

City of Emily

AGENDA

Tuesday, May 13, 2025

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Moment of Silence in Memory of Donna Jones

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

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- FINANCIAL REPORT: April 2025 Checking Beginning Balance \$1,177,396.51, Ending Balance \$1,116,891.81
- RECEIPTS: General \$4,750.61, Sewer \$17,519.36, Total \$22,269.97
- CLAIMS FOR APPROVAL: \$73,583.20 for Pine River State Bank Checks #62265 to #62355 and automatic withdrawals #330876 to #330880
- INVESTMENTS (Market Value): \$420,444.93
- TOTAL CHECKING/INVESTMENTS: \$1,537,336.74

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

SPEAKER: 6:10 p.m. Kirk Soldner and Perry May update on ATV trail reroute and remediation project.

FIRE AND RESCUE DEPARTMENT

- Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, June 21, 2025 in the Emily Baseball Field Park for a softball tournament, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Emily Firemen's Relief Association Application for 1 Day Temporary On-Sale Intoxicating Liquor License for Saturday, July 19, 2025 in the Emily Downtown City Park for Emily Day, subject to Public Safety Commissioner approval. *(Council action – motion)*
- Recommendation of Chief Mileski to accept resignation of Chad Genz effective April 15, 2025 with no required repayment of fire training. *(Council action – motion)*
- Recommendation of Chief Mileski to accept resignation of Pat Redding effective April 17, 2025 with no required repayment of fire training. *(Council action – motion)*
- Recommendation of Chief Mileski to accept resignation of Kaitlin Jorgenson effective April 15, 2025 with no required repayment of first responder training. *(Council action – motion)*
- Recommendation of Chief Mileski to hire Angenia Anderson to the positions of firefighter and first responder pending preemployment screenings and background check. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Paul Huynh to the volunteer Executive Review Board Member-at-Large position effective May 14, 2025 through December 31, 2026. *(Council action – motion)*
- Resolution 25-18 Accepting Donation to the City of \$1,690 from Roosevelt and Lawrence Area Lakes Association to the First Response Unit Equipment Fund. *(Council action – motion)*
- Recommendation of Chief Mileski to hire Dillon Elliott to the positions of firefighter and first responder pending preemployment screenings and background check. *(Council action – motion)*

- Recommendation of Chief Mileski to hire Cody Chapman to the positions of firefighter and first responder pending preemployment screenings and background check. *(Council action – motion)*

LAW ENFORCEMENT WASTEWATER

- W.W. Goetsch quote for second 15 hp main liftstation pump for total of \$15,935 with KSB adaptor. (Budget of \$20,000). *(Council action – motion)*

PLANNING & ZONING

- Planning Commission recommendation for addition of Cannabis Registration fees to the Fee Schedule Ordinance as follows: *(Information/Public Hearing required)*
 - Cannabis Retail \$500 plus \$500/year renewal and inspection fee
 - Additional Cannabis Licenses requiring a Conditional Use Permit \$500 (one time)
 - Additional Cannabis Licenses not requiring a Conditional Use Permit \$250 (one time)
 - If yearly inspections required by the State for non-retail uses \$250/year
- Planning Commission recommendation of appointment of Brent Nolby as Alternate Planning Commission Member to fill remaining term effective May 14, 2025 through December 31, 2026. *(Council action – motion)*
- City costs for Northern Lights conditional use permit application review/processing of \$1,308.50 to date over the paid \$500 permit fee. *(Council action – motion)*

ATTORNEY

- Property owner deadline of April 15, 2025 to address long term nuisance property located at 39945 West Trout Avenue with Ordinance 91.18 (O) and 91.20 violations and next steps. *(Council action – motion)*

ROADS

- Update on Crow Wing County Highway Department's 2025 Road Improvement Project, including the City's portion. *(Information)*
- City Engineer update on preliminary design for Roosevelt Drive Bridge and soil boring requirements before final design. *(Council action – motion)*
- Update on repair of Emily Dam wing walls. *(Information)*
- Update on tax forfeited portion of Anna Drive. *(Information)*

MAINTENANCE

CITY HALL

CEMETERY

- Purchase of 24 Veteran bronze grave markers from Gettysburg Flag Works for \$99.95 each for an approximate total of \$2,700 with shipping from Fund 407. *(Council action – motion)*

PARKS

- Park Commission recommendation to purchase an Emily City Park sign from Quality Fabricating for a total of \$5,120 (Budget of \$700). *(Council action – motion)*

LIBRARY

PERSONNEL

- Supplemental Job Offer letter for part-time Seasonal Maintenance Worker. *(Council action – motion)*
- Hiring of part-time Seasonal Maintenance Worker for up to 32 hours per week per recommendation of Personnel Committee with wage of \$18 per hour and start date of May 27, 2025 pending preemployment screenings and background check as per drafted Job Offer letter. *(Council action – motion)*

EMILY WATERS

- Emily Waters Committee recommendation regarding Emily Lakes and Rivers Protection Fund Appropriations Applications (budget of \$20,856.12): *(Council action – motion)*
 - Roosevelt and Lawrence Area Lake Association for ongoing inspection at landings, surveying and treating for invasive plant and animal species on Roosevelt Lake: \$6,952.
 - Ruth Lake Improvement District for Eurasian Watermilfoil remediation on Ruth Lake: \$6,952.
 - Emily Lakes and River Association for inspection and control of Eurasian Water Milfoil in Emily and Mary Lakes and the Little Pine River between Mary and Emily Lakes: \$6,952.

ECONOMIC DEV. (EDA)

CODIFICATION

125th ANNIVERSARY

- Compiled list of 125th Anniversary celebration ideas and celebration budget. *(Information/Council action – motion)*
 - Streetlight banner quotes: *(Council action – motion)*
 - Display Sales – 10 30”X60” double-sided 2 ply 36 oz (18 oz X 2) vinyl banners with corrugated plastic flap under the banner with “Celebrating 125 Years” for total of \$1,686.88.
 - Holiday Outdoor Décor – 10 30”X60” double-sided 22 oz vinyl banners with corrugated plastic flap under the banner with “Celebrating 125 Years” for total of \$1,666.10.
 - Graphic Systems – 12 30”X68” double-sided 18 oz vinyl banners for total of \$1,079.65.
 - Outdoor Movie and activities at the Ballfield for \$5,000. *(Council action – motion)*
 - Advertising in Vacationland 2025 with half page full color ad for \$772.50. *(Council action – motion)*
- Resolution 24-52, Amended, Approving a Lawful Gambling Permit and Approving Use of City Park, Ballfield Park, City Hall Park, Parade, and Fireworks for a Combined Emily Day/Emily 125th Anniversary Celebration. *(Council action – motion)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Update on Emily Food Shelf. *(Information)*
- Resolution 25-17, Amended, Accepting Donation to the City of Sourcedwell public surplus property. *(Council action – motion)*

NEW BUSINESS:

- 2025 Clean Up Day and request for partnership with the City of Fifty Lakes. *(Council action – motion)*
- City support of permanent closure of 2-mile section of Grant-In-Aid ATV Trail in State Highway 6 right-of-way from Mill Road to Papoose Road. *(Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County Historical Society re: thank you for donation.
- ✓ Hunter Dawson Hatch re: request to purchase cemetery property.
- ✓ Initiative Foundation re: economic development, workforce funding.
- ✓ Minnesota Office of Cannabis Management re: date for cannabis license application lotteries and clarification on local retail registrations.
- ✓ Crow Wing County Highway Department re: request for feedback on development of long-range transportation plan.
- ✓ Crow Wing Soil & Water Conservation District re: Pine River Comprehensive Watershed Plan amendment 30 day comment period.

Scheduled Upcoming Meetings:

ADJOURN

May 11, 2025

To: Emily City Council
From: Kirk Soldner & Perry May
Re: STH6 ATV Trail Reroute, Remediation, Administration

Emily Council Members,

As you are aware, there formerly was a 2-mile section of Grant-In-Aid (GIA) ATV trail in State Trunk Highway 6 (STH6) Right-Of-Way (ROW) from Mill Road to Papoose Road. This section was closed and rerouted in spring 2022 to protect Little Emily Lake from sediment contamination (carried into the lake from storm water runoff that affected lake water quality and aquatic life). MNDOT did major repairs to remediate the badly damaged ditch in late October 2023. Since then, contaminated runoff into Little Emily Lake has been almost completely eliminated due to re-establishment of proper grade and permanent undisturbed vegetation.

This successful project was possible because of broad support from several key stakeholders, including the City of Emily. The 4 primary objectives of this 2-mile project have always been:

- 1) Immediate (temporary) closure of the former GIA trail section
- 2) Immediate reroute of the GIA trail using existing alternatives
- 3) Remediation to stop contaminated runoff into Little Emily Lake
- 4) Permanent ROW closure to sustain the remediation

We are now in the final phase of this project. Temporary closure initially was done under the authority of the GIA trail partners (2022-2023) and MNDOT (2024). After several discussions with the DNR and MNDOT, it has been clarified that permanent closure falls under the jurisdiction of MNDOT.

MNDOT has been a key partner in our project coalition since late 2021. Because the STH6 ROW is within the City of Emily, MNDOT now would like a letter of support from the City before taking the final steps to wrap up this project administratively.

Therefore, we request the Emily Council to authorize a letter of support that contains a few project particulars as summarized on the following page. It should be addressed to Richard Munsch (our primary MNDOT contact) at the MNDOT Baxter office.

Thanks for the ongoing support and for considering this request to help conclude the project.

Kirk Soldner & Perry May

Subset of possible wording for a letter from the City of Emily to Richard Munsch at MNDOT Baxter

The Emily City Council supports permanent closure of the STH6 ROW to all recreational vehicles for a roughly 2-mile section from Mill Road to Clearwater Drive, east and west sides. This is consistent with temporary closure of the east side during the 2022-2024 ATV seasons and will ensure that the remediated ROW (and environmentally similar west side) does not experience damage from certain types of use by recreational vehicles under default provisions of Minnesota Statutes (specifically 84.928). It acknowledges the environmental sensitivity of Little Emily Lake and the surrounding watershed, and the value of Little Emily Lake to the community.

The GIA trail reroute has worked well, MNDOT's remediation work was effective, and contaminated runoff into Little Emily Lake has been dramatically reduced after only 1 year of vegetation regrowth. Permanent ROW closure from these major intersections (with appropriate signage) will facilitate voluntary compliance and unambiguous enforcement. A permanent administrative solution from MNDOT will sustain a collaborative and positive multi-year project that is a great example of cooperation between volunteers and government agencies.

As on 4/30/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	767,466.35	73,031.26	0.00	0.00	316,874.39	3,555.67	0.00	520,067.55	127,239.92	647,307.47
Road and Bridge	132,835.14	68.19	0.00	0.00	0.00	0.00	0.00	132,903.33	0.00	132,903.33
Small Cities Revolving Loan Fund	23,933.46	9,337.19	0.00	0.00	0.00	0.00	0.00	33,270.65	0.00	33,270.65
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library	2,030.21	101.26	0.00	0.00	0.00	0.00	0.00	2,131.47	0.00	2,131.47
Firemens equip fund 225	88,613.01	4,859.49	0.00	0.00	28,944.00	522.30	0.00	64,006.20	20,690.33	84,696.53
1st Resp. equip fund 226	62,679.74	5,451.19	0.00	0.00	0.00	1,117.17	0.00	67,013.76	44,257.33	111,271.09
Emily Area Recycling 227	0.00	111.00	0.00	0.00	50.00	0.00	0.00	61.00	0.00	61.00
Police Fund 228	12,146.32	6.23	0.00	0.00	0.00	0.00	0.00	12,152.55	0.00	12,152.55
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	46,469.17	1,850.49	0.00	0.00	42,912.50	0.00	0.00	5,407.16	0.00	5,407.16
Debt Service PRI 2014 304	40,856.36	1,400.64	0.00	0.00	38,591.25	0.00	0.00	3,665.75	0.00	3,665.75
Debt Service PRI 2004 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2005 306	0.00	53.80	0.00	0.00	0.00	0.00	0.00	53.80	0.00	53.80
Park Acquisition and Development (Optional)	3,434.27	1,677.67	0.00	0.00	0.00	1,675.80	0.00	3,436.14	66,386.04	69,822.18
CITY HALL CD 406	5,468.83	3.62	0.00	0.00	0.00	0.00	0.00	5,472.45	0.00	5,472.45
CEMETERY CD 407	1,328.35	978.18	0.00	0.00	0.00	977.56	0.00	1,328.97	38,725.21	40,054.18
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,318.21	699.94	0.00	0.00	0.00	698.25	0.00	3,319.90	27,660.85	30,980.75
SEWER EQUIP. 410	0.00	0.00	0.00	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	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,091.76	5.12	0.00	0.00	0.00	0.00	0.00	10,096.88	0.00	10,096.88
CAP. PROJ. FIRE CD 414	5,023.17	2.52	0.00	0.00	0.00	0.00	0.00	5,025.69	0.00	5,025.69
CAP PROJ. RD CD 415	181,405.75	1,489.59	0.00	0.00	0.00	1,396.48	0.00	181,498.86	55,321.69	236,820.55
FUT. CITY DEV. CD 416	(758.43)	734.56	0.00	0.00	0.00	734.56	0.00	(758.43)	29,099.22	28,340.79

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	106,750.61	39,911.60	0.00	0.00	92,126.93	279.29	0.00	54,255.99	11,064.34	65,320.33
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :	1,493,096.69	141,773.54	0.00	0.00	519,499.07	10,957.08	0.00	1,104,414.08	420,444.93	1,524,859.01

For the Period : 4/1/2025 To 4/30/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$602,865.76	\$3,146.71	\$85,944.92	\$520,067.55	\$0.00	\$11,952.40	\$532,019.95
Road and Bridge	\$132,886.53	\$16.80	\$0.00	\$132,903.33	\$0.00	\$0.00	\$132,903.33
Small Cities Revolving Loan Fund	\$32,569.36	\$701.29	\$0.00	\$33,270.65	\$0.00	\$0.00	\$33,270.65
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,131.19	\$0.28	\$0.00	\$2,131.47	\$0.00	\$0.00	\$2,131.47
Firemens equip fund 225	\$63,998.15	\$69.65	\$61.60	\$64,006.20	\$0.00	\$0.00	\$64,006.20
1st Resp. equip fund 226	\$67,005.29	\$140.22	\$131.75	\$67,013.76	\$0.00	\$0.00	\$67,013.76
Emily Area Recycling 227	\$61.00	\$0.00	\$0.00	\$61.00	\$0.00	\$0.00	\$61.00
Police Fund 228	\$12,151.00	\$1.55	\$0.00	\$12,152.55	\$0.00	\$0.00	\$12,152.55
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	\$5,406.45	\$0.71	\$0.00	\$5,407.16	\$0.00	\$0.00	\$5,407.16
Debt Service PRI 2014 304	\$3,665.33	\$0.42	\$0.00	\$3,665.75	\$0.00	\$0.00	\$3,665.75
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$53.80	\$0.00	\$0.00	\$53.80	\$0.00	\$0.00	\$53.80
Park Acquisition and Development (Optional)	\$3,435.72	\$198.05	\$197.63	\$3,436.14	\$0.00	\$0.00	\$3,436.14
CITY HALL CD 406	\$5,471.74	\$0.71	\$0.00	\$5,472.45	\$0.00	\$0.00	\$5,472.45
CEMETERY CD 407	\$1,328.83	\$115.42	\$115.28	\$1,328.97	\$0.00	\$0.00	\$1,328.97
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,319.48	\$82.77	\$82.35	\$3,319.90	\$0.00	\$0.00	\$3,319.90
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	\$10,095.61	\$1.27	\$0.00	\$10,096.88	\$0.00	\$0.00	\$10,096.88
CAP. PROJ. FIRE CD 414	\$5,025.12	\$0.57	\$0.00	\$5,025.69	\$0.00	\$0.00	\$5,025.69
CAP PROJ. RD CD 415	\$181,475.99	\$187.56	\$164.69	\$181,498.86	\$0.00	\$0.00	\$181,498.86
FUT. CITY DEV. CD 416	(\$758.43)	\$86.63	\$86.63	(\$758.43)	\$0.00	\$0.00	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$40,878.53	\$17,519.36	\$4,141.90	\$54,255.99	\$0.00	\$525.33	\$54,781.32
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

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,173,070.86	\$22,269.97	\$90,926.75	\$1,104,414.08	\$0.00	\$12,477.73	\$1,116,891.81

Balance 5-6-25

Andrew D Hemphill	City Council/Town Board	Date
Daniel J Brennan	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 5/6/2025

Fiscal Year : 2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$767,466.35	\$73,031.26	\$320,430.06	\$520,067.55
Road and Bridge	\$132,835.14	\$68.19	\$0.00	\$132,903.33
Small Cities Revolving Loan Fund	\$23,933.46	\$9,337.19	\$0.00	\$33,270.65
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,030.21	\$101.26	\$0.00	\$2,131.47
Firemens equip fund 225	\$88,613.01	\$4,859.49	\$29,466.30	\$64,006.20
1st Resp. equip fund 226	\$62,679.74	\$5,451.19	\$1,117.17	\$67,013.76
Emily Area Recycling 227	\$0.00	\$111.00	\$50.00	\$61.00
Police Fund 228	\$12,146.32	\$6.23	\$0.00	\$12,152.55
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	\$46,469.17	\$1,850.49	\$42,912.50	\$5,407.16
Debt Service PRI 2014 304	\$40,856.36	\$1,400.64	\$38,591.25	\$3,665.75
Debt Service PRI 2004 305	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2005 306	\$0.00	\$53.80	\$0.00	\$53.80
Park Acquisition and Development (Optional)	\$3,434.27	\$1,677.67	\$1,675.80	\$3,436.14
CITY HALL CD 406	\$5,468.83	\$3.62	\$0.00	\$5,472.45
CEMETERY CD 407	\$1,328.35	\$978.18	\$977.56	\$1,328.97
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,318.21	\$699.94	\$698.25	\$3,319.90
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	\$10,091.76	\$5.12	\$0.00	\$10,096.88
CAP. PROJ. FIRE CD 414	\$5,023.17	\$2.52	\$0.00	\$5,025.69
CAP PROJ. RD CD 415	\$181,405.75	\$1,489.59	\$1,396.48	\$181,498.86
FUT. CITY DEV. CD 416	(\$758.43)	\$734.56	\$734.56	(\$758.43)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$106,750.61	\$39,911.60	\$92,406.22	\$54,255.99
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	\$0.00	\$0.00	\$0.00
Total :	\$1,493,096.69	\$141,773.54	\$530,456.15	\$1,104,414.08

Date of Report : 5/6/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
04/08/2025	62260	Payroll Period Ending 04/08/2025	\$34.34
04/23/2025	62284	Payroll Period Ending 04/23/2025	\$187.47
04/23/2025	62283	Payroll Period Ending 04/23/2025	\$62.76
04/23/2025	62287	Timber Lakes Septic Service, Inc.	\$325.00
04/23/2025	62288	PIKE PLUMBING & HEATING OF BRAINERD	\$384.64
04/23/2025	62294	Minnesota Life Insurance Company	\$52.30
04/23/2025	62295	Vestis	\$232.80
04/23/2025	62297	Dan Brennan	\$396.20
04/30/2025	62305	Med Compass	\$1,730.00
04/30/2025	62306	Pioneer Research Corporation	\$600.99
04/30/2025	62307	LEAGUE OF MINNESOTA CITIES	\$550.00
04/30/2025	62308	AFLAC	\$396.36
04/30/2025	62309	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	\$6,260.00
04/30/2025	62304	Crow Wing County	\$181.00
04/30/2025	62310	Tri-County Septic Inspection	\$200.00
04/30/2025	62311	Colonial Life	\$56.92
04/30/2025	62312	Ehlers Investment Partners, LLC	\$88.94
04/30/2025	62313	Amy Prokott	\$50.40
04/30/2025	62314	Sue Fahrendorff	\$43.40
04/30/2025	62315	CARI JOHNSON	\$109.06
04/30/2025	62300	Payroll Period Ending 04/30/2025	\$1,730.00
04/30/2025	62301	Payroll Period Ending 04/30/2025	\$1,730.93
04/30/2025	62302	Payroll Period Ending 04/30/2025	\$96.48
04/30/2025	62303	Payroll Period Ending 04/30/2025	\$70.81
Total			\$12,477.73

For the period : 4/1/2025 To 4/30/2025

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds-Varying Maturities,	419,193.26	04/01/2025			
			04/30/2025	121.52		419,314.78
			04/30/2025	19.76		419,334.54
			04/30/2025	42.26		419,376.80
			04/30/2025	63.40		419,440.20
			04/30/2025	36.98		419,477.18
			04/30/2025	26.42		419,503.60
			04/30/2025	52.83		419,556.43
			04/30/2025	27.79		419,584.22
			04/30/2025	10.57		419,594.79
			04/30/2025	257.28		419,852.07
			04/30/2025	41.84		419,893.91
			04/30/2025	89.49		419,983.40
			04/30/2025	134.23		420,117.63
			04/30/2025	78.30		420,195.93
			04/30/2025	55.93		420,251.86
			04/30/2025	111.86		420,363.72
			04/30/2025	58.84		420,422.56
			04/30/2025	22.37		420,444.93
Total				1,251.67	0.00	420,444.93
Total All Investments				1,251.67	0.00	420,444.93

	MMMF Investments		Re-Investments	Interest	Gain/Loss	Bond Earned Interest Deposited In	
	Balance	Money Market Total				MMDA12	
Cash/Dreyfus Tr Money Market Deposit Account	\$ 2,079.98			\$ 401.53		\$ 2,481.51	
Money Market Total	\$ 2,079.98			\$ 401.53		\$ 2,481.51	
Muni Bonds/CDs/Treasury Bill							
77357DAJ7	\$ 54,899.80				\$ 5.50	\$ 54,904.30	210.21
910286H29	\$ 50,130.00				\$ 7.50	\$ 50,137.50	184.73
91282CEU1	\$ 62,808.48				\$ 80.84	\$ 62,889.32	
91279PC5	\$ 99,588.00				\$ 364.00	\$ 99,952.00	
3133ER6B2	\$ 50,026.00				\$ (6.50)	\$ 50,019.50	
3136GADR7	\$ 99,669.00				\$ 409.00	\$ 100,078.00	
Municipal Bonds/CDs/Treas. Bill Total	\$ 417,113.28			\$ -	\$ 850.14	\$ 417,963.42	
TOTAL INVESTMENTS	\$ 419,193.26			\$ 401.53	\$ 850.14	\$ 420,444.93	
11/12/2024							
Original Investment							
100 General Fund	\$ 115,000.00						
225 Firemen's Equipment Fund	\$ 40,000.00						
226 1st Resp. Equipment Fund	\$ 70,000.00						
404 Park Acquisition and Dev't	\$ 35,000.00						
407 Cemetery	\$ 25,000.00						
409 Police Department	\$ 50,000.00						
415 Capital Project Roads	\$ 35,000.00						
416 Future City Development	\$ 10,000.00						
602 Sewage Collection and Disp	\$ 380,000.00						
Total	\$ 115,000.00						
Reinvestment							
100 General Fund	\$ 18,700.00						
225 Firemen's Equipment Fund	\$ (10,000.00)						
226 1st Resp. Equipment Fund	\$ 35,000.00						
404 Park Acquisition and Dev't	\$ 25,000.00						
407 Cemetery	\$ 50,000.00						
409 Police Department	\$ 26,300.00						
415 Capital Project Roads	\$ (8,700.00)						
416 Future City Development	\$ -						
602 Sewage Collection and Disp	\$ -						
Total	\$ 115,000.00						
Updated Investment Balance							
100 General Fund	\$ 115,000.00						
225 Firemen's Equipment Fund	\$ 40,000.00						
226 1st Resp. Equipment Fund	\$ 70,000.00						
404 Park Acquisition and Dev't	\$ 35,000.00						
407 Cemetery	\$ 25,000.00						
409 Police Department	\$ 50,000.00						
415 Capital Project Roads	\$ 35,000.00						
416 Future City Development	\$ 10,000.00						
602 Sewage Collection and Disp	\$ 380,000.00						
Total	\$ 115,000.00						
Beginning Market Value							
100 General Fund	\$ 126,861.12						
225 Firemen's Equipment Fund	\$ 20,628.73						
226 1st Resp. Equipment Fund	\$ 44,125.69						
404 Park Acquisition and Dev't	\$ 66,188.41						
407 Cemetery	\$ 38,609.92						
409 Police Department	\$ 27,578.50						
415 Capital Project Roads	\$ 55,157.00						
416 Future City Development	\$ 29,012.59						
602 Sewage Collection and Disp	\$ 11,031.40						
Total	\$ 419,193.26						
MMMF Reinvest							
100 General Fund	\$ -						
225 Firemen's Equipment Fund	\$ -						
226 1st Resp. Equipment Fund	\$ -						
404 Park Acquisition and Dev't	\$ -						
407 Cemetery	\$ -						
409 Police Department	\$ -						
415 Capital Project Roads	\$ -						
416 Future City Development	\$ -						
602 Sewage Collection and Disp	\$ -						
Total	\$ -						
MMMF Interest							
100 General Fund	\$ 121.52						
225 Firemen's Equipment Fund	\$ 19.76						
226 1st Resp. Equipment Fund	\$ 42.26						
404 Park Acquisition and Dev't	\$ 63.40						
407 Cemetery	\$ 36.98						
409 Police Department	\$ 26.42						
415 Capital Project Roads	\$ 52.83						
416 Future City Development	\$ 27.79						
602 Sewage Collection and Disp	\$ 10.57						
Total	\$ 401.53						
Muni Bonds Reinvest							
100 General Fund	\$ -						
225 Firemen's Equipment Fund	\$ -						
226 1st Resp. Equipment Fund	\$ -						
404 Park Acquisition and Dev't	\$ -						
407 Cemetery	\$ -						
409 Police Department	\$ -						
415 Capital Project Roads	\$ -						
416 Future City Development	\$ -						
602 Sewage Collection and Disp	\$ -						
Total	\$ -						
Muni Bonds Interest							
100 General Fund	\$ -						
225 Firemen's Equipment Fund	\$ -						
226 1st Resp. Equipment Fund	\$ -						
404 Park Acquisition and Dev't	\$ -						
407 Cemetery	\$ -						
409 Police Department	\$ -						
415 Capital Project Roads	\$ -						
416 Future City Development	\$ -						
602 Sewage Collection and Disp	\$ -						
Total	\$ -						
Muni Bonds Gain/Loss							
100 General Fund	\$ 257.28						
225 Firemen's Equipment Fund	\$ 41.84						
226 1st Resp. Equipment Fund	\$ 89.49						
404 Park Acquisition and Dev't	\$ 134.23						
407 Cemetery	\$ 78.30						
409 Police Department	\$ 55.93						
415 Capital Project Roads	\$ 111.86						
416 Future City Development	\$ 58.84						
602 Sewage Collection and Disp	\$ 22.37						
Total	\$ 850.14						
Market Value Totals							
100 General Fund	\$ 127,239.91						
225 Firemen's Equipment Fund	\$ 20,690.33						
226 1st Resp. Equipment Fund	\$ 44,257.34						
404 Park Acquisition and Dev't	\$ 66,386.04						
407 Cemetery	\$ 38,725.21						
409 Police Department	\$ 27,660.85						
415 Capital Project Roads	\$ 55,321.69						
416 Future City Development	\$ 29,099.22						
602 Sewage Collection and Disp	\$ 11,064.34						
Total	\$ 420,444.93						

Balanced
5-6-25

Fund Name: All Funds

Date Range: 04/01/2025 To 04/30/2025

<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>
04/01/2025	Jon Stern	13836*	Small Cities Revolving Loan	(04/02/2025) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
								\$ 167.51
04/02/2025	Dan Johnson and Heather Mitlyng	13840*	Small Cities Revolving Loan	(04/03/2025) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
								\$ 362.03
04/03/2025	Stanley Radzevicius	13841	Land Use Permit - ACH	(04/03/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
04/03/2025	Mark Hagemann	13842	Land Use Permit	(04/07/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
								\$ 250.00
04/04/2025	Michelle Healy	13843	Variance Appeal - ACH	(04/09/2025) -	N	Zoning and Subdivision Fees	100-34103-	\$ 200.00
								\$ 200.00
04/08/2025	Lee Bundy/City of Palisade	13844	Hauled WW Discharge Permit Fee - ACH	(04/11/2025) -	N	Hauled Wastewater Fees	602-37270-	\$ 50.00
								\$ 50.00
04/11/2025	Crow Wing County	13845	Court Fees	(04/10/2025) -	N	Court Fines	100-35101-	\$ 55.55
								\$ 55.55
04/14/2025	UTILITY BILLING	13846	Sewer Charges	(04/15/2025) -	N	Rate Class I	602-37210-	\$ 2,418.63
								\$ 2,418.63
04/14/2025	Robert Somers	13847	Land Use Permit	(04/15/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
								\$ 400.00
04/14/2025	UTILITY BILLING	13848	Sewer Charges	(04/15/2025) -	N	Rate Class I	602-37210-	\$ 1,713.30
								\$ 1,713.30

Fund Name: All Funds

Date Range: 04/01/2025 To 04/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/14/2025	UTILITY BILLING	13849	Sewer Charges	(04/15/2025) -	N Rate Class I	602-37210-	\$ 2,925.33
							<u>\$ 2,925.33</u>
04/16/2025	Paul Atwater	13850	Utility Billing	(04/23/2025) -	N Rate Class I	602-37210-	\$ 181.48
							<u>\$ 181.48</u>
04/17/2025	UTILITY BILLING	13851	Sewer Charges	(04/23/2025) -	N Rate Class I	602-37210-	\$ 2,744.48
							<u>\$ 2,744.48</u>
04/18/2025	Emily Lakes and Rivers Association	13852*	Gymnasium Rental	(04/23/2025) -	N City/Town Hall Rent	100-34101-	\$ 10.00
							<u>\$ 10.00</u>
04/21/2025	UTILITY BILLING	13853	Sewer Charges	(04/23/2025) -	N Rate Class I	602-37210-	\$ 1,415.61
							<u>\$ 1,415.61</u>
04/21/2025	UTILITY BILLING	13854*	Sewer Charges - ACH	(04/09/2025) -	N Rate Class I	602-37210-	\$ 563.44
					Penalties and Forfeited Discounts	602-37260-	\$ 17.62
							<u>\$ 581.06</u>
04/21/2025	UTILITY BILLING	13855*	Sewer Charges - ACH	(04/17/2025) -	N Rate Class I	602-37210-	\$ 181.51
							<u>\$ 181.51</u>
04/21/2025	UTILITY BILLING	13856*	Sewer Charges - ACH	(04/18/2025) -	N Rate Class I	602-37210-	\$ 181.51
							<u>\$ 181.51</u>
04/23/2025	UTILITY BILLING	13857	Sewer Charges	(04/24/2025) -	N Rate Class I	602-37210-	\$ 1,352.75
							<u>\$ 1,352.75</u>
04/23/2025	UTILITY BILLING	13858	Sewer Charges	(04/24/2025) -	N Rate Class I	602-37210-	\$ 1,419.83
							<u>\$ 1,419.83</u>
04/24/2025	Faye Hughes	13859	Land Use Permit	(04/28/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
							<u>\$ 400.00</u>
04/25/2025	UTILITY BILLING	13860	Sewer Charges	(04/28/2025) -	N Rate Class I	602-37210-	\$ 663.02
							<u>\$ 663.02</u>

Fund Name: Funds

Date Range: 01/01/2025 To 04/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/25/2025	UTILITY BILLING	13861*	Sewer Charges - ACH	(04/28/2025) -	N Rate Class I	602-37210-	\$ 544.53
							\$ 544.53
04/29/2025	Herbie Mann	13862	Annual Camper Permit	(04/30/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
							\$ 25.00
04/29/2025	Herbie Mann	13863	Land Use Permit	(04/30/2025) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
							\$ 75.00
04/29/2025	Jon Stern	13864*	Small Cities Revolving Loan	(04/30/2025) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
							\$ 167.51
04/30/2025	UTILITY BILLING	13865	Sewer Charges	(04/30/2025) -	N Rate Class I	602-37210-	\$ 743.44
							\$ 743.44
04/30/2025	Michael Ring	13866	Rental Dwelling License	(04/30/2025) -	N Rental Dwelling License	100-32111-	\$ 125.00
							\$ 125.00
04/30/2025	Verizon Wireless	13867	Monthly Cell Tower Lease Payment	(04/30/2025) -	N Verizon Rental	100-34951-	\$ 1,100.00
							\$ 1,100.00
04/30/2025	UTILITY BILLING	13868*	Sewer Charges - ACH	(04/30/2025) -	N Rate Class I	602-37210-	\$ 363.02
							\$ 363.02
04/30/2025	PINE RIVER STATE BANK	13875	Int CR Checking	(04/30/2025) -	N Interest Earning	100-36210-	\$ 67.36
					Interest Earning	201-36210-	\$ 16.80
					Interest Earning	204-36210-	\$ 4.24
					Interest Earning	211-36210-	\$ 0.28
					Interest Earning	225-36210-	\$ 8.05
					Interest Earning	226-36210-	\$ 8.47
					Interest Earning	228-36210-	\$ 1.55
					Interest Earning	303-36210-	\$ 0.71
					Interest Earning	304-36210-	\$ 0.42
					Interest Earning	404-36210-	\$ 0.42
					Interest Earning	406-36210-	\$ 0.71
					Interest Earning	407-36210-	\$ 0.14

All Funds

Date Range: 04/01/2025 To 04/30/2025

[illegible]**Total for Selected Receipts**

Date Range : 5/8/2025 To 5/13/2025

<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>
05/13/2025	Minnesota Fire Service Cert. Board	Firefighter I - Tracy Jones	71833*	\$177.50	100-42240-308-	Fire Training	\$177.50
05/13/2025	GOPHER STATE ONE-CALL	Inv. 5040385 - Locates	71834	\$8.10	602-49490-385-	Sewer Utilities - Administration and General	\$8.10
05/13/2025	WM Corporate Services, Inc.	garbage - inv. 6872703-1767-4	71835	\$409.24	100-43240-384-	Waste (Refuse) Disposal	\$409.24
05/13/2025	CULLIGAN	Invs:150X02165504,150X 02135408 -HallSoftener EquipRentalandSalt,Shop WaterRental	71836	\$192.31	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$131.00 \$61.31
05/13/2025	Sourcewell	Planning and Zoning Services for March - Inv. INV00004290	71837	\$1,306.25	100-41910-311-	Planning and Zoning	\$1,306.25
05/13/2025	The Office Shop	Inv. AR1911650 Canon Lease Contract Payment	71838	\$149.28	100-41425-413-	Clerk	\$149.28
05/13/2025	EMILY SAND & GRAVEL	Inv. 027730 - 34 Yards of Screened Sand	71839	\$153.00	100-43122-224-	Unpaved Streets	\$153.00
05/13/2025	U.S. Postal Service	Post Office Box #68 Annual Rental	71840	\$154.00	100-41425-415-	Clerk	\$154.00
05/13/2025	A W Research Laboratories	Sewer Sample Testing - Inv. #69647	71841	\$346.80	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$346.80

Date Range : 5/8/2025 To 5/13/2025

<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>
05/13/2025	QUILL	Inv. 43900613 - EMS Office Supplies	71842	\$33.99	100-42270-201-	Medical Services	\$33.99
05/13/2025	IIMC	Annual Renewal - Johnson ID 29511 and Prokott ID 46140	71843	\$330.00	100-41425-433-	Clerk	\$330.00
05/13/2025	Department of Employment and	EMPLOYER #07987886, Qtr 1 2025 Unemployment Benefits	71844	\$528.17	100-43110-142-	Maintenance-Shop	\$528.17
Total For Selected Claims				\$3,788.64			\$3,788.64

Andrew D Hemphill	City Council/Town Board	Date
Daniel J Brennan	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

For the payroll period ending: 05/13/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	938	Brennan, Daniel J	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	451	Foster, Brian D	34.34
		Account Total	34.34
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	\$1,907.52

Andrew D Hemphill	City Council/Town Board	Date
Daniel J Brennan	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 : 5/1/2025 To 5/7/2025

<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>
05/07/2025	Tremolo Communications	City phone service - 5/1/2025 invoices	71827	\$1,084.60	100-42210-321- 100-41425-321- 100-41425-321- 100-43110-321- 100-45187-321- 100-41910-321- 100-42110-321- 100-41941-321-	Fire Administration Clerk Clerk Maintenance-Shop Library Planning and Zoning Police Administration City Hall	\$148.04 \$608.05 \$39.37 \$111.11 \$2.00 \$46.77 \$90.00 \$39.26
05/07/2025	Elan Financial Services	Apr25;PostagePZ,Clerk,S ewr;1stRespSupp/OffcSu pp; FireOffcSupp;ClerkTrain; ClerkOffcSupp;	71828*	\$1,173.12	100-41910-322- 100-41425-322- 602-49490-322- 100-42270-218- 100-42270-201- 100-42210-201- 100-41425-308- 100-41425-201- 100-41941-201- 100-41425-201- 100-41941-221-	Planning and Zoning Clerk Sewer Utilities - Administration and General Medical Services Medical Services Fire Administration Clerk Clerk City Hall Clerk City Hall	\$1.77 \$4.08 \$1.77 \$588.08 \$112.16 \$41.86 \$340.00 \$25.95 \$17.22 \$13.41 \$26.82
05/07/2025	EMILY ACE HARDWARE	Acct10240,Inv.4/30:Shop Materials,Repair/MaintS upp; ParkRepair/MaintSupp	71829	\$36.34	100-43110-221- 100-43110-215- 100-45202-221-	Maintenance-Shop Maintenance-Shop Park Areas	\$22.23 \$5.02 \$9.09
05/07/2025	The Office Shop, Inc.	5/1/25 Strmt Invs.336233-0,336234-0, 1153873-0 Copie Contract Charges and Clerk's officesupp	71830	\$426.29	100-41425-413-	Clerk	\$311.29

Date Range : 5/1/2025 To 5/7/2025

<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>
05/07/2025	Canon Financial Services, Inc.	COPIER LEASE- 4/20/25 Inv. #40242747	71831	\$20.68	100-41425-201-	Clerk	\$115.00
05/07/2025	Minnesota Fire Service Cert. Board	Firefighter I - Tracy Jones	71832*	\$183.75	100-41425-413-	Clerk	\$20.68
					100-42240-308-	Fire Training	\$183.75
Total For Selected Claims				\$2,924.78			\$2,924.78

Andrew D Hemphill

City Council/Town Board

Date

Daniel J Brennan

City Council/Town Board

Date

GERHART L. HANSON, JR

City Council/Town Board

Date

Gregory A Koch

City Council/Town Board

Date

TRACY ALLEN JONES

City Council/Town Board, Mayor

Date

For the payroll period ending: 05/07/2025

Account #	Employee #	Employee Name	Amount
100-45202-115	926	Hughes, Faye A	32.32
	724	Koch, Gregory A	32.32
	931	Murnane, Wesley J	32.32
	924	Rheaume, Patrick T	32.32
	937	Trenn, Karen M	32.32
Account Total			161.60
100-43110-101			\$0.00
Unallocated (Due to rounding)			
Total For Period			\$161.60

Andrew D Hemphill	City Council/Town Board	Date
Daniel J Brennan	City Council/Town Board	Date
GERHART L. HANSON, JR	City Council/Town Board	Date
Gregory A Koch	City Council/Town Board	Date
TRACY ALLEN JONES	City Council/Town Board, Mayor	Date

For the payroll period ending: 05/07/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-43110-114	916	Bartel, Lynda C	87.73
	926	Hughes, Faye A	87.73
	722	JOHNSON, DAVID P	78.50
	930	Mosman, Mark D	87.73
	924	Rheaume, Patrick T	87.73
Account Total			429.42
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$429.42

Andrew D Hemphill_____
City Council/Town Board_____
Date_____
Daniel J Brennan_____
City Council/Town Board_____
Date_____
GERHART L. HANSON, JR_____
City Council/Town Board_____
Date_____
Gregory A Koch_____
City Council/Town Board_____
Date_____
TRACY ALLEN JONES_____
City Council/Town Board, Mayor_____
Date

For the payroll period ending: 05/07/2025

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41410-101	85	Johnson, Cari E.	197.60
	914	Prokott, Amy J	488.68
Account Total			488.68
100-41425-101	85	Johnson, Cari E.	1,317.07
	914	Prokott, Amy J	998.51
Account Total			2,315.58
100-41910-103	909	Fahrendorff, Susan E	657.94
Account Total			657.94
100-41941-101	451	Foster, Brian D	260.22
	502	Spindler, Calen Chris	249.90
Account Total			510.12
100-42280-101	451	Foster, Brian D	86.74
	502	Spindler, Calen Chris	83.30
Account Total			170.04
100-43110-101	451	Foster, Brian D	346.96
	502	Spindler, Calen Chris	374.85
Account Total			721.81
100-43121-101	451	Foster, Brian D	693.92
	502	Spindler, Calen Chris	791.36
Account Total			1,485.28
100-43240-101	451	Foster, Brian D	109.29
	502	Spindler, Calen Chris	7.99
Account Total			28
100-45202-101	451	Foster, Brian D	86.74
	502	Spindler, Calen Chris	41.65
Account Total			128.39
100-49010-101	451	Foster, Brian D	64.19
	502	Spindler, Calen Chris	63.31
Account Total			127.50
602-49450-101	451	Foster, Brian D	86.74
	502	Spindler, Calen Chris	41.65
Account Total			128.39
602-49490-101	914	Prokott, Amy J	121.19
Account Total			121.19
100-43110-101			
Unallocated (Due to rounding)			\$0.01
Total For Period			\$6,984.21

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

<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>
04/09/2025	Payroll Period Ending 04/09/2025	62265	Regular Payroll - 3-26 to 4-8	N	Clerk	100-41425-103-	\$ 8.57
		62265			Planning and Zoning	100-41910-103-	\$ 603.22
	Total For Check	62265					\$ 611.79
04/09/2025	Payroll Period Ending 04/09/2025	62266	Regular Payroll - 3-26 to 4-8	N	City Hall	100-41941-101-	\$ 335.54
		62266			Maintenance-Shop	100-43110-101-	\$ 762.78
		62266			Paved Streets	100-43121-101-	\$ 764.73
		62266			Waste (Refuse) Disposal	100-43240-101-	\$ 44.87
		62266			Park Areas	100-45202-101-	\$ 21.46
		62266			Sewer Utilities - Sanitary Sewer	602-49450-101-	\$ 21.46
		62266			Maintenance		
	Total For Check	62266					\$ 1,950.84
04/09/2025	Payroll Period Ending 04/09/2025	62267	Regular Payroll - 3-26 to 4-8	N	Clerk	100-41425-101-	\$ 1,773.46
	Total For Check	62267					\$ 1,773.46
04/09/2025	Payroll Period Ending 04/09/2025	62268	Regular Payroll - 3-26 to 4-8	N	Clerk	100-41425-101-	\$ 1,011.23
		62268			Sewer Utilities - Administration and General	602-49490-101-	\$ 172.88
	Total For Check	62268					\$ 1,184.11
04/09/2025	Payroll Period Ending 04/09/2025	62269	Regular Payroll - 3-26 to 4-8	N	City Hall	100-41941-101-	\$ 83.30
		62269			Maintenance-Shop	100-43110-101-	\$ 749.71
		62269			Paved Streets	100-43121-101-	\$ 813.02
		62269			Waste (Refuse) Disposal	100-43240-101-	\$ 19.99
	Total For Check	62269					\$ 1,666.02
04/09/2025	FERRELLGAS	62270	Statement 5009239589: Broadway Shop Propane	N	Maintenance-Shop	100-43110-383-	\$ 625.10
	Total For Check	62270					\$ 625.10
04/09/2025	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	62271	Health Insurance May 2025	N	Clerk	100-41425-101-	\$ 357.52
		62271				100-41425-131-	\$ 2,772.48
		62271			Maintenance-Shop	100-43110-101-	\$ 357.52
		62271				100-43110-131-	\$ 2,772.48
	Total For Check	62271					\$ 6,260.00
04/09/2025	WM Corporate Services, Inc.	62272	garbage - inv. 6868911-1767-9	N	Waste (Refuse) Disposal	100-43240-384-	\$ 409.24

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

Date Vendor Total For Check Check #
04/11/2025 FEDERAL WITHHOLDING/ON LINE 330876 62272

			<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
							<u>\$</u>
			Federal Withholding - 4/9/25	N	Council/Town Board	100-41110-103-	99.44
			Payroll				
					Mayor	100-41110-122-	80.60
						100-41110-135-	18.84
						100-41310-103-	38.25
						100-41310-122-	31.00
						100-41310-135-	7.25
					Clerk	100-41425-101-	291.46
						100-41425-103-	0.79
						100-41425-122-	0.64
						100-41425-122-	236.22
						100-41425-135-	55.24
						100-41425-135-	0.15
						100-41425-171-	0.35
						100-41425-171-	234.07
					Planning and Zoning	100-41910-103-	55.96
						100-41910-114-	32.50
						100-41910-122-	26.35
						100-41910-122-	45.35
						100-41910-135-	10.61
						100-41910-135-	6.15
						100-41910-171-	24.65
					City Hall	100-41941-101-	44.20
						100-41941-122-	35.82
						100-41941-135-	8.38
						100-41941-171-	44.49
					Civil Defense Expenditures	100-42501-103-	3.06
						100-42501-122-	2.48
						100-42501-135-	0.58
						100-43110-101-	155.77
					Maintenance-Shop	100-43110-122-	126.24
						100-43110-135-	29.53
						100-43110-171-	125.17
					Paved Streets	100-43121-101-	162.22
						100-43121-122-	131.47
						100-43121-135-	30.75
						100-43121-171-	128.14
					Waste (Refuse) Disposal	100-43240-101-	6.78
						100-43240-122-	5.50
						100-43240-135-	1.28
						100-43240-171-	6.33

Fund Name: A" Funds
Date Range: 09/2025 To 04/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
330876			330876		Library	100-45187-103-	\$ 19.13
330876			330876			100-45187-122-	\$ 15.50
330876			330876			100-45187-135-	\$ 3.63
330876			330876		Park Areas	100-45187-171-	\$ 20.00
330876			330876			100-45202-101-	\$ 2.30
330876			330876			100-45202-122-	\$ 1.86
330876			330876			100-45202-135-	\$ 0.44
330876			330876			100-45202-171-	\$ 2.62
330876			330876		Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.30
330876			330876			602-49450-122-	\$ 1.86
330876			330876			602-49450-135-	\$ 0.44
330876			330876			602-49450-171-	\$ 2.62
330876			330876		Sewer Utilities - Administration and General	602-49490-101-	\$ 17.89
330876			330876			602-49490-122-	\$ 14.50
330876			330876			602-49490-135-	\$ 3.39
330876			330876			602-49490-171-	\$ 9.99
Total For Check 330876							\$ 2,462.53
04/11/2025	MINNESOTA REVENUE	State Withholding - 4/9/25 Payroll	330878	N	Clerk	100-41425-172-	\$ 135.10
330878			330878		City Hall	100-41941-172-	\$ 26.87
330878			330878		Maintenance-Shop	100-43110-172-	\$ 89.23
330878			330878		Paved Streets	100-43121-172-	\$ 92.53
330878			330878		Waste (Refuse) Disposal	100-43240-172-	\$ 4.03
330878			330878		Park Areas	100-45202-172-	\$ 1.45
330878			330878		Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.45
330878			330878		Sewer Utilities - Administration and General	602-49490-172-	\$ 7.33
Total For Check 330878							\$ 357.99
04/11/2025	PERA	Retirement contributions - 3/26/25 Payroll	330879	N	Clerk	100-41425-101-	\$ 254.35
330879			330879			100-41425-121-	\$ 293.48
330879			330879		Planning and Zoning	100-41910-103-	\$ 40.53
330879			330879			100-41910-121-	\$ 46.77
330879			330879		City Hall	100-41941-101-	\$ 37.40
330879			330879			100-41941-121-	\$ 43.15
330879			330879		Fire Stations and Buildings	100-42280-101-	\$ 11.89
330879			330879			100-42280-121-	\$ 13.72

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

<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>
		330879			Maintenance-Shop	100-43110-101-	\$ 75.94
		330879				100-43110-121-	\$ 87.63
		330879			Paved Streets	100-43121-101-	\$ 125.54
		330879				100-43121-121-	\$ 144.85
		330879			Cemetery	100-49010-101-	\$ 56.59
		330879				100-49010-121-	\$ 65.30
		330879			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 9.98
		330879				602-49450-121-	\$ 11.51
		330879			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.60
		330879				602-49490-121-	\$ 1.85
		330879					\$ 1,322.08
		Total For Check					\$ 1,322.08
04/14/2025	PERA	330880	Retirement contributions - 4/9/25 Payroll	N	Clerk	100-41425-101-	\$ 265.03
		330880				100-41425-103-	\$ 0.67
		330880				100-41425-121-	\$ 0.77
		330880				100-41425-121-	\$ 305.80
		330880			Planning and Zoning	100-41910-103-	\$ 47.54
		330880				100-41910-121-	\$ 54.86
		330880			City Hall	100-41941-101-	\$ 39.32
		330880				100-41941-121-	\$ 45.37
		330880			Civil Defense Expenditures	100-42501-103-	\$ 2.60
		330880				100-42501-121-	\$ 3.00
		330880			Maintenance-Shop	100-43110-101-	\$ 138.76
		330880				100-43110-121-	\$ 160.11
		330880			Paved Streets	100-43121-101-	\$ 144.53
		330880				100-43121-121-	\$ 166.77
		330880			Waste (Refuse) Disposal	100-43240-101-	\$ 6.04
		330880				100-43240-121-	\$ 6.97
		330880			Park Areas	100-45202-101-	\$ 2.05
		330880				100-45202-121-	\$ 2.36
		330880			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.05
		330880				602-49450-121-	\$ 2.36
		330880			Sewer Utilities - Administration and General	602-49490-101-	\$ 16.57
		330880				602-49490-121-	\$ 19.12
		330880					\$ 1,432.65
		Total For Check					\$ 1,432.65

Fund Name: " Funds
Date Range: 09/2025 To 04/30/2025
Date **Vendor**
04/16/2025 S.E.H.

<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
62273	Invs. 486473,485801 - 2025 Road Project/Preliminary Engineering for Roosevelt Dr. Bridge	N	Paved Streets	100-43121-303-	\$ 370.17
62273			Bridges, Viaducts and Grade Separations	100-43130-303-	\$ 3,499.58
62273	Total For Check				\$ 3,869.75
62274	Union dues - 4-8-25 Invoice	N	Clerk	100-41425-101-	\$ 70.00
62274			Maintenance-Shop	100-43110-101-	\$ 70.00
62274	Total For Check				\$ 140.00
62275	Invs:104995,104998,104999,105 001	N	Clerk	100-41425-304-	\$ 247.00
62275	Retainer, Emily Lks Rivers, Nrthn Lt sCUP, Roosevelt Brdg		Planning and Zoning	100-41910-304-	\$ 299.00
62275			Bridges, Viaducts and Grade Separations	100-43130-304-	\$ 707.00
62275			Emily Waters	100-46103-304-	\$ 221.00
62275	Total For Check				\$ 1,474.00
62276	Monthly - 4-7-25 Invoices	N	City Hall	100-41941-381-	\$ 1,828.53
62276			Fire Stations and Buildings	100-41941-381-	\$ 33.05
62276			Maintenance-Shop	100-42280-381-	\$ 135.41
62276				100-43110-381-	\$ 122.36
62276				100-43110-381-	\$ 72.32
62276				100-43110-381-	\$ 30.99
62276			Street Lighting	100-43160-381-	\$ 267.00
62276			Park Areas	100-45202-381-	\$ 30.07
62276			Cemetery	100-45202-381-	\$ 29.50
62276			Sewer Utilities - Sewer Lift Stations	100-49010-381-	\$ 42.21
62276				602-49470-381-	\$ 37.98
62276				602-49470-381-	\$ 37.86
62276				602-49470-381-	\$ 56.29
62276	Total For Check				\$ 2,723.57
62277	Regular Payrol - 4-9 to 4-22	N	Clerk	100-41425-103-	\$ 74.20
62277	Total For Check				\$ 74.20
62278	Regular Payrol - 4-9 to 4-22	N	Clerk	100-41425-103-	\$ 70.97
62278			Planning and Zoning	100-41910-103-	\$ 540.82

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

<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>
<u>Total For Check</u>							<u>\$ 611.79</u>
04/23/2025	Payroll Period Ending 04/23/2025	62279	Regular Payrol - 4-9 to 4-22	N	City Hall	100-41941-101-	240.75
		62279			Maintenance-Shop	100-43110-101-	613.48
		62279				100-43110-101-	0.01
		62279			Paved Streets	100-43121-101-	568.89
		62279			Waste (Refuse) Disposal	100-43240-101-	65.98
		62279			Park Areas	100-45202-101-	164.07
		62279			Cemetery	100-49010-101-	87.38
		62279			Sewer Utilities - Sanitary Sewer	602-49450-101-	42.80
		62279			Maintenance		
Total For Check 62279							\$ 1,783.36
04/23/2025	Payroll Period Ending 04/23/2025	62280	Regular Payrol - 4-9 to 4-22	N	Elections	100-41410-101-	292.27
		62280			Clerk	100-41425-101-	1,489.89
Total For Check 62280							\$ 1,782.16
04/23/2025	Payroll Period Ending 04/23/2025	62281	Regular Payrol - 4-9 to 4-22	N	Elections	100-41410-101-	196.44
		62281			Clerk	100-41425-101-	791.71
		62281			Sewer Utilities - Administration and	602-49490-101-	202.39
		62281			General		
Total For Check 62281							\$ 1,190.54
04/23/2025	Payroll Period Ending 04/23/2025	62282	Regular Payrol - 4-9 to 4-22	N	City Hall	100-41941-101-	251.28
		62282			Maintenance-Shop	100-43110-101-	502.56
		62282				100-43110-101-	0.01
		62282			Paved Streets	100-43121-101-	577.77
		62282			Waste (Refuse) Disposal	100-43240-101-	63.25
		62282			Park Areas	100-45202-101-	188.03
		62282			Cemetery	100-49010-101-	83.76
		62282			Sewer Utilities - Sanitary Sewer	602-49450-101-	42.73
		62282			Maintenance		
Total For Check 62282							\$ 1,709.39
04/23/2025	Payroll Period Ending 04/23/2025	62283	Foster 2025 Clothing Allowance	N	Maintenance-Shop	100-43110-101-	62.76
Total For Check 62283							\$ 62.76
04/23/2025	Payroll Period Ending 04/23/2025	62284	Election Judge - Special Primary	N	Elections	100-41410-118-	187.47
Total For Check 62284							\$ 187.47
04/23/2025	Payroll Period Ending 04/23/2025	62285	Election Judge - Special Primary	N	Elections	100-41410-118-	170.71
Total For Check 62285							\$ 170.71

Fund Name: All Funds

Date Range: 09/2025 To 04/30/2025

<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>
04/23/2025	Payroll Period Ending 04/23/2025	62286	Election Judge - Special Primary	N	Elections	100-41410-118-	\$ 99.59
	Total For Check	62286					\$ 99.59
04/23/2025	Timber Lakes Septic Service, Inc.	62287	Inv. 43685 - 40249 Eagle Ct Liftstation	N	Sewer Utilities - Sewer Lift Stations	602-49470-404-	\$ 325.00
	Total For Check	62287					\$ 325.00
04/23/2025	PIKE PLUMBING & HEATING OF BRAINERD	62288	Invs. 90126 - City Hall Boiler Repair/Maintenance	N	City Hall	100-41941-221-	\$ 97.14
	Total For Check	62288					\$ 97.14
04/23/2025	Wex Bank	62289	Inv. 104088364 - Fuel - Road Equip and Fire	N	Fire Fighting	100-41941-404-	\$ 287.50
	Total For Check	62289					\$ 287.50
04/23/2025	PEOPLESERVICE, INC.	62290	Inv. PS-INV107148 - May 2025 Wastewater Op Services	N	Road and Bridge Equipment	100-43126-212-	\$ 703.43
	Total For Check	62290					\$ 703.43
04/23/2025	Verizon	62291	Inv. PS-INV107148 - May 2025 Wastewater Op Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,560.00
	Total For Check	62291					\$ 2,560.00
04/23/2025	CUYUNA REGIONAL MEDICAL CENTER	62292	Shop - Inv. #6110937198	N	Maintenance-Shop	100-43110-321-	\$ 104.32
	Total For Check	62292					\$ 104.32
04/23/2025	GREAT PLAINS FIRE	62293	Inv. 4987 - EMT Course - Kale Jones	N	Medical Services	100-42270-308-	\$ 1,500.00
	Total For Check	62293					\$ 1,500.00
04/23/2025	Minnesota Life Insurance Company	62294	Inv. 8824; Chief Helmet and Shield	N	Fire Fighting	100-42220-217-	\$ 473.75
	Total For Check	62294					\$ 473.75
04/23/2025	Vestis	62295	May 2025 Life Ins - Billing Date 4-16-25 - Policy #0023198	N	Clerk	100-41425-101-	\$ 28.50
	Total For Check	62295					\$ 28.50
04/23/2025		62296	Invs.2530393250,2530393251 City Hall and Fire Hall Rugs and Towels	N	Maintenance-Shop	100-41425-133-	\$ 11.90
	Total For Check	62296					\$ 11.90
04/23/2025		62297					\$ 52.30
	Total For Check	62297					\$ 52.30
04/23/2025		62298					\$ 179.18
	Total For Check	62298					\$ 179.18
04/23/2025		62299					\$ 53.62
	Total For Check	62299					\$ 53.62

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					\$ 232.80
04/23/2025	DSC Communications	62296	Inv. 2504193 - Radio Batteries	N	Fire Fighting	100-42220-221-	\$ 130.00
		Total For Check					\$ 130.00
04/23/2025	Dan Brennan	62297	Mileage Reimbursement - LMC Council Training and City Day on the Hill	N	Council/Town Board	100-41110-331-	\$ 396.20
		Total For Check					\$ 396.20
04/23/2025	Amy Prokott	62298	Mileage: Public Test - Special Primary Election	N	Elections	100-41410-331-	\$ 50.40
		Total For Check					\$ 50.40
04/23/2025	CARI JOHNSON	62299*	Mileage Reimbursement: Public Test,CWCElection/	N	Elections	100-41410-331-	\$ 109.06
		62299*	Results,Safty&Loss/RSGTraining		Clerk		
		Total For Check					\$ 176.40
04/24/2025	FEDERAL WITHHOLDING/ON LINE	330877	Federal Withholding - 4/23/25 Payroll	N	Elections	100-41410-101-	\$ 51.13
		330877				100-41410-118-	\$ 40.19
		330877				100-41410-122-	\$ 32.58
		330877				100-41410-122-	\$ 41.44
		330877				100-41410-135-	\$ 9.69
		330877				100-41410-135-	\$ 7.61
		330877				100-41410-171-	\$ 20.00
		330877				100-41410-171-	\$ 40.46
		330877				100-41425-101-	\$ 238.92
		330877			Clerk	100-41425-103-	\$ 14.38
		330877				100-41425-122-	\$ 11.65
		330877				100-41425-122-	\$ 193.64
		330877				100-41425-135-	\$ 45.28
		330877				100-41425-135-	\$ 2.73
		330877				100-41425-171-	\$ 22.90
		330877				100-41425-171-	\$ 194.07
		330877			Planning and Zoning	100-41910-103-	\$ 50.17
		330877				100-41910-122-	\$ 40.66
		330877				100-41910-135-	\$ 9.51
		330877				100-41910-171-	\$ 22.10
		330877			City Hall	100-41941-101-	\$ 50.42
		330877				100-41941-122-	\$ 40.86

Fund Name: A" Funds

Date Range: 09/2025 To 04/30/2025

Date Vendor

Check #		Description	Void	Account Name	F-A-O-P	Total
330877					100-41941-135-	9.56
330877					100-41941-171-	38.29
330877				Maintenance-Shop	100-43110-101-	120.04
330877					100-43110-122-	97.29
330877					100-43110-135-	22.75
330877				Paved Streets	100-43110-171-	91.24
330877					100-43121-101-	117.58
330877					100-43121-122-	95.29
330877					100-43121-135-	22.29
330877					100-43121-171-	89.75
330877				Waste (Refuse) Disposal	100-43240-101-	13.27
330877					100-43240-122-	10.75
330877					100-43240-135-	2.52
330877					100-43240-171-	10.24
330877				Park Areas	100-45202-101-	36.03
330877					100-45202-122-	29.20
330877					100-45202-135-	6.83
330877					100-45202-171-	26.87
330877				Cemetery	100-49010-101-	17.56
330877					100-49010-122-	14.23
330877					100-49010-135-	3.33
330877					100-49010-171-	13.55
330877				Sewer Utilities - Sanitary Sewer	602-49450-101-	8.77
330877				Maintenance	602-49450-122-	7.11
330877					602-49450-135-	1.66
330877					602-49450-171-	6.72
330877				Sewer Utilities - Administration and General	602-49490-101-	20.95
330877					602-49490-122-	16.98
330877					602-49490-135-	3.97
330877					602-49490-171-	11.78
Total For Check 330877						\$ 2,146.79
04/30/2025	Payroll Period Ending 04/30/2025	62300	Election Judge - Special General	N	Elections	\$ 193.93
Total For Check 62300						\$ 193.93
04/30/2025	Payroll Period Ending 04/30/2025	62301	Election Judge - Special General	N	Elections	\$ 173.93
Total For Check 62301						\$ 173.93
04/30/2025	Payroll Period Ending 04/30/2025	62302	Election Judge - Special General	N	Elections	\$ 96.48
Total For Check 62302						\$ 96.48

Fund Name: All Funds

Date Range: 04/09/2025 To 04/30/2025

Date	Vendor	Check #
04/30/2025	Payroll Period Ending 04/30/2025	62303
Total For Check		62303

04/30/2025 Crow Wing County

Description	Void	Account Name
SolidWaste:PropIDs 21340584,21340745,21340777, 21340882,21270501,21340552, 21340553	N	General Government Buildings and Plant

62304*	
62304*	
62304*	
Total For Check	62304

100-41941-494-	\$	25.00
100-42280-494-	\$	25.00
100-43110-494-	\$	50.00
	\$	181.00

04/30/2025 Med Compass

Inv. 47370 - Basic Physical - Fire and EMS Employees	N	Fire Fighting
		Medical Services

62305	
Total For Check	62305

100-42220-306-	\$	730.00
100-42270-306-	\$	1,000.00
	\$	1,730.00

04/30/2025 Pioneer Research Corporation

Inv. 266547 - Weedkiller	N	Park Areas Cemetery Sewer Utilities - Sanitary Sewer Maintenance
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62306	
62306	
62306	
Total For Check	62306

100-45202-216-	\$	200.33
100-49010-221-	\$	200.33
602-49450-225-	\$	200.33
	\$	600.99

04/30/2025 LEAGUE OF MINNESOTA CITIES

Inv. 429052 - LMC Annual Conference - Clerk and Deputy Clerk	N	Clerk
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62307	
Total For Check	62307

100-41425-308-	\$	550.00
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04/30/2025 AFLAC

Monthly employee ins coverage Inv. #777853	N	Clerk Maintenance-Shop
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62308	
Total For Check	62308

100-41425-101-	\$	281.80
100-43110-101-	\$	114.56
	\$	396.36

04/30/2025 I.U.O.E. LOCAL 49 FRINGE BENEFIT
FU

Health Insurance June 2025	N	Clerk
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62309	
62309	
62309	
Total For Check	62309

100-41425-101-	\$	357.52
100-41425-131-	\$	2,772.48
100-43110-101-	\$	357.52
100-43110-131-	\$	2,772.48
	\$	6,260.00

04/30/2025 Tri-County Septic Inspection

4-24 Inv: Inspection - 4415 SH 6	N	Planning and Zoning
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62310	
Total For Check	62310

100-41910-310-	\$	200.00
	\$	200.00

Fund Name: All Funds

Date Range: 9/2025 To 04/30/2025

<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>
04/30/2025	Colonial Life	62311	Employee paid insurance - Inv # 47086730405050	N	Clerk	100-41425-101-	\$ 56.92
Total For Check 62311							\$ 56.92
04/30/2025	Ehlers Investment Partners, LLC	62312	Inv. 112-2255 March Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 88.94
Total For Check 62312							\$ 88.94
04/30/2025	Amy Prokott	62313	Mileage: Public Test - Special General Election	N	Elections	100-41410-331-	\$ 50.40
Total For Check 62313							\$ 50.40
04/30/2025	Sue Fahrendorff	62314	Mileage Reimbursement - Zoning workshop in Pequot Lakes	N	Planning and Zoning	100-41910-331-	\$ 43.40
Total For Check 62314							\$ 43.40
04/30/2025	CARI JOHNSON	62315	Mileage Reimbursement: Public Test, Special Election Supplies, and Results	N	Elections	100-41410-331-	\$ 109.06
Total For Check 62315							\$ 109.06
04/30/2025	Money Market/Bonds	IAD3211	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 121.52
Total For Check IAD3211							\$ 121.52
04/30/2025	Money Market/Bonds	IAD3212	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 19.76
Total For Check IAD3212							\$ 19.76
04/30/2025	Money Market/Bonds	IAD3213	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 42.26
Total For Check IAD3213							\$ 42.26
04/30/2025	Money Market/Bonds	IAD3214	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 63.40
Total For Check IAD3214							\$ 63.40
04/30/2025	Money Market/Bonds	IAD3215	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 36.98
Total For Check IAD3215							\$ 36.98

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/30/2025	Money Market/Bonds	IAD3216	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 26.42
		Total For Check	IAD3216				\$ 26.42
04/30/2025	Money Market/Bonds	IAD3217	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 52.83
		Total For Check	IAD3217				\$ 52.83
04/30/2025	Money Market/Bonds	IAD3218	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 27.79
		Total For Check	IAD3218				\$ 27.79
04/30/2025	Money Market/Bonds	IAD3219	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 10.57
		Total For Check	IAD3219				\$ 10.57
04/30/2025	Money Market/Bonds	IAD3220	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 257.28
		Total For Check	IAD3220				\$ 257.28
04/30/2025	Money Market/Bonds	IAD3221	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 41.84
		Total For Check	IAD3221				\$ 41.84
04/30/2025	Money Market/Bonds	IAD3222	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 89.49
		Total For Check	IAD3222				\$ 89.49
04/30/2025	Money Market/Bonds	IAD3223	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 134.23
		Total For Check	IAD3223				\$ 134.23
04/30/2025	Money Market/Bonds	IAD3224	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 78.30
		Total For Check	IAD3224				\$ 78.30
04/30/2025	Money Market/Bonds	IAD3225	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 55.93
		Total For Check	IAD3225				\$ 55.93
04/30/2025	Money Market/Bonds	IAD3226	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 111.86

Fund Name: All Funds

Date Range: 09/2025 To 04/30/2025

<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>
04/30/2025	Money Market/Bonds		IAD3226	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 111.86
		Total For Check	IAD3227					\$ 58.84
04/30/2025	Money Market/Bonds		IAD3228	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 22.37
		Total For Check	IAD3228					\$ 22.37
Total For Selected Checks								\$ 57,387.03

4/30/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	481,883.10	20,222.16	(461,660.94)
Delinquent Ad Valorem Taxes	4,866.66	1,416.61	(3,450.05)
Mobile Home Tax	6.00	0.00	(6.00)
Fiscal Disparities	566.67	518.69	(47.98)
Total Acct 310	487,322.43	22,157.46	(465,164.97)
Franchise Taxes	280.00	0.00	(280.00)
Severed Mineral Tax	76.33	0.00	(76.33)
Total Acct 318	356.33	0.00	(356.33)
Penalties and Interest on Ad valorem Taxes	228.33	369.55	141.22
Forfeited Tax Sale Apportionments	1,000.00	629.12	(370.88)
Principal on Special Assessments	166.67	0.00	(166.67)
Penalties and Interest on Special Assessments	1.67	0.00	(1.67)
Total Acct 319	1,396.67	998.67	(398.00)
Licenses & Permits	33.33	0.00	(33.33)
Alcoholic Beverages	1,990.00	44.00	(1,946.00)
Rental Dwelling License	1,000.00	325.00	(675.00)
Total Acct 321	3,023.33	369.00	(2,654.33)
Building Permits (Excludes surcharge)	7,666.66	3,830.00	(3,836.66)
Animal Licenses	0.00	5.00	5.00
Total Acct 322	7,666.66	3,835.00	(3,831.66)
Federal Grant - Hazard Mitigation	21,666.65	0.00	(21,666.65)
Federal Payments in Lieu of Taxes	0.83	0.00	(0.83)
Total Acct 331	21,667.48	0.00	(21,667.48)
Homestead and Agricultural Credit Aid (HACA)	7,666.66	25,235.86	17,569.20
State Emergency Management Aid	0.00	0.00	0.00
Agricultural Market Value Credit	216.67	0.00	(216.67)
Fire Training Reimbursement	833.33	900.00	66.67
State Fire Aid	5,779.99	0.00	(5,779.99)
Supp. Fire State Aid	1,005.00	2,000.00	995.00
Total Acct 334	15,501.65	28,135.86	12,634.21
Other County Grants and Aids	333.33	0.00	(333.33)
Grants & Aids from Other LGUs	30,533.30	0.00	(30,533.30)
Total Acct 336	30,866.63	0.00	(30,866.63)
City/Town Hall Rent	366.67	510.00	143.33
Zoning and Subdivision Fees	666.67	700.00	33.33
Assessment Searches	380.00	150.00	(230.00)
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	21.67	29.50	7.83
Total Acct 341	1,435.01	1,389.50	(45.51)
Special Fire Protection Services	14,166.65	0.00	(14,166.65)
First Responder Charges	1,533.33	0.00	(1,533.33)
Total Acct 342	15,699.98	0.00	(15,699.98)
Sale of Culverts	210.00	0.00	(210.00)
Contractor Water Use	33.33	0.00	(33.33)
Total Acct 343	243.33	0.00	(243.33)
Refuse Collection Charges	833.33	0.00	(833.33)
Total Acct 344	833.33	0.00	(833.33)
Cemetery Revenues	166.67	500.00	333.33
Cemetery -Grave openings	1,341.67	1,500.00	158.33
Cemetery -Sale of lots	1,666.67	0.00	(1,666.67)
Misc. Rents	0.33	1.00	0.67
Verizon Rental	3,333.33	5,500.00	2,166.67

4/30/2025

General Fund

Receipts:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Total Acct 349	6,508.67	7,501.00	992.33
Court Fines	183.33	162.21	(21.12)
Administrative Fines (Penalties)	166.67	0.00	(166.67)
Total Acct 351	350.00	162.21	(187.79)
Interest Earning	2,066.66	2,750.80	684.14
Refunds	3,333.33	4,944.00	1,610.67
Total Acct 362	5,399.99	7,694.80	2,294.81
Total Revenues	598,271.49	72,243.50	(526,027.99)
Other Financing Sources:			
Unrealized Investment Gain	450.00	787.76	337.76
Total Acct 391	450.00	787.76	337.76
Sale of Investment	416.67	0.00	(416.67)
Total Acct 399	416.67	0.00	(416.67)
Total Other Financing Sources	866.67	787.76	(78.91)

4/30/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	7,296.65	7,467.24	(170.59)
Ordinances and Proceedings	2,533.33	1,409.50	1,123.83
Total Acct 411	9,829.98	8,876.74	953.24
Mayor	2,975.00	2,314.55	660.45
Total Acct 413	2,975.00	2,314.55	660.45
Elections	0.00	2,043.65	(2,043.65)
Clerk	72,434.92	66,274.12	6,160.80
Total Acct 414	72,434.92	68,317.77	4,117.15
Internal Auditing	5,534.99	1,146.50	4,388.49
Total Acct 415	5,534.99	1,146.50	4,388.49
Planning and Zoning	20,160.00	15,456.08	4,703.92
General Government Buildings and Plant	796.67	126.00	670.67
City Hall	52,323.27	40,194.06	12,129.21
Total Acct 419	73,279.94	55,776.14	17,503.80
Police Administration	1,986.67	2,870.00	(883.33)
Patrol	0.00	0.00	0.00
Total Acct 421	1,986.67	2,870.00	(883.33)
Fire Administration	33,612.30	52,380.59	(18,768.29)
Fire Fighting	43,565.95	3,867.79	39,698.16
Fire Training	4,558.32	2,992.14	1,566.18
Medical Services	12,248.35	2,868.34	9,380.01
Fire Stations and Buildings	6,057.32	3,676.77	2,380.55
Total Acct 422	100,042.24	65,785.63	34,256.61
Building Inspections Administration	1,000.00	312.00	688.00
Rental Inspections	1,000.00	0.00	1,000.00
Total Acct 424	2,000.00	312.00	1,688.00
Civil Defense Expenditures	383.32	184.24	199.08
Total Acct 425	383.32	184.24	199.08
Traffic Engineering Expenditures	4,900.00	0.00	4,900.00
Total Acct 426	4,900.00	0.00	4,900.00
Maintenance-Shop	55,604.98	46,868.05	8,736.93
Paved Streets	74,552.85	28,926.86	45,625.99
Unpaved Streets	5,416.66	0.00	5,416.66
Ice and Snow Removal	1,666.67	980.00	686.67
Road and Bridge Equipment	33,246.64	8,165.26	25,081.38
Bridges, Viaducts and Grade Separations	24,431.95	9,809.92	14,622.03
Street Lighting	1,200.00	1,068.80	131.20
Total Acct 431	196,119.75	95,818.89	100,300.86
Waste (Refuse) Disposal	6,326.67	2,182.83	4,143.84
Total Acct 432	6,326.67	2,182.83	4,143.84
Historical Society	33.33	100.00	(66.67)
Historic Celebration 125 Years	16,666.65	3,375.00	13,291.65
Total Acct 450	16,699.98	3,475.00	13,224.98
Library	2,183.34	1,206.89	976.45
Total Acct 451	2,183.34	1,206.89	976.45
Park Areas	16,283.68	2,053.41	14,230.27
Total Acct 452	16,283.68	2,053.41	14,230.27
Water Resources	333.33	1,000.00	(666.67)
Emily Waters	7,035.36	221.00	6,814.36
Total Acct 461	7,368.69	1,221.00	6,147.69

4/30/2025

General Fund

Disbursements:

Economic Development and Assistance

Total Acct 465

Food Shelf

Cemetery

Liquor Licensing

Total Acct 490**Total Disbursements****Other Financing Uses:**

Unrealized Investment Loss

Purchase of Investments

Total Acct 493**Total Other Financing Uses****Beginning Cash Balance****Total Receipts and Other Financing Sources****Total Disbursements and Other Financing Uses****Cash Balance as of 04/30/2025**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
	424.68	188.21	236.47
	424.68	188.21	236.47
	83.33	250.00	(166.67)
	6,778.34	3,294.59	3,483.75
	0.00	1,600.00	(1,600.00)
	6,861.67	5,144.59	1,717.08
	525,635.52	316,874.39	208,761.13
	666.67	0.00	666.67
	8,666.66	3,555.67	5,110.99
	9,333.33	3,555.67	5,777.66
	9,333.33	3,555.67	5,777.66
		767,466.35	
		73,031.26	
		320,430.06	
		520,067.55	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/01/2025 To 04/30/2025

<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>
04/08/2025	Lee Bundy/City of Palisade	13844	Hauled WW Discharge Permit Fee - ACH	(04/11/2025) -	N	Hauled Wastewater Fees	602-37270-	\$ 50.00
								\$ 50.00
04/14/2025	UTILITY BILLING	13846	Sewer Charges	(04/15/2025) -	N	Rate Class I	602-37210-	\$ 2,418.63
								\$ 2,418.63
04/14/2025	UTILITY BILLING	13848	Sewer Charges	(04/15/2025) -	N	Rate Class I	602-37210-	\$ 1,713.30
								\$ 1,713.30
04/14/2025	UTILITY BILLING	13849	Sewer Charges	(04/15/2025) -	N	Rate Class I	602-37210-	\$ 2,925.33
								\$ 2,925.33
04/16/2025	Paul Atwater	13850	Utility Billing	(04/23/2025) -	N	Rate Class I	602-37210-	\$ 181.48
								\$ 181.48
04/17/2025	UTILITY BILLING	13851	Sewer Charges	(04/23/2025) -	N	Rate Class I	602-37210-	\$ 2,744.48
								\$ 2,744.48
04/21/2025	UTILITY BILLING	13853	Sewer Charges	(04/23/2025) -	N	Rate Class I	602-37210-	\$ 1,415.61
								\$ 1,415.61
04/21/2025	UTILITY BILLING	13854*	Sewer Charges - ACH	(04/09/2025) -	N	Rate Class I	602-37210-	\$ 563.44
						Penalties and Forfeited Discounts	602-37260-	\$ 17.62
								\$ 581.06
04/21/2025	UTILITY BILLING	13855*	Sewer Charges - ACH	(04/17/2025) -	N	Rate Class I	602-37210-	\$ 181.51
								\$ 181.51
04/21/2025	UTILITY BILLING	13856*	Sewer Charges - ACH	(04/18/2025) -	N	Rate Class I	602-37210-	\$ 181.51
								\$ 181.51
04/23/2025	UTILITY BILLING	13857	Sewer Charges	(04/24/2025) -	N	Rate Class I	602-37210-	\$ 1,352.75
								\$ 1,352.75

Fund Name: 603 - Sewage Collection and Disposal

Date Range: 01/2025 To 04/30/2025

<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>
04/23/2025	UTILITY BILLING	13858	Sewer Charges	(04/24/2025) -	N	Rate Class I	602-37210-	\$ 1,419.83
								\$ 1,419.83
04/25/2025	UTILITY BILLING	13860	Sewer Charges	(04/28/2025) -	N	Rate Class I	602-37210-	\$ 663.02
								\$ 663.02
04/25/2025	UTILITY BILLING	13861*	Sewer Charges - ACH	(04/28/2025) -	N	Rate Class I	602-37210-	\$ 544.53
								\$ 544.53
04/30/2025	UTILITY BILLING	13865	Sewer Charges	(04/30/2025) -	N	Rate Class I	602-37210-	\$ 743.44
								\$ 743.44
04/30/2025	UTILITY BILLING	13868*	Sewer Charges - ACH	(04/30/2025) -	N	Rate Class I	602-37210-	\$ 363.02
								\$ 363.02
04/30/2025	PINE RIVER STATE BANK	13875	Int CR Checking	(04/30/2025) -	N	Interest Earning	602-36210-	\$ 6.92
								\$ 6.92
04/30/2025	Pershing	13876	Int CR Muni Bonds/Treasury Bills	(04/30/2025) -	N	Interest Earning	602-36210-	\$ 10.57
								\$ 10.57
04/30/2025	Pershing	13877	Unrealized Gain - Muni Bonds/Treasury Bills	(04/30/2025) -	N	Unrealized Investment Gain	602-39103-	\$ 22.37
								\$ 22.37
Total for Selected Receipts								\$ 17,519.36

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/09/2025 To 04/30/2025

<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>
04/09/2025	Payroll Period Ending 04/09/2025	62266	Regular Payroll - 3-26 to 4-8	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 21.46
Total For Check 62266							\$ 21.46
04/09/2025	Payroll Period Ending 04/09/2025	62268	Regular Payroll - 3-26 to 4-8	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 172.88
Total For Check 62268							\$ 172.88
04/11/2025	FEDERAL WITHHOLDING/ON LINE	330876	Federal Withholding - 4/9/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.30
		330876				602-49450-122-	\$ 1.86
		330876				602-49450-135-	\$ 0.44
		330876				602-49450-171-	\$ 2.62
		330876				602-49490-101-	\$ 17.89
Total For Check 330876							\$ 14.50
		330876				602-49490-135-	\$ 3.39
		330876				602-49490-171-	\$ 9.99
Total For Check 330876							\$ 52.99
04/11/2025	MINNESOTA REVENUE	330878	State Withholding - 4/9/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 1.45
		330878			Sewer Utilities - Administration and General	602-49490-172-	\$ 7.33
Total For Check 330878							\$ 8.78
04/11/2025	PERA	330879	Retirement contributions - 3/26/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 9.98
		330879				602-49450-121-	\$ 11.51
		330879			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.60
Total For Check 330879							\$ 1.85
		330879				602-49490-121-	\$ 24.94
04/14/2025	PERA	330880	Retirement contributions - 4/9/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 2.05
		330880				602-49450-121-	\$ 2.36
		330880			Sewer Utilities - Administration and General	602-49490-101-	\$ 16.57

Fund Name: **F-3 - Sewage Collection and Disposal**Date Range: **04/09/2025 To 04/30/2025**

<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>
		330880				602-49490-121-	\$ 19.12
		330880					\$ 40.10
04/16/2025	CROW WING POWER	62276	Monthly - 4-7-25 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 37.98
		62276				602-49470-381-	\$ 37.86
		62276				602-49470-381-	\$ 56.29
		62276					\$ 132.13
04/23/2025	Payroll Period Ending 04/23/2025	62279	Regular Payrol - 4-9 to 4-22	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 42.80
		62279					\$ 42.80
04/23/2025	Payroll Period Ending 04/23/2025	62281	Regular Payrol - 4-9 to 4-22	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 202.39
		62281					\$ 202.39
04/23/2025	Payroll Period Ending 04/23/2025	62282	Regular Payrol - 4-9 to 4-22	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 42.73
		62282					\$ 42.73
04/23/2025	Timber Lakes Septic Service, Inc.	62287	Inv. 43685 - 40249 Eagle Ct Liftstation	N	Sewer Utilities - Sewer Lift Stations	602-49470-404-	\$ 325.00
		62287					\$ 325.00
04/23/2025	PEOPLESERVICE, INC.	62290	Inv. PS-INV107148 - May 2025 Wastewater Op Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,560.00
		62290					\$ 2,560.00
04/24/2025	FEDERAL WITHHOLDING/ON LINE	330877	Federal Withholding - 4/23/25 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 8.77
		330877				602-49450-122-	\$ 7.11
		330877				602-49450-135-	\$ 1.66
		330877				602-49450-171-	\$ 6.72
		330877			Sewer Utilities - Administration and General	602-49490-101-	\$ 20.95
		330877				602-49490-122-	\$ 16.98
		330877				602-49490-135-	\$ 3.97
		330877				602-49490-171-	\$ 11.78
		330877					\$ 77.94
04/30/2025	Pioneer Research Corporation	62306	Inv. 266547 - Weedkiller	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-225-	\$ 200.33

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 04/09/2025 To 04/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					200.33
04/30/2025	Money Market/Bonds	IAD3219	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	10.57
		Total For Check					10.57
04/30/2025	Money Market/Bonds	IAD3228	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	22.37
		Total For Check					22.37
Total For Selected Checks							3,937.41

4/30/2025

S e Collection and Disposal

Receipts:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Current Ad Valorem Taxes	40,168.21	1,439.86	(38,728.35)
Delinquent Ad Valorem Taxes	283.33	72.20	(211.13)
Mobile Home Tax	0.33	0.00	(0.33)
Fiscal Disparities	31.67	36.93	5.26
Total Acct 310	40,483.54	1,548.99	(38,934.55)
Severed Mineral Tax	5.00	0.00	(5.00)
Total Acct 318	5.00	0.00	(5.00)
Principal on Special Assessments	1,300.00	0.00	(1,300.00)
Penalties and Interest on Special Assessments	25.00	0.00	(25.00)
Total Acct 319	1,325.00	0.00	(1,325.00)
Licenses & Permits	41.67	0.00	(41.67)
Public Utilities	41.67	0.00	(41.67)
Total Acct 321	83.34	0.00	(83.34)
Homestead and Agricultural Credit Aid (HACA)	533.33	1,797.21	1,263.88
Total Acct 334	533.33	1,797.21	1,263.88
Interest Earning	198.33	234.35	36.02
Total Acct 362	198.33	234.35	36.02
Rate Class I	27,666.64	36,002.49	8,335.85
Connection/Reconnection Fees	666.67	0.00	(666.67)
Penalties and Forfeited Discounts	400.00	210.07	(189.93)
Hauled Wastewater Fees	83.33	50.00	(33.33)
Total Acct 372	28,816.64	36,262.56	7,445.92
Total Revenues	71,445.18	39,843.11	(31,602.07)
Other Financing Sources:			
Unrealized Investment Gain	41.67	68.49	26.82
Total Acct 391	41.67	68.49	26.82
Sale of Investment	41.67	0.00	(41.67)
Total Acct 399	41.67	0.00	(41.67)
Total Other Financing Sources	83.34	68.49	(14.85)
Disbursements:			
Ordinances and Proceedings	0.00	195.00	(195.00)
Total Acct 411	0.00	195.00	(195.00)
Bond Principal	21,666.65	65,000.00	(43,333.35)
Total Acct 471	21,666.65	65,000.00	(43,333.35)
Interest - Bonds	8,064.58	12,446.25	(4,381.67)
Total Acct 472	8,064.58	12,446.25	(4,381.67)
Fiscal Agent's Fees	191.67	100.00	91.67
Total Acct 475	191.67	100.00	91.67
Sewer Utilities - Sanitary Sewer Maintenance	24,038.97	10,706.90	13,332.07
Sewer Utilities - Sanitary Sewer Cleaning	4,333.33	0.00	4,333.33
Sewer Utilities - Sewer Lift Stations	9,776.66	1,716.20	8,060.46
Sewer Utilities - Administration and General	3,209.99	1,962.58	1,247.41
Total Acct 494	41,358.95	14,385.68	26,973.27
Total Disbursements	71,281.85	92,126.93	(20,845.08)

4/30/2025

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	41.67	0.00	41.67
Purchase of Investments	205.00	279.29	(74.29)
Total Acct 493	246.67	279.29	(32.62)
Total Other Financing Uses	246.67	279.29	(32.62)
Beginning Cash Balance		106,750.61	
Total Receipts and Other Financing Sources		39,911.60	
Total Disbursements and Other Financing Uses		92,406.22	
Cash Balance as of 04/30/2025		54,255.99	

Emily Fire and Rescue

City Council Report 5/13/2025

- 15 Calls in April
 - 13 EMS Calls
 - 2 Fire Calls
 - Gas Leak
 - Fire Alarm
- 4/22/25 Fire Training/Drill.
 - Pumping and drafting on the Engines
 - Running the pump on the Side x Side
 - Running the pump on the Brush Rig
 - Tender driving, filling, and dumping
 - Driving the First Response Rig

Members in attendance:

Brian F.	Tyson K.	Bryce B.
Mike A.	Blair M.	Kale J.
Jon F.	Andy M.	Cari L.
Kaiser J.	Phil Y.	Sarah J.
Calen S.	Tabby F.	

- 4/22/25 Relief Association and Fire and Rescue Meetings. Members in attendance:

Brian F.	Blair M.	Sarah J.
Mike A.	Andy M.	Connie P.
Jon F.	Phil Y.	Krista K.
Kaiser J.	Tabby F.	Fawn J
Calen S.	Kale J.	
Tyson K.	Cari L.	

- Med Compass completed physicals for the department on 4/15.
- Chief Mileski and Assistant Chief Davis attended the Crow Wing County Emergency Services Meeting on 4/17.
- Chief Mileski started NFPA 1401 Fire Instructor 1 class on 4/24.
- Recommendation to accept the resignations of Pat Redding, Chad Genz and Kaitlin Jorgenson.

- Recommendation to approve the hiring of Gina Anderson to the position of Firefighter/First Responder.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>Emily Fireman's Relief Association</u>		Date of organization <u>8/17/1966</u>		Tax exempt number <u></u>	
Organization Address (No PO Boxes) <u>PO Box 1163</u>		City <u>Emily</u>	State <u>MN</u>	Zip Code <u>56447</u>	
Name of person making application <u>Blair Mileski</u>		Business phone <u>612-670-3243</u>		Home phone <u></u>	
Date(s) of event <u>6/21/25</u>		Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name <u>Kale Jones</u>		City <u>Emily</u>	State <u>MN</u>	Zip Code <u>56447</u>	
Organization officer's name <u></u>		City <u></u>	State <u>MN</u>	Zip Code <u></u>	
Organization officer's name <u></u>		City <u></u>	State <u>MN</u>	Zip Code <u></u>	

Location where permit will be used. If an outdoor area, describe.

20837 County Road 2, Emily, MN 56447

Emily Baseball Fields for softball tournament.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Underwriting - Annual Aggregate of \$300,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license <u>City of Emily</u>		Date Approved <u>June 21, 2025</u>	
Fee Amount <u>\$25.00</u>		Permit Date <u>clerk@emily.net</u>	
Event in conjunction with a community festival ☐ Yes ☒ No <u>869</u>		City or County E-mail Address	
Current population of city <u>Cari Johnson</u>		Signature City Clerk or County Official	
Please Print Name of City Clerk or County Official			

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

CITY OF EMILY
2025 TEMPORARY LICENSE APPLICATION INFORMATION

Applying for:

- ☒ On Sale Intoxicating
☐ On Sale 3.2 Malt Liquor
☐ Off Sale Wine License

Under the Minnesota Government Data Practices and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance of the license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:

The license agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service:

Failing to supply this information may jeopardize or delay the issuance of your license.

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM ALONG WITH THE APPLICATION FEES TO THE CITY OFFICE.

<u>Emily Firemen's Relief Association</u>			Renewal Date
Name of Business license is being applied for			
<u>PO Box 163</u>	<u>Emily</u>	<u>MN</u>	<u>56447</u>
Business Address	City	State	Zip
<u>Mileski</u>	<u>Blair</u>	Social Security #	
Applicant's Last Name		First Name	
<u>PO Box 163</u>	<u>Emily</u>	<u>MN</u>	<u>56447</u>
Mailing Address	City	State	Zip
MN Tax Identification #		Federal Tax Identification #	
<u>6/21/25</u>		<u>Emily Ball Fields</u>	
Event Date		Event Location	
<u>[Signature]</u>	<u>Fire Chief</u>	<u>5/5/25</u>	
Signature	Title	Date	

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number	
Emily Firemen's Relief Association	8/17/1966		
Organization Address (No PO Boxes)	City	State	Zip Code
PO Box 163	Emily	MN	56447
Name of person making application	Business phone	Home phone	
Blair Mileski	612-670-3243		
Date(s) of event	Type of organization	☐ Microdistillery ☐ Small Brewer	
7/19/2025	☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit		
Organization officer's name	City	State	Zip Code
Kale Jones	Emily	MN	56447
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.

Downtown Emily City Park at the intersection of County Road 1 and Lake Street

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Under Writing - Annual Aggregate of \$300,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Emily
City or County approving the license
\$25.00
Fee Amount

Date Approved
July 19, 2025
Permit Date
clerk@emily.net
City or County E-mail Address

Event in conjunction with a community festival ☒ Yes ☐ No

869
Current population of city

Cari Johnson
Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

Please return this form with the fees due and provide a copy of your liquor liability insurance policy as soon as possible before the event.

Chad Genz
PO Box 205
Emily, MN 56447
4/15/2025

RECEIVED
APR 15 2025

BY:

Emily Fire Department & Emily City Council members:

After many months of thought, I have decided to retire from the Emily Volunteer Fire Department. With nearly three decades of service as a Fireman and Fire Chief, the decision to retire wasn't easy.

Recent changes in the direction and management of the department have caused me to rethink my volunteering with the City of Emily. The department is headed in a direction that no longer aligns with the values and vision that initially inspired me to join the fire department. While, I respect the need for growth and evolution, it is my personal opinion that these decisions were for the personal benefit of a few and the politics in play are unacceptable to me.

I want to extend my gratitude to the firefighters I have respected, learned from, and been friends with over the past 27½ years. My time as a firefighter and my role as Chief was always for them and about them, and for the love of my hometown.

Respectfully, please except this letter as my notice of retirement from the Emily Volunteer Fire Department, effective immediately.

Sincerely,

Chad Genz



Pat Redding
PO Box 65
Emily, MN 56447
4/17/2025

RECEIVED
APR 18 2025
BY:

Emily Fire Department and Emily City Council;

I am respectfully submitting my notice of retirement from the Emily Fire Department effective immediately. It was my honor to be part of a great organization.

Sincerely,

Pat Redding

A handwritten signature in blue ink that reads "Pat Redding". The signature is written in a cursive style with a large, stylized "P" and "R".

RECEIVED
APR 24 2025

BY:

4/15/2025

To whom it may concern,

Thank you for the great opportunity to be a part of the Emily First Responders team.
Unfortunately due to many circumstances I will be resigning.

Thank you,

Kaitlin Jorgenson



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

FIRE AND RESCUE DEPARTMENT EXECUTIVE REVIEW BOARD MEMBER-AT-LARGE POSITION

The City of Emily is seeking applicants to be considered for a volunteer position on the Fire and Rescue Department Executive Review Board as a Member-At-Large for a **term of two years**.

The Executive Review Board's duties include reviewing applications and recommending disciplinary action. Position requirements are being a resident of the City of Emily, not currently holding an elected office, and not a member of the Fire and Rescue Department.

Individuals interested in being appointed to this volunteer position should submit an application for committee/commission appointment to:

City of Emily, PO Box 68, Emily, MN 56447

or

clerk@emily.net

The application is available at the City Clerk's Office or online at www.cityofemily.com.

The City of Emily is an Equal Opportunity Employer

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-18**

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	\$ 1,690.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-18	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: \$ 1,690.00 to the First Response Unit 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 13th day of May 2025.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer



Date: April 21, 2025

To: City of Emily

From: Leland Bundy, Operator

O & M Report: March 2025

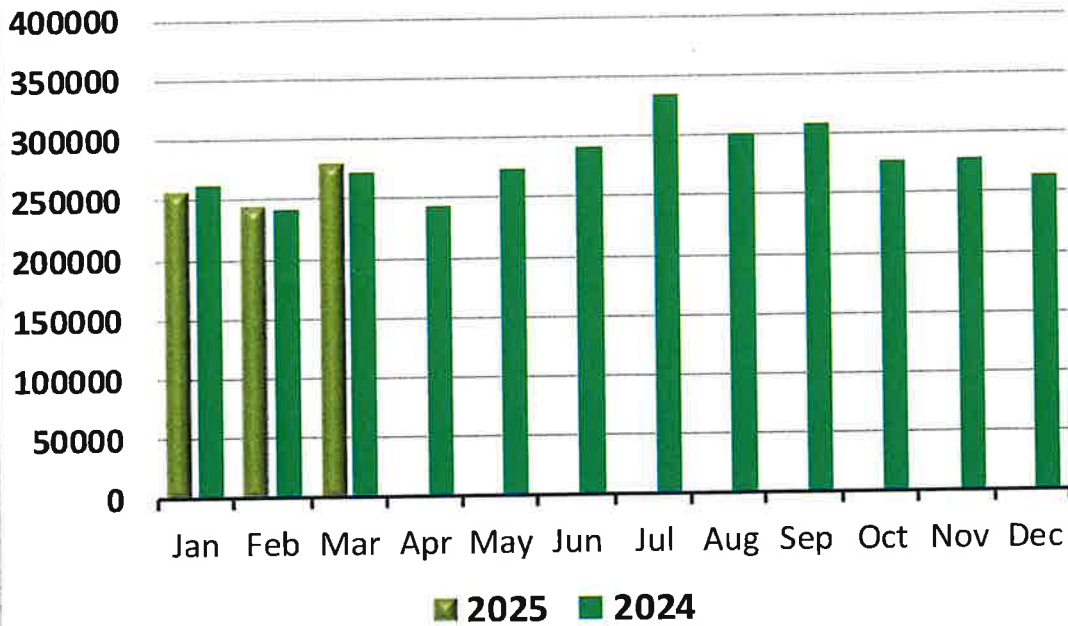
Wastewater Operation & Maintenance

- Lift Station maintenance checks were performed on-site, and daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift Station run time meters are recorded onsite weekly to verify pump efficiency.
- No pond discharges were completed this month.
- All monthly reports to the MPCA have been completed and submitted on time. This facility is operating at or better than designed.
- Quarterly influent samples have been completed.
- 40249 Eagle Court - Called with a sewer backup. The homeowner is adding on to his home and a contractor moved the control panel. There were unhooked wires (5) I reinstalled two of them and did not see the other three. I called back on Monday, and I changed the panel out with a new one. The circuit board was burnt out.

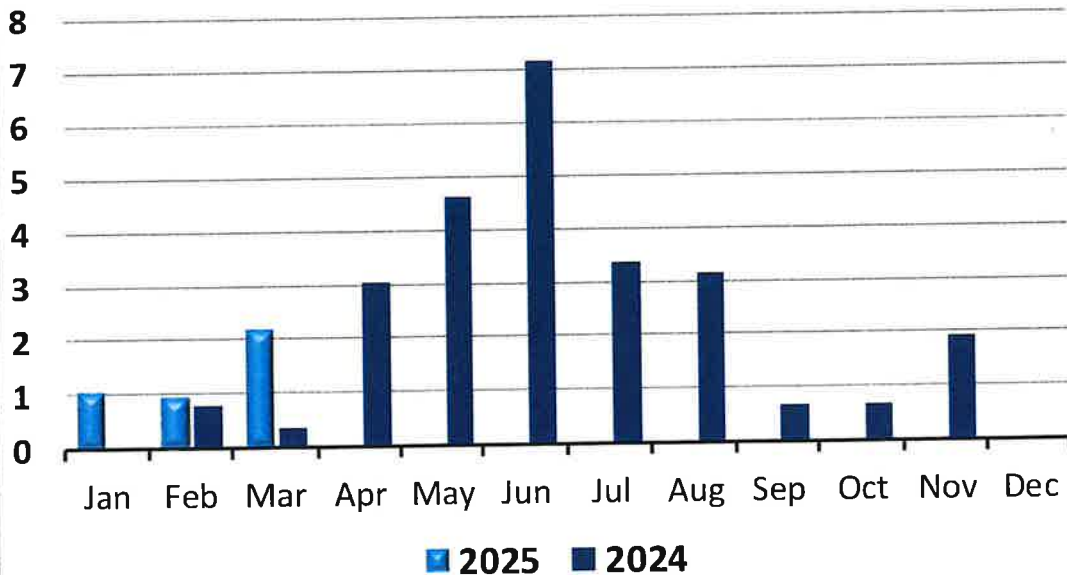
		March-25	February-25	March-24
Wastewater				
CBOD				
CBOD Influent	mg/L	222	0	332
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	82	0	64
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	7	0	7
pH Effluent Maximum	SU	7	0	0
pH Effluent Minimum	SU	7	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	9,011	8,734	8,774
Influent Flow Monthly Maximum	gallons	10,542	10,503	10,650
Influent Flow Monthly Total	gallons	279,340	244,577	272,011
Precipitation Monthly Total	inches	2	1	0
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



SERVICE INFORMATION

Service ID: 496919
Service Type: Submit DMR
Created On: 04/05/2025

Summary

Minnesota Pollution Control Agency
Discharge Monitoring Report FormAgency Interest
83904 - Emily WWTPPermit Number
MN0067628Monitoring Period
03/01/2025 - 03/31/2025

Station Information: MONI00000000003 - WS 001 (Waste Stream)

No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum			
BOD, Carbonaceous 05 Day (20 Deg C)	Result *****	*****	*****	*****	*****	222	once per quarter	4-Hour Flow Composite	
30082 Modification # 0	Limit *****	*****	*****	*****	*****	REPORT calendar quarter maximum	once per quarter	4-Hour Flow Composite	
Flow	Result *****	.277	Mgal	*****	.009	.01	once per day	Measurement, Continuous	
50050 Modification # 0	Limit *****	REPORT calendar month total	Mgal	*****	REPORT calendar month average	REPORT calendar month maximum	once per day	Measurement, Continuous	
pH	Result *****	*****	*****	*****	*****	6.8	once per quarter	Grab	
00400 Modification # 0	Limit *****	*****	*****	*****	*****	REPORT calendar quarter maximum	once per quarter	Grab	
Precipitation	Result *****	2.13	in	*****	*****	*****	once per day	Measurement	
00193 Modification # 0	Limit *****	REPORT calendar month total	in	*****	*****	*****	once per day	Measurement	
Solids, Total Suspended (TSS)	Result *****	*****	*****	*****	*****	82	once per quarter	4-Hour Flow Composite	
00530 Modification # 0	Limit *****	*****	*****	*****	*****	REPORT calendar quarter maximum	once per quarter	4-Hour Flow Composite	

Comment :

Station Information: MONI00000000004 - WS 002 (Waste Stream)

No Discharge/No Flow for Monitoring Period

Parameter	Quantity		Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average			
Chloride, Total 000940 Modification # 0	Result	*****	*****				4-Hour Flow Composite	
	Limit	*****	*****		REPORT calendar month average	once per month	4-Hour Flow Composite	
Flow 500500 Modification # 0	Result	*****	Mgal			once per day	Measurement, Continuous	
	Limit	*****	Mgal		REPORT calendar month average intervention limit	once per day	Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 0	Result	*****	*****			once per month	4-Hour Flow Composite	
	Limit	*****	*****		REPORT calendar month average	once per month	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 0	Result	*****	*****			once per month	4-Hour Flow Composite	
	Limit	*****	*****		REPORT calendar month average	once per month	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625 Modification # 0	Result	*****	*****			once per month	4-Hour Flow Composite	
	Limit	*****	*****		REPORT calendar month average	once per month	4-Hour Flow Composite	
pH 00400 Modification # 0	Result	*****	*****			once per month	Grab	
	Limit	*****	REPORT calendar month minimum		*****	once per month	Grab	
Solids, Total Suspended (TSS) 00530 Modification # 0	Result	*****	*****		REPORT calendar month maximum	once per month	4-Hour Flow Composite	
	Limit	*****	*****		*****	once per month	4-Hour Flow Composite	
Comment :								

Attachment Upload

Attachment Type	Uploaded Filename
Pond Observations	Pond Observations 3-25.xls

Electronic Signature

Signator: Leland Bundy
Signator ID: LBOPERATIONSPECIALTIES2
Challenge/Response Question: What was the first name of your best friend in elementary school?
Challenge/Response Answer: *****
eSignature PIN: *****
Date/Time of eSignature: 04/05/2025 10:46

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittal. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder;
- I am the authorized representative for the entity associated with my electronic signature credential;
- I submitted a signed original Subscriber Agreement to the MPCA and received authorization for electronic document submittal;
- I am in compliance with all terms in my Subscriber Agreement;
- This attestation is true to the best of my knowledge;
- I may be subject to civil or administrative enforcement and penalties for noncompliance with regulatory reporting requirements for the entity I represent; and
- I may be subject to criminal liability for falsification of the data submitted for that entity.

DMR Signatory: Leland Bundy
Date: 04/05/2025

Submission

Date/Time of Submission: 04-05-2025 10:46:33 AM

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-03-01	2025-03-31

FROM: TO:

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:
WS 001 (Influent Waste Stream)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT REQ	*****		*****	*****				
BOD, Carbonaceous 05 Day (20 Deg C) 80082		*****		*****	222	mg/L	once per quarter	4-Hour Flow Composite	
		*****		*****	REPORT calendar quarter maximum				
Flow 50050		*****		*****	.009	mgd	once per day	Measurement, Continuous	
		*****		*****	REPORT calendar month average				
pH 00400		*****		*****	6.8	SU	once per quarter	Grab	
		*****		*****	REPORT calendar quarter maximum				
Precipitation 00193		*****		*****	2.13	In	once per day	Measurement	
		*****		*****	REPORT calendar month total				
Solids, Total Suspended (TSS) 00530		*****		*****	8.2	mg/L	once per quarter	4-Hour Flow Composite	
		*****		*****	REPORT calendar quarter maximum				

COMMENTS:

FACILITY NAME/ADDRESS:

Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:

WS 002 (Effluent to RIBs)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

x

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2025-03-01	2025-03-31

FROM:

TO:

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE		Exception
	SAMPLE VALUE	PERMIT	REQ		SAMPLE VALUE	PERMIT	REQ					
Chloride, Total 00940	*****	*****	*****	Mgal	*****	*****	*****	mgd	once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per day	Measurement Continuous		
Flow 50050	*****	*****	*****	Mgal	*****	*****	*****	mgd	once per day	Measurement Continuous		
	*****	*****	*****		*****	*****	*****		once per day	Measurement Continuous		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****	*****	Mgal	*****	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
Nitrogen, Ammonia, Total (as N) 00610	*****	*****	*****	Mgal	*****	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
Nitrogen, Kjeldahl, Total 00625	*****	*****	*****	Mgal	*****	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
pH 00400	*****	*****	*****	Mgal	*****	*****	*****	SU	once per month	Grab		
	*****	*****	*****		*****	*****	*****		once per month	Grab		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
Solids, Total Suspended (TSS) 00530	*****	*****	*****	Mgal	*****	*****	*****	mg/L	once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		
	*****	*****	*****		*****	*****	*****		once per month	4-Hour Flow Composite		

COMMENTS:



Minnesota Pollution
Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Pond Weekly Observations Form

Wastewater Program

Doc Type: Discharge Monitoring Reports

Instructions: This form must be filled out and submitted electronically with the Discharge Monitoring Reports.

Facility name: Emily Wastewater treatment Facility Permit number: MND067628

Month: March Year: 2025

Type of Pond (Aerated, Primary, Secondary, etc.)	Pond: Primary 1					Pond: Primary 2					Pond: Secondary 1					Acres:				
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th
Week of the month																				
1. Date of observation (mm/dd/yyyy):	3/4/2025	3/11/2025	3/18/2025	3/25/2025		3/4/2025	3/11/2025	3/18/2025	3/25/2025		3/4/2025	3/11/2025	3/18/2025	3/25/2025						
2. Odor (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no						
3. Aquatic plants (% of coverage, type):	0%	0%	0%	0		0%	0%	0%	0		0%	0%	0%	0						
4. Floating mats (% of coverage, type):	no	no	no	no		no	no	no	no		no	no	no	no						
5. Water depth (inches):	45	45	46	48		45	45	46	48		40	40	40	40						
6. Muskrats, rodents, etc. (Yes or No):	no	no	no	no		no	no	no	no		no	no	no	no						
7. Dike condition (Erosion, etc.):	ok	ok	ok	ok		ok	ok	ok	ok		ok	ok	ok	ok						
8. Ice cover (% of coverage):	100%	100%	100%	100%		100%	100%	100%	100%		100%	100%	100%	100%						

Comments:



Date: May 9, 2025

To: City of Emily

From: Leland Bundy, Operator

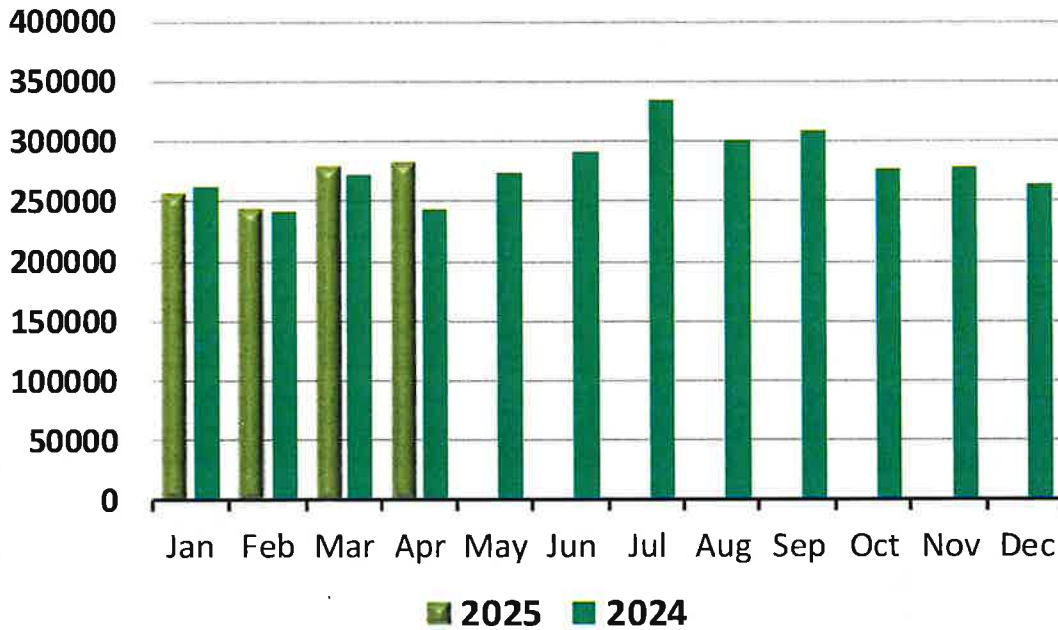
O & M Report: April 2025

Wastewater Operation & Maintenance

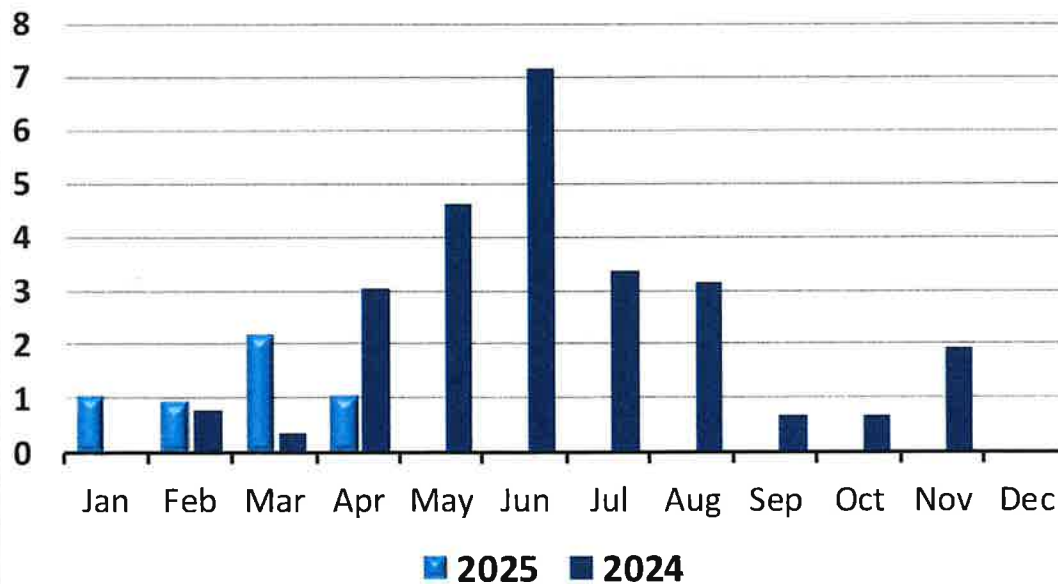
- Lift Station maintenance checks were preformed weekly on-site, and Daily via the internet. Daily flow numbers are recorded and used for MPCA monthly operations reports.
- Lift Station run time meters are recorded onsite weekly to verify pump efficiency.
- No pond discharges for this month.
- All monthly reports to the MPCA have been submitted to the MPCA on time. This facility is operating as designed or better.
- Applied for a permit to allow Palisade to bring septage to your facility. Grand Rapids was down with a problem with their digesters.
- Sewer call out to 40209 Eagle Court, owner called with sewage backing into the house. The homeowner is building a garage with living quarters above the new garage. The control panel moved from off a post to lay on top of the cover of the lift station. I found water in the control box, and three wires were unhooked. I reattached the wires and dried up the water. Called out again on Monday and replaced the control board that had burned out.

		April-25	March-25	April-24
Wastewater				
CBOD				
CBOD Influent	mg/L	0	222	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	82	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	7	0
pH Effluent Maximum	SU	0	7	0
pH Effluent Minimum	SU	0	7	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,211	9,011	8,126
Influent Flow Monthly Maximum	gallons	12,228	10,542	9,902
Influent Flow Monthly Total	gallons	283,419	279,340	243,805
Precipitation Monthly Total	inches	1	2	3
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	0

Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



Datecreated	Equipment	Location	Notes	Task	Taskdesc
4/1/2025	Weir Gates	30200 WW Emily, MN	N/A	Bi-Annual	1. Clean gate with clear water and make visual inspection of seals. 2. Check for adequate torque of fasteners. 3. Clean and inspect stem threads and lift nut threads for wear, lubricate adequate.
4/1/2025	East Side Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
4/1/2025	White Pine Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
4/1/2025	West Side Lift Station	30200 WW Emily, MN	N/A	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

SERVICE INFORMATION

Service ID: 502475
Service Type: Submit DMR
Created On: 05/08/2025

Summary

Minnesota Pollution Control Agency
Discharge Monitoring Report FormAgency Interest
83904 - Emily WWTPPermit Number
MN0067628Monitoring Period
04/01/2025 - 04/30/2025

Station Information: MONI0000000005 - GW 001 (Groundwater)

No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum	Units		
Chloride, Total 00940 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	REPORT calendar month maximum	mg/L once per month	Grab	
Elevation of GW Relative to Mean Sea Level 71993 Modification # 1	Result***** Limit *****	1257.73 REPORT instantaneous maximum *****	ft *****	***** *****	***** *****	***** *****	***** once per month	Measurement, Instantaneous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	.583 REPORT calendar month maximum	mg/L once per month	Grab	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	<.1 REPORT calendar month maximum	mg/L once per month	Grab	
Nitrogen, Kjeldahl, Total 00625 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	<.2 REPORT calendar month maximum	mg/L once per month	Grab	
pH 00400 Modification # 1	Result***** Limit *****	***** *****	***** *****	6.8 REPORT instantaneous minimum *****	***** *****	6.8 REPORT instantaneous maximum	SU once per month	Grab	
Specific Conductance 00095 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	222 REPORT instantaneous maximum	umhos/cm once per month	Grab	
Temperature, Water (C) 00010 Modification # 1	Result***** Limit *****	***** *****	***** *****	***** *****	***** *****	6.7 REPORT instantaneous maximum	degrees once per month	Grab	
Comment : Mistakenly omitted Chloride, thinking we only test Chloride when Discharging pond 2.									

Station Information: MONI0000000006 - GW 002 (Groundwater)

No Discharge/No Flow for Monitoring Period

Parameter	Quantity				Quality				Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum	Units	Minimum			
Chloride, Total 00940 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Elevation of GW Relative to Mean Sea Level 71993 Modification # 1	Result ***** Limit *****	1262.88 REPORT instantaneous maximum	ft ft	***** *****	***** *****	***** *****	***** *****	***** *****	once per month once per month	Measurement, Instantaneous Measurement, Instantaneous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Nitrogen, Kjeldahl, Total 00625 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
pH 00400 Modification # 1	Result ***** Limit *****	***** *****	***** *****	7.34 REPORT instantaneous minimum	***** *****	***** *****	SU SU	***** *****	once per month once per month	Grab Grab	
Specific Conductance 00095 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	umhos/cm umhos/cm	***** *****	once per month once per month	Grab Grab	
Temperature, Water (C) 00010 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	degrees C degrees C	***** *****	once per month once per month	Grab Grab	

Comment : Same as GW001 note

Station Information: MONI0000000001 - GW 003 (Groundwater)

☐ No Discharge/No Flow for Monitoring Period

Parameter	Quantity				Quality				Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum	Units	Minimum			
Chloride, Total 00940 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Elevation of GW Relative to Mean Sea Level 71993 Modification # 1	Result ***** Limit *****	1257.57 REPORT instantaneous maximum	ft ft	***** *****	***** *****	***** *****	***** *****	***** *****	once per month once per month	Measurement, Instantaneous Measurement, Instantaneous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
Nitrogen, Kjeldahl, Total 00625 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	mg/L mg/L	***** *****	once per month once per month	Grab Grab	
pH 00400 Modification # 1	Result ***** Limit *****	***** *****	***** *****	6.71 REPORT instantaneous minimum	***** *****	***** *****	SU SU	***** *****	once per month once per month	Grab Grab	
Specific Conductance 00095 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	umhos/cm umhos/cm	***** *****	once per month once per month	Grab Grab	
Temperature, Water (C) 00010 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	***** *****	degrees C degrees C	***** *****	once per month once per month	Grab Grab	

Comment : Same as Gw001

Station Inform MONI0000000002 - GW 004 (Groundwater)

☐ No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum	Units		
Chloride, Total 00940 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	REPORT calendar month maximum *****	mg/L mg/L	Grab Grab	
Elevation of GW Relative to Mean Sea Level 71993 Modification # 1	Result ***** Limit *****	1258.88 REPORT Instantaneous maximum *****	ft ft	***** *****	***** *****	***** *****	***** *****	Measurement, Instantaneous Measurement, Instantaneous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	.414 REPORT calendar month maximum *****	mg/L mg/L	Grab Grab	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	<.1 REPORT calendar month maximum *****	mg/L mg/L	Grab Grab	
Nitrogen, Kjeldahl, Total 00625 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	<.2 REPORT calendar month maximum *****	mg/L mg/L	Grab Grab	
pH 00400 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	6.97 REPORT Instantaneous minimum *****	SU SU	Grab Grab	
Specific Conductance 00095 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	418 REPORT Instantaneous maximum *****	umhos/cm umhos/cm	Grab Grab	
Temperature, Water (C) 00010 Modification # 1	Result ***** Limit *****	***** *****	***** *****	***** *****	***** *****	7.5 REPORT Instantaneous maximum *****	degrees C degrees C	Grab Grab	
Comment : Same as GW001									

Station Information: MONI00000000003 - WS 001 (Waste Stream)

☐ No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum	Units		
Flow 50050 Modification # 1	Result ***** Limit *****	.281 REPORT calendar month total *****	Mgal Mgal	***** *****	.012 REPORT calendar month average *****	***** *****	mgd mgd	Measurement, Continuous Measurement, Continuous	
Precipitation 00193 Modification # 1	Result ***** Limit *****	1.05 REPORT calendar month total *****	in in	***** *****	***** *****	***** *****	***** *****	Measurement Measurement	
Comment :									

Station Information: MONI00000000004 - WS 002 (Waste Stream)

☐ No Discharge/No Flow for Monitoring Period

Parameter	Quantity			Quality			Frequency of Analysis	Sample Type	Exception
	Average	Maximum	Units	Minimum	Average	Maximum			
Chloride, Total 00940 Modification # 1	Result	*****	*****	*****	REPORT	*****	once per month	4-Hour Flow Composite	
	Limit	*****	*****	*****	calendar month average	*****	once per month	4-Hour Flow Composite	
Flow 50050 Modification # 1	Result	*****			*****	*****	once per month	Calculation	
	Limit	*****	<=15,184 calendar year to date total		*****	*****	once per month	Calculation	
Flow 50050 Modification # 1	Result	*****			REPORT	*****	once per day	Measurement, Continuous	
	Limit	*****	REPORT calendar month total		calendar month average	REPORT calendar month maximum	once per day	Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N) 00630 Modification # 1	Result	*****	*****	*****	REPORT	*****	once per month	4-Hour Flow Composite	
	Limit	*****	*****	*****	calendar month average	*****	once per month	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610 Modification # 1	Result	*****	*****	*****	REPORT	*****	once per month	4-Hour Flow Composite	
	Limit	*****	*****	*****	calendar month average	*****	once per month	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625 Modification # 1	Result	*****	*****	*****	REPORT	*****	once per month	4-Hour Flow Composite	
	Limit	*****	*****	*****	calendar month average	*****	once per month	4-Hour Flow Composite	
pH 00400 Modification # 1	Result	*****	*****	*****	*****	*****	once per month	Grab	
	Limit	*****	*****	REPORT	*****	REPORT	once per month	Grab	
Solids, Total Suspended (TSS) 00530 Modification # 1	Result	*****	*****	calendar month minimum	*****	calendar month maximum	once per month	4-Hour Flow Composite	
	Limit	*****	*****	*****	REPORT	*****	once per month	4-Hour Flow Composite	
Comment :									

Attachment Upload

Attachment Type	Comments	Uploaded Filename
		Missing analyte entity rutgers.doc

Electronic Signature

Signator:

Leland Bundy

Signator ID:

LBOPERATIONSPECIALTIES2

Challenge/Response Question:

In what city was your spouse born?

Challenge/Response Answer:

eSignature PIN:

Date/Time of eSignature:

05/08/2025 14:28

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittal. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder;
- I am the authorized representative for the entity associated with my electronic signature credential;
- I submitted a signed original Subscriber Agreement to the MPCA and received authorization for electronic document submittal;
- I am in compliance with all terms in my Subscriber Agreement;
- This attestation is true to the best of my knowledge;
- I may be subject to civil or administrative enforcement and penalties for noncompliance with regulatory reporting requirements for the entity I represent; and
- I may be subject to criminal liability for falsification of the data submitted for that entity.

DMR Signatory:

Leland Bundy

Date:

05/08/2025

Submission

Date/Time of Submission:

05-08-2025 02:28:14 PM

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD		
YEAR MO DAY	YEAR MO DAY	TO:
2025-04-01		2025-04-30

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:
GW 001 (Groundwater Monitoring Well #1)
Groundwater

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT	REQ		SAMPLE VALUE PERMIT	REQ				
Chloride, Total 00940	*****	*****		*****	*****		once per month	Grab	
Elevation of GW Relative to Mean Sea Level 71993	*****	*****	R	*****	*****		once per month	Grab	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****		*****	*****		once per month	Grab	
Nitrogen, Ammonia, Total (as N) 00610	*****	*****		*****	*****		once per month	Grab	
Nitrogen, Kjeldahl, Total 00625	*****	*****		*****	*****		once per month	Grab	
pH 00400	*****	*****		*****	*****		once per month	Grab	
Specific Conductance 00095	*****	*****		*****	*****		once per month	Grab	
Temperature, Water (C) 00010	*****	*****		*****	*****		once per month	Grab	

COMMENTS: Mistakenly omitted Chloride, thinking we only test Chloride when Discharging pond 2.

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

PERMITTEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

STATION INFORMATION:
GW 002 (Groundwater Monitoring Well #2)
Groundwater

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2025-04-01	2025-04-30

FROM:

TO:

No Discharge/No Flow
(Enter 'X' if no discharge/no flow occurred for this station):

PARAMETER												
PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception	
	SAMPLE VALUE	PERMIT	REQ		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Chloride, Total 00940	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Elevation of GW Relative to Mean Sea Level 71993	*****	*****	*****	ft	*****	*****	*****		once per month	Measurement, Instantaneous		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Nitrogen, Ammonia, Total (as N) 00610	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Nitrogen, Kjeldahl, Total 00625	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
pH 00400	*****	*****	*****		*****	*****	*****	SU	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Specific Conductance 00095	*****	*****	*****		*****	*****	*****	umhos/cm	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Temperature, Water (C) 00010	*****	*****	*****		*****	*****	*****	degrees C	once per month	Grab		
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
	*****	*****	*****		*****	*****	*****					
Same as GW001 note												
COMMENTS:												

Same as GW001 note

COMMENTS:

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:
GW 003 (Groundwater Monitoring Well #3)
Groundwater

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PERMITTEE
WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

PERMIT #	LIMIT STATUS	FORMER #
MIN0057628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-04-01	2025-04-30

FROM:

TO:

PARAMETER		QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
Chloride, Total 00940	SAMPLE VALUE	*****	*****		*****	*****	mg/L	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
Elevation of GW Relative to Mean Sea Level 71993	SAMPLE VALUE	*****	1257.57	ft	*****	*****		once per month	Measurement, Instantaneous	
	PERMIT	*****	REPORT Instantaneous maximum		*****	*****		once per month	Measurement, Instantaneous	
	REQ									
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE VALUE	*****	*****		*****	*****	mg/L	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
Nitrogen, Ammonia, Total (as N) 00610	SAMPLE VALUE	*****	*****		*****	*****	mg/L	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
Nitrogen, Kjeldahl, Total 00625	SAMPLE VALUE	*****	*****		*****	*****	mg/L	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
pH 00400	SAMPLE VALUE	*****	*****		6.71	*****	SU	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
Specific Conductance 00095	SAMPLE VALUE	*****	*****		*****	*****	umhos/cm	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
Temperature, Water (C) 00010	SAMPLE VALUE	*****	*****		*****	*****	degrees C	once per month	Grab	
	PERMIT	*****	*****		*****	*****		once per month	Grab	
	REQ							REPORT calendar month maximum		
COMMENTS: Same as Gw001										

COMMENTS:

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-04-01	2025-04-30

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:
GW 004 (Groundwater Monitoring Well #4)
Groundwater

No Discharge/No Flow
[Enter 'X' if no discharge/no flow occurred for this station]:

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT	REQ		SAMPLE VALUE	PERMIT	REQ				
Chloride, Total 00940	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab	
Elevation of GW Relative to Mean Sea Level 71993	*****	*****	*****	ft	*****	*****	*****		once per month	Grab	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab	
Nitrogen, Ammonia, Total (as N) 00610	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab	
Nitrogen, Kjeldahl, Total 00625	*****	*****	*****		*****	*****	*****	mg/L	once per month	Grab	
pH 00400	*****	*****	*****		*****	*****	*****	SU	once per month	Grab	
Specific Conductance 00095	*****	*****	*****		*****	*****	*****	unhos/cm	once per month	Grab	
Temperature, Water (C) 00010	*****	*****	*****		*****	*****	*****	degrees C	once per month	Grab	

Same as GW001

COMMENTS:

PERMITEE
NAME/ADDRESS:
Emily city of
21236 2nd St
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-04-01	2025-04-30

FROM:

TO:

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

STATION INFORMATION:
WS 001 (Influent Waste Stream)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		UNITS		CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT	REPORT	calendar month total	REPORT	calendar month average				
	REQ	*****	*****	*****	*****	*****				
	SAMPLE VALUE	PERMIT	REPORT	calendar month total	REPORT	calendar month maximum				
Flow 50050			.281		.009	.012	mgd	once per day	Measurement, Continuous	
Precipitation 00193			1.05		*****	*****		once per day	Measurement, Continuous	
			*****		*****	*****		once per day	Measurement	
			*****		*****	*****		once per day	Measurement	

COMMENTS:

FACILITY NAME/ADDRESS:
Emily WWTP
Yost Rd
Emily, MN 56447

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0067628		

PERMITEE
NAME/ADDRESS:
Emily City of
21236 2nd St
Emily, MN 56447

STATION INFORMATION:
WS 002 (Effluent to RIBs)
Waste Stream

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-04-01	2025-04-30

No Discharge/No Flow
(Enter 'X' if no discharge/no flow occurred for this station):

X

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT		REPORT	calendar month average				
Chloride, Total 00940	*****	*****	Mgal	*****	*****	mgd	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
Flow 50050	*****	*****	Mgal	*****	*****	mgd	once per month	Calculation	
	*****	*****		*****	*****		once per month	Calculation	
	*****	*****		*****	*****		once per month	Measurement, Continuous	
Flow 50050	*****	*****	Mgal	*****	*****	mgd	once per day	Measurement, Continuous	
	*****	*****		*****	*****		once per day	Measurement, Continuous	
	*****	*****		*****	*****		once per day	Measurement, Continuous	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****	Mgal	*****	*****	mg/L	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
Nitrogen, Ammonia, Total (as N) 00610	*****	*****	Mgal	*****	*****	mg/L	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
Nitrogen, Kjeldahl, Total 00625	*****	*****	Mgal	*****	*****	mg/L	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
pH 00400	*****	*****	Mgal	*****	*****	SU	once per month	Grab	
	*****	*****		*****	*****		once per month	Grab	
	*****	*****		*****	*****		once per month	Grab	
Solids, Total Suspended (TSS) 00530	*****	*****	Mgal	*****	*****	mg/L	once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	
	*****	*****		*****	*****		once per month	4-Hour Flow Composite	

COMMENTS:

2025-04 Emily Flow

Date	Rdg From Wkly Data Sheet	Dif. (x100)	Flow Converted to MGD	As Reported or Calc'd on Daily Log	Precip in Inches of water	Comments:
last day of prev month			NOTE: DIFFERENCES IN RED			
1	9919	9919	0.0992		0	Rounds at Ponds and Lift stations
2	9169	-750	0.0917		0	
3	9169	0	0.0917		0	
4	9729	560	0.0973		0	
5	11733	2004	0.1173		0	
6	11705	-28	0.1171		0	
7	11195	-510	0.1120		0	
8	10802	-393	0.1080		0	Rounds at Ponds and Lift stations
9	11363	561	0.1136		0.03	
10	10324	-1039	0.1032		0	
11	10485	161	0.1049		0	
12	11143	658	0.1114		0	
13	12228	1085	0.1223		0.14	
14	11918	-310	0.1192		0	
15	9347	-2571	0.0935		0	Rounds at Ponds and Lift stations
16	8591	-756	0.0859		0	
17	6808	-1783	0.0681		0	
18	8808	2000	0.0881		0	
19	9104	296	0.0910		0	
20	9003	-101	0.0900		0	
21	7474	-1529	0.0747		0	
22	7498	24	0.0750		0	Rounds at Ponds and Lift stations
23	7498	0	0.0750		0	
24	8157	659	0.0816		0	
25	7655	-502	0.0766		0	
26	8358	703	0.0836		0	
27	8886	528	0.0889		0.07	
28	8991	105	0.0899		0.78	
29	8148	-843	0.0815		0.03	Rounds at Ponds and Lift stations
30		-8148	0.0000		0	
31		0	0.0000		0	
	275208	Totals	2.7521		1.0500	

Instructions: This form must be filled out and submitted electronically with the Discharge Monitoring Reports.

Facility name: Emily Wastewater treatment Facility
Month: April Year: 2025
Permit number: MN0067628

Type of Pond (Aerated, Primary, Secondary, etc.)	Pond: Primary 1					Pond: Primary 2					Pond: Secondary 1					Pond: Secondary 2				
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th
Week of the month																				
1. Date of observation (mm/dd/yyyy):	4/1/2025	4/8/2025	4/15/2025	4/22/2025	4/29/2025	4/1/2025	4/8/2025	4/15/2025	4/22/2025	4/29/2025	4/1/2025	4/8/2025	4/15/2025	4/22/2025	4/29/2025	4/1/2025	4/8/2025	4/15/2025	4/22/2025	4/29/2025
2. Odor (Yes or No):	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
3. Aquatic plants (% of coverage, type):	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4. Floating mats (% of coverage, type):	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
5. Water depth (inches):	48	50	51	51	52	48	50	51	51	52	48	50	51	51	52	48	50	51	51	52
6. Muskrats, rodents, etc. (Yes or No):	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
7. Dike condition (Erosion, etc.):	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok	ok
8. Ice cover (% of coverage):	100%	20%	0%	0	0	100%	100%	0%	0%	100	75%	0%	0%	0%	100	0%	0%	0%	0%	0

Comments:



TO: Whom it may concern

FROM: Lee Bundy

SUBJECT: Missed Chloride GWW samples.

To whom it may concern,

In April 2025 we completed the Collection of samples and data from the four ground water wells from both Emily permit number MN0067628. Ruttger's Bay Lake Resort permit number MN060585. It was not intentionally done. The employee who filled out the chain of custody made the mistake, and I did not see this in time to correct the mistake. I was made aware of this mistake when I went to complete the Monthly reports for submittal to the agency.

After the fact we went over the DMR sampling check list together to re-familiarize ourselves with its use. The employee actually crossed out the chloride sample from the preprinted chain of custody.

Sincerely,

Lee Bundy

clerk@emily.net

m: Leland Bundy <lbundy@peopleservice.com>
Sent: Tuesday, April 15, 2025 11:49 AM
To: clerk@emily.net
Subject: Fw: Emily Main LS Pump Quote
Attachments: image001.png

RECEIVED
APR 15 2025

BY:

Get [Outlook for iOS](#)

From: Scott Austin <SAustin@wwgoetsch.com>
Sent: Monday, April 14, 2025 9:11:21 AM
To: Leland Bundy <lbundy@peopleservice.com>
Cc: Deb Stoe <DStoe@wwgoetsch.com>
Subject: Emily Main LS Pump Quote

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, here is the quote for a 2nd replacement pump for the main.

New Hydromatic
HPS4HCXPO15443
15hp, 460/3, 9.13" impeller
50' cord.
Your cost\$15,708
KSB adapter\$227

Total\$15,935

Tax and Freight have not been included.

Installation is additional.

Prices are good till April 24, 2025.

We are having a price increase April 28, 2025.

Last year it was \$14,865, plus KSB adapter flange was \$227

If you have any questions, please feel free to call.



clerk@emily.net

From: Scott Austin <SAustin@wwgoetsch.com>
Sent: Friday, May 9, 2025 5:45 AM
To: clerk@emily.net
Cc: 'Leland Bundy'
Subject: RE: Emily Main LS Pump Quote

We will still honor our price of \$15,935.



Scott Austin
Baxter Shop Foreman
7674 College Road Ste 105
Baxter, MN 56425
saustin@wwgoetsch.com
612-802-6706 cell phone
218-829-6890 office * 218-829-6972 fax

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, May 8, 2025 3:52 PM
To: Scott Austin <SAustin@wwgoetsch.com>
Cc: 'Leland Bundy' <lbundy@peopleservice.com>
Subject: RE: Emily Main LS Pump Quote

Scott,

A quote for a 15hp main liftstation pump was provided to Lee Bundy for the City of Emily. The quote states the price is good through April 28th. The next Council meeting is on May 13th. If necessary, please send an updated quote for Council consideration.

Thank you and have a great day!

Cari Johnson, MCMC
City Clerk/Treasurer



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

City Hall Hours M-W 8am-430pm, Th-F 8am-noon
www.cityofemily.com
Fax 218.763.2481
Pop. 869



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

May 7, 2025

Mayor and City Council
City of Emily

RE: City of Emily Planning and Zoning Report May 6, 2025

Mayor and City Council:

Here is a recap of the Planning Commission meeting on May 6, 2025.

- A moment of silence for Donna Jones.
- The Planning Commission is recommending the City Council approve their recommendation of Brent Nobley for Alternate Position to Planning Commission.
- Outdoor Market Permit for the Emily Wesleyan Church was approved by the Planning Commission. Outdoor Market will be operated as it has been for the past three years.
- The Planning Commission is recommending the City Council approved their recommendation for Cannabis Registration Fees as follows:

Cannabis Registration Fees

- **Retail \$500 plus \$500/year renewal and inspection fee.**
- **Other Cannabis Licenses Requiring a Conditional Use Permit \$500 (One Time)**
- **Other Cannabis Licenses Not Requiring a Conditional Use Permit \$250 (One Time)**
- **If yearly inspections required by the State of non-retail uses \$250/year**
- The Land Use Ordinance Subcommittee continued discussion on sheds and also talked about shipping/storage containers for use as sheds and dwellings. This topic will continue into the next meeting.

If you have any questions or concerns, please feel free to contact me at 320-841-1793 or by email at steve.jones@sourcewell-mn.gov.

Again, thank you for letting me be part of a great community.

Sincerely,

Steve Jones

Senior Community Development Administrator, Sourcewell

AGENDA ITEM

Emily Planning Commission: May 6, 2025 (Review and Recommendation)
Emily City Council: May 13, 2025 (Discussion) June 10, 2025 (Consideration)

CANNABIS REGISTRATION FEES

In Minnesota, cities can charge an initial retail registration fee for cannabis businesses, but it's capped at either \$500 or half the amount of the state's license fee, whichever is less.

The Minnesota Office of Cannabis Management (OCM) sets initial and renewal fees for state licenses, such as for retailers, wholesalers, and manufacturers. Cities can impose their own registration fees on top of the state fees.

**City of Anoka-\$500 for retail or half the amount the state license fee.
City of Grand Rapids \$500 for retail of half the amount of state license fees. A brief survey of other cities shows other fees (non-retail) in the \$100 to \$250 range.**

Suggestion from staff: set the Cannabis Retail Licenses at \$500, and other licenses at \$250 if it is permitted in use in the district, or \$500 (or half of the State Fee, whichever is less) for any uses needing a CUP (Conditional Use Permit). Only retail licenses will require yearly inspection by the city, so we recommend also charging a yearly Renewal/Inspection fee of \$500 for each retail establishment. Other licenses would not require yearly inspection, so no yearly inspections required. If other licenses from the State, now or in the future require yearly inspections, also charge them \$500/year renewal.

Cannabis Registration Fees

Retail \$500 plus \$500/year renewal and inspection fee.

Other Cannabis Licenses Requiring a Conditional Use Permit \$500 (One Time)

Other Cannabis Licenses Not Requiring a Conditional Use Permit \$250 (One Time)

If yearly inspections required by the State of non-retail uses \$250/year

EMILY CODE

2.1 Registration & Application Procedure

2.1.1 Fees.

A registration fee, as established in the City of Emily's Fee Schedule Ordinance, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall

include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by City of Emily shall be charged at the time of the second renewal and each subsequent renewal thereafter.

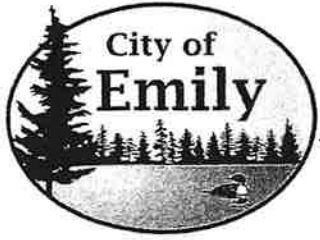
A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.1.2 Application Submittal.

The City of Emily shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the City of Emily. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
 - v. Verification of land use compliance by the Zoning Administrator.
- (B) The applicant shall include with the form:
 - i. the application fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
- (C) Once an application is considered complete, the Zoning Administrator shall inform the applicant as such. If denied, the applicant may appeal to the Board of Zoning Adjustment (BZA) of the City of Emily for review of the Zoning Administrator's decision.
- (D) The fee shall be non-refundable once processed.



For Office Use Only

Date Rec'd _____

By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: Alternative Planning & Zoning

Name: Brent 1/16

Street Address: _____

City: Emily State: MN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H(____) ____ C ____

E-mail address: _____

Emily Resident (circle one)? YES or NO If yes, how long? 2 1/2 yrs

Are you presently serving on a City Commission or Committee (circle one)? YES or NO

If yes, please explain _____

Have you served on a City Commission or Committee in the past (circle one)? YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

What do you have to offer to the City of Emily Commission or Committee? _____

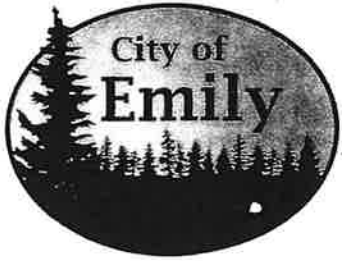
Former COO / CFO Construction company in
the Twin Cities

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

BA Finance & Management
Business Owner

Applicant's Signature: Brent Date: 4/15/25

Please return to City hall drop box or clerk@emily.net.



RECEIVED
APR 14 2025

BY:

For Office Use Only

Date Rec'd _____

By _____

Application for Appointment Commissions and Committees

Commission or Committee applying for: P & Z Alt.

Name: BILL SPIDESS

Street Address: _____

City: Emily State: IN Zip code: 56447

Mailing Address (if different than above): _____

Telephone Number: H(____) _____ C(____) _____

E-mail address: _____

Emily Resident (circle one)? ☒ YES or NO If yes, how long? 24 yrs

Are you presently serving on a City Commission or Committee (circle one)? YES or ☒ NO

If yes, please explain _____

Have you served on a City Commission or Committee in the past (circle one)? ☒ YES or NO

If yes, please specify which Commission or Committee and the term positions held: _____

P & Z.

What do you have to offer to the City of Emily Commission or Committee? _____

Experience From The Past,

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? _____

Was on The Planning Commission when the Codification was Done,

Applicant's Signature: Bill Spidess Date: 4-14-25

Please return to City hall drop box or clerk@emily.net.

Northern Lights CUP			
Attorney fees			
Date	CUP Fee	Fees	Invoice #
12/10/2024	\$ 500.00		
1/16/2025		\$ 104.00	103446
2/12/2025		\$ 390.00	103866
3/7/2025		\$ 1,015.50	104262
4/8/2025		\$ 299.00	104999
Remaining Cost		\$ 1,308.50	

2025 Permits--Emily Planning and Zoning

<u>NUMBER</u>	<u>Recd</u>	<u>Appvrd</u>	<u>RE CODE</u>	<u>LAST</u>	<u>FIRST</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>DISTRICT</u>	<u>Project Completed Y/N</u>
25-01	12/27/2024	2/4/2025	21260571	Ronayne	Brian	40107 E Emily Dr	SSTS	After-the-Fact Permit for Septic Installation	\$260.00- ATF Permit fee per city council 5X	SR	Yes-GK 12-16-2024
25-02	1/13/2025	2/4/2025	21250540	Wes Hanson Builders	Jason Quilling	22984 S Shore Dr	Land Use	Construct New Dwelling-2,719 SqFt	\$550.00	SR	
25-03	1/13/2025	2/4/2025	21250540	Wes Hanson Builders	Jason Quilling	22984 S Shore Dr	SSTS	Install New Septic-Winter Agreement	\$260.00	SR	Winter Agreement
25-04	1/13/2025	1/14/2025	21260550	Frodesen	Fred	21843 Whitetail Dr	Camper Permit	Annual Camper Permit	\$25.00	NR	NA
25-05	2/10/2025	2/10/2025	21260571	Ronayne	Brian	40107 E Emily Dr	Camper Permit	Annual Camper Permit	\$25.00	SR	NA
25-06	2/5/2025	2/18/2025	21270501	Emily Food Shelf		20948 County Rd 1	Land Use	Enclose drive through for cold storage and install new sign	NA-waived by city council	DMU	
25-07	2/24/2025	2/25/2025	21170535	Doberstein	Timothy	19227 Blue Lane E	Land Use	Construct a new 18'X24' (432 SqFt) Accessory Structure	\$150.00	NE	
25-08	3/19/2025	3/19/2025	21020500	Cass County Construction	Dan Harbel	91 S Lake Lawrence Rd NE	SSTS	Septic Upgrade to Drainfield. Mound system Type 1, 450 GPD, Existing 2250- 2 compartment tank	\$260.00	SR	
25-09	4/1/2025	4/8/2025	21220569	Radzevicius	Stanley	41756 State Highway 6	Land Use Permit	Land Use Permit for Accessory Structure. Replacing existing garage with smaller new garage 30'X24' (720 SqFt)	\$250.00	SR	
25-10	4/3/2025	4/8/2025	21330618	Hagemann	Mark	20203 County Road 1	Land Use Permit	Install a 4 foot high metal cattle fence	\$60.00	NR	
25-11	4/14/2025	4/15/2025	21080530	Somers	Robert	19411 Blue Lake Road	Land Use Permit	Construct a 36'X56' (2,016 SqFt) Accessory Structure	\$400.00	SR	

25-12	4/24/2025	4/29/2025	21170616	Hughes	Faye	18914 Ushenwood Lane	Land Use Permit	Construct a 2nd story addition (58' X 36') to existing lower level of dwelling. Construct a 28'X36' Detached garage. Construct a 10'X30' Addition to existing barn. Construct 2 decks (30'X4' & 10'X10')	\$400.00	NR	
25-13	4/29/2025	4/29/2025	21330536	Resch	Diane	39563 Trout Ave	Land Use Permit	Construct an addition to existing dwelling 3' X 3.5' (10.5 SqFt)	\$75.00	SR	
25-14	4/29/2025	4/29/2025	21040514	Mann	Joe	44513 Roosevelt Dr	Land Use Permit	Annual Camper Permit	\$25.00	NR	
25-15	4/29/2025	4/29/2025	21040514	Mann	Joe	44513 Roosevelt Dr	Land Use Permit	Accessory Structure 12'X16' (192 SqFt)	\$75.00	NR	

39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



39945 West Trout Avenue 4.21.25



clerk@emily.net

From: Daria Graupman <Daria.Graupman@crowwing.gov>
Sent: Thursday, May 8, 2025 8:51 AM
To: Alex Voit; clerk@emily.net
Cc: Steve Stroschein
Subject: City of Emily Paving Dates

Alex and Cari,

Anderson Brothers gave us an update on their plan for Par West Road and Yellow Birch Lane.

Contingent on CSAH 1 paving they are planning to overlay your roads on either May 13th or 14th. Alex I will reach out to you again when we know what date for sure, so you know when to have someone on site for inspection but wanted to give you a heads up.

Please let me know if you have any questions.

Thank you,

Daria Graupman, EIT
Staff Engineer

Office: (218) 824-1110
Direct: (218) 822-2680

www.crowwing.gov

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

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From: Alex Voit <avoit@sehinc.com>
Sent: Friday, May 9, 2025 3:54 PM
To: clerk@emily.net
Cc: Neil Heinonen; Mark Maves; Andy Hemphill
Subject: FW: Roosevelt Bridge Next Steps

Cari,

SEH met with Andy Hemphill on May 8, 2025 to confirm the path forward for the Roosevelt bridge based on Council discussion and meetings with the adjacent property owners.

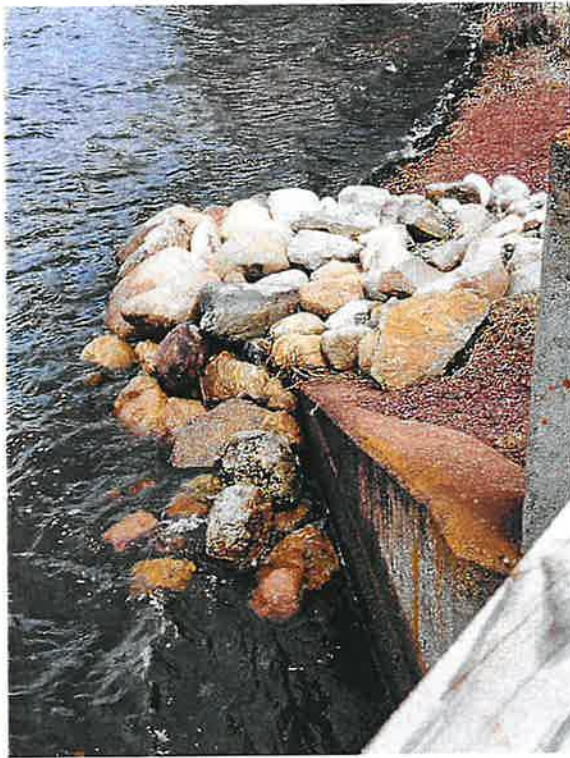
- SEH will move forward with the east alignment for the preliminary bridge plan.
- A resident at the last meeting suggested that the old bridge be left in place as a walking bridge. This does not seem to be a viable option given the existing bridge's condition as well as it's effect on the flow of the creek.
- We will work to complete preliminary bridge plans this summer. Once completed they can be sent to the MnDOT Bridge office for approval to proceed to Final Design. The design should then be to a point where we can begin preliminary negotiations with adjacent property owners. We will then be ready to move to Final Design and get the project in the queue for funding.
- Now that an alignment has been chosen, a good next step is to complete soil borings near both ends of the proposed bridge. These will be included in the preliminary submittal to the Bridge Office, and are required for final design. SEH will reach out to geotechnical firms to get quotes for consideration at the June council meeting.
- Bridge funding availability is unknown at this time. Bridge Bonding funds may be allotted during this current legislative session. If bridge funds are not allocated, other funding options may need to be evaluated for the project. In either case it is best to continue moving towards final bridge plans so we can get the project in the queue for when funding is available.

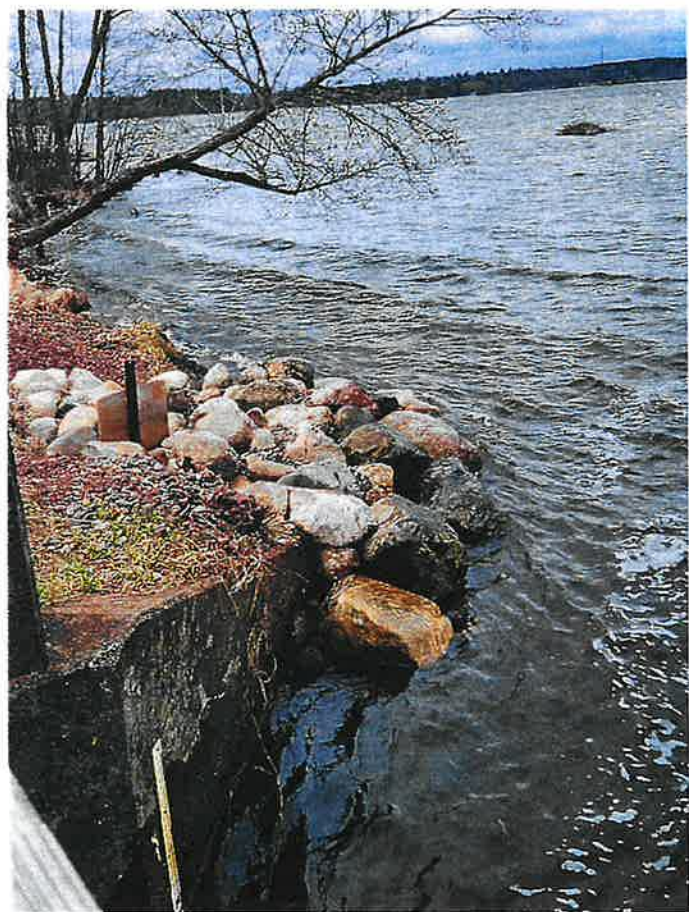
Thanks,

Alex Voit, PE (MN)
Project Engineer
Short Elliott Hendrickson Inc.
218.821.0085 mobile | 218.855.1704 direct

Building a Better World for All of Us®
100% Employee Owned

Dam wing walls







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Anna Drive Tax Forfeit

Date: 4/17/2025 Time: 12:55 PM

MAINTENANCE REPORT

5/13/2025

- Washing & putting away snow equipment
- Cemetery clean up
- Hauling class five
- Grading roads
- Fixing up snow plow damage
- Park work
- Finished up wing walls on Emily Dam
- General Maintenance

Brian Foster
Maintenance Supervisor



[Home/Military & Memorial/Universal Veteran Service Grave Marker - Choose Options](#)

Universal Service (US Veteran) Bronze Grave Marker

★★★★★

[\(8\) read reviews](#) / [leave a review](#)

\$99.95
SKU#: CTM-16



- Solid cast bronze with ground polished finish
- Mounted on 24" brass, 5/16" diameter rod
- Accommodates 1 stick flag with dowel 3/8" diameter or smaller
- Made in USA

Metal Finish *

Bronze

Quantity

< 1 >

Add to Cart

[Add to Wish List](#)

Gift Cards ▾

Order Summary

Cart Subtotal	\$2,398.80
Shipping	\$47.05
ShipStation - Standard Delivery, max 5 estimated transit days, Arrives 2-9 Business days	
Tax	\$180.88
Order Total	\$2,626.73

24 Items in Cart



Universal Veteran Service Grave Marker - Choose Options

Quantity: 24

\$2,398.80

View Details ^

Metal Finish: Bronze

Ship To:

Amy Prokott
39811 State Highway 6
PO Box 68
Emily, Minnesota 56447
United States
2187632480

Shipping Method:

ShipStation - Standard Delivery, max 5 estimated transit days, Arrives 2-9 Business days

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QUALITY FABRICATING

CUSTOM WELDING AND METAL SHOP

IF YOU CAN DREAM IT,
WE CAN BUILD IT

Quote

Date

Estimate #

4/22/2025

21406

Name / Address:

Emily City Park
Karen Trenn

RECEIVED
MAY 12 2025

BY:

Project:

21406---Emily City Park

Line It...	Description	Quantity	Price Each	Total
001	Emily City Park Sign- EST 1900 approximately 4' wide x 3'-6" tall Refer to City of Emily logo: 1/8" - 3/16" thick aluminum components all layered to build the sign Layer 1 - backer/ base plate Layer 2 - yellow/ orange and blue background Layer 3 - all black (letters, tree, loon, outer oval frame) all layers and pieces would be drilled and tapped; screwed together Includes Powder Coating		4,320.00	4,320.00
002	2 - Steel Posts with mounting tabs for sign Includes Powder Coating Installation not included		800.00	800.00

Quote is subject to change based on fluctuating material market

Thank you for the Opportunity!!

Subtotal \$5,120.00

Sales Tax (7.375%) \$0.00

Total \$5,120.00

PLEASE VISIT US: 39704 BROADWAY, EMILY, MN 56447

Phone #	E-Mail	Web Site	Mailing Address:
218.763.2726	qualfab@emily.net	www.qualfabmn.com	PO Box 443, Brainerd, MN 56401

Emily Waters Committee, April 30, 2025 meeting summary

Jan Mosman, 5/1/2025

The Emily Waters Committee met from 10:00 -11:40 am at City Hall.

Present: Doug Norstrom, VP Ruth Lake LID, Tori Ell, VP ELRA, Jan Mosman, RALALA, and Dan Brennan, Emily City Council liaison. Tori substituted for Jean McLeod, who was not available.

Approved: Doug as committee chair for 2025, Jan as committee secretary for 2025

Recommended to City Council for Approval: Each main lake group receive up to the available appropriations amount of \$6,952. This reflects one-third of the 2025 budgeted \$20,000, plus a donation of \$856.12 from the GoNorthMn Sketches event in July, 2024, less \$250 for administration costs. (usable total = \$20,856.12). Note: any lake group in the City of Emily is eligible for appropriations application by the annual deadline (on the city website) and will be considered for water quality needs.

Updates:

1). Minnesota – Gov Walz’s budget cuts 50% from Aquatic Invasive Species control for the next biennium, with the proposal to zero out this funding in the future. Emails or calls to the governor’s office will be the most effective way to influence this reduction. Minnesotans should write/say at least one sentence on the topic and call, Telephone: (651)201-3400. The other option is to use the Minnesota Lakes and Rivers website to be connected directly for emailing the governor and legislators. Go to: jeff@mnlakesandrivers.org.

2). ELRA – the Emily Lake public landing has been closed because of ice dam obstruction at the ramp. Tori reported after the meeting that the DNR has now cleared the ramp and opened the landing. which is already being used. ELRA last year did door-knocking and provided welcome packets to new property owners. This year’s goal will be to increase membership with more events, with Facebook, with personal contact, and by reaching out to seasonal property owners at resorts on Mary, Emily, and Dahler lakes. Tori noted that membership dues have not risen from \$50 for many years and that a donations request was productive. Membership is currently about 40% of all property owners, with a goal of 50%. In 2025, ELRA will have a booth at Spring Fling with new DNR information provided and possibly a booth at Emily Days and a picnic for members.

3). Ruth Lake LID – All property owners are automatically members of the Ruth Lake Improvement District. Additional social involvement opportunities and education on the Ruth Lake Friends Facebook page gets a lot of traffic. Inspectors for the public landing with a decontamination unit can apply at _____. Plans to update

the aging decontamination unit are ongoing. The Lake Stewardship program is active and growing. Loon platforms have been placed.

4). RALALA (Roosevelt and Lawrence Area Lakes Association) continues to add Lake Stewardship properties to protect lakeshore and water quality. Increased membership is always a goal, with a program to reach new property owners and non-renewed members. RALALA will have launch site inspectors at the high-volume launch sites (Roosevelt and Lawrence), typically Thursday through Sunday along with a Decon Unit at Roosevelt during inspector timeframes. Facebook is used to relay information. Booths will be at Emily Day and Lions Corn Feed events.



RECEIVED
MAR 21 2025

EMILY LAKES AND RIVERS PROTECTION FUND
Appropriations Application

BY:

Date March 20, 2025
Contact Name Bob Eddy
Organization Name Roosevelt and Lawrence Area Lake Association (RALALA)
Mailing Address PO Box 139
Physical Address (if different than above) _____
City _____ Outing _____ State MN Zip code 56662
Municipality City of Emily
Phone # (612)961-8513 Fax # _____
Email Bob.Eddy@hotmail.com Website _____

Description of Applicant : RALALA has been operating for over thirty years to coordinate local property-owner efforts toward the preservation of area lakes under its responsibility, as well as supporting the communities within which its lakes lie with volunteer hours and financial donations.

RALALA - Efforts to inspect, survey, treat for invasive species and educate the public will have to continue every year into the foreseeable future. AIS do not die off easily, and new infestations from visiting boats with dangerous plants/animals attached are a constant threat. The 2025 request for assistance is for managing the current invasive Eurasian Water Milfoil, though inspections have been ongoing to find any new problems, such as Starry Stonewort, Curly Leaf Pondweed, or Zebra Mussels. Efforts to keep AIS limited and prevent further infestations in any public waters protect the entire area's real estate values and economy.

Description of Proposed Project : **Project** - The approach for 2025 has been recently updated, with input from expert providers. The RALALA board is considering a standard survey in June and a second survey in September to locate any invasive growth, either areas already treated or specific spots noted during the season. The lake association encourages members through its newsletter to learn and inspect regularly used areas of their lake. This will be an additional expense and focus treatment to needed areas the following spring. Fresh Water Scientific was again chosen to do surveying, with PLM continuing as the treatment provider.

Total Cost of Project : **Costs** – Survey costs in 2024 for North and South Roosevelt, Lawrence, Smokey Hollow, and Leavitt came to about **\$5,000**, with an additional **\$1,850** for divers hunting zebra mussels and starry stonewort at Lawrence and Roosevelt public landings. Chemical treatments for all infested areas, using two different methods last year, totaled **\$63,680**. The RALALA board anticipates a budget similar to last year, or about \$70,530 in total expenses. All funds not obtained through grants will need be supplemented by the Lake Association.

Applicant's Portion : Bob Eddy, president, RALALA

Requesting Amount : **RALALA requests \$6,952 toward treatment expenses in 2025, from the Emily Lakes and Rivers Protection Fund.**

Attach a thorough description of your project and how it will benefit the community. Not all applicat will be approved to be funded, based on need and laws regarding public expenditures.

Submit this application and supporting documentation to the City Clerk’s office during normal business hours. Hours are Monday, Tuesday and Wednesday from 8:00a.m. to 4:30p.m., Thursday and Friday from 8:00a.m. to 12:00p.m. 39811 State Highway 6, P.O. Box 68, Emily, MN 56447. You may also send it to clerk@emily.net.

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Date received in Clerk’s office _____ Staff Initial _____

Committee recommendation to Council _____

Amount to fund _____ Priority Level (1-5) _____

Council Approval Date _____ Staff Initial _____ Amount Funded _____

Ck # _____ Ck Date _____ Paid To _____

Emily Lakes and Rivers Protection Fund

Appropriations Application for 2025

March 20, 2025

Bob Eddy, Roosevelt and Lawrence Area Lake Association (RALALA)

PO Box 139, Outing, MN 56662, (612)961-8513, <Bob.Eddy@hotmail.com>

RALALA has been operating for over thirty years to coordinate local property- owner efforts toward the preservation of area lakes under its responsibility, as well as supporting the communities within which its lakes lie with volunteer hours and financial donations.

RALALA - Efforts to inspect, survey, treat for invasive species and educate the public will have to continue every year into the foreseeable future. AIS do not die off easily, and new infestations from visiting boats with dangerous plants/animals attached are a constant threat. The 2025 request for assistance is for managing the current invasive Eurasian Water Milfoil, though inspections have been ongoing to find any new problems, such as Starry Stonewort, Curly Leaf Pondweed, or Zebra Mussels. Efforts to keep AIS limited and prevent further infestations in any public waters protect the entire area's real estate values and economy.

Project - The approach for 2025 has been recently updated, with input from expert providers. The RALALA board is considering a standard survey in June and a second survey in September to locate any invasive growth, either areas already treated or specific spots noted during the season. The lake association encourages members through its newsletter to learn and inspect regularly used areas of their lake. This will be an additional expense and focus treatment to needed areas the following spring. Fresh Water Scientific was again chosen to do surveying, with PLM continuing as the treatment provider.

Costs – Survey costs in 2024 for North and South Roosevelt, Lawrence, Smokey Hollow, and Leavitt came to about **\$5,000**, with an additional **\$1,850** for divers hunting zebra mussels and starry stonewort at Lawrence and Roosevelt public landings. Chemical treatments for all infested areas, using two different methods last year, totaled **\$63,680**. The RALALA board anticipates a budget similar to last year, or about \$70,530 in total expenses. All funds not obtained through grants will need to be supplemented by the Lake Association.

RALALA requests \$6,952 toward treatment expenses in 2025, from the Emily Lakes and Rivers Protection Fund.

Submitted by,

Bob Eddy, president, RALALA



RECEIVED
MAR 06 2025

BY:

EMILY LAKES AND RIVERS PROTECTION FUND
Appropriations Application

Date: March 5, 2025
Contact Name: Doug Norstrom
Organization Name: Ruth Lake Improvement District
Mailing Address: PO Box 33
Physical Address (if different than above) 21486 Ruth Lake Dr
City: Emily State: MN Zip code: 56447
Municipality: Emily, Minnesota
Phone #: 218-866-0285 Fax # _____
Email: ddnorstrom@gmail.com Website _____

Description of Applicant: Lake Improvement District established by Crow Wing County in 2012 in accordance with Minnesota statutes.

Description of Proposed Project: Eurasian Watermilfoil remediation on Ruth Lake. Crow Wing County will provide \$3,500 for milfoil treatment in addition to what City provides.

Total Cost of Project: \$26,420 (based on historical costs of program). Applicant's Portion (after app. j Crow Wing County grant): \$22,920. Requesting amount: \$6,500.

Attach a thorough description of your project and how it will benefit the community. Not all applications will be approved to be funded, based on need and laws regarding public expenditures. Please see attached letter/project description.

Submit this application and supporting documentation to the City Clerk's office during normal business hours. Hours are Monday, Tuesday and Wednesday from 8:00a.m. to 4:30p.m., Thursday and Friday from 8:00a.m. to 12:00p.m. 39811 State Highway 6, P.O. Box 68, Emily, MN 56447. You may also send it to clerk@emily.net.

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Amount to fund _____ Priority Level (1-5) _____

Council Approval Date _____ Staff Initial _____ Amount Funded _____

Ck # _____ Ck Date _____ Paid To _____

Ruth Lake Improvement District
PO Box 33
Emily, MN 56447

March 5, 2025

City of Emily
39811 State Highway 6
Emily, MN 56447

RE: Emily Lakes and Rivers Protection Fund Application

Ruth Lake Improvement District ("RLID") was created in 2012 by Crow Wing County for the treatment and prevention of aquatic invasive species. RLID is submitting a proposal for \$6,500 in funds from the City established Emily Lakes and Rivers Protection Fund. These funds will be used to help in the 2025 treatment of a yet undetermined number of acres of Eurasian milfoil in Ruth Lake.

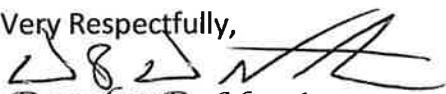
Through RLID's AIS remediation program, the entire shoreline of Ruth Lake is surveyed by RLID's vendor, Fresh Water Scientific Services, for the presence of Eurasian Watermilfoil. Professional Lake Management (PLM) (another RLID vendor) then proposes areas to be treated. The DNR selects areas to be treated and the interested parties discuss the areas to be treated. In 2024, the last year for which data is available, approximately 8.9 acres were selected by PLM for treatment. All 8.9 acres were treated using ProcettaCOR.

The benefits to the immediate Ruth Lake community and to the City of Emily generally are easily noted. First, control of this pervasive invasive aquatic species preserves the lake in a nearly pristine condition for recreational use. Second, the availability of Ruth Lake and its reputation as a well-managed and excellent fishing and recreational site draws visitors from across the state. This, of course, benefits all of Emily's businesses and helps support a tax base for the city and county.

While RLID receives \$3,500 in funding from Crow Wing County for Eurasian Milfoil remediation, that amount does not meet its overall need for funding this program, which was \$16,772 last year and is budgeted for \$26,420 for 2025 based on the historical average program cost. As such, RLID is requesting a grant of \$6500 (approximately 28% of the total remaining Milfoil treatment cost (after applying Crow Wing County's grant of \$3,500)).

Thank you for your consideration of our application. If you have any questions, please do not hesitate to contact me.

Very Respectfully,



Douglas D. Norstrom

Douglas D Norstrom
RLID Vice President
218-866-0285



RECEIVED
FEB 24 2025

BY:

EMILY LAKES AND RIVERS PROTECTION FUND
Appropriations Application

Date February 24, 2025
Contact Name Russell H. Boverhuis
Organization Name Emily Lakes and Rivers Association
Mailing Address P.O. Box 111
Physical Address (if different than above) _____
City Emily State MN Zip code 56447
Municipality City of Emily
Phone # 763-807-9300 Fax # _____
Email elra@emilylakes.org Website www.emilylakes.org

Description of Applicant Emily Lakes & River Association (ELRA) is a 501c3 non-profit lake association serving lakes Emily, Mary, Dahler and the Little Pine River.

Description of Proposed Project ELRA's 2025 project is inspection and control of Eurisian watermilfoil (EWM) in lakes Emily, Mary and the Little Pine River. Requested funds would augment ELRA funds. Additional funds are needed so ELRA can survey and fully treat areas of EWM.

Total Cost of Project \$35,000 Applicant's Portion \$35,000 Requesting Amount \$6,950

Attach a thorough description of your project and how it will benefit the community. Not all applications will be approved to be funded, based on need and laws regarding public expenditures.

Submit this application and supporting documentation to the City Clerk's office during normal business hours. Hours are Monday, Tuesday and Wednesday from 8:00a.m. to 4:30p.m., Thursday and Friday from 8:00a.m. to 12:00p.m. 39811 State Highway 6, P.O. Box 68, Emily, MN 56447. You may also send it to clerk@emily.net.

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Committee recommendation to Council _____

Amount to fund _____ Priority Level (1-5) _____

Council Approval Date _____ Staff Initial _____ Amount Funded _____

Ck # _____ Ck Date _____ Paid To _____



Emily Lakes and Rivers Association
P.O. Box 111, Emily, MN 56447
www.emilylakes.org
elra@emilylakes.org

February 24, 2025

City of Emily
39811 State Highway 6
Emily, MN 56447

Dear Council and Committee Members:

Emily Lakes and Rivers Association (ELRA) is submitting our request for \$6,950 from the City of Emily's Emily Lakes and Rivers Protection Fund. These funds will be used to survey lakes Emily, Mary and the Little Pine River for Eurasian watermilfoil (EWM) and treat any treatable areas found in the lakes. Since our resources are limited, this grant will greatly help ELRA protect our lakes.

Scope of 2025 Project

In 2025 ELRA plans to continue EWM mitigation in the waters covered by our association. Our goal is to treat as much EWM as possible, assuming ELRA has sufficient funds. ELRA uses member funds plus available grants from the Minnesota Department of Natural Resources (MN DNR), Crow Wing County and the City of Emily to fund this project.

Past ELRA Project Results

The MN DNR identified EWM in Lake Emily in 2014 and Lake Mary in 2017. ELRA began treating the EWM shortly thereafter. Past surveys found the amount of EWM varies each year due to weather and other environmental factors. In 2021, 2022 and 2023 the lake surveys found no EWM or only individual plants in various locations. We believe those good results were from ELRA selecting an improved chemical in 2020. But, in 2024 the lake surveys found widespread



EWM in Emily and one concentrated area in Mary. This change was attributed to near perfect conditions during the winter of 2023/2024 (lack of snow on the ice) and the wet spring and warm water during the 2024 growing season. Treatment costs for Emily and Mary in 2024 were \$35,779. We expect to find EWM again in 2025 since it is difficult to completely eradicate EWM.

This table summarizes the past survey results of EWM acreage identified.

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Lake Emily	33.65	1.4		16.1	11.3				22.7
Lake Mary		4.28	8.8	5.8	4.3				1.2
Little Pine River									

NOTE 1: The maximum treatable area, per the DNR, is approximately 127 acres for both lakes.

2025 Specific Work

ELRA has contracted with PLM Lake and Land Management Corporation (PLM) of Brainerd to coordinate the survey and treatment work. We selected Freshwater Scientific Services LLC to survey the lakes. The first step in the process is for Freshwater Scientific to survey the lakes late this summer. Based on the survey results, PLM will propose a treatment plan. ELRA will review the plan and work with PLM and the DNR to decide on the best course of action. The final phase of the work is treatment of the EWM by PLM. ELRA will notify property owners, publish notifications in the local newspapers and assess the results of treatment.

Funds Requested from Emily Lakes and Rivers Protection Fund

ELRA is requesting \$6,950 from the Emily Lakes and Rivers Protection Fund for EWM surveys and chemical treatment of EWM. No other use of city facilities, website or staff is anticipated.

ELRA Contribution

ELRA budgets \$3,000 for EWM control projects. We usually receive additional donations from our members specifically for EWM control. Historically these donations increase available funds to approximately \$3,500. Control of EWM is more than 50% of our annual budget. The significant increase in EWM in 2024 was a financial strain on our organization and depleted our financial reserves.

Long-Range Goals

Our long-range goal is to control the EWM infestations so that area residents and visitors can enjoy the lakes and river. We recognize that we cannot



eradicate EWM from the lakes. But, with ongoing efforts we hope to minimize the impact of EWM.

Vendors Used for Project

ELRA selected PLM to coordinate the survey and treatment work. ELRA contracts the survey work to Freshwater Scientific. In the past PLM provided both the survey and the treatment, but in accordance with DNR requirements this work must now be contracted separately.

Local Importance

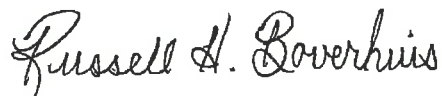
The health and recreational use of Emily, Mary, Dahler, and the Little Pine River are linked to the economy of the area. If the EWM infestations spread, the lakes may become significantly impaired. This would limit fishing, boating and other uses of the waters and adversely impact property values and the reputation of the area.

Additional Activities of ELRA

Other water management tasks that ELRA undertakes for the community include collecting water samples from the lakes for the DNR Water Quality Testing program, lake level monitoring, participation in the veliger testing programs and maintaining the buoys in the Little Pine River. We also stock walleye fry in Lake Mary and engaged in AIS educational campaigns.

We appreciate your consideration of our request. You can contact me on my cell phone at 763-807-9300 if you have any questions about this request.

Sincerely,



Russell H. Boverhuis
President, Emily Lakes and Rivers Association





Emily 125th Anniversary

Emily Day Existing Event Ideas:

- Pancake Breakfast (Snowbirds Snowmobile Club)
 - Craft Fair (EDC: Emily Day Committee)
 - Parade (EDC)
 - Beer Garden (Emily Fire Dept)
 - Food Booths (EDC)
 - Cornhole Tournament (EDC; Larry)
 - Miss Emily Contest (EDC)
 - Kids' Games (Lakers Lions)
 - Medallion Hunt (EDC)
 - Dunk Tank (EDC)
 - Frozen T-Shirt Contest (EDC)
 - Live Music TBD by EDC
 - Giant Fireworks (EDC & City of Emily)
 - Raffle Tickets (EDC)
-

Emily Day NEW Event (Volunteers have been secured):

- Pickleball Tournament at City Hall courts (*See attached for details*)
 - Car Show (*See attached for details*)
 - Outdoor movie at the Ballfield (*See attached for details*) Requesting \$5,000
-

Emily Day NEW Event Ideas (No Volunteers at this time):

- Ask churches to hold an Ecumenical Church Service together in the park. The community can provide camping chairs.
- Pie Social
- Dodgeball tournament
- Taffy pull
- An open house style program kicking off the celebration. Tell about the town's history—who founded it, historic events, founding fathers, etc.:
 - Welcome from the mayor, key community members, 5th District County Commissioner Jamie Lee, etc. Ask community to bring camping chairs.

- Celebratory cake or cupcakes
- Time Capsule
- Cook pork on a large grill for pulled pork sandwiches, chips, beans, etc. or hot dogs or walking tacos. Ask Dahlheimer Beverage to donate small cans of 1919 root beer. Perhaps invite neighboring communities to assist. Maybe Giovanni's Pizza Popcorn (maybe Ace Hardware or church group)
- Have a musician (from the Emily area) play guitar and sing or DJ for background music during the event. Similar to Music in the Park.
- Activities for youth: invite local youth groups, boy/girl scouts, 4-H clubs, etc. to run/operate backyard games. (In the past I have asked AutoSmith Services of Ironton to "use" the games they have. Our committees usually provide the prizes for the games.) Touch a Truck event. Face painting, race car derby, tug-o-war, trivia challenge, scavenger hunt, etc. Sno cones, cotton candy, etc.
- Plant a tree and/or have a garden club or business offer a make-it and take-it class with paper cup, soil, and flower seed pack. Add an etched stone or plaque at the base.
- Photos/exhibits
- Lighting ceremony (a candle or lantern),
- Gift bags for first 200 or 500 with extra distributed at the parade or the ticket booth in the park Saturday (ask fire dept for color books/crayon).
- Historic newspaper publication
- Farmers' Market
- Softball Tournament
- Fire department challenge
- Special Meat Raffle
- Photo Booth
- Petting zoo
- Live Radio Broadcast
- Clowns to hand out balloons
- A wishing well—has a slot for pennies to be donated to a local charity
- Recognize Pioneer Families
- Beautification Award: Best Kept Yard
- Commemorative Coins
- Mobile Rock Wall
- Invite Wild n Free for demonstrations
- 5K or Anniversary Fun Run/Walk
- Pet Pageant
- Pet Adoption
- Tractor Pull
- Hula-Hoop Contest
- Traveling Art Pub
- Pig Races (from Leader)
- Yoga class
- Trampoline Show
- Commemorative Cookbook
- Poker Run Friday Night
- Postcard commemorating the 125th
- Wine Tasting Event

- Coloring Contest
- Afternoon Tea Party
- Book Sale at Library or fund-raiser
- Personalized spring water bottles
- Shuttle recommended to improve safety
- Streetlight banners for 125th Anniversary

Emily 125th Anniversary Budget

Total Budget **\$50,000**

Planned Expenses	
Fireworks	\$12,000
Band - Time Music Agency	\$6,750
Streetlight Banners	\$2,441
Outdoor Movie at the Ballfield	\$5,000
Advertising in Vacationland 2025	\$772.50

\$3,375 remaining - due date of show

Half page ad with full color

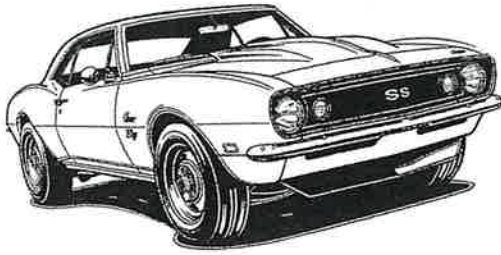
Amount Remaining **\$23,036.50**

CELEBRATE EMILY DAY SCHEDULE OF EVENTS Saturday July 19th

- 8-11 A.M.** - Pancake Breakfast - Sponsored by
 The SNOWBIRDS SNOWMOBILE CLUB
- 8 A.M.-4 P.M.** - Craft Fair
- 9:00 A.M.** - Raffle Ticket sales start
- 9 A.M. - Noon** - Car Show behind Emily Fire Hall
- 9 A.M.-1 P.M.** - DJ ??????
- 10 A.M.-5 P.M.** - WONDERTREK KIDS PLAY LAB
- 10:30 A.M.** -Registration for Corn Hole Tournament
- NOON** -1ST Clue for the Medallion Hunt
- NOON - 5 P.M.** - Kids Games
- 1:00 P.M.** - PARADE
- 1:30 P.M.** - Corn Hole Tournament
- 2 - 5 P.M.** -NORMANS BAIT & TACKLE CHOIR
- 2 - 4 P.M.** - DUNK THE MAYOR
- 6:30-10:30 P.M.** - LIVE MUSIC - TIME MACHINE
- 8:00 P.M.** - RAFFLE DRAWING IN PARK
- 10:30 P.M.** - GIANT FIREWORKS Over Emily Lake

**ALL DAY: Beer Garden, Food Booths, Craft Fair, Music,
Kids Games, Inflatables, Water Wars, And much more.**

**EMILY DAY Raffle Tickets will be available ALL DAY at
the PAVILION beginning at 9:00 A.M. The Drawing will
take place at 8:00 P. M. - BUY THEM EARLY!!**



CAR SHOW

1st Annual

Emily Fire Hall from

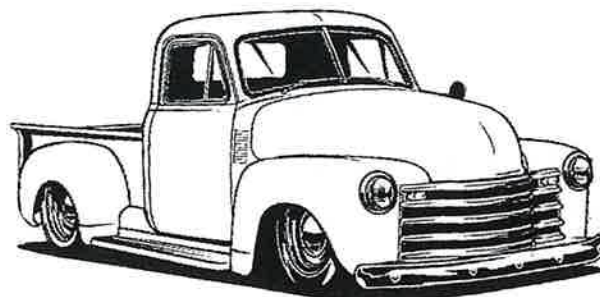
9:00-12:00

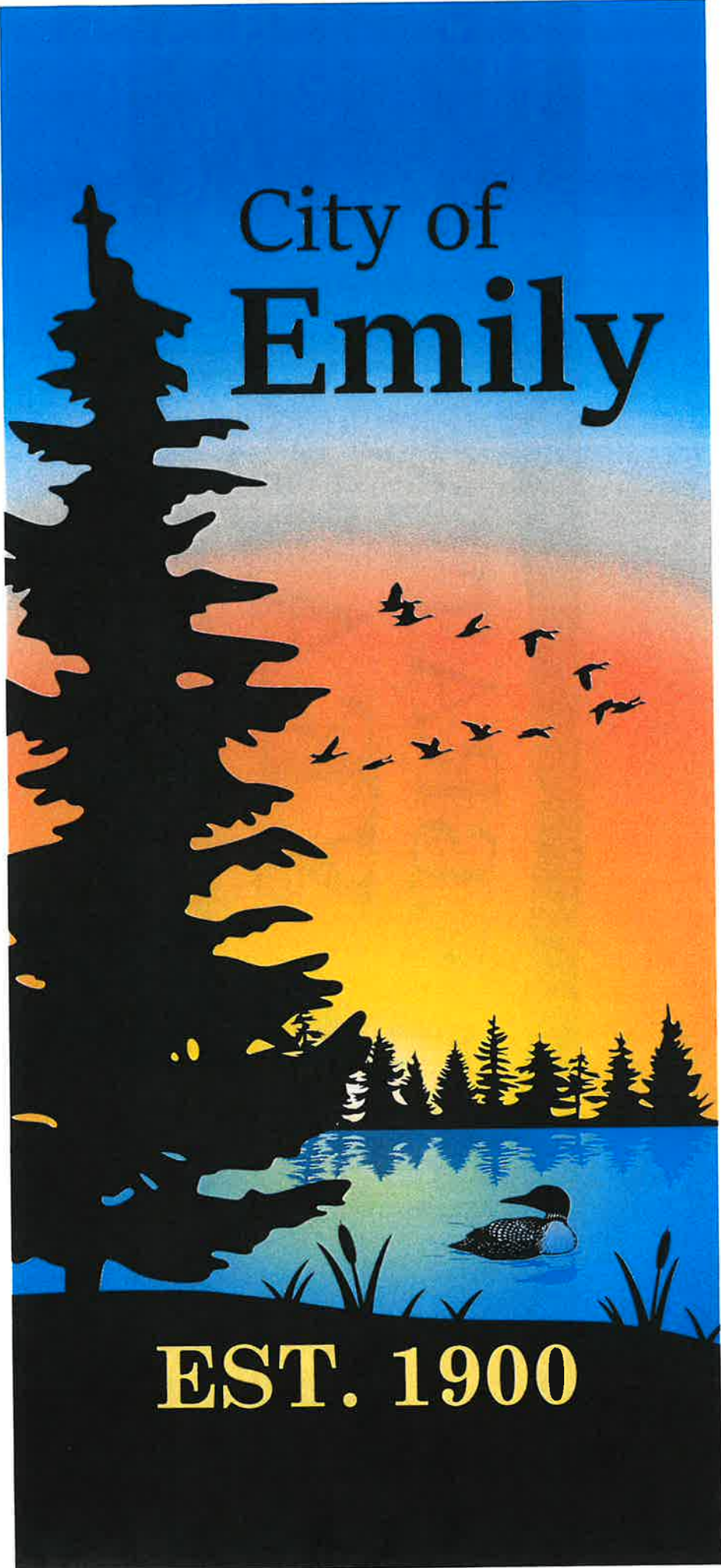
Saturday July 19th

Emily Day & 125th Anniversary

No Entry Fee

and Free to the Public!





City of Emily

EST. 1900



CELEBRATING
125 YEARS



DISPLAYSALES

6300 W Old Shakopee Rd, Suite 112
 Bloomington, MN 55438
 Phone 800-328-6195 Fax 952-885-0099
 www.displaysales.com

Quote

Estimate	SQ-9059
Date	04/21/2025
Customer Account	C39702
Customer Contact	Carrie Johnson
Salesperson	Joe Wistrill
PO Number	
Expiration Date	Valid for 30 Days

Bill To:
 City of Emily
 PO Box 68
 Emily, MN 56447
 Carrie Johnson

RECEIVED
 APR 21 2025

BY:

Ship To:
 City of Emily
 39811 State Hwy 6
 Emily, MN 56447
 Carrie Johnson

Item number	Description	Quantity	Unit	Unit Price	Amount
BNR-POLE-30X60-VINYL	Custom Pole Banner Size: 30x60" Process: Digital Fabric: Display Sales 36oz Vinyl (2-Ply of 18oz for Extra Durability) Several Passes of UV Resistant Inks to Prevent Fading Made in Minnesota to Hold Up to Our Severe Weather Same Image Front and Back 3" Pole Pockets 2 Grommets Art #:	10	Each	\$ 118.00	\$ 1,180.00
FEE-BNR-ADFLAP	Banner Advertising Flap and Extra Grommet Added to Banner	10	Each	\$ 6.00	\$ 60.00
FEE-BNR-SETUP	Setup Fee for Banner Designs *****WAIVED***** Special Discount	1	Each	\$ 0.00	\$ 0.00
BNR-2BNR-36X12-VINYL	36x12" Vinyl Double-Sided Advertising/Sponsor Board with Hemmed Edges and 3 Grommets across the Top	10	Each	\$ 30.00	\$ 300.00
FEE-FREIGHT	Shipping and Handling	1	Each	\$ 31.00	\$ 31.00
Subtotal					\$ 1,571.00
Sales Tax					\$ 115.88
Total					\$ 1,686.88

Financing available.

To accept this quotation, sign here and return.

Thank you for your business.



Terms & Conditions

DISPLAYSALES

GRAPHIC DESIGN SERVICE:

Display Sales encourages customers to provide vector-based artwork so that the process of proofing and printing may proceed quickly & without interruption. If the provided artwork is unusable; graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). The customer will be contacted by a Display Sales Graphic Design team member and provided with an art proof. Customers may send their artwork to: graphics@displaysales.com.

FULFILLMENT TIMEFRAMES:

Custom banner production timeframes vary throughout the year. Standard vinyl banner production is 14-21 working days AFTER the art proof is approved and down payment is received (if applicable). Standard weatherguard and poly canvas banner production is 21-25 working days. Rush requests may be accommodated for an additional fee & upon approval from Display Sales. In stock items will be shipped within 48 hours after receipt of completed order.

TERMS:

- 50% down payment on orders for new customers.
- Check, EFT, or credit card are accepted for down payment.
- Balance due Net 20 days after final invoice.
- F.O.B. Display Sales - shipping & handling charges based on destination and size of order.
- Financing available for orders greater than \$5,000

SHIPPING & FREIGHT RESPONSIBILITY:

FOR ALL SMALL PACKAGE DELIVERIES (UPS, FEDEX, USPS, ETC): All shipments MUST be inspected at the time of delivery. The customer has 48 hours from the time of delivery to notify Display Sales of any shortage or damage to the order. After 48 hours, it will be at the discretion of Display Sales to decide how to proceed.

FOR LTL/TRUCKLOAD DELIVERIES:

Any damage or visible loss to your shipment MUST be noted on the delivery receipt (signed by the customer) at the time of delivery. In the event of loss or damage this must be done to file a claim. Display Sales is ineligible to file a claim on behalf of the customer if this is not done and the customer will be responsible for all replacement and/or repair costs. Display Sales is not liable for shipments lost, delayed, or damaged in transit. Claims must be filed by the purchaser within 10 days to the Delivery Company. The purchaser is responsible for reviewing merchandise upon receipt to verify order and condition.

RETURN POLICY:

Returns may be accepted within 30 days of delivery (excluding shipping charges). The customer must contact Display Sales for a Return Merchandise Authorization (RMA) number before sending back the items. The customer is responsible for returning the merchandise, including all related shipping costs. A restocking fee may apply, up to 25% of the product cost. If there is an issue with the shipment (other than loss or damage) the customer must contact Display Sales within 30 days of receiving the shipment to resolve the issue. Returns are NOT accepted for custom, modified merchandise, or made to order products. Final Sale products are NOT returnable.

WARRANTIES for BANNERS & DECORATIONS:

Display Sales stands behind our products. However, on occasion an issue may arise with a product. Please contact your sales representative at 800-328-6195 to discuss the issue and to see the details of warranty coverage. Pictures of the product will be requested before we can fully determine the issue and attempt to resolve it. The customer is responsible for the cost of removal, reinstallation and shipping charges incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will be provided in a timely resolution. All issues must be pre-approved by Display Sales for repairs or replacement.

clerk@emily.net

From: Kristina Kullberg <KKullberg@holidayoutdoordecor.com>
Sent: Tuesday, April 22, 2025 9:18 AM
To: clerk@emily.net
Subject: Re: City of Emily Street Banners
Attachments: emily.jpg

RECEIVED
APR 22 2025

BY:

Good morning~

See attached.

The banners will be printed by a local Minnesota printing company.

(10) 30" x 60" - 22oz. Vinyl - 1 image printed both sides - 3.5" pole pockets and 2 grommets (includes the extra sewing and grommets at the bottom for the double-sided hang downs.
\$160.61ea.

Total
\$1,606.10

Shipping (10) banners
\$60.00

Grand total
\$1,666.10

If you would like to proceed, please provide the information below.

Bill To

Organization:
Address:
Contact name:
Phone number:
Email:

Ship To

Organization:
Address:
Contact name:
Phone number:

Copy of tax-exempt certificate made out to:

Holiday Outdoor Decor
PO Box 4365
Bethlehem, PA 18018

W9 (if FEIN number is not on tax exempt form)

Kindly,
KRISTINA KULLBERG
Business Development Director - West

Direct: (952) 974.3207
Office: (877) 444 8888 x147
HolidayOutdoorDecor.com



From Moments to Memories
**American Craftmanship
in Every Space™**

[Book time with Kristina Kullberg](#)

From: clerk@emily.net
Sent: Monday, April 21, 2025 2:36 PM
To: Kristina Kullberg
Subject: City of Emily Street Banners

You don't often get email from clerk@emily.net. [Learn why this is important](#)

Kristina,

The Emily City Council reviewed the provided below quote for street banners and noticed the company headquarters is in Pennsylvania. The Council did not approve the quote, but requested quotes from local or Minnesota based vendors instead. After the meeting Suzy, Celebrate Emily Day Committee, reported that you work in Minnesota.

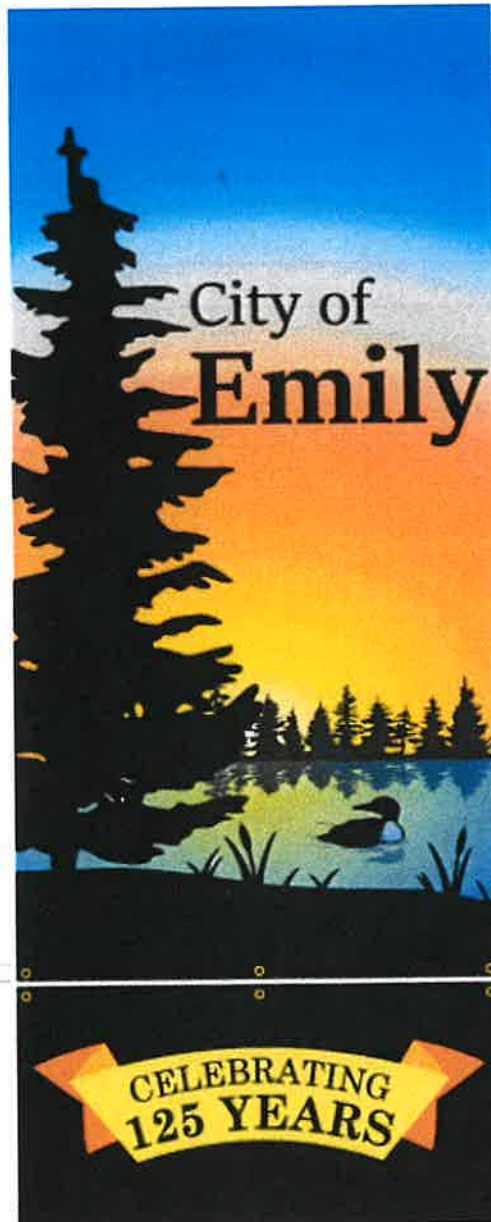
Please consider providing an updated quote. The Council approved the attached design, but requested a couple of revisions. I do not have the final vector file at this time. The vector file will be for 67" tall X 30" wide banners with 3.5" extra on the top and bottom to be folded over for the rod pocket. The finished banner size would be 60" X 30".

The updated plan is for a separate removable corrugated plastic board printed with the "Celebrating 125 Years" ribbon to hang from the bottom of the signs. The ribbon is at the top of the attached design, but will be removed from the banner and provided as a separate vector file.

The City has the brackets in place, so we do not need any at this time.

Please provide a quote for 10 street banners with the above specifications and an additional 10 corrugated plastic signs printed with only the "Celebrating 125 Years" ribbon. Both items would be double-sided. Also, please provide your location.

60"



30" x 15"
Corrugated Plastic
or Vinyl Hangdown

Emily

EDIT 1 DATE 4-22-25
SIZE 30" x 60" + F
FABRIC VINYL
INKS DIGITAL
POCKETS STANDARD 3.25"



TAKE NOTHING FOR GRANTED, PLEASE CHECK PROOF CAREFULLY.
Illustrations are a reasonable representation of ink colors on banner fabrics.
All monitors display differently, therefore a free color match sample is available
upon request. We are not responsible for any errors after approval.



Graphic Systems LLC
2632 26th Avenue South
Minneapolis, MN 55406
Ph: (612) 721-6100
FAX: (612) 721-0300
Web: <http://www.graphicsystems.com>

Estimate #: 6368

Page 1 of 1

Created Date:	5/23/2019 2:42:00PM	Prepared For:	Credit Card Customer
Salesperson:	House Account	Contact:	
Email:		Office Phone:	(111) 111-1111
Not Specified:	N/A	Office Fax:	(111) 111-1111
		Email:	
Entered by:	Delani Von Sprecken	Address:	Credit Card Customer Minneapolis, MN 55406

Description: City of Emily - Banners

		Quantity	Price	Unit Price	Subtotal
1	Product: Grand Format Roll Prints Description: Banners	12	\$1,079.65	\$89.97	\$1,079.65
	• 12, 30 in W x 68 in H Double Sided Custom Prints, Made From Banner Vinyl 18oz 126"x164'				

Estimate Total: \$1,079.65
Subtotal: \$1,079.65
Total: \$1,079.65

Payment Terms: Balance due upon receipt.

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.
Changes required, please contact me.

☐ Other: _____
SIGN: _____ **Date:** / /

Print Date: 6/3/2019 11:36:31AM

Movie at the Ballfield: Sandlot

Event:

Movie, bonfire plus s'mores at the ballfield. Showing Sandlot hosted by the Emily Fire Department.

Date: Friday July 18th, 2025

Time: Movie starts at Dusk (8:30pm) running time 101 MINUTES

Before the Movie: Activities at 6:00 pm

125th Emily Day History Slideshow

Location: Ballfields behind the Fire Hall

Event Overview

On Friday the 18th of July 2025 SANDLOT will be the first MOVIE at the BALLFIELD. This FREE family friendly event will kick off at 6:00 pm with yard games, bonfire & s'mores plus baseball themed activities with prizes. Concessions will be open or Food Truck for purchase.

***Before the movie 125th Celebration historic photo slideshow**

Event Management Details:

- Volunteers will support set up and take down/cleanup
- Crooked Lake Fire Department managing Bonfire and S'mores Station
- Refreshments will be available for purchase through concession/food truck

Publicity Management of the event:

- Signage on 6 advertising with an arrow toward event
- Signage at entrance and parking directions
- Flyers/added to Emily Day flyer
- Newspaper/added to Emily Day advertising
- Facebook/Instagram/Twitter(X) Updated

Total investment: Asking for \$5,000

- \$850 Movie Licensing
- \$20 Movie Sandlot
- \$200 S'mores Supplies (marshmallows, chocolate, gram crackers, pokers)
- \$150 Signage
- \$150 Photo Selfie Station
- \$100 Craft Station
- \$150 Homerun Derby (Set up in Pickleball Court)
- \$200 Twinkle Lights
- \$300 Speaker
- \$1,000 Projector
- \$1,000 Inflatable Screen
- \$2,620 so far

Requests:

- Spray Ballfield with Bug Spray
- Por-a-Potties Set Up
- Additional Garbage Bins
- Liquor License

Backup Plan: City Hall Gym

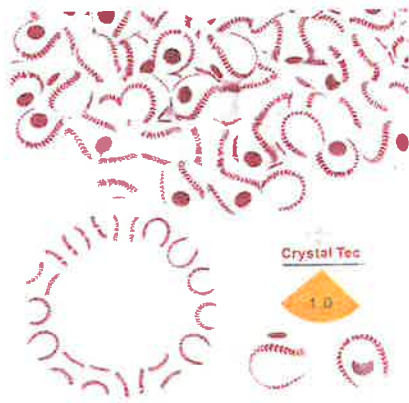
Activities:

- Bonfire/ S'mores
- Inflatable Bats and Balls
- T-Ball Homerun Derby
- Baseball Toss Game
- Selfie Station- Baseball Card
- Autograph Station
- Guessing Game-Gumballs
- Emily/Baseball Bingo/Trivia
- Concessions
- Cotton Candy/Popcorn?

Refreshments:

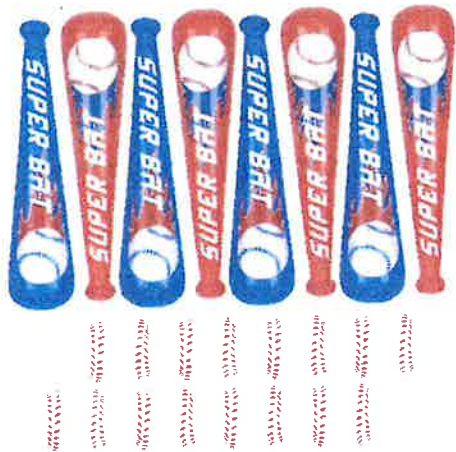
- Concessions Candy, Cracker Jacks, Popcorn, Sunflower Seeds? Bubble Gum
- Food Truck Baseball theme- hot dogs
- S'mores
- Cotton Candy
- Drinks

Bead bracelets \$11

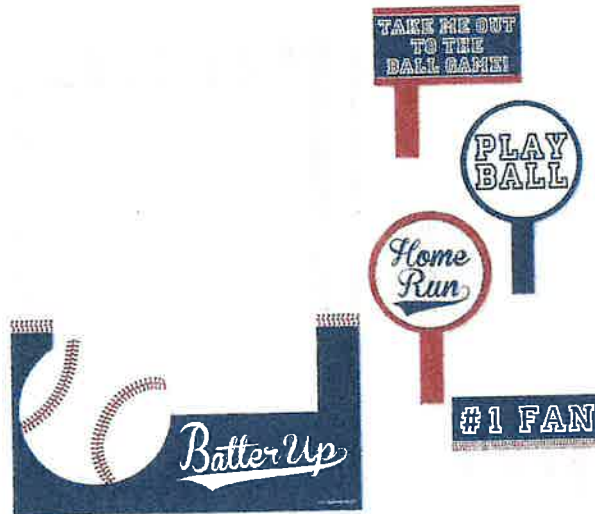


Movie

\$16 Blow up bats and balls



\$35 Selfie Card



\$10 for 144 fake tattoos



Prizes \$10 20 bracelets

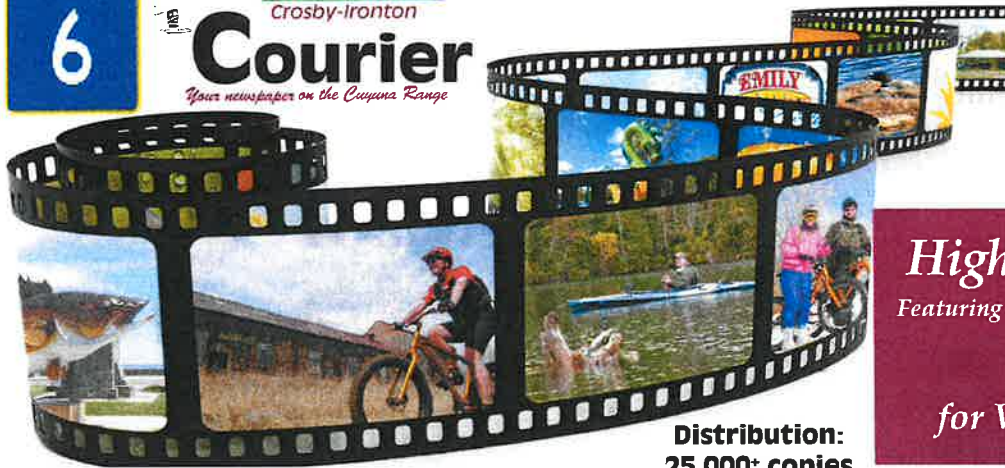


Proudly Publishing the Area's Oldest Continuous Visitor's Guide...

SINCE 1964



Crosby-Ironton
Courier
Your newspaper on the Cuyuna Range



Distribution:
25,000+ copies



Highway 6 Vacationland

Featuring Maps, Events, Articles, Photos and More!

FREE Seasonal Guide
for Visitors & Local Residents

Distributed by Crosby-Ironton Courier staff along Scenic Highway 6 and its close neighbors.

*In addition, it will be published inside the Wednesday, May 28 Crosby-Ironton Courier
and posted on the C-I Courier's Web site at: www.c-icourier.com*

Inside the Publication:

The center of the guide highlights the State Highway 6 road map from Garrison to Remer.

Throughout the publication you will find a church directory, city maps, trout fishing map, mine lake maps, mountain bike trail maps, ATV trail maps, advertising, community events, photos and so much more!

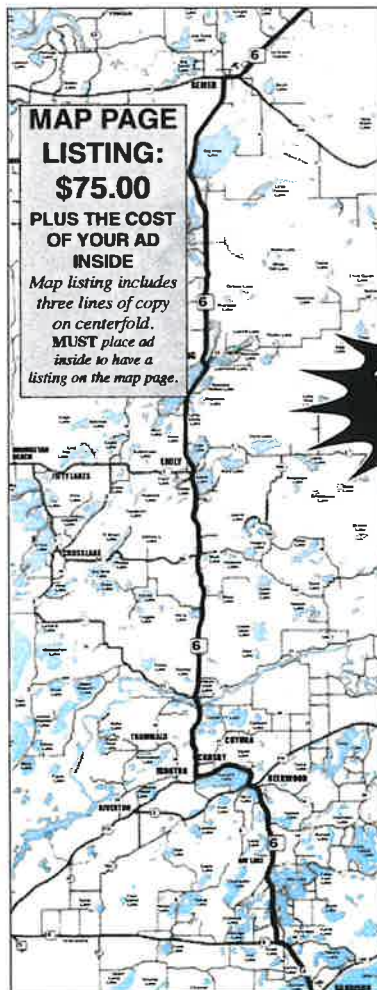
2025 ADVERTISING RATES:

2 col x 4" ad=\$200 2 col x 5" ad=\$250 2 col x 8" ad=\$344 3 col x 4 ad=\$258
3 col x 5" ad=\$322.50 3 col x 5.5" ad=\$354.75 3 col by 7" ad=\$451.50
4 col x 5" ad=\$430 4 col x 8" ad=\$688 5 col x 6"=\$645
Half Page Ad (3 col x 10" deep)=\$622.50

Full Page Ad (10.5 wide by 10" deep)=\$1,290 **(COLOR IS FREE WITH A FULL PAGE AD)**

YOU ARE NOT LIMITED TO THE SIZES ABOVE. PLEASE CALL FOR MORE INFORMATION!

SPOT COLOR: ADD \$50 PER COLOR • FULL COLOR: ADDITIONAL \$150



MAP PAGE LISTING:
\$75.00
PLUS THE COST OF YOUR AD INSIDE
Map listing includes three lines of copy on centerfold.
MUST place ad inside to have a listing on the map page.

10% PREPAY DISCOUNT OFFERED

PRE-PAY DISCOUNT IS ONLY AVAILABLE WHEN PLACING THE AD BEFORE THE DEADLINE.

Deadline:
April 30

Contact the
C-I Courier
Phone:
(218) 546-5029

E-mail:
courier@crosbyironton.net

www.c-icourier.com

Ad below: 2 col. x 3"=\$150

- ▼ with one color, \$200 ▼
- ▼ with full color, \$300 ▼

This size ad
(Black square)
Business Card Size:
2 col. x 2" = \$100
with one color, \$150
with full color, \$250

3 col. x 4" ad \$258
with one color, \$308
with full color, \$408
(Dimensions shown as the outside border)

Friday, July 18—

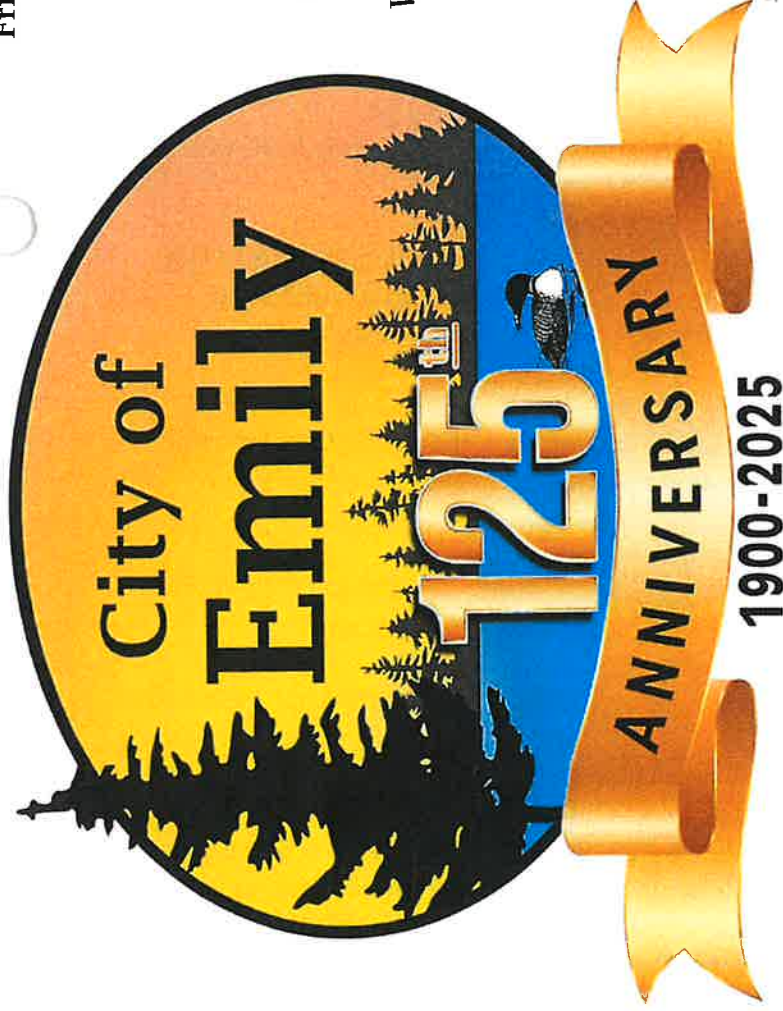
Opening Program

Emily City Hall

39811 State Highway 6, Emily
5 to 8 p.m.

Welcome ceremony, open house,
live music, games,
pulled pork sandwiches,
root beer floats, time capsule
etc.

First 200 receive complimentary gift bag



Saturday, July 19—

Celebrate Emily Day!

*Enjoy all the events throughout Emily!
Including the parade, etc*

Sunday, July 20—

Bake Sale ? Softball Tournament? Car show?

**Giant
Fireworks
Display at
Dusk**

Emily Businesses Welcome You!



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

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

RESOLUTION NO. 24-52, AMENDED

**RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT AND
APPROVING USE OF CITY PARK, **BALLFIELD PARK, CITY HALL PARK,**
**PARADE, AND FIREWORKS FOR A COMBINED EMILY DAY/
EMILY 125TH ANNIVERSARY CELEBRATION****

WHEREAS, the City of Emily is celebrating an historic 125th Anniversary in 2025 and the City Council of the City of Emily plans to combine Emily 125th Anniversary Celebration activities with Emily Day activities planned by the Celebrate Emily Day Committee and,

WHEREAS, the City Council of the City of Emily allows gambling licenses to be issued within the city and,

WHEREAS, the Emily City Council agrees to grant consent to the Celebrate Emily Day Committee to use the City Park on Saturday, July 19, 2025 and to hold a parade and ~~organize a City provide fireworks~~ display during the combined Emily Day/Emily 125th Anniversary Celebration and,

WHEREAS, in the interest of public health, safety and welfare, the Emily City Council agrees to limit the throwing of items by the parade participants during the Emily Day Parade and,

WHEREAS, the Emily City Council agrees to grant consent for use of the Ballfield Park on Friday, July 18, 2025 and Saturday, July 19, 2025 for outdoor events and,

WHEREAS, the Emily City Council agrees to grant consent for use of the City Hall Park on Saturday, July 19, 2025 for an outdoor pickleball tournament and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA that Celebrate Emily Day Committee's request for a gambling permit at the City Park, Emily, for a raffle drawing on July 19, 2025 hereby be approved with no waiting period, thereby allowing sale of raffle tickets immediately after approval of the application by the Minnesota Gambling Control Board.

BE IT FURTHER RESOLVED that the throwing of candy, balloons or any other items which may cause children or other parade viewers to run into the path of the Emily Day Parade shall be limited to "side-walkers" (persons walking within 5 feet of the street edge for the purpose of giving out the aforementioned items) and that any and all matters

pertaining to the Emily Day/**Emily 125th Anniversary** Celebration be approved by the Emily City Council in support of that event.

Adopted: **May 13, 2025**

Tracy Jones
Mayor

I, Cari Johnson, City Clerk of the City of Emily, hereby certify that the above is an exact copy of a resolution adopted at the Emily City Council meeting on **May 13, 2025**.

Cari Johnson, MCMC
City Clerk/Treasurer



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

May 12, 2025

RE: Emily Manganese Project Update – April 2025

In April, the Company continued its work on engineering and process optimization to advance towards a Scoping Study / Preliminary Economic Assessment (PEA), being conducted by Forte Dynamics, Inc. (Forte), a United States-based mining and engineering consulting firm.

Work on the PEA will continue into mid-2025 and results will be reported in Electric Metals' Press releases.

North Star is continuing its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on certain State mineral lands in the Emily area. This activity will be on-going in 2025.

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., Director
North Star Manganese Inc

North Star Manganese, Inc
121 Washington Ave. N, 2nd Floor
Minneapolis, Minnesota 55401
Cell 1-651-788-3775
hs@electricmetals.com

City Payments/Donations Regarding Emily Food Shelf

2/25/2014	Food Shelf	Reimbursement of unanticipated costs	\$600.00
2/25/2014	Lambert Water Wells	Food Shelf well repair	\$1,400.00
6/29/2016	Lambert Water Wells	Food Shelf well	\$6,305.10
11/22/2017	Food Shelf	Reimbursement for purchase of exhaust fan	\$194.99
7/10/2019	Food Shelf	Reimbursement for electrical work by Jim's Electric	\$456.31
3/25/2020	Food Shelf	Insurance reimbursement for broken roof vent	\$635.00
2/17/2021	Food Shelf	Donation to Food Shelf	\$250.00
2/9/2022	Food Shelf	Donation to Food Shelf	\$250.00
3/1/2023	Food Shelf	Donation to Food Shelf	\$250.00
2/14/2024	Food Shelf	Donation to Food Shelf	\$250.00
3/12/2025	Food Shelf	Donation to Food Shelf	\$250.00
	TOTAL		\$10,841.40

The Emily Food Shelf leases the building from the City for \$1 per year

The City pays for Food Shelf building sewer, which would currently be \$204.20 per quarter

**CITY OF EMILY
RESOLUTION NO. 25-17, AMENDED**

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 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute gifts of public surplus property as set forth below to the city:

<u>Name of Donor</u>	<u>Gift</u>
Sourcewell	Weed Whip Backpack Blower Bench Grinder Bench Vice Ryobi Tools Wooden Cabinet File Cabinet

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
25-17	Maintenance personnel or professional movers must pick up items from Sourcewell, Staples.

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 gifts described above are accepted for the benefit of City maintenance services ~~and/or administrative services~~, as allowed by law.
2. The city clerk is hereby directed to issue receipts to Sourcewell acknowledging the city's receipt of the donor's public surplus property.

Passed by the City Council of Emily, Minnesota this **13th day of May, 2025**.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

City of Emily & City of Fifty Lakes

Clean Up Day

Saturday, September 20, 2025

9:00 AM to 12:00 PM

**Entrance at
20823 County Road 1
(Emily Maintenance Shop)**

Charge per load \$5.00 per vehicle.

Use Crow Wing County Solid Waste Coupon \$10.00-Coupon non-refundable

Additional charges will be added for materials listed below.

ELECTRONICS	TIRES
Computers (monitors, towers), VCR's, DVD Players, Stereos, Desk Top Copiers, Printers, Scanners \$6.00 EACH	Car Tire (up to 15" without rim) \$4.00 EACH
TV's 27" or smaller \$11.00 EACH	Car Tire (up to 15" with rim) \$6.00 EACH
TV's 28" or larger \$16.00 EACH	Truck Tire (16" & over w/o rim) \$5.00 EACH
	Truck Tire (16" & over w/rim) \$8.00 EACH
	Tractor Tire (Without rim) \$11.00 EACH
FURNITURE	MATTRESSES & BOX SPRINGS
Couches, Chairs, Tables, and other large items \$11.00 EACH	Mattress \$31.00 EACH
Sofa Sleeper \$16.00 EACH	Box Spring \$31.00 EACH
APPLIANCES	UNCOVERED LOADS
Refrigerators, washers, dryers, dishwashers, water heaters, stoves, Microwaves, humidifiers, dehumidifiers, air conditioners, and other appliances \$6.00 EACH	NOTE: 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. 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.

**ITEMS NOT ACCEPTED- paints, oils, chemicals, yard waste, fluorescent light bulbs, heavy duty
equipment tires or regular household garbage.**

**Residential Only-Proof of property ownership within City limits of
Emily or Fifty Lakes required.**

May 11, 2025

To: Emily City Council
From: Kirk Soldner & Perry May
Re: STH6 ATV Trail Reroute, Remediation, Administration

Emily Council Members,

As you are aware, there formerly was a 2-mile section of Grant-In-Aid (GIA) ATV trail in State Trunk Highway 6 (STH6) Right-Of-Way (ROW) from Mill Road to Papoose Road. This section was closed and rerouted in spring 2022 to protect Little Emily Lake from sediment contamination (carried into the lake from storm water runoff that affected lake water quality and aquatic life). MNDOT did major repairs to remediate the badly damaged ditch in late October 2023. Since then, contaminated runoff into Little Emily Lake has been almost completely eliminated due to re-establishment of proper grade and permanent undisturbed vegetation.

This successful project was possible because of broad support from several key stakeholders, including the City of Emily. The 4 primary objectives of this 2-mile project have always been:

- 1) Immediate (temporary) closure of the former GIA trail section
- 2) Immediate reroute of the GIA trail using existing alternatives
- 3) Remediation to stop contaminated runoff into Little Emily Lake
- 4) Permanent ROW closure to sustain the remediation

We are now in the final phase of this project. Temporary closure initially was done under the authority of the GIA trail partners (2022-2023) and MNDOT (2024). After several discussions with the DNR and MNDOT, it has been clarified that permanent closure falls under the jurisdiction of MNDOT.

MNDOT has been a key partner in our project coalition since late 2021. Because the STH6 ROW is within the City of Emily, MNDOT now would like a letter of support from the City before taking the final steps to wrap up this project administratively.

Therefore, we request the Emily Council to authorize a letter of support that contains a few project particulars as summarized on the following page. It should be addressed to Richard Munsch (our primary MNDOT contact) at the MNDOT Baxter office.

Thanks for the ongoing support and for considering this request to help conclude the project.

Kirk Soldner & Perry May

Subset of possible wording for a letter from the City of Emily to Richard Munsch at MNDOT Baxter

The Emily City Council supports permanent closure of the STH6 ROW to all recreational vehicles for a roughly 2-mile section from Mill Road to Clearwater Drive, east and west sides. This is consistent with temporary closure of the east side during the 2022-2024 ATV seasons and will ensure that the remediated ROW (and environmentally similar west side) does not experience damage from certain types of use by recreational vehicles under default provisions of Minnesota Statutes (specifically 84.928). It acknowledges the environmental sensitivity of Little Emily Lake and the surrounding watershed, and the value of Little Emily Lake to the community.

The GIA trail reroute has worked well, MNDOT's remediation work was effective, and contaminated runoff into Little Emily Lake has been dramatically reduced after only 1 year of vegetation regrowth. Permanent ROW closure from these major intersections (with appropriate signage) will facilitate voluntary compliance and unambiguous enforcement. A permanent administrative solution from MNDOT will sustain a collaborative and positive multi-year project that is a great example of cooperation between volunteers and government agencies.

CROW WING COUNTY

HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

Email:
history@crowwing.gov

Website:
www.crowwinghistory.org

Street Address:
320 Laurel Street
Brainerd, MN 56401

Phone:
(218) 829-3268

RECEIVED
APR 07 2025

BY:

March 28, 2025

Cari Johnson, Clerk
City of Emily
PO Box 68
Emily, MN 56447-0068

Dear City of Emily:

On behalf of the Board of Directors, I would like to thank City of Emily for your donation of \$100.00. This very generous amount will advance our mission and help us connect the people of today with the people of the past. We greatly appreciate your interest in helping the Crow Wing County Historical Society to collect, preserve, and share the history of our County.

The Crow Wing County Historical Society is a 501(c)(3) non-profit organization and affiliated with and approved by the Minnesota Historical Society. No goods or services were given in exchange for this donation. This gift is tax deductible.

Thank you again for investing in the past and future of Crow Wing County.

Respectfully yours,



Hillary Swanson
Executive Director

P.S. Please call us to set up a tour for your council or township board. We would love to show you what we have been working on and what your money will do for our community.



Listed on the
National Register
of Historic Places

Hunter Dawson Hatch
330 S Second Ave Suite 200 #1304
Minneapolis, Minnesota 55401



Se habla español

4/11/2025

Reference #: CRW-MN-783

City Of Emily
PO Box 68
Emily, MN 56447-0068

14



City Of Emily:

BY:

We'd like to purchase your 4.97 acre property in Crow Wing County, MN.

We've included a **Purchase Agreement on page 2** that outlines our offer.

Hunter Dawson Hatch is a professional real estate investment company that buys land directly from property owners. We pay cash and close quickly.

Why sell your property to Hunter Dawson Hatch:

- We close quickly, as soon as the title can complete the paperwork.
- We pay ALL closing costs, including property taxes.
- We're experienced, professional, and the easiest buyer you'll ever deal with!

To learn more or RECEIVE AN OFFER (choose one):

- Give us a call at **(612) 208-7325**
- By Email - Give us an Email at **offers@americanprimeland.com**
- By Text - Give us a text at **(612) 208-7325**

Please review page 2 of this letter to see the details of our offer.

Thank you for your time,

Hunter Dawson Hatch Team



SCAN HERE
to submit your
counter offer



Something not right with our offer?
Submit a counter offer at www.americanprimeland.com

Hunter Dawson Hatch (612) 208-7325 offers@americanprimeland.com



0102000000359

Purchase Agreement



Parcel Number: 21270742
acreage: 4.97
County, State: Crow Wing, MN
Reference #: CRW-MN-783

Purchase Price Range: \$23,525.72 to \$47,318.87

Closing Date: **ASAP** (as soon as the attorney/title/escrow paperwork is ready) - within 21 days

Closing Costs: Buyer to pay all Buyer and Seller Closing Costs (property taxes, City/County taxes, attorney/title fees, title policy, etc.)

Attorney/Title/Escrow: Transaction to be handled by a reputable attorney/title company of Buyer's choosing at Buyer's expense.

Offer Expiration Date: 7/10/2025

Additional terms of this agreement:

- Property is to be sold free and clear of all encumbrances, with a good and marketable title, and with full possession of property available to Buyer at the date of closing.
- Buyer to conduct a full investigation of the subject property to include all physical and legal aspects. If discoveries are made during the due diligence process that the buyer does not approve of, Buyer may choose not to complete the transaction without ramifications. Due diligence period to include the entire length of the escrow period until the closing has occurred.
- Buyer may choose, at its full discretion, to complete and/or assign this transaction to a separate entity of its choosing without further seller approval in order to facilitate an expeditious closing.
- All oil/gas/mineral rights to be transferred with the sale of the property.

(BUYER)

Hunter Dawson Hatch
330 S Second Ave Suite 200 #1304
Minneapolis, Minnesota 55401
(612) 208-7325

(SELLER)

Seller (sign): _____

Seller (print): _____

Date: _____

Address: _____

Phone: _____ Email: _____



Property Purchase Request

Date: 5/8/2025 Time: 2:59 PM

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any accuracy, reliability, or fitness for any particular purpose.

Parcel ID: 21270742

CITY OF EMILY

Parcel

Assessment Year:	2025
Pay Year:	2026
Property Address:	0
City:	EMILY
State:	MN
Zip:	56447
Multiple Addresses:	No
Owner Mailing:	P O BOX 68
Mailing City:	
Legacy Parcel ID:	210273200C00009
Market NBHD:	21_EXE - EMILY EXEMPT
Class:	911 - 5E CEMETERY-PUBLIC
Lake:	
Deeded Acres:	5
Plat:	-
Lot:	
Block:	
Section-Twp-Range:	27 - 138 - 026
Tax District:	21200 - 21 - CITY OF EMILY
Town/City:	012400 - CITY OF EMILY
School District:	020182 - CROSBY-IRONTON
Fire District:	
Rural Service:	
Watershed:	
Sewer District:	
Hospital:	090207 – CUYUNA RANGE HOSPITAL DIST
HRA:	080121 – CROW WING COUNTY HRA
Commissioner District:	5
TIF Project #:	-

Values

Tax Market Value:	0
Estimated Market Value:	47,300
Ref Market Value:	
New Construction Value:	0

Parcel Status

Forfeiture:	No
Escrow Company:	
ACH:	No
Delinquent	No
Homestead	N – Non-Homestead

Relative

Legal

Plat Name:

NW1/4 OF NW1/4 OF SW1/4, EXCEPT THE S1/2 OF
THE NW1/4 OF THE NW1/4 NW1/4 (PINE RIDGE
CEMETERY SECOND ADDITION).

Sales

Sale Date	Sale Price	Instr. Type	CRV #	Grantor/Seller	Grantee/Buyer
05/04/2005		OTH	PLT21027		CITY OF EMILY
01/01/1800		OTH			CITY OF EMILY

Sale Details

1 of 2

Instrument Type:	OTHER TYPE OF TRANSFER
Grantor/Seller:	
Grantee/Buyer:	CITY OF EMILY
Instrument/Sale Date:	05/04/2005
Transfer Date:	05/04/2005
Recorded Date:	05/04/2005
Improved/Vacant:	-
State Validity Code:	-
Sale Property Use:	-
CRV #:	PLT21027
Old Document Number:	
Total Sale Price:	
# of Pcls:	
Adjusted Sale Price:	
Filing Office:	-
COT #:	

clerk@emily.net

From:
Sent:
To:
Subject:

Amy Trombley, Initiative Foundation <webaccounts@initiativefoundation.ccsend.com>
Thursday, April 17, 2025 3:29 PM
clerk@emily.net
Apply for funding for economic development and workforce initiatives



Grant Round Open

Economic Development, Workforce Funding

Hello Cari,

We're pleased to share an exciting Initiative Foundation grant opportunity focused on economic development and workforce advancement in our region.

Economic development and workforce grants are available to support local units of government, Tribal governments, and economic development nonprofits with

501(c)(3) status. We are especially interested in early-stage or pilot projects and innovative strategies that encourage economic growth—including workforce development efforts and initiatives aimed at attracting and retaining talent in the region.

We fund projects that ...

- create new partnerships to support sector-specific apprenticeships, internships or mentoring programs
- encourage building workforce housing
- incentivize business growth that provides family-sustaining wages to employees
- encourage entrepreneurial activity
- complete feasibility analysis or other preliminary design or business model assessment.

The 2025 application deadlines are May 9 and Nov. 14.

If your organization is working on a project that aligns with these priorities, we encourage you to apply.

[Learn More & Apply](#)

Feel free to reach out with any questions or to learn more about the application process.



Amy Trombley
Vice President for Community
atrombley@ifound.org

Like What We Do? Share It in a Review!

[Review Us on Google](#)

[Review Us on Facebook](#)

Reviews and testimonials may be used with attribution in Initiative Foundation communications. If you have questions about this email or the review/testimonial

clerk@emily.net

From: Minnesota Office of Cannabis Management <MNOCM@public.govdelivery.com>
Sent: Monday, May 5, 2025 1:31 PM
To: clerk@emily.net
Subject: Press Release: Minnesota Office of Cannabis Management announces date for cannabis license application lotteries



For Immediate Release

Media Contact: Jim Walker
(651) 539-5082
jim.walker@state.mn.us

May 5, 2025

Minnesota Office of Cannabis Management announces date for cannabis license application lotteries

Lotteries for social equity and general applicants set for June 5

ST. PAUL, MINN. – Today, the Minnesota Office of Cannabis Management (OCM) announced it will hold license application lotteries on June 5 for social equity and general applicants for three license types critical to establishing the supply chain in the state's emerging adult-use market: cannabis cultivator, cannabis manufacturer, and cannabis mezzobusiness. The office will also hold a lottery for social equity applicants (SEAs) applying for a cannabis retailer license on June 5, preserving some of the advantages to SEAs envisioned in legislation. A lottery for general applicants for the cannabis retailer license—which includes a second chance for social equity applicants not selected in the first lottery—will follow this summer.

“The office has prioritized the review of applications for the license types necessary to successfully stage the market,” said OCM Interim Director Eric Taubel. **“Today's announcement reflects the office's goal to license the supply chain from the starting points in order to foster an equitable cannabis market that prioritizes public health and safety, consumer confidence, and market integrity.”**

The lotteries mark a significant milestone in the state's work to launch a legal adult-use cannabis industry that is expected to mature over the next several years. In order to qualify for the lottery, each application was rigorously reviewed to ensure consistency with statutory requirements and baseline standards of readiness. In reviewing applications, OCM assigned half of its reviewers to focus on the four license types limited in quantity by state statute, prioritizing those essential to building up the cannabis supply chain—cultivator, manufacturer, and mezzobusiness—followed closely by retailers.

The other half of reviewers focused on license types available in unlimited quantities, beginning with testing facilities – another type essential to the launch of the state's cannabis market. They then turned to applications for microbusiness and medical cannabis combination businesses to support cultivation capacity and continuity of access to medicine for medical patients. Finally, reviewers will focus on cannabis wholesaler, transporter, and delivery service license types, which represent downstream market services. Applications for cannabis event organizers and lower-potency hemp edible manufacturers and retailers will follow later this year.

"In the coming weeks, more and more applicants will be notified that they are advancing to the application lotteries. They will soon join the hundreds of qualified social equity applicants who are already deep in the process of completing application requirements," said Jess Jackson, OCM's director of social equity. **"It's exciting to see the entrepreneurial spirit of our applicants as they get closer to having a license in hand and prepare to open their doors for business."**

Following the lotteries

The license application lotteries will be livestreamed for members of the public and the media via the office's YouTube

Channel: youtube.com/@MNCannabisManagement. Results will be posted to OCM's website and shared with applicants after completion. OCM is partnering with Smartplay International, Inc., a recognized leader in digital lottery drawing systems, and Baker Tilly, an advisory tax and assurance firm, to conduct the lotteries. Both vendors have conducted cannabis license lotteries in other states. OCM has also engaged idream.tv Location Images, a local provider of video production and video streaming services, to assist in managing the lottery livestream on June 5.

For more information, visit mn.gov/ocm.

###

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Stay Updated with the Minnesota Office of Cannabis Management

Email: cannabis.info@state.mn.us

clerk@emily.net

From:
Sent:
To:
Subject:

Minnesota Office of Cannabis Management <MNOCM@public.govdelivery.com>
Friday, May 2, 2025 4:03 PM
clerk@emily.net
Important clarification on local retail registrations



Having trouble viewing this email? [View it as a Web page.](#)

May 2, 2025

Subject: Important clarification on local retail registrations

Good afternoon to local government partners,

As we continue our license application review period, we wanted to reach out to ensure that you, as a local government representative, have all the necessary information to navigate conversations with potential cannabis businesses in your municipality.

On April 14, the rules governing Minnesota's adult-use cannabis market ([Minnesota Rules, part 9810](#)) were officially adopted and came into effect. Following this, OCM has been conducting a review period of all submitted cannabis business applications. Furthermore, now that final adult-use rules are adopted, qualified applicants in uncapped license categories will start to receive preliminary approval and begin the site registration process.

As of May 1, there are 213 applicants who have received preliminary approval status, including 207 microbusiness applicants ([Summary Application Data / Office of Cannabis Management](#)). This means an applicant may soon be seeking zoning compliance certification and, if applicable for cannabis microbusinesses, local retail registration.

Review Latest Guidance

OCM's latest guidance for local government partners can be found on the office's [webpage specific to local governments](#) and in the [Guide for Local Governments on Adult-Use Cannabis and Lower Potency Hemp Edible Licenses](#). Additionally, in the guide's appendix, we link to our **Local Retail Registration Form and Checklist** to assist local governments in completing the local retail registration needed for the five eligible license

types: Cannabis Retailers, Microbusinesses, Mezzobusinesses, Medical Cannabis Combination Businesses, and Lower-potency Hemp Edible Retailers.

Please also make sure to review the [Qualified Applicant Guide](#) in addition to these resources. This will help support conversations between applicants and local governments. Specifically, pages 15 and 16 detail engagement with applicants and local governments and include guidance for navigating this next phase.

Important Note on Order of Operations: Zoning Compliance Certification and Local Retail Registration

OCM has been encouraging all applicants to engage in conversations with their local governments early on in their process to understand what considerations they may need to take in order to operate within each jurisdiction and receive zoning certification and, if applicable, retail registration. For more information on the process, please reference our [Pathway to Licensure Chart](#).

We'd also like to make sure that you are all aware of a pending legislative change to address an identified issue in Minnesota Statutes, section 342.22.

Per statute, an applicant with preliminary approval is able to work with a local government to obtain zoning compliance and approval. However, current statute requires local retail registration to be issued *only after* licensure. Per section 342.22, a local unit of government shall issue a retail registration to a business that has a valid license or *license preapproval* issued by the office. However, license preapproval has ended.

To address the tension that exists here, with the only available option being to issue after full licensure, OCM proposed a change in the law to section 342.22, subdivision 3, that would allow a local government to issue local retail registrations to applicants with *preliminary license approval*. This change would provide a local unit of government to have the option to certify zoning *and* issue local retail registration prior to full licensure, easing the tension of current law.

This proposed change is still going through the legislative process ([HF1615 1st Engrossment, Article 2, Section 8/SF2370 2nd Engrossment, Section 42](#)), but we hope that in the interim, it can serve as an aid when working with potential new businesses interested in operating in your municipality. OCM will provide updates as soon as there is any progress regarding this proposed legislative change.

Again, under current law, the zoning compliance certification stage *does not* require the issuance of a local retail registration. So, a local unit of government may proceed with zoning compliance certification with an applicant that has a preliminary approval notice from the office. However, we understand there may be tension in this process if the local government is limiting retail registration and connects zoning compliance to the retail authorization as well. This is what we hope to address with the proposed legislative change to allow local governments this option to issue retail registration prior to full licensure.

Preparing for the Licensing Process

If you have not done so already, please be sure to fill out our [contact and delegation form](#). Additionally, local governments that will retain zoning authority or have been delegated

authority must also sign up for an account in [Accela](#) (OCM's licensing system) as this is needed to complete zoning compliance verification checks. For more information on how to register for Accela, please reference our [Local Government Accela Registration Guide](#). If you have already completed these two steps and want more information on how to complete a zoning compliance certification, please visit our guidance document: [Local Governments - Reviewing Zoning Compliance Certification on Accela](#).

Additional Questions

Please know that OCM is here to support you as we prepare for this first round of cannabis businesses. Please do not hesitate to reach out to cannabis.info@state.mn.us with any questions or concerns.

Thank you.

Minnesota Office of Cannabis Management



Stay Updated with the Minnesota Office of Cannabis Management

Email: cannabis.info@state.mn.us

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This email was sent to clerk@emily.net using govDelivery Communications Cloud on behalf of: Minnesota Office of Cannabis Management • St. Paul, MN

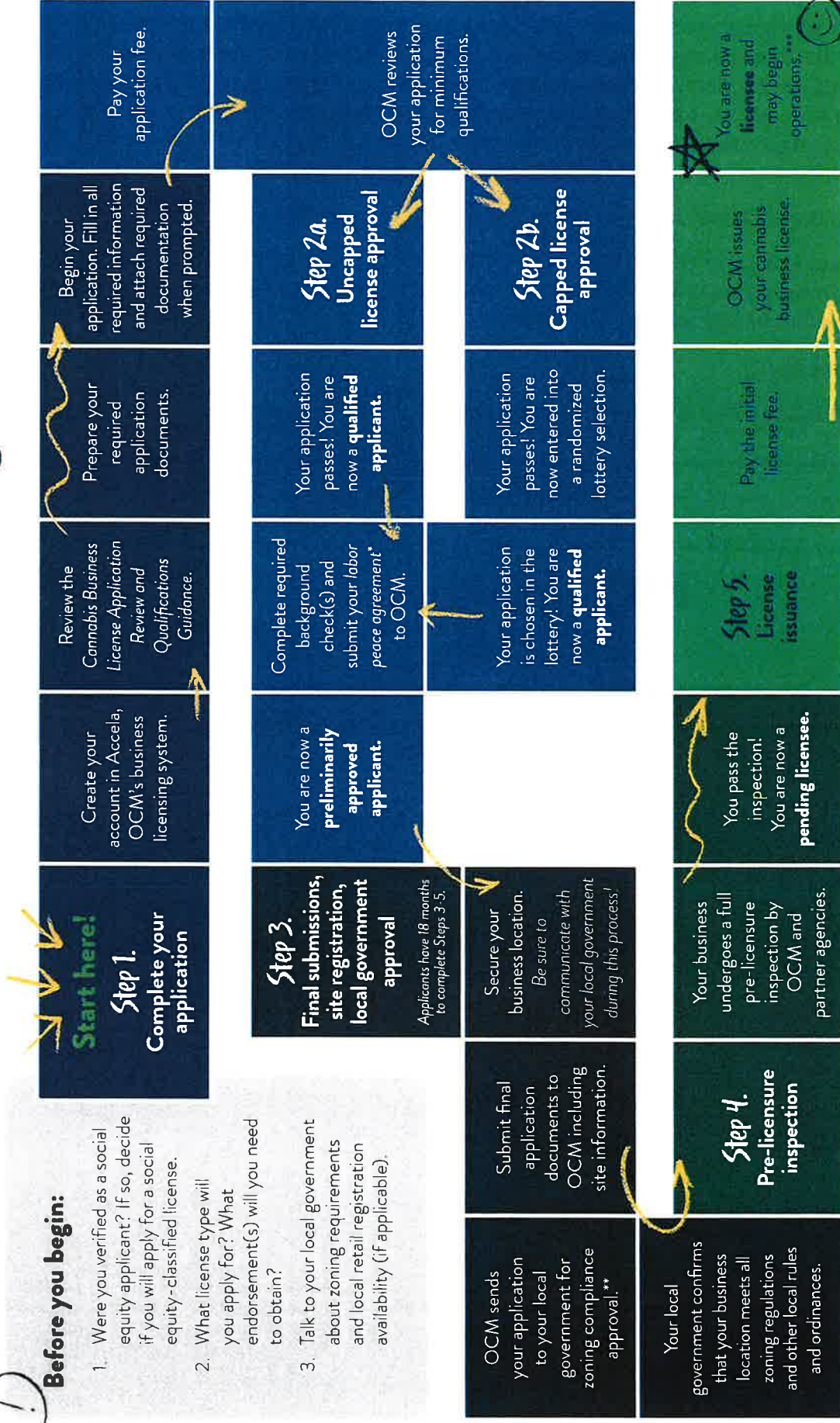
govDELIVERY 

From Start to License: Your Path to Cannabis Licensing in Minnesota



Before you begin:

1. Were you verified as a social equity applicant? If so, decide if you will apply for a social equity-classified license.
2. What license type will you apply for? What endorsement(s) will you need to obtain?
3. Talk to your local government about zoning requirements and local retail registration availability (if applicable).



* Microbusinesses with fewer than 10 employees do not need to provide a labor peace agreement.

** Your application cannot proceed and your business cannot open until your local government certifies that your business meets zoning compliance!

*** For those seeking to conduct retail activities, you must get retail registration from your local government directly (in addition to your license)



Learn more about the licensing process at

mn.gov/ocm/businesses/licensing



PRESS RELEASE

FOR IMMEDIATE RELEASE
DATE: April 25, 2025

CONTACT
Highway Department
218-824-1110
highwayinfo@crowwing.gov

Crow Wing County Launches Long-Range Transportation Plan

Every day we all rely on a safe and dependable transportation system whether commuting to work or school, towing a boat to the lake, or walking or biking through our beautiful communities. We depend on a system that is well maintained, accessible and ready to meet our everyday needs.

The Crow Wing County Highway Department is launching the development of its first ever Long-Range Transportation Plan. This comprehensive plan will help identify and prioritize long term improvements focused on vehicle and pedestrian safety, road maintenance and prepare for future growth and change. The plan will help the county make informed decisions on future planning for the next ten to twenty years.

Plan Goals:

- Maintain and upgrade roads, bridges, and trails
- Support future growth and land use
- Protect natural resources and promote sustainability
- Enhance connectivity between communities
- Maintain a safe, cost-effective, and efficient transportation system.
- Develop a transportation system that serves the accessibility and mobility needs of all users
- Preserve and modernize the existing transportation system.

The first step is to gather feedback from the people who use the system every day. Highway staff would like to hear the thoughts of residents and visitors about what is working, what isn't working and ideas to make our transportation system better.

"We hope the public rolls up their sleeves and really engages with this process. They know the roads they drive every day best. Their voice matters. Whether it's for work or play the viewpoints and ideas shared by those utilizing our system can help make this plan successful." said County Engineer Tim Bray.

Your feedback will be invaluable in shaping the future of transportation in Crow Wing County. Please consider taking a few minutes to complete our online survey. In addition, we've created an interactive mapping tool that allows you to zoom in on specific areas of Crow Wing County and leave comments directly on the map.

crowwing.gov/Long-Range-Transportation-Plan

[Long-Range Transportation Plan Survey](#)

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

[Place detailed comments in the map](#)

If you have questions or need assistance, please contact the Crow Wing County Highway Department at 218-824-1110 or highwayinfo@crowwing.gov

###



May 06, 2025

To: City and Town Clerks within the Pine River Watershed, Cities and Townships:

Crow Wing Soil and Water Conservation District (SWCD), on behalf of itself, Cass County, the Cass County Soil and Water Conservation District, and Crow Wing County, has proposed amendments to the Pine River Watershed Comprehensive Plan.

To view the proposed changes to the plan, visit <https://www.crowwing.gov/1476/One-Watershed-One-Plan-1W1P>.

The watershed partners invite all townships and cities within the Pine River Watershed to provide comments on the plan amendment.

Written comments will be accepted until Thursday, June 5, 2025, at 5:00 p.m. Comments can be submitted to Crow Wing SWCD for all residents of the Pine River Watershed, which spans parts of Cass and Crow Wing counties (see the attached map). Comments may be submitted at <https://arcg.is/1arfm81> or emailed to jarrett@cswswcd.org.

Facts about the Pine River Watershed:

- Supplies 15 million people with clean drinking water (from St. Cloud to Illinois)
- Over 500 lakes
- Primary towns include Backus, Pine River, Breezy Point, and Crosslake
- Parts of Aitkin, Cass, Crow Wing, and Hubbard Counties

This voluntary program is administered through the Board of Water and Soil Resources. Cass County, Cass County SWCD, Crow Wing County, and Crow Wing SWCD teamed up to develop this plan. A 10-member voluntary advisory committee helped develop the proposed Pine River Comprehensive Watershed Plan amendment. Partners will complete plan action items that are measurable and trackable to enhance and protect the watershed.

The Public Hearing will be held on June 17, 2025, at 2:30 PM at the Cass County Land Department, as part of the Policy Committee Meeting, to discuss the plan amendment. Physical Address is 218 Washburn Ave E., Backus, MN

For more information on the plan and a watershed map, visit <https://www.crowwing.us/1476/Pine-River-1W1P>. Contact Crow Wing SWCD at (218)-828-6197 or jarrett@cswswcd.org

Funding was provided by the Board of Water and Soil Resources through the Clean Water, Land and Legacy Amendment.



