

Minutes and Proceedings of the City
Council of the City of Emily in the
County of Crow Wing, State of Minnesota
Including accounts audited by said Council

September 12, 2023

The Emily City Council met for a regular meeting on Tuesday, September 12, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Susan Schiessl, City Auditor, attended remotely and Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

Mayor Jones recessed the regular Council Meeting and opened the Public Hearing at 6:00 p.m. The proposed 2023-03 Fee Schedule Ordinance included revisions to Section 152 Land Use and Subdivisions for update to Sewage Treatment System fee from \$250 to \$260 due to an increase in the SSTS Inspector's fee and addition of Boundary Line Adjustments fee of \$150 as recommended by the Planning Commission. Mayor Jones requested public comment. No public comment was received. Mayor Jones closed the Public Hearing and reopened the regular Council Meeting at 6:02 p.m.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Mayor Jones requested a motion of approval of the Consent Agenda including the Treasurer's Report from August 2023: Checking Beginning Balance \$1,214,860.72 and Ending Balance \$1,050,943.61; Receipts to General fund \$14,055.30, Sewer fund \$1,682.13, Total \$15,737.43; and Claims for Approval: \$176,576.13 including Pine River State Bank checks #60675 to #60803 and automatic withdrawals #330719 to #330736; Investments \$383,599.32; Total Checking/Investments \$1,434,542.93. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Susan Schiessl, City Auditor, Clasen & Schiessl CPAs, presented an overview of the 2022 draft Audit financial statements. The Independent Auditor's Report identified an adverse opinion on U.S. generally accepted accounting principles because the City prepares financial statements on the regulatory (cash) basis, and not the accrual basis. The report identified an unmodified (clean) opinion on the financial statements prepared on the regulatory basis of accounting, which Schiessl reported is the goal of the audit. The audit reported on the two types of City funds: governmental funds, including the general fund and other operating funds of the City, and the proprietary (enterprise) fund, which is the wastewater fund and operates as a for profit business. The 2022 total cash and investments of the general fund and other operating funds of the City were \$1,276,980 and all other nonmajor governmental funds combined had a total of \$69,477. The City's two largest receipt totals were \$1,096,117 in property taxes and \$189,932 in intergovernmental revenue. Disbursements included a capital lease payment of \$525,000 for a new fire truck. The total of the enterprise fund cash and investments was \$107,342. The enterprise fund operating income was \$34,103 and the change in net cash position was \$21,915. The City's actual disbursements were \$1,731,653, which exceeded the budgeted disbursements of \$1,479,724. The City's carrying (or cash) balance of all funds at year end was \$1,082,510. The total of the City's investments at year end was \$371,289. The City had interfund transfers between debt service funds of a total of \$11,433. Compensated absences are the accrued and unused vacation and sick time that would be paid out if all employees were to leave under good circumstances. The total compensated absences would be \$23,248. The City's debt at the end of 2022 included \$560,000 in governmental fund bonds, \$681,803 for three capital leases, and \$1,005,000 for the sewer fund bond. At the end of 2022 the governmental cash fund balances included restricted funds of \$60,000 for park dedication funds and \$141,780 for debt service; committed funds, assigned funds (designated funds which could be moved with

Council approval for a designated purpose), and unassigned funds. In 2022 the City received \$197,048 less than budgeted in property taxes and spent more than budgeted with the issuance of the capital lease for the new fire truck. The nonmajor governmental funds include special revenue funds and debt service funds. The Accounts Receivable total at year end 2022 was \$112,348, which are amounts due to the City in 2022 that were not received until 2023. The Accounts Payable total at year end 2022 was \$69,224, which are goods or services the City received in 2022 that the City did not pay for until 2023. Schiessl reported no findings regarding legal compliance and the City's records were in good order. The 2022 General Fund balance increased by \$157,956 ending at \$1,276,980. Schiessl reported the ending fund balance represents 73.7% of general fund disbursements and other financing uses incurred for the year, so the City would be able to operate 9 months with no receipts with the same amount of disbursements. The City received 16.3% higher than budgeted in 2022 and disbursed 17% higher than budgeted, which cancelled each other out. The City received 72% of governmental fund receipts from property taxes and 12% from intergovernmental revenue. The majority of the City's disbursements went to capital outlay in 2022 and then were evenly spread between general government, public safety, and slightly less to streets and highways. The City received 51% of enterprise funds from charges for services and 44% from property taxes. City disbursements for the enterprise fund include 66% to debt principal and interest and 21% to repairs and maintenance. Schiessl reported the only two findings for the City are findings seen in almost every small government and are the same findings as prior years. The City does not have an accounting department large enough to segregate all the duties that are suggested to be segregated so received a lack of segregation of accounting duties material weakness finding. The City was required to hire auditors to complete preparation of the financial statements and related footnotes so received a significant deficiency finding. The Council thanked Schiessl for attending the meeting.

FIRE DEPARTMENT: Chief Chad Genz reported the August Fire Department meeting was held with 14 members present and reported 6 fire calls. Equipment and SCBAs were checked. Training was completed on wildfires. Pump testing was completed on Engines #1 and #2 and all trucks were serviced.

The Emily City Council discussed possible combination of the Emily Volunteer Fire Department and Emily First Response Unit and the following possible revisions to the Emily Firemen's Relief Association Bylaws: addition of ten Emily First Responders to the Emily Firemen's Relief Association and requested increase to the annual lump sum benefit from \$1,750 to \$2,500. The Fire Relief vesting schedule would remain at 10 years to be fully vested and the lump sum benefit would not be retroactive for the joining First Response Unit members. With ten additional Fire Relief members and the requested benefit level increase there would be a projected City shortfall of \$60,873. The First Responders cannot have a separate retirement plan so must join the Fire Relief Association to have a retirement benefit. The City needs to have a competitive benefit to retain and attract volunteers and providing a retirement benefit to the First Responders would be beneficial. Chief Genz reported the current benefit level is not level with other area associations, the benefit level has not been increased in a while, and the benefit level needs to be raised. The State Auditor reports benefit level changes must first be discussed and adopted by the relief association through a change in its bylaws and then the relief association should seek municipal approval of the benefit level change. A meeting will be held to review the options in the State Auditor's Fire Relief Bylaws template for possible revision of the Emily Firemen's Relief Association Bylaws with a plan to present the revised bylaws for approval at the next Fire Relief meeting.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE FIRE ENGINE #1 LEASE PAYMENT OF \$34,664.96 TO SANTANDER LEASING AS BUDGETED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE FIRE ENGINE #2 LEASE PAYMENT OF \$44,900 TO COMMUNITY LEASING PARTNERS AS BUDGETED. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT 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. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-37 TO APPROVE INTERNAL REINVESTMENT OF 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. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the First Response Unit September meeting was held with 7 members present and reported 14 medical calls in August. The First Responders had a meet and greet for the new CRMC educator and discussed future training needs. The First Responders voted to recommend the Council approve hiring Nicholas Davis. The First Responders will be working on cleaning, painting, and organizing the supply room and rig. Chief LeBlanc reported the unit has ten members with Nicholas Davis, the unit may have up to 15 members, and 8 to 12 members work well for coverage most of the time. Chief LeBlanc reported it would be easier to attract new members if a pension plan were provided. There are grant opportunities for combined fire and first response departments that are not available to separate departments.

MAYOR JONES MADE THE MOTION TO HIRE NICHOLAS DAVIS AS A FIRST RESPONDER PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-36 ACCEPTING DONATION TO THE CITY OF \$3,000 FROM THE OUTING CHAMBER OF COMMERCE FOR THE FIRST RESPONSE UNIT EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT 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.

POLICE DEPARTMENT: The Council discussed the temporarily deactivated Emily Police Department. The City has received applications for the Police Chief position and the position is still open. The City Attorney will be contacted to determine the correct process for Council notification of the application process. Required Council oversight of the Police Department was discussed. There was a discussion about the possibility of the Crow Wing County Sheriff's Office having a location in Emily City Hall in the Police Department office as an alternative solution. The Sheriff's Office had submitted a bid to provide 60 hours of dedicated coverage to the City, but having a northern outpost in Emily would be different. The Sheriff's Office is currently providing law enforcement coverage for the City. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE MAYOR JONES CONTACTING THE CROW WING COUNTY SHERIFF'S OFFICE TO EXPLORE ALTERNATIVE OPTIONS FOR LAW ENFORCEMENT COVERAGE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

WASTEWATER: Nothing new reported.

PLANNING & ZONING: Chair David Johnson reported the Planning Commission reviewed the proposed Conditional Use Permit application for Emily Ace Storage LLC as requested by the Council. The Planning Commission made no revisions and sent the Conditional Use Permit application back to the Council with a recommendation to approve as presented. The Council discussed an issue between the application and the site plan regarding calculations for square footage of the storage unit buildings and the resulting amount of impervious coverage and an issue with the lot dimensions. The property owner reported the site plan is correct with four 112' by 40' buildings for a total of 17,920 square feet with 24.5% impervious coverage. The maximum percent of impervious coverage is 25%, so the site plan meets requirements. The Council requested an application with updated dimensions be included in the property file. The property owner reported there is no plan to construct a driveway due to minimal use. **MAYOR JONES MADE A MOTION TO ADOPT RESOLUTION 23-33 ADOPTING FINDINGS OF FACT AND CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF EMILY ACE STORAGE LLC TO OPERATE A COMMERCIAL MINI STORAGE BUSINESS WITHIN THE COMMERCIAL TRANSITION/LIGHT INDUSTRIAL ZONING DISTRICT ON THE PROPERTY LOCATED AT 40109 SAWMILL RD, PIN 21270736, INCLUDING AN AMENDMENT TO INCLUDE A CONDITION THAT THE BUILDING AND LOT DIMENSIONS ON THE CONDITIONAL USE PERMIT APPLICATION AND SITE PLAN MUST BE UPDATED TO MATCH. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

ATTORNEY: No report.

ROADS: MAYOR JONES MADE THE MOTION TO APPROVE THE JF BRENNAN AGREEMENT TO REPAIR THE EMILY DAM ON A TIME AND MATERIALS BASIS FOR AN ESTIMATED \$18,575.70, AFTER REQUIRED FOUR DAYS' NOTICE PER EMILY DAM EASEMENT AGREEMENT. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the Minnesota Department of Transportation (MnDOT) speed zone study results for State Highway 6. MnDOT plans to update the speed zones, including introduction of transitional speed limit zones, as follows:

- 55 miles per hour (mph) speed limit will be raised to 60 mph
- 45 mph transitional speed limit near the Dahler Avenue junction to north of the Emily City Hall driveway
- 45 mph transitional speed limit from the junction with Bloomquist Drive/South Bay Drive to north of the grocery store

MnDOT has submitted the speed zone study to the State, but the State may take a Council recommendation for revision into account when making their decision. **MAYOR JONES MADE THE MOTION TO REQUEST MNDOT REVISE THE PLAN FOR SPEED ZONE UPDATE IN THE CITY AS FOLLOWS: EXTEND THE NORTH 45 MPH TRANSITIONAL SPEED LIMIT ZONE TO POPLAR DRIVE, KEEP THE NORTH AND SOUTH 30 MPH SPEED LIMIT ZONES AS IS, AND EXTEND THE SOUTH 45 MPH TRANSITIONAL SPEED LIMIT ZONE TO THE EMILY DAM ROAD. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAINTENANCE: Maintenance Supervisor Brian Foster reported mowing ditches, brushing roads, cutting trees, brush dump work, and general maintenance.

CITY HALL: MAYOR JONES MADE THE MOTION TO WAIVE THE CITY HALL RENTAL DEPOSIT FEE FOR CROSBY-IRONTON SCHOOL DISTRICT TO HOLD A SPECIAL ELECTION ON TUESDAY, NOVEMBER 7, 2023 FROM NOON TO 8 P.M. IN THE EMILY CITY HALL GYMNASIUM. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CEMETERY: Liaison Butcher reported 4 lots sold.

PARKS: The Park Commission discussed various possible park projects at their last meeting, including reconstructing or resurfacing the tennis courts and converting them to include pickleball striping, installation of an electronic scoreboard at the softball fields, and reconditioning portions of the dugouts at the softball fields. Additional Park Commission members are needed. The City has \$60,000 in dedicated park funds with a total of \$119,000 in the Parks Fund. The dedicated park funds may be used for new equipment and improvements, but not for maintenance. There was a recommendation to move the equipment shed and batting cage closer to the ballfields. Priorities need to be determined for projects next year.

LIBRARY: Nothing new reported.

PERSONNEL: No report.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: The proposed 2023-03 Fee Schedule Ordinance included revisions to Section 152 Land Use and Subdivisions for update to Sewage Treatment System fee from \$250 to \$260 and addition of Boundary Line Adjustments fee of \$150. MAYOR JONES MADE THE MOTION TO ADOPT THE 2023-03 FEE SCHEDULE ORDINANCE AS PRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. MAYOR JONES MADE THE MOTION TO APPROVE THE SUMMARY OF 2023-03 FEE SCHEDULE ORDINANCE FOR PUBLICATION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Crow Wing County is considering a proposed Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. The ordinance would include no consumption in any public place or place of public accommodation and would not apply in any city that chooses to regulate public consumption.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. NSM completed their Phase 1 exploration drilling program. Sandri reported as of the end of August twenty-nine diamond drill holes had been drilled. Sandri reported limited additional activities will take place over the next few months, including site reclamation. NSM's environmental consultants 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 DNR and Minnesota Department of Health also visit the site and will continue to do so periodically during the completion of the program. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023. Electric Metals and NSM participated in the August 15, 2023 City sponsored Emily Manganese Deposit Exploration Public Informational Meeting open house and panel discussion. Electric Metals and NSM thanked the City for its hospitality, for the ability to present information on the NSM exploration program, and the opportunity to answer questions from local residents. A video of the panel discussion and information are available on the City's website.

Char Kinzer, Crow Wing Power, provided a report. The Emily area has high levels of iron and manganese in well water, so in 2010 and 2011 CMR offered well testing so residents would have an understanding of levels in their water. Kinzer reported the well testing was done in conjunction with a mineral extraction demonstration project in 2011. 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. Kinzer reported about 500 wells were tested in the City wide group and less than 100 wells were tested within a one mile radius of the project. CMR's rough data showed the average results of the City wide group were 1,736 ug/L for iron and 175 ug/L for manganese levels in 2010. CMR reported no significant changes in the pre and post testing of the one mile radius group. The approximate average results of the one mile radius group were 932 ug/L for iron and 267 ug/L for manganese levels in 2010. Approximate average results of the one mile radius group in 2011 were 772 ug/L for iron and 239 ug/L for manganese levels. Barr Engineering provided engineering and environmental consulting services during the project. Barr Engineering is currently reviewing the datasets in their files for official analysis and will provide a summary to CMR upon completion of the review. Kinzer reported Barr Engineering's short term review of the groundwater sampling data of on site and nearby residential wells before, during, and after the CMR demonstration project indicated no discernible effect on manganese and iron concentrations. CMR did not address well water testing for the current exploration project.

There was a discussion regarding Clean Up Day 2023. Clean Up Day costs will be split with the City of Fifty Lakes and no additional dumpsters will be delivered during the morning. Clean Up Day will close at noon or earlier if the dumpsters are full. **MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY ROLL-OFF QUOTE FOR PROVIDING AND REMOVING DUMPSTERS FOR CLEAN UP DAY 2023 FOR TWO 30 YARD DUMPSTERS AT \$650 EACH AND THREE 20 YARD DUMPSTERS AT \$550 EACH FOR A TOTAL OF \$3,237.63 WITH TAX, AND TO REQUEST AN ADDITIONAL 10 YARD DUMPSTER. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE THE DRAFT 2022 FINANCIAL STATEMENT AND INDEPENDENT AUDITOR'S REPORT AND COMMUNICATIONS LETTER PENDING CITY CLERK/TREASURER REVIEW. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Jack Henderson, Summer Marketing Intern, had provided a list of possible slogans/taglines for the City for Council consideration. The Council decided to offer a contest for development of a City slogan/tagline for public input.

Propane vendor quotes were discussed. **MAYOR JONES MADE THE MOTION TO APPROVE THE FERRELLGAS QUOTE OF \$1.399 PER GALLON FIXED PRICE THROUGH OCTOBER 31, 2023 AND \$1.499 PER GALLON FIXED FROM NOVEMBER 1, 2023 THROUGH JUNE 30, 2024 WITH ALL DELIVERY FEES TO BE WAIVED FOR THE CONTRACT TERM AND TO REQUEST FERRELLGAS TO PRICE MATCH SUPERIOR FUEL'S PRICE OF \$1.339 PER GALLON FIXED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** If Ferrellgas will not match Superior Fuel's price, the Council decided to remain with Ferrellgas.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE LEAGUE OF MINNESOTA CITIES (LMC) ANNUAL MEMBERSHIP DUES OF \$1,200. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Renewal options for the League of Minnesota Cities Insurance Trust (LMCIT) Workers' Compensation Plan were discussed. **MAYOR JONES MADE THE MOTION TO RENEW LMCIT WORKERS' COMPENSATION PLAN COVERAGE INCLUDING COVERAGE FOR ELECTED AND APPOINTED OFFICIALS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The proposed Wage Schedule Policy includes updates to the Emergency Management Director position wage with removal of the date range and removal of the Emergency Management Director Assistant position wage. **MAYOR JONES MADE THE MOTION TO APPROVE THE WAGE SCHEDULE POLICY AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed options for repairing and repainting the City of Emily welcome sign and options for a new location. The City's slogan/tagline could be added to the welcome sign. **COUNCILMEMBER KOCH MADE THE MOTION TO REQUEST THE EMILY MAKERS PLACE MEMBERS TO INSPECT THE CITY OF EMILY WELCOME SIGN, DETERMINE IF IT MAY BE REPAIRED, AND PROVIDE A COST ESTIMATE AND REQUEST PERMISSION FROM MNDOT AND THE DEPARTMENT OF NATURAL RESOURCES TO PLACE THE SIGN NEAR THE EMILY LAKE PUBLIC BOAT LAUNCH ON STATE HIGHWAY 6. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City of Fifty Lakes requested the City cost share purchase of emergency siren(s) to be installed on County Road 136 for \$8,863.20. A Sourcewell Community Impact Funds grant is providing funds of \$50,000 to the project. The cost share request was tabled to review the budget.

The Council discussed the LMC Loss Control Survey, including options for better plow truck traction, City Hall security, and Emergency Action Plan. The Clerk's Office will check cameras daily to be sure they are working.

Crow Wing County requested 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. The average amount the City would receive would be \$76.89 annually. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT, COUNTY – MUNICIPALITY AGREEMENT FOR THE CITY TO RECEIVE NO DIRECT VOTER ALLOCATION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND HEMPHILL VOTED AYE. KOCH VOTED NAY. THE MOTION PASSED.**

Crow Wing County received a grant of approximately \$280,000 to help construct the proposed Little Emily Lake County Park. With the grant and excess land sale proceeds Crow Wing County is able to pay for the park with existing resources. The County Board felt the public involvement phase is complete and will be moving forward with construction. Crow Wing County will send a notification to the residents in the area on the prior contact lists to expect construction to begin this fall and will set up text and/or email weekly alerts on construction progress. Construction is planned to be completed in the spring of 2024 and the park is planned to be open for the summer. The Crow Wing County park maintenance staff attended the meetings, heard the neighborhood's concerns, and were directed to make sure those fears are not realized. Crow Wing County's goal is to exceed the expectations of the people opposed to the park and to have a very well-run park available to all people in the City and beyond.

The 2024 Preliminary Budget and Preliminary City Tax Levy are due on October 2, 2023.

The Capital Improvement Plan needs to be updated by developing project priorities in preparation for the 2024 Budget.

CORRESPONDENCE: Discussion included Local 49 Union regarding the payroll audit, Crow Wing County regarding upcoming election dates, Ehlers regarding potential refunding of existing bonds, and Ehlers regarding increase of annualized fee for assets under management.


SCHEDULED UPCOMING MEETINGS: 2023 Clean Up Day will be held on Saturday, September 16, 2023 from 9 a.m. to noon or earlier if the dumpsters are full. The Crosby-Ironton School District 182 will be holding a Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium. The Truth in Taxation Public Hearing will be held on Tuesday, December 12, 2023 at 6 p.m. Special Council Meeting (s) will be held in September to consider the 2024 Preliminary Budget.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:42 P.M.
COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:


Cari Johnson, MCMC, City Clerk/Treasurer


Tracy Jones, Mayor