00

Fund Name: All Funds

Date Range: 08/01/2023 To 08/31/2023

<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>
08/07/2023	Lakes Area Title	12995	Inv. 23-40: Assessment Search	(08/16/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
08/07/2023	Robert Peck	12996	Camper/RV Permit 23-61	(08/16/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
08/08/2023	Northern Lakes Landscape	12997	Land Use Permit #23-62	(08/16/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
08/11/2023	Charles Johannes	13001	Land Use Permit #23-60	(08/16/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
08/15/2023	William Pendzimas	13002	Camper Permit	(08/16/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
08/15/2023	Emily Firemen's Relief Association	13003	Resolution 23-32 Donation	(08/17/2023) -	N	Contributions and Donations from Private Sources	225-36230-	\$ 2,000.00
08/15/2023	Emily Firemen's Relief Association	13004	Resolution 23-30 Donation	(08/17/2023) -	N	Contributions and Donations from Private Sources	226-36230-	\$ 1,127.17
08/15/2023	Joshua Marty	13005	Land Use Permit #23-63	(08/17/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
08/16/2023	Library Book Sale Donations	13006	Resolution 23-31 for 7-14-23 Library Book Sale	(08/17/2023) -	N	Contributions and Donations from Private Sources	211-36230-	\$ 409.00
08/16/2023	Crow Wing County	13007	Court Fines	(08/10/2023) -	N	Court Fines	100-35101-	\$ 36.66
								\$ 36.66

Fund Name: All Funds

Date Range: 01/01/2023 To 08/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
08/16/2023	Trademark Title Services	13008	Inv. 23-41 Assessment Search	(08/17/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
08/17/2023	RG Title LLC	13009	Inv. 23-10 Assessment Search	(08/21/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
08/17/2023	Lakes Area Title	13010	Inv. 23-39 Assessment Search	(08/21/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
08/17/2023	Classic Renovations	13011	Land Use Permit #23-65	(08/21/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
08/17/2023	UTILITY BILLING	13012	Sewer Charges	(08/21/2023) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 513.40
								\$ 34.23
								\$ 547.63
08/17/2023	UTILITY BILLING	13013*	Sewer Charges - ACH	(08/07/2023) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 171.10
								\$ 17.11
								\$ 188.21
08/17/2023	UTILITY BILLING	13014*	Sewer Charges - ACH	(08/07/2023) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 171.10
								\$ 17.11
								\$ 188.21
08/17/2023	UTILITY BILLING	13015*	Sewer Charges - ACH	(08/09/2023) -	N	Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 186.67
								\$ 13.33
								\$ 200.00
08/18/2023	Susan Ball	13016	Inv. 23-42 Assessment Search	(08/21/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
08/21/2023	Black Bear Real Estate	13022	Inv. 23-37 Assessment Search	(08/21/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
08/21/2023	Penny Hodges	13023*	Hall Rental Deposit - Per Maint. charged \$50	(08/21/2023) -	N	City/Town Hall Rent	100-34101-	\$ 100.00
								\$ 100.00

Fund Name: All Funds

Date Range: 08/01/2023 To 08/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
08/22/2023	Tony	13024	Fax	(08/29/2023) -	N Copies/Faxes	100-34112-	\$ 1.00
08/24/2023	David Kodada	13025	Land Use Permit	(08/29/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
08/24/2023	Lakes Area Title	13026	Inv. 23-14 Assessment Search	(08/29/2023) -	N Assessment Searches	100-34107-	\$ 25.00
08/25/2023	Andy Moritz	13030	Rental of Tables X 4 and Chairs X 40	(08/29/2023) -	N City/Town Hall Rent	100-34101-	\$ 60.00
08/28/2023	Derek Barto	13031	Rental Dwelling License and Inspection - ACH	(08/28/2023) -	N Rental Dwelling License	100-32111-	\$ 125.00
08/28/2023	Paul Hattenberger	13033	Administrative Citation	(08/29/2023) -	N Administrative Fines (Penalties)	100-35104-	\$ 125.00
08/28/2023	Jon Stern	13034	Small Cities Revolving Loan Fund Small Business Loan September 23	(08/29/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.10
08/29/2023	Moritz Excavating	13035	Land Use Permit #23-69	(08/30/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
08/29/2023	UTILITY BILLING	13036*	Sewer Charges - ACH	(08/21/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 36.21 \$ 13.79
08/30/2023	Little Falls Granite	13037	Staking Fee - Bernard Olson Blk 8 Lot 2 S 1/4 of N 1/2	(08/31/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
							\$ 50.00

Fund Name: All Funds

Date Range: /01/2023 To 08/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
08/30/2023	Lori Bussler	13038	Land Use Permit #23-67	(08/31/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
08/31/2023	PINE RIVER STATE BANK	13039	Int CR Checking	(08/31/2023) -	N Interest Earning	100-36210-	\$ 95.77
					N Interest Earning	201-36210-	\$ 6.61
					N Interest Earning	204-36210-	\$ 1.73
					N Interest Earning	206-36210-	\$ 6.18
					N Interest Earning	211-36210-	\$ 0.14
					N Interest Earning	226-36210-	\$ 4.89
					N Interest Earning	228-36210-	\$ 0.29
					N Interest Earning	303-36210-	\$ 2.88
					N Interest Earning	304-36210-	\$ 2.59
					N Interest Earning	306-36210-	\$ 0.14
					N Interest Earning	404-36210-	\$ 6.61
					N Interest Earning	407-36210-	\$ 0.14
					N Interest Earning	409-36210-	\$ 0.43
					N Interest Earning	413-36210-	\$ 1.29
					N Interest Earning	414-36210-	\$ 0.72
					N Interest Earning	415-36210-	\$ 2.59
					N Interest Earning	602-36210-	\$ 10.78
							\$ 143.78
08/31/2023	Pershing	13040	Int CR Investments - MMMF and Muni Bonds	(08/31/2023) -	N Interest Earning	100-36210-	\$ 1,496.06
					N Interest Earning	225-36210-	\$ 224.41
					N Interest Earning	226-36210-	\$ 598.42
					N Interest Earning	404-36210-	\$ 1,047.24
					N Interest Earning	407-36210-	\$ 523.61
					N Interest Earning	409-36210-	\$ 374.01
					N Interest Earning	415-36210-	\$ 748.03
					N Interest Earning	416-36210-	\$ 523.62
					N Interest Earning	602-36210-	\$ 149.61
							\$ 5,685.01
08/31/2023	Pershing	13041	Muni Bonds Unrealized Investment Gains	(08/31/2023) -	N Unrealized Investment Gain	100-39103-	\$ 54.85
					N Unrealized Investment Gain	225-39103-	\$ 8.23
					N Unrealized Investment Gain	226-39103-	\$ 21.94
					N Unrealized Investment Gain	404-39103-	\$ 38.39
					N Unrealized Investment Gain	407-39103-	\$ 19.20

Fund Name: All Funds

Date Range: 08/01/2023 To 08/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
					Unrealized Investment Gain	409-39103-	\$ 13.71
					Unrealized Investment Gain	415-39103-	\$ 27.42
					Unrealized Investment Gain	416-39103-	\$ 19.20
					Unrealized Investment Gain	602-39103-	\$ 5.49
Total for Selected Receipts							\$ 208.43
							\$ 15,737.43

Date Range : 9/7/2023 To 9/12/2023

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/12/2023	Premier Auto Center, Inc.	Inv. 41168: First Resp Rig Batteries Replacement	70903	\$868.93	100-42860-404-	Other Protection-1st Response	\$868.93
09/12/2023	INTERNATIONAL UNION OF	Union dues - 9-5-23 Invoice	70904	\$140.00			
09/12/2023	Birchdale Fire and Security	Inv. 146062 - Hall Fire Panel	70905	\$60.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
09/12/2023	The Office Shop, Inc.	9/1/23 Statement for Inv. 328054-0 - Canon Contract Charges	70906	\$560.32	100-41941-404-	City Hall	\$60.00
09/12/2023	WM Corporate Services, Inc.	garbage - inv. 6797958-1767-6	70907	\$357.16	100-41425-413-	Clerk	\$560.32
09/12/2023	F.I.R.E.	Inv. 6392 - Fire Dept - Training - Wildland Urban Interface	70908	\$650.00	100-43240-384-	Waste (Refuse) Disposal	\$357.16
09/12/2023	CULLIGAN	Invs:150X01470830-2/15 0-10061448-9 Hall Softener equip rental salt/Shop Water Rental	70909	\$156.56	100-42240-308-	Fire Training	\$650.00
09/12/2023	Midwest Machinery Co.	Invs:9749778,9749802:Shop Materials and Repair Parts for Mowers and Cut Off Saw	70910	\$1,348.31	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$93.95 \$62.61
					100-43110-240- 100-43110-215- 100-45202-221- 100-49010-221- 100-41941-221-	Maintenance-Shop Maintenance-Shop Park Areas Cemetery City Hall	\$1,239.99 \$51.12 \$14.30 \$14.30 \$14.30

Date Range : 9/7/2023 To 9/12/2023

<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>
09/12/2023	Kirvida Fire	Invs.11663,11662,11661: 70911 AnnualPumpTests2008T anker,1999Pumper,2016P umper	70911	\$3,840.87	602-49450-221-	Sewer Utilities - Sanitary Sewer Maintenance	\$14.30
09/12/2023	LAKE COUNTRY FOODS	Statement dated 9-1-23 account #2480	70912	\$236.97	100-42220-404- 100-42220-310-	Fire Fighting Fire Fighting	\$2,790.87 \$1,050.00
09/12/2023	Elan Financial Services	Aug23:ClerkPost/SmitTis, MangDepMeet,BusCards ,Website, LibrarySupp,1stRespOffs upp	70913	\$1,123.21	100-45202-212- 602-49450-212- 100-43126-212- 100-43240-212- 100-49010-212- 100-43126-212-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Road and Bridge Equipment Waste (Refuse) Disposal Cemetery Road and Bridge Equipment	\$28.46 \$28.46 \$28.45 \$28.45 \$28.45 \$94.70
					100-41425-322- 100-41941-201- 100-41310-201- 100-43110-201- 100-42860-201- 100-41910-240- 100-41425-240- 100-45187-201- 100-41425-309-	Clerk City Hall Mayor Maintenance-Shop Other Protection-1st Response Planning and Zoning Clerk Library Clerk	\$1.35 \$71.13 \$31.14 \$31.13 \$453.54 \$61.79 \$149.58 \$83.67 \$239.88
Total For Selected Claims				\$9,342.33			\$9,342.33

For the payroll period ending: 09/12/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1110-103	323	Butcher, Bryce L	300.14
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
		Account Total	1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
		Account Total	461.75
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	\$1,910.12

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 : 9/6/2023 To 9/6/2023

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/06/2023	Verizon	Police - Inv. #9942771239	70898	\$29.16	100-42110-321-	Police Administration	\$29.16
09/06/2023	NORTHLAND PRESS	Invs. 2023-713: Fee Schedule Ordinance Revision Legal	70899	\$123.50	100-41130-351-	Ordinances and Proceedings	\$123.50
09/06/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance October 2023	70900	\$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
09/06/2023	Tremolo Communications	City phone service - 9/1/2023 invoices	70901	\$798.22	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	\$38.22 \$49.10 \$39.02 \$421.46 \$144.31 \$106.11
09/06/2023	EMILY ACE HARDWARE	Inv.8-31:shop.cityhall,par k/cemetery rpr supp,fire dept small tool rpr	70902	\$1,251.28	100-43110-221- 100-43110-215- 100-41941-221- 100-42220-404- 100-42220-240- 100-49010-225- 100-45202-225- 100-45202-215- 100-41941-211- 100-45202-211-	Maintenance-Shop Maintenance-Shop City Hall Fire Fighting Fire Fighting Cemetery Park Areas Park Areas City Hall Park Areas	\$46.60 \$74.07 \$20.08 \$8.00 \$731.98 \$153.87 \$153.86 \$9.29 \$23.79 \$29.74

Date Range : 9/6/2023 To 9/6/2023

<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>
				\$7,882.16			\$7,882.16

Total For Selected Claims

Andrew D Hemphill

City Council/Town Board

Date

Bryce L Butcher

City Council/Town Board

Date

GERHART L. HANSON, JR

City Council/Town Board

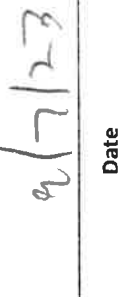
Date

Gregory A Koch

City Council/Town Board

Date


 TRACY ALLEN JONES
 City Council/Town Board, Mayor


 9/7/23
 Date

For the payroll period ending: 09/06/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41910-114	916	Bartel, Lynda C	36.94
	926	Hughes, Faye A	36.94
	722	JOHNSON, DAVID P	36.94
	924	Rheaume, Patrick T	36.94
	718	SPIESS, WILLIAM F	36.94
	87	Vukelich, Denise L	36.94
Account Total			221.64
100-43110-101	Unallocated (Due to rounding)		\$0.00
Total For Period			\$221.64

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: 08/09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/09/2023	Custom Fire Apparatus, Inc.	60726	Down Payment and Payment for Job Change Order #1 for New Custom Fire Pumper	N	Fire Fighting	225-42220-550-	\$ 25,000.00
		60726					\$ 75,541.20
		60726					\$ 100,541.20
08/09/2023	Total Compliance Solutions, Inc.	60727	Inv.73035: Henderson PreempDrugTests	N	Clerk	100-41425-306-	\$ 39.00
		60727					\$ 39.00
08/10/2023	MINNESOTA REVENUE	330732	State Withholding - 8/2/23 Payroll	N	Clerk	100-41425-172-	\$ 150.96
		330732	Planning and Zoning			100-41910-172-	\$ 10.66
		330732	City Hall			100-41941-172-	\$ 24.53
		330732	Maintenance-Shop			100-43110-172-	\$ 52.96
		330732	Paved Streets			100-43121-172-	\$ 92.96
		330732	Waste (Refuse) Disposal			100-43240-172-	\$ 8.85
		330732	Park Areas			100-45202-172-	\$ 7.90
		330732	Cemetery			100-49010-172-	\$ 2.02
		330732	Sewer Utilities - Sanitary Sewer Maintenance			602-49450-172-	\$ 27.39
		330732	Sewer Utilities - Administration and General			602-49490-172-	\$ 8.70
		330732					\$ 386.93
08/11/2023	PERA	330729	Retirement contributions - 8/2/23 Payroll	N	Clerk	100-41425-101-	\$ 228.96
		330729				100-41425-103-	\$ 2.62
		330729				100-41425-121-	\$ 3.02
		330729				100-41425-121-	\$ 264.19
		330729	Planning and Zoning			100-41910-103-	\$ 70.18
		330729	City Hall			100-41910-121-	\$ 80.98
		330729	City Hall			100-41941-101-	\$ 40.54
		330729	Maintenance-Shop			100-41941-121-	\$ 46.78
		330729				100-43110-101-	\$ 88.10
		330729				100-43110-121-	\$ 101.65
		330729	Paved Streets			100-43121-101-	\$ 110.18
		330729				100-43121-121-	\$ 127.13
		330729	Waste (Refuse) Disposal			100-43240-101-	\$ 14.70

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330729			Cemetery	100-43240-121-	\$ 16.96
		330729				100-49010-101-	\$ 3.37
		330729				100-49010-121-	\$ 3.89
		330729			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.12
		330729			Sewer Utilities - Administration and General	602-49450-121-	\$ 42.83
		330729				602-49490-101-	\$ 21.91
		330729				602-49490-121-	\$ 25.28
		330729					\$ 1,330.39
08/16/2023	Payroll Period Ending 08/16/2023	60728	Regular Payroll - 8-2 to 8-15	N	City Hall	100-41941-103-	\$ 40.55
		60728			Maintenance-Shop	100-43110-101-	\$ 0.01
		60728				100-43110-103-	\$ 12.87
		60728			Paved Streets	100-43121-103-	\$ 227.87
		60728			Waste (Refuse) Disposal	100-43240-103-	\$ 27.03
		60728			Park Areas	100-45202-103-	\$ 214.35
		60728			Cemetery	100-49010-103-	\$ 121.01
		60728					\$ 643.69
08/16/2023	Payroll Period Ending 08/16/2023	60729	Regular Payroll - 8-2 to 8-15	N	Clerk	100-41425-103-	\$ 34.22
		60729			Planning and Zoning	100-41910-103-	\$ 916.24
		60729					\$ 950.46
08/16/2023	Payroll Period Ending 08/16/2023	60730	Regular Payroll - 8-2 to 8-15	N	City Hall	100-41941-101-	\$ 266.53
		60730			Fire Stations and Buildings	100-42280-101-	\$ 40.48
		60730			Maintenance-Shop	100-43110-101-	\$ 531.36
		60730			Paved Streets	100-43121-101-	\$ 541.49
		60730			Waste (Refuse) Disposal	100-43240-101-	\$ 163.63
		60730			Park Areas	100-45202-101-	\$ 123.14
		60730			Cemetery	100-49010-101-	\$ 20.24
		60730					\$ 1,686.87
08/16/2023	Payroll Period Ending 08/16/2023	60731	Regular Payroll - 8-2 to 8-15	N	Clerk	100-41425-104-	\$ 851.73
		60731					\$ 851.73
08/16/2023	Payroll Period Ending 08/16/2023	60732	Regular Payroll - 8-2 to 8-15	N	Clerk	100-41425-101-	\$ 1,912.44
		60732					\$ 1,912.44
08/16/2023	Payroll Period Ending 08/16/2023	60733	Regular Payroll - 8-2 to 8-15	N	Clerk	100-41425-101-	\$ 1,075.17
		60733			Sewer Utilities - Administration and General	602-49490-101-	\$ 40.15

Fund Name: 'I Funds

Date Range: 03/09/2023 To 08/31/2023

<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>
08/16/2023	Payroll Period Ending 08/16/2023	60734	Regular Payroll - 8-2 to 8-15	N	Maintenance-Shop Paved Streets	100-43110-103-	\$ 13.92
		60734			Park Areas	100-43121-103-	\$ 112.27
		60734			Cemetery	100-45202-103-	\$ 196.69
		60734					\$ 449.07
08/16/2023	Payroll Period Ending 08/16/2023	60735	Regular Payroll - 8-2 to 8-15	N	City Hall	100-41941-101-	\$ 78.05
		60735			Fire Stations and Buildings	100-42280-101-	\$ 39.03
		60735			Maintenance-Shop Paved Streets	100-43110-101-	\$ 1,152.07
		60735			Waste (Refuse) Disposal	100-43121-101-	\$ 215.43
		60735			Park Areas	100-43240-101-	\$ 39.03
		60735			Cemetery	100-45202-101-	\$ 18.73
		60735					\$ 1,561.07
08/16/2023	Sourcewell	60736	Planning and Zoning Services for July - Inv. 00002242	N	Planning and Zoning	100-41910-311-	\$ 1,388.75
		60736					\$ 1,388.75
08/16/2023	Jack Henderson	60737	Mileage Reimbursement - Pickup of Audit materials and Photos for Website	N	Clerk	100-41425-331-	\$ 35.37
		60737					\$ 35.37
08/16/2023	EAST SIDE OIL COMPANIES, INC.	60738	Filters and Used Anti-freeze - Inv. R106467	N	Waste (Refuse) Collection	227-43230-384-	\$ 86.00
		60738					\$ 86.00
08/16/2023	A W Research Laboratories	60739	Sewer Sample Testing - Inv. #57250	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 408.00
		60739					\$ 408.00
08/16/2023	Priority Transport LLC	60740	Inv. 2067 - DOT Inspections on 2018 International and 2011 Freightliner plow trucks	N	Road and Bridge Equipment	100-43126-404-	\$ 150.00
		60740					\$ 150.00
08/16/2023	CROW WING COUNTY LANDFILL, LLC	60741	Ticket #189415 - Disposal of 7 TVs	N	Waste (Refuse) Disposal	100-43240-384-	\$ 100.00
		60741					\$ 100.00

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

<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>
08/16/2023	GAMIMELLO - PEARSON, PLLC	60742	94537,94539,94540,94541,94542,94543:Retainer,Planning/Zoning,SewContract,ROWPermit,Police	N	Clerk	100-41425-304-	\$ 169.00
		60742			Planning and Zoning	100-41910-304-	\$ 494.00
		60742			Police Administration	100-42110-304-	\$ 481.00
		60742			Paved Streets	100-43121-304-	\$ 182.00
		60742			Sewer Utilities - Administration and General	602-49490-304-	\$ 143.00
		60742	Total For Check				\$ 1,469.00
08/16/2023	Tri-County Septic Inspection	60743	8-10:SepticInsp-20052BlueLake, 40206Marshview, 21811WhiteTail	N	Planning and Zoning	100-41910-310-	\$ 525.00
		60743	Total For Check				\$ 525.00
08/16/2023	Dollar General - Regions 410526	60744	Statement 8/4/2023 Transaction #1001257531 - Shop Materials	N	Cemetery	100-49010-221-	\$ 6.71
		60744	Total For Check				\$ 6.71
08/16/2023	Minnesota Association of Cemeteries	60745	MAC Cemetery Management Course - Cari Johnson and Amy Prokott	N	Clerk	100-41425-308-	\$ 250.00
		60745	Total For Check				\$ 250.00
08/16/2023	CROW WING POWER	60746	Monthly - 8-7-23 Invoices	N	City Hall	100-41941-381-	\$ 482.53
		60746			Fire Stations and Buildings Maintenance-Shop	100-41941-381-	\$ 37.29
		60746			Street Lighting Park Areas	100-42280-381-	\$ 166.55
		60746			Cemetery	100-43110-381-	\$ 53.54
		60746			Sewer Utilities - Sewer Lift Stations	100-43110-381-	\$ 25.81
		60746				100-43110-381-	\$ 121.00
		60746				100-43160-381-	\$ 291.00
		60746				100-45202-381-	\$ 65.02
		60746				100-45202-381-	\$ 24.00
		60746				100-49010-381-	\$ 38.19
		60746				602-49470-381-	\$ 33.81
		60746				602-49470-381-	\$ 33.41
		60746				602-49470-381-	\$ 53.29
		60746	Total For Check				\$ 1,425.44
08/18/2023	FEDERAL WITHHOLDING/ON LINE	330726	Federal Withholding - 8/16/23 Payroll	N	Council/Town Board	100-41110-103-	\$ 114.76

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330726				100-41110-122-	93.00
330726				100-41110-135-	21.76
330726			Mayor	100-41310-103-	42.08
330726				100-41310-122-	34.10
330726				100-41310-135-	7.98
330726			Clerk	100-41425-101-	309.31
330726				100-41425-103-	3.08
330726				100-41425-104-	77.71
330726				100-41425-122-	62.98
330726				100-41425-122-	2.50
330726				100-41425-122-	250.68
330726				100-41425-135-	58.63
330726				100-41425-135-	0.58
330726				100-41425-135-	14.73
330726				100-41425-171-	49.51
330726				100-41425-171-	237.87
330726			Planning and Zoning	100-41910-103-	82.60
330726				100-41910-122-	66.94
330726				100-41910-135-	15.66
330726			City Hall	100-41941-101-	35.91
330726				100-41941-103-	3.59
330726				100-41941-122-	2.91
330726				100-41941-122-	29.11
330726				100-41941-135-	6.80
330726				100-41941-135-	0.68
330726				100-41941-171-	1.33
330726				100-41941-171-	31.74
330726			Fire Stations and Buildings	100-42280-101-	8.10
330726				100-42280-122-	6.56
330726				100-42280-135-	1.54
330726				100-42280-171-	5.45
330726			Civil Defense Expenditures	100-42501-103-	3.06
330726				100-42501-122-	2.48
330726				100-42501-135-	0.58
330726			Maintenance-Shop	100-43110-101-	168.23
330726				100-43110-103-	2.31
330726				100-43110-122-	1.87
330726				100-43110-122-	136.35
330726				100-43110-135-	31.88
330726				100-43110-135-	0.44
330726				100-43110-171-	0.42
330726				100-43110-171-	86.18
330726			Paved Streets	100-43121-101-	78.50

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

<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>
		330726				100-43121-103-	\$ 29.64
		330726				100-43121-122-	\$ 24.02
		330726				100-43121-122-	\$ 63.62
		330726				100-43121-135-	\$ 14.88
		330726				100-43121-135-	\$ 5.62
		330726				100-43121-171-	\$ 7.48
		330726				100-43121-171-	\$ 65.79
		330726			Waste (Refuse) Disposal	100-43240-101-	\$ 21.20
		330726				100-43240-103-	\$ 2.39
		330726				100-43240-122-	\$ 1.94
		330726				100-43240-122-	\$ 17.18
		330726				100-43240-135-	\$ 4.02
		330726				100-43240-135-	\$ 0.45
		330726				100-43240-171-	\$ 0.89
		330726				100-43240-171-	\$ 19.29
		330726			Library	100-45187-103-	\$ 19.13
		330726				100-45187-122-	\$ 15.50
		330726				100-45187-135-	\$ 3.63
		330726			Park Areas	100-45187-171-	\$ 20.00
		330726				100-45202-101-	\$ 14.91
		330726				100-45202-103-	\$ 35.57
		330726				100-45202-122-	\$ 28.83
		330726				100-45202-122-	\$ 12.09
		330726				100-45202-135-	\$ 2.82
		330726				100-45202-135-	\$ 6.74
		330726				100-45202-171-	\$ 14.27
		330726				100-45202-171-	\$ 7.04
		330726			Cemetery	100-49010-101-	\$ 3.97
		330726				100-49010-103-	\$ 21.36
		330726				100-49010-122-	\$ 17.31
		330726				100-49010-122-	\$ 3.22
		330726				100-49010-135-	\$ 0.75
		330726				100-49010-135-	\$ 4.05
		330726				100-49010-171-	\$ 3.97
		330726			Sewer Utilities - Administration and General	100-49010-171-	\$ 2.70
		330726				602-49490-101-	\$ 3.92
		330726				602-49490-122-	\$ 3.18
		330726				602-49490-135-	\$ 0.74
		330726				602-49490-171-	\$ 0.93
		330726			Total For Check		\$ 2,717.52

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

Date Vendor 08/18/2023 MINNESOTA REVENUE

Check #	Description	Void	Account Name	F-A-O-P	Total
330733	State Withholding - 8/16/23 Payroll	N	Council/Town Board	100-41110-172-	\$ 1.23
330733			Clerk	100-41425-172-	\$ 189.00
330733			Planning and Zoning	100-41910-172-	\$ 10.66
330733			City Hall	100-41941-172-	\$ 22.42
330733			Fire Stations and Buildings	100-42280-172-	\$ 4.49
330733			Maintenance-Shop	100-43110-172-	\$ 90.43
330733			Paved Streets	100-43121-172-	\$ 55.56
330733			Waste (Refuse) Disposal	100-43240-172-	\$ 13.41
330733			Park Areas	100-45202-172-	\$ 20.23
330733			Cemetery	100-49010-172-	\$ 8.92
330733			Sewer Utilities - Administration and General	602-49490-172-	\$ 1.57
330733	Total For Check				\$ 417.92
330730	Retirement contributions - 8/16/23 Payroll	N	Clerk	100-41425-101-	\$ 282.29
330730				100-41425-103-	\$ 2.62
330730				100-41425-121-	\$ 3.02
330730				100-41425-121-	\$ 325.72
330730			Planning and Zoning	100-41910-103-	\$ 70.18
330730			City Hall	100-41910-121-	\$ 80.98
330730			City Hall	100-41941-101-	\$ 32.68
330730			Fire Stations and Buildings	100-41941-121-	\$ 37.70
330730			Fire Stations and Buildings	100-42280-101-	\$ 7.37
330730			Maintenance-Shop	100-42280-121-	\$ 8.50
330730			Maintenance-Shop	100-43110-101-	\$ 153.38
330730			Paved Streets	100-43110-121-	\$ 176.97
330730			Paved Streets	100-43121-101-	\$ 71.42
330730			Waste (Refuse) Disposal	100-43121-121-	\$ 82.40
330730			Waste (Refuse) Disposal	100-43240-101-	\$ 19.28
330730			Park Areas	100-43240-121-	\$ 22.24
330730			Park Areas	100-45202-101-	\$ 13.57
330730			Cemetery	100-45202-121-	\$ 15.66
330730			Cemetery	100-49010-101-	\$ 3.62
330730			Sewer Utilities - Administration and General	100-49010-121-	\$ 4.18
330730			Sewer Utilities - Administration and General	602-49490-101-	\$ 3.68
330730				602-49490-121-	\$ 4.25
330730	Total For Check				\$ 1,421.71
60747	Shop - Inv. #9941966939	N	Maintenance-Shop	100-43110-321-	\$ 103.76

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/23/2023	FreshWater Scientific Services	60748	60747	Inv. 2023-86A: Eurasian watermilfoil search & delineation for Lake Emily	N	Emily Waters	100-46103-491-	\$ 1,590.00
	Total For Check	60748						\$ 1,590.00
08/23/2023	Penny Hodges	60749*	60750	Hall Rental Deposit Reimbursement of \$50 after storing some tables and cleaning charges	N	City Hall	100-41941-810-	\$ 50.00
	Total For Check	60749						\$ 50.00
08/23/2023	Tri-County Septic Inspection	60750	60751	8-17,8-21:SepticInsp-40438Bemis,SepticDesRev-44701TwilightCt, 42737BluelaneW	N	Planning and Zoning	100-41910-310-	\$ 225.00
	Total For Check	60750						\$ 225.00
08/23/2023	Short Elliott Hendrickson, Inc.	60751	60752	Invs. 451620/451641-2024RdImprove mentsFeasibility Study/2023DamRpr Progress Payments	N	Bridges, Viaducts and Grade Separations	100-43130-303-	\$ 2,494.00
	Total For Check	60751						\$ 2,494.00
08/23/2023	PEOPLESERVICE, INC.	60752	60753	Inv. 0043630 - September 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	201-43121-303-	\$ 1,920.00
	Total For Check	60752						\$ 1,920.00
08/23/2023	PLM Lake and Land Management Corp.	60753	60754	Inv. B16002 - Ruth Lake AIS Treatment - ProcellaCOR	N	Emily Waters	602-49450-407-	\$ 4,833.00
	Total For Check	60753						\$ 4,833.00
08/23/2023	Minnesota Life Insurance Company	60754	60754	September 2023 Life Ins - Billing Date 8-17-23 - Policy #0023198	N	Clerk	100-41425-101-	\$ 24.00
	Total For Check	60754						\$ 24.00
08/23/2023	Wex Bank	60755	60754	Inv. 91083799 - Fuel - Road Equip, Fire	N	Maintenance-Shop	100-41425-133- 100-43110-133-	\$ 11.90 \$ 11.90
	Total For Check	60754						\$ 47.80
08/23/2023	Wex Bank	60755	60755	Inv. 91083799 - Fuel - Road Equip, Fire	N	Fire Fighting	100-42220-212-	\$ 32.61

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

<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>
		60755			Road and Bridge Equipment	100-43126-212-	\$ 782.63
		60755					\$ 815.24
08/23/2023	MFSCB	60756	FD Recertification - B.Butcher,R.Moritz,B.Mileski, T.Kinkaid,M.Armbrust	N	Fire Fighting	100-42220-433-	\$ 210.00
		60756					\$ 210.00
08/30/2023	Payroll Period Ending 08/30/2023	60757	Regular Payroll - 8-16 to 8-29	N	City Hall	100-41941-103-	\$ 86.90
		60757			Maintenance-Shop	100-43110-101-	\$ 0.01
		60757			Paved Streets	100-43110-103-	\$ 27.03
		60757			Waste (Refuse) Disposal	100-43121-103-	\$ 121.01
		60757			Park Areas	100-43240-103-	\$ 12.87
		60757			Cemetery	100-45202-103-	\$ 268.42
		60757			Waste (Refuse) Collection	100-49010-103-	\$ 121.01
		60757				227-43230-103-	\$ 6.44
		60757					\$ 643.69
08/30/2023	Payroll Period Ending 08/30/2023	60758	Regular Payroll - 8-16 to 8-29	N	Clerk	100-41425-103-	\$ 16.67
		60758			Planning and Zoning	100-41910-103-	\$ 964.20
		60758					\$ 980.87
08/30/2023	Payroll Period Ending 08/30/2023	60759	Regular Payroll - 8-16 to 8-29	N	City Hall	100-41941-101-	\$ 241.20
		60759			Fire Stations and Buildings	100-42280-101-	\$ 87.39
		60759			Maintenance-Shop	100-43110-101-	\$ (0.01)
		60759			Paved Streets	100-43110-101-	\$ 545.31
		60759			Waste (Refuse) Disposal	100-43121-101-	\$ 699.12
		60759			Park Areas	100-43240-101-	\$ 43.70
		60759			Cemetery	100-45202-101-	\$ 87.39
		60759				100-49010-101-	\$ 43.70
		60759					\$ 1,747.80
08/30/2023	Payroll Period Ending 08/30/2023	60760	Regular Payroll - 8-16 to 8-29	N	Clerk	100-41425-104-	\$ 376.20
		60760					\$ 376.20
08/30/2023	Payroll Period Ending 08/30/2023	60761	Regular Payroll - 8-16 to 8-29	N	Clerk	100-41425-101-	\$ 1,930.89
		60761					\$ 1,930.89
08/30/2023	Payroll Period Ending 08/30/2023	60762	Regular Payroll - 8-16 to 8-29	N	Clerk	100-41425-101-	\$ 1,086.52
		60762			Sewer Utilities - Administration and General	602-49490-101-	\$ 71.82
		60762					\$ 1,158.34

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/30/2023	Payroll Period Ending 08/30/2023	60763	Regular Payroll - 8-16 to 8-29	N	Maintenance-Shop	100-43110-103-	\$ 28.40
		60763			Paved Streets	100-43121-103-	\$ 100.31
		60763			Cemetery	100-49010-103-	\$ 100.31
		60763					\$ 229.02
08/30/2023	Payroll Period Ending 08/30/2023	60764	Regular Payroll - 8-16 to 8-29	N	City Hall	100-41941-101-	\$ 40.49
		60764			Maintenance-Shop	100-43110-101-	\$ 1,371.57
		60764			Paved Streets	100-43121-101-	\$ 274.99
		60764					\$ 1,687.05
08/30/2023	Colonial Life	60765	Employee paid insurance - Inv # 47086730805260	N	Clerk	100-41425-101-	\$ 76.72
		60765					\$ 76.72
08/30/2023	AFLAC	60766	Monthly employee ins coverage Inv. #936412	N	Maintenance-Shop	100-43110-101-	\$ 31.68
		60766					\$ 31.68
08/30/2023	Banyon Data Systems	60767	Banyon Utility Billing and Cemetery Program Support - Inv. 00164290 - Contract EM10906	N	Cemetery	100-49010-309-	\$ 295.00
		60767					\$ 840.00
		60767					\$ 1,135.00
08/30/2023	Canon Financial Services, Inc.	60768	COPIER LEASE- 8/21/23 Inv. #31098067	N	Clerk	100-41425-413-	\$ 148.93
		60768					\$ 148.93
08/30/2023	NORTHLAND PRESS	60769	Inv. 2023-707: Fee Schedule Ordinance Revision Legal	N	Ordinances and Proceedings	100-41130-351-	\$ 123.50
		60769					\$ 123.50
08/30/2023	Tri-County Septic Inspection	60770	8-28:SepticDesRev-43330 SH6	N	Planning and Zoning	100-41910-310-	\$ 25.00
		60770					\$ 25.00
08/30/2023	Aramark	60771	Rugs and Towels - Inv.2530170939,2530170938- CityHall/FireHall	N	City Hall	100-41941-418-	\$ 146.25
		60771			Fire Stations and Buildings	100-42280-418-	\$ 46.83

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/30/2023	AUTO VALUE	60771	60772	8/25/23 Statement:Shop Materials and Fire Small Tools	N	Fire Stations and Buildings	100-42280-221-	\$ 161.99
			60772			Maintenance-Shop	100-43110-215-	\$ 182.32
			60772				100-43110-240-	\$ 158.59
		Total For Check	60772					\$ 502.90
08/30/2023	Tremolo Communications	60773*	60773*	Invs. 20230612.3/20230602.1:Council Chambers	N	Clerk	100-41425-201-	\$ 357.00
			60773*	Microphone/Clerk'sOfficeDualMonitors/Stand		City Hall	100-41425-404-	\$ 70.00
			60773*				100-41941-240-	\$ 465.00
		Total For Check	60773					\$ 962.00
08/30/2023	Brainerd Pipe Supply	60774	60774	Invoice # 133709 - Culverts	N	Paved Streets	100-43121-224-	\$ 424.80
		Total For Check	60774					\$ 424.80
08/31/2023	FEDERAL WITHHOLDING/ON LINE	330727	330727	Federal Withholding - 8/30/23 Payroll	N	Clerk	100-41425-101-	\$ 303.00
			330727				100-41425-103-	\$ 1.51
			330727				100-41425-104-	\$ 31.54
			330727				100-41425-122-	\$ 25.56
			330727				100-41425-122-	\$ 1.22
			330727				100-41425-122-	\$ 245.57
			330727				100-41425-135-	\$ 57.43
			330727				100-41425-135-	\$ 0.29
			330727				100-41425-135-	\$ 5.98
			330727				100-41425-171-	\$ 0.03
			330727			Planning and Zoning	100-41425-171-	\$ 234.11
			330727				100-41910-103-	\$ 87.23
			330727				100-41910-122-	\$ 70.70
			330727				100-41910-135-	\$ 16.53
			330727				100-41910-171-	\$ 1.89
			330727			City Hall	100-41941-101-	\$ 29.21
			330727				100-41941-103-	\$ 7.69
			330727				100-41941-122-	\$ 6.23
			330727				100-41941-122-	\$ 23.67
			330727				100-41941-135-	\$ 5.54
			330727				100-41941-135-	\$ 1.46

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

<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>
		330727				100-41941-171-	\$ 2.85
		330727				100-41941-171-	\$ 28.41
		330727			Fire Stations and Buildings	100-42280-101-	\$ 9.17
		330727				100-42280-122-	\$ 7.43
		330727				100-42280-135-	\$ 1.74
		330727				100-42280-171-	\$ 9.83
		330727			Maintenance-Shop	100-43110-101-	\$ 189.39
		330727				100-43110-103-	\$ 4.75
		330727				100-43110-122-	\$ 3.85
		330727				100-43110-122-	\$ 153.52
		330727				100-43110-135-	\$ 35.87
		330727				100-43110-135-	\$ 0.90
		330727				100-43110-171-	\$ 0.89
		330727			Paved Streets	100-43110-171-	\$ 104.89
		330727				100-43121-101-	\$ 99.86
		330727				100-43121-103-	\$ 19.02
		330727				100-43121-122-	\$ 15.41
		330727				100-43121-122-	\$ 80.93
		330727				100-43121-135-	\$ 18.93
		330727				100-43121-135-	\$ 3.61
		330727				100-43121-171-	\$ 87.35
		330727			Waste (Refuse) Disposal	100-43121-171-	\$ 3.97
		330727				100-43240-101-	\$ 4.59
		330727				100-43240-103-	\$ 1.14
		330727				100-43240-122-	\$ 0.92
		330727				100-43240-122-	\$ 3.72
		330727				100-43240-135-	\$ 0.87
		330727				100-43240-135-	\$ 0.22
		330727				100-43240-171-	\$ 0.42
		330727			Park Areas	100-43240-171-	\$ 4.91
		330727				100-45202-101-	\$ 9.17
		330727				100-45202-103-	\$ 23.74
		330727				100-45202-122-	\$ 19.24
		330727				100-45202-122-	\$ 7.43
		330727				100-45202-135-	\$ 1.74
		330727				100-45202-135-	\$ 4.50
		330727				100-45202-171-	\$ 9.83
		330727			Cemetery	100-45202-171-	\$ 8.81
		330727				100-49010-101-	\$ 4.59
		330727				100-49010-103-	\$ 19.02
		330727				100-49010-122-	\$ 15.41
		330727				100-49010-122-	\$ 3.72
		330727				100-49010-135-	\$ 0.87

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330727				100-49010-135-	3.61
330727				100-49010-171-	3.97
330727				100-49010-171-	4.91
330727			Waste (Refuse) Collection	227-43230-103-	0.57
330727				227-43230-122-	0.46
330727				227-43230-135-	0.11
330727				227-43230-171-	0.21
330727			Sewer Utilities - Administration and General	602-49490-101-	6.80
330727				602-49490-122-	5.51
330727				602-49490-135-	1.29
330727				602-49490-171-	1.70
330727					2,212.96
330734	State Withholding - 8/30/23 Payroll	N	Clerk	100-41425-172-	153.61
330734			Planning and Zoning	100-41910-172-	12.85
330734			City Hall	100-41941-172-	20.69
330734			Fire Stations and Buildings	100-42280-172-	5.67
330734			Maintenance-Shop	100-43110-172-	105.29
330734			Paved Streets	100-43121-172-	63.35
330734			Waste (Refuse) Disposal	100-43240-172-	3.28
330734			Park Areas	100-45202-172-	14.95
330734			Cemetery	100-49010-172-	7.01
330734			Waste (Refuse) Collection	227-43230-172-	0.22
330734			Sewer Utilities - Administration and General	602-49490-172-	2.75
330734					389.67
IAD2842	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	1,496.06
IAD2842					1,496.06
IAD2843	Deposit into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	224.41
IAD2843					224.41
IAD2844	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	598.42
IAD2844					598.42

Fund Name: All Funds

Date Range: 08/09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/31/2023	Money Market/Bonds	IAD2845	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 1,047.24
	Total For Check	IAD2845					\$ 1,047.24
08/31/2023	Money Market/Bonds	IAD2846	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 523.61
	Total For Check	IAD2846					\$ 523.61
08/31/2023	Money Market/Bonds	IAD2847	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 374.01
	Total For Check	IAD2847					\$ 374.01
08/31/2023	Money Market/Bonds	IAD2848	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 748.03
	Total For Check	IAD2848					\$ 748.03
08/31/2023	Money Market/Bonds	IAD2849	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 523.62
	Total For Check	IAD2849					\$ 523.62
08/31/2023	Money Market/Bonds	IAD2850	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 149.61
	Total For Check	IAD2850					\$ 149.61
08/31/2023	Money Market/Bonds	IAD2851	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 54.85
	Total For Check	IAD2851					\$ 54.85
08/31/2023	Money Market/Bonds	IAD2852	Deposit into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 8.23
	Total For Check	IAD2852					\$ 8.23
08/31/2023	Money Market/Bonds	IAD2853	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 21.94
	Total For Check	IAD2853					\$ 21.94
08/31/2023	Money Market/Bonds	IAD2854	Deposit into Money Market/Bonds	N	Purchase of investments	404-49350-800-	\$ 38.39
	Total For Check	IAD2854					\$ 38.39
08/31/2023	Money Market/Bonds	IAD2855	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 19.20

Fund Name: All Funds

Date Range: 09/2023 To 08/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/31/2023	Money Market/Bonds	IAD2855	IAD2856	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 13.71
	Total For Check	IAD2856						\$ 13.71
08/31/2023	Money Market/Bonds	IAD2857	IAD2857	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 27.42
	Total For Check	IAD2857						\$ 27.42
08/31/2023	Money Market/Bonds	IAD2858	IAD2858	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 19.20
	Total For Check	IAD2858						\$ 19.20
08/31/2023	Money Market/Bonds	IAD2859	IAD2859	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 5.49
	Total For Check	IAD2859						\$ 5.49
	Total For Selected Checks							\$ 157,219.88

8/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var'</u>
Receipts:			
Current Ad Valorem Taxes	874,164.35	666,647.74	(207,516.61)
Delinquent Ad Valorem Taxes	10,599.99	7,547.67	(3,052.32)
Mobile Home Tax	6.67	19.68	13.01
Fiscal Disparities	1,333.33	3,146.61	1,813.28
Total Acct 310	886,104.34	677,361.70	(208,742.64)
Franchise Taxes	2,500.00	0.00	(2,500.00)
Severed Mineral Tax	143.33	227.89	84.56
Total Acct 318	2,643.33	227.89	(2,415.44)
Penalties and Interest on Ad valorem Taxes	1,710.00	481.44	(1,228.56)
Forfeited Tax Sale Apportionments	3,600.00	4,763.55	1,163.55
Principal on Special Assessments	0.00	0.00	0.00
Penalties and Interest on Special Assessments	23.33	0.00	(23.33)
Total Acct 319	5,333.33	5,244.99	(88.34)
Licenses & Permits	66.67	0.00	(66.67)
Alcoholic Beverages	4,836.66	50.00	(4,786.66)
Rental Dwelling License	2,333.33	1,350.00	(983.33)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	7,236.66	1,400.00	(5,836.66)
Building Permits (Excludes surcharge)	15,166.65	20,875.00	5,708.35
Animal Licenses	26.67	15.00	(11.67)
Total Acct 322	15,193.32	20,890.00	5,696.68
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	23,496.63	23,496.63
Federal Payments in Lieu of Taxes	1.33	4.84	
Total Acct 331	1.33	23,501.47	23,500.14
Homestead and Agricultural Credit Aid (HACA)	28,166.64	23,203.64	(4,963.00)
Police Training Reimbursement	333.33	0.00	(333.33)
Agricultural Market Value Credit	353.33	0.00	(353.33)
Fire Training Reimbursement	2,666.66	1,300.00	(1,366.66)
State Fire Aid	8,169.99	0.00	(8,169.99)
Supp. Fire State Aid	1,666.67	0.00	(1,666.67)
State Police Aid	8,999.99	0.00	(8,999.99)
Total Acct 334	50,356.61	24,503.64	(25,852.97)
Grants & Aids from Other LGUs	2,880.00	962.00	(1,918.00)
Total Acct 336	2,880.00	962.00	(1,918.00)
City/Town Hall Rent	333.33	670.00	336.67
Zoning and Subdivision Fees	2,466.66	1,650.00	(816.66)
Assessment Searches	666.67	811.00	144.33
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	46.67	50.40	3.73
Total Acct 341	3,513.33	3,181.40	(331.93)
Special Police Services	1,600.00	600.00	(1,000.00)
Special Fire Protection Services	17,199.98	46,342.65	29,142.67
First Responder Charges	5,106.66	5,850.03	743.37
Total Acct 342	23,906.64	52,792.68	28,886.04
Sale of Culverts	746.67	0.00	(746.67)
Contractor Water Use	0.00	0.00	0.00
Total Acct 343	746.67	0.00	(746.67)
Refuse Collection Charges	2,000.00	0.00	(2,000.00)
Total Acct 344	2,000.00	0.00	(2,000.00)
Cemetery Revenues	333.33	500.00	166.67
Cemetery -Grave openings	3,683.33	2,500.00	(1,183.33)

8/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery -Sale of lots	8,666.66	3,015.00	(5,651.66)
Misc. Rents	13.33	1.00	(12.33)
Verizon Rental	8,799.99	8,800.00	0.01
Total Acct 349	21,496.64	14,816.00	(6,680.64)
Court Fines	546.67	463.12	(83.55)
Administrative Fines (Penalties)	333.33	3,392.50	3,059.17
Total Acct 351	880.00	3,855.62	2,975.62
Interest Earning	2,666.66	4,475.03	1,808.37
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	4,000.00	20,319.98	16,319.98
Total Acct 362	6,666.66	24,795.01	18,128.35
Total Revenues	1,028,958.86	853,532.40	(175,426.46)
Other Financing Sources:			
Unrealized Investment Gain	0.00	601.84	601.84
Total Acct 391	0.00	601.84	601.84
Capital Contributions	66.67	0.00	(66.67)
Total Acct 397	66.67	0.00	(66.67)
Sale of Investment	166,666.50	1,427.10	(165,239.40)
Total Acct 399	166,666.50	1,427.10	(165,239.40)
Total Other Financing Sources	166,733.17	2,028.94	(164,704.23)

8/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Disbursements:			
Council/Town Board	15,223.32	13,151.47	2,071.85
Ordinances and Proceedings	3,566.67	1,147.75	2,418.92
Total Acct 411	18,789.99	14,299.22	4,490.77
Mayor	5,290.00	4,683.02	606.98
Total Acct 413	5,290.00	4,683.02	606.98
Elections	66.67	0.52	66.15
Clerk	134,709.88	124,722.27	9,987.61
Total Acct 414	134,776.55	124,722.79	10,053.76
Internal Auditing	8,113.33	700.00	7,413.33
Total Acct 415	8,113.33	700.00	7,413.33
Planning and Zoning	41,543.31	37,032.62	4,510.69
General Government Buildings and Plant	2,280.00	2,416.00	(136.00)
City Hall	39,436.65	38,975.09	461.56
Total Acct 419	83,259.96	78,423.71	4,836.25
Police Administration	25,477.99	25,691.37	(213.38)
Patrol	92,271.92	52,198.56	40,073.36
Police Training	1,559.34	20.86	1,538.48
Police Stations and Buildings	0.00	233.25	(233.25)
Total Acct 421	119,309.25	78,144.04	41,165.21
Fire Administration	34,747.29	31,771.39	2,975.90
Fire Fighting	99,456.57	21,184.09	78,272.48
Fire Training	7,400.00	1,300.15	6,099.85
Fire Stations and Buildings	9,493.33	9,558.88	(66.55)
Total Acct 422	151,097.19	63,814.51	87,282.68
Building Inspections Administration	2,333.33	1,087.50	1,245.83
Rental Inspections	1,466.67	1,712.50	(245.83)
Total Acct 424	3,800.00	2,800.00	1,000.00
Civil Defense Expenditures	762.66	344.50	418.16
Total Acct 425	762.66	344.50	418.16
Traffic Engineering Expenditures	3,033.33	5,790.15	(2,756.82)
Total Acct 426	3,033.33	5,790.15	(2,756.82)
Other Protection-1st Response	28,529.98	4,304.59	24,225.39
Total Acct 428	28,529.98	4,304.59	24,225.39
Maintenance-Shop	92,506.58	97,997.52	(5,490.94)
Paved Streets	52,983.27	46,958.93	6,024.34
Unpaved Streets	33,633.30	44,316.00	(10,682.70)
Ice and Snow Removal	3,000.00	0.00	3,000.00
Road and Bridge Equipment	108,046.71	129,973.30	(21,926.59)
Bridges, Viaducts and Grade Separations	13,533.32	4,350.00	9,183.32
Street Lighting	2,333.33	2,385.50	(52.17)
Total Acct 431	306,036.51	325,981.25	(19,944.74)
Waste (Refuse) Disposal	11,189.99	8,611.64	2,578.35
Total Acct 432	11,189.99	8,611.64	2,578.35
Historical Society	66.67	100.00	(33.33)
Total Acct 450	66.67	100.00	(33.33)
Library	3,783.34	2,157.24	1,626.10
Total Acct 451	3,783.34	2,157.24	1,626.10
Park Areas	16,246.65	16,845.58	(598.93)
Total Acct 452	16,246.65	16,845.58	(598.93)
Water Resources	666.67	1,000.00	(333.33)

8/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Emily Waters	9,833.33	6,423.00	3,410.33
Total Acct 461	10,500.00	7,423.00	3,077.00
Economic Development and Assistance	852.65	0.00	852.65
Total Acct 465	852.65	0.00	852.65
Food Shelf	166.67	250.00	(83.33)
Cemetery	12,860.00	8,011.66	4,848.34
Total Acct 490	13,026.67	8,261.66	4,765.01
Total Disbursements	918,464.72	747,406.90	171,057.82
Other Financing Uses:			
Unrealized Investment Loss	4,333.33	1,410.45	2,922.88
Purchase of Investments	167,733.17	5,179.96	162,553.21
Total Acct 493	172,066.50	6,590.41	165,476.09
Total Other Financing Uses	172,066.50	6,590.41	165,476.09
Beginning Cash Balance		591,174.01	
Total Receipts and Other Financing Sources		855,561.34	
Total Disbursements and Other Financing Uses		753,997.31	
Cash Balance as of 08/31/2023		692,738.04	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 08/01/2023 To 08/31/2023

<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>
08/01/2023	UTILITY BILLING	12986*	Sewer Charges - ACH	(08/02/2023) -	N	Rate Class I	602-37210-	\$ 171.10
								\$ 171.10
08/01/2023	UTILITY BILLING	12987*	Sewer Charges - ACH	(08/02/2023) -	N	Rate Class I	602-37210-	\$ 171.10
								\$ 171.10
08/17/2023	UTILITY BILLING	13012	Sewer Charges	(08/21/2023) -	N	Rate Class I	602-37210-	\$ 513.40
						Penalties and Forfeited Discounts	602-37260-	\$ 34.23
								\$ 547.63
08/17/2023	UTILITY BILLING	13013*	Sewer Charges - ACH	(08/07/2023) -	N	Rate Class I	602-37210-	\$ 171.10
						Penalties and Forfeited Discounts	602-37260-	\$ 17.11
								\$ 188.21
08/17/2023	UTILITY BILLING	13014*	Sewer Charges - ACH	(08/07/2023) -	N	Rate Class I	602-37210-	\$ 171.10
						Penalties and Forfeited Discounts	602-37260-	\$ 17.11
								\$ 188.21
08/17/2023	UTILITY BILLING	13015*	Sewer Charges - ACH	(08/09/2023) -	N	Rate Class I	602-37210-	\$ 186.67
						Penalties and Forfeited Discounts	602-37260-	\$ 13.33
								\$ 200.00
08/29/2023	UTILITY BILLING	13036*	Sewer Charges - ACH	(08/21/2023) -	N	Rate Class I	602-37210-	\$ 36.21
						Penalties and Forfeited Discounts	602-37260-	\$ 13.79
								\$ 50.00
08/31/2023	PINE RIVER STATE BANK	13039	Int CR Checking	(08/31/2023) -	N	Interest Earning	602-36210-	\$ 10.78
								\$ 10.78
08/31/2023	Pershing	13040	Int CR Investments - MMMF and Muni Bonds	(08/31/2023) -	N	Interest Earning	602-36210-	\$ 149.61
								\$ 149.61
08/31/2023	Pershing	13041	Muni Bonds Unrealized Investment Gains	(08/31/2023) -	N	Unrealized Investment Gain	602-39103-	\$ 5.49

Fund Name: 502 - Sewage Collection and Disposal

Date Range: 01/2023 To 08/31/2023

Date Remitter Receipt # Description

Deposit ID

Void Account Name

F-A-P

Total

\$ 5.49

\$ 1,682.13

Total for Selected Receipts

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 08/09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/10/2023	MINNESOTA REVENUE	330732	State Withholding - 8/2/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 27.39
		330732			Sewer Utilities - Administration and General	602-49490-172-	\$ 8.70
		330732					\$ 36.09
08/11/2023	PERA	330729	Retirement contributions - 8/2/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.12
		330729			Sewer Utilities - Administration and General	602-49450-121-	\$ 42.83
		330729				602-49490-101-	\$ 21.91
		330729				602-49490-121-	\$ 25.28
		330729					\$ 127.14
08/16/2023	Payroll Period Ending 08/16/2023	60733	Regular Payroll - 8-2 to 8-15	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 40.15
		60733					\$ 40.15
08/16/2023	A W Research Laboratories	60739	Sewer Sample Testing - Inv. #57250	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 408.00
		60739					\$ 408.00
08/16/2023	GAMMELLO - PEARSON, PLLC	60742	94537,94539,94540,94541,94542,94543:Retainer,Planning/Zoning,SewContract,ROWPermit,Police	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 143.00
		60742					\$ 143.00
08/16/2023	CROW WING POWER	60746	Monthly - 8-7-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 33.81
		60746				602-49470-381-	\$ 33.41
		60746				602-49470-381-	\$ 53.29
		60746					\$ 120.51
08/18/2023	FEDERAL WITHHOLDING/ON LINE	330726	Federal Withholding - 8/16/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 3.92
		330726				602-49490-122-	\$ 3.18
		330726				602-49490-135-	\$ 0.74
		330726				602-49490-171-	\$ 0.93
		330726					\$ 8.77

Fund Name: 2 - Sewage Collection and Disposal

Date Range: 09/2023 To 08/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/18/2023	MINNESOTA REVENUE	330733	State Withholding - 8/16/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 1.57
Total For Check 330733							\$ 1.57
08/21/2023	PERA	330730	Retirement contributions - 8/16/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 3.68
		330730				602-49490-121-	\$ 4.25
Total For Check 330730							\$ 7.93
08/23/2023	PEOPLESERVICE, INC.	60752	Inv. 0043630 - September 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,187.95
Total For Check 60752							\$ 2,187.95
08/30/2023	Payroll Period Ending 08/30/2023	60762	Regular Payroll - 8-16 to 8-29	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 71.82
Total For Check 60762							\$ 71.82
08/30/2023	Banyon Data Systems	60767	Banyon Utility Billing and Cemetery Program Support - Inv. 00164290 - Contract EM10906	N	Sewer Utilities - Administration and General	602-49490-309-	\$ 840.00
Total For Check 60767							\$ 840.00
08/31/2023	FEDERAL WITHHOLDING/ON LINE	330727	Federal Withholding - 8/30/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 6.80
		330727				602-49490-122-	\$ 5.51
		330727				602-49490-135-	\$ 1.29
		330727				602-49490-171-	\$ 1.70
Total For Check 330727							\$ 15.30
08/31/2023	MINNESOTA REVENUE	330734	State Withholding - 8/30/23 Payroll	N	Sewer Utilities - Administration and General	602-49490-172-	\$ 2.75
Total For Check 330734							\$ 2.75
08/31/2023	Money Market/Bonds	IAD2850	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 149.61
Total For Check IAD2850							\$ 149.61
08/31/2023	Money Market/Bonds	IAD2859	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 5.49
Total For Check IAD2859							\$ 5.49

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 08/09/2023 To 08/31/2023

Date Vendor

Check #

Description

Void Account Name

F-A-O-P

Total

Total For Selected Checks

\$ 4,166.08

8/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	40,327.71	35,280.89	(5,046.82)
Delinquent Ad Valorem Taxes	1,000.00	459.37	(540.63)
Mobile Home Tax	0.33	1.36	1.03
Fiscal Disparities	133.33	166.65	33.32
Total Acct 310	41,461.37	35,908.27	(5,553.10)
Severed Mineral Tax	10.00	11.95	1.95
Total Acct 318	10.00	11.95	1.95
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	1,906.66	2,039.66	133.00
Penalties and Interest on Special Assessments	233.33	60.48	(172.85)
Total Acct 319	2,139.99	2,100.14	(39.85)
Public Utilities	83.33	0.00	(83.33)
Total Acct 321	83.33	0.00	(83.33)
Homestead and Agricultural Credit Aid (HACA)	1,033.33	1,582.22	548.89
Total Acct 334	1,033.33	1,582.22	548.89
Interest Earning	300.00	447.47	147.47
Refunds	0.00	4.00	4.00
Total Acct 362	300.00	451.47	151.47
Rate Class I	52,666.61	55,338.52	2,671.91
Connection/Reconnection Fees	0.00	2,000.00	2,000.00
Penalties and Forfeited Discounts	600.00	508.61	(91.39)
Hauled Wastewater Fees	300.00	0.00	(300.00)
Total Acct 372	53,566.61	57,847.13	4,280.52
Total Revenues	98,594.63	97,901.18	(693.45)
Other Financing Sources:			
Unrealized Investment Gain	133.33	60.18	(73.15)
Total Acct 391	133.33	60.18	(73.15)
Sale of Investment	16,666.65	142.72	(16,523.93)
Total Acct 399	16,666.65	142.72	(16,523.93)
Total Other Financing Sources	16,799.98	202.90	(16,597.08)
Disbursements:			
Bond Principal	39,999.96	60,000.00	(20,000.04)
Total Acct 471	39,999.96	60,000.00	(20,000.04)
Interest - Bonds	17,854.98	26,782.50	(8,927.52)
Total Acct 472	17,854.98	26,782.50	(8,927.52)
Fiscal Agent's Fees	316.67	475.00	(158.33)
Total Acct 475	316.67	475.00	(158.33)
Sewer Utilities - Sanitary Sewer Maintenance	25,649.98	20,944.53	4,705.45
Sewer Utilities - Sanitary Sewer Cleaning	4,000.00	0.00	4,000.00
Sewer Utilities - Sewer Lift Stations	5,673.33	1,753.91	3,919.42
Sewer Utilities - Administration and General	4,563.32	6,462.56	(1,899.24)
Total Acct 494	39,886.63	29,161.00	10,725.63
Total Disbursements	98,058.24	116,418.50	(18,360.26)

8/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Other Financing Uses:			
Unrealized Investment Loss	416.67	141.06	275.61
Purchase of Investments	16,919.74	468.33	16,451.41
Total Acct 493	<u>17,336.41</u>	<u>609.39</u>	<u>16,727.02</u>
Total Other Financing Uses	<u>17,336.41</u>	<u>609.39</u>	<u>16,727.02</u>
Beginning Cash Balance		97,682.76	
Total Receipts and Other Financing Sources		98,104.08	
Total Disbursements and Other Financing Uses		<u>117,027.89</u>	
Cash Balance as of 08/31/2023		78,758.95	

REPORT FOR EMILY CITY COUNCIL MEETING
SEPTEMBER 12TH 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 14 members at our meeting
- 6 Calls since the last meeting
- Checked equipment / SCBA'S
- Had training on wild fires
- I had pump testing done on Engine 1 & 2 and had all trucks serviced.

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive, flowing style.

Chad Genz
Chief - Emily Fire Dept.

coverage of the Association on the same basis as members who perform fire suppression duties.⁷

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.⁸

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.

TO DO: In Section 2, identify the date on which membership in the Association begins. Choose Option #1, Option #2, or Option #3.

Section 2 – **MEMBERSHIP START DATE.**⁹ Membership in the Association begins on

Option #1

the date a firefighter is hired by the city.

OR

Option #2

the date a firefighter completes the probationary period established by the Fire Department.

OR

Option #3

the date a firefighter completes [define service or membership requirements to be completed].

⁷ Minn. Stat. § 424A.01, subd. 5a.

⁸ Minn. Stat. § 424A.01, subd. 4a.

⁹ Minn. Stat. § 424A.001, subd. 12.

These sample by law provisions are provided for educational purposes only. They are not legal advice and are subject to revision. No sample or model can address all requirements for an individual relief association.

Proposed

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

Current

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 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. 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.

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 January 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

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;

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) percentage 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) percentage 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:

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.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special 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 – 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, 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 24 day of November, 2020.

Ben Philst

President

date: 11-25-20

[Signature]

Secretary

date: 11-25-20

[Signature]

Treasurer

date: 11-25-20



JULIE BLAHA
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Required Municipal Contributions to Volunteer Fire Relief Associations

State law requires a municipality to pay a minimum annual contribution to the special fund of its affiliated defined-benefit volunteer fire relief association, unless the special fund is fully funded or state aid is sufficient to cover the municipal obligation.¹ The special fund is a fund established and maintained within a relief association to pay service pensions to retiring members. A pension plan is “fully funded” when there are sufficient assets to cover future liabilities.

The funded status of a special fund is affected primarily by changes to benefit levels (*i.e.*, liabilities increase) and by investment gains or losses (*i.e.*, assets increase or decrease). Benefit increases and investment losses decrease a fund’s assets, thereby increasing the likelihood that a municipal contribution will be required. A decrease in the funded status will also likely increase the size of the required contribution.

Whether a municipal contribution is required and, if so, the amount is determined by using a statutory formula. The formula varies depending on whether the plan is a defined-benefit lump-sum pension plan or a defined-benefit monthly pension plan.²

Lump-Sum Pension Plans

For lump-sum plans, the minimum required municipal contribution equals the financial requirements of the special fund minus 1) the amount of state aid to be received during the following calendar year; and 2) the amount of any contributions to the special fund from the active members of the relief association to be received during the following calendar year. In addition, five percent annual interest on the assets is subtracted.³

¹ Minn. Stat. § 424A.092, subds. 3 and 4; Minn. Stat. § 424A.093, subd. 5. In some instances, a municipal contribution may be triggered even though the pension plan is fully funded.

² See Minn. Stat. § 424A.092, subd. 3 (for lump-sum pension plans) and Minn. Stat. § 424A.093, subd. 5 (for monthly pension plans). There is no required municipal contribution for a defined contribution plan.

³ Minn. Stat. § 424A.092, subd. 3(d).

Reviewed: March 2020
Revised: March 2020

2009-2001

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

The minimum required municipal contribution is calculated by the officers of the relief association during the month of July for the following year.⁴ To calculate the minimum required municipal contribution, the officers need to know the special fund's financial requirements for the following year. In July, the officers calculate the financial requirements for the following year and the overall funding balance for the current calendar year.

If the special fund is not fully funded, the financial requirements for the following calendar year are determined by taking into account 1) the total accrued liability for all active and deferred members of the relief association, calculated for the following calendar year; 2) the increase in the total accrued liability for the following calendar year over the present calendar year; 3) the amount of anticipated future administrative expenses; and 4) one-tenth of the deficit resulting from either an increase in the service pension or an investment loss occurring over the last ten years.

If the special fund is fully funded, the financial requirements for the following calendar year are the total of 1) the increase in the total accrued liability for all members for the following calendar year over the present calendar year; and 2) the amount of anticipated future administrative expenses.

Monthly Pension Plans

For monthly pension plans, the financial requirements of the special fund are based on the most recent actuarial valuation. Each relief association must determine the minimum obligation of the municipality for the following calendar year "on or before August 1 of each year."⁵ The "most recent actuarial valuation" included in the calculation is generally a valuation from January 1 of the same year or December 31 of the prior year.

For most plans, the Governmental Accounting Standards Board (GASB) requires an actuarial valuation every two years.⁶ In addition, a new actuarial valuation is required whenever there is a benefit change. If the plan is in deficit, the statute permits amortization over a period of years.⁷

Once the financial requirements are determined, the calculation of whether and how much of a municipal contribution is required is the same as for the lump sum plans. For additional information, see the Office of the State Auditor's Statement of Position titled "Municipal Contribution Calculations for Monthly Plans."

⁴ The Schedule Form, provided by the Office of the State Auditor, calculates the amount of any required municipal contribution for the following year. For example, the 2020 Schedule Form will calculate the required municipal contribution amount for the year 2021.

⁵ Minn. Stat. § 424A.093, subd. 5(a).

⁶ See Minn. Stat. § 69.051, subd. 1 (financial statements required to be in conformity with generally accepted accounting principles); GASB Statement 25, para. 35 (biennial actuarial valuations required for financial reporting purposes).

⁷ Minn. Stat. § 424A.093, subd 4 (d).

Defined Contribution Plans

For defined contribution plans, the individual volunteer firefighter experiences the gains and the losses. The municipality has no obligation to make contributions to offset losses if they occur, although the municipality can make a voluntary contribution to the special fund if it chooses.

Benefit Levels

The level of benefits paid by a volunteer fire relief association is usually set by agreement between the relief association and the municipality. Benefit level changes must first be discussed and adopted by the relief association through a change in its bylaws. The changes must be made in keeping with the relief association's bylaw amendment procedures and Open Meeting Law requirements. A relief association should then seek municipal approval of the benefit level change. The city council or town board can choose to ratify the benefit level change or choose not to ratify the change. Once the bylaws are ratified by the municipality, however, the benefit levels are guaranteed by the municipality. The municipality assumes responsibility for ensuring the special fund has sufficient assets to cover approved benefit levels.

For those relief associations that are affiliated with an independent nonprofit firefighting corporation rather than a municipal fire department, benefit level changes must be approved by the board of the independent corporation. In addition, the independent nonprofit firefighting corporation is responsible for making any required contributions to the relief association.

In limited circumstances, a relief association has the authority to increase its benefit level without municipal ratification. However, if a municipal contribution is later required, the contribution level will be calculated using the last benefit level ratified by the municipality.⁸ Municipalities do not have authority to unilaterally change a relief association's benefit level. Municipalities cannot initiate a change in benefit levels, rescind benefit increases, or give contingent approval to benefit changes.

Payment of Required Municipal Contributions

To fulfill its obligation to provide at least the minimum required municipal contribution, a municipality may use any source of public revenue, including a tax levy. For monthly pension plans, for example, a municipality may levy taxes "without any limitation as to rate or amount and irrespective of any limitations imposed" by any other law or regulation.⁹

If the relief association's benefit level is approved by the affiliated municipality, the municipality is required to make any contributions that become due at that benefit level. Municipal contributions are to be paid during the year in which the contribution is

⁸ Minn. Stat. § 424A.02, subd. 10.

⁹ Minn. Stat. § 424A.093, subd. 5(d); § 424A.092, subd. 4(c).

required. If the municipality does not include the full amount of the minimum municipal contribution in its levy for any year, the officers of the relief association must certify that amount to the county auditor, who must spread a levy in the amount of the certified minimum municipal contribution on the taxable property of the municipality.¹⁰

¹⁰ Minn. Stat. §§ 424A.092, subd. 4(d); 424A.093, subd. 5(e).

clerk@emily.net

From: City of Cuyuna <info@ci.cuyuna.mn.us>
Sent: Thursday, August 31, 2023 3:44 PM
To: clerk@emily.net
Subject: Re: Cuyuna Fire Relief Association Benefit

Afternoon Cari,

\$1400 is the benefit.

Best regards for the upcoming weekend.

Bill

Bill Bedard
Clerk-Treasurer
City of Cuyuna
PO Box 536
Deerwood MN 56444
218-546-5883
info@ci.cuyuna.mn.us

On Thu, Aug 31, 2023 at 3:08 PM <clerk@emily.net> wrote:

Bill,

How much is the annual lump sum benefit for the Cuyuna Fire Relief Association? The City of Emily's is currently \$1,750 but they are looking to increase.

Thank you for your assistance!

Cari Johnson, MCMC

City Clerk/Treasurer

City of Emily

PO Box 68

Emily, MN 56447

E clerk@emily.net

From: Matthew Hill <Matthew.Hill@cityofcrosby.com>
Sent: Thursday, August 31, 2023 3:48 PM
To: clerk@emily.net
Subject: RE: Crosby Fire Relief Association Benefit

We are at \$3,000

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, August 31, 2023 3:10 PM
To: Matthew Hill <Matthew.Hill@cityofcrosby.com>
Subject: Crosby Fire Relief Association Benefit

Matthew,

How much is the annual lump sum benefit for the Crosby Fire Relief Association? The City of Emily's is currently \$1,750 but they are looking to increase.

Thank you for your assistance!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Effecting Positive Change

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clerk@emily.net

From: Lee Russell <leerussell@cityofdeerwood.com>
Sent: Monday, September 11, 2023 9:46 AM
To: clerk@emily.net
Subject: RE: Deerwood Fire Relief Association Benefit

Yes, the City does make a \$1,500 annual donation to the pension. This has been happening before my time. The current amount for the firefighter is \$2,300.00. This increased from \$2,000 to \$2,300 in September of 2021.

Let me know if you have any questions.

Lee Russell

City Clerk – Treasurer
City of Deerwood
P.O. Box 187
23770 Forest Road
Deerwood, MN 56444
218-534-3152
leerussell@cityofdeerwood.com
www.cityofdeerwood.com

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, September 11, 2023 9:10 AM
To: Lee Russell <leerussell@cityofdeerwood.com>
Subject: RE: Deerwood Fire Relief Association Benefit

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.

Lee,

Thank you. Do you mean the City pays the Deerwood Fire Relief \$1,500 annually? I was looking for what the fire relief pays each firefighter upon retirement. Emily's Fire Relief pays each retiring firefighter \$1,750 for each qualifying year once they are fully vested.

Have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481

From: clerk@fiftylakesmn.com
Sent: Monday, September 11, 2023 3:53 PM
To: clerk@emily.net
Subject: RE: Fifty Lakes Fire Relief Association Benefit
Attachments: Bylaws.pdf

Hi Cari,

I did some digging and this is what I have found.

1. The city does not budget nor make a regular donation to the pension fund. Right now, the fire relief does have enough money to cover the pensions.
2. Per the fire relief bylaws I have attached (page 9) the lump sum payout will \$1,300 per year of service.
3. The city has made donations when the fund is under the amount required. Records show the last time this happened was in May of 2022 and the donation was \$1,084.

Let me know if you have any questions and I am going to continue to do some research on this and learn more about it.

Thanks,

Ann



Ann M. Raph
City Clerk/ Treasurer
City of Fifty Lakes

Phone: 218.763.3113 **Email:** clerk@fiftylakesmn.com

Address: 40447 Town Hall Road **Web:** www.fiftylakesmn.com
PO Box 125 Fifty Lakes, MN 56448

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, August 31, 2023 3:38 PM
To: clerk@fiftylakesmn.com
Subject: RE: Fifty Lakes Fire Relief Association Benefit

Sure! When any of our firefighters retire, the Fire Relief pays them \$1,750 per year for each year of service provided they are fully vested. So if they were on the department for 10 years, the Fire Relief would pay \$1,750 X 10 as a lump sum benefit. It's one big payout instead of being monthly or annually. The firefighter has to be over 50. The Emily Fire Relief Bylaws are attached for reference.

I hope that makes sense!

ARTICLE XV
DEFERRED PENSION STATUS

Section 15.1. A member of the Association who is qualified for a service pension but who has not reached the age of fifty years may retire from the Fifty Lakes Fire & Rescue Department without forfeiting his or her right to such pension. Upon the application of such member, he or she shall be placed on a deferred pension roll and shall be entitled to receive said pension, the sum of \$1300.00 per year of active service of said member in the Fifty Lakes Fire & Rescue Department prorated according to the number of years of active service. The pension amount will be invested in a Certificate of Deposit (CD). The CD will not be part of the Relief Association pension assets but will be held by the Relief Association as a separate investment until the member until the member reaches the age of 50 and requests the distribution. The income earned on the CD will be paid to the member at distribution. The member does not share in the income of the pension or further financial benefits.



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Santander Leasing LLC
P.O. Box 847387
Boston MA 02284-7387
1-800-238-4009
cevfcs@santander.us

BY:.....

INVOICE

City of Emily
Christa Andrews
PO Box 68 39811 State Hwy 6
Emily, MN 56447

Invoice Number: 6954980
Invoice Date: 08/21/2023
Payment Due Date: 10/05/2023

Total Amount Due: \$34,664.96

CONTRACT	INVOICE DESCRIPTION	DUE DATE	AMOUNT
004-0003233-000	PO# 1FVACYCY2GHHT0460 Payment Due	10/05/2023	34,664.96
Please note that any change in your payment amount may be due to a change in the sales tax for your city, county and/or state		TOTAL LATE CHARGES	\$0.00
		TOTAL AMOUNT DUE	\$34,664.96

To ensure proper credit, you must return this portion along with your check payable to:

Santander Leasing LLC
P.O. Box 847387
Boston, MA 02284-7387

Invoice Number: 6954980
Invoice Date: 08/21/2023
Payment Due Date: 10/05/2023

Write Address Change Below:

City of Emily
Christa Andrews
PO Box 68 39811 State Hwy 6
Emily, MN 56447

Total Amount Due: \$34,664.96

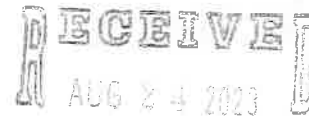
43 0040003233000 9906954980 0003466496 4



MAIN BANK
 215 S. Seth Child Road
 Manhattan, Kansas 66502-3089
 785.323.1111
 fax 785.323.1112

EAST BANK
 210 Tuttle Creek Blvd.
 Manhattan, Kansas 66502-6064
 785.323.4200
 fax 785.323.4201

Member FDIC



BY:

CITY OF EMILY
 ATTN: ACCOUNTS PAYABLE
 PO BOX 68
 EMILY, MN 56447

08/17/2023

COMMUNITY LEASING PARTNERS

A DIVISION OF COMMUNITY FIRST NATIONAL BANK

LEASE PAYMENT NOTICE

LEASE NUMBER:	83437
DATE PAYMENT DUE:	10/01/2023
REGULAR PAYMENT AMOUNT DUE:	\$44,900.00
LATE CHARGE:	\$0.00
TOTAL PAYMENT DUE:	\$44,900.00
COLLATERAL:	2024 KENWORTH (VIN 2NK5HJ8X3RM353918)

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CITY OF EMILY
 PO BOX 68
 EMILY, MN 56447

LEASE NUMBER:	83437
DATE PAYMENT DUE:	10/01/2023
TOTAL PAYMENT AMOUNT DUE:	\$44,900.00
REGULAR PAYMENT T/C:	373
AMOUNT ENCLOSED	\$ _____

COMMUNITY FIRST NATIONAL BANK
 215 SOUTH SETH CHILD RD
 MANHATTAN, KS 66502

**** THIS STATEMENT CANNOT BE USED AS A PAYOFF
 FOR A PAYOFF PLEASE CONTACT OUR OFFICE ****

**CITY OF EMILY
RESOLUTION NO. 23-39**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$10,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-39	\$4,000.00 Celebrate Emily Day Committee for Emily Day Fireworks
	\$6,000.00 Firemen's Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$4,000.00 to the Celebrate Emily Day Committee for Emily Day Fireworks and \$6,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 12th day of September 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

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

RESOLUTION NO. 23-37

**RESOLUTION TO APPROVE INTERNAL REINVESTMENT OF FUNDS,
INCLUDING MOVING FUNDS BETWEEN INVESTMENT ACCOUNTING FUNDS
AND TRANSFERRING BETWEEN CHECKING ACCOUNT ACCOUNTING FUNDS**

WHEREAS, the Emily City Council has designated Pershing Wealth Solutions BNY Mellon as a custodial investment account for the invested funds of the City of Emily; and

WHEREAS, the City of Emily's invested funds include donated funds of \$15,000 from the Emily Firemen's Relief Association. The invested funds are currently allocated to Accounting Fund 225 Firemen's Equipment Fund. The Emily Firemen's Relief Association's intended use of the funds is to purchase a new fire truck; and

WHEREAS, the City of Emily paid Custom Fire Apparatus \$100,541.20 for Fire Engine #2, including down payment and Change Order #1, and desires to use the invested funds allocated to Fund 225 Firemen's Equipment Fund to make the payment; and

WHEREAS, the Emily City Council does not want to decrease the total of the City's current investment portfolio and would prefer to move invested funds between Accounting Funds instead of selling an investment; and

WHEREAS, moving invested funds between Accounting Funds results in an increase and decrease to the corresponding checking account Accounting Fund balances. Therefore, corresponding transfers are also required between Accounting Funds in the checking account, such as moving funds invested for Fund 225 to Fund 100 requires a corresponding checking account transfer from Fund 100 to Fund 225 for the Accounting Funds to remain balanced.

NOW, THEREFORE BE IT RESOLVED, that the Emily City Council authorizes the City Clerk/Treasurer to move the following invested funds between Accounting Funds and make the corresponding transfers between checking account Accounting Funds as identified in the list below:

Investment Account	Account Description	Purpose	Original Investment Amount	Market Value Amount
225-49350-800	Firemen's Equipment Fund	Engine #2 Purchase	(\$15,000)	(\$15,142.08)
100-39990	General Fund	General	\$15,000	\$15,142.08
Checking Account	Account Description	Purpose	Original Investment Amount	
100-49360-720	From General Fund	Interfund Transfer	(\$15,000)	(\$15,142.08)
225-39201	To Firemen's Equipment Fund	Engine #2 Purchase	\$15,000	\$15,142.08

Passed by the City Council of Emily, Minnesota this 12th day of September, 2023.

Attested:

Tracy Jones
Mayor

Cari Johnson, MCMC
City Clerk/Treasurer



Monthly Report

August		Cary	Mary	Mark	LeAnn	Krista	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	14	6	n/a	10	9	9	9	6	11	10	3
Meeting	1	1	n/a	1	1	1	1	1	1	1	0
Trainings	1	1	n/a	0	1	1	1	0	1	1	1
Quarterly											
Year call Total	76	52	22	38	38	30	38	20 -6 loa	46	48	12 -11.

Terri LOA from 06/18 to 06/27 and 08/09/ to 08/24. Kaitlin Pregnancy/light duty 4/23-11/23

Date 09/07/2023

We had our monthly meeting on September 5th. In our meeting we had 7 in attendance. We had a meet and greet for our new educator from CRMC. We discussed what we would like to see in our future training. We also had a new applicant Nick Davis there for everyone to meet. After the meet and greet we voted all in favor of hiring Nick into the unit. We will be working on cleaning, painting, and going through the supply room and rig starting 9/13. In August we had 14 calls. They were reviewed and the meeting was adjourned at 19:19.

**CITY OF EMILY
RESOLUTION NO. 23-36**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Outing Chamber of Commerce	\$3,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-36	First Response Unit Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$3,000.00 to the First Response Unit equipment fund for equipment, supplies, training, or fuel for the rig.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 12th day of September, 2023.

Tracy Jones, Mayor

ATTEST: _____
Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

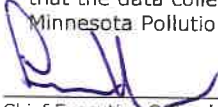
Organization Name: OUTING CHAMBER OF COMMERCE	License Number: 02769
Address: PO BOX 33	City/State/Zip: OUTING MN 56662

1. Amount of proposed lawful purpose expenditure: \$ 3,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Emily First Responders for equipment, supplies, training or fuel for the rig

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

	August 18, 2023
Chief Executive Officer's Signature	Date
Larson Haynes	218-821-9770
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$ 3,000.00. Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
 - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
 - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
 - Water quality testing**—MPCA approves the surface water quality testing project.
 - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: City of Emily	Phone: 218-763-2480
Address: 39811 State Hwy 6	City/State/Zip: Emily, MN 56447

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature	Date
Print Name	Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**CITY OF EMILY
RESOLUTION NO. 23-38**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Roosevelt and Lawrence Area Lakes Association	\$1,568.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-38	First Response Unit Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$1,568.00 to the First Response Unit equipment fund for equipment, supplies, training, or fuel for the rig.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 12th day of September, 2023.

Tracy Jones, Mayor

ATTEST: _____
Cari Johnson, City Clerk/Treasurer

	2021 Actual	2021 Budget w/Revision	2022 Budget (As Revised 9-19-22)	2022 Spent to Date (8-24-22)	Estimated 2022 Year End (X1.356%)	2022 Spent to Date (12-13-22)	Estimated 2022 Year End (X1.049)	2023 Final Budget	Percent Change from 2022
100: General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.69	\$65.76	\$75.00	100%
Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$209.80	\$400.00	100%
Professional Services: Instructors' Fees	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	-67%
Transportation: Travel Expense	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Police Stations and Buildings	\$163,207.42	\$183,905.00	\$209,768.00	\$117,892.94	\$159,862.83	\$166,654.44	\$174,820.51	\$178,964.00	-15%
Rentals: Towels/Rugs									
POUCE TOTAL									

Union wage increase \$ 60/hour

Disbursements

	2022 Actual	2022 Actual Budget	2023 as of 8/31/2023	2023 Actual Budget	2024 Proposed Budget	Percent Change
100: General Fund						
Public Safety						
Police						
Police Administration						
Wages and Salaries: Full-time Employees-Regular	\$26,093.99	\$33,622.00	\$2,345.00	\$7,000.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$3,961.46	\$6,350.00	\$472.79	\$1,400.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$415.95	\$530.00	\$44.48	\$112.00	\$0.00	-100.00
Unemployment Compensation: Benefit Payments	\$4,301.59	\$0.00	\$4,620.18	\$5,075.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$1,915.05	\$2,200.00	\$1.02	\$2,500.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$1,545.02	\$2,700.00	\$296.80	\$575.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$745.88	\$1,350.00	\$125.75	\$280.00	\$0.00	-100.00
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$312.15	\$200.00	\$0.00	\$400.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Legal Fees	\$3,670.00	\$4,000.00	\$6,296.00	\$4,000.00	\$0.00	-100.00
Professional Services: Personnel Testing and Recruitment	\$490.00	\$0.00	\$2,346.60	\$1,500.00	\$0.00	-100.00
Professional Services: Instructors' Fees	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: EDP, Software and Design	\$2,416.18	\$2,500.00	\$794.64	\$2,550.00	\$0.00	-100.00
Professional Services: Administrative	\$500.00	\$0.00	\$0.00	\$600.00	\$0.00	-100.00
Communications: Telephone	\$3,694.80	\$3,275.00	\$1,450.25	\$3,800.00	\$0.00	-100.00
Advertising: Employment	\$0.00	\$0.00	\$208.10	\$0.00	\$0.00	N/A
Printing and Binding: General Notices and Public Information	\$235.70	\$0.00	\$171.58	\$200.00	\$0.00	-100.00
Insurance: General Liability	\$4,807.00	\$4,900.00	\$3,647.68	\$5,000.00	\$0.00	-100.00
Insurance: Property	\$485.50	\$0.00	\$485.50	\$525.00	\$0.00	-100.00
Insurance: Automotive	\$2,265.00	\$2,250.00	\$2,385.00	\$2,350.00	\$0.00	-100.00
Miscellaneous: Dues and Subscriptions	\$319.94	\$220.00	\$0.00	\$325.00	\$0.00	-100.00

Disbursements

100: General Fund

Public Safety

Police

Patrol

	2022 Actual	2022 Actual Budget	2023 as of 8/31/2023	2023 Actual Budget	2024 Proposed Budget	Percent Change
Wages and Salaries: Full-time Employees-Regular	\$57,722.55	\$64,046.00	\$26,169.14	\$55,000.00	\$0.00	-100.00
Wages and Salaries: Part-time Employees	\$0.00	\$0.00	\$404.18	\$21,500.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$10,355.60	\$14,000.00	\$4,540.27	\$15,300.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$932.87	\$1,250.00	\$435.92	\$1,225.00	\$0.00	-100.00
Unemployment Compensation: Benefit Payments	\$2,867.74	\$0.00	\$3,080.12	\$3,383.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$4,012.16	\$3,600.00	\$2.14	\$4,200.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$4,639.13	\$5,200.00	\$2,833.92	\$6,500.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$2,046.46	\$2,500.00	\$1,209.42	\$2,830.00	\$0.00	-100.00
Operating Supplies: Cleaning Supplies	\$0.00	\$300.00	\$64.42	\$100.00	\$0.00	-100.00
Operating Supplies: Motor Fuels	\$10,612.85	\$9,200.00	\$3,264.00	\$13,500.00	\$0.00	-100.00
Operating Supplies: Uniforms	\$783.61	\$600.00	\$661.00	\$800.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$156.31	\$1,000.00	\$5,235.11	\$1,000.00	\$0.00	-100.00
Repair and Maintenance Supplies: Tires	\$500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$5,447.71	\$5,200.00	\$86.17	\$1,000.00	\$0.00	-100.00
Professional Services: Personnel Testing and Recruitment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: EDP, Software and Design	\$1,965.00	\$1,965.00	\$1,965.00	\$2,000.00	\$0.00	-100.00
Professional Services: Inspections	\$35.00	\$70.00	\$0.00	\$70.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$8,925.77	\$8,000.00	\$2,088.60	\$9,000.00	\$0.00	-100.00
Miscellaneous (431 through 499)	\$0.00	\$0.00	\$28.95	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Towing Charges	\$0.00	\$0.00	\$130.20	\$0.00	\$0.00	N/A
Capital Outlay: Motor Vehicles	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	N/A
Police Training						
Wages and Salaries: Full-time Employees-Regular	\$94.89	\$9,965.00	\$14.87	\$1,000.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$22.47	\$1,600.00	\$3.48	\$175.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$1.84	\$150.00	\$0.29	\$14.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$6.28	\$500.00	\$0.00	\$50.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$10.39	\$0.00	\$1.54	\$85.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$4.45	\$0.00	\$0.68	\$40.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$62.69	\$0.00	\$0.00	\$75.00	\$0.00	-100.00
Professional Services: Instructors' Fees	\$200.00	\$0.00	\$0.00	\$400.00	\$0.00	-100.00
Transportation: Travel Expense	\$0.00	\$1,500.00	\$0.00	\$500.00	\$0.00	-100.00

Disbursements

	2022 Actual	2022 Actual Budget	2023 as of 8/31/2023	2023 Actual Budget	2024 Proposed Budget	Percent Change
100: General Fund						
Public Safety						
Police						
Police Stations and Buildings						
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$0.00	\$78.25	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	\$0.00	\$0.00	\$155.00	\$0.00	\$0.00	N/A
Rentals: Towels/Rugs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Police	\$169,580.98	\$209,768.00	\$78,144.04	\$178,964.00	\$0.00	-100.00
Fire						
Fire Administration						
Wages and Salaries: Full-time Employees-Regular	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	N/A
Firemens pay	\$4,460.95	\$4,500.00	\$0.00	\$4,500.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	\$278.84	\$300.00	\$0.00	\$285.00	\$0.00	-100.00
Employer Contributions for Retirement: Fire Pension Contributions	\$35,769.00	\$35,769.00	\$28,976.00	\$28,976.00	\$0.00	-100.00
Fire Pension State Aid	\$23,570.08	\$11,000.00	\$0.00	\$12,255.00	\$0.00	-100.00
Supp. Fire State Aid	\$4,850.61	\$2,400.00	\$0.00	\$2,500.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$65.20	\$75.00	\$0.00	\$70.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$300.80	\$350.00	\$0.16	\$330.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$23.17	\$30.00	\$0.00	\$25.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$13.32	\$15.00	\$0.00	\$15.00	\$0.00	-100.00
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$40.99	\$50.00	\$0.00	\$50.00	\$0.00	-100.00
Professional Services: Legal Fees	\$0.00	\$50.00	\$364.00	\$50.00	\$0.00	-100.00
Professional Services: Personnel Testing and Recruitment	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Administrative	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	-100.00
Communications: Telephone	\$1,731.24	\$1,735.00	\$1,155.23	\$1,820.00	\$0.00	-100.00
Insurance: Property	\$151.50	\$125.00	\$801.00	\$170.00	\$0.00	-100.00
Miscellaneous: Dues and Subscriptions	\$575.00	\$575.00	\$475.00	\$575.00	\$0.00	-100.00



CROW WING COUNTY SHERIFF'S OFFICE

Office of Eric Klang, Sheriff

304 Laurel St
Brainerd, MN 56401
P: 218-829-4749
Fax: 218-829-9459
crowwing.us

City of Emily

City Clerk/ Treasurer

Cari Johnson

PO Box 68

Emily, MN 56447

Cari,

Sheriff Eric Klang has informed me that you have requested a soft quote for police services in the City of Emily. I have put together some numbers to give you an idea of what the cost would be to cover your requested 60 hours a week of police coverage.

Year salaries/misc. cost – \$194,850.00 (3,120 hours)

Misc. equipment expense – \$68,280

Estimated Total for 2024 - \$263,130.00

This is **only** an estimate and will need further adjustment with contract adjustment costs due to our deputies currently being in negotiations for increase in salaries of 10 to 15 percent for 2023 and 2024. We anticipate an increase around \$30,000.00 to this estimate by the end of 2023.

From today till end of year we would **only** be able to provide minimal coverage to the City of Emily as we are currently understaffed in our patrol division. We can try to fill some of your patrol needs this year through filling shifts with deputies on overtime, which we bill out at our contract rate of \$90.00/hr.

We would need to hire two additional deputies to fulfill the 60 hour request which will take some time. To proceed with this request we **will** require a three to five year contract with the City of Emily which must be approved and signed by the Crow Wing County Board.

We will continue to support the City of Emily as we always have with call response and case investigation if you ~~choose~~ to hold off on any decision about the future of Police coverage in your city.

A handwritten signature in black ink, appearing to read "Andy Bradley", written over a white background.

Chief Deputy Andy Bradley

clerk@emily.net

From: Jesse Smith <jesse.smith@CUYUNAPD.ORG>
Sent: Thursday, May 4, 2023 9:29 PM
To: clerk@emily.net
Cc: 'Tracy Jones'; Bill Bedard
Subject: Re: Emily Request for Police Coverage Estimate

Greetings Cari & Mayor Jones,

Myself and City Clerk/Treasurer Bill Bedard put together a "preliminary rough soft quote" to contract 61 hours per week for police coverage for the City of Emily and your 4 hours of contractual obligation with Little Pine Township. We took the information we had to come up with this number. Just keep in mind that if your City Council decides they would like to explore further we would be more than happy to sit down and discuss everything in great detail and get a better feel for everything your city needs and we can get a more concrete number which could go down, go up or stay the same depending the totality of the circumstances. This number at least gives your city something to discuss as you figure everything out.

We figure the first year budget would come in at approximately \$181,704.12 which is \$47.22 per hour to cover everything.

Just a quick side note. The Cuyuna Police Department has been working for 23 ½ years. I have been working for the department since day 1. I have been a police officer for 26 years total, police chief for 9 years, Deputy Chief for 7 years and a Sergeant for 11 years. I also have a daughter from Emily and I use to live in Emily back when she was born.

Sorry for the long email and thank you very much for giving us the opportunity to prepare a police coverage quote for your city. If you have any questions at all email or call me 218-866-0052 (Cell) or 218-546-2692 (office).

Jesse Smith

Chief of Police
Cuyuna Police Department
PO Box 536
Deerwood, MN 56444
218-546-2692 Office
218-546-5400 Fax
www.ci.cuyuna.mn.us

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The City of Emily is accepting applications for a full-time Police Chief

Emily is part of Minnesota's Central Lakes Region and home to a diversity of lakes, rivers, wetlands, and forests. Emily's rural charm entices visitors and residents with great hunting, fishing, ATV and snowmobile trails, and other outdoor activities.

Emily contracts with Little Pine Township for police services for a total population served of 971 full-time residents. We are looking for someone to effectively and professionally perform the police protection and enforcement tasks defined by city ordinances, state statutes, and/or federal laws and to engage in community policing and build good relationships with residents, business owners, visitors, and city staff. The Police Chief position manages, provides leadership, and patrols the city for a department with one to two part-time patrol officers.

Applicant must be MN POST licensed or eligible to be licensed by the date of hire, maintain 48 hours minimum training within last three years, have an Associate's degree in law enforcement or closely related field, and have three to five years of full-time work experience as a licensed police officer with some supervisory experience or demonstrated leadership abilities. A minimum of one year Police Chief experience is preferred. **The annual salary is \$61,131.20 and benefits are Police and Fire PERA retirement. Weekly schedule of a minimum of 40 hours per week, exempt. Applicant will be required to undergo a thorough background investigation and psychological examination, physical, and drug test. One year probation period.**

Application and job description are available at:

- www.cityofemily.com
- City Clerk's Office - 39811 State Highway 6, PO Box 68, Emily, MN 56447

For questions or inquiries please contact:

- (218) 763-2480
- clerk@emily.net

**A completed City employment application form is required for consideration.
Applications will be accepted until the position is filled.
The City of Emily is an Equal Opportunity Employer.**



Date: August 10, 2023

To: City of Emily

From: Leland Bundy, Operator

O & M Report: July 2023

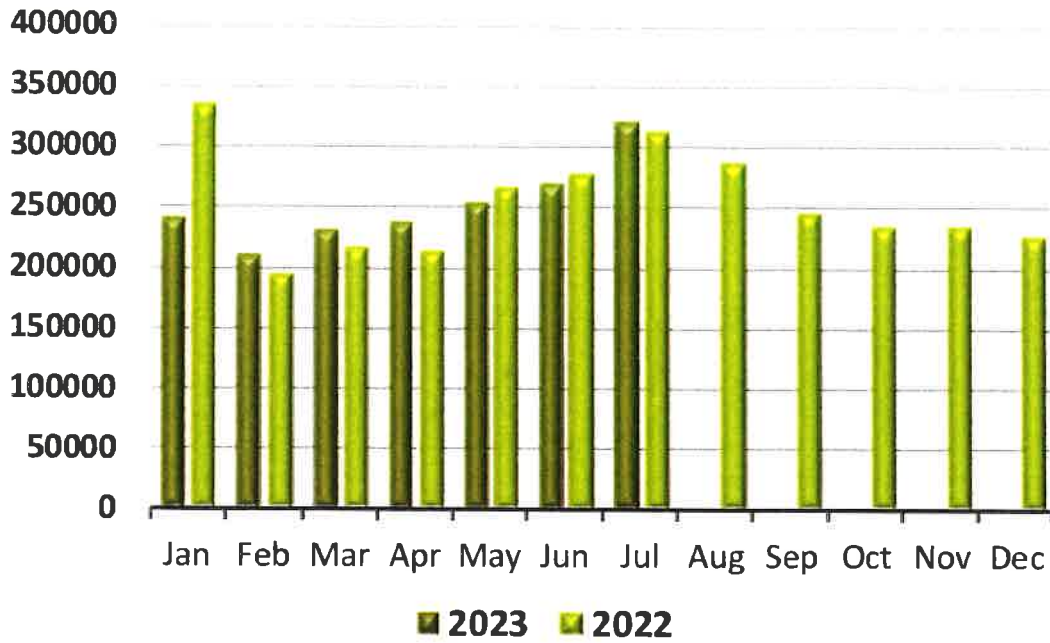
Wastewater Operation & Maintenance

- All weekly rounds have been completed this month.
- Spring Pond discharge was completed in June.
- All reports to the MPCA have been completed and filed to the Server.
- Reviewed the video from the lateral at 21216 Co Road 1, it is run correctly to the stub provided by the city. It has no visible cracks or deformations at the joints. Compliant.
- Continue to work with City staff over the contract with Ritter & Ritter for providing sewer cleaning services.
- Contacted Al DeChantel about a bid or quote on some restoration work at the ponds.

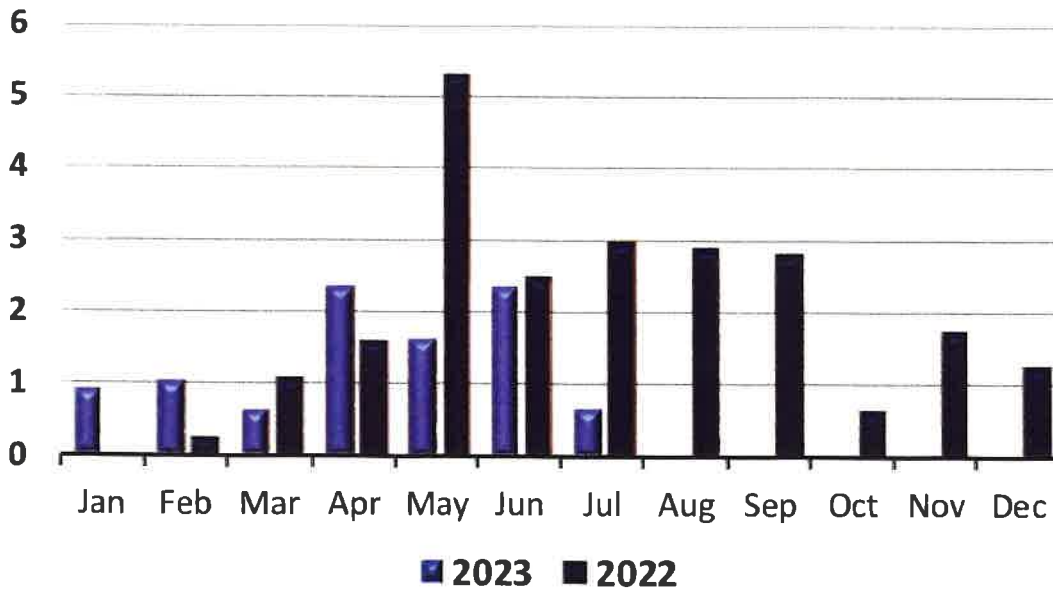
		July-23	June-23	July-22
Wastewater				
CBOD				
CBOD Influent	mg/L	0	346	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	121	0
TSS Effluent	mg/L	0	12	2
pH				
pH Influent Maximum	SU	0	7	0
pH Effluent Maximum	SU	0	7	9
pH Effluent Minimum	SU	0	7	9
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	<.200	0.42
Nitrogen, Ammonia, Total Effluent	mg/L	0	3	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	6.41	2.20
Chloride				
Chloride, Total Effluent	mg/L	0	184	176
Influent Flow				
Influent Flow Monthly Average	gallons	10,383	9,036	10,100
Influent Flow Monthly Maximum	gallons	13,071	14,340	12,700
Influent Flow Monthly Total	gallons	321,900	271,100	313,900
Precipitation Monthly Total	invches	1	2	3
Effluent Flow				
Effluent Flow Average Total	gallons	10,383	8,077	363,500
Effluent Flow Monthly Total	gallons	0	247,324	1,454,000
Effluent Flow Year to Date Total	gallons	0	2,147,324	3,634,900



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches





City of Emily

Planning and Zoning

39811 State Hwy 6, P.O. Box 68

Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893

Email: zoning@emily.net

September 5, 2023

Mayor and City Council
City of Emily

**Re: September Council Report
City of Emily**

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on September 5, 2023, at which there was 1 scheduled public hearing. They are forwarding you 1 recommendation this month.

Emily Ace Storage requested a Conditional Use Permit to allow for the construction and operation of a mini storage unit facility. The subject property is located at 40109 Sawmill Rd (PID 21270736). The Planning Commission is forwarding you the same recommendation of approval with 4 conditions and 7 findings of facts as recommended in August. The applicant was comfortable with proceeding with the same recommendation. He does not want to install a driving surface as was expressed as a concern by the City Council during the last recommendation. An access to the property is already in place with a culvert.

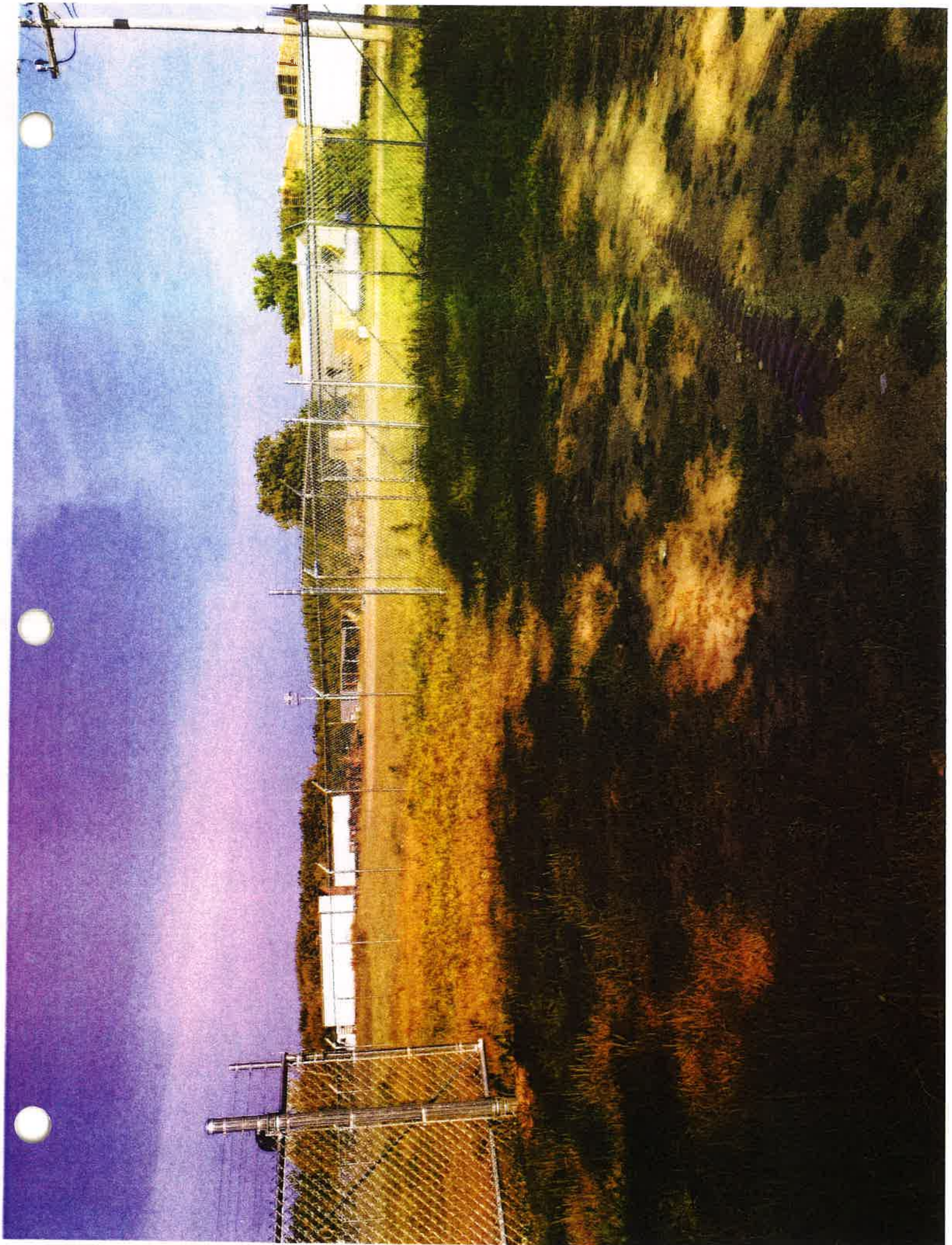
I do not plan to attend your upcoming meeting. If you have any questions or concerns, please feel free to contact me at (218) 866-0904 or by email at brittney.cotner@sourcewell-mn.gov.

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator









STAFF REPORT

Application: Conditional Use Permit Application 23-40

Property Owner/Applicant: Emily Ace Storage LLC

Background Information: The applicant is proposing to construct and operate 4 commercial storage unit buildings on the property located at 40109 Sawmill Rd (PID 21270736). The subject property is 1.67-acres and is located in the "Commercial Transition/ Light Industrial" zoning district. The subject property does not have any existing structures. The 4 storage unit structures are all that is being proposed. No driving surface will be placed due to maximum impervious coverage levels being met by the structures.



Applicable Ordinances:

§ 152.039 COMMERCIAL TRANSITION/LIGHT INDUSTRIAL (CT).

(B) *Lot and use requirements (CT).*

Buildable lot area	20,000
Building height - feet, maximum	25
Impervious surface - percent, maximum	25%
Lot width- feet, minimum	100
Setback, between buildings - feet, minimum	10
Setback, parking from lot line - feet, minimum	10
Setback, right-of-way, city road- feet, minimum	30
Setback, right-of-way, county or state road, feet, minimum	30
Setback, side next to residential district - feet, minimum	30
Setback, side yard - feet, minimum	30
Setback, rear - feet, minimum	30
Setback, sign - feet, minimum	1
Setback, wetland - feet, minimum	75

§ 152.155 CONDITIONAL USE PERMITS.

(E) The Planning and Zoning Commission shall decide the issue with consideration to the following:

(1) The following must be met:

(a) The use or development is an appropriate conditional use in the land use zone;

(b) The use or development, with conditions, conforms to the comprehensive land use plan;

- (c) The use with condition is compatible with the existing neighborhood;
- (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city; and
- (e) For conventional subdivisions, the property contains physical constraints which make it unable to be developed by the conservation subdivision method.

(2) The following must be considered.

(a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

(b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

(c) The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

(d) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.

(e) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

(f) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

(g) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

(h) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

APPENDIX A: TABLE OF USES

TABLE OF USES	
Use	Commercial Transition/Light Industrial
Mini Storage Facility, Self Serve	C

Findings of Fact. Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 40109 Sawmill Rd (PIN 21270736).
- 2) The conditional use permit request is to construct and operate a mini storage unit facility.
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes within the Commercial Transition/Light Industrial zoning district.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood of commercial growth.
- 5) The subject property is located off of Sawmill Rd where commercial growth has existed and is expected to continue.
- 6) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort convenience, appearance, or prosperity of the city.
- 7) The proposed use will not impede the orderly development and improvement of surrounding property for uses predominant in the area (commercial).

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the application be approved with the following conditions:

1. Any addition to impervious coverage must remain under the allowed amount for the zoning district.
2. The lighting for the business and signage must be downcast.
3. No habitable structures are part of this request and approval. A SSTS and Well may be installed but not used for a dwelling unit on the property.
4. A 10' X 10' by 3' deep holding pond is to be installed for proposed swales to flow into.

NO water
NO septic
NO electric

Address
has been
applied for

CHK# 4085

CITY OF EMILY
CONDITIONAL USE PERMIT APPLICATION

APP #	2340
Date	6/12/2023
Fee	500.00
Office Use Only	46.70 CWC

Name of Applicant Emily Ice Storage LLC Phone 612-282-0812

Property Address (E911#) XXX SAWMILL RD Local Phone: 763-256-1391

Mailing Address 707 5th St South E-mail DAN@ERIKSONASPLK.com

City, State, Zip Princeton MN 55371

Applicant is:

Legal Owner Title Holder of Property: (if other than applicant)

Contract Buyer (Name)

Option Holder (Address)

Agent (City, State, Zip)

Other

Signature of Owner, authorizing application (required) Dan
 (By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): Dan
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) ~~2102738001A0009~~ 21270736

Zoning District CT Lake Name (if applicable) N/A.

Commercial Transition / Light Industrial

What are you proposing for the property? State nature of request in detail:
STORAGE UNITS

What changes (if any) are you proposing to make to this site?

Building: 4-135'x40' STORAGE BLDGS concrete Slab on GRADE

Landscaping: 50% SCREEN to the Road + Neighboring property & Trees

Parking/Signs: _____

Impervious Surface Calculation for Your Lot

Name: Emily Ace Storage Address: 1707 5th St SW, Princeton MN 55371

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling	4-135x40	17920 sq ft
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas		
11		
12		
13		

Total Impervious Surface (A) 17920

Existing Lot Dimensions:

375 x 195 = 73124 sq. ft. (B)

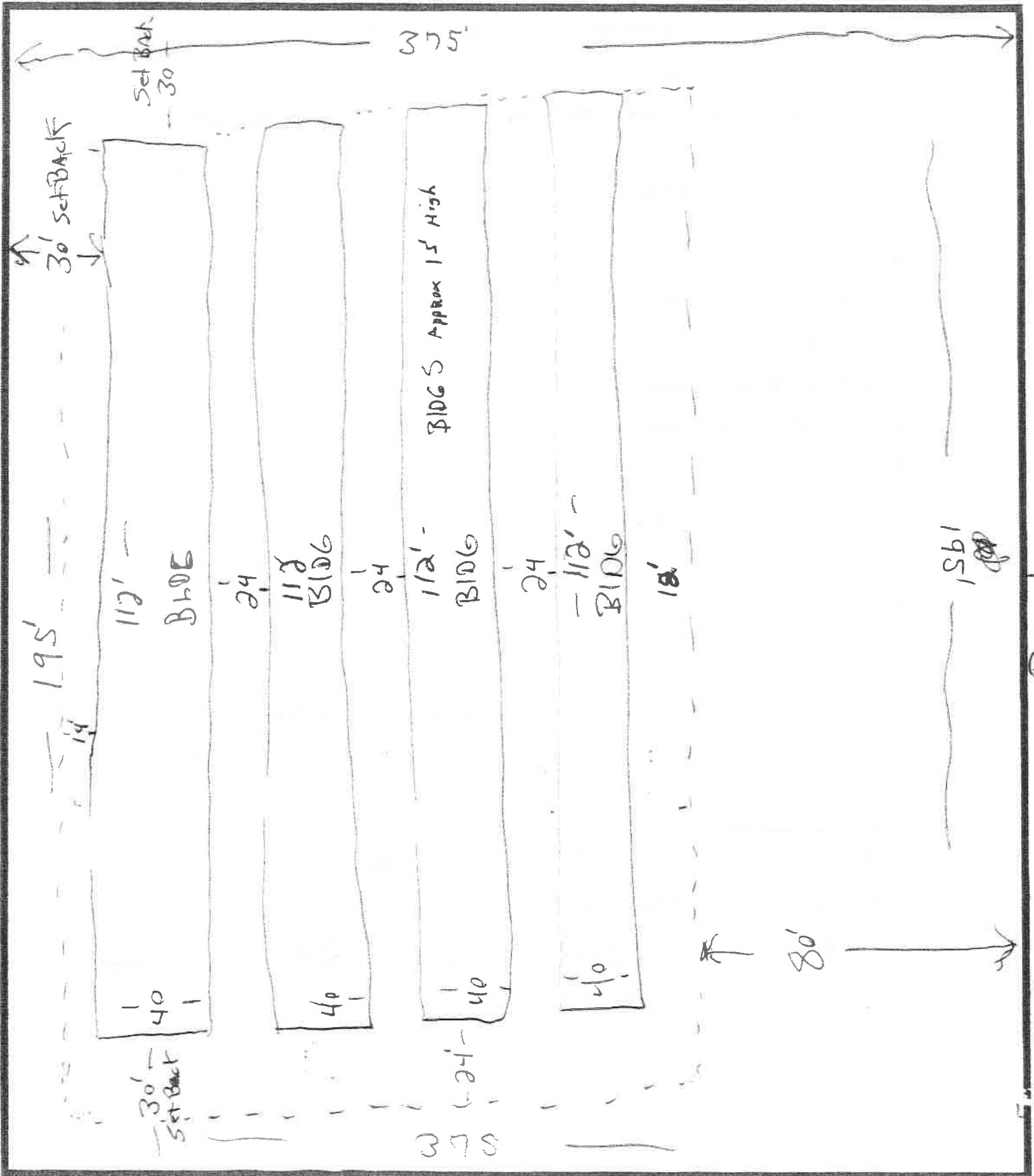
Impervious coverage (A divided by B times 100)

(A) 17920 ÷ (B) 73124 x 100 = 24.5 percent

Site Plan



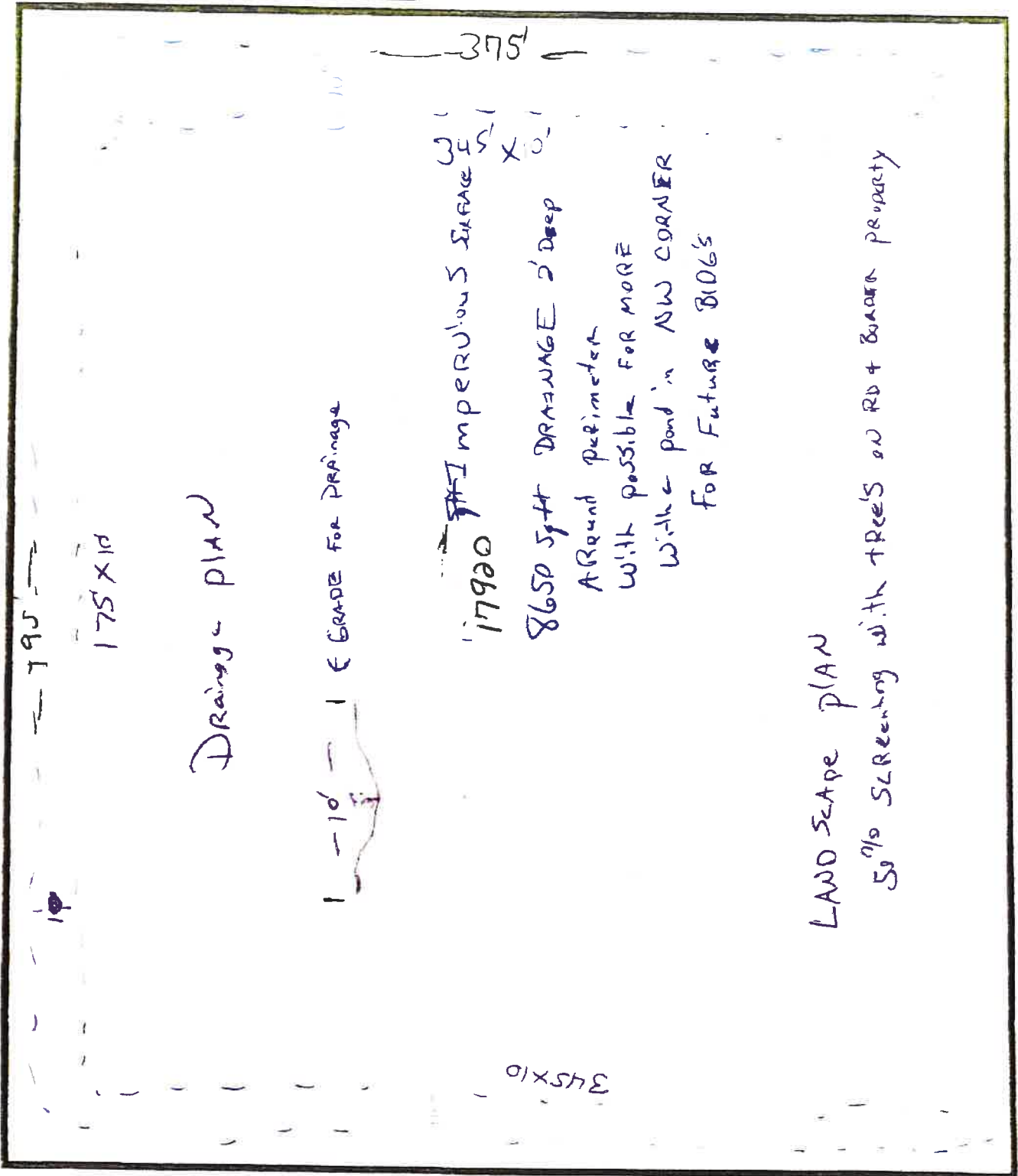
Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads.



Site Plan



Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads.



Drainage PLAN

175' x 10'

195'

375'

10' GRADE FOR DRAINAGE

17920 IMPERVIOUS SURFACE 31' x 10'

8650 5ft DRAINAGE 2' DEEP

AROUND PERIMETER

WITH POSSIBLE FOR MORE

WITH POND IN NW CORNER

FOR FUTURE BLDGS

LANDSCAPE PLAN

50% SCREENING WITH TREES ON RD + BORDER PROPERTY

Road

345 x 10'

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- Completed application, including signature of property owner
- Fee (\$500 application fee payable to the City of Emily+ \$46.00 recording fee payable to Crow Wing County)
- Sewer Compliance Inspection Report (if SSTS)
- All current City charges paid
- No outstanding violations
- Site Plan – (on 8-1/2 x 11 paper preferred) as close to scale as possible, with the following information, as a minimum (unless waived by the P&Z Administrator)*:
- Legal Description of Site (can be located on most property tax statements)
- Size of parcel and dimensions
- All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
- Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
- Proposed landscaping and screening plans (required)
- Proposed Drainage Plan (required)
- Location of the subject property (a copy of the tax map can be used)
- Name of record owner/title holder of property
- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- Approximate location of any proposed signs

** Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/or landscaping plan.*

CITY OF EMILY PLANNING AND ZONING OFFICE CONTACT INFORMATION

Planning and Zoning Administrator: Brittney Cotner
P. O. Box 68
Emily, MN 56447

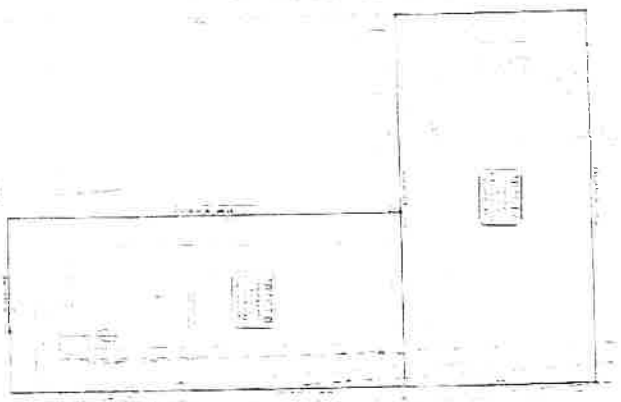
Phone: (218) 763-2480 (Emily Office)
(218) 541-5294 (cell)

Fax: (218) 763-2481

Email: brittney.cotner@emilymn.gov
emilypz@emilymn.gov

CERTIFICATE OF SURVEY

PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER,
SECTION 11, TOWNSHIP 11 NORTH, RANGE 26 WEST,
CROW WING COUNTY, MINNESOTA
TOTAL AREA - 14.11160 ACRES



TO BE KEPT IN THE OFFICE OF THE COUNTY CLERK
OF CROW WING COUNTY, MINNESOTA

THIS SURVEY WAS MADE BY ME, THE UNDERSIGNED, A
LICENSED SURVEYOR IN THE STATE OF MINNESOTA, ON
THE 15TH DAY OF APRIL, 1911, IN ACCORDANCE WITH
THE LAWS OF THE STATE OF MINNESOTA.



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

RESOLUTION NO. 23-33

**A RESOLUTION ADOPTING FINDINGS OF FACT AND
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF EMILY ACE
STORAGE LLC AT 40109 SAWMILL RD, PIN 21270736**

WHEREAS, at the Emily City Council Meeting on the 12th day of September 2023 the Emily City Council reviewed a Conditional Use Permit application on behalf of: Emily Ace Storage LLC; and,

WHEREAS, in accordance with the provisions of the City of Emily Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above named to: operate commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the following property located in the City of Emily, Crow Wing County:

Parcel Number: 21270736

Legal Description: PT OF SW 1/4 OF SW 1/4 DESC AS FOL: COMM AT SW COR OF SD SEC; THEN N 88D 40' 59" E, ASSM BEAR, ALG THE S LINE OF SD SW 1/4 525 FT; THEN N 01D 39' 35" W PARA/W THE W LINE OF SD SW 1/4 400 FT TO POB OF THE TRACT TO BE DESC; THEN N 88D 40' 59" E PARA/W SD S LINE 375 FT; THEN N 01D 39' 35" W PARA/W SD W LINE 195 FT; THEN S 88D 40' 59" W PARA/W SD S LINE 375 FT; THEN S 01D 39' 35" E PARA/W SD W LINE 195 FT, MOL TO POB. SUBJ TO ESMTS, RESERV & RESTR OF REC.

Address: 40109 Sawmill Rd, Emily, MN

And,

WHEREAS, the Planning Commission has considered the applicant's request at a duly noticed Public Hearing which took place on August 1, 2023, and has recommended approval to the City Council; and

FINDINGS OF FACT:

- 1) The subject property is located at 40109 Sawmill Rd (PIN 21270736).
- 2) The conditional use permit request is to construct and operate a mini storage unit facility.
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes within the Commercial Transition/Light Industrial zoning district.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood of commercial growth.
- 5) The subject property is located off of Sawmill Rd where commercial growth has existed and is expected to continue.
- 6) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort convenience, appearance, or prosperity of the city.
- 7) The proposed use will not impede the orderly development and improvement of surrounding property for uses predominant in the area (commercial).

CONDITIONS OF APPROVAL:

- 1) Any addition to impervious coverage must remain under the allowed amount for the zoning district.
- 2) The lighting for the business and signage must be downcast.
- 3) No habitable structures are part of this request and approval. A SSTS and Well may be installed but not used for a dwelling unit on the property.
- 4) A 10' X 10' by 3' deep holding pond is to be installed for proposed swales to flow into.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

The application to issue a Conditional Use Permit to allow Emily Ace Storage LLC to operate commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the property described as 40109 Sawmill Rd PIN 21270736, as allowed per Land Use Ordinance 152.042 and 152.155, is hereby approved, subject to the above listed conditions.

The City of Emily Zoning Administrator is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Emily, Minnesota this 12th day of September 2023.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

AGREEMENT

The parties, for valuable consideration hereinafter stated, this 5th day of September, 2023, by and between the City of Emily, hereinafter called the "City" and J.F. Brennan Company, Inc., hereinafter called the "Contractor" agree as follows:

1. The Contractor hereby covenants and agrees to perform and execute all of the provisions of the Specifications, this Contract, Plans and all its attachments which in total comprise the 2023 Dam Repair, hereinafter referred to as the "Project".
2. The Contractor agrees that the work contemplated in the Project shall be fully and satisfactorily completed by October 31, 2023.
3. The City, upon accepting all work done by Contractor, shall pay Contractor on a time and materials basis estimated at \$18,575.70 as indicated in the Contractor's Quote, attached hereto as an exhibit.
4. Contractor shall defend, indemnify and hold harmless the City from loss, liability, cost or expense (including reasonable attorney's fees) for bodily injury, death and property damage, but only to the extent same are caused by the negligence, misconduct or other fault of Contractor, its agents or employees, which arise out of work performed under this Project. The foregoing provision shall only benefit the City if the City notifies Contractor in writing of such claim within thirty days of same being reported to the City or its representative. Contractor shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity or causes beyond Contractor's control.
5. Contractor agrees to maintain in effect during the entire Project insurance for Workers' Compensation with statutory limits, Contractor's pollution liability and commercial general liability insurance with \$1,000,000 combined single limit liability per occurrence. The City shall be named as an additional insured on said policy. Contractor shall furnish to the City a Certificate of Insurance evidencing such coverage and specifying that thirty days prior notice of cancellation shall be sent to the City.
6. Contractor is an independent contractor, and all persons employed to furnish services hereunder are employees of Contractor and not of the City.
7. This Agreement shall inure to, and bind the successors, assigns, agents and representatives of the parties.
8. This agreement contains the entire Agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified, except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and the attached specifications, the former shall be controlling.

9. This Agreement shall consist of the following attachments:
- a. This Agreement
 - b. Contractor's Quote
 - c. Certificate of Insurance
 - d. Responsible contractor – Verification of Compliance
 - e. Quote Request Memorandum/Specifications

CITY OF EMILY

CONTRACTOR

By _____

By _____

It's Mayor

It's _____

ATTEST

By _____

It's Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, LLC 7711 Bonhomme Avenue Suite 900 St. Louis, MO 63105	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): 314-854-5200	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Arch Insurance Company		11150
INSURER B : _____		
INSURER C : _____		
INSURER D : _____		
INSURER E : _____		
INSURER F : _____		

INSURED
 J.F. Brennan Company, Inc.
 Brennan Marine, Inc.
 P.O. Box 2557
 818 Bainbridge St.
 La Crosse, WI 54602-2557

COVERAGES

CERTIFICATE NUMBER: JYHDL9UN

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$50,000 deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____		41PKG8957704	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 _____ \$ _____ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____					EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	41WCI8957504 44WCI8957604 Includes USL&H	04/01/2023	04/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000 _____ \$ _____ \$ _____ \$ _____ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
This Certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policies listed herein.

RE: 2023 Dam Repair, Emily MN

The City of Emily and SEH Inc. is included as additional insured as respects the General Liability and Pollution policy but only with regard to the insured's operations and as required by written contract. Subject to all policy terms, conditions and exclusions.

CERTIFICATE HOLDER

City of Emily
 39811 State Highway 6
 Emily, MN 56447

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

PRODUCER McGriff Insurance Services, LLC		INSURED J.F. Brennan Company, Inc. Brennan Marine, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE	ISSUE DATE: 08/25/2023	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

CONTRACTORS POLLUTION AND PROFESSIONAL COVERAGE:
 CARRIER: INDIAN HARBOR INSURANCE COMPANY (XL GROUP)
 POLICY NUMBER: PEC000804822
 POLICY TERM: 4/1/23 to 4/1/24

PROFESSIONAL LIABILITY (CLAIMS MADE FORM)
 \$10,000,000 EACH CLAIM LIMIT
 \$10,000,000 AGGREGATE LIMIT

CONTRACTORS POLLUTION; JOB SITE AND TRANSPORTATION: (OCCURRENCE FORM)
 \$10,000,000 EACH POLLUTION CONDITION
 \$10,000,000 AGGREGATE LIMIT

\$10,000,000 Policy Aggregate Applies
 SUBJECT TO A \$25,000 DEDUCTIBLE, EACH CLAIM

Alex Voit

From: Zach Lucas <zlucas@jfbrennan.com>
Sent: Friday, July 14, 2023 1:33 PM
To: Alex Voit
Cc: Nick Patterson
Subject: JF Brennan - Emily Weir T&M Daily Rate Proposal - 20230714

Good Afternoon Alex,

Please see the daily rate below for the Emily Weir Repair.

I would only expect this repair to take 2-3 days.

Description	Daily Rate
Total Estimated Labor Cost by Work Activity	\$ 4,929.00
Total Estimated Equipment Costs by Work Activity	\$ 762.90
Total Estimated Direct Material Costs by Work Activity	\$ -
Total Estimated Service Costs by Work Activity	\$ -
Total Estimated Subcontract Costs by Work Activity	\$ -
Total Estimated Rental Equipment Costs by Work Activity	\$ -
Total Estimated Cost by Work Activity	\$ 5,691.90

Note that the price above is just the expected daily equipment and labor rate, and that we assume to also budget approximately \$1,500 in materials (Concrete, Lumber, Reinforcement, Hardware, Chemical Grout, etc.).

The assumed scope of work will be to install a barrier and inspect the weir wall for any leaks under the access bridge. Once all leaks have been identified, we will implement the best means to stop the leakage. Currently anticipating to install a concrete mass overlay in the leak locations.

Other assumptions include the following:

- This work is to be completed at a Time and Material Daily Rate. All billable materials invoices will be supplied with billing.
- No Permits Required
- No material testing required/included.
- 3-Man Composite Crew (Carpenters, Laborers, and Operators)
- Assumes that a concrete installation no larger than 2'x2'x4' is needed to be installed to seal the leak.
- Estimate is valid for 30-Days.

We are currently excluding permits since we do not know which agency would require any for this work. We are willing to reach out to the local DNR office to see if they have any input or requirements.

Please let us know if you have any questions or concerns.

VERIFICATION OF COMPLIANCE
WITH MN STATUTES 16C.285

State of Minnesota – Responsible Contractor Requirement (for responses in excess of \$50,000 only)

Minnesota Statute 16C.285, subdivision 7, **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project... *It is your sole responsibility to provide this information at the due date and time of the bid.*

Minnesota Statute 16C.285, subdivision 3, **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible Contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

Your response will be rejected unless:

- (1) The Contractor:
 - (i) is in compliance with workers' compensation and unemployment insurance requirements;
 - (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;
 - (iii) has a valid federal tax identification number or a valid Social Security number if an individual;
 - (iv) has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

Your response will be rejected unless:

- (2) The Contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during a three year period;
 - (ii) has been issued an order to comply by the commissioner of labor and industry that has become final;
 - (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - (iv) has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties; *

- (3) the Contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order; *
 - (4) the Contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office; *
 - (5) the Contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification; *
- * Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
- (6) the Contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
 - (7) Check if all subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION

A Prime Contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. 16C.285, Subd. 5a. MOTOR CARRIER VERIFICATION

A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by and owner of officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation documents.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

Minn. Stat. 16C.285, Subd. 6. ADDITIONAL CRITERIA

Nothing in this section shall restrict the discretion of a contracting authority to establish additional factors for defining contractor responsibility. This subdivision is not an independent grant of authority to a contracting authority to establish additional minimum criteria pursuant to subdivision 3.

CERTIFICATION

By signing this document, I certify that I am authorized to sign on behalf of the company, and I swear under oath that:

- 1) My company meets each of the minimum criteria to be a responsible contractor as defined in Minn. Stat. 16C.285,
- 2) I have included a list of my first-tier subcontractors with my company's solicitation response,
- 3) If my company is awarded a contract, I will submit a list of additional subcontractors as required.

Name of Company: J.F. Brennan Company, Inc.

Authorized Signature: *Tina Klinger*

Printed Name: Tina Klinger

Title: CFO

Date: 08/24/2023 Telephone number: _____

Before me on this 24th day of AUGUST, 2023, personally appeared _____

TINA KLINGER known to be, who being duly sworn did depose and say that they are the CFO (office) of the Contractor above mentioned that they executed the above Verification of Compliance and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

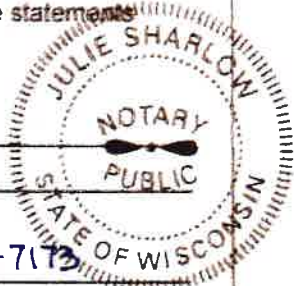
Attest:

Notary Signature: *Julie Sharlow*

Printed Name: JULIE SHARLOW

My Commission expires: MAY 14, 2026

Date: 08/24/2023 Telephone number: (608) 784-7173





Building a Better World
4100 5th St. N
Minneapolis, MN 55412

INVITATION TO QUOTE

TO: Quoters
FROM: Alex Voit, PE (Lic. MN)
DATE: June 30, 2023
RE: 2023 Dam Repair
Emily, Minnesota
SEH No. EMILY 173776

Enclosed find the Quote Form, Verification of Compliance with Minnesota Statutes 16c285, Specifications, and Drawings for this project. Quotes are due:

Date: **July 11, 2023**

Day: **Tuesday**

Time: **12:00 p.m.**

Quote shall be submitted to: avoit@sehinc.com

No Bid Bond is required.

Performance and Payment Bonds are not required.

Certificates of Insurance will be required (name City of Emily (Owner) and SEH as additional insured).

Warranty Bond will be required.

Background

The City of Emily is requesting quotes for making repairs to the dam located on Dam Road on the south side of Lake Emily. County inspections of the dam identified a hole between the concrete weir and the west abutment which allows drainage of Lake Emily below the dam's weir elevation. In their report county inspectors recommended repairing the leak during low water levels. All repairs required are assumed to be non-structural.

Bridge decking was replaced over the dam in 2019.

Scope

The objective of this work is to prevent water from leaking from the reservoir and causing further erosion and damage to the structure. The attached report identifies a leak in the dam weir. The contractor shall inspect the entire weir for leaks and repair all leaks identified. The contractor shall utilize their experience in similar situations to identify and apply a product which is intended for this purpose and with which they are thoroughly familiar. The contractor shall demonstrate that the repair has been successful after one year.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 S 6th Street, Suite 101, Brainerd, MN 56401

320.229.4300 | 800.572.0617 | 888.908.8165 fax

SEH is 100% employee-owned | Affirmative Action—Equal Opportunity Employer

Memorandum
June 30, 2023
Page 2

Project Completion: Site is available August 1, 2023
The Final Completion of the project is October 31, 2023

Contact me at avoit@sehinc.com or 218.855.1704 if you have any questions.

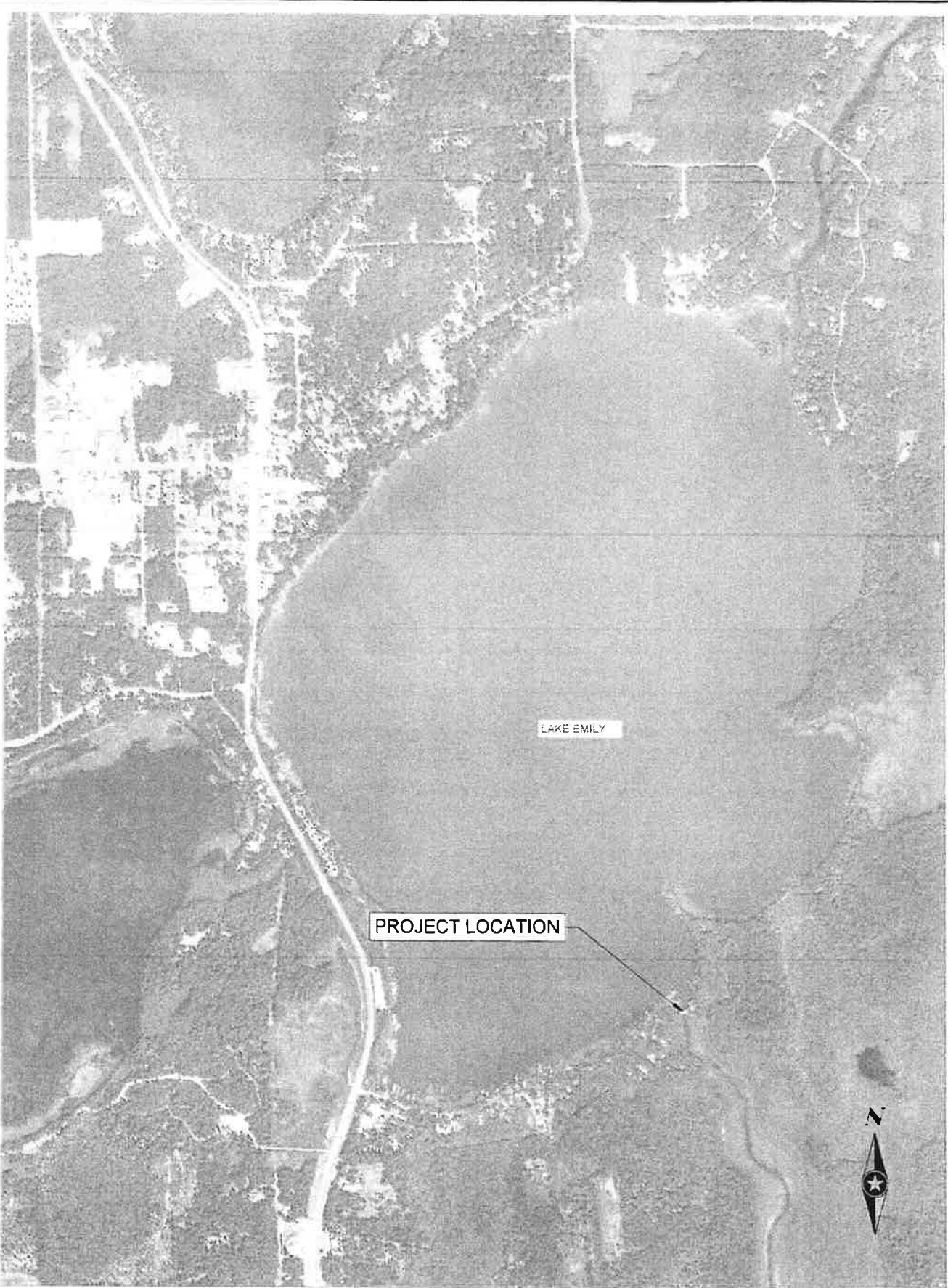
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Enclosures

c: Scott Hedlund, SEH
Jeff Ledin, SEH

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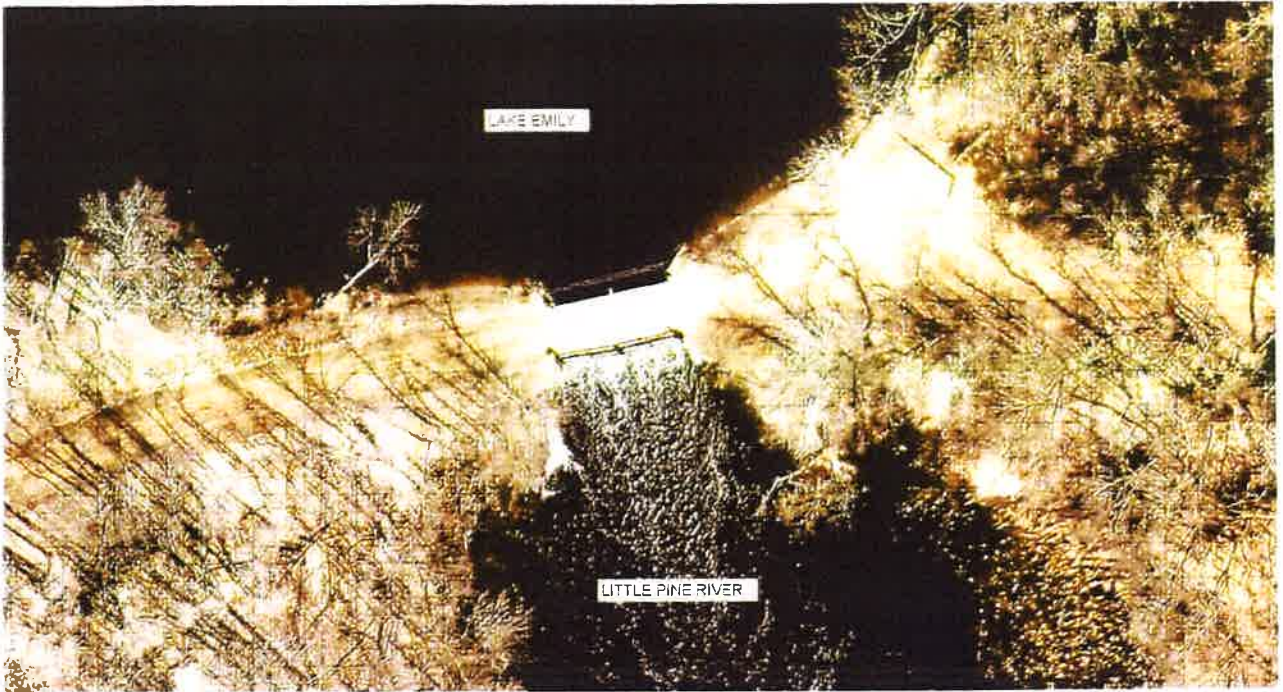


PROJECT NO.
EMILY 173776

DATE:
06/30/2023

PROJECT LOCATION MAP
CITY OF EMILY, MINNESOTA

EXHIBIT 1



CONSTRUCTION NOTES

1. THE 2023 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE 'SUPPLEMENTAL SPECIFICATIONS' DATED SEPTEMBER 2022 SHALL GOVERN.
2. THE OBJECTIVE OF THIS WORK IS TO PREVENT WATER LEAKING FROM THE RESERVOIR AND CAUSING FURTHER EROSION AND DAMAGE TO THE STRUCTURE
3. CONTRACTOR SHALL MAINTAIN EXISTING FLOW LEVELS IN THE LITTLE PINE RIVER THROUGHOUT THE WORK.
4. CONTRACTOR SHALL ACQUIRE ALL NECESSARY PERMITTING BASED ON THE METHODS CHOSEN FOR THE WORK.
5. THE ATTACHED INSPECTION REPORT AND PHOTOS IDENTIFY A LEAK ON THE JOINT BETWEEN THE WESTERN ABUTMENT AND DAM WEIR. THE CONTRACTOR SHALL INSPECT ALL WEIR JOINTS FOR ADDITIONAL LEAKS.
6. CONTRACTOR SHALL REPAIR IDENTIFIED LEAK(S) IN THE DAM WEIR WITH A MARINE GRADE PRODUCT CAPABLE OF FULLY AND PERMANENTLY SEALING THE LEAK.
7. THE MATERIAL USED SHALL BE NON SHRINKING.
8. THE REPAIR SHALL FULLY PENETRATE THE LEAK, SEALING IT THROUGH OUT THE JOINT.
9. THE CONTRACTOR SHALL PROVIDE MANUFACTURER DATA CERTIFYING THAT THE PRODUCT IS INTENDED FOR THIS USE AND SHALL INSTALL THE PRODUCT PER THE MANUFACTURER'S INSTRUCTIONS.
10. THE CONTRACTOR SHALL UTILIZE THEIR EXPERIENCE IN SIMILAR SITUATIONS AND APPLY PRODUCT WHICH THEY ARE THOROUGHLY FAMILIAR WITH AND PROVIDE THREE EXAMPLES OF ITS SUCCESSFUL USE.
11. CONTRACTOR SHALL RESTORE THE SURROUNDING SITE TO ORIGINAL CONDITIONS AFTER COMPLETION OF THE WORK. ANY AND ALL DAMAGE TO TURF, ROADWAY OR THE BRIDGE AND DAM STRUCTURE SHALL BE REPAIRED.
12. CONTRACTOR SHALL PROVIDE A WARRANTY BOND FOR THE WORK FOR ONE YEAR. AFTER ONE YEAR AND BEFORE THE BOND IS RELEASED THE CONTRACTOR SHALL DEMONSTRATE ON SITE TO THE ENGINEER THAT THE REPAIRS ARE STILL FUNCTIONING AS INTENDED.

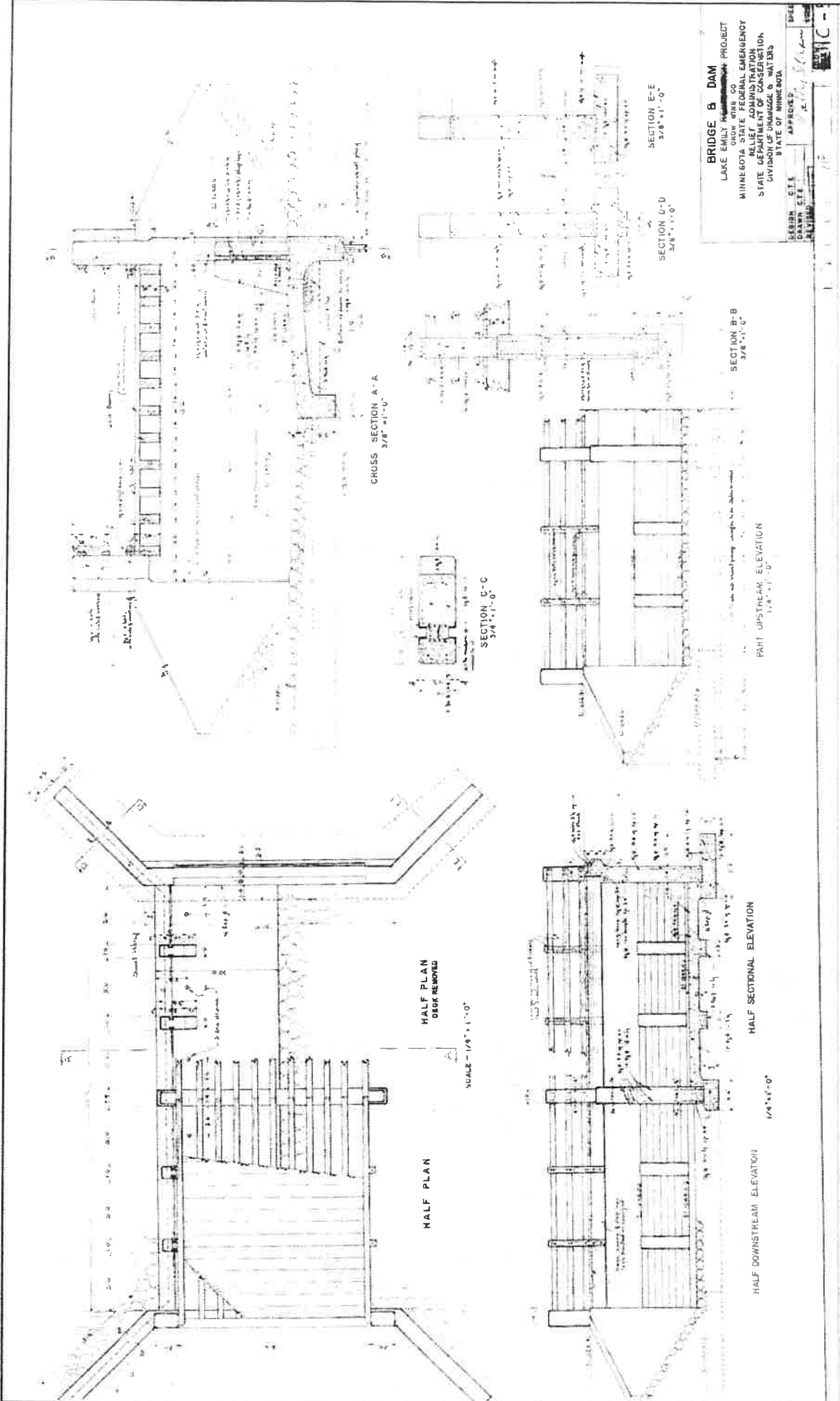
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PROJECT NO.
EMILY 173776
DATE:
06/30/2023

PROJECT NARRATIVE
CITY OF EMILY, MINNESOTA

EXHIBIT 2



BRIDGE B DAM
 LAKE EMILY REPAIR PROJECT
 ONOR 4786 00
 MINNESOTA STATE FEDERAL EMERGENCY
 STATE DEPARTMENT OF CONSTRUCTION
 DIVISION OF DAMAGE & WATERS
 STATE OF MINNESOTA

DESIGN: C.T.S.
 DRAWN: C.T.S.
 APPROVED: [Signature]

FILE NO. EMILY 173776
 DATE 06/30/2013

PHONE 763.455.1405
 1815 BRIDGE BLVD. S.E.
 SHANNON, MN 55489-1540
 www.sehinc.com

SEH

2023 DAM REPAIR
 OLD BRIDGE PLAN - FOR INFORMATION ONLY
 EMILY, MINNESOTA

EXHIBIT NO. 3

SECTION 01 11 00
SUMMARY OF WORK

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Work Included in Contract Documents
 - 2. Contract Information
 - 3. Work Under Other Contracts
 - 4. Contractor Use of Premises
 - 5. Occupancy Requirements
 - 6. Products Ordered in Advance
 - 7. Work Restrictions

1.02 WORK INCLUDED IN CONTRACT DOCUMENTS

- A. Description of the Project:
 - 1. Repairing a hole in the dam on Dam Road on the south side of Lake Emily. The repair is assumed to be non – structural.

1.03 CONTRACT INFORMATION

- A. Type of Contract: Owner will award a Single Prime Contract.
- B. Scope of Contract:
 - 1. This Contractor is solely responsible for the Work.
 - 2. The Contract will include:
 - a. Contract Forms:
 - 1) Agreement
 - 2) Certificates
 - b. Plan Sheets and Exhibits
 - c. Specifications:
 - 1) Division 1 - General Requirements
 - 2) Applicable Technical Sections
 - d. Addenda
 - e. Contract Modifications

1.04 WORK UNDER OTHER CONTRACTS

- A. Other Work at Site:
 - 1. Owner reserves the right to let other separate contracts for Work of the Project, or to pursue other Work at the Site with its own personnel.
 - 2. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
 - 3. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Work Not Included:
 - 1. Work not included is either marked "NIC," or "by others," on Drawings or is noted in each section of Specifications.
 - 2. Provide all labor and materials required unless so specifically noted or marked.
 - 3. Install Work indicated to be furnished by others or Owner unless specifically stipulated to be furnished and installed by others or Owner.

1.05 CONTRACTOR USE OF PREMISES

- A. Confine operations at Site to areas permitted under contract or as directed by Engineer.
- B. Conform to site rules and regulations affecting Work while engaged in Project construction.
- C. Existing Structures:
 - 1. Keep existing driveways, playgrounds, or playing fields, and adjacent streets clear and available to public in accordance with Owner's or local authority's requirements.
 - 2. Repair damages caused to existing public and private property and structures due to operations of Contractor to the satisfaction of, and at no additional cost to Owner.
 - 3. Take complete field measurements affecting all existing construction, wiring, piping, and equipment in this Contract, and assume responsibility for proper fit between Work and existing structures and other equipment.
- D. Construction personnel may park only in areas designated by the Owner
- E. Damaged Property:
 - 1. Patch and/or clean existing improvements and restore damage of property on, or adjacent to Site occasioned by this Work, including, but not limited to, lawns, walks, curbs, pavements, roadways, structures, and utilities which are cut or damaged by operations and are not designated for removal, relocation, or replacement in the course of construction.
 - 2. Public Property or Utilities: Comply with laws, ordinances, rules, regulations, standards, orders of utility owner or any public authority having jurisdiction.
 - 3. Provide written acceptance of restoration work by authority or Owner.
- F. Product Requirements:
 - 1. Confine stockpiling of materials or equipment and location of storage sheds and offices to areas indicated.
 - 2. If additional storage is necessary and is not allowed by Owner, obtain and pay for such storage offsite.

1.06 OCCUPANCY REQUIREMENTS

- A. General Requirements:
 - 1. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
 - 2. Schedule the Work to accommodate this requirement.
 - 3. Coordinate activities which could cause interruption to Owner's activities.
 - 4. Provide not less than 72 hours notice to Owner of activities that will affect Owner's operations.

1.07 PRODUCTS ORDERED IN ADVANCE

- A. Storage:
 - 1. Products will be allowed to be stored at the Site prior to commencement of construction activities.
 - 2. Contractor shall store such items as directed by Owner.

1.08 WORK RESTRICTIONS

- A. On-Site Work Hours:
 - 1. Normal business working hours of 7:00 a.m. to 7:00 p.m. Monday through Friday.
 - 2. No work permitted on weekends or holidays without prior approval.
- B. Existing Utility Interruption:
 - 1. Do not interrupt utilities serving facilities occupied by Owner or others without written permission by Engineer.
 - 2. Notify Engineer not less than 2 days in advance of proposed utility interruptions.

SECTION 01 57 19

AIR, LAND, AND WATER POLLUTION

PART 1 GENERAL

1.01 SUMMARY

- A. Provide control of pollution from construction sites and related activities
- B. Basis of Payment:
 - 1. No direct payment will be made. All activities required by or relating to this section will be considered incidental.
 - 2. No additional compensation or time extension will be granted due to actions brought against the Contractor for failure to comply with pollution control requirements.

1.02 QUALITY ASSURANCE

- A. Regulatory Requirements:
 - 1. Conduct all operations to prevent, control and abate the pollution of air, land and water in accordance with the rules, regulations and standards adopted and established by the following agencies:
 - a. Minnesota Department of Natural Resources
 - b. Minnesota Pollution Control Agency
 - c. Minnesota Department of Transportation
 - d. U.S. Army Corps of Engineers

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 PROTECTION OF WATERS

- A. Schedule and conduct all operations to minimize soil erosion and prevent siltation and the resultant turbidity of public waters.
- B. Prevent pollution of flowing or impounded waters from particulate or liquid matter that may be harmful to fish and wildlife or detrimental to public use.
- C. Remove sediment from aggregate wash operations by filtration or settlement prior to discharge into public waters.
- D. Do not discharge wash water or waste from concrete mixing operations into streams or public waters.

3.02 SPECIAL REQUIREMENTS

- A. Minimize crossing of streams and rivers with hauling equipment.
- B. Provide temporary bridging where stream crossings are necessary.
- C. Remove temporary bridging as soon as crossings are no longer necessary.

END OF SECTION

SECTION 01 77 00
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

- A. Administrative and procedural requirements for contract closeout, including:
 - 1. Submittals.
 - 2. Inspection procedures.
 - 3. Warranties.
 - 4. Record document submittals.
 - 5. Final cleaning.
 - 6. Pest control.

- B. Related Sections:
 - 1. Specific requirements for individual units of work are included in appropriate technical sections

1.02 SUBSTANTIAL COMPLETION

- A. Complete the following before requesting Engineer's inspection for certification of Substantial Completion for each phase of work. List items that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Obtain, submit releases enabling Owner unrestricted use of the Work and access to services and utilities.
 - 3. Bonding and insurance:
 - a. Consent of Surety to Reduction In or Partial Release of Retainage
 - b. Advise Owner of pending insurance change-over-requirements

- B. Inspection Procedures:
 - 1. When prerequisites are complete, submit request in writing to Engineer stating that all requirements are satisfied, and requesting inspection.
 - 2. Upon receipt of Contractor's request for inspection, Engineer will either proceed with inspection or advise Contractor of unfilled prerequisites.
 - 3. Following initial inspection, Engineer will either prepare Certificate of Substantial Completion, or advise Contractor of work which must be performed before certificate will be issued. Engineer will repeat inspection when requested and when assured that work has been substantially completed.
 - 4. Results of completed inspection will form the basis of requirements for Final Acceptance.

1.03 FINAL ACCEPTANCE

- A. Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Submittals:
 - a. Lien Waivers (from all subcontractors and suppliers).
 - b. Certificate of Substantial Completion
 - c. Consent of Surety (if Performance Bond provided).
 - d. Assurance that unsettled claims will be settled.
 - e. Proof that fees and similar obligations have been paid.
 - f. Evidence of final, continuing insurance coverage complying with insurance requirements.
 - g. Form IC-134, Affidavit for Obtaining Final Settlement of Contract with State of Minnesota and any of its Political or Governmental Subdivisions.
 - h. Notarized certification of compliance with wage rate requirements.
 - i. Certified copy of E/A's final punch list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by Engineer.

2. Warranties: Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications, similar documents on, but not limited to, the following items:
 - a. Warranty bond covering the cost of repair work for a time period of one year after completion.
 3. Miscellaneous Record Submittals:
 - a. Refer to other sections of specifications for requirements of miscellaneous record keeping and submittals in connection with actual performance of work.
 - b. Complete miscellaneous records, place in good order, properly identified and bound or filed, ready for continued use and reference.
- B. Record Drawings: Submit to Engineer a set of record prints marked to show "as-built" conditions for work of contract.
- C. Adjusting:
 1. Repair and restore marred exposed finishes.
 2. Touch up of painting of marred surfaces.
 3. Complete final cleaning requirements.
- D. Final Payment Request:
 1. Include certificates of insurance for products and completed operations where required.
 2. Updated final statement, accounting for final additional changes to Contract Sum.
 3. Final liquidated damages settlement statement, acceptable to Owner.
- E. Re-inspection Procedure:
 1. Engineer will re-inspect work upon receipt of notice that work, including punch list items resulting from earlier inspections, has been completed, except for items whose completion has been delayed because of circumstances that are acceptable to Engineer.
 2. Engineer will either prepare a certificate of final acceptance, or will advise Contractor of work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 3. If necessary, re-inspection procedure will be repeated.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 FINAL CLEANING

- A. Site shall be left clear of debris and litter.

END OF SECTION

Emily Dam Easement Agreement

by the Access Easement for all purposes not inconsistent with the rights granted herein, including without limitation Grantor's right to install and maintain a fence.

2. **Scope of Bridge Easement.** The purpose of the Bridge Easement shall be for access to the Bridge for the limited purpose of allowing employees and contractors of Grantee to repair and maintain the Bridge. Grantee agrees to limit access to the Bridge to the Bridge Easement and agrees that Grantee may not improve, expand or relocate the Bridge from its present location. Grantee shall use the Bridge Easement for the limited purposes contained herein, and there shall be no hunting or fishing or other recreational use on or within the Bridge Easement or on any of Grantor's Property by Grantee or the public and shall not be used to obtain access to any body of water. The grant of the Bridge Easement contained herein shall not be construed and imply as a public dedication or to provide for any public use of or any access to any of Grantor's Property. Grantor reserves the right to occupy and use the portion of Grantor's Property encumbered by the Bridge Easement for all purposes not inconsistent with the rights granted herein, including without limitation Grantor's right to install and maintain a fence.
3. **Obligation for Maintenance, Repair, Replacement and Operation.** Grantee shall have the right and be obligated at Grantee's sole cost and expense to maintain and repair the Access Road and the Bridge. Such functions shall be performed in such a manner as to not impair or disturb the use of the Grantor's Property. Grantee and Grantee's employees and contractors shall construct no improvements within the Access Easement or the Bridge Easement, and no material alteration of the ground surface or grade of Grantor's Property shall be made without the express written consent of Grantor. Grantee will restore or pay Grantor for any damages caused by Grantee or its contractors or employees caused by the maintenance or repair of the Access Road or the Bridge, including but not limited to damages to Grantor's Property, personal property, and all work shall be done in a good and workmanlike manner in compliance with all applicable governmental laws and regulations. All construction debris shall be cleaned up and removed from Grantor's Property upon completion of any repair or maintenance. Prior to accessing Grantor's Property pursuant to the terms and conditions of either the Access Easement or the Bridge Easement, Grantee shall provide not less than four (4) day's prior written notice to Grantor of Grantee's intent to conduct any repairs and maintenance to the Access Road or the Bridge, which notice shall identify the employee of the City and any contractor retained by the City to perform any repair and maintenance.
4. **Obligation to Hold Harmless, Defend and Indemnify.** Grantee agrees to hold Grantor, together with Grantor's beneficiaries, families, guests and tenants, harmless, defend and indemnify them from and against any and all damages, claims or causes of action for damage or injury and any other liabilities arising out of or incurred as the result of Grantee's use of the Easements and from Grantee's maintenance and repair of the Access Road or the Bridge. Grantor shall give Grantee notice of any such damages, claims or causes of action threatened, served or otherwise brought against Grantor. Grantee's obligations to defend

clerk@emily.net

From: Hansen, Kenneth (DOT) <kenneth.hansen@state.mn.us>
Sent: Wednesday, August 30, 2023 11:33 AM
To: clerk@emily.net
Subject: Hwy 6 Speed Limits
Attachments: Speed Changes Map.pdf

Flag Status: Flagged

Hi Cari,

It was nice talking with you this morning regarding changes to the Hwy 6 speed limits in Emily. As we discussed, MnDOT opened a speed study on Hwy 6 from Hwy 210 in Crosby to Crow Wing/Cass County line (control section 1802). Specifically in Emily, I am introducing transition 45mph zones between the rural high speed area and the urban low speed area. Please see the attached Speed Changes Map.

The zones from South to North are defined as:

45 miles per hour, between R.P. 31+00.345 (the junction with Dahler Ave, Emily) and R.P. 31+00.540 (approximately 350ft south of Lake St)

30 miles per hour, between R.P. 31+00.540 (approximately 350ft south of Lake St) and R.P. 31+00.952 (the junction with Bloomquist Dr/southern junction with Bay Dr)

45 miles per hour, between R.P. 31+00.952 (the junction with Bloomquist Dr/southern junction with Bay Dr) and R.P. 32+00.236 (approximately 1500ft north of the junction with Bloomquist Dr/southern junction with Bay Dr)

The beginning location of the 45mph zone NB south of town and SB north of town was where the roadway context changed or the change was becoming apparent that a driver was approaching the urban area. On the south side, town was becoming visible at Dahler Ave. Context surrounding the roadway south of Dahler Ave was more similar to the rural zone even with the higher density of entrances which was demonstrated by our Speed Check #2. Similarly on the north side of town the grocery store/gas station was visible for SB creating a short commercial area prior to the urban zone. Speed Check #3 demonstrated high speeds of the rural zone which indicated we could not go any further north with the 45mph transition.

We also discussed the City's concern for ATV trail crossing near the grocery store and potential signing. This will be handled outside of the speed zoning process. I will ask my signing engineer to investigate and come up with some options.

Please let me know if you or the Council has any questions on the speed zoning.

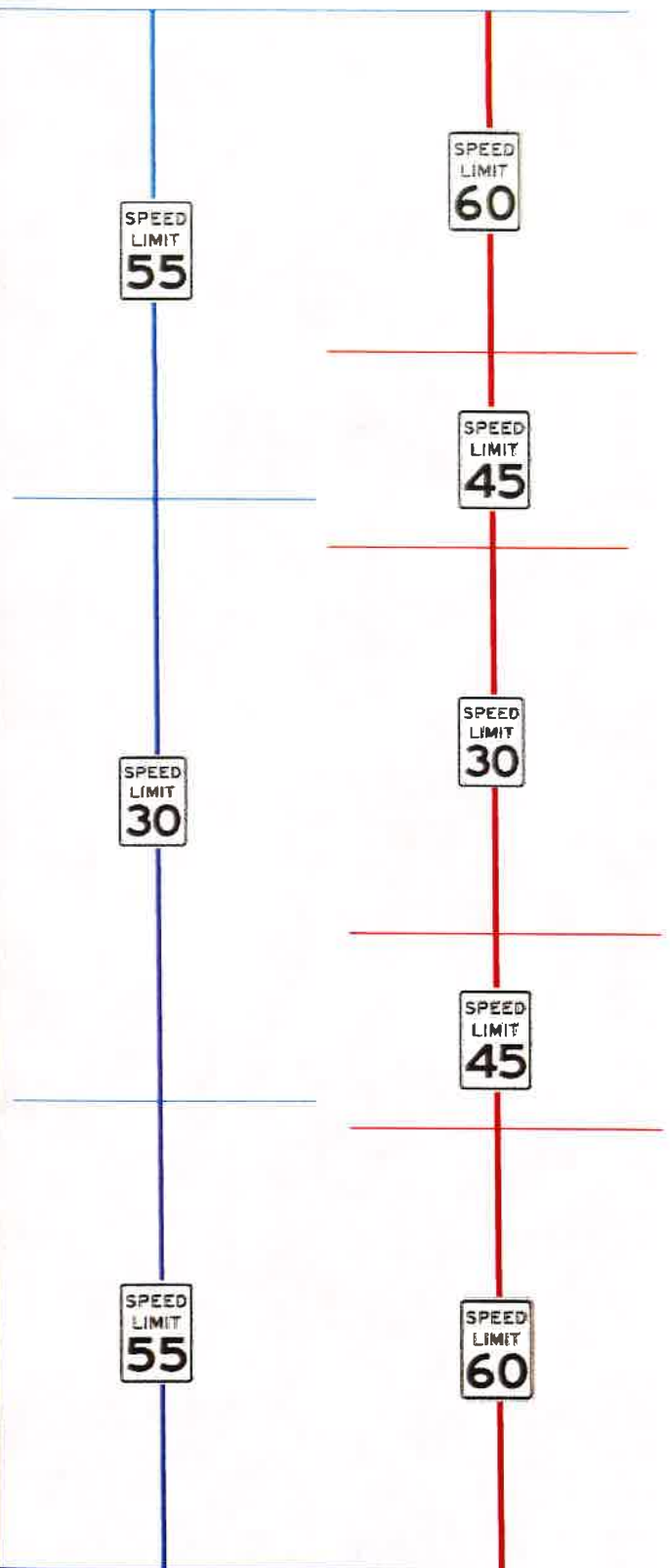
Thank you,
Ken

Kenneth Hansen, PE
District Traffic Engineer
MnDOT District 3
7694 Industrial Park Rd

TH 6 CS 1802 Emily Segment

Existing Speeds

New Speeds





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.

atv

Date: 8/30/2023 Time: 1:30 PM

MAINTENANCE REPORT

9/12/2023

- Mowing ditches
- Brushing roads
- Cutting trees
- Dump work
- General Maintenance

Brian Foster
Maintenance Supervisor



39811 State Highway 6, P.O. Box 68
 Emily, MN 56447
 Phone: (218) 763-2480 Fax: (218) 763-2481
 Email: clerk@emily.net

Rental Date Nov 7 2023

Space Poling location

*Delivery on Nov 6, 2023
 + pick up Nov 8, 2023
 Nov 7 - Election Day - 11:00 AM to 5:00 PM
 Poling open Nov 7 to 8:00 PM*

LEASE RENTAL AGREEMENT

FOR OFFICE USE ONLY

Keys: _____
 Pick up date _____
 Name _____
 Phone _____
 Return date _____

Name Crossy - Inmate - Schools 152 132

Address 711 Poplar Street
Crossy, MN 56422

Phone 218-545-8311

Function Election poling site
 (wedding, dance, meeting, etc.)

WHEREAS, the lessee is desirous of renting or utilizing space owned by the CITY OF EMILY, and

WHEREAS, the lessee acknowledges the use of said property with the permission and consent of the CITY OF EMILY is subject to the following provisions:

THEREFORE, IT IS AGREED BY THE UNDERSIGNED LESSEE, that the condition of their use of the EMILY CITY HALL of the CITY OF EMILY, they shall comply with the following conditions:

EM
initials

1. **FEES:** That they shall pay to the City of Emily:
 The sum of \$ 0 rental fee and the sum of \$ _____ deposit fee in a check made to the City of Emily, all paid in advance of the use of the Emily City Hall, and the City Clerk's office will issue a receipt for all cash monies received and hold the deposit check until after the use and all of the premises and the contents are inspected and meet the following conditions:

EM
initials

2. **DAMAGES:** That the lessee assumes the responsibility and liability for damages to the Emily City Hall, ordinary wear and tear excepted, as such might occur during their use of said property. That the lessee assumes responsibility for cleanup of said building, the tables and chairs must be put away, the kitchen and rented area must be swept and refuse put into bags furnished by the city. You may clean up the day after its use but no later than noon with permission of the City Clerk. Retention of the security deposit for repair, by the City of Emily shall not limit said city to the sum, should the cost of repair and cleanup be greater than the amount deposited.

EM
initials

3. **ALCOHOLIC BEVERAGES:** It is further understood by the lessee of said premises that no alcoholic beverages shall be sold or bartered, no minors shall be served under the age of 21, and no alcoholic beverages shall be sold or bartered within the meaning of the Minnesota Dram Shop Law, without the obtaining of proper licenses from the State of Minnesota and the City of Emily, and providing the Clerk and City Council are furnished Dram Shop Liability Insurance as required by law and the city of minimum \$300,000.

EM
initials

4. **CONSUMPTION OF ALCOHOLIC BEVERAGES:** It is understood that all consumption of liquor and beer must be within the building; that no consumption of alcoholic beverages shall be permitted outside of city hall.

EM
initials

5. **POLICE:** It is further agreed that the lessee of the premises shall provide police supervision at their own costs, either with the Emily Police Department at a cost of \$250.00 for up to six hours of supervision or through police supervision procured and paid for by lessee, and that a written permission slip will be given the City Clerk before the City Hall will be opened, confirming this fact and identifying the police supervision chosen by lessee. Requirement for police

protection shall be necessary only for those events where liquor and or beer is served. The lessee is totally responsible for all actions and conduct of the policeman hired by them.

ewj
initials

6. **PRESENCE OF LESSEE:** It is further understood that during the use of the premises, the lessee herein shall be present, such presence being a condition to the continued use of the building on that date or in the future.

ewj
initials

7. **ENTERTAINMENT:** It is further agreed that any entertainment shall be first cleared by the City Council. No music, band, radio, stereo, etc. shall be at any time in operation outside of the City Hall. That no speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors, windows to produce sound outside of the City Hall at any time.

ewj
initials

8. **CURFEW:** It is also a term of this agreement that under no circumstances will this event be permitted to continue beyond 12:00 p.m. midnight, and the police shall enforce this regulation.

ewj
initials

9. **PERSONAL INJURY:** It is further understood that lessee of said premises shall hold harmless and indemnify the City of Emily, Emily City Council, and all agents of the City of Emily for any injuries sustained to persons, damage to property, or amounts paid by the City on behalf of the user for damages which the City becomes liable for due to use of said premises by lessee or of his agents, employees, assigns, or sublessees.

ewj
initials

10. **PERSONAL PROPERTY:** The City of Emily, the Emily City Council, and all its agents, shall not be held responsible for any property if lessee or his agents, employees, guests, assigns, or sublessees if left over night, or forgotten on premises, become lost or damaged. Such as a band leaving musical instrument or belonging over night after a dance etc.

ewj
initials

11. **CANCELLATION POLICY:** If the undersigned lessee decides to cancel at any time before the date of use it is further understood that one-half of the rental fee shall be retained by the City of Emily.

ewj
initials

12. **TERM:** That said use shall be on the following date of _____, 20____ beginning at _____ a.m./p.m. and ending at _____ a.m./p.m.

ewj
initials

13. **CITY HALL POLICY RECEIVED:**

By execution of this agreement the undersigned lessee hereby covenants to comply with the terms and conditions hereof, and herewith the City Hall Policy.

Alcoholic beverage clauses 3, 4 & 5

Name of policeman if necessary

Telephone number of policeman

William J. Tolleson for 150 182 8/11/2023
Signature Date

William J. Tolleson for 150 182
Print Name

Signature of City Employee Date

FOR OFFICE USE ONLY

DEPOSIT:
Amount rec'd _____
Amount refunded _____
Check # _____ Cash _____
Employee _____

Park Commission Minutes

April 27, 2023

The meeting began at 6:04pm.

Roll Call: Matt Horwath, Mike Meelberg, Patrick Rheaume, Kale Jones

The meeting began with a note from Comm(issioner) Rheaume to note that the April meeting did not constitute a formal meeting as Robert's Rules of Order were not followed. He suggested – and the group agreed – that this format be followed and that action items from the previous meeting be revisited. As such, Mr. Jones was asked to refrain from participation until other agenda items were completed.

The first item of business was elections for Chairperson and Secretary. Comm. Meelberg motioned that Mr. Rheaume serve in the position. Comm. Horwath seconded. Motion carried unanimously.

After discussion, the group tabled the election for secretary until the next meeting. Comm. Rheaume offered to take minutes for this meeting.

The application of Mr. Kale Jones was reviewed. Comm. Horwath motioned and Comm. Meelberg seconded, that Mr. Jones be allowed to serve on the commission. Motion carried unanimously. Mr. Kale was welcomed to the commission.

An application by Pam Roden was reviewed. She has a previous history with both this commission and as Deputy City Clerk. Comm. Horwath motioned, and Comm. Jones seconded, that Ms. Roden be approved. Motion carried unanimously. The recommendation will be forwarded to City Council for their review.

The group reviewed the budget figures supplied by the City Clerk. Discussion was had about grant funding to supplement any project costs. It was motioned by Comm. Meelberg and seconded by Comm. Jones that Comm. Horwath investigate grant-funding opportunities with state and county agencies. He will report at the next meeting. Motion carried unanimously.

The group discussed various park projects that may merit attention. These include: 1. Redoing the tennis courts, which are rundown, and perhaps resurfacing them and converting them to dual purpose courts that include pickle ball striping. 2. Installation of an electronic scoreboard at the softball fields, and 3. Reconditioning portions of the dugout(s) at the softball fields. The group agreed a field trip to city parks should occur at the next meeting. A meeting date was not set.

There being no further business, it was motioned by Comm. Meelberg and seconded by Comm. Jones to adjourn. Motion carried unanimously.

Emily Library Board meeting minutes

July 18, 2023, Emily City Hall Council Chambers, Jan Mosman, Secretary

Meeting brought to order by Chair Mikie Walker at 4:06pm. Also present: Councilmember Greg Koch, Jan Mosman, Diana Lee and Library Director Jane Davis.

Board Composition – resignation of Edie Brekken regrettably accepted . Jan moved, Greg 2nded, passed. City Council is asked to advertise for a replacement board member, as bylaws note a five-person board. Current member terms expire: Jan – 12/23, Mikie – 12/23, Diana – 12/25, Greg – 12/25. Diana nominated as Vice-Chair, replacing Edie. Jan moved, Greg 2nded, passed.

Job Descriptions as presented to the Board: Library Director, Librarian/Library Aide, and Library Trustee. Upon motion made, seconded and unanimously passed, the following were approved:

- Library Director was approved as presented to the Board
- Librarian/Library Aide was approved as amended to ease qualifications. After discussion, it was agreed that age and level of education should not be defined as a requirement but should only be a factor when selecting a candidate. The age and education references on the job description previously labeled as “minimum qualifications” were moved to “preferred qualifications” section.
- Library Trustee Job Description was taken directly from the MN Public Library Trustee Handbook, approved by the board at its first meeting in 2021. Files are stored in the locked cabinet in the library and in the front office “Library File”.

Director’s Report – Book Sale held Friday, 7/14/2023 brought in proceeds of \$409. Jane had one volunteer, Pat Rheume from P&Z Commission. Surplus books, duplicates and large numbers of donations by a single author are selected for the sales. Sales close to community events are chosen for best exposure. Homebound Book Program will start-up once all background checks are complete (Jane’s are in-process). Other volunteers will also need a background check. Care and Share and area churches are considered good organizations for marketing the program. Jane is developing a flyer that can be posted in town, and will be included with Care and Share delivery meals. Interested recipients must initiate contact, for privacy reasons. Regular deliveries can then be scheduled, catering to reading preferences. Audio books also available. Board members agreed that doing deliveries in pairs would be wise.

Budget – Jane noted 2023 budget of \$5,675 is working well and can be recommended to City Council for 2024. Jan moved, Mikie 2nded, passed.

Next meeting – Annual report done by Jane must be signed by the Chair before April 1, which can be done remotely. A fall 2023 meeting was favored, to introduce a new board member and follow-up on progress of programs. The 4:00pm time works well.

Meeting adjourned at 5:00pm

PROPOSED ORDINANCE NO. 2023-03
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2023-02 adopted on August 8, 2023 is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

TABLE OF CONTENTS		
Description	Ordinance	Page(s)
Rules of Construction; General Penalty	10	2
Sewer	50	3, 4
Cemetery	90.01	4
Road Vacation	90.33	5
Animals	92	5
Right-of-Way Management	94	5, 6
Pawnbroker	110	6
Liquor Licenses	111	6, 7
Gambling	131	7
Rental Properties	150	7
Land Use and Subdivisions	152	8, 9, 10, 11
Miscellaneous	90.03	11, 12, 13

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS			
<u>Residential</u>			
<i>Principal Dwelling</i>		All construction represents actual footprint of dwelling plus attached garage, deck, porch or other usable area being constructed.	
Up to 1,000 sq. ft.	\$250		152.018
1,001 to 2,000 sq. ft.	\$450		152.018
over 2,001 sq. ft.	\$550		152.018
Sewage Treatment System	250 \$260	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$300		152.018
Extra Site Visit/Inspection	\$100		152.018
<i>Accessory Structures</i>		Includes sheds, pole barns, decks, garages, porches, etc.	152.018
0 to 200 sq. ft.	\$75		152.018
201 to 600 sq. ft.	\$150		152.018
601 to 1,200 sq. ft.	\$250		152.018
over 1,201 sq. ft.	\$400		152.018
Solar Panels	\$75		152.018
<u>Commercial</u>		All construction based on actual square footage of structure footprint.	
Up to 1,000 sq. ft.	\$400		152.018
over 1,001 sq. ft.	\$600		152.018
Sewage Treatment System	\$250	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$500		152.018
Extra Site Visit/Inspection	\$100		152.018
Temporary Commercial Structure	\$60		152.018
<u>Other</u>			
Grade and Fill	\$100	Wetlands issued only after SWCD and/or COE approval.	152.018
Annual Ice Ridge Grading	\$60		152.018
Signs (On/Off Site)	\$60		152.018
E911 Address Assignment and Signs	\$100	Payable to CWC Treasurer. Property owner needs to send the fee to CWC.	152.018
Fences	\$60		152.018

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Retaining Wall	\$60		152.018
Stairway	\$60		152.018
Lot Splits	\$150		152.018
Boundary Line Adjustments	\$150		152.018
Variance	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018, 152.156
Conditional Use Permit	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018, 152.155
Interim Use Permit	\$500		152.018, 152.157
Zoning Map Change/Zoning Ordinance Amendment	\$500	Fee includes public and mailed notices and other preparation. All other costs will be billed to applicant. Does not include permit fees.	152.018
Preliminary Plat Approval	\$500	Six lots or fewer	152.018, 152.159
Preliminary Plat Approval	\$1000 plus \$200 per lot escrow	More than six lots. All preliminary plat applications shall be accompanied by cash placed in escrow. The escrow amount placed with the City shall be \$1,000 plus \$200 per lot for each proposed lot within the subdivision. The escrow amount shall be used to cover the City's costs in reviewing and processing the application. Itemized accounting of the funds used from the escrow account shall be provided to the applicant. If at any point the escrow amount falls below \$1,000, the applicant shall be notified and given 20 days to replenish the account to the original amount. Failure to replenish the account shall result in suspension of the application review and processing. All remaining escrow shall be returned to the applicant within 30 days of final action on the subdivision by the City.	152.018, 152.159

Ordinance and Description	Fee	per ___ unit	Reference
MISCELLANEOUS (Continued)			
Copies		Per side, over 100 - cost and labor	
Letter size (8.5X11)	\$0.25	first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 12th day of September, 2023.

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

Date of Publication: _____



City of Emily

Planning and Zoning
39811 State Hwy 6, P.O. Box 68
Emily, MN 56447

Phone: (218) 763-3793 Fax: (218) 763-3893
Email: zoning@emily.net

August 1, 2023

Mayor and City Council
City of Emily

**Re: August Council Report
City of Emily**

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on August 1, 2023, at which there were 2 scheduled public hearing. They are forwarding you 4 recommendations this month.

Emily Ace Storage requested a Conditional Use Permit to allow for the construction and operation of a mini storage unit facility. The subject property is located at 40109 Sawmill Rd (PID 21270736). The Planning Commission is forwarding you a recommendation of approval with 4 conditions and 7 findings of facts.

Redd's Storage LLC requested a modification to their previously approved Conditional Use Permit from 2021 to allow for the construction and operation of a mini storage unit facility. The subject property is located at 43823 State Highway 6 (PID 21090613). The Planning Commission is forwarding you a recommendation of approval with 4 conditions and 7 findings of facts. The modification was regarding the previously approved landscaping plan and conditions to that effect.

The Planning Commission made a recommendation to the City Council to add a fee of \$150 to the fee schedule for "Boundary Line Adjustments". Currently this item is not outlined clearly on the fee schedule. That fee was chosen due to a quick sampling of the area showing that fee to be within average for the area. It is also our current cost on a lot split.

The Planning Commission also made a recommendation to the City Council to increase cost of septic permits from \$250 to \$260. This recommendation comes to cover our costs from the increase in cost from our septic inspector.

Chuck Winkler's permit has not been completed. Since the Planning Commission issued a short extension 2 months ago, they did issue an extension to October 15, 2023. The Land Use Subcommittee will be looking at this section of the code to clarify the process after the extension options have been exhausted.

I do not plan to attend your upcoming meeting. If you have any questions or concerns, please feel free to contact me at (218) 866-0904 or by email at brittney.cotner@sourcewell-mn.gov.

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator

**ORDINANCE NO. 2023-03
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2023-03, approved by the City Council of the City of Emily, on the 12th day of September, 2023.

The purpose of this Ordinance is to revise the Fee Schedule Ordinance establishing a schedule of fees and charges for permits, licenses, and services as follows:

- Revisions to Section 152 Land Use and Subdivisions with update to Sewage Treatment System fee and addition of Boundary Line Adjustments fee.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 12th day of September, 2023, by a __/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

NOTICE OF PUBLIC HEARING

**ORDINANCE REGULATING THE USE OF CANNABIS AND
CANNABIS DERIVED PRODUCTS IN PUBLIC PLACES**

The Crow Wing County Board of Commissioners has scheduled a public hearing, pursuant to Minnesota Statute 375.51, for 9:15 AM on Tuesday, September 12, 2023, in the County Board Room, 3rd Floor, Historic Courthouse, 326 Laurel St, Brainerd, MN.

The purpose of the public hearing is to consider adoption of an Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places.

For further information, contact the Crow Wing County Administrator's Office at (218) 824-1067.

/s/

TIMOTHY J. HOULE, COUNTY ADMINISTRATOR
CROW WING COUNTY, MINNESOTA

Dated at Brainerd, Minnesota, this 10th day of August 2023.

**COUNTY OF CROW WING
STATE OF MINNESOTA**

ORDINANCE No.:

**ORDINANCE REGULATING THE USE OF CANNABIS AND
CANNABIS DERIVED PRODUCTS
IN PUBLIC PLACES**

THE CROW WING COUNTY COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:

SECTION 1. PURPOSE, INTENT AND STATUTORY AUTHORITY

1.1 Statement of Purpose and Intent.

This Ordinance is adopted by the Crow Wing County Commissioners for the purpose of protecting public health and safety by regulating the use of Cannabis and cannabis derived products in public places and places of public accommodation within Crow Wing County.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to "State Legislation"], the Minnesota Legislature passed the adult-use cannabis bill. Under that bill, the adult use, possession and personal growing of cannabis became legal August 1, 2023.

State legislation authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

The County wishes to be proactive in protecting public health and safety by enacting regulations that will mitigate threats presented to the public by the public use of cannabis.

Crow Wing County (hereinafter "the County") recognizes the risks that unintended access and use of cannabis products present to the health, welfare, and safety of youth in Crow Wing County.

1.2 Statutory Authority.

This Ordinance is enacted pursuant to 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to "State Legislation"]; State Legislation Article 1, Sec. 1 Minn. Stat. 342.01; State Legislation Article 1, Sec. 9 Minn. Stat. 342.09 Subd. 1(b) or successor statute; State Legislation Sec. 9 Minn. Stat. 342.09, Subd. 1 (b)(9) or successor statute; State Legislation Minn. Stat. 342.09 Subd.1(a)(7) or successor statute; and State Legislation Article 4, Sec. 19 Minn. Stat. 152.0263, Subd. 5, or successor statute.

SECTION 2. DEFINITIONS

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them except where the context clearly indicates a different meaning.

(a) Adult-use cannabis flower. “Adult-use cannabis flower” means cannabis flower that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(b) Adult-use cannabis products. “Adult-use cannabis products” means a cannabis product that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(c) Cannabis flower. “Cannabis flower” means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(d) Cannabis product. “Cannabis product” means any of the following:

- (1) cannabis concentrate;
- (2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or
- (3) any other product that contains cannabis concentrate.

(e) Hemp derived consumer products.

(1) “Hemp derived consumer products” means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

- (i) contains or consists of hemp plant parts; or
- (ii) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(f) Lower-potency hemp edible. A “lower-potency hemp edible” means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;

(5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;

(6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;

(7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(g) Public place. A “public place”, means a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation.

(h) Place of public accommodation. “Place of public accommodation” means a business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.”

(i) Exceptions to public place or place of public accommodation. “A public place” or “a place of public accommodation” does not include the following:

1. a private residence, including the individual’s curtilage or yard.
2. a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
3. on the premises of an establishment or event licensed to permit on-site consumption.

(j) Smoking. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

SECTION 3. JURISDICTION

This Ordinance shall be applicable within the legal boundaries of Crow Wing County with the exception of cities of the first class and those cities or townships that have adopted their own ordinance establishing standards for public use of cannabis.

SECTION 4. PROHIBITED ACTS

Subd. 1. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

Subd. 2. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor. See State Legislation Article 1, Sec. 9 Minn. Stat. 342.09, Subd. 1(b)(9) or successor statute.

SECTION 5. PENALTY

Subd. 1. Criminal Penalty. A violation of this ordinance shall be a petty misdemeanor having a fine payable up to \$300. Nothing in this ordinance prohibits the County from seeking prosecution for an alleged violation.

SECTION 6. SEVERABILITY

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

SECTION 6. EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publications as required by law.

ADOPTED by the Crow Wing County Board of Commissioners this _____ day of _____, 2023.

Rosemary Franzen, Crow Wing County Board Chair

Attest: _____
Timothy Houle, Crow Wing County Administrator



Emily City Council
ATTN: Mayor Jones
PO Box 68
Emily, MN 56447

September 12, 2023

RE: Emily Manganese Project Update – August 2023

In August, North Star completed its Phase I exploration drilling program. As of the end of August, twenty-nine diamond drill holes had been drilled. With the completion of the current drilling program, limited additional activities will take place over the next few months, including site reclamation.

North Star's environmental consultants will continue to visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations and activities are in compliance. The Minnesota State Department of Natural Resources and Health Department also visit the site and will continue to do so periodically during the completion of the program.

In August, 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 through 2023.

Electric Metals (USA) Limited and North Star Manganese Inc participated in the August 15, 2023 Open Forum Meeting and Panel Discussion on the Emily Manganese Project, on August 15, 2023, sponsored by the City of Emily. The Panel Discussion was recorded and information on the Open Forum Meeting and Panel Discussion can be obtained from the City of Emily.

Both Electric Metals and North Star wish to thank the City for its hospitality and the ability to present information on the North Star exploration program and answer questions from local residents.



724 Biefenberg Drive, #18,
Woodbury, MN 55125 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com



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



724 Bielenberg Drive, #18,
Woodbury, MN 55125 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com

clerk@emily.net

From: Char Kinzer CWP Public Relations <kinzer@CWpower.com>
Sent: Monday, September 11, 2023 4:15 PM
To: clerk@emily.net
Subject: RE: Statement for city council
Attachments: Emily_well_summary_Sept_2023_sent.docx

Cari - kind of long, but a message for the City concerning the Emily well testing; Barr Engineering will be doing a review of the datasets on well testing at their office - In the interim - I have a statement from CMR and Barr about results.

Char Kinzer
PR Manager
P 218-829-2827
C 218-831-1180
www.cwpower.com



A Brief Review/Summary – Emily Well water Testing from 2010 and 2011

Because the Emily area is known to have high levels of iron and manganese in well water, Cooperative Mineral Resources offered well-testing so people would have an understanding of levels in their particular well with samples taken from spigots in front of any water filtration system they might have. This testing was done in conjunction with a mineral extraction demonstration project underway in 2011.

In the fall of 2010 Cooperative Mineral Resources provided one complimentary well water testing for any Emily resident that wanted it. Wells within one mile of the project were tested twice, once in the fall of 2010 prior to the demonstration project and a second time in the fall of 2011 after the project closed down. Test results were intended to report levels of iron and manganese.

Recent concerns over well water quality had prompted a review and report of results from those studies. This is a brief overview of those test results.

There were about 500 well results in this overall review in the 'all of Emily' group and less than 100 tested within the one mile radius. According to the rough data held at Cooperative Mineral Resources, the 'all of Emily' average showed an iron average of 1,736 ug/L and a manganese average of 175 ug/L in 2010.

We found no significant changes in the pre and post testing of the one-mile group. Wells within one mile had an approximate iron average 932 ug/L and manganese approximate average of 267 ug/L in 2010. 2011 results from that data group revealed an approximate iron average of 772 ug/L and approximate manganese level of 239 ug/L.

NOTE: (Averages are approximate because a number of results were reported at <10 and <20, whereby when calculating averages we merely removed the < 'less than' sign.)

Barr Engineering provided engineering and environmental consulting services during the project. Barr is currently reviewing the datasets in their files for official analysis and will provide a summary to CMR upon completion of the review.

In a recent summary statement Barr said:

Overall, both Barr's short-term review of the groundwater sampling data (on-site and nearby residential wells) before, during, and after the CMR Demonstration Project indicates no discernable effect on manganese and iron concentrations.

According to Barr Engineering, the drinking water standards have not changed for manganese and iron:

- There is no maximum contaminant level (MCL) for either parameter under the enforceable National Primary Drinking Water Regulations.

- There are secondary maximum contaminant levels (SMCLs) of 50 µg/L for manganese and 300 µg/L for iron under the National Secondary Drinking Water Regulations.
 - SMCLs are guidelines for contaminants that primarily affect the aesthetic qualities (color, taste, smell) relating to the public acceptance of drinking water.

Barr reported the Minnesota Department of Health (MDH) has not developed guidance for iron. For manganese, MDH has developed a health-risk limit (HRL) of 100 µg/L on a long-term (chronic) basis and a health-based value (HBV) of 100 µg/L on a short-term basis. The HRL was developed in 1993 and the HBV was developed in 2020. HRLs and HBVs are levels of a contaminant that can be present in water and below which pose little or no health risk to a person drinking that water and are used as guidance for making decisions about managing the health risks of contaminants in groundwater and drinking water.

Barr Engineering sent samples to TriMatrix Laboratories which conducted the analyses during the 2010/2011 project.

Barr worked to provide engineering and environmental consulting services for Cooperative Mineral Resources (CMR) when it was conducting test and technical studies and Barr continues to provide services to North Star Manganese in their current work.

Cooperative Mineral Resources, a wholly-owned subsidiary of Crow Wing Power, was formed in late 2008 to purchase and develop land containing a rich manganiferous ore deposit in Emily.

CMR hired ten local people to perform well testing for area residents during that time.

In 2019 CMR signed a sales and lease agreement with North Star Manganese (NSM). At this time CMR owns the land and mineral rights to certain lands. NSM is in charge of the management, research development of the project to determine the feasibility of a potential manganese mine in the future.

EMILY ROLLOFF & RECYCLING

20494 Blue Lake Rd
Emily, MN 56447
218-821-3330
Fax 218-763-4200



Invoice

Date 9/12/2023
Invoice # 2305
Terms Net 15
Due Date 9/27/2023

BY:

Bill To

City of Emily
PO Box 68

Container Location

Bid for Clean up Day 2023

Dump Date 9/12/2023

Item	Description	Qty	Price	Amount
Garbage - 20 ...	Mixed Municiple Solid Waste	3	550.00	1,650.00T
Garbage - 30 ...	Mixed Municipal Solid Waste	2	650.00	1,300.00T

Subtotal	\$2,950.00
Sales Tax (9.75%)	\$287.63
Total	\$3,237.63
Payments/Credits	\$0.00
Balance Due	\$3,237.63

**CITY OF EMILY
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
DECEMBER 31, 2022**

DRAFT

CITY OF EMILY

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INTRODUCTORY SECTION

DRAFT

**CITY OF EMILY
PRINCIPAL CITY OFFICIALS
DECEMBER 31, 2022**

POSITION	TERMS EXPIRE	NAME
-----------------	---------------------	-------------

ELECTED OFFICIALS

Mayor	December 31, 2022	Tracy Jones
Council Members	December 31, 2022	Bryce Butcher
	April 17, 2023 (Resigned)	Mary Eppen
	December 31, 2022	Wesley Friesner
	December 31, 2024	Gerhart Hanson

APPOINTED OFFICIALS

City Clerk-Treasurer		Cari Johnson
Attorney		Gammello-Pearson PLLC
Auditor		Clasen & Schiessl CPAs, Ltd.

FINANCIAL SECTION

DRAFT



Clasen & Schiessl CPAs, Ltd.

PO Box 90, Pequot Lakes, MN 56472

(213) 568-5242 Fax (213) 568-8680

Visit us at lakesareacpas.com

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

Adverse and Unmodified Opinions

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2022, or the changes in financial position or, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with the financial reporting provisions of the Minnesota Office of the State Auditor, as described in Note 1.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Emily, Minnesota, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to the Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1, the financial statements are prepared by the City of Emily, Minnesota, on the basis of the financial reporting provisions of the Minnesota Office of the State Auditor, the regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Minnesota Office of the State Auditor.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting practices prescribed or permitted by the Minnesota Office of the State Auditor as described in Note 1, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and supplementary information sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Other Legal and Regulatory Requirements

In accordance with Minnesota Statutes, we have also issued our report dated September 7, 2023, on our consideration of the City's compliance with provisions of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. The purpose of the report is to determine if the City has complied with Minnesota laws and regulations. That report is an integral part of an audit performed in the State of Minnesota.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
September 7, 2023

**CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
GOVERNMENTAL FUNDS
DECEMBER 31, 2022**

	GENERAL FUND	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS			
Current Assets			
Cash and Investments	\$ 1,216,980	\$ 69,477	\$ 1,286,457
Restricted Cash and Investments	60,000	-	60,000
Total Assets	<u>\$ 1,276,980</u>	<u>\$ 69,477</u>	<u>\$ 1,346,457</u>
LIABILITIES			
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
CASH FUND BALANCES			
Restricted	178,084	75,042	253,126
Committed	-	7,687	7,687
Assigned	242,255	-	242,255
Unassigned (Deficit)	856,641	(13,252)	843,389
Total Cash Fund Balances	<u>1,276,980</u>	<u>69,477</u>	<u>1,346,457</u>
Total Liabilities and Cash Fund Balances	<u>\$ 1,276,980</u>	<u>\$ 69,477</u>	<u>\$ 1,346,457</u>

CITY OF EMILY
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN
CASH FUND BALANCES - REGULATORY BASIS
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2022

	GENERAL FUND	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
RECEIPTS			
Property Taxes	\$ 1,007,844	\$ 88,273	\$ 1,096,117
Franchise Taxes	4,045	-	4,045
Special Assessments	-	24,677	24,677
Licenses and Permits	35,009	-	35,009
Intergovernmental	137,090	52,842	189,932
Charges for Services	74,441	-	74,441
Fines and Forfeits	939	-	939
Interest and Earnings (Loss) on Investments	(2,559)	9	(2,550)
Principal Payments	-	1,227	1,227
Miscellaneous	107,800	-	107,800
Total Receipts	<u>1,364,609</u>	<u>167,028</u>	<u>1,531,637</u>
DISBURSEMENTS			
Current			
General Government	341,580	-	341,580
Public Safety	332,961	-	332,961
Streets and Highways	233,358	-	233,358
Sanitation	14,437	-	14,437
Culture and Recreation	37,349	-	37,349
Economic Development and Assistance	450	46,255	46,705
Conservation of Natural Resources	12,167	-	12,167
Cemetery	12,567	-	12,567
Miscellaneous	399	-	399
Debt Service			
Principal	44,222	75,000	119,222
Interest and Other Charges	6,387	17,122	23,509
Capital Outlay	695,776	-	695,776
Total Disbursements	<u>1,731,653</u>	<u>138,377</u>	<u>1,870,030</u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	<u>(367,044)</u>	<u>28,651</u>	<u>(338,393)</u>
OTHER FINANCING SOURCES (USES)			
Issuance of Capital Lease	525,000	-	525,000
Transfers In	-	11,433	11,433
Transfers (Out)	-	(11,433)	(11,433)
Total Other Financing Sources (Uses)	<u>525,000</u>	<u>-</u>	<u>525,000</u>
NET CHANGE IN CASH FUND BALANCES	157,956	28,651	186,607
Cash Fund Balances - Beginning	<u>1,119,024</u>	<u>40,826</u>	<u>1,159,850</u>
CASH FUND BALANCES - ENDING	<u>\$ 1,276,980</u>	<u>\$ 69,477</u>	<u>\$ 1,346,457</u>

CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
PROPRIETARY FUND
DECEMBER 31, 2022

	<u>ENTERPRISE</u> <u>FUND</u> <u>WASTEWATER</u>
ASSETS	
Current Assets	
Cash and Investments	\$ 107,342
Total Assets	<u>107,342</u>
LIABILITIES	
NET CASH POSITION	
Restricted for Debt Service	60,000
Unrestricted	<u>47,342</u>
Total Net Cash Position	<u>\$ 107,342</u>

CITY OF EMILY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN
NET CASH POSITION - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2022

	ENTERPRISE FUND WASTEWATER
OPERATING RECEIPTS	
Charges for Services	\$ 78,443
Connection Fees	50
Total Operating Receipts	78,493
OPERATING DISBURSEMENTS	
Personal Services	5,617
Contractual Services	1,617
Utilities	1,372
Repairs and Maintenance	28,483
Supplies	132
Insurance	1,164
Other Expenses	6,005
Total Operating Disbursements	44,390
OPERATING CASH INCOME	34,103
NONOPERATING RECEIPTS (DISBURSEMENTS)	
Property Tax Receipts	68,162
Special Assessments	4,540
Intergovernmental Receipts	2,957
Licenses and Permits	125
Interest and Earnings (Loss) on Investments	486
Interest Disbursements	(28,458)
Total Nonoperating Receipts (Disbursements)	47,812
NET CASH INCOME BEFORE OTHER DISBURSEMENTS	81,915
Debt Principal Paid	(60,000)
CHANGE IN NET CASH POSITION	21,915
Total Net Cash Position - Beginning	85,427
TOTAL NET CASH POSITION - ENDING	\$ 107,342

**CITY OF EMILY
STATEMENT OF CASH FLOWS - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2022**

	ENTERPRISE FUND
	WASTEWATER
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Customers	\$ 78,493
Payments to Suppliers	(38,773)
Payments to Employees	(5,617)
Property Tax Receipts	68,162
Special Assessments	4,540
Intergovernmental Receipts	2,957
Licenses and Permits	125
Net Cash Provided by Operating Activities	109,887
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal Paid on Capital Debt	(60,000)
Interest Paid on Capital Debt	(28,458)
Net Cash (Used in) Capital and Related Financing Activities	(88,458)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest Earnings	486
Net Cash Provided by Investing Activities	486
NET INCREASE IN CASH AND CASH EQUIVALENTS	21,915
Cash and Cash Equivalents - Beginning of the Year	85,427
CASH AND CASH EQUIVALENTS - END OF THE YEAR	\$ 107,342

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Emily, Minnesota, was incorporated under the laws of the State of Minnesota and operates under an elected Mayor-Council form of government. The City is governed by a Mayor and four member City Council. This form of government includes an appointed clerk/treasurer.

The more significant accounting policies used by the City are discussed below:

A. Financial Reporting Entity

The financial statements of the reporting entity include those of the City (the primary government) and the component units for which the primary government is financially accountable. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component unit's governing body, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit or the potential component unit is fiscally dependent upon the City.

Blended Component Units

Blended component units are separate legal entities that meet the component unit criteria described above and whose governing body is the same or substantially the same as the City Council or the component unit provides services entirely to the City. These component unit's funds are blended into those of the City by appropriate activity type to compose the primary government presentation. Currently, the City has no blended component units.

Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. Currently, the City has no discretely presented component units.

B. Basis of Presentation - Fund Accounting

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund balance/net position, receipts, and disbursements. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- Total assets, liabilities, receipts or disbursements of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- Total assets, liabilities, receipts or disbursements of that individual governmental or proprietary fund are at least 5 percent of the corresponding total for all governmental and proprietary funds combined.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation - Fund Accounting (Continued)

Governmental Funds:

General Fund – To account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund - To account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are allocated to disbursements for specified purposes.

Debt Service Fund – To account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. (Debt Service Funds are required if they are legally mandated and/or if financial resources are being accumulated for principal and interest payments maturing in future years).

Capital Projects Fund - To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments). The City has no capital projects funds in 2022.

Proprietary Funds:

Enterprise Fund – Wastewater Fund – To account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses) of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Major and Nonmajor Funds

Fund	Purpose
Major:	
Governmental:	
General	As described above.
Proprietary:	
Wastewater	Accounts for the activities of the City for wastewater services to the public.
Nonmajor:	
Governmental:	
Special Revenue	As described above.
Debt Service	As described above.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

The City follows the regulatory basis of accounting for all funds. The accompanying statements were prepared on the regulatory basis and accordingly, receipts and disbursements are recognized only as cash is received or paid out. These statements do not give effect to receivables, payables, accrued expenses, capital assets, debt, and inventory, and accordingly, are not presented in accordance with U.S. generally accepted accounting principles. These procedures are in accordance with *City Audited Financial Statements for Cities under 2,500 in Population Reporting on the Regulatory Basis of Accounting* as prescribed by the Minnesota Office of the State Auditor, which is a special purpose framework other than accounting principles generally accepted in the United States of America.

D. Assets, Liabilities, and Fund Balance/Net Position

1. Deposits and Investments

The City pools cash resources of its various funds which may be invested in authorized investments. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash account is available to meet current operating requirements.

2. Fund Balance/Net Position

a. Governmental Cash Fund Balances:

In the fund financial statements, cash fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in Governmental Funds.

Cash fund balances are classified as follows:

- **Nonspendable** – Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact. There is no nonspendable cash fund balance at December 31, 2022.
- **Restricted** – Amounts that can be spent only for specific purposes because of the City Charter, the City Code, state or federal laws, or externally imposed conditions by grantors or creditors.
- **Committed** – Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution.
- **Assigned** – Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. In Governmental Funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the governing body itself.

CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, and Fund Balance/Net Position (Continued)

2. Fund Balance/Net Position (Continued)

a. Governmental Cash Fund Balances: (Continued)

Cash fund balances are classified as follows: (Continued)

- **Unassigned** – Amounts that have not been restricted, committed, or assigned to a specific purpose in the General Fund. Other funds may also report a negative unassigned fund balance if the total nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

The City has formally adopted a fund balance policy for the General Fund. The policy is to maintain a minimum unassigned fund balance of at least 50% of the ensuing year's tax levy and market value homestead credit for cash flow or operating reserves.

b. Proprietary Fund Net Position:

Proprietary Fund Net Position is divided into two components:

- **Restricted** – Consists of assets that are restricted by the City's creditors (for example, through debt covenants), by state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.
- **Unrestricted** – All other assets are reported in this category.

c. Use of Restricted Resources:

When a disbursement is incurred that can be paid using either restricted or unrestricted resources, it is expected that the City Council will first apply the disbursement toward restricted fund balance/net position and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances, in governmental funds.

3. Capital Assets – Proprietary Funds

In the fund financial statements capital assets used in governmental and proprietary fund operations are accounted for as capital outlay disbursements of the governmental and proprietary funds upon acquisition.

Capital assets include property, plant and equipment.

E. Receipts and Disbursements

1. Property Tax Revenue

The City levies its property taxes for the subsequent year during the month of December. Crow Wing County is the collecting agency for the levy and then remits the collections to the City of Emily. The City receives its taxes in two installments in July and December.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Receipts and Disbursements (Continued)

1. Property Tax Revenue (Continued)

The property tax levy in 2022 includes certain state credits that are distributed to the City directly by the state. These credits are classified as intergovernmental receipts.

2. Receipts and Disbursements

The Proprietary Fund distinguishes operating receipts and disbursements from nonoperating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods and/or services in connection with a Proprietary Fund's principal ongoing operations. Operating disbursements for the Proprietary Fund include the cost of sales and services and administrative expenses. All receipts and disbursements not meeting this definition are reported as nonoperating items which include receipts and disbursements related to capital and related financing, noncapital financing, or investing activities.

Disbursements

In the fund financial statements, disbursements are classified as follows:

Governmental Funds - By Character	Current (further classified by function)
	Debt Service
	Capital Outlay
Proprietary Funds - By Operating and Nonoperating	

F. Budgetary Information

Annual budgets for the General Fund are adopted on the regulatory basis, which is a special purpose framework other than accounting principles generally accepted in the United States of America. Budgeted amounts are as originally adopted, or as amended by the City Council. The original and final budget for the General Fund is presented in the supplementary information section. All annual appropriations lapse at year-end.

G. Use of Estimates

The preparation of financial statements in accordance with the regulatory basis requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Disclosure of certain information concerning individual funds includes:

- Budgetary noncompliance disbursements were incurred in excess of appropriations in the following Governmental Fund:

	Budgeted Disbursements and other Financing Uses	Actual Disbursements and other Financing Uses	Transfers Included in Actual
General	\$ 1,479,724	\$ 1,731,653	\$ -

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS

A. Deposits and Investments

The City maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as Cash and Investments. Interest is allocated based on management's estimate of interest earned by fund. In accordance with *Minnesota Statutes* the City maintains deposits at financial institutions which are authorized by the City Council.

1. Deposits

The City is authorized by Minn. Stat. §§ 118A.02 and 118A.04 to designate a depository for public funds and to invest in certificates of deposit. The City is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount of deposit at the close of the financial institution's banking day, not covered by insurance, bonds, or an irrevocable standby letter of credit issued by the Federal Home Loan Bank.

Custodial Credit Risk

The risk that in the event of a financial institution failure, the City's deposits may not be returned to it. At December 31, 2022, the City's deposits were entirely covered by Federal Deposit Insurance Corporation (FDIC) insurance or collateral in accordance with Minnesota Statutes.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the 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 furnishing the collateral.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

1. Deposits (Continued)

Cash balances consist of the following at December 31, 2022:

Carrying Balance	Bank Balance
\$ 1,082,510	\$ 1,099,085

2. Investments

The City may invest in the following types of investments as authorized by Minn. Stat. §§ 118A.04 and 118A.05:

- securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as "high risk" by Minn. Stat. § 118A.04, Subd.6;
- mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;
- bankers' acceptances of United States banks;
- commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and
- with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

Interest Rate Risk

The risk that changes in interest rates could adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City can manage its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities to meet cash requirements for ongoing operations.

Credit Risk

The risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the City's policy to invest only in securities that meet the ratings requirements set by state statute.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

2. Investments (Continued)

Custodial Credit Risk

The risk that, in the event of the failure of the counterparty to a transaction, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

Concentration of Credit Risk

The risk of loss that may be caused by the City's investment in a single user. The City places no limit on the amount that it may invest in any one issuer.

Fair Value Reporting

GASB Statement 72 sets forth the framework for measuring the fair value of investments based on a hierarchy of valuation inputs. The hierarchy has three levels:

Level 1 – All securities are valued with the market approach by using unadjusted quoted prices in active markets accessible at the measurement date of identical financial assets and liabilities. The inputs include those traded on an active exchange, such as the New York Stock Exchange, as well as U.S. Treasury and other U.S. government and agency mortgage-backed securities that are traded by dealers or brokers in active over-the-counter markets.

Level 2 – All securities are valued with the market approach using inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. The matrix pricing technique is used to value securities based on the securities' relationship to benchmark quoted prices.

Level 3 – Securities within this hierarchy are valued using pricing inputs which are unobservable for the asset, inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset. Level 3 investments primarily consist of assets where the asset is distressed or there is not an active market. Securities are valued using either the cost method where a replacement value is determinable or the income method using the present value technique.

Net Asset Value (NAV): The fair value of investments in entities that calculate a net asset value per share is determined using the NAV in lieu of the leveling methodology described above. Assets valued at NAV held by the City consist of money market funds. These funds are highly-liquid assets the City holds in addition to their cash to ensure adequate cash flow for operating activities such as benefit payments.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

A. Deposits and Investments (Continued)

2. Investments (Continued)

Fair Value Reporting (Continued)

The following tables set forth, by level within the fair value hierarchy, the City's investments at fair value as of December 31, 2022.

	<u>Investments</u>	<u>Fair Value Measurements Using:</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Fixed Income	<u>\$367,065</u>	<u>\$367,065</u>	<u>\$ -</u>	<u>\$ -</u>
Total Assets in the Fair Value Hierarchy	<u>367,065</u>	<u>\$367,065</u>	<u>\$ -</u>	<u>\$ -</u>
Investments Measured at NAV as a Practical Expedient	<u>4,224</u>			
Investments at Fair Value	<u><u>\$371,289</u></u>			

B. Interfund Transfers

<u>Fund</u>	<u>Transfers Out</u>	<u>Fund</u>	<u>Transfers In</u>	<u>Reasons for Transfers</u>
Debt Service 2012A	\$ 4,091	Debt Service 2014	\$ 4,091	Year - End
Debt Service 2012A Refunding	951	Debt Service 2014	951	Year - End
Debt Service 2005	<u>6,391</u>	Debt Service 2014	<u>6,391</u>	Year - End
	<u><u>\$ 11,433</u></u>		<u><u>\$ 11,433</u></u>	

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

C. Long-Term Liabilities

Compensated Absences

The change in accrued compensated absences for the year ended December 31, 2022, was as follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Accrued Compensated Absences	\$ 24,440	\$ -	\$ 1,192	\$ 23,248	\$ -

The liability for this amount is not recorded in the fund financial statements as they are prepared on the regulatory basis of accounting.

Accrued compensated absences are payable from the General Fund.

Long-Term Debt

The following is a summary of changes in long-term debt for the year ended December 31, 2022:

	Balance at January 1, 2022	Increases	Decreases	Balance at December 31, 2022	Due Within One Year
Indebtedness					
Governmental Activities					
General Obligation Bonds	\$ 635,000	\$ -	\$ 75,000	\$ 560,000	\$ 75,000
Capital Leases	201,025	525,000	44,222	681,803	66,742
Total Governmental Activities	836,025	525,000	119,222	1,241,803	141,742
Business-Type Activities					
General Obligation Bonds	1,065,000	-	60,000	1,005,000	60,000
Total Business-Type Activities	1,065,000	-	60,000	1,005,000	60,000
Total Indebtedness	\$ 1,901,025	\$ 525,000	\$ 179,222	\$ 2,246,803	\$ 201,742

The City has three capital leases. The first is secured by a 2016 Freightliner M2106 Fire Truck, the second is secured by 10 SCBA, cameras, and associated equipment, and the third is secured by a custom fire pumper truck. The leases contain a provision that if payments are late all remaining payments are due immediately or the equipment will be repossessed.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

C. Long-Term Liabilities (Continued)

Long-Term Debt (Continued)

The annual debt service requirements to maturity for long-term debt as of December 31 are as follows:

Year Ended December 31,	Governmental Activities				Business-Type Activities	
	Bonds		Capital Leases		Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 75,000	\$ 14,303	\$ 66,742	\$ 28,767	\$ 60,000	\$ 26,782
2024	75,000	12,563	67,378	28,131	60,000	25,537
2025	75,000	10,653	69,873	25,636	65,000	24,194
2026	80,000	8,578	72,466	23,043	65,000	22,796
2027	85,000	-	59,766	19,799	65,000	21,399
2028 - 2032	170,000	-	345,578	52,248	360,000	76,950
2033 - 2036	-	-	-	-	330,000	20,100
	<u>\$ 560,000</u>	<u>\$ 46,097</u>	<u>\$ 681,803</u>	<u>\$ 177,624</u>	<u>\$ 1,005,000</u>	<u>\$ 217,758</u>

Capital Leases Payable

The future minimum lease obligations and the net present value of these minimum lease payments were as follows:

Years Ending December 31,	
2023	\$ 95,509
2024	95,509
2025	95,509
2026	95,509
2027	79,565
2028-2032	397,826
Total Minimum Lease Payments	859,427
Lease Amount Representing Interest	(177,624)
Present Value of Minimum Lease Payments	<u>\$ 681,803</u>

Variable Interest Rate Schedule

Description	Interest Rate	Dates
Improvement bonds, Series 2014	2.20%	2/2/2019-2/1/2023
	2.60%	2/2/2023-2/1/2026
	3.05%	2/2/2026-2/1/2030
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	2.25%	2/2/2020-2/1/2024
	2.75%	2/2/2024-2/1/2028
GO Wastewater Refunding Bonds, Series 2013A	2.00%	8/1/2013-2/1/2023
	2.15%	2/2/2023-2/1/2027
	3.00%	2/2/2027-2/1/2036

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS (CONTINUED)

D. Cash Fund Balances

At December 31, 2022, Governmental Cash Fund Balances consist of the following:

	General	Nonmajor Governmental Funds	Total Governmental Funds
Restricted for:			
Park	\$ 60,000	\$ -	\$ 60,000
Debt Service	66,742	75,038	141,780
Small Cities Street Aid	51,342	-	51,342
Small Cities Development Program	-	4	4
Total Restricted	<u>178,084</u>	<u>75,042</u>	<u>253,126</u>
Committed for:			
Small Cities Revolving Loan	-	7,687	7,687
Total Committed	<u>-</u>	<u>7,687</u>	<u>7,687</u>
Assigned for:			
Fire Equipment	120,319	-	120,319
First Response Equipment	72,750	-	72,750
Police	2,123	-	2,123
Library	1,155	-	1,155
ARPA	45,908	-	45,908
Total Assigned	<u>242,255</u>	<u>-</u>	<u>242,255</u>
Unassigned (Deficit)	<u>856,641</u>	<u>(13,252)</u>	<u>843,389</u>
Total Cash Fund Balances	<u>\$ 1,276,980</u>	<u>\$ 69,477</u>	<u>\$ 1,346,457</u>

NOTE 4 OTHER NOTES

A. Contracts/Agreements

Verizon Wireless

The City leases land to Verizon Wireless upon which they constructed a cellphone tower. The original lease term was from 2016 through July 2021, with lease payments of \$1,000 per month and payments of \$1,100 per month starting August 1, 2021. The lease automatically extends for three additional five-year terms. The annual rent for each new lease term is 110% of the prior five year term's payment. The City received \$13,200 in rent in 2022.

Emily Cooperative Telephone Company

The City holds a franchise agreement with Emily Cooperative Telephone Company through a joint powers agreement with the City of Fifty Lakes and the Townships of Little Pine and Fairfield. The agreement provides that the franchisee shall pay the joint powers members between 3% - 6% (in total) of annual gross margin based on the schedule in the agreement. In 2022 the City received \$4,045 in franchise taxes.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plans

1. Plan Descriptions

All full-time and certain part-time employees of the City are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (accounted for in the General Employees Fund) and the Public Employees Police and Fire Retirement Plan (accounted for in the Police and Fire Fund), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

General Employees Plan members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan. All police officers, fire-fighters and peace officers who qualify for membership by statute are covered by the Police and Fire Plan.

PERA provides retirement benefits as well as disability benefits to members and survivor benefits upon death of eligible members. Benefits are established by state statute. Benefits for members of the General Employees Plan vest after five years of credited service. Benefits for the Police and Fire Plan vest on a prorated basis from 50% after 10 years up to 100% after 20 years. The defined benefit retirement plan benefits are based on a member's highest average salary for any 5 years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first 10 years of service and 1.7% for each additional year. The rates are 2.2% and 2.7%, respectively, for Basic members. Under Method 2, the accrual rate for Coordinated members is 1.7% for all years of service, and 2.7% for Basic members. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

For all General Employees Plan members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Method 2 provides for unreduced retirement benefits at age 65 for members first hired prior to July 1, 1989 or age 66 (the age for unreduced Social Security benefits), for those first hired on or after that date. Early retirement may begin at age 55 with an actuarial reduction (about six percent per year) for members retiring prior to full retirement age.

Normal retirement age is 55 for Police and Fire plan members and 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement with an actuarial reduction in the member's benefit.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plans (Continued)

1. Plan Descriptions (Continued)

A full unreduced pension is earned when Police and Fire plan members meet the following conditions: age 55 and vested or age plus years of service total at least 90 if first hired prior to July 1, 1989.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree--no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for the General Employees and Police and Fire plans. That report may be obtained on PERA's website at www.mnpera.org/financial/.

2. Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. In 2022 Coordinated Plan members were required to contribute 6.5% of their annual covered salary and Police and Fire Plan members were required to contribute 11.8% of their annual covered salary.

The City makes annual contributions to the pension plans equal to the amount required by state statutes. In 2022, the City was required to contribute the following percentages of annual covered payroll, 7.5% for Coordinated Plan members, and 17.7% for Police and Fire Plan members.

The City's contributions to the General Employees Fund for the years ending December 31, 2022, 2021, and 2020, were \$18,915, \$16,583, and \$16,310, respectively. The City's contributions to the Public Employees Police and Fire Fund for the years ending December 31, 2022, 2021, and 2020, were \$14,714, \$17,463, and \$17,110, respectively.

C. Defined Benefit Pension Plan – Volunteer Fire Relief Association

Plan Description

The Emily Firemen's Relief Association (Association) is the administrator of a single employer public employee defined benefit retirement system (PERS) established to provide benefits for members of the Emily Fire Department. The Plan provides retirement, disability, and death benefits to plan members and beneficiaries. The Association determines the level of benefits with approval from the City Council.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 4 OTHER NOTES (CONTINUED)

C. Defined Benefit Pension Plan – Volunteer Fire Relief Association (Continued)

Plan Description (Continued)

The Association maintains a separate Special Fund to accumulate assets to fund the retirement benefits earned by the fire department's members. Funding for the relief association is derived primarily from an insurance premium tax in accordance with the Volunteer Firefighter's Relief Association Financing Guidelines Act of 1971 (Chapter 261 as amended by Chapter 509 of Minnesota Statutes 1980).

The Association issues a publicly available financial report. The report may be obtained by writing to the Emily Firemen's Relief Association, 20837 County Road 1, Emily, Minnesota 56447.

Funding Policy

The financial requirements of the Special Fund are determined in accordance with Section 69.772 of the Minnesota Statutes, which requires the payment of pension benefits in a lump sum or optionally in annual installments. The City had a required contribution of \$32,218 for the year ended December 31, 2022. The Association is comprised of volunteers and therefore members have no contribution requirements.

D. Risk Management

The City is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The City has entered into a joint powers agreement with the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is a public entity risk pool currently operating as a common risk management and insurance program for Minnesota cities. The agreement for the formation of the LMCIT provides that the pool will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of reserved amounts for each insured event.

The pooling agreement allows for the pool to make additional assessments to make the pool self-sustaining. The City has determined that it is not possible to estimate the amount of such additional assessments, however they are not expected to be material to the financial statements taken as a whole.

E. Related Party Transactions

The City purchased \$500 in gravel from Emily Sand and Gravel, which is owned by council member Bryce Butcher.

The husband of a council member is employed by the City.

SUPPLEMENTARY INFORMATION SECTION

DRAFT

**CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2022**

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
Beginning Cash Fund Balances - January 1	\$ 1,119,024	\$ 1,119,024	\$ 1,119,024	\$ -
RECEIPTS				
Taxes				
Property Taxes				
Current, Delinquent, Penalties, and Interest	1,195,317	1,204,892	1,007,844	(197,048)
Franchise Taxes	3,500	4,000	4,045	45
Total Taxes	<u>1,198,817</u>	<u>1,208,892</u>	<u>1,011,889</u>	<u>(197,003)</u>
Special Assessments	35	35	-	(35)
Licenses and Permits				
Business and Non-business	<u>33,355</u>	<u>27,355</u>	<u>35,009</u>	<u>7,654</u>
Intergovernmental				
Federal Grants				
ARPA - COVID Funds	-	-	45,898	45,898
Other	2	2	-	(2)
State Grants				
Agricultural Market Value Credit	350	350	740	390
Police Aid	16,000	16,000	17,463	1,463
Fire Aid	13,400	13,400	28,421	15,021
Other	9,500	9,500	2,200	(7,300)
County Grants				
Other	47,500	47,500	42,368	(5,132)
Local Grants				
Other	<u>12,820</u>	<u>5,000</u>	<u>-</u>	<u>(5,000)</u>
Total Intergovernmental	<u>99,572</u>	<u>91,752</u>	<u>137,090</u>	<u>45,338</u>
Charges for Services				
General Government	4,650	4,650	8,375	3,725
Public Safety	42,465	42,465	42,885	420
Sanitation	-	1,220	1,221	1
Cemetery	16,700	16,700	21,960	5,260
Total Charges for Services	<u>63,815</u>	<u>65,035</u>	<u>74,441</u>	<u>9,406</u>
Fines and Forfeits				
Administrative Fines	900	900	138	(762)
Court Fines	840	840	801	(39)
Total Fines and Forfeits	<u>1,740</u>	<u>1,740</u>	<u>939</u>	<u>(801)</u>
Miscellaneous				
Interest and Earnings (Loss) on Investments	6,190	6,715	(2,559)	(9,274)
Tower Rent	13,200	13,200	13,200	-
Donations	1,500	1,500	88,485	86,985
Refunds and Reimbursements	9,050	9,050	5,687	(3,363)
Other	50	50	428	378
Total Miscellaneous	<u>29,990</u>	<u>30,515</u>	<u>105,241</u>	<u>74,726</u>
Total Receipts	<u>1,427,324</u>	<u>1,425,324</u>	<u>1,364,609</u>	<u>(60,715)</u>
OTHER FINANCING SOURCES				
Issuance of Capital Lease	-	-	525,000	525,000
Sale of Investment	100,000	200,000	-	(200,000)
Total Other Financing Sources	<u>100,000</u>	<u>200,000</u>	<u>525,000</u>	<u>325,000</u>
Total Receipts and Other Financing Sources	<u>1,527,324</u>	<u>1,625,324</u>	<u>1,889,609</u>	<u>264,285</u>
Amounts Available for Appropriation	<u>2,646,348</u>	<u>2,744,348</u>	<u>3,008,633</u>	<u>264,285</u>

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

DISBURSEMENTS	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
General Government				
Mayor and Council				
Current	27,070	27,070	27,509	(439)
Finance-Municipal Clerk/Treasurer				
Current	199,475	196,560	178,253	18,307
Elections				
Current	-	6,215	5,853	362
Independent Accounting and Auditing				
Current	12,000	12,000	11,150	850
Legal				
Current	130	130	182	(52)
Planning and Zoning				
Current	59,335	59,335	54,605	4,730
City Hall, General Government Buildings				
Current	57,560	57,560	60,825	(3,265)
Capital Outlay	36,219	36,219	120,500	(84,281)
Other				
Current	8,350	8,350	3,203	5,147
Total General Government	<u>400,139</u>	<u>403,439</u>	<u>462,080</u>	<u>(58,641)</u>
Public Safety				
Police Protection				
Current	197,768	197,768	169,581	28,187
Capital Outlay	12,000	12,000	-	12,000
Fire Protection				
Current	108,822	118,822	125,957	(7,135)
Capital Outlay	-	-	525,000	(525,000)
Civil Defense				
Current	553	553	1,100	(547)
First Response				
Current	52,961	52,961	33,098	19,863
Inspections				
Current	6,200	6,200	3,225	2,975
Total Public Safety	<u>378,304</u>	<u>388,304</u>	<u>857,961</u>	<u>(469,657)</u>
Streets and Highways				
Street Maintenance/Maintenance Shop				
Current	257,143	255,643	225,600	30,043
Capital Outlay	84,200	93,700	44,276	49,424
Street Lighting				
Current	3,730	3,730	3,641	89
Snow and Ice Removal				
Current	4,500	4,500	4,117	383
Total Streets and Highways	<u>349,573</u>	<u>357,573</u>	<u>277,634</u>	<u>79,939</u>

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

DISBURSEMENTS	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
Sanitation				
Recycling				
Current	10,790	10,790	14,437	(3,647)
Culture and Recreation				
Library				
Current	4,403	4,403	2,337	2,066
Parks				
Current	22,340	22,340	35,012	(12,672)
Capital Outlay	8,763	8,763	6,000	2,763
Total Culture and Recreation	35,506	35,506	43,349	(7,843)
Housing and Economic Development				
Economic Development and Assistance				
Current	1,306	1,306	450	856
Conservation of Natural Resources				
Emily Waters				
Current	14,750	14,750	11,167	3,583
Water Resources				
Current	1,000	1,000	1,000	-
Total Conservation of Natural Resources	15,750	15,750	12,167	3,583
Cemetery				
Current	17,420	17,420	12,567	4,853
Miscellaneous				
Donations				
Current	250	350	350	-
Other				
Current	-	-	49	(49)
Total Miscellaneous	250	350	399	(49)
Debt Service				
Principal	46,399	36,399	44,222	(7,823)
Interest and Other Charges	6,387	6,387	6,387	-
Total Debt Service	52,786	42,786	50,609	(7,823)
Total Disbursements	1,261,824	1,273,224	1,731,653	(458,429)
OTHER FINANCING USES				
Purchase of Investments	106,500	206,500	-	206,500
Total Other Financing Uses	106,500	206,500	-	206,500
Total Disbursements and Other Financing Uses (Charges to Appropriations)	1,368,324	1,479,724	1,731,653	(251,929)
CASH FUND BALANCE - DECEMBER 31	\$ 1,278,024	\$ 1,264,624	\$ 1,276,980	\$ 12,356

**CITY OF EMILY
 COMBINING STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
 REGULATORY BASIS
 NONMAJOR GOVERNMENTAL FUNDS
 DECEMBER 31, 2022**

	SPECIAL REVENUE FUNDS		DEBT SERVICE FUNDS				TOTAL NONMAJOR GOVERNMENTAL FUNDS
	SMALL CITIES REVOLVING LOAN	SMALL CITIES DEVELOPMENT PROGRAM	DEBT SERVICE 2005	DEBT SERVICE 2012A	DEBT SERVICE 2012A REFUNDING	DEBT SERVICE 2014	
ASSETS							
Cash and Investments	\$ 7,687	\$ 4	\$ 38	\$ 28,487	\$ -	\$ 33,261	\$ 69,477
Total Assets	<u>\$ 7,687</u>	<u>\$ 4</u>	<u>\$ 38</u>	<u>\$ 28,487</u>	<u>\$ -</u>	<u>\$ 33,261</u>	<u>\$ 69,477</u>
LIABILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CASH FUND BALANCES							
Restricted	-	4	38	40,000	-	35,000	75,042
Committed	7,687	-	-	-	-	-	7,687
Unassigned (Deficit)	-	-	-	(11,513)	-	(1,739)	(13,252)
Total Cash Fund Balances	<u>7,687</u>	<u>4</u>	<u>38</u>	<u>28,487</u>	<u>-</u>	<u>33,261</u>	<u>69,477</u>
Total Liabilities and Cash Fund Balances	<u>\$ 7,687</u>	<u>\$ 4</u>	<u>\$ 38</u>	<u>\$ 28,487</u>	<u>\$ -</u>	<u>\$ 33,261</u>	<u>\$ 69,477</u>

CITY OF EMILY
COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH FUND BALANCES - REGULATORY BASIS
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2022

	SPECIAL REVENUE FUNDS		DEBT SERVICE FUNDS				TOTAL
	SMALL CITIES REVOLVING LOAN	SMALL CITIES DEVELOPMENT PROGRAM	DEBT SERVICE 2005	DEBT SERVICE 2012A	DEBT SERVICE 2012A REFUNDING	DEBT SERVICE 2014	
RECEIPTS							
Property Taxes	\$ -	\$ -	\$ 2,437	\$ 49,182	\$ 230	\$ 36,424	\$ 88,273
Special Assessments	-	-	1,219	4,090	721	18,647	24,677
Intergovernmental	-	49,157	2,771	117	-	797	52,842
Interest and Earnings (Loss) on Investments	2	1	2	3	-	1	9
Principal Payments	1,227	-	-	-	-	-	1,227
Total Receipts	<u>1,229</u>	<u>49,158</u>	<u>6,429</u>	<u>53,392</u>	<u>951</u>	<u>55,869</u>	<u>167,028</u>
DISBURSEMENTS							
Current							
Economic Development and Assistance	-	46,255	-	-	-	-	46,255
Debt Service							
Principal	-	-	-	40,000	-	35,000	75,000
Interest and Other Charges	-	-	-	7,500	-	9,622	17,122
Total Disbursements	<u>-</u>	<u>46,255</u>	<u>-</u>	<u>47,500</u>	<u>-</u>	<u>44,622</u>	<u>138,377</u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	<u>1,229</u>	<u>2,903</u>	<u>6,429</u>	<u>5,892</u>	<u>951</u>	<u>11,247</u>	<u>28,651</u>
OTHER FINANCING SOURCES (USES)							
Transfers In	-	-	-	-	-	11,433	11,433
Transfers (Out)	-	-	(6,391)	(4,091)	(951)	-	(11,433)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(6,391)</u>	<u>(4,091)</u>	<u>(951)</u>	<u>11,433</u>	<u>-</u>
NET CHANGE IN CASH FUND BALANCES	<u>1,229</u>	<u>2,903</u>	<u>38</u>	<u>1,801</u>	<u>-</u>	<u>22,680</u>	<u>28,651</u>
Cash Fund Balances (Deficit) - Beginning	<u>6,458</u>	<u>(2,899)</u>	<u>-</u>	<u>26,686</u>	<u>-</u>	<u>10,581</u>	<u>40,826</u>
CASH FUND BALANCES - ENDING	<u>\$ 7,687</u>	<u>\$ 4</u>	<u>\$ 38</u>	<u>\$ 28,487</u>	<u>\$ -</u>	<u>\$ 33,261</u>	<u>\$ 69,477</u>

**CITY OF EMILY
SCHEDULE OF INDEBTEDNESS
DECEMBER 31, 2022**

Indebtedness	ISSUE YEAR	INTEREST RATE	FINAL MATURITY	BALANCE AT JANUARY 1, 2022	INCREASES	DECREASES	OUTSTANDING DECEMBER 31, 2022
Governmental Activities							
<u>Bonds Payable</u>							
Improvement Bonds, Series 2014	2014	.9 - 3.05%	2030	\$ 345,000	\$ -	\$ 35,000	\$ 310,000
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	2012	.55 - 2.75%	2028	290,000	-	40,000	250,000
<u>Other Long-Term Debt</u>							
Capital Lease, Fire Truck	2016	3.29%	2025	127,964	-	30,455	97,509
Capital Lease, SCBA	2021	2.98%	2026	73,061	-	13,767	59,294
Capital Lease, Fire Pumper	2022	4.885%	2032	-	525,000	-	525,000
				<u>836,025</u>	<u>525,000</u>	<u>119,222</u>	<u>1,241,803</u>
Less:							
<u>Unamortized Discount</u>							
Improvement Bonds, Series 2014				17,149	-	1,905	15,244
Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A				<u>16,143</u>	-	<u>2,306</u>	<u>13,837</u>
Total Bond Issuance Costs				<u>33,292</u>	-	<u>4,211</u>	<u>29,081</u>
Total Governmental Activities				<u>802,733</u>	<u>525,000</u>	<u>115,011</u>	<u>1,212,722</u>
Business-Type Activities							
<u>Bonds Payable</u>							
General Obligation Sewer Refunding Bonds, Series 2013A	2013	2-3%	2036	1,065,000	-	60,000	1,005,000
				<u>1,065,000</u>	-	<u>60,000</u>	<u>1,005,000</u>
Less:							
<u>Unamortized Discount</u>							
General Obligation Sewer Refunding Bonds, Series 2013A				17,583	-	1,172	16,411
Total Bond Issuance Costs				<u>17,583</u>	-	<u>1,172</u>	<u>16,411</u>
Total Business-Type Activities				<u>1,047,417</u>	<u>-</u>	<u>58,828</u>	<u>988,589</u>
Total Indebtedness				<u>\$ 1,850,150</u>	<u>\$ 525,000</u>	<u>\$ 173,839</u>	<u>\$ 2,201,311</u>

**CITY OF EMILY
SCHEDULE OF ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2022**

FUND	SOURCE OF REVENUE AND PURPOSE		AMOUNT
DS 2005	Crow Wing County	Property Tax	\$ 30
DS 2005	Crow Wing County	Special Assessments	547
DS 2012A	Crow Wing County	Property Tax	1,015
DS 2012A	Crow Wing County	Special Assessments	1,194
DS 2012A Refunding	Crow Wing County	Property Tax	7
DS 2014	Crow Wing County	Homestead & Ag Credit	871
DS 2014	Crow Wing County	Property Tax	765
DS 2014	Crow Wing County	Special Assessments	458
General	Crow Wing County	Administrative Fines	2,917
General	Crow Wing County	Court Fines	13
General	Crow Wing County	Forfeited Tax Sale Apportionments	4,763
General	Crow Wing County	Homestead & Ag Credit	23,204
General	Crow Wing County	Property Tax	21,529
General	Crow Wing County Abstract	Assessment Search	25
General	Emily Cooperative Telephone Co.	Capital Credits	3,028
General	FEMA	May Storm	23,497
General	Jason Quilling	Permit Fee	2,500
General	League of MN Cities	Insurance Claim	7,436
General	Little Pine Township	4th Qtr Police Contract	600
General	The Title Team	Assessment Search	25
General	Todd Proctor	Permit Fee	750
Wastewater	Crow Wing County	Homestead & Ag Credit	1,111
Wastewater	Crow Wing County	Property Tax	1,381
Wastewater	Crow Wing County	Special Assessments	991
Wastewater	Various	User Fees	13,220
			<u>\$ 112,348</u>

**CITY OF EMILY
SCHEDULE OF ACCOUNTS PAYABLE
YEAR ENDED DECEMBER 31, 2022**

FUND	VENDOR NAME	ITEM AND PURPOSE	CHECK NUMBER	AMOUNT
General	AFLAC	Employee Insurance	60214	\$ 32
General	Amy Prokott	Mileage Reimbursement	60204	12
General	Aramark	Towels/rug rentals	60172	167
General	AutoSmith Service Group	Towing	60157	130
General	Canon Financial Services	Copier Lease	60156	101
General	Cardmember Service	Supplies & Materials	60167	832
General	Cardmember Service	Supplies & Materials	60249	13
General	Crosby-Ironton Courier	Publication	60207	54
General	Crow Wing Power	Electric	60201	3,353
General	Culligan	Rental	60154	58
General	Cuyuna Regional Medical Center	Drug Testing	60213	51
General	Ehlers Investment Partners	Management Fees-Dec.	60202	63
General	Ehlers Investment Partners	Management Fees-Nov.	60177	61
General	Emily Ace Hardware	Supplies & Materials	60166	1,068
General	Ferrellgas	Utilities/Propane	60176	1,406
General	Gammello-Pearson	City Attorney	60165	897
General	League MN Cities Ins. Trust	Insurance	60184	34,394
General	League MN Cities Ins. Trust	Property/Casualty Deductible	60321	250
General	League MN Cities Ins. Trust	Worker's Comp Deductible	60255	500
General	League MN Cities Ins. Trust	Worker's Comp Deductible	60169	71
General	League MN Cities Ins. Trust	Worker's Comp Prem. Adj.	60457	14
General	Minnesota Revenue	Payroll Taxes	330671	303
General	Minnesota Revenue	Sales Tax	330673	140
General	MN Child Support Payment Center	Employee Payments	60150	287
General	MN DEED	Unemployment Benefits	60217	8,160
General	Momentum Truck Group	Parts	60174	106
General	Office Shop	Office Supplies	60305	245
General	Office Shop	Office Supplies	60175	115
General	PERA	Payroll Taxes	330668	2,291
General	Pike Plumbing & Heating	Inspection	60218	252
General	PowerPlan	Repairs & Maintenance	60151	76
General	Progressive Forest Products	Fire Hall Cabinets	60350	6,366
General	Quill	Office Supplies	60173	36
General	Sadusky Renovations	Inspections	60170	1,050
General	Sourcewell	P & Z Administration	60171	399
General	Thomson Reuters - West	Database Charges	60178	113
General	Total Compliance Solutions, Inc.	Drug Testing	60300	78
General	US Treasury	Payroll Taxes	330666	1,578
General	Verizon Wireless	Police Cell Phone	60153	7
General	Waste Management Corp. Svcs.	Garbage	60187	353
General	Wex Bank	Fuel & Cleaning Supplies	60209	2,175
Wastewater	Crow Wing Power	Electric	60201	109
Wastewater	League MN Cities Ins. Trust	Insurance	60184	1,390
Wastewater	Minnesota Revenue	Payroll Taxes	330671	5
Wastewater	PERA	Payroll Taxes	330668	34
Wastewater	US Treasury	Payroll Taxes	330666	29
				<u>\$ 69,224</u>

OTHER REPORT SECTION

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INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated September 7, 2023.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Emily failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of the City of Emily and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
September 7, 2023

CITY OF EMILY
Emily, Minnesota

COMMUNICATIONS LETTER

Year Ended December 31, 2022



**Clasen &
Schiesl CPAs, Ltd.**
Consultants & Accountants

CITY OF EMILY
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**EXECUTIVE AUDIT SUMMARY (EAS)
FOR
CITY OF EMILY
YEAR ENDED DECEMBER 31, 2022**

AUDIT FINDINGS AND RESULTS

Audit process – We found the City’s records to be in good order (organized, available, complete, etc.). We appreciate the time that staff took to work with us to complete the engagement.

Audit Opinion – The financial statements are fairly stated. We issued an adverse opinion on US Generally Accepted Accounting Principles and an unmodified (clean) opinion on the Regulatory Basis of Accounting.

Compliance – No compliance issues were noted in our review of laws, regulations, contracts, grant agreements or other matters that could have significant financial implications to the City.

Internal Controls – Segregation of duties was deemed to be a material weakness and preparation of financial statements was deemed to be a significant deficiency.

Fund Balance – For 2022 the fund balance in the General Fund increased by \$157,956 ending at \$1,276,980 as of December 31, 2022. The ending fund balance at December 31, 2022, for the City represents 73.7% of general fund disbursements and other financing uses incurred for the year and is an important aspect in the City’s financial well-being since a healthy fund balance represents a cushion against unanticipated disbursements, funding deficiencies, aid proration at the state level and similar problems.

Budget and Actual – Total General Fund receipts and other financing sources on a net basis were \$264,285 (or 16.3%) higher than the budgeted amount while total disbursements and other financing uses were \$251,929 (or 17.0%) higher than had been budgeted, mainly due to the unbudgeted purchase of the fire truck. As part of any budget update initiated for 2023, the Council will want to take these variances into consideration in order to limit budget differences to every extent possible. We encourage you to undertake mid-year budget reviews resulting in the adoption of a revised General Fund budget when updated information becomes available.

**CITY OF EMILY, MINNESOTA
FINANCIAL SUMMARY
YEAR ENDED DECEMBER 31, 2022**

GOVERNMENTAL FUNDS:

Statement of Balances Arising From Cash Transactions

Cash and Investments (Net)	\$ 1,346,457
----------------------------	--------------

Statement of Cash Receipts, Disbursements, and Changes in Cash Fund Balances

Receipts	\$ 1,531,637
Disbursements	(1,870,030)
Issuance of Capital Lease	525,000
Net Change in Cash Fund Balances	\$ 186,607

PROPRIETARY FUND:

Statement of Balances Arising From Cash Transactions

Cash and Investments	\$ 107,342
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Statement of Receipts, Disbursements, and Changes in Net Cash Position

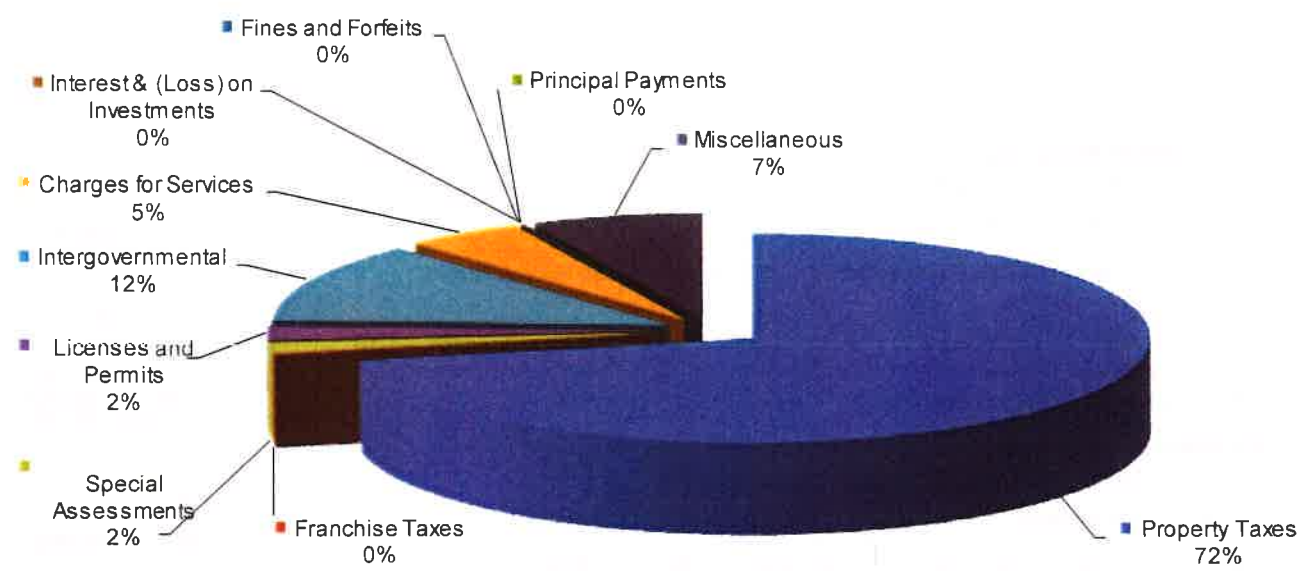
Operating Receipts	\$ 78,493
Operating Disbursements	(44,390)
Operating Cash Income	34,103
Nonoperating Receipts	76,270
Nonoperating Disbursements	(28,458)
Net Cash Income Before Other Disbursements	81,915
Debt Principal Paid	(60,000)
Change in Net Cash Position	\$ 21,915

SUPPLEMENTARY INFORMATION SECTION

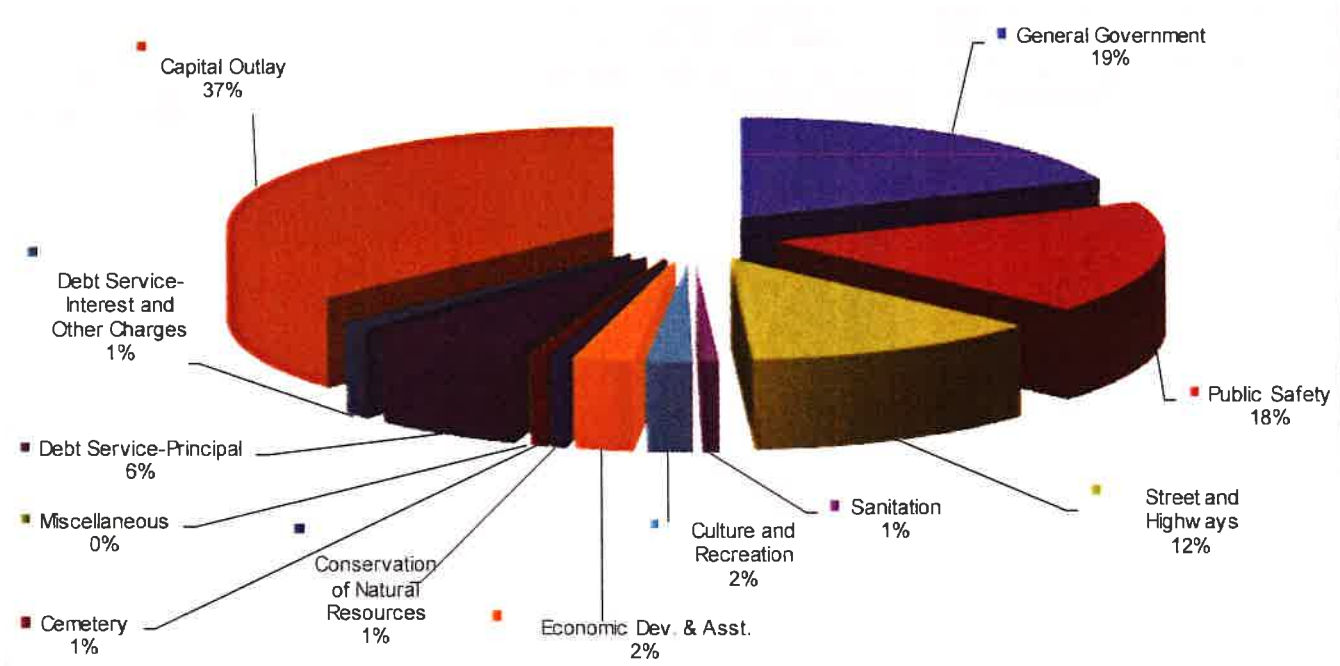
Budgetary Comparison Schedule - Regulatory Basis - General Fund

	Variance
Total Receipts and Other Financing Sources - Positive Variance	\$ 264,285
Total Disbursements and Other Financing Uses - Negative Variance	(251,929)
Budgetary Fund Balance with a Positive Variance	\$ 12,356

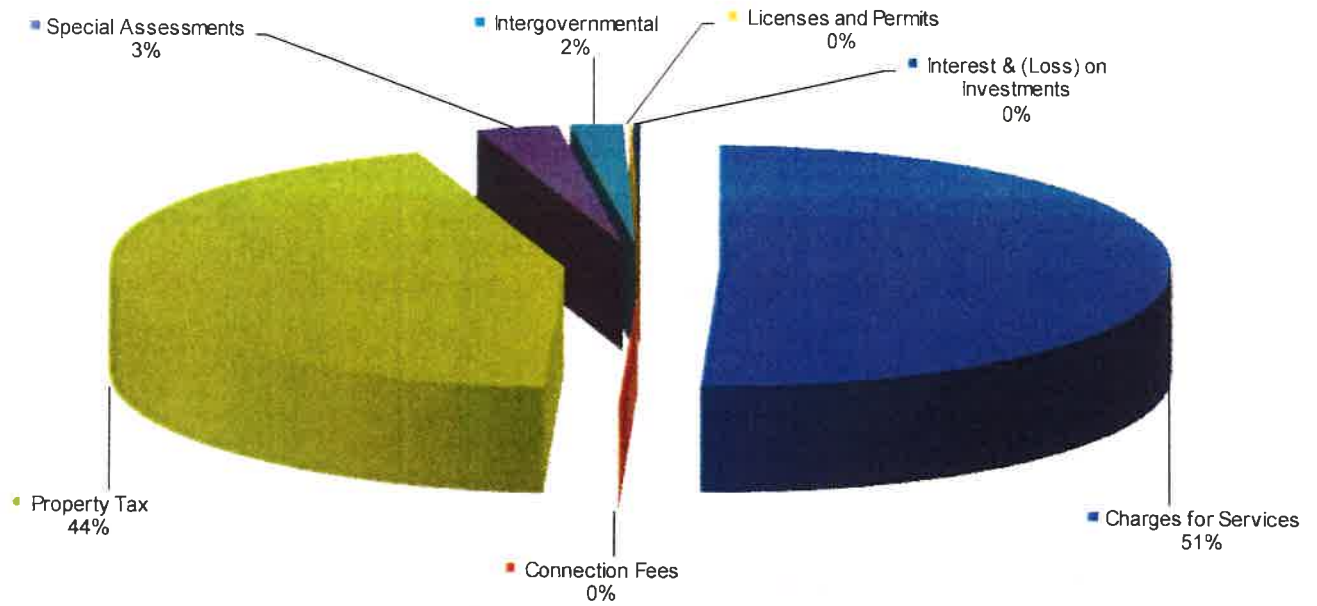
**City of Emily, Minnesota
Governmental Funds
Receipts
Year Ended December 31, 2022**



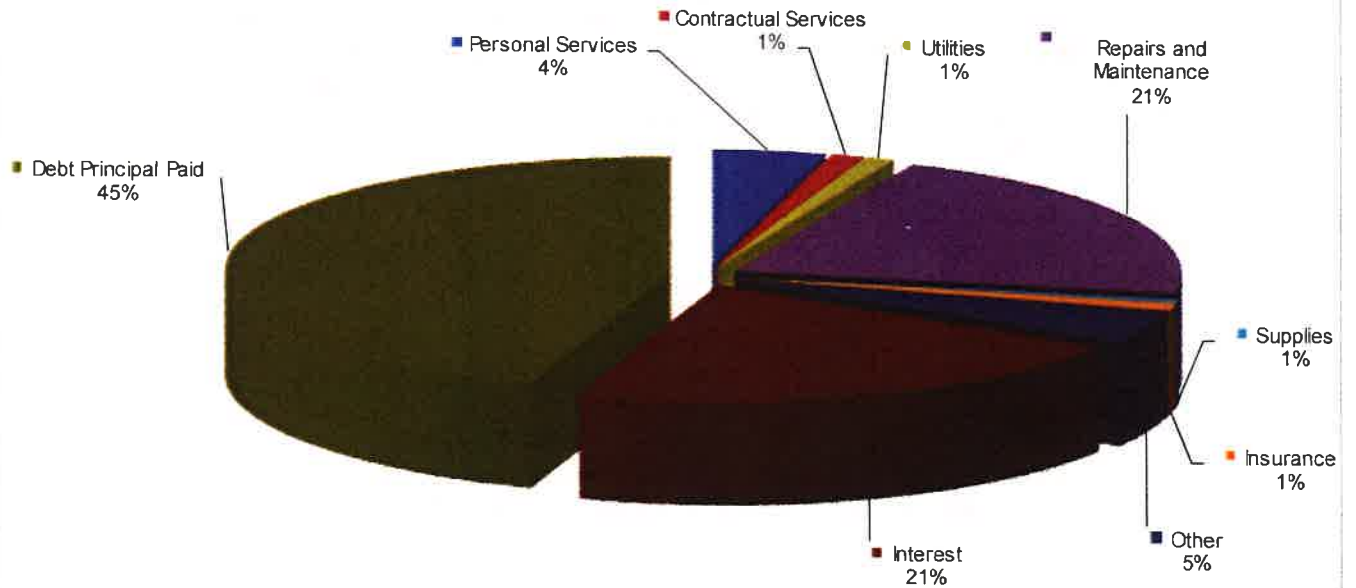
**City of Emily, Minnesota
Governmental Funds
Disbursements
Year Ended December 31, 2022**



**City of Emily, Minnesota
Proprietary Funds
Receipts
Year Ended December 31, 2022**



**City of Emily, Minnesota
Proprietary Funds
Disbursements
Year Ended December 31, 2022**





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REPORT ON MATTERS IDENTIFIED AS A RESULT OF THE AUDIT OF THE FINANCIAL STATEMENTS

To the Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

In planning and performing our audit of the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the following sections, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider deficiency 2022-001 in the following section to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider deficiency 2022-002 in the following section to be a significant deficiency.



**Clasen &
Schiessl CPAs, Ltd.**

This communication is intended solely for the information and use of management, the City Council, and others within the City, and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
September 7, 2023

CITY OF EMILY
MATERIAL WEAKNESS
December 31, 2022

2022-001

LACK OF SEGREGATION OF ACCOUNTING DUTIES

The objective of internal control for accounting is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. An essential part of internal control is that procedures are properly segregated and the results of their performance adequately reviewed. This is normally accomplished by assigning duties so that 1) no one person handles a transaction from beginning to end, and 2) incompatible duties between functions are not handled by the same person. In addition, a review of these completed duties should be performed by an individual independent of those functions.

The Organization does not have effective controls to safeguard assets, and prevent or detect misstatements on a timely basis, as a result of a lack of segregation of duties. This condition increases the possibility that errors or irregularities may occur without being detected on a timely basis. Proper segregation of duties can be difficult to achieve due to the limited City staff and hiring additional staff may be costly. Additionally, segregation of duties can, at times, lead to inefficiencies in the financial reporting process. Therefore, consideration must be given to the cost of implementing additional controls.

CITY OF EMILY
SIGNIFICANT DEFICIENCY
December 31, 2022

2022-002

PREPARATION OF FINANCIAL STATEMENTS AND RELATED FOOTNOTES

Internal controls over financial reporting include those related to the actual preparation and review of the audited financial statements. In order to prepare a complete set of financial statements in conformity with the regulatory basis of accounting, the preparer must have the necessary expertise.

The City does not have an internal control system designed to provide for the preparation of the financial statements being audited. City personnel do prepare periodic financial statements and other financial information for internal use that meets the needs of management and the City Council. However, the City does not have the internal resources to prepare full-disclosure financial statements required by the regulatory basis of accounting for external reporting. As auditors, we were requested to draft the financial statements and accompanying footnotes.

This control deficiency could result in a misstatement to the financial statements that would not be prevented or detected.

This control deficiency is not unusual in a small City. However, it is the responsibility of management and the Council to decide whether to accept the degree of risk associated with this condition based on the cost of correction and other considerations.

**CITY OF EMILY
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2022**

STATUS OF PRIOR AUDIT FINDINGS

Internal Control

Material Weakness

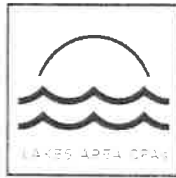
2021-001 Segregation of Duties

<i>Condition:</i>	The City has a limited number of office personnel and, accordingly, does not have adequate internal controls in certain areas because of a lack of segregation of duties.
<i>Current Status:</i>	This condition is noted again in the current year audit of the financial statements.

Significant Deficiency

2021-002 Preparation of Financial Statements and Related Footnotes

<i>Condition:</i>	The City does not have an internal control system designed to provide for the preparation of the financial statements.
<i>Current Status:</i>	This condition is noted again in the current year audit of the financial statements.



REQUIRED COMMUNICATION

September 7, 2023

To the Honorable Mayor and
Members of the City Council
City of Emily
Emily, Minnesota

We have audited the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 22, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period, in accordance with the regulatory basis of accounting.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements was:

Management's estimate of the allocation of multiple expenditures, based on an estimated percentage across governmental and proprietary funds. We evaluated the key factors and assumptions used to develop the allocation in determining that it is reasonable in relation to the financial statements taken as a whole.



**Clasen &
Schiessl CPAs, Ltd.**

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the financial statements being prepared by the City using the regulatory basis of accounting prescribed by the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America, as described in Note 1 to the financial statements.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures, and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 7, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



**Clasen &
Schiessl CPAs, Ltd.**

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were not engaged to report on the introductory or supplementary information sections, which accompany the financial statements but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Emily and is not intended to be, and should not be, used by anyone other than these specified parties.

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota

Slogan Ideas for the City of Emily

- The Little Lake Town With a Big Heart
- The Little Lake Town With a Lot of Charm
- The Little Lake Town of the North Star State
- Serenity by the Shoreline
- **The Hidden Gem in the Land of 10,000 Lakes (Jack's personal favorite)**
- The Lake Life Capital
- Small Town Comforts, Lakeside Wonder
- Life Flourishes at the Lakes
- Where the Water is Your Neighbor
- Where the Waters Flow as the Community Grows
- Embrace Life by the Lake
- The Warm Community on the Lake Shore
- Where Community and Waters Live in Harmony
- Rural Serenity and Lakeside Beauty
- Where Country Roads Lead to Lakeside Dreams
- Lakeside Charm, Minnesota Nice
- Community Meets Water at the Center of the Trail
- Lakes, Trails, and Warm Welcomings
- Home to Minnesota's Best Lakes and Off-Road Trails
- Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- Where Adventures Begin and Memories are Made
- The Hidden Gem Where Adventures Begin



August 30, 2023

RECEIVED
AUG 31 2023

Ms. Cari Johnson, Deputy Clerk
City of Emily
39811 State Highway 6
P.O. Box 68
Emily, MN 56447

BY:

Dear Ms. Johnson:

Thank you for the opportunity to submit a proposal to again provide propane to the City of Emily. Here is our proposal for the upcoming heating season:

Propane Pricing: The price will be "fixed" at \$1.399 per gallon from now through October 31st, 2023 (late summer/fall fill), and then \$1.499 per gallon from November 1st, 2023 to June 30th, 2024. We will waive all delivery fees for the contract term.

Again, thank you for the opportunity to provide a proposal. If you have any questions or comments regarding any of our services, please feel free to contact me directly at 218-244-3285 (cell).

Sincerely,

Brian

Brian Gandy, General Manager
Grand Rapids Service Center
Serving North Dakota, North-Central Minnesota, and NW Wisconsin

Customer Service Pledge

I PLEDGE TO:

- Keep Customers **SAFE**.
- Keep Customers **INFORMED**.
- Keep Customers **FIRST** in all I do.
- Keep Customers fueled for **BUSINESS**, for **HOME**, and for **LIFE**.



RECEIVED
AUG 21 2023

BY:



Superior Fuel

Fueling your way of life.

8/31/2023

RE: Propane Contract/Price City of Emily 2023-24 Heating Season

Attention: Emily City Council

Superior Fuel Company would be able to offer the following for your propane needs for the 2023-24 heating season:

- **1.339 Fixed-Rate Per Gallon** for 1, 2 or 3 heating seasons/years
- All tanks will be on a Keep-Fill basis using propane tank monitors at no charge
 - Tanks will automatically be filled once the tank levels reach 30%
 - Tank monitors also include a *Superior Fuel Company App* where account holder can check the level of all tanks at any time from their smart phone, tablet, or computer
- We provide 24/7/365 service
- City of Emily Employee Pricing
 - 1.699 fixed rate but must be 3-year agreement

Superior Fuel Company is one of the last locally owned and operated companies in the area. All service would be provided out of our Jenkins, MN office location. We thank you for the opportunity to bid on your propane needs and believe that we would be an exceptional partner.

Thank you for your consideration,

Ben Sowada – Commercial Sales
(218) 349-2047
bens@superiorfuelcompany.com

Amy Prokott, Deputy Clerk, City of Emily

From: Amanda Kari <AmandaK@beaudryoil.com>
Sent: Thursday, September 7, 2023 9:29 AM
To: Amy Prokott, Deputy Clerk, City of Emily
Subject: RE: Proposal

Amy,

We can offer a fill now price at \$1.499/gallon and we can lock the city in at \$1.599/gallon for the heating season which would expire April 15th, 2024. We also have an \$8.00 delivery charge. Please let me know if you have any other questions and I'd be happy to assist.

Thanks,



Amanda Kari

Propane Sales & Marketing | Beaudry Oil & Propane

Direct: 763-633-2604 | Main: 763-441-2383

amandak@beaudryoil.com

www.beaudryoil.com

This e-mail message, including any attachments or other accompanying materials or information is a private, confidential communication that is covered by the Electronic Communications Privacy Act and is intended only for the personal and confidential use of the recipient(s) named above. If you are not the intended recipient of this e-mail communication or the authorized employee or agent responsible for delivering this message to the intended recipient, notify the sender upon receipt and delete this e-mail without reading, printing or using it.

From: Amy Prokott, Deputy Clerk, City of Emily [mailto:deputyclerk@emily.net]

Sent: Thursday, September 7, 2023 9:17 AM

To: Amanda Kari <AmandaK@beaudryoil.com>

Subject: RE: Proposal

Hi Amanda –

I am just following up to see if you are able to provide a quote on propane for the City of Emily? Thank you!

Respectfully,

Amy Prokott | Deputy Clerk | City of Emily

ffecting Positive Change

deputyclerk@emily.net



RECEIVED
SEP 11 1 2023

Invoice Number: 388715

BY:

Membership Dues Invoice

Effective during 2023-2024

City of Emily

Dues Amount: \$1,200

(Dues amount rounded to nearest dollar.)

Population: 881

(Population represents the 2022 State Demographer and Metropolitan Council Estimates.)

Dues are based on your population. See how we calculated your dues at: www.lmc.org/dues

For membership dues in the League of Minnesota Cities for the year beginning September 1, 2023. Annual dues for membership in the League of Minnesota Cities include subscriptions to Minnesota Cities magazine.* Pursuant to the disclosure requirements of Minnesota Statutes, Section 6.76, the proportionate amount of dues spent for lobbying purposes is 11.1%. This percentage is reported to the State Auditor as required by statute.

Payment from Public Funds Authorized by Minn. Stats, Sec. 465.58

I declare under the penalties of law that the foregoing account is just and correct and that no part of it has been paid.

Dated: September 1, 2023

Luke Fischer
Executive Director, League of Minnesota Cities

Please Remit To:

Finance Department
League of Minnesota Cities
145 University Ave W
St Paul, MN 55103-2044

Include this invoice or reference
invoice #388715 with your
payment.

Questions: billing@lmc.org

*Annual dues include subscriptions to *Minnesota Cities* magazine at \$30 per subscription according to the following schedule based on population: 249 or less; 6: 250-4999; 11: 5000-9999; 15: 10000-19999; 20: 20000-49999; 25: 50000-299999; 30: 300000+; 35. For further information on subscriptions contact the League offices. This information is given in order to meet postal regulations. Please do not use as a basis for payment.

The League will routinely communicate via e-mail with your city's staff and elected officials as part of your membership in the League

clerk@emily.net

From: League of Minnesota Cities <billing@lmc.org>
Sent: Friday, September 1, 2023 2:20 PM
To: clerk@emily.net
Subject: 2024 Membership Dues Invoice
Attachments: 2024 Mayors Dues Invoice.pdf; Membership Dues Invoice_Orders_388715_41719.pdf

Dear city official,

Greetings from the Board of Directors and staff at the League of Minnesota Cities. We are writing to let you know that following discussions at its August meeting, the Board adopted a 3.75% final dues schedule increase for the League's 2024 fiscal year.

Our budget and financial planning helps to ensure that the League continues to deliver the services you need while also broadening the League's capacity to respond to emerging issues and trends that affect all our members.

Attached is your 2024 membership dues invoice effective September 1, 2023. Please note that while the scheduled dues increase is 3.75%, any shift in your city's population over the past year might have an additional effect on the total dues your city pays for the coming year. To learn more about how your dues are calculated, visit www.lmc.org/dues.

Thank you for your continued support of League services and your partnership with our 830+ members to keep our association fiscally healthy and relevant. Feel free to reach out to us at any time if you have questions about your city's dues or your League membership.

Jenny Max
President

Luke Fischer
Executive Director

From: Tran, Samuel <STran@lmc.org>
Sent: Thursday, August 3, 2023 10:33 AM
To: Clerk@Emily.Net
Cc: Jamie@Koopinsurance.Com
Subject: Renewal Application for LMCIT Workers' Compensation Coverage: City of Emily
Attachments: Emily WC Dec.pdf

Flag Status: Flagged

It's time to renew the workers' compensation coverage for the City of Emily.

Attached you will find:

- A copy of your previous year's coverage and premium information

What you need to do:

Complete the online renewal application

If you've accessed the LMCIT Member Center before:

1. Go to www.lmc.org and select the login link at the top of the page.
2. Within the box titled *LMCIT Member Center*, select *Log In*.
3. Select *Workers Compensation* at the top left and then *Renew Your WC Coverage* will appear from the panel on the left.

If you've never accessed the LMCIT Member Center:

1. Go to www.lmc.org and select the login link at the top of the page.
2. Within the box titled *LMCIT Member Center*, select *Log In*.
3. Select *Reset Password*.
4. Enter your email address and the CAPTCHA image phrase, then select *Get New Password*.
5. You will receive an email with a link to reset your password.
6. In the email, select the *Click Here* hyperlink in the first sentence.
7. Enter a password that is strong enough, as indicated in the instructions.
8. On the *Password Successfully Changed* screen, select *Continue* and you will be directed to the LMCIT Member Center.
9. Select *Workers Compensation* at the top left and then *Renew Your WC Coverage* will appear from the panel on the left.
10. For all subsequent logins, simply follow steps 1 and 2, then enter your email address and password.

Additional notes:

- Effective 1/1/2020, LMCIT is now able to accommodate specific agency commission arrangements for the workers' compensation program.
- Elected and appointed officials of covered entities will be considered "employees" for the purposes of workers' compensation unless the member directs LMCIT to decline coverage.
- Ancillary Volunteer Accident Coverage will be provided automatically to all members for no additional premium charge.
- [Certification of Non-Smoking Status](#) forms are included in the online renewal application.

After you submit your information, you will receive a premium quote based on the information provided and can make your final coverage selection at that time. Your premium quote will include your renewal agreement number.

Questions?

- Get a comprehensive explanation of coverage and premium options in the information memo [LMCIT Workers' Compensation Coverage Guide \(pdf\)](#).
- Contact Samuel Tran, LMCIT Underwriting Technician, at (651) 215-4083 or stran@lmc.org

Thank you for your continuing participation in the LMCIT workers' compensation program!

Samuel Tran | Underwriting Technician

Phone: (651) 215-4083 | stran@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

Welcome (/Renewal_WC/LMCWC/0000490533/WC/welcome)

Contact Information

(/Renewal_WC/LMCWC/0000490533/WC/contact)

Employee of Separate Administrative Boards and Commissions

Elected and Appointed Officials of the City and Board Members of Separate Administrative Boards and Commissions*

(/Renewal_WC/LMCWC/0000490533/WC/officials)

Workers' Compensation Payroll Rating Information

(/Renewal_WC/LMCWC/0000490533/WC/rating)

Workers' Compensation Premium Options

(/Renewal_WC/LMCWC/0000490533/WC/premium)

Certification of Non-Smoking Status for Police and Fire Department Members

(/Renewal_WC/LMCWC/0000490533/WC/smoking)

Renewal Notes (/Renewal_WC/LMCWC/0000490533/WC/RenewalNote)

All sections must be marked as complete before submitting your renewal.

Employee of Separate Administrative Boards and Commissions

EMILY, CITY OF - WC

 Save

Unless specifically named in the Information Page or by endorsement, the following entities and their employees are not covered entities. Indicate any of the following types of entities you want included as covered under this coverage.

- Utility or utility commission
- Port authority
- Housing and redevelopment authority
- Hospital or nursing home board or commission
- Joint powers board
- Economic Development Authority
- Welfare or public relief agency
- School board

Submit Renewal

 (/Reports/PrintWCRenewalMaster?inProgramNbr=LMCWC&cityID=0000490533&inLOB=WC&inFormID=5984)

I have completed this section

Welcome (/Renewal_WC/LMCWC/0000490533/WC/welcome)

Contact Information

(/Renewal_WC/LMCWC/0000490533/WC/contact)

Employee of Separate Administrative Boards and Commissions

(/Renewal_WC/LMCWC/0000490533/WC/employee)

Elected and Appointed Officials of the City and Board Members of Separate Administrative Boards and Commissions*

Workers' Compensation Payroll Rating Information

(/Renewal_WC/LMCWC/0000490533/WC/rating)

Workers' Compensation Premium Options

(/Renewal_WC/LMCWC/0000490533/WC/premium)

Certification of Non-Smoking Status for Police and Fire Department Members

(/Renewal_WC/LMCWC/0000490533/WC/smoking)

Renewal Notes (/Renewal_WC/LMCWC/0000490533/WC/RenewalNote)

All sections must be marked as complete before submitting your renewal.

Elected and Appointed Officials of the City and Board Members of Separate Administrative Boards and Commissions*

MILY, CITY OF - WC

 Save

Elected and appointed officials and board members of covered entities will be considered "employees" for the purposes of this coverage, unless you direct LMCIT to exclude coverage for the elected and appointed officials. Please Check the box below if you wish to exclude workers' comp coverage for elected and appointed officials.

We would like to exclude coverage for elected and appointed officials.

The types of appointed officials governed by the statute that allows workers' comp for elected and appointed officials include members of planning commissions, park boards, utility commissions, and similar entities, which are generally not members of organizations such as a city celebration committee. The Minnesota Supreme Court has defined public officers as individuals who have "independent authority under law, either alone or with others, of equal authority, to determine public policy or to make a final decision not subject to the supervisory approval or disapproval." Note, however, limited medical, disability, impairment and death benefits are available to members of purely advisory (those without independent decision-making authority) city boards and committees under the ancillary LMCIT Volunteer Accident Coverage.22

Submit Renewal

 (/Reports/PrintWCRenewalMaster?inProgramNbr=LMCWC&cityID=0000490533&inLOB=WC&inFormID=5984)

I have completed this section

City of Emily
PROPOSED CAPITAL IMPROVEMENT PLAN
 2023 through 2027
 PROJECTS BY FUNDING SOURCE

Priority Legend:
 A: Urgent - Fund if at all possible
 B: High Priority - Do when funding available
 C: Worthwhile - May be deferred for funding
 D: Desirable (Nonessential)

Code	Source	Balance	Priority	2022	2023	2024	2025	2026	2027	2028-2032	TOTAL
100 General Fund											
	Shop - 12,000 lbs. Two Post Hoist	\$858,292	B		\$ 10,000.00						\$ 10,000.00
	Shop - Plasma Cutter		C	\$ 2,000.00							\$ 2,000.00
	Shop - Cut Off Saw		B	\$ 1,500.00							\$ 1,500.00
	Shop - Sweeper Vacuum		B	\$ 10,000.00							\$ 10,000.00
	Shop - Salt Shed Roof Repair		A	\$ 17,500.00 \$ 19,500.00							\$ 19,500.00
	Lawnmower		C		\$ 35,000.00						\$ 35,000.00
	Hall - Bottle Filling Station/Fountain		C	\$ 1,500.00							\$ 1,500.00
	Hall - Emergency Generator		B	\$ 20,000.00							\$ 20,000.00
	Hall - Access System Upgrade		C	\$ 4,100.00							\$ 4,100.00
	Rotational Computer Replacement - Clerk & PZ Offices		B	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00					\$ 8,000.00
	PZ - Fireproof File Cabinet		C	\$ 2,500.00							\$ 2,500.00
	Electronic Speed Signs X 3 (\$5,000 each)		A	\$ 10,000.00	\$ 5,000.00						\$ 5,000.00
	Upgrade of Council Video/Sound Equipment		C							\$ 15,000.00	\$ 15,000.00
	201 Road and Bridge (Small Cities Assistance)	\$49,211								\$ 25,000.00	\$ 25,000.00
	206 American Rescue Plan Fund	\$45,934									
	211 Library	\$1,171	B		\$ 1,000.00						\$ 1,000.00
	Security Camera										
	225 Firemen's Equipment Fund	\$105,213									
	Replacement of Expired Turnout Gear (\$3,000 each)/(Ice Rescue (Mustang) Suits (\$2,000 each)		A	\$ 3,000.00	\$ 6,000.00						\$ 9,000.00
	Radios (\$5,000 each)		A	\$ 15,000.00	\$ 20,000.00	\$ 15,000.00					\$ 50,000.00
	Pagers (\$550 each)		B	\$ 2,750.00	\$ 2,750.00						\$ 5,500.00
	Hurst Tool		A	\$ 6,000.00	\$ 40,000.00						\$ 40,000.00
	Fire Station - Meeting Room and Restroom Reno		B	\$ 40,000.00	\$ 70,000.00						\$ 70,000.00
	Brush Rig 4 Door Pickup Truck		B	\$ 34,664.96	\$ 34,664.96	\$ 34,664.96					\$ 104,000.00
	Engine #1 - Lease to Purchase Program		A	\$ 44,900.00	\$ 44,900.00	\$ 44,900.00	\$ 79,564.96	\$ 34,664.96			\$ 138,659.84
	Engine #2 - Lease to Purchase Program (10 Years)		A	\$ 44,900.00	\$ 44,900.00	\$ 44,900.00	\$ 79,564.96	\$ 34,664.96			\$ 138,659.84
	SCBAs - Lease to Purchase Program		A	\$ 15,944.03	\$ 15,944.03	\$ 15,944.03	\$ 15,944.03	\$ 15,944.03			\$ 79,720.15
	Fire Station - Generator and Install		A	\$ 20,026.00	\$ 20,026.00						\$ 20,026.00
	226 1st Responders Equipment Fund	\$75,212									
	Radios (\$6,500 each)		A	\$ 13,762.00	\$ 6,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 19,500.00	\$ 99,762.00
	Pagers (\$550 each)		B	\$ 1,100.00	\$ 1,100.00						\$ 2,200.00
	First Responder Vehicle/Ambulance (Used)		B	\$ 70,000.00	\$ 70,000.00						\$ 70,000.00
	AEDs (\$2,000 each)		C	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 30,000.00
	227 Emily Area Recycling	-\$145									
	228 Police Fund	\$2,125									
	404 Park Acquisition and Development	\$117,940									
	Pickleball lines on second tennis court		B		\$ 500.00						\$ 500.00
	Resurfacing of Tennis/Pickleball Courts		B		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00	\$ 80,000.00
	Baseball Field Dugouts Repair		B	\$ 6,538.39							\$ 6,538.39
	Baseball Field Scoreboard		B	\$ 800.00							\$ 800.00
	Biking/Hiking Emily State Forest Trails		D		\$ 20,000.00	\$ 20,000.00					\$ 40,000.00
	406 City Hall	\$0									
	City Hall Roof Replacement		A	\$ 120,500.00							\$ 120,500.00
	407 Cemetery	\$36,115									
	Mini-Excavator		C-D		\$ 40,000.00						\$ 40,000.00
	Second Addition Preparation:		C		\$ 4,000.00						\$ 4,000.00
	Benches for Memorial Circle		C		\$ 7,000.00						\$ 7,000.00
	Flagpoles for Memorial Circle		C		\$ 2,000.00						\$ 2,000.00
	Visible Black Markers		C		\$ 2,000.00						\$ 2,000.00
	409 Police Department	\$28,160									
	Replacement of Squad Car (Total \$45,000)		B	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 118,000.00

How many ice rescue suits? Aid to 2024
 State contract needed
 State contract needed
 Balance from non-Park dedication savings
 State contract needed

City of Emily
PROPOSED CAPITAL IMPROVEMENT PLAN
 2023 through 2027
 PROJECTS BY FUNDING SOURCE

Priority Legend:
 A: Urgent - Fund it at all possible
 B: High Priority - Do when funding available
 C: Worthwhile - May be deferred for funding
 D: Desirable (Nonessential)

Code	Source	Balance	Priority	2022	2023	2024	2025	2026	2027	2028-2032	TOTAL
	Roads - 1/Year										
	Computers: (2) Office		B	\$ 4,500.00							\$ 4,500.00
			B		\$ 1,500.00			\$ 1,500.00			\$ 4,500.00
413	Rehab. Projects	\$10,070									
414	Capital Projects - Fire	\$58,287									
	2 Year Rotating Crack Sealing Plan		B		\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 135,000.00	\$ 243,000.00
	Rotating Poly Sealing Plan		B		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	\$ 135,000.00
	Street Improvements		B		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00	\$ 225,000.00
	Overlaying Roads Project		A		\$ 625,000.00	\$ 625,000.00					\$ 1,250,000.00
	Roosevelt Drive Bridge (Crooked Creek)		B				\$ 20,000.00				\$ 20,000.00
	Overlay the bridge (no weight can be added)		C	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	\$ 150,000.00
	Bridge replacement - Est. 10-15 years \$460,000		B	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 70,000.00	\$ 140,000.00
	South Shore Drive Bridge (Little Pine River)		A		\$ 20,000.00						\$ 20,000.00
	Seal the fascia - Est. \$70,000		A	\$ 99,530.13							\$ 99,530.13
	Emily Dam Repair		B-C		\$ 150,000.00						\$ 150,000.00
	Single Axle Plow Truck - Used		C		\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00			\$ 320,000.00
	624 Loader		B	\$ 34,591.60							\$ 34,591.60
	Bobcat		B	\$ 9,700.00							\$ 9,700.00
	Maintenance 1 Ton Pickup Truck with sander		B	\$ 28,000.00							\$ 28,000.00
	Boss Snowplow		B	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Maintenance 3/4 to 1 Ton Pickup Truck		C-D	\$ 140,000.00	\$ 60,000.00						\$ 200,000.00
	Grader		D							\$ 40,000.00	\$ 40,000.00
	Backhoe Tractor										
416	Future City Development	\$32,584									
417	Shop Building	\$0									
	Blacktop Aprons		C		\$ 30,000.00						\$ 30,000.00
602	Sewage Collection and Disposal	\$91,857									
	Liftstation Pump		C	\$ 2,300.00							\$ 2,300.00
	Onsite Rain Gauge		C	\$ 400.00							\$ 400.00
	Rapid Infiltration Basin Pipe Repairs		C		\$ 2,000.00						\$ 2,000.00
	GRANTS TO BE USED			\$ 91,860.78	\$ 225,000.00						\$ 316,860.78
	Savings Funds to be Used			\$ 137,152.20	\$ 291,509.33	\$ 682,858.99	\$ 395,508.99	\$ 483,508.99	\$ 267,064.96	\$ 1,168,824.80	\$ 4,106,430.04
	Budget Funds to be Used			\$ 228,738.98	\$ 291,509.33	\$ 1,410,884.99	\$ 395,508.99	\$ 483,508.99	\$ 267,064.96	\$ 1,168,824.80	\$ 4,301,042.82
	TOTALS										
	GRANTS/POSSIBLE GRANTS						\$ (250,000.00)				\$ (250,000.00)
	Blking/Hiking State Forest Trail - DNR Reg. Trail										\$ (5,000.00)
	Electronic Speed Signs - Sourcewell FY 2022/2023			\$ (5,000.00)							\$ (10,000.00)
	Emer Gen for City Hall/SpeedSign - SW FY 2023/2024				\$ (10,000.00)						\$ (20,000.00)
	Total Grants/Possible Grants			\$ (5,000.00)	\$ (10,000.00)	\$ (250,000.00)					\$ (265,000.00)

WAGE SCHEDULE POLICY

(Includes Employees, Elected Officials, and Appointed Officials Not Covered By Union Contract or Employment Agreement)

Description	Wage/ Salary	per ____ unit	City Ordinance Reference
Mayor	\$500	per month, effective 1/1/2021	30.07
Council Member	\$325	per month, effective 1/1/2021	30.07
Additional Council Meetings - Mayor and Council Member	\$50	per meeting	30.07
Additional Meetings - Mayor (Up to 4 per month)	\$50	per meeting	30.07
Emergency Management			
Emergency Management Director	\$40	per month April 1 to November 30	33.03
Emergency Management Director Assistant	\$40	per month, December 1 to March 31	34.03
EDA Authority Members (Mayor/Council)	\$25	per meeting	30.07
Citizen Board Members			
Planning & Zoning Commissioners and Alternates	\$40	per meeting	30.07
Planning & Zoning Commissioners and Alternates	\$10	per site visit	
EDA Commission	\$35	per meeting	30.07
Park Commission	\$35	per meeting, up to 4 meetings per year, additional meetings upon approval by Council	30.07
First Response Unit			
		Increases in effect from 12/1/21	
		call, training, meeting wages apply to all First Response personnel	
	\$25	per call	33.50
	\$10	per meeting	33.50
	\$10	per drill/training	33.50
Chief	\$2,400	annually	33.50
Asst. Chief	\$1,800	annually	33.50
Volunteer Fire Department			
	\$25	per call	33.28
	\$10	per drill/training	33.28
	\$10	per meeting	33.28
Chief	\$2,400	annually	33.28
Asst. Chief	\$1,800	annually	33.28
Training Officer	\$300	annually	33.28
Police Department			
Assistant Chief	\$23	per hour, in effect from 10/12/2021	
Full-Time and Part-Time Police Officers	\$20.50	per hour, unless under contract	33.65
Seasonal Personnel			
Seasonal Maintenance	\$15.50	per hour, for up to six months	
Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver	\$15	per hour, for up to six months	
Personnel			
Full-Time Office Assistant	\$20	per hour	
Part-Time Zoning Clerk/Office Assistant	\$20	per hour	
Intermittent Office Assistant	\$12	per hour	
Intern	\$17	per hour with \$14 per hour reimbursement from Sourcewell	
Librarian	\$250	per month, in effect from 1-1-2023	
Election Judges			
Head Election Judge	\$12.50	per hour	
Election Judge	\$12	per hour	

Policy adopted by the City Council of the City of Emily, Minnesota this 12th day of September, 2023.

 Tracy Jones, Mayor

Attest:

 Cari Johnson, MCMC
 City Clerk/Treasurer

clerk@emily.net

From: clerk@fiftylakesmn.com
Sent: Friday, August 11, 2023 12:09 PM
To: City of Emily
Subject: Siren
Attachments: AMS Quote Approved 8-8-23.pdf; Invoice --.PDF

Hi Cari,

The city was awarded \$50,000 from the Sourcewell Community Impact Funds for 2 emergency sirens and council approved the purchase of two on Tuesday from American Signal Corporation. We are working with the county on the exact location of the 2 sirens, one of which will be somewhere off of Kego Lake Road and the other County Road 136 on the Emily side.

Council would like to ask if the City of Emily would be interested in cost sharing on this project. I have attached the quote that was approved by council and the invoice paid so far. I understand Ken Roden is your Emergency Management Director if you would like to forward this email and my contact information if he wants to discuss.

Thank you Cari and I look forward to hearing from you!

Ann

Ann M. Raph
City Clerk-Treasurer

City of Fifty Lakes
PO Box 125
Fifty Lakes, MN 56448
218-763-3113

Thanks!

Ann M. Raph
City Clerk-Treasurer

City of Fifty Lakes
PO Box 125
Fifty Lakes, MN 56448
218-763-3113

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, August 14, 2023 10:08 AM
To: clerk@fiftylakesmn.com
Subject: RE: Siren

Ann,

Do you have a map with the planned locations of the sirens with the anticipated signal area defined for Council review?

Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Effecting Positive Change

From: clerk@fiftylakesmn.com <clerk@fiftylakesmn.com>
Sent: Monday, August 14, 2023 9:19 AM
To: clerk@emily.net
Subject: RE: Siren

Hi Cari,

I will discuss this with our Mayor Toni Buchite next time she is in.

The balance (after the grant money) is applied to the total invoice is \$8,863.20. I think sharing this cost 50/50 would be a great target.

Thank you!

Ann M. Raph
City Clerk-Treasurer

clerk@emily.net

From: clerk@fiftylakesmn.com
Sent: Monday, August 14, 2023 10:35 AM
To: clerk@emily.net
Subject: RE: Siren

Yes only the 1 located on CR 136 would.

Ann M. Raph
City Clerk-Treasurer

City of Fifty Lakes
PO Box 125
Fifty Lakes, MN 56448
218-763-3113

From: clerk@emily.net <clerk@emily.net>
Sent: Monday, August 14, 2023 10:31 AM
To: clerk@fiftylakesmn.com
Subject: RE: Siren

Ann,

It appears the Kego Road location signal would not reach into Emily. Thank you for the information!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Effecting Positive Change

From: clerk@fiftylakesmn.com <clerk@fiftylakesmn.com>
Sent: Monday, August 14, 2023 10:11 AM
To: clerk@emily.net
Subject: RE: Siren

Ori,

Please find the attached power point showing the locations. If you need anything else please let me know.

clerk@emily.net

From: clerk@fiftylakesmn.com
Sent: Thursday, August 31, 2023 12:21 PM
To: clerk@emily.net
Subject: RE: Siren

Cari,

I just got an update as we were corresponding that they are looking at around Christmas or into 2024. What do you need from me to take to council for a cost share?

Thank you!



Ann M. Raph
City Clerk/ Treasurer
City of Fifty Lakes

Phone: 218.763.3113 **Email:** clerk@fiftylakesmn.com

Address: 40447 Town Hall Road **Web:** www.fiftylakesmn.com
PO Box 125 Fifty Lakes, MN 56448

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, August 31, 2023 12:19 PM
To: clerk@fiftylakesmn.com
Subject: RE: Siren

Nice! Thank you Ann!

Cari

From: clerk@fiftylakesmn.com <clerk@fiftylakesmn.com>
Sent: Thursday, August 31, 2023 11:49 AM
To: clerk@emily.net
Subject: RE: Siren

Hi Cari,

We are waiting for final approval from the county and installation should be completed this fall. Sirens are ordered.

Thanks!



AMERICAN
SIGNAL CORPORATION

Invoice

Invoice Number: 0012171-IN
 Invoice Date: 8/11/2023
 Page: 1

AMERICAN SIGNAL CORPORATION
 8600 W. Bradley Rd.
 Milwaukee, WI 53224
 (414) 358-8000

Sold To:
 FIFTY LAKES, CITY OF
 40447 TOWN HALL ROAD
 FIFTY LAKES, MN 56448
Confirm To: BOB STANCER

Ship To:
 FIFTY LAKES, CITY OF
 40447 TOWN HALL ROAD
 FIFTY LAKES, MN 56448

Order Number: 0023640	Taxable: N	Customer PO: ANN RAPH
Order Date: 8/9/2023	Terms: 25% DEPOSIT	Ship Via: PREPAID & ADD
Account Cd: 14-0001300	Shipper No: 0012171-IN	FOB:
Salesperson: 0102	Ship Date: 8/11/2023	Job Number:

Line	Shipped	Back Ordered	Part Number / Description	Price	Unit	Amount
			PROGRESS BILLING	14,715.800	EA	14,715.80
			25% DEPOSIT DUE WITH ORDER			

American Signal thanks you for your order.
 Phone: (414) 358-8000
 Fax: (414) 358-8008

Net Invoice:	14,715.80
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	14,715.80



8600 W. Bradley Road,
Milwaukee, WI 53224
Tel: (800) 243-2911
Tel: +1 414 358-8000
Fax: +1 414 358-8008
Web: www.americansignal.com

Sales Person: Justin Raff
Quote #: 230716JR
Date: 7/18/2023

Project: T-128's
Company: City of Fifty Lakes
Address: PO Box 125
City, State, ZIP: Fifty Lakes MN 56448
Country: USA
Contact Name: Bob Stancer
Title: Planning Commission
E-Mail: bob@fiftylakemn.com
Telephone: 612-363-5926
Mobile:
Other:

Item	Qty.	Model	American Signal Equipment	Unit	Extended Price
T-128 DC solar AC charge ready					
1	2	T-128-DC	Rotating Siren 129 5dB 48v DC Siren	\$ 13,130.00	\$ 26,260.00
2	2	T-48-MC-DC	48V DC Motor Control 128 - UL Listed NEMA 4X Aluminum Powder Coated Gray	\$ 4,360.00	\$ 8,720.00
3	2	RTU--DC Door ML	RTU, Universal Controller, Panel Mount DC Tempest-MC's	\$ 1,980.00	\$ 3,960.00
5	2	KIT-TTS	TTS, Format Card	\$ 490.00	\$ 980.00
6	2	MR-VHF25W	Motorola- 25 Watt Motorola VHF Radio	\$ 1,153.00	\$ 2,306.00
7	2	KIT-RRM	Motorola 'Radio Interface, VHF & UHF (All)	\$ 75.00	\$ 150.00
8	2	KIT-OMNI-ANT-7	Antenna, VHF, 35' coax Omni-Directional	\$ 270.00	\$ 540.00
9	2	KIT-ARR-2	Lightning Arrestor, VHF, PL-259	\$ 260.00	\$ 520.00
10	2	BATT-1 M	Battery, 12V, Group 24 - Set of (4) for TEMPEST™ 48Vdc DC Controls for T-128	\$ 1,010.00	\$ 2,020.00
11	2	PM-4	Pole Mount - Tempest T-128	\$ 660.00	\$ 1,320.00
21	2	SOLAR-5	Solar Array (4) Panels and mounting bracket for TEMPEST	\$ 2,460.00	\$ 4,920.00
Installation					
23	2	Install	Provide 50' Class II Wood Pole. Assemble Components on Pole. Auger and Set Assembly. Note: 120 VAC, 20 Amp Service, Meter (if required) and Disconnect Brought to the Pole by Others. Underground Utility Locates by Others. Install solar panels, brackets and wiring	\$ 10,325.00	\$ 20,650.00
Rock Clause					
29		Rock Clause	During the Augering Process should Rock or some other impenetrable Substrate be encountered and a Pier Drilling Rig or Secondary Pole Site be Required an Additional Fee May Apply		\$ -
System Commissioning					
31	1	Commissioning	ASC Certified Installer to Perform Start Up and Commissioning of System. Provide One (1) Day of Operational and Maintenance Training on the System	\$ 1,000.00	Included
Shipping					
33			EXW:8600 W. Bradley Road, Milwaukee Wisconsin 53224		\$ 550.00
34			Discount Only Applies to Equipment Does Not Apply to Installation & Commissioning	30.00%	\$ (14,032.80)
35			Standard ASC Warranty Applies to Order		\$ 58,863.20
36			Taxes - Not Included		
37			Project Totals - US Funds		\$ 58,863.20

25% Due with order = \$ 14,715.80

Domestic Payment Terms:

All prices are in USD and Equipment Accounts are 25% due at time of order. (Engineering, Mobilization & Acquisition), 75% due Net 30 days upon shipment of equipment. If project is turn key installation contract 25% Down payment with 65% Net 30 days upon shipment of equipment to customer designated location or installers site with a 10% retainage, Net 10 days upon final start up and test of system. Payments tendered by Credit Card will be subject to a 4% processing Fee. Payment terms are subject to credit approval.

Validity: This quotation is valid for 30 days from date of issuance.

Shipping Terms: EXW Factory, 8600 W. Bradley Road, Milwaukee Wisconsin 53224 in accordance with Incoterms® 2010.

Installation services: If installation services are provided in contract, all change orders will be authorized in writing before work is performed outside of the scope of the contract. If during installation of a system we encounter rock that cannot be removed by standard drill and pier methods, all work will stop and the customer will be notified of the situation before work resumes. Special equipment required to penetrate the rock or other site conditions as well as relocation of the site/pole will continue on a cost plus basis once authorized in writing by the customer.

These are standard ASC Terms and Conditions and are not reflective of negotiated or proposed contract language under invitations to bid or final requests for proposals. All international orders require a full wire transfer of funds to our bank in Milwaukee, WI.

Weather Warning Sirens August 8, 2023 Bob Stancer

Kego Lake Cell Tower Location

- New siren at Verizon tower site off Kego Lake Road, Contractor Horvath Communications
 - Horvath has talked to new land owner about the lease and the City has the permission from Horvath to install the wooden pole and siren within their 100'x100' leased area (email 7/31/2023 from Senior Project Manager Ashlee Roher.
 - Until the site is surveyed and staked and the tower substantially constructed the siren installation will have to be put on hold.
 - Will need to meet Horvath on site once site is cleared and staked to identify exact siren location.
 - Power distribution H frame with meter socket for the City will be installed by Horvath
 - City will need obtain meter installation

Possible second siren location off CR-136

2. I have identified a second siren location off CR-136 near Crooked Creek Road this siren would cover Mitchell Lake and also play east into the NW area of City of Emily (Minnie Lake and Pug Hole Lake).
 - I sent coordinates to American Signal and they sent a sound map with this siren and Kego Lake siren
 - Show sound map. I sent sound map Andy Hemphill, at his City of Emily email address.
 - I sent a utility access application on behalf of the City to Crow Wing County and they acknowledged receipt and will not charge the \$100 application fee. There is tax forfeited land on the east side of CR-136 and Crooked Creek Road that might work for a siren. (Rob Hall PE, Assistant County Engineer said the county will work with the city o siren location
3. I called Crow Wing County Emergency Mgt. office and they are looking for a new EMS Manager so Lt. Jessica Turner is filling in for now. I asked if the County had any specific requirements or guidelines for the warning sirens. She said she would call the contractor that maintains the paging radio that activates the sirens. The contractor is Granite Electronics, the same company that maintains the public safety ARMER radios used by the County and City.

From: Justin Raff <jraff@americansignal.com>
Sent: Tuesday, August 1, 2023 11:59 AM
To: bob@fiftylakesmn.com
Cc: clerk@fiftylakesmn.com; pz@fiftylakesmn.com
Subject: RE: Siren on tower

Bob,

Here is a list of references in Wisconsin that utilize our equipment as well as Sheboygan Warning Systems, our dealer in the state as well as your area of Minnesota.

Thanks!

City of New Berlin Emergency Management Manager - Jim Burns. He can be reached by calling the office of Emergency Management at (262-785-9580) or by email (jburns@newberlin.org). He has a system of 9 Tempest sirens. Some of these sirens are utilizing the SWS Bank Charger Upgrade kit. **Sent email to Jim 8/4/2023 and he called me back and said they had Federal sirens at one time and 17 or 18 years ago they switched to American Signal sirens provided, installed and serviced by Sheboygan Warning Systems and he had nothing but good to say about their service. He said there are plenty of poor service providers out there when you have to take low bid.**

City of Waukesha Police Department Captain of the Special Services Division Brad Becker. He can be reached by contacting the Waukesha Police Department by Phone (262-524-3764) or email (bbecker@waukesha-wi.gov) He oversees a system of 16 Tempest sirens. **8/7/2023 I spoke with Captain Becker and he said the City has 18 of the American Signal sirens all serviced by Sheboygan Warning Systems. Their sirens are 20 years old or older and they have about 8 per year serviced and they get a detailed report with map of siren locations and what was done to each siren. They are now budgeting for replacement of the oldest sirens at a cost of \$12,000 per siren and will replace 1 or 2 per year until all are newer sirens. Average life on rotating sirens seems to be 25 to 30 years if properly maintained.**

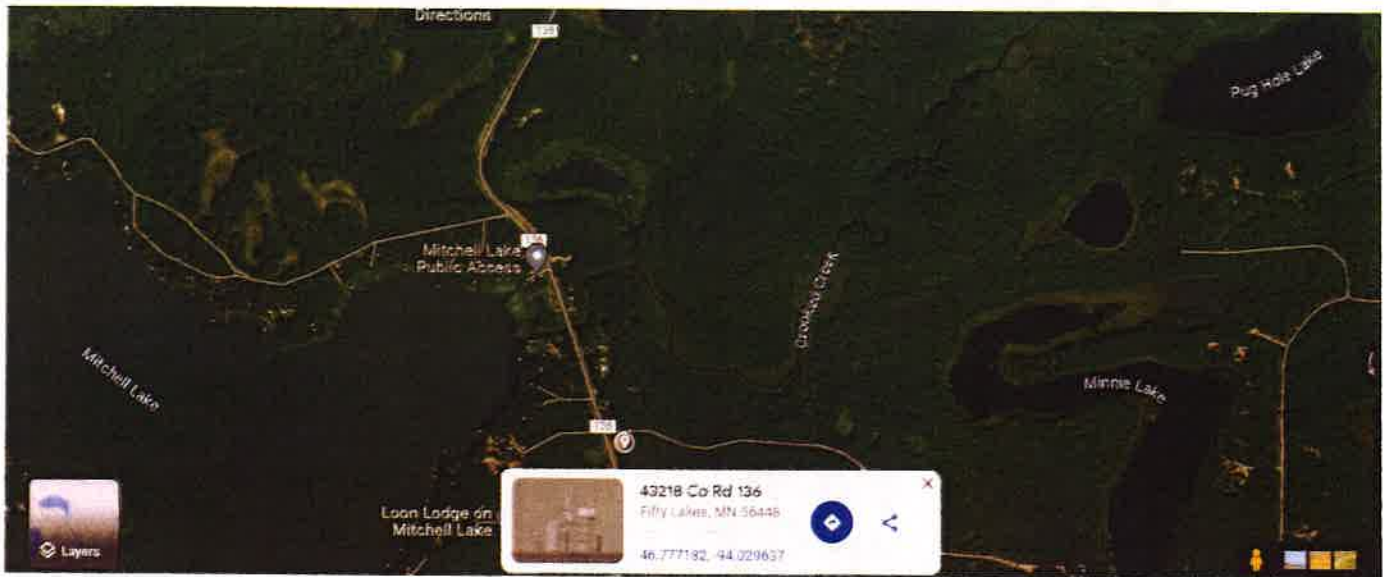
Village of Viola o Director of Public Works – Jeff Liska. He can be reached by contacting him at the Village of Viola Public Works number (262-785-9580). He has a system of two Tempest sirens on a multi-brand county-wide siren system.

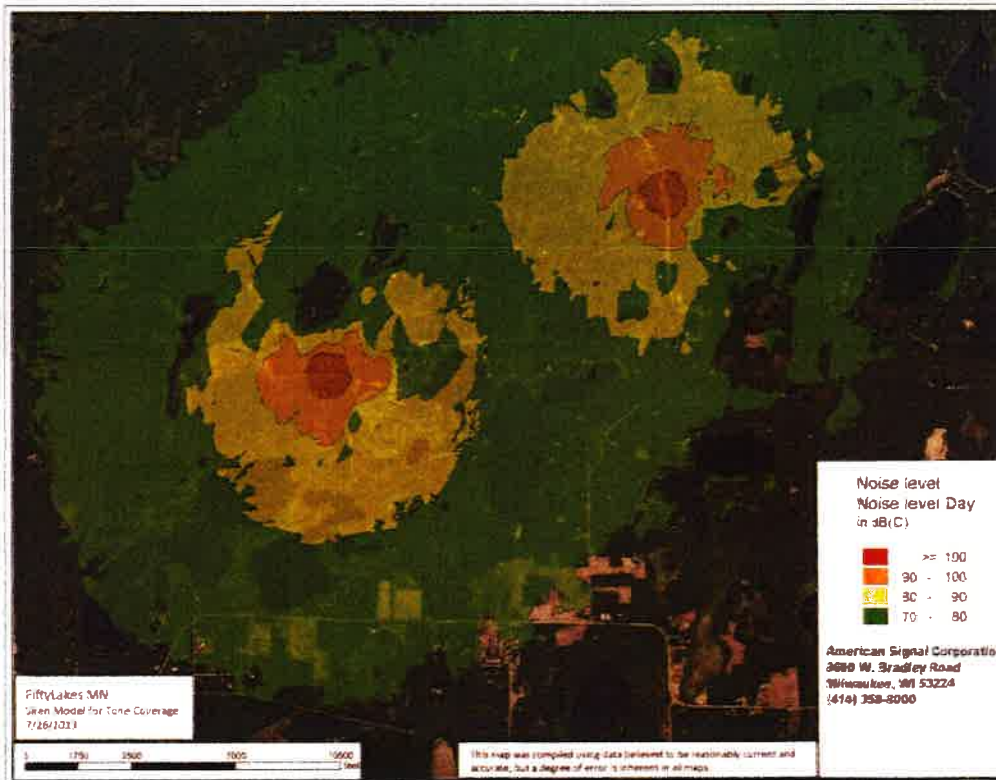
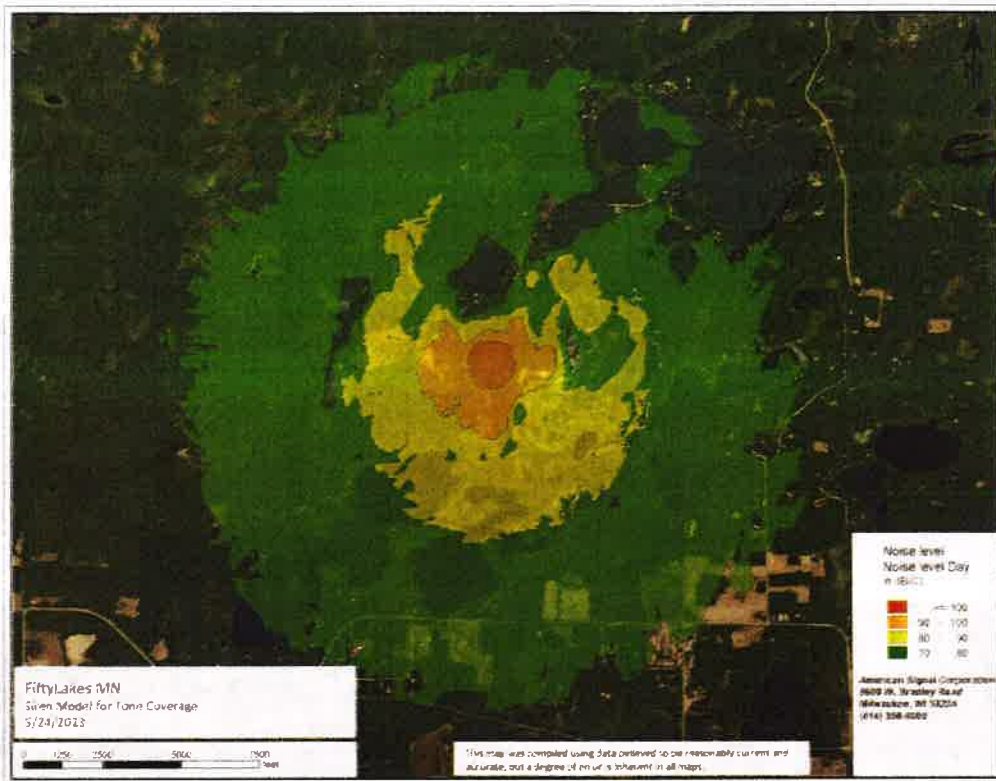
Town of Brookfield – Chris Perket. He can be reached by calling the non-emergency PD number (262-796-3798). He oversees a system of 6 ASC made sirens on a multi-brand county-wide siren system. One of these sirens is a Tempest model utilizing the SWS Bank Charger Upgrade kit.

Town of Sheboygan – Ed Biederwolf. He can be reached by phone (920-627-9310) or email (ed.biederwolf@townofsheboygan.org). He oversees a system of 4 Tempest sirens on a multi-brand county-wide siren system.

I contacted Thoms Diener owner and operations manager at Sheboygan Warning Systems and received a very long detailed email response from him on August 4th. See information provided.

- o [Sheboygan Warning Systems \(swssirens.com\)](http://swssirens.com)





Things the City should consider in warning siren decision.

- Grant money of \$50,000 received from Sourcewell will cover the majority of the cost.
 - Money must be spent within 1 year of receipt
- If a second siren is sourced, for the CR-136 location, will the City of Emily assist in the siren cost and operation?
- Federal Sirens are more prevalent in MN and Crow Wing County (American Signal wants to expand their market)
 - Favorable quote from American Signal
- Federal Siren would be installed and serviced by Granite Electronics the same company that services the ARMER radios and the VHF paging base the County uses to activate the sirens. They are 1.5 hours away.
- American Signal sirens would be serviced by Sheboygan Warning Systems with technician out of Cumberland WI 3.5 hours away.

Cari Johnson – clerk@emily.net
Clerk-Treasurer
City of Emily
39811 MN-6
Emily, MN 56447

July 25, 2023

Re: Loss Control Survey Conducted on 7/25/2023

Cari,

Yesterday Erin and I met with you and Brian to discuss loss control topics pertaining to the City of Emily. This was in conjunction with your participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, automobile, liability, and workers' compensation program.

Purpose of Visit

The purpose for this visit was to review recent losses and discuss relevant topics of interest to you.

Our discussion was wide-ranging and covered several topics. I will provide resources for these topics as I have them available. Below are listed a few of the items discussed.

- Snowplow traction - Loss of traction while ascending hills during plowing operations
 - Consider operational changes, preventative tools, and equipment upgrades
- ✓ Operational Changes – Consider using a skid steer or pickup to clear the hills first. Making a single pass with this vehicle first. This can be easily completed prior to any large trucks in the area. While it could slow down the operation, consider the slow-down if the large truck crashes and is out of service. Worse, if the big truck hits a person or another auto, or if Brian is injured.
- ✓ Preventative Tools - Pretreating the Areas, knowing that a snow event is coming pretreating the area is always encouraged. Straight Salt is not always the best option, but sometimes the only option for smaller cities. Otherwise, Salt-Brine treatment prior to events. This helps stop the bonding of ice/snow to the streets. *(Like PAM on a pan)* One of the best products I have seen for this is called "Liquid Snow Shovel" Click the link for more information.
- ✓ Equipment Upgrades – There are many tools and equipment upgrades that could be used. For example, Belly Plows are great for down pressure to break-up the bonded ice/snow, pre-wetting or brine systems as mentioned above, and tire chains have been used for years. Tire chains are not always used as people don't want to put them on, take them off, and they are limited on speed. As mentioned, technology has changed plow trucks and there are automatic tire chains that are mounted and activated with a switch in the cab. One company that I have researched is called Onspot. Click that link for more info. I contacted the company yesterday and was told that there are

several dealers in Minnesota who can install these units. While pricing varies per rig, you can expect a range of \$3,000-\$3,800 per truck.

Here are some dealers that you can contact about this product:

- ◇ Boyer Trucks St. Michael, MN (612) 676-3800
- ◇ Towmaster Equipment 320-535-0327 Bob.Pace@aebl-schmidt.com
- ◇ Fire Safety USA Chris Efta 218-536-0197 chris.efta@firesafetyusa.com
- ◇ Blaine Brothers Inc. Clearwater 320.558.9966 or Cloquet MN 218.879.6681

An alternative to the automatic tire chains may be the "AutoSock". Frankly this seems like a lower cost alternative, and like other low-cost options, I have my doubts.

However, several online sources seem to indicate they do a better job than tires alone. You'll have to decide. Here is a link to one vendor in Iowa

<https://www.iowa80.com/pd/autosock-snow-sock-tire-traction-device-for-super-single-20-22-5-wheel/249021/> .

That is part of the problem in my view, I was unable to find a local vendor.

- ✓ Adding manual tire chains is always an option. However, the putting on and talking off will be the downfall of this option. The time spent installing them can be 20-30 minutes. The cost of time could make the automatic system more appealing.
- ✓ Finally, I would look at the tires on the plow trucks, this may be a smaller issue but there are tires designed for dump trucks and there are tires designed for plowing.

How ever, you decide to approach this problem, consider making use of the OSHA Safety Grant for this upgrade. I left a brochure on this program yesterday. In essence the Department of Labor and Industry (DOLI) in conjunction with OSHA offer matching grants up to \$10,000 for safety upgrades. Given your situation and repeated issue with this type of close call, I believe you could earn that grant. I might also suggest that since the grant is up to \$10,000 and the cost of each system is around \$3,500 or so, perhaps you consider writing the grant to include a couple of trucks, and including back-up cameras and additional LED light bars if you don't already have these items. If you do decide to apply for the grant, I can assist with a letter of support that will be needed as part of the application.

- City Hall and City Property Security Updates
 - We discussed the unfortunate, yet common problem of workplace security.
 - Consider requesting a Department of Labor and Industry workplace security assessment or consider conducting that yourself with materials attached this email.
 - The OSHA Safety Grant is an option for funding office security.
 - Office security improvements can range from small, low-cost changes to major building renovations. These may include:
 - "Buzz-in" systems for the front door
 - Panic buttons at desks (these usually ring to county sheriff or police)
 - Secured entrance to office area
 - Reception area enclosures (Lake Shore and Crosby have fine examples)
 - Locking vestibules
 - Camera systems
 - Second exit route for council chambers

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Unfortunately, this is a sign of the times in the world in which we live. All too often we wish to have the open, inviting offices we are accustomed to. However, personal safety, OSHA, and better judgment all tell us that we must strive to improve the safety and security of our workplace. The OSHA safety grant is again a fine option for funding these upgrades.

- Further considerations in addition to security build outs may include
 - De-escalation training (positive communication with difficult people)
 - Personal awareness training to help identify potentially hazardous situations
 - Emergency action plans – See attached samples for ideas
- The importance of reporting all work-related injuries & near misses, including auto accidents
 - Protects the city, the worker, and the league by establishing a timeline of injury
 - Helps loss control consultant to predict or identify needed training
 - Documentation of losses/near misses may help city when applying for safety grants
 - Ultimately reduces the size of work comp claims

During this discussion I told you I would provide alternative options for reporting WC claims. If you choose, these may be reported directly to the League online, called in, emailed, or fax.

- **Online:** [Submit claims online.](#)
- **Email:** claims@lmc.org
- **Fax:** (651) 281-1297 or (888) 234-7839
- **Phone:** Tracy Wollack at (800) 925-1122 or (651) 268-6993.

- In addition I invite you to review our comprehensive [Workers' Compensation Claim Management](#) resource at our website. By clicking on the above link, you will be taken to our WC resource page which is filled with additional information on the claims process.

Benefits to Managing Safety:

Managing all aspects of employee safety can benefit the city in various ways. By managing safety at all levels - whether that is employee training efforts to prevent injuries, helping return employees to work after an injury, investigating accidents, recording near-misses, understanding, and monitoring your work comp mod factor, improving office security, or reviewing loss trends and making modifications to prevent future losses.

These Benefits include:

- Reduced frequency and severity of injuries
- Continuity of city services by helping to keep employee's injury free and at work.
- Reduced workers' compensation premium by maintaining a low experience mod factor.
- Improved worker satisfaction – employee retention

Your participation in the Cuyuna Range RSG is beneficial to your city's safety

Recent Loss Review:

I stand corrected, when I reviewed your work comp losses, I do see a loss involving a chainsaw cut to an employee's leg. I overlooked that when I was reviewing your losses, my apologies.

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The city has reported 2 losses in the past 3 years

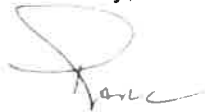
- DOL 6/14/2022 EE cut leg with chainsaw – as discussed, chainsaw was not running. Employee was wearing shorts and no guard was in use on the chainsaw bar. Consider requiring long pants (OSHA required PPE) and a bar guard (OSHA required machine guarding) to reduce this type of hazard.
- DOL 9/8/2021 EE injured when tree branch under pressure snapped back and hit leg – This was a large loss. Perhaps a more substantial chainsaw and wood cutting safety training would be prudent. I suggest using the CoastalFlix Safety Videos that we discussed to supplement this training. I am also providing you with a recent safety article with other resources that you may find helpful. Please click this [link](#) to the resource. A second article on chainsaw safety is available [here](#).

As mentioned, these loss results are quite good for a city of your size. While I make suggestions for improvements, I want to also acknowledge how well run your city is and how manageable your losses are. Do consider reporting near misses on your work comp policy, and the other suggestions made above. Keep up the great work folks! Brian, you're doing a great job with the CYA!

My approach to loss prevention is to first learn what is happening, identify trends, and see what kind of practical applications could possibly prevent these from reoccurring. I am the "New Joe" so if you need any resources or assistance, I hope you will contact me. I am not the kind of loss control person to get anyone in the old "Loss Control Headlock" so call any time you have questions! I hope you found our meeting, and this follow up letter, useful. By now I hope too that you see my willingness to help the city with loss prevention ideas.

Call if you have questions or want my help!

Sincerely,



Marc Dunker | Loss Control Consultant

Cell: 612.463.8886

mdunker@lmc.org | www.lmc.org

League of Minnesota Cities

145 University Ave. West | St. Paul, MN 55103

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Can I further assist you with any of these topics?

- Safety Committee Audit
- Wellness committee resources
- WC Safety Resources Guide
- AWAIR Model
- Employee Right-to-Know Model
- General Safety Inspection Checklist
- LMCIT Drug & Alcohol Testing Toolkit
- Job Hazard Analysis Form
- Job Hazard Analysis Ergo Form
- Office Ergo Workstation Diagram
- Office Ergo Evaluation Checklist
- Safety Committee Toolkit
- Safety Committee Guidelines
- Roles & Responsibilities (post Injury)
- Accident/Incident Investigation
- OSHA Safety Training Requirements
- Toolbox Safety Talks
- 3rd Party Safety Consultant List
- OSHA Recordkeeping Resources
- Work Comp Claims Reporting
- LMCIT Contract Review Services
- LMCIT NEOGOV Safety Training
- LMCIT eRisk Hub
- LMCIT Blogs
- LMCIT Member Center
- LMCIT Regional Safety Group (RSG)
- LMCIT PATROL
- LMCIT Land Use
- LMCIT Collaboration Services
- TSO Police
- TSO Fire
- CoastalFlix Streaming Safety Video

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Preventing workplace violence



A free service provided by:
Workplace Safety Consultation
443 Lafayette Road N.
St. Paul, MN 55155
(651) 284-5060
1-800-657-3776
www.dli.mn.gov/Wsc.asp



Affix
stamp
here

Minnesota Department of Labor and Industry
Workplace Safety Consultation
443 Lafayette Road N.
St. Paul, MN 55155

Workplace violence

The Minnesota Department of Labor and Industry (DLI) works to promote a safe and productive environment for Minnesota's workplaces. Violence prevention has become an important part of DLI's focus, because statistics show there are about 1,000 work-related assaults reported in Minnesota each year.

Solutions

Assistance available through DLI Workplace Safety Consultation (WSC) helps employers and employees understand the impact of workplace violence and develop strategies for recognition and prevention.

Workplace Safety Consultation offers free programs designed to assist both public- and private-sector employers implement and maintain effective safety and health programs to reduce workplace-injuries and the costs associated with them. WSC strives to create partnerships with employers to accomplish these goals.

Cost

Workplace violence prevention, like all Workplace Safety Consultation services, is available at no cost, upon request by municipal, county or state organizations and small high-hazard businesses.

This material can be provided in different formats, such as Braille, large print or audio, by calling WSC at (651) 284-5060 1-800-657-3776 or TTY (651) 297-4198.

WSC workplace violence prevention programs

The WSC violence prevention coordinator specializes in workplace violence prevention and is available to provide:

- **confidential consultation services** about the specific violence prevention needs of your company or industry;
- **outreach** to assist your safety committee or violence prevention team formulate a progressive, organized plan of action;
- **presentations** about violence prevention to groups, associations and employees;
- **resources** to further your knowledge of workplace violence issues and solutions.

To request more information about DLI Workplace Safety Consultation programs, call (651) 284-5060 or 1-800-657-3776, or fill in and return the attached self-mailer.

Workplace Safety Consultation does not propose to provide a solution to every workplace violence problem for every company, but it can provide resources and help with situations and questions troubling employers and employees.

Request for assistance

Possible training topics:

- Violence prevention and OSHA
- Employer's responsibility
- Violence prevention policy
- Risk factors
- Violence prevention strategies
- Is it really a problem?
- Who is vulnerable?
- Ways to defuse a situation
- Health care and violence prevention
- Convenience-store safety tips
- Creating safe schools
- Nursing-home training programs
- Creating a respectful workplace
- Risk factors for community workers
- Other _____

Company name:

Contact person and title:

Address:

City, state, ZIP:

Phone and email:

Workplace Security Checklist

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date of Assessment: _____

Security Control Plan

Has a Security Control Plan been developed? Yes ___ No ___
If yes, is it in writing? Yes ___ No ___
If yes, does it include:

- A. A Policy Statement Yes ___ No ___
- B. Evaluation of work areas Yes ___ No ___
- C. Identification of control methods considered:
 - 1. Engineering Controls Yes ___ No ___
 - 2. Work Practice Controls Yes ___ No ___
- D. Training Yes ___ No ___
- E. Evacuation and Floor Plan Yes ___ No ___

Is the Security Control Plan accessible to all employees? Yes ___ No ___
Is the Security Control Plan reviewed and updated when a task has been added or changed and at least annually? Yes ___ No ___
Have you coordinated your Security Control Plan with the local law enforcement agency? Yes ___ No ___

A. Policy Statement

Is the policy statement clearly written and does it support zero tolerance? Yes ___ No ___

B. Work Area Evaluation

Are all areas being evaluated? Yes ___ No ___
Comments: _____

C. Control Measures

1. Engineering Controls

If appropriate, have the following engineering controls been implemented:

- A. Door Control(s) Yes ___ No ___
- B. Panic buttons Yes ___ No ___
- C. Door detectors Yes ___ No ___
- E. Closed circuit Yes ___ No ___
- F. Stationary metal detector Yes ___ No ___
- G. Sound detection Yes ___ No ___
- H. Intrusion panel Yes ___ No ___
- I. Monitors Yes ___ No ___
- J. Video tape recorder Yes ___ No ___
- K. Switcher Yes ___ No ___

Workplace Security Checklist

L. Hand held metal detector Yes ___ No ___
M. Other _____

Have structural modifications been implemented? (e.g. Plexiglass, partitions, etc.)
Yes ___ No ___

If yes, comment

2. Work Practice Controls:

If appropriate, have the following work practice controls been implemented:

- A. Desk clear of objects Yes ___ No ___
- B. Unobstructed office exits Yes ___ No ___
- C. Bare cubicles available Yes ___ No ___
- D. Reception area available Yes ___ No ___
- E. Visitor/client sign in/out Yes ___ No ___
- F. Visitor(s)/client(s) escorted Yes ___ No ___
- G. Counter top to separate clients from work area Yes ___ No ___
- H. One entrance used Yes ___ No ___
- I. Separate interview area(s) Yes ___ No ___
- J. I. D. badges used Yes ___ No ___
- K. Emergency phone numbers posted Yes ___ No ___
- L. Internal phone system Yes ___ No ___
- M. If yes, indicate:
 - a. Does it use 120 VAC building lines Yes ___ No ___
 - b. Does it use phone lines Yes ___ No ___
- N. Internal procedures for conflict (problem) situations Yes ___ No ___
- O. Parking lot well lighted Yes ___ No ___
- P. Other

Are Security Guards used at this facility? Yes ___ No ___
If yes, how many _____
A. At entrance(s) Yes ___ No ___
B. Building patrol Yes ___ No ___
C. Are they from a contracted security agency? Yes ___ No ___
If no, has consideration been given to the
local law enforcement response capability? Yes ___ No ___

Comments: _____

Workplace Security Checklist

D. Training

Has training been conducted? Yes ___ No ___

If yes, is it provided?

1. Prior to initial assignment Yes ___ No ___

2. Annually thereafter Yes ___ No ___

Does training include:

A. Components of security control plan Yes ___ No ___

B. Engineering controls instituted at the workplace Yes ___ No ___

C. Work practice controls instituted at the workplace Yes ___ No ___

D. Techniques to use in potentially volatile situations Yes ___ No ___

E. How to anticipate/read behavior Yes ___ No ___

F. Procedures to follow after an incident Yes ___ No ___

G. Periodic refresher for on site procedures Yes ___ No ___

H. Recognizing abuse/paraphernalia Yes ___ No ___

I. Opportunity for Q&A with instructor Yes ___ No ___

Are training records kept? Yes ___ No ___

E. Floor Plan, Evacuation Plan

Are evacuation plans current? Yes ___ No ___

Are floor plans posted showing exits, entrances,
location of security equipment, etc? Yes ___ No ___

F. Conclusions:

Do employees feel safe? Yes ___ No ___

Comments:

Comments and Recommendations based on this evaluation:

Emergency Action Plan (*Template*)

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

DATE PREPARED: ___/___/___

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at

_____ site, such as _____, _____, or _____);

Name: _____ Phone: (_____)

EMERGENCY COORDINATOR:

Name: _____ Phone: (_____)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: _____ Name: _____ Phone: (_____)

Area/Floor: _____ Name: _____ Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

Date ____ / ____ / ____

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 - a. Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _____

PARAMEDICS: _____

AMBULANCE: _____

POLICE: _____

FEDERAL PROTECTIVE SERVICE: _____

SECURITY (If applicable): _____

BUILDING MANAGER (If applicable): _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

Date: ___/___/___

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) _____
(e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- Nature of medical emergency,
 - Location of the emergency (address, building, room number),
and
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date ___/___/___

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling _____
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | |
|---|---|
| <input type="checkbox"/> Voice
Communication | <input type="checkbox"/> Radio
Other (specify) |
| <input type="checkbox"/> Phone Paging | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Date ___/___/___

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE):

MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date ___/___/___

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name _____ Phone Number _____

Name _____ Phone Number _____

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Region <input type="checkbox"/> Race	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Office <input type="checkbox"/> Voices <input type="checkbox"/> Machines <input type="checkbox"/> Airplanes <input type="checkbox"/> Street <input type="checkbox"/> Party <input type="checkbox"/> Traffic <input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour _____ Time Remaining _____
- Where is it located? Building _____ Area _____
- What kind of bomb? _____
- What kind of package? _____
- How do you know so much about the bomb? _____
- What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and

openings.

- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate _____ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the _____ Manual.

The following offices should be contacted:

Name/Location: _____
Telephone Number: _____

Name/Location: _____
Telephone Number: _____

Name/Location: _____
Telephone Number: _____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date



August 24, 2023

RECEIVED
AUG 28 2023

TO: CITY AND TOWN CLERKS

BY:

Enclosed you will find an agreement regarding the Voting Operations, Technology & Election Resources (VOTER) account that I had referenced in my video update of July 19th. As a reminder, during this past legislative session, a \$1.25 million annual appropriation was approved for the statewide VOTER account. These funds are a dedicated stream of state funding for election administration at the county and municipal level. The legislation requires that 20% of the funds are allocated equally to all 87 counties (about \$2,873 per county) and the remaining 80% is allocated based on proportion of registered voters. Crow Wing County has about 46,000 registered voters and our total appropriation for the VOTER account funds is \$15,600.59 annually.

The legislation requires the county and municipalities to agree on how those funds should be distributed or sets a default formula that 50% is for county use, 25% is allocated for each unit administering absentee voting, and 25% is allocated to each municipality based on proportion of registered voters. As Crow Wing conducts all absentee voting for all precincts, the county would automatically retain 75% of the funds and \$3,900 would be available to be allocated to the municipalities based on voter counts - which equates to an average amount of \$76.89 per precinct.

Currently, Crow Wing County absorbs all costs associated with equipment purchase and maintenance, as well as all costs for programming, ballots, materials and supplies. As such, and given the limited amount of VOTER funds allocated, we are requesting the municipalities to enter into an agreement which would allow the county to retain the full \$15,600.59 annual appropriation to be used for election administration expenses. If the county's annual appropriation from the VOTER account would ever surpass \$50,000 this agreement would be revisited for potential allocation distribution.

Please review the attached agreement with your council or board and once approved and signed, please return to my attention. We will return a fully completed copy for your records once the county board has approved the agreements.

If you have any questions, please feel free to contact me.

Sincerely yours,

DEBORAH A. ERICKSON
Administrative Services Director

Deborah A. Erickson
Administrative Services Director
326 Laurel Street
Brainerd, MN 56401

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Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1049
Mobile: (218) 831-4037
Fax: (218) 824-1046
www.crowwing.us

**STATE OF MINNESOTA
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT
COUNTY – MUNICIPALITY AGREEMENT**

This Agreement (hereinafter "Agreement") is made between Crow Wing County ("County"), and City of Emily ("Municipality").

Recitals

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County is approximately \$15,600 annually.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.
5. County is responsible for all costs associated with administering absentee and mail balloting for all precincts in County.
6. County is responsible for all costs associated with procurement and maintenance of all election equipment utilized by all polling places in County.

Agreement

1. Effectiveness of Agreement

- 1.1. *Effective date.* August 30, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later and shall continue until annual funding allocated to County exceeds \$50,000.

2. Allocation of VOTER Account Funds

- 2.1. *Allocation determination.* The Municipality agrees to receive no direct allocation under this agreement. The Municipality's default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.

5. Signatures and Certification

County and Municipality certify that the appropriate person(s) have executed the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.

CROW WING COUNTY

By: _____
Deborah A. Erickson,
Administrative Services Director

Date: _____

CITY OF EMILY

By: _____

By: _____

Date: _____

From: Tim Houle <Tim.Houle@crowwing.us>
Sent: Thursday, August 10, 2023 1:32 PM
To: clerk@emily.net
Cc: 'Tracy Jones'; Doug Houge
Subject: RE: Future Council Meeting Dates

Hi Cari,

Thanks for the update. Please pass along how impressed we were with how the city ran its meeting. It was thoughtful, methodical, and let everyone be heard. Votes like that are really tough votes no matter which way they go and, given that we also have a stable of elected officials, I know how hard that is on them because they are all trying to do the very best thing for the community—we just argue sometimes over what that is. Just know that we were impressed and that is regardless of the outcome of the vote. In particular, I thought the Council members allowing each ample time to express their views, pro and con, and then respect each others views was on full display. I appreciate that they taught everyone a little bit about how to disagree without being disagreeable. It was cool to watch.

Second, I wanted you to know that we had a Budget Committee meeting earlier today and the Board had a conversation about some excess land sale proceeds we received this year through a parcel sale to MN Power. We have already been notified that we received a grant in the amount of \$280,XXX to help construct the park and, with some of these excess proceeds, we could complete and pay for the park with existing resources. Given the city's vote, the County Board felt that this completes our public involvement phase and we will be moving forward with construction if the Board approves the Budget Amendment they were presented with today at their next Board meeting on 8/22. I am expecting that they will. After that, we will be sending a notification to the residents in the area who we notified for our two meetings that they can expect us to begin construction on the park yet this fall; we will also be setting up a text and/or e-mail alert weekly on what to expect for construction in the following week for anyone who wishes to sign up for a notification on our website. I suspect City Councilors may wish to sign up, too. We believe we will finish construction in the Spring in time to be open for next summer. We wanted the city to be aware of the process we plan to use moving forward so you folks know what we're up to in your neighborhood.

Finally, I know and I can understand that there is opposition to the establishment of this park among some in the neighborhood and on the Council. In and of itself, that does not surprise me and it is our goal to exceed the expectations of those people to have a very well-run park available to all the people who live in your city and beyond. We are proud of the parks we have and we get absolutely fantastic feedback on how well we maintain them. Little Emily Lake Park is not going to be an exception to that rule. We have a very dedicated park staff, including the one who will oversee the maintenance on this park at all of the community meetings. He heard the neighborhood's concerns himself and our direction to him is to make sure those fears are not realized. We will do the very best we can to make sure that is the case. We look forward to continued dialogue with the city on future needs or issues with the park.

Thanks,

Tim

Dr. Timothy J. Houle, MPA, DPA

County Administrator
5 Laurel Street, Suite 13

clerk@emily.net

From: Tim Houle <Tim.Houle@crowwing.us>
Sent: Thursday, August 31, 2023 12:56 PM
To: clerk@emily.net
Cc: 'Tracy Jones'
Subject: RE: Future Council Meeting Dates

Sorry, Cari! I was supposed to let you know. Yes, they did approve it. We are expecting some construction to occur yet this fall but finish in the spring.

Dr. Timothy J. Houle, MPA, DPA

County Administrator
326 Laurel Street, Suite 13
Brainerd, MN 56401
phone (218) 824-1067
fax (218) 824-1054

www.crowwing.us



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From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, August 31, 2023 10:10 AM
To: Tim Houle <Tim.Houle@crowwing.us>
Cc: 'Tracy Jones' <mayor.tracyjones@cityofemily.com>
Subject: RE: Future Council Meeting Dates

Tim,

Did the County Board approve the budget amendment to move forward with construction of the Little Emily County Park at the August 22nd meeting?

Have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Operating Engineers Local #49 Health and Welfare Fund

2002 London Road – Suite 300
Duluth, MN 55812

Wilson-McShane Corporation
Fund Administrators

Telephone: (218) 728-4231
Fax: (218) 728-4773
Toll Free: (800) 570-1012

August 15, 2023

City of Emily
Attn: Bookkeeper
PO Box 68
Emily MN 56447

RECEIVED
AUG 17 2023

BY:

RE: Operating Engineers Local #49 Fringe Funds payroll audit on 8/14/2023.
The audit covered the period of: 01/2021-12/2022.

Dear Bookkeeper:

An examination of your records in connection with reports submitted by you to the Fund Administrator has been completed by the auditor.

This letter advises you that the records reviewed at the time of the audit are in agreement with the corresponding reports previously submitted by you to the Fund.

Please be advised that this examination does not impact your obligations under the CBA and Federal law to maintain the records requested to be made available as part of this audit or otherwise required to be maintained by law or the CBA; and the Funds reserve the right to further review any such records should other information warrant such examination in the discretion of the Funds' Trustees.

I would like to take this opportunity to thank you for the cooperation which was accorded me at the time of my visit with you. If you have any questions, do not hesitate to call the Fund office at 218-728-8303.

Sincerely,



James Hayes-Hall
Auditor
Wilson-McShane Corporation

August 15, 2023

TO: CROW WING COUNTY SCHOOL DISTRICTS, TOWNSHIPS AND CITIES

I wanted to send a reminder out regarding school activities and/or public meetings on scheduled election days.

There are no regularly scheduled elections in Crow Wing County for the remainder of 2023.

ISD 182 (Crosby-Ironton Schools) and ISD 186 (Pequot Lakes Schools) are holding Special Elections on Tuesday, November 7, 2023, which includes statutory language prohibiting public meetings between the hours of 6:00 p.m. – 8:00 p.m. (M.S. 204C.03).

The following 2024 election dates include statutory language prohibiting school activities and/or public meetings between the hours of 6:00 p.m. - 8:00 p.m. (M.S. 204C.03):

- 2024 Presidential Nomination Primary: Tuesday, March 5, 2024
- 2024 Annual March Township Elections: Tuesday, March 12, 2024
(Inclement weather date Tuesday, March 19, 2024)
- 2024 State Primary Elections: Tuesday, August 13, 2024
- 2024 State General Elections: Tuesday, November 5, 2024

Also, the 2024 Political Party Precinct Caucus date includes statutory language prohibiting school activities and/or public meetings after 6:00 p.m. (M.S. 202A.19). The precinct caucuses are scheduled for Tuesday, February 27, 2024.

If you have any questions, please contact my office at (218) 824-1047.

Sincerely yours,



DEBORAH A. ERICKSON
Administrative Services Director

Deborah A. Erickson
Administrative Services Director
326 Laurel Street
Brainerd, MN 56401

Office: (218) 824-1047
Fax: (218) 824-1046
www.crowwing.us

August 24, 2023

Cari Johnson, City Clerk/Treasurer
City of Emily, Minnesota
39811 State Highway 6
PO Box 68
Emily, MN 56447-0068

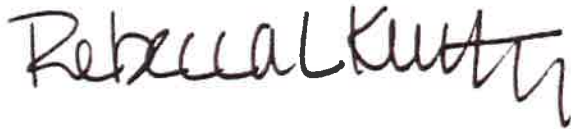
RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers



Rebecca Kurtz
Senior Municipal Advisor/ Vice President



Bruce Kimmel
Senior Municipal Advisor/ Vice President

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$930,000	General Obligation Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A	02/01/2028	02/01/2022	\$210,000	2.250%	2.750%	As of August 24, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,505,000	General Obligation Sewer Revenue Refunding Bonds, Series 2013A	02/01/2036	02/01/2023	\$945,000	2.150%	3.000%	As of August 24, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$540,000	General Obligation Permanent Improvement Revolving Fund Bonds, Series 2014A	02/01/2030	02/01/2023	\$275,000	2.600%	3.050%	As of August 24, 2023, we estimate that this refunding would not generate sufficient savings to be considered.

From: Ryan Miles <RMiles@ehlers-inc.com>
Sent: Friday, September 1, 2023 2:57 PM
To: Ehlers' Investment Services
Subject: Ehlers Investment Services Fee Increase

Dear clients,

Over the last several years, Ehlers has made several systemic and operational improvements to enhance your experience with us. They include:

- Adding advisory, trading, analysis, and service staff to boost portfolio management acuity and customer responsiveness
- Strengthening our reporting systems to provide better portfolio analytics and help ensure compliance with GASB rules
- Upgrading our online client portal to streamline access and provide a more user-friendly reporting interface

While we were able to complete these enhancements while actually decreasing fees, we now must return to our 2017 fee structure. Beginning on October 1, 2023, the following fee schedule will apply to all portfolios:

Assets Under Management	Annualized Fee
Up to \$5 million	0.250%
\$ 5 million to \$10 million	0.225%
\$10 million to \$15 million	0.200%
\$15 million to \$20 million	0.175%
\$20 million to \$25 million	0.150%
Over \$25 million	0.125%

Ehlers will continue to bill for assets under management on a monthly basis.

If you have any questions, please don't hesitate to contact me. In the meantime, thank you for your continued trust in Ehlers. We truly appreciate the opportunity to serve you!

Sincerely,
Ryan Miles

Ryan Miles, CPFIM
Senior Investment Advisor | Managing Director
MN. (651) 697-8590 | CO. (303) 802-2311 | ehlers-inc.com



Stay connected to what's happening in the markets. View our [Issuer & Investor Updates!](#)

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City of Emily & City of Fifty Lakes









Clean Up Day



When? Saturday, September 16th, 2023 from 9 AM - 12 PM
Where? Entrance at 20823 County Road 1
 (Emily Maintenance Shop)
Price? \$5.00 per vehicle load

Use Crow Wing County Solid Waste Coupon - \$10.00 non-refundable

Additional Charges will be added for the following materials:

<p style="text-align: center;"><u>Electronics</u></p> <p style="text-align: center;"></p> <p>Computers, computer monitors, VCRs, DVD players, stereos, fax machines, copiers, printers \$6.00 each</p> <p>TVs 27" or smaller \$11.00 each</p> <p>TVs 28" or smaller \$16.00 each</p>	<p style="text-align: center;"><u>Tires</u></p> <p style="text-align: center;"></p> <p>Car Tire (15" without rim) \$3.00 each Car Tire (15" with rim) \$5.00 each Truck Tire (16" without rim) \$5.00 each Truck Tire (16" with rim) \$8.00 each Tractor Tire (without rim) \$11.00 each</p>
<p style="text-align: center;"><u>Furniture</u></p> <p style="text-align: center;"></p> <p>Couches, chairs, tables, and other large furniture items \$8.00 each</p> <p>Sofa sleepers \$15.00 each</p>	<p style="text-align: center;"><u>Mattresses & Box Springs</u></p> <p style="text-align: center;"></p> <p>Mattress \$31.00 each Box Spring \$31.00 each</p>
<p style="text-align: center;"><u>Appliances</u></p> <p style="text-align: center;"></p> <p>Refrigerators, freezers, stoves, microwaves, humidifiers/dehumidifiers, and other appliances \$6.00 each</p>	<p style="text-align: center;"><u>Uncovered Loads</u></p> <p style="text-align: center;"></p> <p>*If loads are sent to the landfill, ALL loads must be covered per State Law 169.81, Subd. 5. A \$5.00 charge will occur directly to the vehicle operator at the landfill.</p> <p>All vehicles will be checked. Loads that are too large will be given a pass to proceed to the landfill after the charges are collected.</p>

***ITEMS NOT ACCEPTED:** paints, oils, chemicals, yard waste, fluorescent light bulbs, heavy duty equipment tires, regular household garbage.

Residential Only - proof of property ownership or residency within city limits of Emily or Fifty Lakes required.

City of Emily & City of Fifty Lakes



Clean Up Day



Volunteers Needed!

When? Saturday, September 16th, 2023 from 9 AM - 12 PM

Where? Entrance at 20823 County Road 1
(Old Emily Maintenance Shop by the Fire Hall)

Tasks may include:

- Verifying residency or property ownership of *Emily or Fifty Lakes*
- Making sure loads only contain what is allowed per the Clean Up Day flyer
- Taking money and Crow Wing County solid waste coupons
- Assisting with unloading vehicles/trailers and loading dumpsters

Call **Emily City Hall** to sign up

(218) 763-2480

***ITEMS NOT ACCEPTED:** paints, oils, chemicals, yard waste, fluorescent light bulbs, heavy duty equipment tires, *regular household garbage.*

From: Lisa Kotchikian <Lisa.Kotchikian@crowwing.us>
Sent: Wednesday, August 23, 2023 1:33 PM
To: Emily
Cc: Debby Erickson; Kathy Toensing
Subject: ISD 182 Special Election

Hello Cari,

Independent School District 182 (Crosby-Ironton Public Schools) is conducting a special election on Tuesday, November 7, 2023, and your location, Emily City Hall, has been designated as a polling place pursuant to previously established school district polling places.

Polling hours will be from 7:00 a.m. to 8:00 p.m. on the date of the election. In order to have all equipment and materials ready for opening the polls, election judges will need to have access to the polling location no later than 6:00 a.m. on Tuesday, November 7th. We would anticipate that the election work would be completed by 9:00 p.m. that evening. In addition, school district and/or county staff will be delivering supplies and materials to the polling location on Monday, November 6th and picking up materials on Wednesday, November 8th. Further details about the timing of delivery will follow at a later date.

Please advise if there are any concerns with the use of your polling location that day. Furthermore, please e-mail or call me with the number of voting booths available at your location. Please make arrangements to have the doors unlocked and ensure adequate lighting and heating by 6:00 a.m. on the day of the election.

Please take the time to let us know how we are doing:

[Finance Customer Satisfaction Survey](#)

Thank you

Lisa Kotchikian
Elections Support Specialist
Financial Services Division
326 Laurel Street, Suite 22
Brainerd, MN 56401

Office: (218) 824-1023

Fax: (218) 824-1046

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From: Lisa Kotchikian <Lisa.Kotchikian@crowwing.us>
Sent: Wednesday, August 23, 2023 2:10 PM
To: Carol Pundt Deerwood; Emily; Anna Anderson
Subject: ISD 182 Special Election - Voting Hours Correction

Importance: High

The previous email that I sent has the voting hours from 7:00 a.m. to 8:00 p.m. The hours are incorrect. The correct voting hours for the ISD 182 Special Election on November 7th are **12:00 p.m. noon to 8:00 p.m.** On November 7th, please make arrangements to have the doors unlocked and ensure adequate lighting and heating by **11:00 a.m.** not 6:00 a.m. I apologize for any inconvenience.

Please take the time to let us know how we are doing:
[Finance Customer Satisfaction Survey](#)

Thank you

Lisa Kotchikian
Elections Support Specialist
Financial Services Division
326 Laurel Street, Suite 22
Duluth, MN 55812

Office: (218) 824-1023
Fax: (218) 824-1046
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TRUTH IN TAXATION PUBLIC HEARING

TUESDAY, DECEMBER 12, 2023

6:00 P.M.

EMILY CITY HALL

A Truth in Taxation Public Hearing will be held at the beginning of the regular December Council Meeting of the Emily City Council to provide an opportunity for City residents to express their opinions on the proposed 2024 Budget and proposed 2024 City Tax Levy.

The public hearing is not for the discussion of property values as this is determined by the County Assessor.

The meeting is open to the public.

Location is Emily City Hall, 39811 State Highway 6.